

Element 9: Automating business processes

TIPS Initiatives & System Tools:

- Upgrade and rollout of SAMS Behaviour Module and associated central collection and reporting.
- Develop strategy for SAMS upgrade or replacement in preparation for Aug 2009 contract expiry
- Implement new work health information system

The developing school <i>Is aware of system tools & initiatives</i>	The accomplished school <i>Implements system tools & initiatives</i>	The leading school <i>Embeds system tools & initiatives</i>
<ul style="list-style-type: none"> • Identifies ways in which ICT can be used to improve the efficiency, quality and timeliness of school business. 	<ul style="list-style-type: none"> • Automates some business processes, and identifies other processes that would benefit from automation to improve the efficiency, quality and timeliness of school business. 	<ul style="list-style-type: none"> • Uses ICT across the school in a way that improves the efficiency, quality and timeliness of school business.
<ul style="list-style-type: none"> • Engages both manual and automated business processes. 	<ul style="list-style-type: none"> • Supplements the automation of business processes with manual support. 	<ul style="list-style-type: none"> • Automates business processes to create efficiencies that free up effort to focus on teaching and learning.
<ul style="list-style-type: none"> • Actively sources the best available system enterprise solution to integrate ICT systems and streamline business processes. An enterprise solution may include the following systems: student records, staff communication, digital curriculum management, library, human relations, payroll and finance. 	<ul style="list-style-type: none"> • Adapts and implements a system enterprise solution that meets the particular needs of the school and uses this solution to integrate business processes where possible. Improves interoperability and accessibility across the school. 	<ul style="list-style-type: none"> • Embeds a system enterprise solution that standardises business processes across the school and delivers sustainable and efficient practices that reduce duplication.
<ul style="list-style-type: none"> • Plans infrastructure developments, such as databases and new IT rollouts to assist in automating business processes: <ul style="list-style-type: none"> ○ Seeks advice when implementing new ICT systems to ensure its capabilities are understood ○ New development opportunities are evaluated for their durability. 	<ul style="list-style-type: none"> • Actively evaluates how automated business processes enhance productivity with outcomes informing school planning: <ul style="list-style-type: none"> ○ Staff understand the potential of automation and implementation of ICT systems across the school ○ A documented change management process for automation is being developed. 	<ul style="list-style-type: none"> • Systematically and routinely evaluates the business enterprise solution with outcomes informing strategic planning at the system level: <ul style="list-style-type: none"> ○ Looks for solutions that improve existing processes, taking into account compliance and reporting standards ○ Ensures that implementation of new ICT systems is compatible with and does not duplicate existing solutions.