Guided Pathways Requirements
Gathering Kick-Off

Workshop Facilitators:
Daniel Cordas - Seattle College District
Ligia Cicos - Edmonds Community College

April 29 - May 1, 2019
Spokane, WA

Sponsored by SBCTC’s Student Success Center and ctcLink Project
Welcome

✓ Formal presentation will last about 30 minutes followed by 30 minutes for your questions

✓ Phones will be on mute during the presentation

✓ Please ask your questions during the Q & A

✓ You can also ask your questions via Chat throughout the meeting
Agenda

✓ Guided Pathways Workshop Scope
✓ Requirements Gathering Approach
✓ Preparation Work
  ✓ Feedback Collection
✓ Workshop Schedule & Outcomes
✓ Traveling & Logistics
✓ Q & A
Guided Pathways Workshop Scope

Scope Statement:

- 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 understand what is needed from technology solutions to implement Guided Pathways practices.
Functional Requirements

- We will build a shared set of **functional requirements** we can use to assess whether ctcLink meets 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 (this time)
## Example Functional Requirements

<table>
<thead>
<tr>
<th>Helping Student Enter a Pathway</th>
<th>Functional Requirements</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
<td>Must Have</td>
</tr>
</tbody>
</table>
Great things happen when the world agrees

Requirements Gathering Approach

**Workshop 1: Requirements Gathering Workshop**
(3 days - 4/29 - 5/1)
- Define functional requirements from user stories
- Prioritize requirements
- Create best-practice process leveraging requirements
- College-by-college voting to accept the requirements and process map

**Workshop 2: ctcLink Analysis**
(2 days - Summer 2019)
- ctcLink functionality presentation
- Fit/Gap analysis comparing requirements to ctcLink
- Linking ctcLink functionality to Guided Pathways Best Practice map
- Determination of met/unmet requirements.
- College-by-college voting

**Preparation**
- Identify existing requirements
- Participants interview college SMEs to gather feedback
- SBCTC compares requirements to ctcLink & plans presentation
- Participants review ctcLink training documents
Preparation

Collecting College User Stories

We are asking each participant to interview a student, a faculty, and an advisor at their college in advance of the workshop. During the workshop, we'll use this data to help define our requirements. Participants are very welcome to interview other roles such as completion coaches, enrollment staff, and others.

✓ Template for collecting User Stories:

✓ Feedback Collection- Interview Template

Provide to facilitators by April 19.
## Workshop 1 High-Level Schedule

<table>
<thead>
<tr>
<th>Schedule</th>
<th>8:30-9:30</th>
<th>10-12</th>
<th>12 - 2</th>
<th>2:30-4:30</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1</strong>&lt;br&gt;4/29</td>
<td>Introductions; opening activities</td>
<td>Group Work - Requirements Gathering &amp; Analysis</td>
<td>Group Work - Requirements Gathering &amp; Analysis</td>
<td>Requirements Ranking</td>
</tr>
<tr>
<td><strong>Day 3</strong>&lt;br&gt;5/1</td>
<td>Group Work - Design best practice / common process</td>
<td>Finalize Best Practice design</td>
<td>Align requirements with best practice / common process activities and roles</td>
<td>Change impacts discussion / voting / parking lot disposition / lessons learned</td>
</tr>
</tbody>
</table>
Workshop Deliverables / Outputs

**Workshop 1 (April 29 - May 1)**
- ✔ Student Guided Pathways Best Practice Process (process map with functional requirements at each step)
- ✔ Ranking of functional requirements

**Workshop 2 (Summer, 2019)**
- ✔ Set of Requirements that are met by ctcLink (represented by linking functional requirement to ctcLink training documents)
- ✔ Set of Requirements that are not currently met by ctcLink
Travel & Logistics

✓ Participants - up to 3 participants per college are invited to attend

✓ Workshop scheduled @ Spokane Convention Center

✓ Accommodation Options:

  ✓ Davenport Grand Hotel *(room block requested)*

✓ Food: Breakfast and lunch will be provided each day
Questions?
Great things happen when the world agrees

Contact Information

Facilitators:

Daniel Cordas - daniel.cordas@seattlecolleges.edu

Ligia Cicos - ligia.cicos@edcc.edu