



Glossary of Qmlativ Migration Terms

Document Scope

- **Audience:** All users, focused on the general district user
- **Purpose:**
 - Provides definitions for specialized terms, jargon, or acronyms ensuring that all readers have a clear understanding of the content
 - Helps maintain consistency in terminology usage
 - Acts as a quick reference guide for readers, allowing them to easily find the meanings of terms without having to search through the entire document
- **When it is used:** While valuable throughout the entire migration process, it is especially crucial at the start of the project

Basic Terms

TERM	DEFINITION
Discover	During this stage, a district is learning about the migration project elements, including roadmap, phase resource documents, and Qmlativ features to determine whether it's time to proceed to Qmlativ! At times we'll refer to this phase as "Discovery."
Onboard	During this stage, a district is assembling their district migration team, lead project contact(s), and content lead(s), along with project sponsor(s). Once the team is assembled, work with <i>Your Cooperative</i> project team to assess risk, inventory all third-party connections, and complete other onboarding activities. At times we'll refer to this phase as "Onboarding."
Implement	The district has finished Onboarding, project assessments and timings have been clarified, and Go Live scheduling has been completed. Full migration project begins.
Support	The district has completed their Go Live and has transitioned their system to Qmlativ. The district is now considering optimization efforts as they move forward.

TERM	DEFINITION
Optimization	A post-migration stage where the district has begun using Qmlativ, and pivots their focus on making processes work better, faster, and smarter after having enough time in the new system to make informed decisions.
Reinforcement	The final phase of the migration journey when we are optimizing users to be in the system long term and the district is experiencing the benefit of their move to Qmlativ. When the district can declare success.
Migration Project	The accumulated processes, tasks, and steps to successfully migrate a district's data and users from SMS 2.0 to Qmlativ.
District Project Team	District individuals identified to work collaboratively with their project support team on achieving specific goals or delivering outcomes related to the migration project.
Statewide Migration Team	Information Service Center and WSIPC staff organized to assist with different aspects of a district's migration project.
SMS 2.0	Commonly referred to as Skyward or Web, this is the Skyward Product that is being replaced by Qmlativ. It encompasses Web and Pac.
Pac/RDS	The remote desktop services side of the software, that utilizes WSIPC credentials to login.
Qmlativ	The newest version of Skyward's Student Information System (SIS) and Enterprise Resource Planning (ERP).
Data Migration Tool (DMT)	A Skyward developed program that transforms data from an SMS 2.0 (Progress) structure into a Qmlativ (SQL) structure.
Production Database	Current, live district database used for daily district operations.
Product Line	Refers to a group of shared or related features, typically defined as Finance, HR/Payroll, and Student.
Cross Product	The product line features that cross over between Product Lines.
Dark Days / Go Dark	SMS 2.0 has been officially "locked down" to all district users and the Production data is being readied to go through the DMT. Dark

TERM	DEFINITION
	Days extend to the point where Qmlativ Production Database is opened to the district project team to begin final configurations.
Migration	The act of moving (migrating) current and historical data from SMS 2.0 to Qmlativ.
Knowledge Hub	A resource within the Skyward Qmlativ software that connects and provides you with access to the Skyward Community, Help Center, Product Ideas, Professional Development Center (PDC).
Skyward Community	A way to connect with other Qmlativ users, that includes discussions and blogs.
Help Center	An online repository where you can access Skyward Qmlativ documentation to serve as a resource.
Product Ideas	A tool that allows users to share and vote on ideas for product improvements.
Professional Development Center (PDC)	Self-paced, multi-media training tool with access to simulations, videos and a robust knowledge base.

Technical Terms

TERM	DEFINITION
Qmlativ Training and Learning Area (Q-TLA)	A snapshot of SMS 2.0 Production data which has been run through the DMT tool, to build a Qmlativ database for various uses. This is often referred to as a Sand Box or Training Site.
Config Copy	The process of copying data from one TLA to another, or from one TLA to a Production Database. This process will be completed by your regional ISC.
Pass2	Pass2 is a manual process to move "Attachments" (files or documents) stored in SMS related to its corresponding record in Qmlativ. Pass2 is done after the preselected DMT has finished and the Qmlativ environment is available. This process will be completed by your regional ISC.

TERM	DEFINITION
Data Validation	Comparing data between SMS 2.0 and Qmlativ for accuracy and validity. SDS Dashboards, Qmlativ Compare files and other tools are used for validation.
Data Clean-Up	The continuous process of optimizing and correcting SMS data prior to running a DMT to prepare for Go-Live and minimize post migration tasks.
3rd Party Vendor	An external entity that provides products or services to your district. These vendors are not part of your district but supply necessary goods or services that link to Skyward. These are listed in a 3rd Party Inventory sheet.
Module Usage Forms	Finance, Student, HR/Payroll, Cross Product forms that inventory module usage for a district including feature details.
Smartsheet	The web-based project and resource management tool used for project management.
Technical Review	Complete the Module Usage Forms, create a 3rd Party Vendor inventory list, and run an initial DMT run.

Change Management and Project Management Terms

TERM	DEFINITION
Project Management	The process of planning, organizing, and overseeing the completion of specific tasks within the defined timeframe for a successful migration to Qmlativ. It involves coordinating resources, managing risks, and ensuring that project objectives are met efficiently and effectively.
Change Management	The application of a structured process and set of tools for leading the people side of change to achieve a desired outcome.
Primary Sponsor	Champions a project or initiative, providing resources, decision-making authority, and guidance to ensure its success.

TERM	DEFINITION
Sponsor Coalition	Consists of the primary sponsor along with other sponsors throughout the district, who support changes by conducting key activities within their respective groups.
People Manager	Individuals who are closest to the front-line employees must adopt new processes and behaviors.
Prosci	Methodology for Change Management to assess, track and adapt to the needs of the individuals experiencing the change.
PCT Assessment (<i>Prosci Change Triangle</i>)	A tool used during the district interview that helps project teams and change practitioners evaluate project health by identifying risks and then apply strategies for increasing initiative success.
Risk Assessment	A formal change management assessment completed during the District Interview comprised of a Change Characteristics assessment (nature, scope, amount, and impact of a change) and an Organizational Attributes assessment (values, culture, change capacity, leadership styles, and history of past changes). Results are used to define the risk profile, which defines the people risk for the change.
Readiness Report	District profile driven by data collected during the technical review and district interview. Indicates an organization's overall preparedness for the change. Results help identify potential risks and root causes of resistance so practitioners can create plans to better equip the organization.
ADKAR Model (<i>Awareness, Desire, Knowledge, Ability, Reinforcement</i>)	The ADKAR Model is based on how people fundamentally experience change, as defined by the Prosci Methodology for Change Management. This model is used to assess, track and adapt to the needs of the individuals experiencing the change.
CLARC (<i>Communicator, Liaison, Advocate, Resistance Manager, Coach</i>)	The Roles of People Managers. Effective communication by People Managers is necessary to drive successful change adoption.
Kick-Off Meeting	The beginning of a Migration Project where sponsors, project considerations, and timelines are discussed between the district and Project Support Team.

TERM	DEFINITION
Migration Success Agreement	A document outlining various shared commitments, such as Change Management, Training and Support, Data Validation, Third Party Operations, Enhanced Support Opportunities and Success Milestones which are the components that make up a successful migration. The completion of this process moves the project into the In Progress phase. Sometimes this is referred to as a Success Agreement.