The Level 2 High Level Business Process flowcharting for the Pilots continues with 24% of flowcharts in progress and 20% of all flowcharts complete, primarily at LACOE – SFS, LACOE, Alhambra USD, Glendale USD, Lynwood USD, and Santa Monica Malibu USD. For November, the Pilots to commence flowcharting sessions include Cerritos Community College and Palisades Charter High School. Level 2 workshop scheduling for the remaining Pilots is ongoing. A sample of Level 2 flowcharts in progress includes:

- Purchasing and Accounts Payable
- Asset Management
- Inventory
- General Ledger
- Accounts Receivable
- Human Resources
- Payroll

The BEST Project Strategy Vendor procurement is in process with the vendor’s planned engagement to start in April, 2015. The Strategy Vendor Request for Proposal (RFP) was issued on October 27, 2014, with a Vendor Pre-Proposal Conference scheduled for November 12, 2014 to discuss the RFP. A sample of the Strategy Vendor deliverables are:

- Change Management Recommendations
- Assistance with Software Market Review
- Implementation Readiness Assessment
- Implementation Roadmap (Scope with Deployment Approach)

The first Community College Advisory Team (CCAT) meeting was held on Friday, October 17, 2014. The BEST Project objectives, plans, and updates were shared while valuable input was received from Community College attendees. Specifically, Community College differentiators related to their ERP system use, priority, and needs were discussed. The CCAT Meeting Minutes are posted at: http://www.lacoe.edu/Technology/BESTProject.aspx.

The third Core Advisory Team (CAT) meeting will be held in December, 2014, with the date to be determined. The BEST Team will reach out to CAT members this month to schedule the date. The CAT meets quarterly and is comprised of approximately 40 district representatives.

Change Management work progress continues as follows:

- The development of the Change Management Network to date has identified a baseline of over 300 individuals as potential Change Advocates.
- Change Challenges and Change Guiding Principles are being developed in parallel.
- The Change Impact Analysis is in process pending finalization of the Strategy Vendor Implementation Roadmap.

**Upcoming Events**

**Core Advisory Team (CAT) Meeting**
December 2014 - Date and Location TBD