

Cayuse Implementation Support

A successful transition to new software requires more than just technical implementation—it demands strategic execution and careful attention to the unique needs of the institution. Attain Partners, in collaboration with Cayuse, enhances every step of the implementation process by bringing in-depth subject matter expertise and extensive experience in business process improvement, research compliance, and change management. Our combined approach ensures that your institution benefits from streamlined processes, improved operational efficiency, and reduced administrative burdens, all supported by Cayuse's industry-leading technology.

We work closely with stakeholders across your institution to fully understand its culture, workflows, and goals. Drawing on our extensive experience in higher education and research administration, we ensure that Cayuse is configured to not only meet your current needs but also help you grow in the future. This means you'll be more efficient, have improved compliance, and stronger data management capabilities, positioning your institution to excel.

DISCOVERY Attain Partners begins by conducting in-depth stakeholder interviews to gain a comprehensive understanding of your institution's current state. This phase is about more than just gathering technical information; we dive into your institution's culture, workflows, and strategic goals. We will explore your existing systems and processes, identifying pain points, inefficiencies, and potential risks. Additionally, we'll take into account your aspirations for the future, focusing on areas where improvement is needed and compliance concerns that should be addressed.

FORM DESIGN Building on the insights gained during the discovery phase, our team will work collaboratively with you to develop customized forms that capture essential, reportable data efficiently. We'll evaluate your current data collection methods and ensure that the forms are designed not only for accuracy but also for ease of use. This step is crucial to ensure that the forms align with your institution's research objectives, regulatory requirements, and administrative needs. By prioritizing usability and functionality, we'll create forms that minimize data entry errors, reduce administrative burden, and promote consistency across your institution's research administration. These forms will be a pivotal tool in supporting better data-driven decision-making and more streamlined grant management processes.

BUSINESS PROCESS ALIGNMENT Once the forms are designed, we will revisit the information gathered during discovery and work closely with your team to realign your business processes with the Cayuse system. This is where we tailor your future-state business processes to leverage Cayuse's full potential, ensuring that your operations are as efficient as possible. By streamlining workflows and improving integration between systems, we can optimize grant management and administrative tasks, resulting in smoother, faster processes across the board. This alignment ensures that the changes are deeply integrated into your institution's day-to-day operations, leading to measurable improvements in both efficiency and compliance.

CHANGE MANAGEMENT Implementing new systems or restructuring organizational processes can be disruptive if not managed properly. Attain Partners uses Prosci's proven Change Management framework to help guide your institution through these transitions. Change management is not just about introducing new technology; it's about

ensuring buy-in and minimizing resistance from faculty, staff, and other stakeholders. We focus on clear communication, training, and engagement to ensure that everyone involved understands the benefits of the changes and how they will improve operations. Our structured approach ensures that change is implemented smoothly and that the adoption of new processes and systems is successful, leading to long-term, sustainable improvements across your institution.

DOCUMENTATION Attain Partners will develop comprehensive Standard Operating Procedures (SOPs) that provide clear, step-by-step instructions for system functionality and business practices. These documents are designed to be user-friendly, ensuring that everyone in your institution, from administrators to researchers, has a clear understanding of how to operate the new system. The SOPs will include a detailed data dictionary that outlines the specific data being collected, its definitions, and its intended use. This ensures that users know exactly what information they are entering, how it will be utilized, and why it's important. By having this documentation, users will feel supported and confident during the rollout process, minimizing errors and confusion. Furthermore, these SOPs serve as a reliable reference for ongoing operations, ensuring consistency in data management and compliance with institutional policies.

TRAINING To ensure that your institution's community is fully prepared to adopt new processes and systems, Attain Partners offers customized end-user training. These sessions are tailored to meet the specific needs of your university and can be delivered in both in-person and virtual formats, ensuring maximum flexibility and accessibility. Our training covers not only the technical aspects of using the system but also the practical application of your new processes, helping users transition smoothly to the updated workflows. After the training sessions, your end-users will feel equipped and confident in using the new system. To further support ongoing learning and to accommodate staff turnover, we provide screen-cast video tutorials. These videos serve as a convenient refresher for users who attended the initial training and as a vital resource for onboarding new employees. This ongoing support ensures that your staff continues to use the system efficiently, reducing the need for frequent re-training and keeping operations running smoothly.

Not just powering the future—empowering it.

Attain Partners is a leading strategy, technology, and compliance consulting firm delivering services and solutions to advance client missions across the education, nonprofit, healthcare, and state and local government landscapes. We're an innovative and values-driven firm working to disrupt the status quo to change the world and improve the lives of those we serve. Learn more. Visit attainpartners.com or contact info@attainpartners.com