DISCOVERY

We learn about your goals and data needs as you learn more about the infosnap online Registration/Enrollment implementation process.

04.17.2013	Kickoff Call / Timeline Presented
04.19.2013	Form Specifications Provided

DESIGN AND DEVELOPMENT

Your online forms are designed based on your goals and specifications, along with our best practices and experience.

05.08.2013	Preview Form Delivered
05.09.2013	Conference Call to review form preview functionality

PREVIEW, ADJUST, AND APPROVE

We deliver an initial preview of your form, review functionality and design with you – engaging in an adjustment process until the online form meets the needs of your families, administrators and your database.

05.15.2013	First Round of Changes Submitted
05.22.2013	*Preliminary Training of infosnap Tools*
06.03.2013	Form Preview Approved – *Form Finalization*

ROSTER POPULATION

We consult with you about data pre-population specifications – you extract the data from your SIS for import to infosnap.

06.04.2013	Data Questionnaire/Container provided (call to discuss completion)
06.10.2013	Data Container returned to infosnap

PRIMARY CONTACT

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TECHNICAL SUPPORT

infosnap provides ongoing support throughout the year to administrative users and family users

1.866.752.6850

support@infosnap.com

PORTAL DESIGN, TRAINING, AND TESTING

infosnap builds your administrative tools and trains your trainer on infosnap workspace functionality and capabilities. During this stage you also test and review all aspects of your solution in order to give final approval and sign off.

06.10.2013	Project Team Trained by infosnap on Administrative Workspaces
06.11.2013	Notification communication templates finalized
06.18.2013	Action Plan for district/school training in place
06.24.2013	Family Experience Simulated (Testing by infosnap and district)
06.27.2013	Solution Approved for Launch – *Final Sign Off*

LAUNCH AND UTILIZATION

You notify your families using the infosnap workspace that the online solution is available. As submissions begin coming in we work together to further refine and customize the administrative tools to best utilize the solution.

07.01.2013	Links posted on district/school website
07.01.2013	Solution Launched and Notifications Sent to Families
Indefinitely	infosnap continues to customize your administration tools as needed (including: custom reporting, print forms, etc.)

RECORD APPROVAL, DATA MANAGEMENT, AND DELIVERY

infosnap designs and trains you on your data delivery. You review submitted data, test and deliver updated student data to your SIS.

07.09.2013	Train Data Team on Data Delivery Process
07.19.2013	Data Delivery Approved and Executed