

Topic	Activity	Personnel Involved	Estimated Hours	cost @ \$70 per hour
Regular School Year - August - June SY07				
Preparation of Materials	Updating documentation for Student TERMS including student scheduling (for FTE), grading and report cards(for Elem and Sec), academic history, and other data elements as needed	Andy Binns, Christine Simonetti, I.T. Field Techs, Data Processors	50	\$ 3,500
Technical Training	Provide experienced technical instructor to prepare and teach additional classes offered to schools and departments for existing TERMS software and new applications.	Data Processors/ Assistant Principals/ Guidance Counselors	100	\$ 7,000
Customer Support	Provide technical assistance to schools in preparation of FTE 1 and FTE 2 Surveys, in the area of Student Scheduling	Data Processors/ Assistant Principals	100	\$ 7,000
Knowledge Transfer	Staff meeting scheduled for one morning per week 9-12n to provide specific project knowledge to IT staff. This would include: student schedules, report cards, academic history, course curriculum records, testing data, health information. Additional day to day support will be necessary.	Andy, Christine, Field Techs, Programmers	70	\$ 4,900
Preparation for 2008 School Year/ Close of 07 School Year				
Preparation of Materials	Assisting with the writing/editing of all of the TERMS documentation for School Year 2008	Andy, Christine	10	\$ 700

Technical Training	Provide experienced technical instructor to prepare and teach additional classes offered to schools and departments for existing TERMS student applications and new DOE data elements for 2008	All School Administrators/ Staff using TERMS	50	\$ 3,500
Customer Support	Provide technical assistance to schools in preparation for summer school and school year 08 including: Developing Master Schedules for schools, Batch Scheduling of students, Student Grading (K-12) and Academic History.	Data Processors/ Assistant Principals/ Guidance Counselors/ Attendance Clerk/	90	\$ 6,300
Knowledge Transfer	Schedule meetings as needed to provide specific project knowledge to IT staff. This would include: Training in the uploading student grades for report cards (K-12), building schools' master schedules, student scheduling, FTE calculations based on student schedules, summer school support, and user training of TERMS Student Database	Andy, Christine, Field Techs, Programmers	80	\$ 5,600
		Totals	550	38500