ADOPTION JOURNEY
for Administration of Schools (AoS)

While everyone's AoS adoption journey will look different depending on their existing systems, finance and administration data and internal resources – there's some key steps that most schools will need to complete in order to transition seamlessly and successfully to the new AoS system. This guide below is for Principals, Finance and Administration leaders.

LEADing lights

PLAN

This phase is about discovering your specific journey, as each school will have a different approach. Mapping out your resources and processes for the next phases will streamline your migration experience.

The LEADing Lights migration team will contact you at least 8 weeks prior to your planned migration date to advise you of your rollout schedule. When choosing your migration date, we will consider any important exclusion periods or dates specific to your school.

The Migration team will provide a transition plan and a **School Readiness Checklist**. This will help you allocate roles to each team member involved in the migration, ensuring there's enough time and resources to complete all your tasks.

Your school will need to conduct an audit of your current finance and administration networks and the systems they interact with (e.g. uniform shop, canteen, Library, etc.). The Migration team will then review this audit and identify any additional planning required for systems that may be impacted.

Complete the initial **Readiness Checklist** to ensure all student, staff, and financial information is updated before migration.

Complete the initial **Readiness Checklist** steps that are appropriate for your school.

CHECKPOINT
Some planning and activities can be done well in advance, but it's best to wait until 6 weeks prior to migration to commence your **Prepare** tasks. This saves duplication of work.

PREPARE

This is the most important phase for your school, as getting both your data and systems migration-ready is critical to rollout success.

Engage and inform your teams by completing the 'Intro to AoS' training. There are different learning modules available depending on your role/s within your school.

You will receive access to a new testing platform (complete with sample data) to put your training into practice. Start interacting with your new tools, test capabilities and get comfortable with the way the modules work.

You will need to complete your **User Testing Review Checklist**. You'll get to trial all capabilities and update any procedures accordingly.

Define your individual role groups - assigning customised permissions and access levels for each user group.

Finalise your **School Readiness Checklist** steps (e.g., fixed asset register, chart of accounts testing, AUSkey). This will include de-duplication of your existing databases which will ensure data will be configured correctly in the new system. You'll need support from finance and admin here.

Once all your data is ready to go, the Migration team will advise you on how to package it up and manage the 48 hours prior to migration.

Your school's migration period will vary, but is anticipated to take between 3-8 days.

CHECKPOINT
Each of the Preparation checklists must be completed and submitted to the Migration team before progressing to the next stage.

MIGRATE

The LEADing Lights team will do most of the heavy lifting here, while your finance and administration leaders will carry out critical validation checks.

Reconfirm your migration date with your Migration team and map out your school's lockdown period with all impacted team members. Your Finance and Admin teams will need to be on standby during this time to help manage potential data queries.

A series of **Migration Validation Checks** will need to be carried out to ensure the platform is working as expected.

Go live! The Migration team will notify you when your migration is complete and lockdown period has concluded.

CHECKPOINT
Complete your migration signoff and data acceptance forms.

ENABLE

Advanced AoS training will be available for specific functions and tools, as well as seasonal activities. There's plenty to learn beyond the day to day - including marketing, reporting and insights.

SUPPORT PATHWAYS
Where can I find out more?

Microsoft Teams
A dedicated AoS Migration Team will be created for each school in order to coordinate and communicate with their school-side adoption team and AoS liaison. In addition, the IT Community Team will be able to share resources, advice and learnings from early migrations in order to refine process for later schools.

Service Now
Our IT support portal Service Now will allow you to log technical queries (if you're unable to find the answers online). Using a ticketed system, your query will be logged and answered by the most appropriate person.

AoS Directory
An online resource centre for the latest news, updates and guides. There will also be a series of searchable FAQs house here, which will continue to be updated during the rollout.

Claned
Digital training modules and resources will be shared on Claned so staff can learn more about the adoption process.

CATHOLIC EDUCATION
WESTERN AUSTRALIA

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This phase is about discovering your specific journey, as each school will need to have a different approach. Mapping out your resources and processes for the next phases will streamline your migration experience.

The LEADing Lights migration team will contact you at least 8 weeks in advance of your planned migration date to advise you of your rollout schedule. When choosing your migration date, we will consider any important exclusion periods or dates specific to your school.

CEWA will provide a plan and a School Readiness Checklist for your migration. From that plan, you will allocate roles to each team member involved in the migration, ensuring there's enough time and resources to complete all your tasks.

Your ******** will need to conduct an audit of your current finance and administration networks and the systems they interact with (ie uniform shop, canteen). The Migration team will then review this audit and identify any additional planning required for systems that may be impacted.

Complete the initial Readiness Checklist steps that are appropriate for your school.

Engage and inform your teams by completing the 'Intro to AoS' training. There are different learning modules available depending on your role/s within your school.

PREPARE

This is most important phase for your school, as getting both your data and systems migration-ready is critical to rollout success.

CHECKPOINT
You can start planning anytime (and there are some activities that can be done ahead of time) but it's best to wait until 6 weeks prior to migration to commence your Prepare tasks. This saves duplication of work.

Start to review your online training materials - learn what your new platform can do!

Define your inividual role groups - assigning customised permissions and access levels for each each user group.

You will receive access to access to a new testing platform (complete with sample data) to put your training into practice. Start interacting with your new tools, test capabilities and get comfortable with the way the modules work.

Finalise your School Readiness Checklist steps (ie fixed asset register or chart of accounts testing). This will include de-duplication of your existing databases which will ensure all your data will be configured correctly in the new system. You'll need support from every team member here.

Once all your data is ready to go, the Migration team will advise you on how to package it up and manage the 48 hours prior to migration.

You will need to complete your User Testing Review Checklist. You'll get to trial all capabilities and update any procedures accordingly.

Your school's migration period will vary, but is anticipated to take between 3-8 days.

Go live! The Migration team will notify you when your migration is complete and lockdown period has concluded.

A series of Migration Validation Checks will need to be carried out to ensure the platform is working as expected.

Reconfirm your migration date with your AoS liaison and map out your school's lockdown period with all impacted team members. Your Finance and Admin teams will need to be on standby during this time, in order to manage possible data queries.

MIGRATE

The LEADing Lights team will do most of the heavy lifting here, while your finance and administration leaders will carry out critical post-migration checks

CHECKPOINT
Each of the Preparation checklists must be completed and submitted to your AoS liaison before progressing to the next stage.

CHECKPOINT
Complete your migration signoff and data acceptance forms.

ENABLE

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