

From: **Becky Fontaine** <beckyf@wamail.net>

Date: Fri, Jun 6, 2014 at 7:55 AM

Subject: WESSEX IT

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Cc: Junso Ogawa <mejunso@gmail.com>, Michael Bury <mlbury@aol.com>

Hi Folks,

Nothing can begin to explain the multi level challenges I have had the past 60 days between work, home and RYE district. I have indeed failed as the new chair of the IT committee, although I have had some great communications with Glenn Harvey and Jon Greene including a long conversation with Jon on the phone yesterday. For this first time in 60 days I see some light at the end of the tunnel. I thought I saw the light in early May, but it must have been an illusion. Having said that if you are all still willing, I am ready to get going.

Committee Members include:

Glenn Harvey

Evonne Hopkins

Steve Schwab

Amy Pack

Mike Cloutier

Shari Tobin

Charlie Kelly

Charlie Kocher

Jessica

from Alaska (Tom, please forward this to her)

Jon Greene

Mark Perry (Evonne, please forward this to him)

If I may, let me start with my most recent conversations and then go backwards. Yesterday, I spent an hour + on the phone with Jon Greene, D5190. They are well into the conversion and the more time Jon spends in the program, the more he loves it. The support he has gotten from Al has been great; he says the program is very, very robust. It is also quite intuitive and actually quite easy. Admittedly it does take some time to set up (according to how your district is structured), but the efficiencies are great and less paper in the end. Because Jon is independent from WESSEX (he only uses the database, but has his own RO/AROs), Jon did say we will have to pay attention to what forms, template emails are driven by WESSEX and what belong to the districts. He then said that the templates are easy to change. We also talked extensively about data conversion and running parallel systems for a period of time. Jon is already using the system and plans to have his 2014-15 inbound and outbounds use it. A year from now, he will be totally off WESSEX. I have attached an email from Jon to this message, crossing out the only part, that does not pertain to us.

Stepping back, Glenn Harvey and I have also had some conversations and I most appreciative of him helping to put a framework together of how we might proceed. Glenn has also had some conversations with Jon Green. Jon has offered his district's Go-to-Meeting for our meetings.

1. Assumption -- We are assuming that the conversion will proceed, so our focus is not on whether to convert, but how and when to convert the WESSEX region to YEAH. Our recommendation is use WESSEX for the 2014-2015 program year, and to plan for input of all 2015-2016 program year data in YEAH. How much data to transfer from WESSEX to YEAH is an open question. We will need your input on whether the WESSEX Board needs to approve this decision, and if so, how and when. We also need to work with the Board to decide when to broadcast this information to all of the clubs.

2. Roles -- As the IT committee chair, I have agreed to coordinate the project from a team leadership and overall project management perspective. I will organize the committee set up to work on the project, identify project goals and timelines, and lead the overall conversion project. Glenn has agreed to partner with Jon, Mike, and Al to coordinate the technical side of the WESSEX to YEAH conversion. We will learn as much as we can from the District 5190 conversion process to develop a framework to apply to the WESSEX region and database conversion.

3. Process -- Glenn's goal of learning the YEAH system while D5190 converts is to identify the key differences between the WESSEX and YEAH systems, and to work with Mike C. and Al to propose methods to address the any gaps. This process is expected to result in a conversion outline plan that can be given to the WESSEX board for approval.

4. D5190 Conversion -- D5190 is planning a full conversion in place during the 2014-2015 program year in June and July (this plan is tentative, being taken to the D5190 YE committee for approval soon). Assuming that the conversion proceeds as planned without major difficulties, this should give the IT committee a "lessons learned" document to use in planning the WESSEX region conversion.

5. Timeline -- Partnering with D5190 and watching their progress will occur this summer, and will also identify the key differences that need to be resolved prior to converting the WESSEX region. Fall and Winter 2014 can be used to organize prior to a conversion planning kickoff in Spring 2015. Training needs to be in place to allow data entry starting in Spring 2015.

6. Key Items To Keep In Mind:

a. Cost -- Until gaps and their resolution have been identified (expected Fall 2014), there is no way to anticipate whether any development cost needs to be anticipated.

b. User Training -- The Web interface needs little training for most users (mainly Counselors), the interface is very intuitive. Training methods for system administrators to use the database has not been identified, and may also have an impact on financial (cost) planning for the WESSEX board.

This thumbnail planning outline is being sent to stimulate thinking and questions about how the conversion process should be organized. Jon Greene is willing to share the lessons they are learning which will be beneficial while we set up the organizational framework we will use to convert the rest of the WESSEX region. As the IT and WESSEX leadership team, we need to be focused on high level planning (including key milestone dates), as well as planning for any financial costs for the conversion. Development, travel and training costs can be reasonably

expected for a project of this size. Again, if you are willing to let me continue to be the chair, I know both Glenn and I would appreciate your feedback on the above.

This leads to the agenda Junso sent yesterday. I don't disagree in theory with the items he listed under item #7: Migration from WESSEX database to YEAH. We are wise to keep the WESSEX database up and running for two more years as we make our way through this process.

Finally, Jon Greene will not be able to make the WESSEX call tomorrow. He has asked that I give the update on his conversion. In addition to the attachment I have a few other kernels of information to share.

I realize that summer is upon us, but to the IT committee, I would like to schedule a Go-to-Meeting. My plan is to email everyone after the WESSEX call and get this started. If you are no longer interested in being on the IT committee, please let me know.

Junso, I would ask that you forward this email to the WESSEX board.

Most apologetically,

Becky Fontaine
Youth Exchange Chair, 2011-2015
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