

# CTCLINK - COMMON PROCESS DEVELOPMENT: GUIDED PATHWAYS

Proposed plan for building a common set of Guided Pathways functional requirements through the Common Process workshop methodology and assessing how current and planned SBCTC systems will meet those requirements.

## Background

The Guided Pathways framework is structured as a set of practices. The practices need to be detailed into a set of functional requirements so we can understand which requirements are met by the current ctcLink solution. We will work from the Community College Resource Center's (CCRC) Guided Pathways Essential Practices Scale of Adoption to create a common set of the functional requirements necessary to implement Guided Pathways practices.

## Common Process Workshops

The Common Process workshop is a methodology formulated by college ctcLink organizational change and project managers to create common end-to-end business process that can be implemented at all colleges. The methodology focuses on group activities to build agreement and shared understanding over a three-day workshop. We have successfully facilitated 21 workshops.

## What are Functional Requirements?

A Functional Requirement is a description of activities and services a system must provide.

Requirements can be assessed on a scale:

- ❖ Must have
- ❖ Should have
- ❖ Could have
- ❖ Won't have (at this time)

## Functional Requirement Example

<b>Helping Student Enter a Pathway</b> (from the Scale of Adoption)	<b>Functional Requirements</b> (to be created in CPW)	<b>Rating</b> (to be created in CPW)
Every new student is helped to explore career/college options, choose a program of study, and develop a full-program plan as soon as possible.	System includes an online portal through which a student can take a survey of their interests, and based on the result be presented with career options.	Must Have

## **Proposed Approach**

Two workshops, one focused on identifying and ranking the functional requirements, and the other on how ctLink meets those requirements.

### **Workshop #1 - Gathering Requirements**

This two-day workshop will include small groups participating in collaborative exercises designed to produce a common process map, brainstorming functional requirements, and finally college-by-college voting to accept the requirements. We will create a detailed agenda based, in part, on your feedback.

Suggested date: **December 5 & 6, 2018.**

### **Workshop #2 - ctLink Analysis**

This workshop will include presentations on ctLink functionality, small group work, linking the Common Process to specific ctLink functionality, and voting to accept both the Common Process and whether the ctLink functionality fulfills the specific requirements.

Suggested date: TBD – Winter 2019

## **Participants**

Our plan is to follow the established Common Process procedure and invite each college to send two participants. It's important to allow each college to participate and for colleges to choose who they send. We believe that allowing more than two participants per college would increase costs while potentially not increasing the quality of the finished set of requirements.

## **Outcomes**

1. Student Guided Pathways Common Process (process map with functional requirements at each step)
2. Set of Requirements that are met by ctLink (represented by linking functional requirement to ctLink training documents)
3. Set of Requirements that are not currently met by ctLink