NAVIGATE

Implementation Approach: below is the proposed approach for the spring 2022 term to implement phase one functionality.

Step	Task	Description	Participants	Action Items
1	Committee Leadership identified, by February 16th	Megan finalizing leadership team		
2	Committee orientation The week of February 21st.	Meet with Navigate leadership team to get an overview of the system, and project timeline	All committee members, Danielle, Megan, Matt, Rachel, Navigate Admin	
3	Functionality Overview The week of February 28th	Overview of the functionality for the Navigate committees relevant to their work. The intention here is to orient the team members to the system, begin to give them some language regarding the functionality and help them begin to conceptualize the decisions we need to make in regard to our configuration/rollout. We will show them student profile, the appointment scheduling tool, the appointment summary function, and the alerts function.	All members of Workflow; Academic Information; Student Content; and Training committees	
3	Working Meeting: Academic Information Committee	This is the time in which EAB will lead the committees through thinking through some decisions that need to be made for pilot: student profile, appointment scheduling,	Academic Information Committee; Training Committee	Make recommendations on WCU specific configuration decisions, pilot populations, etc.
3	Working Meeting: Workflow	EAB will lead the committee through think through which services/offices will serve as early adopters to workflows/alerts. Consider how alerts are raised for students and how they are responded to.	Workflow committee; Training committee	Make recommendations on early adopters, and alert responses
3	Working Meeting: Training & Championing		Training Committee	

	Moon Shot Convening, March 31st 1-4 pm	The Moon Shot Convening, is an opportunity for committee members to participate in a broader conversation regarding keeping an equity-minded framework to guide our work	All committee members & leadership team	