

				70
			550	\$ 38,500
Topic	Activity	Personnel Involved	Estimated Hours	cost @ \$70 per hour
FTE 1 and FTE 2				
Preparation of Materials	Assisting with the writing/editing of the current documentation for Discipline and Attendance Training	Andy, Christine	10	\$ 700
Technical Training	Provide experienced technical instructor to prepare and teach additional classes offered to schools and departments for existing TERMS software and new applications.	Student Service clerks and Attendance Clerks	40	\$ 2,800
Customer Support	Provide technical assistance to schools in preparation of FTE 1 and FTE 2 Surveys, in the area Attendance and Discipline and Student Schedules	Data Processors/ Assistant Principals/ Guidance Counselors/ Attendance Clerk/	150	\$ 10,500
Knowledge Transfer	Staff meeting scheduled for one morning per week 9-12n to provide specific project knowledge to IT staff. This would include: The loading and auditing of attendance and discipline data sent to DOE during the two FTE periods. Additional day to day support will be necessary.	Andy, Christine, Field Techs, Programmers	100	\$ 7,000
Preparation for 08 School Year/ Close of 07 School Year				
Preparation of Materials	Assisting with the writing/editing of all of the TERMS documentation for School Year 08	Andy, Christine	10	\$ 700

Technical Training	Provide experienced technical instructor to prepare and teach additional classes offered to schools and departments for existing TERMS software and new applications.	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: Attendance, Discipline and assist in Developing Master Schedules, Batch Scheduling.	Data Processors/ Assistant Principals/ Guidance Counselors/ Attendance Clerk/	110	\$ 7,700
Knowledge Transfer	Staff meeting scheduled for one morning per week 9-12n to provide specific project knowledge to IT staff. This would include: Training in the uploading and downloading of data used in the PC Attendance Scanning Program. The use of the A15, A16, A17, A19, A22 for Attendance data entry. Production of attendance letters from TERMS for Secondary schools. Training discipline data entry on A24, C28 and its' relationship to the attendance screens. Training the Discipline correction procedure for uploading data to DOE.	Andy, Christine, Field Techs, Programmers	80	\$ 5,600