



Roles & Responsibilities

Roles

Project Lead

Executive Sponsors

Finance SME

Clinical SME

Scheduling/ Coordination SME

Data Migration Lead

Description of Role	Core Responsibilities	Time
<ul style="list-style-type: none"> The Project Lead oversees and drives the entire implementation project for your organization from start to finish. We recommend assigning this role to someone with project management experience who can effectively coordinate people and processes internally. 	<ul style="list-style-type: none"> Ensures adherence to project timeline internally. Plans and facilitates internal resourcing and meetings. Selects internal 'super-user' who will help roll out training for your organization. 	<p>1 full-time equivalent (FTE)</p>
<ul style="list-style-type: none"> The executive sponsor is the primary decision-maker for your implementation project. This person will be supporting the decisions and direction of your implementation to ensure the success of your project is aligned with your desired outcomes and objectives. We recommend assigning this role to the Owner, CEO or COO of the organization. 	<ul style="list-style-type: none"> Supports and signs off on the final decisions and direction of the implementation process. Ensures internal alignment of implementation against desired outcomes and objectives. 	<p>2 hours/month</p>
<ul style="list-style-type: none"> The finance SME provides guidance and clarification for everything related to your organization's finance requirements during implementation. We recommend assigning a CFO, VP of Finance, or Manager of Finance for this role. 	<ul style="list-style-type: none"> Determines financial requirements for your organization. Configures global finance settings. Provides internal training on features including accounting, billing, and payroll. 	<p>1 day/week</p>
<ul style="list-style-type: none"> The clinical SME provides guidance and support for everything related to your organization or employee clinical requirements during implementation. We recommend assigning this role to your head of Nursing or Clinic Expert. 	<ul style="list-style-type: none"> Determines clinical requirements for your organization. Ensures proper configuration of the clinical module. Provides internal training on features including care documentation, caregiver mobile app, and any other clinical documentation. 	<p>1 day/week</p>
<ul style="list-style-type: none"> The scheduling/coordination SME provides guidance and support for everything related to your organization's scheduling requirements during implementation. We recommend assigning this role to your VP of Services, Lead Scheduler, or Supervisor for this role. 	<ul style="list-style-type: none"> Determines schedule and coordination requirements for your organization. Ensures proper configuration of the scheduling and coordination modules. Provides internal training for care documentation, caregiver mobile app, and other general documentation. 	<p>2 days/week</p>
<ul style="list-style-type: none"> The data migration lead ensures the successful transfer of data from your current system to the AlayaCare system. We recommend assigning this role to a VP of IT, or Director of IT. 	<ul style="list-style-type: none"> Provides guidance on extracting existing data and migration to AlayaCare Leads use of AlayaCare's data import tool Responsible for data quality, client-based validation, and approval. 	<p>2 days/week</p>