

Starting
shortly

Please
wait!

Getting Started with ActivityInfo

Introducing ActivityInfo to your
team

 ActivityInfo

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

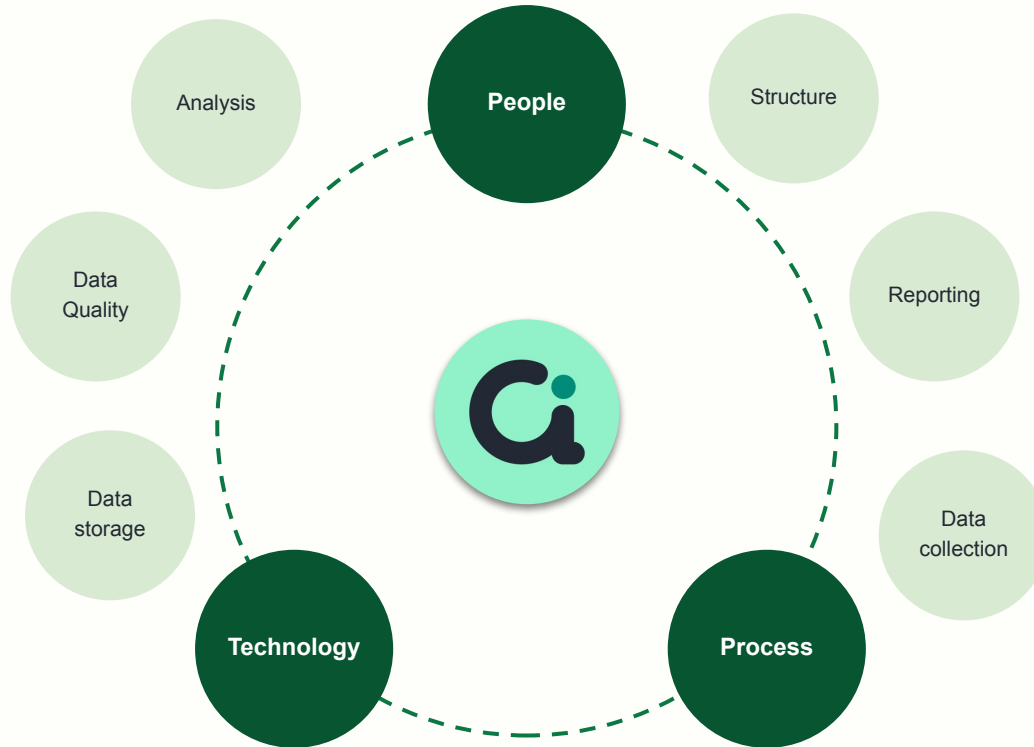
4 Introducing ActivityInfo to your team

What you'll learn

1. Change management
2. Rolling out ActivityInfo to your team
3. Common pitfalls and mitigation strategies

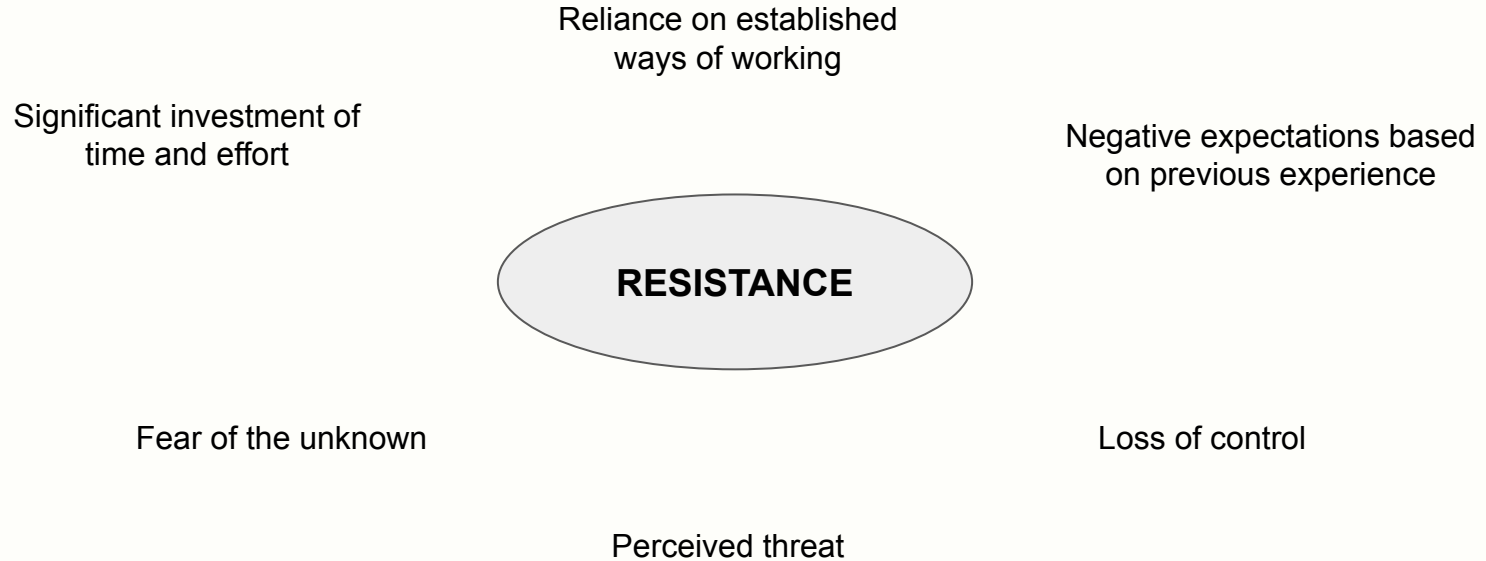
Change management

Why think about Change Management?



Expect
resistance
to change.

Why think about Change Management?



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

Before you even begin

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

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

Lack of leadership support

Identify a senior sponsor

Going it alone

Assemble a working group

Aiming for perfection

Create a safe space, pilot
and iterate quickly

Lack of information sharing

Create a communication
plan

Inaccessible support

Establish support channels

Up next



**Office Hours -
Managing your
ActivityInfo
Implementation**

Mar 8

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

Q&A