



ProClass Status

February 2020

Topics

Progress to date

Roll out time frames

Processes impacted

Support team (identify members)

Online version demo

Progress to date

Five training sessions (Chuck and Deborah)

1. Introduction
2. Accounts and contacts
3. Course set-up
4. Membership
5. Open issues

Sessions recorded and on Registration shared drive

Spring 2020 used as test “sandbox”

Starting a LLI User’s Guide (mostly for Tech Team)

Roll out time frames

February 2020

Revised version installed
February 13
Tech team training

March 2020

Tech team training
Proclass project meetings
Committee meetings*

April 2020

Payment gateway
implemented*
Committee training
Documentation developed

May 2020

Member contacts (user
names, passwords,
data)*
Start over or import?

June 2020

Membership renewal
New member applications
Membership payments*

July 2020

Update catalog*

August 2020

Course registration*

September 2020

Classes begin
Attendance*
Email students*

*Done in ProClass

Committee Processes Impacted

All Members

- Login to online registration
- Manage account data
- Password recovery

Communications

- Email templates
- Email processes
- Verbiage on ProClass

Membership Development

- Member data
- Validating users eligible for LLI membership
- New member applications
- Member lookups
- Membership types
- Membership data

Program Support

- Attendance
- Email class members
- Viewing contact data
- Other classroom needs

Curriculum

- Catalog/course information
- Course development process
- Instructors entered: producer, presenter, AV, class managers
- Reporting

Governance

- Financials in ProClass
- Annual calendar
- Payment gateway Implementation
- Oversee rollout

ProClass Support Team

Tech Support

- Provide ProClass support to users (maybe by committee) - learn how to use ProClass
- Develop documentation for LLI Tech team
- Test configurations work as expected in line with LLI policies
- Meet with user teams to identify, discuss, resolve open issues
- Train users
- Develop documentation for participating members
- Provide training

User Support

- Perform ease-of-use testing for members
- Identify and discuss LLI processes affected by ProClass
- Review options on these processes and recommend approach
- Help with participating member documentation

ProClass Support Team

Tech Support (confirmed by 2/15/20)

- Robin Berger
- Susan Christoffersen
- Al Gersbeck
- Carmela Gersbeck
- Deborah Schwartz, Chair
- Michael Scudder
- Navin Sharma
- Bill Tuel (after April 15)

User Support (suggested)

- Members at large
- Members at large nominees
- At least two representatives from each major user group
 - Curriculum
 - Membership Development
 - Program Support
 - Governance
 - Communications

Time commitment: 5 hours per month for a few months to attend meetings, discuss options, report back to teams, test options.

Online version to date

Link to online/front end
version so far