

# COURSELEAF CIM IMPLEMENTATION TIMELINE

## WHAT'S HAPPENING

### BUSINESS REQUIREMENTS

During the Welcome / Check in meeting, your Leepfrog implementation team will outline the essential business requirement items needed for project success. This includes technical data collection, responses on a process questionnaire, and confirmation of authentication services needed.

### INTERNAL AUDIT

The Leepfrog Implementation team performs an in-depth audit of your SIS data, curriculum forms, workflow documentation, and your process questionnaire responses.

### BUILDING FORMS

Your Implementation team builds your functional prototype and workflow in preparation for the Kickoff.

### CLIENT TESTING

Comprehensive testing of your rough draft forms and workflow.

### IMPLEMENT FEEDBACK

Leepfrog implements the remaining development work from the Jam session, and performs a full QA of the updated rough draft forms.

## KEY EVENTS

### WELCOME / CHECK IN

In the Welcome meeting, you will meet several of your Leepfrog implementation team members who will walk you through the milestones of your implementation. The meeting is a high-level discussion designed to confirm project scope and needs as well as inform your functional and technical team members of next steps. If you implemented CAT first, you will have a check-in meeting with your CSM to discuss the business requirements needed to start the CIM Implementation.

### CLIENT AUDIT MEETING

The internal audit results will be reviewed with your functional and technical team members. This working meeting will focus on updating the audit findings and gathering the needed specifications to build a functional prototype.

### KICKOFF (DELIVERY OF ROUGH DRAFT)

This marks the beginning of the CIM Implementation process. Your Leepfrog implementation team will deliver a functional prototype of your forms and workflow, and gather further specifications to be implemented.

### TRAINING SESSION

Your CourseLeaf administrators will receive two 90-minute virtual training sessions to learn the CourseLeaf CIM software in preparation for testing the forms.

### JAM SESSION(S)

Jam sessions are collaborative meetings between your functional and technical team members and your Leepfrog implementation team to work on updating the rough draft forms based on the testing results. Your team will receive a two-hour jam session per form.

### UPDATED ROUGH DRAFT

Your team is provided with the updated functional prototypes to perform additional client testing.

### SUBSTANTIVELY COMPLETE SPECS

This marks the completion and approval of the CIM functional prototypes.

### SYNC TESTING

Sync testing is a collaborative working session between your technical team and the Leepfrog development team during which course proposals are sent through the sync process in real-time before deployment of your forms.

### DEPLOYMENT (AT NEXT)

This marks the completion of the CIM implementation process. The forms are now in production and ready to be introduced to your faculty.

### MIGRATE PROGRAMS FROM CAT TO CIM

Your implementation team performs a one-time migration of the existing programs from the catalog into the CIM Program form.

 Repeated as necessary