Performance Matters

Board of Education
Nov. 15, 2022

What is Performance Matters?

Performance Matters is a Data Warehouse that allows districts to build and administer their own local assessments.

Local data can be viewed with external assessment data in order to see a student's full data profile.
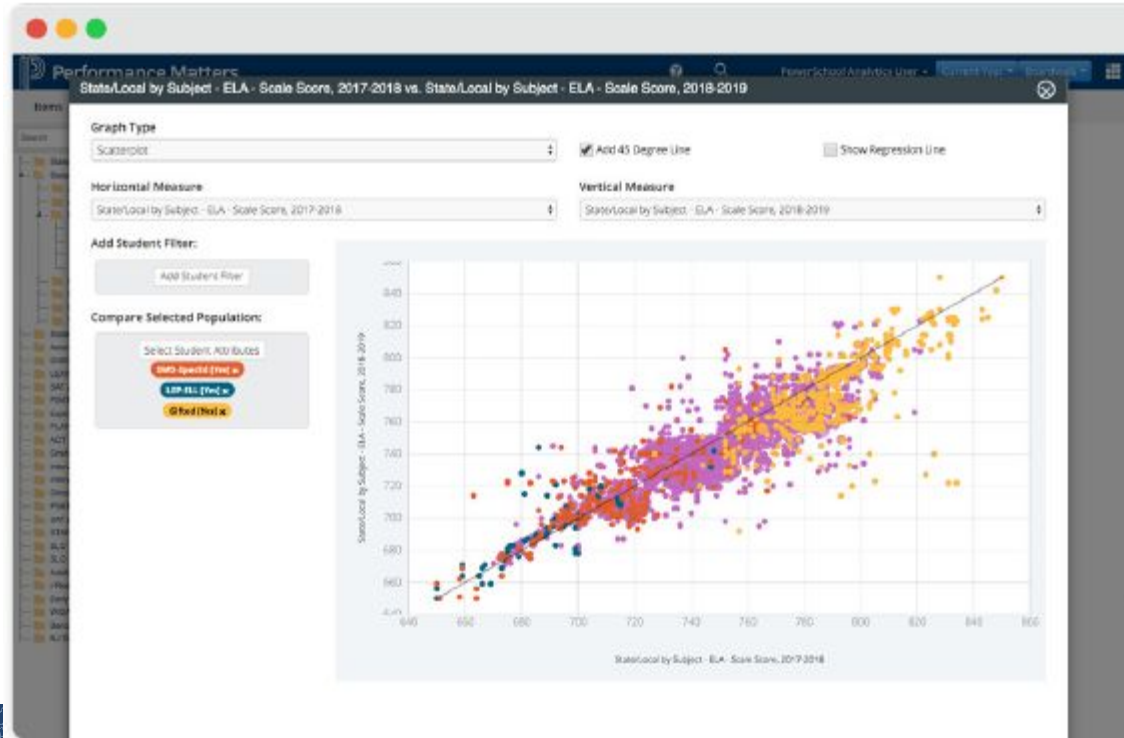
Why Performance Matters for North Boone?

- Performance Matters will allow us to build and administer priority standard assessments as part of our MTSS and curriculum work.

- It is part of the PowerSchool Suite, so we are already familiar with the system.

Strategic Plan: Goal 1

Strategies 1 and 3

Dashboard: Trend Data

View trends in your student data

Teacher Dashboard: Student View

Adoption Process & Timeline

Oct. 18, 2022

The MTSS Team reviewed Performance Matters and recommended it be brought to the Curriculum, Instruction, and Assessment Committee.

Oct. 20, 2022

The Principals discussed Performance Matters and agreed with the MTSS Team's recommendation.

Nov. 2, 2022

The CIA Committee reviewed Performance Matters and recommended it be brought to the BOE for approval.

Cost & Budget

Contract Term: Dec. 15, 2022–June 30, 2024

Term Total Cost: **$26,917.50**

- Payment 1: $10,800 (Dec. 15, 2022)
- Payment 2: $16,117.60 (July 1, 2023)

Annual Fee as of July 1, 2024: $11,917.00 (plus annual uplift, if applicable)

Budget: DO PROF SERVICES

We will eliminate Mastery Manager and ECRA, which currently cost $19,466 per year.

Thank you

What questions do you have?

ATTACHMENT NO. X-C:　　　　Performance Matters

Potential Motion:　　　　　Approve the purchase of Performance Matters

Recommended Action:　　　　Approve as presented

The MTSS Team recommends the purchase of Performance Matters as a data warehouse for our local Tier 1 Assessments. Performance Matters will allow us to build and administer local assessments tied to our priority standards so we can track student data. Performance Matters will also house all of our external data so we can pull reports and get a full picture of student performance. Performance Matters is a PowerSchool product, which will allow us to integrate all of our current data. The administration recommends the approval of this purchase.

With the purchase of Performance Matters, we will eliminate the purchases of Mastery Manager (HS only) and ECRA, which currently cost the district $19,466.00.
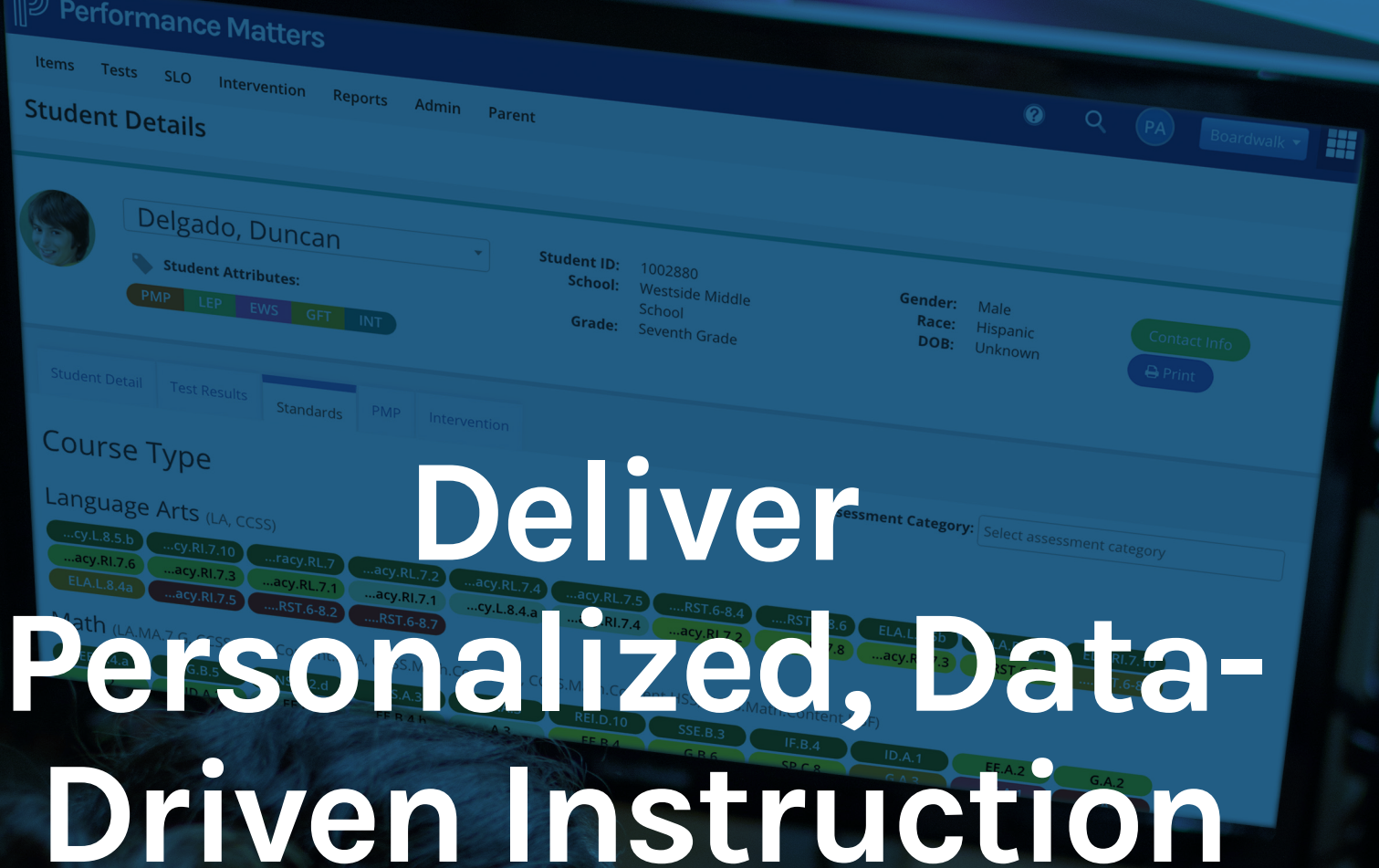
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Budget: DO PROF SERVICES

Deliver Personalized, Data-Driven Instruction

with PowerSchool Unified Classroom™ Performance Matters

Unified Classroom™ Performance Matters

PowerSchool Unified Classroom™ Performance Matters enables schools and districts to build and deliver formative and comprehensive assessments. Their results can be viewed alongside performance on third-party assessment, attendance, behavior, and even SEL survey data to ensure that instruction is specifically designed to address learning loss and accelerate learning gains.

Schools in the U.S. are set to receive unprecedented relief funding this year, making 2021 the perfect time to simplify your organization's ability to manage assessment creation, delivery, and reporting in multiple ways. With PowerSchool Performance Matters, you can:

- Access pre-made items and assessments—aligned to your state standards and Webb's Depth of Knowledge (DOK) levels

- Identify learning loss and monitor student progress to ensure that instruction remains data-driven for years to come

- Rely on superior security when creating and sharing centrally-created reports throughout your organization
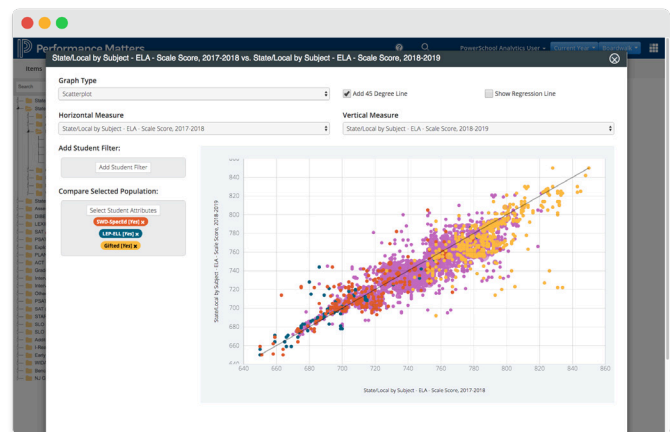
View trends in your student data
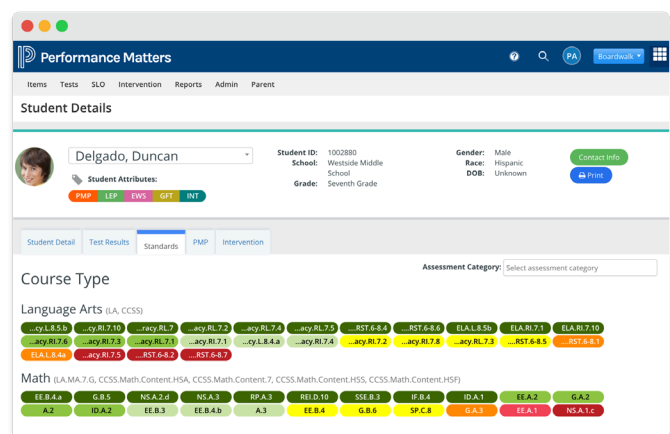
Get the data you need to accurately adress learning loss

Performance Matters ensures that staff have the data and tools they need to design and deliver personalized instruction that specifically meets the needs of students throughout your organization.

Reclaim Time For Instruction Thanks To PreMade Assessments and SEL Surveys

Thanks to pre-made items, CASEL-aligned SEL **surveys, and short formative and comprehensive assessments aligned to your state standards**, educators simply have more time to focus on addressing learning loss (as they are no longer required to build items and assessments from scratch).

EXAMPLE:

A teacher in Virginia has been teaching a new learning objective for the past several days. In order to monitor student progress, he delivers a pre-made short formative assessment to identify which students need additional support to become proficient on this specific skill.

Self-Discovery Reporting Simplifies Your Ability To Identify and Address Learning Loss

Staff have the ability to quickly compare student performance on local assessments, third-party assessments (state summative tests, diagnostic assessments, etc.), attendance, and behavior in order to identify the students who are most impacted by COVID-related disruptions.

EXAMPLE:

In less than five minutes, an instructional coach in Michigan builds a report that identifies all students with special needs that a) passed last year's Q3 English benchmark, b) have a D/F in English this year, and c) have 10+ absences this year—all key data points for identifying students that may be in danger of falling off track.

A More Secure Approach To Building and Sharing Centrally-Created Reports

School and district administrators can create reports centrally and share these dashboards with staff via a secure URL—which requires users to authenticate and automatically filters the report based on that specific user's role and permissions.

EXAMPLE:

A Director of Mathematics Curriculum in California builds a single report at the beginning of the year, which she shares with math teachers throughout the district and leverages to inform staff development needs over the coming months.

Only PowerSchool offers:

✓ **Real-time insights to inform instruction**

✓ **Pre-made CASEL aligned SEL surveys**

✓ **Item and assessment banks for building and scoring quality assessments**

✓ **A more holistic view of student data trends and ongoing learning gaps**

✓ **Superior security for shared reports within your district**

✓ **Deepening integration with Schoology Learning**

✓ **One platform for all your assessment and reporting needs**

We'll be with you every step of the way
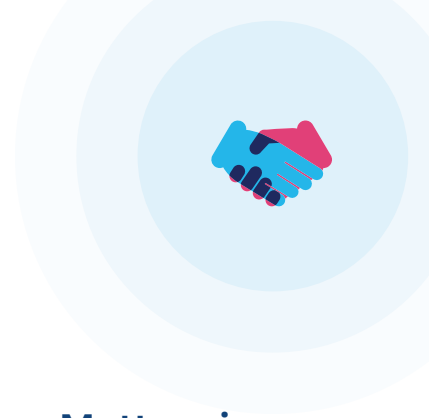
One of the primary benefits of implementing Performance Matters is that the vast majority of the work can be done before teachers ever access the system. This increases the overall benefit and impact once you roll out the solution within your district.

Planning
Including:

- Identify timing for delivering your first common district assessment and, if desired, CASEL-aligned SEL surveys
- Choose the additional performance data you want to compare to local assessment results
- Share the details of the specific performance bands/score ranges that will be applied to your performance data

Technology and Platform Setup
Including:

- Connect your roster data (sections, courses, staff, students, demographic data, etc.)
- Create permission groups to ensure that staff only access the data/content they require

Training and Rollout
Including:

- Virtual and onsite options to ensure that your staff is prepared to leverage Performance Matters to its fullest potential
- Connect Performance Matters to your PowerSchool ecosystem to allow for things like SSO via AppSwitcher, grade writeback to PowerSchool SIS, ability to publish assessments to Schoology Learning, and more!

Customer Success and Support
Including:

- Access to a dedicated support team to ensure questions and issues are addressed quickly and efficiently
- Networking opportunities with other Performance Matters users to share best practices, tips and tricks, and more!

Get increased reliability and support when you need it most

Districts of all sizes are experiencing many of the same struggles with remote and blended learning. Fortunately, Performance Matters is designed to provide support and stability to districts of all sizes with consistent uptime, concurrent users, and an efficient user experience.

For example:

- Since April 2020, **215,000 educators** have used the Performance Matters platform.

- The Student Item Analysis feature has been used **4,208,498 times** since April 2020.

- **7,253,888** online assessments have been proctored since April 2020.

- Performance Matters maintained **99.9% uptime** for the entire 2020 calendar year and **100% uptime** during the critical end-of-year testing period.

> **Hilliard City Schools has been using PowerSchool Performance Matters for several years, and we continue to be impressed with how well the system keeps pace with the increasingly sophisticated ways we use data to drive student achievement. We're now using [Unified Classroom™ Performance Matters] to create classroom assessments, district benchmark tests, and department assessments.**

RICH BOETTNER | CTO, Hillard City Schools, OH

# Connect your student performance data all in one place.

"[PowerSchool] has been very helpful in getting us to the finish line with Performance Matters... making sure that the data is in the system correctly and quickly so that teachers can do their work with students." "

Kelly Creque | Performance and Accountability Lead, Trenton Public Schools, NJ

Leverage the PowerSchool Support Team to make sure you are maximizing the benefits of Performance Matters

"The insight into our data that [Performance Matters] gives us is unmatched by any other product we have previously used. The team helping us with onboarding has been amazing in terms of service and support, and the integration of Performance Matters into the main PowerSchool platform has contributed to our positive experience with this product."

Sarah Coolidge | Tech Specialist, Torrington Public Schools, CT
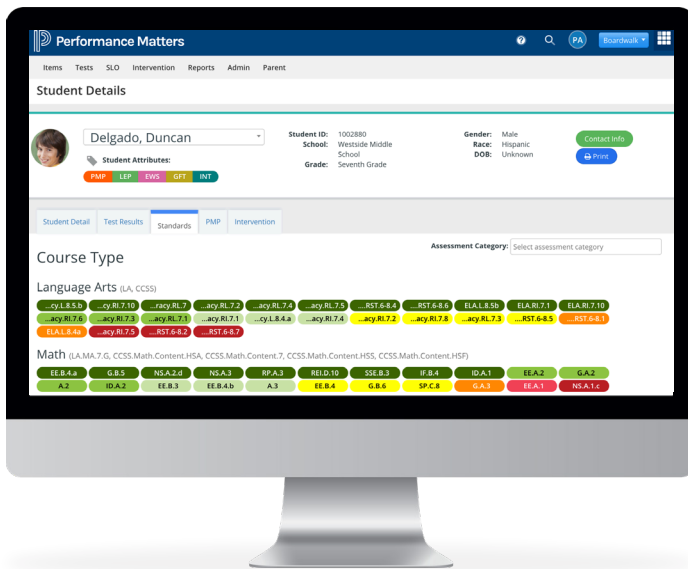
Provide teachers with the data they need

Performance Matters provides schools and districts with standards-aligned items, pre-made assessments, real-time reporting by question / standard, and the ability to compare common district assessment results to third-party assessment data, attendance, behavior, and even SEL survey results. With Performance Matters, teachers are better prepared to identify, address, and eliminate unfinished learning.

To learn more, contact your PowerSchool Account Representative, visit www.PowerSchool.com, or call 1-877-873-1550.

PowerSchool

PowerSchool
Powering Brighter Futures

PowerSchool Group LLC
150 Parkshore Dr., Folsom, CA 95630
Quote #: Q-701081 - 2
Quote Expiration Date: 31-OCT-2022

Prepared By:	Brett Green	Customer Contact:	Kari Neri
Customer Name:	North Boone Community Unit School District 200	Title:	Director of Instruction/Curriculum
Enrollment:	1,589	Address:	17641 Poplar Grove Rd Poplar Grove, Illinois United States
Contract Term:	42 Months	City:	Poplar Grove
Start Date:	15-DEC-2022	State/Province:	Illinois
End Date:	30-JUN-2026	Zip Code:	61065
		Phone #:	(815) 765-3322

Product Description	Quantity	Unit	Extended Price
Initial Term 15-DEC-2022 - 30-JUN-2024 **License and Subscription Fees**			
PowerSchool PM Assessment and Advanced Reporting Core+	1,589.00	Students	USD 14,118.16
PowerSchool Item Bank	1,589.00	Students	USD 4,296.83
PowerSchool Performance Matters Pre-Built Assessments	1,589.00	Students	USD 0.00
PowerSchool Performance Matters SEL Survey	1,589.00	Students	USD 0.00
PowerSchool Performance Matters One Time Discount	1.00	Each	USD -6,497.49
	License and Subscription Totals:	**USD 11,917.50**	
Professional Services and Setup Fees			
PowerSchool PM Assessment and Adv Reporting Standard Deploy	1.00	Each	USD 10,800.00
PowerSchool PM Item Bank Consulting	1.00	Each	USD 0.00
	Professional Services and Setup Fee Totals:	**USD 10,800.00**	
Training Services			
PowerSchool PM Per Person Per Day Training Remote	15.00	Each	USD 4,200.00
	Training Services Total:	**USD 4,200.00**	

Quote Total

PowerSchool hereby agrees to allow the Customer to make the following non-standard payments for the current annual term:

Total Discount:	USD 11,822.49
Initial Term	15-DEC-2022 - 30-JUN-2024
Initial Term Total	USD 26,917.50

Due Date	Payment Amount

15-DEC-2022	USD 10,800.00
1-JUL-2023	USD 16,117.50

Annual Ongoing Fees as of 1-JUL-2024 - Fees subject to an annual uplift, which will be reflected on renewal quote

PowerSchool PM Assessment and Advanced Reporting Core+	1,589.00	Students	USD 9,136.75
PowerSchool Item Bank	1,589.00	Students	USD 2,780.75
PowerSchool Performance Matters Pre-Built Assessments	1,589.00	Students	USD 0.00
PowerSchool Performance Matters SEL Survey	1,589.00	Students	USD 0.00

Annual Ongoing Fees Total: **USD 11,917.50**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: https://www.powerschool.com/MSA_Feb2022/

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC
Signature:

Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 28-SEP-2022

North Boone Community Unit School District 200
Signature:

Printed Name:
Kari Neri
Title:
Curriculum Director
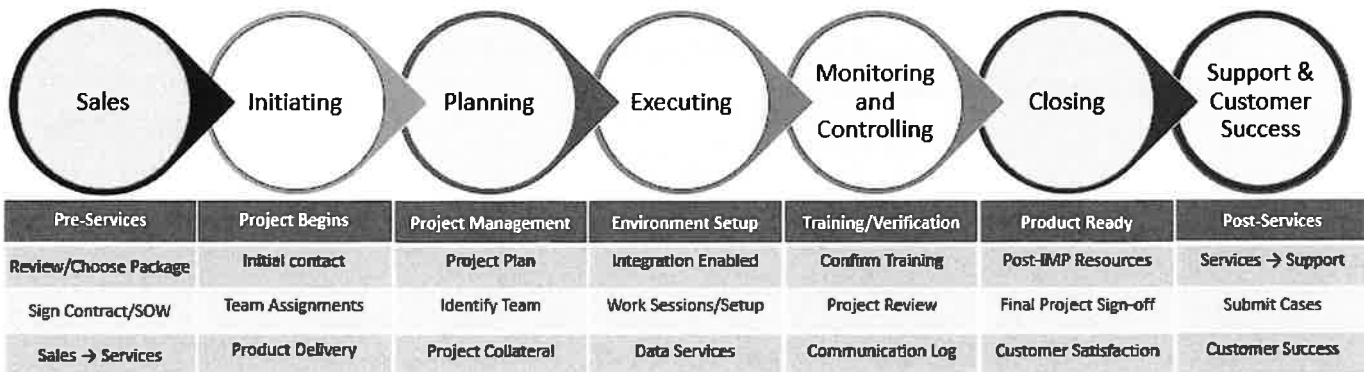
Date:

PowerSchool

Statement of Work

Purpose of Document

The purpose of this Statement of Work ("SOW") between PowerSchool Group LLC ("PowerSchool") and Customer ("You", "Your") is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.

Sales	Initiating	Planning	Executing	Monitoring and Controlling	Closing	Support & Customer Success
Pre-Services	**Project Begins**	**Project Management**	**Environment Setup**	**Training/Verification**	**Product Ready**	**Post-Services**
Review/Choose Package	Initial contact	Project Plan	Integration Enabled	Confirm Training	Post-IMP Resources	Services → Support
Sign Contract/SOW	Team Assignments	Identify Team	Work Sessions/Setup	Project Review	Final Project Sign-off	Submit Cases
Sales → Services	Product Delivery	Project Collateral	Data Services	Communication Log	Customer Satisfaction	Customer Success

Released January 2021
Document Owner: PowerSchool Group LLC, Product Deployment Solutions

General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. "Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee's request."
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the "Customer Responsibilities" included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer's behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

Deliverables Acceptance Procedure

Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

Project Change Control and Escalation Procedure

Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – pmoleadership@powerschool.com
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

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Performance Matters Assessment & Analytics
Standard Statement of Work

Initiating

PowerSchool Responsibilities

- Send Welcome Email and Intake Survey
- Identify PowerSchool Project Team
    - Project Manager
    - Application Specialist(s)
    - Education Impact Consultant (EIC)
- Schedule Session One: Kickoff Meeting
- Provision and configure production environment

Customer Responsibilities

- Complete Intake Survey
- Identify Customer Project Team
    - **Primary Contact:** this individual is the primary point of contact between PowerSchool and customer for the duration of the project; they will distribute tasks to the customer project team and will partner with PowerSchool to ensure the implementation remains on track and milestones are completed on time.
    - **Assessment & Curriculum Director:** this individual is a district-level administrator who is knowledgeable about curriculum and content; they will partner with PowerSchool to ensure that assessment and curriculum requirements are being met, and will provide insight into how Performance Matters can better meet those needs.
    - **Data Lead Specialist:** this individual is a data administrator, or anyone with administrative access to your SIS; they should also be familiar with exporting data files.
- Schedule Session One: Kickoff Meeting
- Identify assessment data measures that will be imported during implementation
- Identify methods for exporting and providing assessment data measures

Completion Criteria

This activity will be considered complete when:

- Intake Survey is completed
- Project Teams are identified
- Session One: Kickoff Meeting is scheduled

PowerSchool

Performance Matters Assessment & Analytics
Standard Statement of Work

Planning

PowerSchool Responsibilities

- Conduct Session One: Kickoff Meeting
- Provide best practice recommendations on roles, resources, and milestones
- Update the Project Plan to reflect anticipated implementation timeline and assigned resources
- Identify tentative dates for training
- Schedule regular project status update sessions

Customer Responsibilities

- Attend Session One: Kickoff Meeting
- Partner with PowerSchool resources to establish implementation timeline and business needs
- Partner with PowerSchool resources to establish tentative training dates
- Review provided PowerSchool documents post-Kickoff Meeting
- Manage business process change

Completion Criteria

This activity will be considered complete when:

- Session One: Kickoff Meeting is completed
- The Project Plan is revised and updated
- Authentication document is completed and delivered

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Performance Matters Assessment & Analytics
Standard Statement of Work

Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO
- Configure AppSwitcher with current and new PowerSchool products

Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher

Completion Criteria

- Customer signs the final checklist that Authentication Services are complete
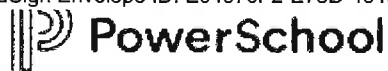
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Performance Matters Assessment & Analytics
Standard Statement of Work

Executing

During the Executing phase of the implementation project, PowerSchool will partner with the customer to configure and set up the solution, dictated by the package and services purchased:

Assessment & Analytics Standard Package | 12-Week Implementation
- Analytics (Baseball Card, Scoreboard, My Dashboard)
- Assessment (OLA, SIA)
- Comprehensive Data Imports
    - Core Files (student, teacher, course, schedule, school)
    - Grades, Attendance (daily and/or period), Discipline
- State assessment measures data imports (including up to three years of historical data)
- Partner assessment measures data imports
    - iReady
    - STAR
- Three supported third-party assessment measures data imports (including up to three years of historical data)
- Integrations (as applicable)
    - PowerSchool SIS Gradebook Writeback
    - eSchoolPLUS Teacher Access Center Writeback
    - Schoology
    - Kickboard
- Interventions & Early Warning System (EWS)
- Staff & Student SSO (SAML)
- Training: 5 participants, 3 days

Throughout the implementation project, PowerSchool will schedule and conduct regularly recurring working sessions, roughly following the below guidelines.

Please note: this is a tentative outline of each project session, and is subject to change based on timeline requirements):
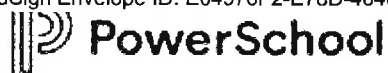
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Performance Matters Assessment & Analytics
Standard Statement of Work

Session	Topics
Planning	
Session 1: Kickoff Meeting	
	Review Implementation Process, Deliverables, Expectations, Project Plan
	Capture answers to Discovery Questions
Executing	
Session 2: Core Data	
	Pull & Schedule Core Files (Student, Teacher, Course, Schedule, School)
	Pull & Schedule Grades, Attendance (daily and/or period), Discipline
	Review requirements and layouts for assessment files
Session 3: Assessment Data Review	
	Address outstanding questions related to core data imports
	Verify completion of core data import and signoff on each type
	Review color cuts for grades and assessment data requirements
	Review imported assessment data
Session 4: Settings and Permissions	
	Review imported assessment data and signoff on each assessment type
	Review and configure settings and permissions
Session 5: Student Login, Custom User Files	
	Review Student Login and Custom User files
	Review scanner setup (if applicable)
Session 6: Custom Filter, Student Portal	
	Discuss process for updating non-staff users
	Review Custom Filter File
	Review Student Portal
	Review and schedule training
Session 7: Early Warning System (EWS)	
	Review and configure EWS
	Confirm EWS configuration completed
Session 8: Project Review	
	Ensure any outstanding items are addressed
	Introduce project closure process and next steps
Monitoring	
Session 9: Admin Walkthrough	Review solution end-to-end
	Discuss next steps and roll-out plan
	Review and complete Confirmation of Deliverables document
Session 10: Transition to Support	
	Review methods for contacting Support
	Introduce next steps and complete implementation project

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Performance Matters Assessment & Analytics
Standard Statement of Work

PowerSchool Responsibilities

Project Management

- Schedule and conduct regularly recurring remote working sessions
- Maintain project plan with updated assignments and due dates
- Provide status updates and meeting notes to all project team members
- Ensure timely completion of milestones and maintain adherence to project timeline
- Partner with customer to coordinate training and product rollout

System Configuration & Data Imports

- Provision production site and configure features and permissions
- Collaborate with customer to pull and schedule core data and grades, attendance, and discipline
- Collaborate with customer to import and validate assessment data using provided templates
- Collaborate with customer to ensure solution is configured appropriately

Consulting

- Offer consultative services adhering to best practices
- Partner with customer to coordinate training and product rollout

Customer Responsibilities

- Participate in regularly recurring remote working sessions
- Track completion of assigned tasks and determined due dates in project plan
- Ensure timely completion of deliverables and milestones while maintaining adherence to project timeline
- Collaborate with PowerSchool to pull and schedule core data and grades, attendance, and discipline
- Extract assessment data from existing system(s) and provide in the requested format through SFTP account
- Collaborate with PowerSchool to import and validate assessment data using provided templates
- Review and verify accuracy of imported data
- Collaborate with PowerSchool to ensure solution is configured appropriately
- Manage customer process change throughout the project
- Review and verify solution configuration throughout the duration of the project
- Provide signoff on specified milestones to confirm completion throughout project
- Collaborate with PowerSchool for consultation and best practices

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Performance Matters Assessment & Analytics
Standard Statement of Work

Completion Criteria

This activity will be considered complete when:

- Core data has been pulled, scheduled, and verified
- Assessment data has been imported and validated
- Consultation services have been provided to ensure best practices and effective adoption
- Customer has provided signoff on project milestones

Monitoring

PowerSchool Responsibilities

- Provide guidance for standard user acceptance testing procedures
- Collaborate with customer to schedule purchased training session(s)
- Collaborate with customer for consultation and best practices

Customer Responsibilities

- Complete standard user acceptance testing procedures
- Collaborate with PowerSchool to schedule purchased training session(s)
- Collaborate with PowerSchool for consultation and best practices
- Manage business process change throughout the project

Completion Criteria

This activity will be considered complete when:

- Customer has completed standard user acceptance testing
- Customer has scheduled and coordinated training sessions(s)

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Performance Matters Assessment & Analytics
Standard Statement of Work

Closing

PowerSchool Responsibilities

- Review and verify completed project deliverables to finalize completion of project scope
- Introduce customer to Support contact methods
- Provide Confirmation of Deliverables document to customer for approval
- Provide Customer Satisfaction Survey

Customer Responsibilities

- Review and verify completed project deliverables to finalize completion of project scope
- Review Support contact methods and understand that Support will the primary contact at project completion
- Review Confirmation of Deliverables document and provide approval
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:

- Customer provides approval of Confirmation of Deliverables document