



Focus School Software: Implementation Update



Lou Kruger, Director of Student Placement
November 12, 2024



SLPS Strategic Values



Highly Effective
Educators and
Leaders



Authentic Family
and Community
Partnership



Equitable and
Multiple Sources
of Data



Joyful and
Engaged
Students



Personalized
Supports and
Innovative Pathways



College and
Career Ready
Critical Thinkers

Values Across Our Student Goals





3rd Grade Reading

—
Growth and Proficiency



3rd Grade Math

—
Growth and Proficiency



College and Career Readiness

—
High School Students Prepared for Workforce and Post-Secondary Employment



Culture and Climate

—
Student Wellbeing

Student Success Goals



Portrait of a Graduate



College & Career Ready

Change Agent

Critical Thinker

Communicator

Competent

Culturally Aware

Collaborator



Background



- Tyler Technologies Student Information System Obsolete on June 30, 2025
- RFP #007-2023 issued with proposals due mid-December 2023
- 3 vendors responded
 - PowerSchool
 - Infinite Campus
 - Focus
- After 2 rounds of presentations by each of the 3 vendors to a panel of various district staff including school-based individuals, Focus was the winner
- On June 11, 2024, along with a presentation made by Mr. Thierno Barrow, Resolution 06-11-24-30 was submitted to the Board of Education and approved
 - Contracts drafted and signed July 30, July 31, and August 1, 2024
 - Cost to District for the Implementation 2024-2025 School year is \$165,000.00
- First meeting with Focus SLPS Project Manager Rebecca Musselman held September 10, 2024



Focus Implementation



- Tuesday, September 10, 2024 Initial meeting included Lou Kruger, Stacey Woolfolk and Focus SLPS Project Manager Rebecca Musselman

Purposes of initial September 10 meeting included:

- Establish Project Charter
 - Stakeholder Register
 - Stakeholder Engagement Plan
 - Scope Management
 - Change Configuration Management
 - Quality Control
 - Project Management Plan
 - Data Migration Plan
- Weekly Tuesday meetings are ongoing between Project Managers and key SLPS implementation staff
 - Weekly Wednesday meetings are scheduled to have SLPS Key Stakeholders initiated into the project



Focus Implementation: Establish Project Charter



The *Project Charter* is the document issued by the project initiator or sponsor that formally authorizes the existence of a project.

| | |
|----------------------------|--|
| Project Title: | St. Louis Public Schools SIS Implementation |
| Client Project Sponsor: | Dr. Millicent Borishade |
| Focus Project Sponsor: | Executive Sponsor - Bethany Heslam Project Sponsor - Halie Gdovin |
| Client Project Manager(s): | Lou Kruger Stacey Woolfolk |
| Focus Project Manager: | Project Manager - Rebecca Musselman |
| Date Prepared: | 9/10/2024 |

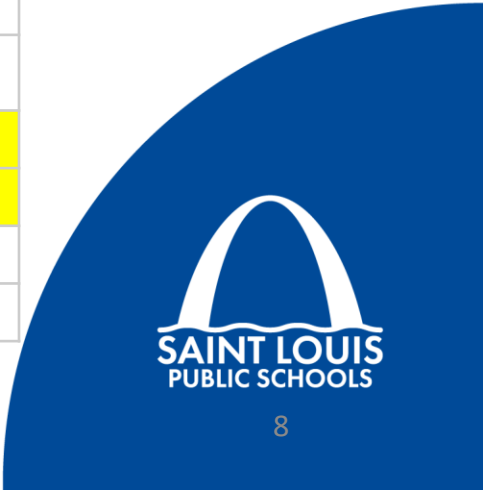


Focus Implementation: Establish Project Charter



- **Project Scope:** Below is a condensed scope with a summary of project milestones.

| Summary Milestones Schedule | Due Date |
|--|-------------------------|
| Data Migration full completion | May 2025 |
| Round 1 specialty group meetings, use cases/business rules, develop schedule and WBS Round 1 configuration complete | December 2024 |
| Round 2 specialty group meetings, use cases/business rules, develop schedule and WBS Round 2 configuration complete | February 2025 |
| Round 3 specialty group meetings, use cases/business rules, develop schedule and WBS Round 3 configuration complete | March 2025 |
| Round 4 specialty group meetings, use cases/business rules, develop schedule and WBS Round 4 configuration complete | May 2025 |
| Scheduling Training | February 2025 |
| Enrollment Training | March 2025 |
| Specialty Area Training | Within Round work above |
| Full system go live | June 2025 |
| Summer School Go Live (with enrollment and scheduling file sent via Tyler) | May 2025 |
| Scheduling Go Live | March 2025 |
| Enrollment Go Live | March/April 2025 |



Focus Implementation: SLPS Stakeholder Register



- *Stakeholders* should be identified early in the project so that their needs and expectations can be met. Stakeholders can be identified regularly to analyze and document relevant information regarding their interest, involvement, interdependencies, influence, and potential impact on project success.
- SLPS Key stakeholders have been determined based upon the SLPS staff currently leading different departments.
- Specialty Groups members to be brought in for each round of Specialty Group Meetings will be determined by the SLPS Key Stakeholders for their individual Specialty Group.
- SLPS Key Stakeholders/Specialty Groups can be added if necessary.



Focus Implementation: Stakeholder Register



- SLPS Key Stakeholders

| Round 1 | Round 2 | Round 3 | Round 4 |
|---|---|---|--|
| SIS: Enrollment and Registration SIS: Secondary Scheduling SIS: Elementary Scheduling SIS: Attendance SIS: Grade Reporting and Grade Processing Translations SIS: Transportation SIS: Health SIS: Early Childhood | SIS: Teacher Processes SIS: Assessment Data and Processing SIS: Counselors (additional fields) SIS: English Language Learners SIS: Special Education SIS: Section 504 SSS Module SIS: Discipline | SIS: Parent/Student Portals SIS: At Risk/Dropout Prevention SIS: K12 CTE SIS: Virtual A+ Grad Requirement SIS: State Reporting SIS: Federal Programs SIS: Students in Transition Integrations (Lunch and Trans) | SIS: End of Year/Rollover Community Mobile App Analytics Communications Document Management K12 Shopping Cart |



Focus Implementation: Stakeholder Engagement Plan



The *Stakeholder Engagement Plan* describes the approach to ensure expectations and project progress information is delivered to the right stakeholders at the right time, using the appropriate engagement format to the right stakeholder group.

Approach

- Stakeholders defined
- Questionnaire completion
- Group meetings to provide overview of specific functions and demonstration of how processes will be completed in Focus
- Creating Use Cases and Rules
- Use acceptance testing configurations and setup
- Reviewing and approving training materials



Focus Implementation: Scope Management



The *Project Scope* is the features and functions that characterize a product, service, or result. The *Scope Management Plan* is the component of the project management plan that describes how the scope will be defined, developed, monitored, controlled and validated.

High level Scope described earlier.

For Key Stakeholder Groups the scope will be defined through:

- Business Process Owner questionnaires
- Defining Use Cases
- Defining Business Rules
- Generating GAP Analysis
- Determining Setup



Focus Implementation: Change Configuration Management



The *Configuration/Change Management Plan* is the project management plan component describing how to identify and account for project artifacts under configuration control, and how to record and report changes to them. This plan will describe how the change control system will be implemented.

SLPS Project Sponsor determines decisions about changes needed vs requested of Focus system as applied to these filters:

1. State Requirements
2. District Policies
3. Requests
 - Essential/Must-Have/Nice to have (depending on time requirement)
 - Does this need to go through the process owner
 - Or saved for future planning



Focus Implementation: Quality Control



The *Quality Management Plan* is the component of the project management plan describing how the applicable policies, procedures, and guidelines will be implemented to achieve the quality objectives.

Quality standards to consider in all areas include:

- Correct Spelling
- Consistent order of field options and naming conventions
- No fails during UAT(user acceptance testing)
 1. Clear and defined upfront requirements
 2. Use Case (Process Steps) and Business Rules (Board Policy, Strategic Initiative...)

There is much more to Quality Control but it essentially applies to the system build for SLPS, making sure fields are labeled appropriately and correctly, as well as having correct processes in place, such as feeder patterns.



Focus Implementation: Project Management Plan



The *Project Management Plan* is the document that describes how the implementation project will be executed, monitored and controlled, and closed

Items of note:

- Changes to project and authorization: SLPS Project Sponsor/Dr. Borishade
- Tools and techniques: Using Microsoft Teams vs Google Drive
- Smart Sheet project management tool: Tracks progress
- Cacoo: Flowchart diagramming and creation tool



Focus Implementation: Data Migration Plan



The *Data Migration Plan* documents and outlines how data migration will be executed, monitored, and controlled. The goals of data migration are crucial components in the transition to a new platform. As a part of this process, Focus provides guidance and tools to facilitate a smooth data migration process.

Key portions of the Data Migration Plan Include:

- Data Migration Timeline (next slide)
- Data Migration Responsibility (Matthew Haack and Shannon Reilly)
- Data Sources Identification
- Migration Activities
- Roles and Responsibilities
- Data Identification, extraction, quality checks and rules, mapping and validation
- Determination of number of years of data to import (back to 2005-2006 in Tyler)
- Tools and techniques
- Support
- Environment (servers and production)



Focus Implementation: Data Migration Plan

Data Migration Plan Timeline



| St. Louis Public Schools K12 Data Migration Plan | Phase I | Phase II | Phase III | Phase IV | Phase V | Phase VI | |
|--|--|---|--|--|---|--|--------------------------------|
| <p>Data Migration Meetings and Team Members</p> <p>Kickoff Meeting September 17, 2024 @ 9:00 AM CST</p> <p>Weekly Data Meetings Tuesday @ 10 AM CST</p> <p>SLPS Team Lou Kruger Stacey Woolfolk Matthew</p> | <p>Setup Data</p> <p>Schools School Information Address Catalog School Resources School Setup Current Year Prior Years</p> <p>Users User Profiles</p> <p>Focus Setup Training 1/2 day Session Review & Complete</p> | <p>Base & Rollover Data</p> <p>Users General Data User Enrollment</p> <p>Students General Data Student School Enrollments (2024-2025)</p> <p>Student School Enrollments (2025-2026)</p> <p>Schools Course Catalog(24-25) Subjects (2024-2025) Courses (2024-2025) Sections (2024-2025)</p> | <p>Training Data</p> <p>Users SR Data/Fields</p> <p>Students SR Data/Fields Health Data/ Health Logging fields Health Services Schedules (2024-2025)</p> <p>Addresses and Contacts Parent Accounts Parent Accounts Linked Users Linked Students Course History (2020-2025)</p> <p>Test History Discipline - Referrals (24/25) Attendance Period (24/25)</p> | <p>Historical Data</p> <p>Schools Course Catalog (2006-2025)</p> <p>Students Enrollments (2006-2024) Course History (2006-2024) Discipline (2006-2024) Attendance Log (2020-2025)</p> | <p>Local Fields</p> <p>Defined within Specialty Group Meetings</p> <p>Round 1: (Nov/Dec) Health Transportation Enrollment Early Childhood</p> <p>Round 2: (Dec/Jan) Teacher Process Counselor SPED ELD 504</p> <p>Round 3: (Jan/Feb) Std in Transition CTE Virtual At Drop out Prev.</p> | <p>Summer 24/25 Data</p> <p>Student Enrollments Subjects Courses Sections Student Schedules</p> | |
| | <p>September 23rd - June 30th</p> | <p>2 weeks Sept 17-Oct 2</p> | <p>Oct 3 - Jan. 29</p> | <p>Nov 14 - Apr. 28</p> | <p>Apr 29 - Jun 9</p> | <p>3 Weeks Total</p> | <p>Apr. 29 - June 2</p> |



Focus Implementation: Project Overview October 2024



St. Louis Public Schools Implementation of Focus School Software Project Overview for October 2024



| Key Milestones | Status | Start Date | Projected End Date | Comments |
|---------------------------------------|-------------|------------|--------------------|----------|
| Implementation Kick Off and Planning | Complete | 9/10/2024 | 9/10/2024 | |
| Site Setup and Configuration Training | Complete | 10/2/2024 | 10/10/2024 | |
| Data Migration - Phase 1 Files | Complete | 9/23/2024 | 10/2/2024 | |
| Data Migration - Phase 2 Files | On Schedule | 10/7/2024 | 1/29/2025 | |
| Round 1 - Specialty Group Meetings | Planned | 11/2024 | 12/2024 | |

| | |
|---|---|
| <p>Recent Accomplishments and Milestones</p> <ul style="list-style-type: none"> Data Migration - Phase 1 Files | <p>Key Delivery Risks/Issues</p> <p>This is not an issue at this time, but is important to prepare for within this month.</p> <p>Round 1 Specialty Group Meeting Preparation: The attendees for these critical meetings are important to identify and solidify within the month of October.</p> |
| <p>Key Upcoming Activities</p> <ul style="list-style-type: none"> Round 1 Specialty Group Meetings <i>Enrollment, Scheduling, Health, Transportation, Early Childhood, Attendance and Grades and Grades Processing.</i> | <p>Decisions/Guidance</p> <p>.</p> |

Key Milestone Legend: Grey Originally planned or completed activity Green On track; will complete as planned Yellow Planned delivery possibly at risk Red Has missed planned delivery

Focus Implementation:



Questions?

