

# Role Worksheet

To be completed by the institution during orientation and prior to product implementations. All roles are required unless otherwise noted as optional or relevant to a specific tool not included in your contract.

## Data Governance Team

Role	Campus Contact Name & Title	Campus Contact Phone & Email
<b>Contract Owner</b> <i>Individual(s) responsible for decisions regarding changes or continuation of the partnership.</i>		
<b>Procurement/Operations specialist</b> <i>Responsible for receiving the invoice and processing your annual payment associated with this contract.</i>		
<b>Senior-level Project Owner</b> <i>Cabinet level team members accountable for bringing this tool to campus, visioning the strategic use of the toolsets, and the success of the Campus Labs partnership. There should be multiple identified, with at least one per each campus priority.</i>		
<b>Project Coordinator</b> <i>Some campuses find it helpful to have a point person to oversee the implementation project details.</i>		

## Technical Roles

Role	Campus Contact Name & Title	Campus Contact Phone & Email
<p><b><u>Data Manager(s)</u></b></p> <p><i>Responsible for preparing, transferring, and managing the updates of the core data files.</i></p>		
<p><b><u>Authentication Coordinator</u></b></p> <p><i>Configure authentication to establish single sign-on and credentialing.</i></p>		
<p><b>LMS administrator (OPTIONAL)</b></p> <p><i>Access to install modules within your LMS. - Applicable to campuses with Rubrics or Course Evaluations.</i></p>		
<p><b>API Manager (OPTIONAL)</b></p> <p><i>Experience with web services and knowledge of data exchange methods and can create API exchange for your campus. - optional applications within Core Data, Engage, Outcomes, and Beacon.</i></p>		

## Product Specific Primary Contacts

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*Person responsible for implementation, vision, and management of the specific product.*

Product	Campus Contact Name & Title	Campus Contact Phone & Email
<a href="#">Planning</a>		
<a href="#">Program Review – Academic Affairs</a>		
<a href="#">Program Review – Student Affairs</a>		
<a href="#">Accreditation/Credentials</a>		
<a href="#">Baseline</a>		
<a href="#">Course Evaluations</a>		
<a href="#">Outcomes</a>		
<a href="#">Engage</a>		
Beacon		
Insight		

## Product Specific Site Administrators

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*Manage day-to-day use of the site and coordination of logistics around the regular use and site updates.*

Product	Campus Contact Name & Title	Campus Contact Phone & Email
<a href="#">Planning</a>		
<a href="#">Program Review – Academic Affairs</a>		
<a href="#">Program Review – Student Affairs</a>		
<a href="#">Accreditation</a>		
<a href="#">Credentials</a>		
<a href="#">Baseline Surveys</a>		
<a href="#">Baseline Rubrics</a>		
<a href="#">Course Evaluations</a>		

<a href="#">Outcomes</a>		
<a href="#">Engage</a>		
Beacon		
Insight		

## Champions (*optional*)

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*Influential campus team members within the desired user base who will embrace technology, be an advocate for change, and may be involved in aspects of the implementation, training, or pilot of a tool.*

Product	Campus Contact Name & Title	Campus Contact Phone & Email
<a href="#">Planning</a>		
<a href="#">Program Review – Academic Affairs</a>		
<a href="#">Program Review – Student Affairs</a>		
<a href="#">Accreditation</a>		
<a href="#">Credentials</a>		
<a href="#">Baseline Surveys</a>		
<a href="#">Baseline Rubrics</a>		
<a href="#">Course Evaluations</a>		
<a href="#">Outcomes</a>		
<a href="#">Engage</a>		
<a href="#">Beacon</a>		
<a href="#">Insight</a>		

**Other:**

*Are there other campus members, committees, external partners, who will be involved with decision making on campus?*