Getting Started with ActivityInfo

Introducing ActivityInfo to your team
Meet your instructors

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Getting Started Webinar Series

1. Overview of ActivityInfo
   Jan 25

2. Designing your first database
   Feb 1

3. Analyzing your data
   Feb 8

4. Introducing ActivityInfo to your team
   Feb 15
Getting Started with ActivityInfo

4 Introducing ActivityInfo to your team
What you’ll learn

1. Change management
2. Rolling out ActivityInfo to your team
3. Common pitfalls and mitigation strategies
Change management
Why think about Change Management?

Expect resistance to change.

People

Analysis

Structure

Data Quality

Reporting

Data storage

Data collection

Technology

Process

Data

Quality

Analysis

Data

storage

Reporting

Structure

People
Why think about Change Management?

- Significant investment of time and effort
- Reliance on established ways of working
- Negative expectations based on previous experience
- Fear of the unknown
- Loss of control
- Perceived threat

RESISTANCE
Why think about Change Management?
Change Management Best Practices

Know your stakeholders
Identify champions and recruit allies
Communicate often and maintain open lines of communication
Celebrate wins and build momentum

TRUST
Rolling out ActivityInfo to your team
Before you even begin

Define your WHY
Example:

“ABC organization is rolling out ActivityInfo to reduce the time it takes for our staff to complete their reports so that we can make decisions more quickly.”
Stages in rolling out ActivityInfo

Stage 1
ASSESSMENT

Stage 2
DESIGN

Stage 3
LAUNCH

Stage 4
ADOPTION
Stage 1: Assessment

Key tasks:
- Consult stakeholders
- Review existing documentation
- Measure your baseline
- Determine your readiness for change
- Determine resource requirements - time, costs, personnel (internal and external)

Outputs
★ Detailed requirements
★ Workplan for implementation
### Stage 2: Design

#### Key tasks:
- Technology: configuration
- Process: develop procedures, documentation
- People: develop structures, roles and responsibilities
- Alignment, validation and testing
- Monitoring usage of resources

#### Output
- ★ A functional system ready for launch

#### Resources
- WEBINAR: Database design principles
Stage 3: Launch

Key tasks:
- Internal launch event
- Training and onboarding sessions
- Dissemination of resources
- Pilot/phased roll-out
- General roll-out

Output
- ★ Staff are empowered to use the new system

Resources
- Tips for effective capacity development
- Best practices for developing internal training materials
Stage 4: Adoption

Key tasks:
- Monitor usage and collect feedback
- Evaluate achievement of objectives
- Troubleshoot issues and make necessary adjustments
- Communicate results

Output
★ Sustained usage of the system according to expectations
Common pitfalls and mitigation strategies

<table>
<thead>
<tr>
<th>Common Pitfall</th>
<th>Mitigation Strategy</th>
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<tbody>
<tr>
<td>Lack of leadership support</td>
<td>Identify a senior sponsor</td>
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<tr>
<td>Going it alone</td>
<td>Assemble a working group</td>
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<tr>
<td>Aiming for perfection</td>
<td>Create a safe space, pilot and iterate quickly</td>
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<tr>
<td>Lack of information sharing</td>
<td>Create a communication plan</td>
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<tr>
<td>Inaccessible support</td>
<td>Establish support channels</td>
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Office Hours - Managing your ActivityInfo Implementation

Mar 8

- Come with any questions about
  - Maintaining your database
  - Supporting your users
  - Managing change in your organization