



13

# DEPLOYMENT PROJECT

---

**INCREASE THE PERCENTAGE OF “PAPERLESS”  
ORGANIZATIONAL SYSTEMS (WORK FLOW)**

**INCEPTION DATE: 01/19/09  
SPAC UPDATE: 05/04/09**

---

**THIS PROJECT SUPPORTS THE FOLLOWING DISTRICT FOCUS AREAS OUTLINED IN THE  
GCS STRATEGIC PLAN 2012:**

---

- I. Improving Academic Achievement
- II. Supportive Family & Community Involvement
- III. Strategic Human Resource Management
- IV. Respectful & Responsive Service
- V. Safe Schools & Character Development
- VI. Optimal Operations
- VII. Transformational Technology
- VIII. Clear Baseline & Equitable Standards

---

**THIS PROJECT SUPPORTS THE FOLLOWING GCS STRATEGIC PLAN 2012 MEASURABLE OBJECTIVES:**

---

Goals are aligned with those located in the  
*GCS Strategic Plan 2012: Achieving Education Excellence.*

Goal #	Goal description
VII.7	GCS will employ the use of external agencies and benchmark school systems on a national level that have implemented successful automated systems. After completing this analysis, the district will establish a timeline for transitioning to a more automated environment.

---

**THIS PROJECT SUPPORTS THE FOLLOWING GCS STRATEGIC PLAN 2012 STRATEGIES:  
(PLEASE NOTE WHEN A STRATEGY IS SHARED WITH ANOTHER DEPLOYMENT PROJECT)**

---

Strategies are aligned with those located in the  
*GCS Strategic Plan 2012: Achieving Education Excellence.*

Goal #	Strategy #	Strategy description	Shared with another project (Y/N)
VIII	1	GCS will develop baseline standards for all schools and equity standards for targeted schools in areas of instructional supplies and materials, technology, media materials, and supplies, human resources, staffing, facilities and co-curricular activities.	Yes; #12- Development of Baseline Standards
VI	1	Meet and/or exceed established key performance indicators for all business and district operations. (Measures and baselines will be established.)	No

## Project Overview

Including its context and value to be gained through the project(s).

Project Introduction and Context		
<p>Increase the percentage of central office “paper workflow” processes converted to a digital format. (Measure and baseline will be established.)</p> <p>The current environment lends itself to utilizing newer forms of Technology to reduce and/or eliminate paper. The district has currently employed several tools to effectively minimize the amount of paper used. Human Resources is using a “scanning” solution to make all applications paperless. Finance is using electronic purchase orders and is moving toward a paperless payment description for employees. With the implementation of NC WISE, there is an additional benefit that reports are viewable on the screen and can be e-mailed as opposed to print.</p>		
Desired Results		
<ul style="list-style-type: none"> <li>• Determine a baseline of paper consumption allowing a basis for establishing benchmarks for reduced paperless functions</li> <li>• Create a systemic automated process for all paper operations in the district</li> <li>• Integrate electronic functions that lead to paper waste</li> <li>• Reduce paper cost</li> <li>• Become more “green” in the District’s consumption of paper</li> </ul>		
Project Oversight		
Role	Description	Person Responsible
Sponsor	Ultimate authority. Responsible for the project, its desired results and specific outcomes.	Dr. Eric J. Becoats
Project Manager (Champion)	Assists in developing the Deployment Project and project plans, performs project reviews and disposes of issues and change requests. Develops and maintains the Deployment Project and plans, performs reviews, tracks issues and change requests, manages budget and is responsible for technical quality of solution.	Dr. Terrence Young
Project Deployment Team (PDT)		
Steve Foster, Steve Friddle, Donna Yow, Patrick Figgatt, Pam Simmons, Barbara Zwadyk, Kathy Rogers, Rene McKinnon, John Huddle		

<b>Advisory Team</b>
Shea Lewis (Microsoft) Miriam Walker (Microsoft) Mark Harris (Principal, Ferndale Middle School) Rodney Wilds (Principal, Andrews High School) Members of Guilford County Schools Technology Application Review Committee (TARC)
<b>Clients</b>
GCS central office staff, school administration, teachers, students

## ***Major Project Scope and Deliverables***

**Deliverable:** A specific product or event to result from a project. Examples include such things as a training session, a document, a software product, a process definition, etc.

<b>Deliverables</b>	<b>Person Responsible</b>	<b>Start Date</b>	<b>Completion Date</b>
Implement "scanning" solution in Human Resources	Steve Foster	3/1/09	Ongoing
Implement NC WISE & Parent Assistant	Terrence Young Pam Simmons	3/23/09 & 7/1/09	Ongoing
Determine which current applications facilitate the paperless requirement (needs assessment)	Eric Brown	5/15/09	8/1/09
Implement SharePoint Document Sharing Portal	Technology Services	7/1/09	Ongoing
Communicate Paperless Resources	Communications	7/1/09	Ongoing
Implement Wimba collaborative learning software	Technology Services	7/1/09	Ongoing
Comprehensive review/view of a paperless work flow	Technology Services	9/1/09	12/1/09
Establish a baseline of paper operation.	Patrick Figgatt John Mann	11/01/09	12/01/09
Determine cost of any new software purchases for paperless solutions	TARC	1/30/10	3/1/10
Implement any new software	Technology Services	7/1/10	9/1/10

## Project Impacts

Identify other projects that relate to, that affect, or may be affected by, this project being planned. Identify major organization groups, processes, policies, etc. that could affect, or be affected by, this project. Document each related project's (and/or other entity's) relationship to your project, the interdependencies among projects (and/or other entities), and a degree of impact of "High", "Medium" or "Low." In addition, indicate when the impact will be resolved.

Project Impact	Description of Impact	Degree of Impact	Impact Resolution Date
New Software installation	Solution integration	Medium	7/01/10
Reduction in paper cost	This predicted cost will be based on the established baseline and our ability to lower paper use with a software solution.	High	7/01/10
Notes:	This project will have an impact on the budget if a solution is adopted. Therefore the initial cost of a solution would be mitigated of the life paperless solution based on the reduction in the cost of paper.		

## Project Budget Summary

The budget and costs reflected in the Deployment Project should account for all contracted services, materials and supplies, etc., required to achieve the stated scope and objectives. It does not imply automatic approval and budgeting. Approval, commitment and funding must be obtained from the SPAC. Indicate whether each item is budgeted or unbudgeted.

Budget Categories	Person Responsible	Budgeted Amount	Budgeted (Y/N/Pending)	Budget Code
Contracted Services	Project Champions	\$10,000.00	Pending	
Materials and Supplies	N/A			
Equipment	N/A			
Travel	Project Team Members	\$10,000.00	Pending	
Training	N/A			
Other	Project Champions			
<b>TOTAL:</b>		<b>\$25,000.00</b>		

## New Positions Required

Staffing Summary Resource Type	# of FTES	Duration	Hours	Budgeted (Y/N/Pending)
Student Information Admin II	1	Full-time	40 per week	N
Program Analyst II	1	Full-time	40 per week	N
Program Specialist II	1	Full-time	40 per week	N
Notes:	Technology Services staffing has remained unchanged, however the number of programs needing support continues to grow, and examples are NC WISE, NC WISE Parent Assistant, SharePoint, and Wimba.			

## Project Assumptions

Document any assumptions that could significantly affect the project (e.g. facilities usage, budget approval, etc.).

Project Assumptions	Description
Budget approval	This project may require the use of some contracted service workers to assist in the audit of baseline standards.

## Project Approval

<input checked="" type="checkbox"/>	Approved	
<input type="checkbox"/>	Approved as Noted	
<input type="checkbox"/>	Rejected (See Note)	
Additional Comments:		
Last Revised:		

## Project Status Reports

Complete attached Project Status Report for updates to SPAC.