

**Title: Information Management System Pilot Projects and Field Testing**

Series: 6001a

Related Regulations:

Date Adopted: February 17, 1999

1 In order to ensure the successful implementation of a pilot project or field test, these procedures  
2 will be followed by both the Information Management System (IMS) Center and the participating  
3 Area Education Agencies (AEAs):  
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5 The IMS Center agrees to:

- 6 1. Oversee the pilot project as defined by the Operations Governance Committee (OGC).
- 7 2. Respond to requests submitted via the Internet or in hardcopy following standard procedures.
- 8 3. For those requests which would impact the application itself, obtain feedback from all pilot  
9 sites regarding the request. In most cases, this will not include report requests.
- 10 4. Provide a Notification and Verification of Project Completion form relative to the finished  
11 request.
- 12 5. Obtain feedback from all pilot or field testing sites about other modifications, changes,  
13 procedures, issues and concerns, as appropriate.
- 14 6. Unless otherwise instructed by the OGC, bill pilot projects to the statewide allocation.
- 15 7. Provide instructions on how to install updates or revisions to the software.
- 16 8. Maintain the communication (e-mail) list and distribute updated versions to pilot sites.

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18 The AEA participating in the pilot agrees to:

- 19 1. Identify a team consisting of people with the following responsibilities to work with the pilot  
20 project at the AEA: data entry, technical support, instructional or related service decision  
21 maker.
- 22 2. Identify a primary person who will:
  - 23 a. oversee the planning and implementation of the pilot project at the AEA level
  - 24 b. act as the primary contact with the Central Processing Center (CPC) regarding  
25 modifications, changes, procedures, issues and concerns.
  - 26 c. coordinate the development of reports which meet local or state needs.
- 27 3. Field test or pilot the particular module or modification based on defined expectations and  
28 within the determined timelines.
- 29 4. Submit, via the Internet or in hardcopy, a request for services, to included but not be limited  
30 to the following:
  - 31 a. changes, modifications and/or additions to application
  - 32 b. delivery of training
  - 33 c. changes, modifications and/or additions to reports
  - 34 d. technical support
  - 35 e. network support
  - 36 f. software errors
- 37 5. Provide feedback to the CPC, within the given time frame, for modifications, changes,  
38 procedures, issues and concerns.
- 39 6. Install any updates or revisions to the software within a reasonable period of time.
- 40 7. When sending communications regarding the pilot and related issues, cc: messages to all  
41 on communication (e-mail) list.
- 42 8. Notify the CPC of any errors in billing.

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