

October 5, 2021

Good Evening SIS Project Governance Steering Committee Members,

With the nomination and full support of your College President and senior leadership, I am delighted to welcome each of you to the MCCS SIS Project Governance Steering Committee. Bringing representatives from all impacted stakeholder groups together, as a team, to actively participate in dialogue and inform and influence decision making in an organized manner is key to effectively driving, managing and sustaining organizational change efforts.

You were all selected to be part of this important committee because you are respected leaders and team members across MCCS who have demonstrated passion and motivation for actively participating in this project and willingness to assist with cascading communications at your respective college / office as well with your functional peer groups.

Please see the attached roster of Steering Committee members.

Frequency and modes of communication and activity will vary at different stages of the project. Acutely mindful and respectful of the mission-critical priorities of the Colleges and System Office, and the intense workloads of Faculty and Staff, our intent is to be highly efficient and effective with our team engagements.

Here is a high-level timeline of activities you can expect to be involved with over the coming weeks:

Week Of	Activity	Steering Committee Role
Sep 20	RFI Launched to Market	Awareness / Review RFI (attached)
Oct 11	RFI Response Submission Deadline	Review Vendor Response Submissions Prepare Initial Feedback
Oct 18 - 25	Vendor Demos (Virtual)	Contribute to Use Case Scenarios Desired Attend Relevant Portions* Compile Feedback and Share with Respective Stakeholder Groups
Nov 1	Round 2 Vendor Meetings (if needed)	Attend Relevant Portions* Complete Feedback and Share with Respective Stakeholder Groups
Nov 8	RFP Launch to Market	Awareness / Review RFP
Dec 3	RFP Response Submission Deadline	Review Vendor Response Submissions Share with Respective Stakeholder Groups
Dec 13	RFP Response Evaluation	Participate in Vendor Final Scoring

**Specific date and time details will be known and shared within the coming week; all sessions will be recorded.*

I hope to get us all together on a brief Zoom call within the next week to meet each other and begin our work together to modernize and enhance MCCS's SIS. In the meantime, please let me know if you have any initial questions, suggestions or concerns.

Many thanks,
Deb