

Frontline Implementation Timeline

Below is a timeline for implementing the use of Frontline PD for managing, planning, implementing and reporting of faculty and classified staff professional development. The software was acquired during Summer 2017. Per department discussions, the plan is to have a CTTL Program Services Coordinator (pending approval of a permanent PSC position) manage and provide training associated with the software. In the meantime, CTTL staff have been working with Frontline software support to advance the implementation of the software, and tailor the program to Skyline College.

Summer 2017

Kick-off /Visioning Meeting: Gerard Renner from Frontline lead a web conference demonstrating the software and providing ideas for configuration.

Staff involved: CTTL Staff, Frontline staff

Fall 2017

Configuration of users and forms: In order to use the software, all forms and all users needed to be loaded and configured with the correct settings. This is an iterative process that requires some debugging and setup of the users under their corresponding divisions, as well as routing the forms through the correct approval queues. The goal is to convert the application process for Article 13 support for professional develop from paper to electronic (this will reduce paper consumption and streamline the approval process).

Staff involved: Nina Floro, Ricardo Flores, District ITS, Frontline staff

Spring 2018

Configuration of users and forms: — Continued

In order to use the software, all forms and all users need to be loaded and configured with the correct settings. This is an iterative process that requires some debugging and setup of users under their corresponding divisions, as well as routing the forms through the correct approval queues.

Alex Templeton was hired as short-term PSC assignment to help finalize configuration and develop training documentation.

Staff involved: Alex Templeton, Ricardo Flores, Nina Floro, Frontline staff

Summer 2018

Begin training:

- June 2018:
 - Ricardo Flores to train himself on how to use the software
- July 2018
 - Ricardo Flores will train
 - permanent or a new temporary PSC
 - will train approvers
 - will train workshop presenters

Staff involved: Ricardo Flores

Fall 2018

Train users:

- CTTL will offer training workshops for various users by constituency since forms are different for each classification (faculty, staff, admin, etc.)
- Pilot phase: We will learn some things during this phase that will likely require us to make some adjustments to optimize Frontline usage.

Staff involved: PSC takes over management of the software, Ricardo & Nina phase out

Spring 2019

Full implementation:

Current features in use at Skyline College that will be managed through Frontline:

- Calendar
- Flex reporting
- PD Applications

Staff involved: PSC primarily, CTTL Staff

Frontline Implementation Timeline

