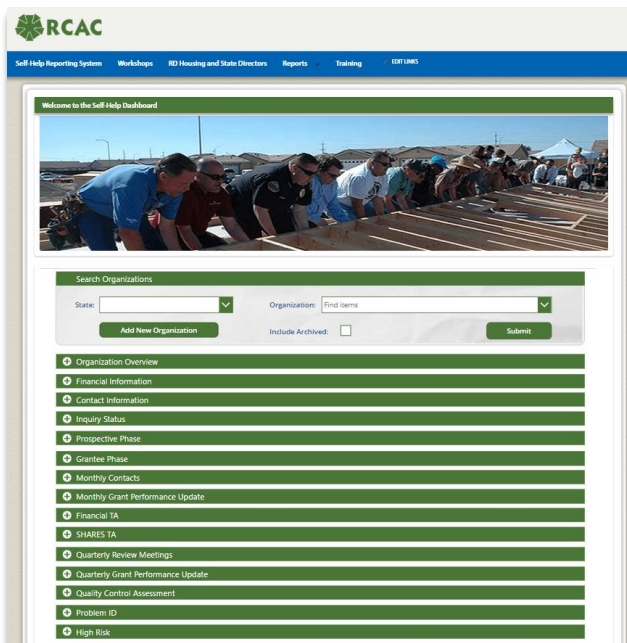


Customer Success



RCAC released a request for proposal (RFP) to build a new reporting system for their Self-Help Housing Program. The project involved the conversion of a legacy Lotus Notes data collection system into a SharePoint solution. The system is needed to collect and track data and generate monthly reports for RCAC’s Self-Help housing program.

Data from the legacy Lotus Notes system needed to be migrated to a new SharePoint system in the Cloud, in order to provide the Staff with the ability to input, upload and store all technical assistance information and housing documents.

Rural Community Assistance Corporation (RCAC) invited qualified SharePoint development companies to submit proposals for the conversion of a legacy Lotus Notes data collection and reporting system into a SharePoint solution and JFD was selected as the vendor of choice.



Thank you very much for the response to our RFP for a new Self-Help reporting system. After much discussion, the team unanimously decided to offer Jack Frost Design the contract. Congratulations! Your proposal was by far the most comprehensive/thorough, but what really put you over the top was your attention to the importance of the report generation.



PowerApps



Power BI



Microsoft Teams



Customer Success

The Planning Begins

Jack Frost Design (JFD) led the RCAC team through the Discovery (Planning), Design, Develop, Records Migration | Management, Data Integrate Testing, and Implementation of a new 365/SharePoint Intranet Solution.

Our submitted Project Plan was refined and JFD launched the project with our initial Stakeholder meeting in order to set the Goal, Scope and Timeframes for implementation.

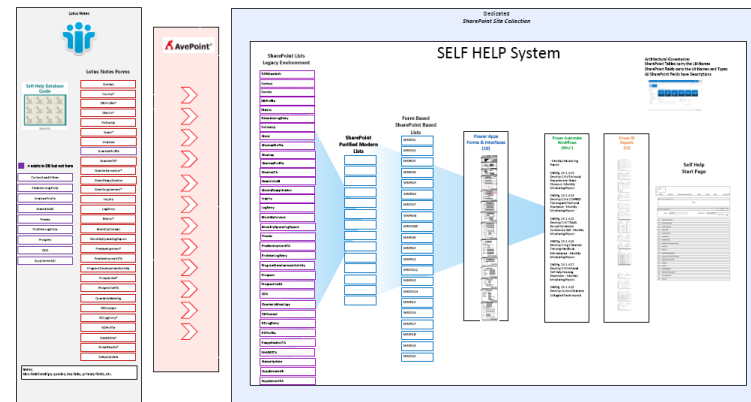
JFD's initial planning processes included analyzing and documenting the following project deliverables:

- Architecture Diagram: Lotus Notes to SharePoint
- Architecture Diagram: SharePoint Lists through Solutions Workflows
- Solution Architecture
- Wireframes the application requirements
- Solution Templates, Report Templates
- Field Mapping and Definition Worksheets
- Reports Mapping and Definition Worksheets
- Data Integrity LN Records to SP Records Worksheets
- Email Triggers Definition and Email Workflow Diagrams

MS	Task Name	Resource	
0	RCAC Kick-off Meeting System		
0.1	DISCOVERY Scope Planning Project Administration Requirements		
1.1.1	Meeting - Kick-off and Overview and Project - Compare to Status, Goals, Objectives, Success Criteria, Communications	JFD/RCAC	01/18/2016
1.1.2	Meeting - Goals, Objectives, for Working Item Tracking and Report System	JFD/RCAC	01/18/2016
1.1.3	Meeting - Review SP Site Migration, Implementation, Requirements, Modifications	JFD/RCAC	01/18/2016
1.1.4	Meet and Review RCAC Status, RCAC Status, RCAC Environment, User & Content Overview	JFD	01/18/2016
1.1.5	DELIVERABLE: Meet Project Plan Approval Form (Based on Scope and Planning Meeting)	JFD	01/18/2016
0.2	Architecture Validation Development and Site Collection Setup		
1.2.1	Architecture Validation and Design - SharePoint Online Hosting	JFD	01/18/2016
1.2.2	Perform O365 Architecture and Technical Recommendation Review	JFD	01/18/2016
1.2.3	Perform O365 Site Collection Review Project Technical Recommendations	JFD	01/18/2016
1.2.4	DELIVERABLE: Architecture and Technical Recommendations finalized, documented, approved	JFD/RCAC	01/18/2016
1.2.5	SOB Setup	JFD	01/18/2016
1.2.6	SharePoint installation and setup	JFD	01/18/2016
1.2.7	Form installation and setup	JFD	01/18/2016
1.2.8	SharePoint configuration and setup	JFD	01/18/2016
1.2.9	Design content types, site columns and lists	JFD	01/18/2016
1.2.10	Build out content type lists and views of records	JFD	01/18/2016
1.2.11	Perform Lotus Notes migration test with verification to ensure design is robust	JFD	01/18/2016
1.2.12	Build out workflow for structure the lists	JFD	01/18/2016
0.3	Development - RCAC Self-Help Reporting System SP0 Application		
1.3.1	Develop Home Page and user pages by user type	JFD	01/18/2016
1.3.2	Meeting - Document Review	JFD/RCAC	01/18/2016
1.3.3	Final Customer Review Adjustments	JFD	01/18/2016
0.4	Developing Service Forms		
1.4.1	DELIVERABLE: Service Request Launch - OCCUPANCY PHASE		
1.4.2	Change Form Mapping - Initial Form Design	JFD	01/18/2016
1.4.3	Complete Client Review, Confirm Form Design and/or user/field requirements	JFD/RCAC	01/18/2016
1.4.4	Develop Form, SP Lists and Create custom form template	JFD	01/18/2016
1.4.5	Implement Client workflow	JFD	01/18/2016
1.4.6	Review Workflows and/or Job Workflows	JFD	01/18/2016
1.4.7	Integration Testing	JFD	01/18/2016
0.4.2	DELIVERABLE: Service Request Launch - PROSPECTIVE PHASE		
1.4.2.1	Change Form Mapping - Visual Form Design	JFD	01/18/2016
1.4.2.2	Complete Client Review, Confirm Form Design and/or user/field requirements	JFD/RCAC	01/18/2016
1.4.2.3	Develop Form, SP Lists and Create custom form template	JFD	01/18/2016
1.4.2.4	Implement Client workflow	JFD	01/18/2016
1.4.2.5	Review Workflows and/or Job Workflows	JFD	01/18/2016



Microsoft Teams



Customer Success



Rapid Adoption of Microsoft O365

RCAC began its workplace transformation by deploying Microsoft 365—a comprehensive solution that brings together Office 365, Windows 10, and Enterprise Mobility + Security—to its administrative and managerial staff.

In just six weeks, all information workers had migrated from Lotus Notes and adopted the O365 Self-Help business solution in their everyday work.

The successful implementation of the O365 Self-Help Solution was a huge milestone for the organization and its ability to report to the Federal Government the technical activities being implemented in over 14 separate geographic areas.

The solution has changed the mindset of what RCAC can do as an organization and introduced a whole new world of productivity tools that their staff found easy and natural to work with.



To help with change management, RCAC encouraged “business champions” to mentor colleagues in the new workplace tool. These core team members encouraged the use of Microsoft Teams as the global hub for collaboration across the organization. The Technical assistance staff is relieved that the organization made the change from Lotus Notes to the cloud.



PowerApps



Power BI



Microsoft Teams



Customer Success

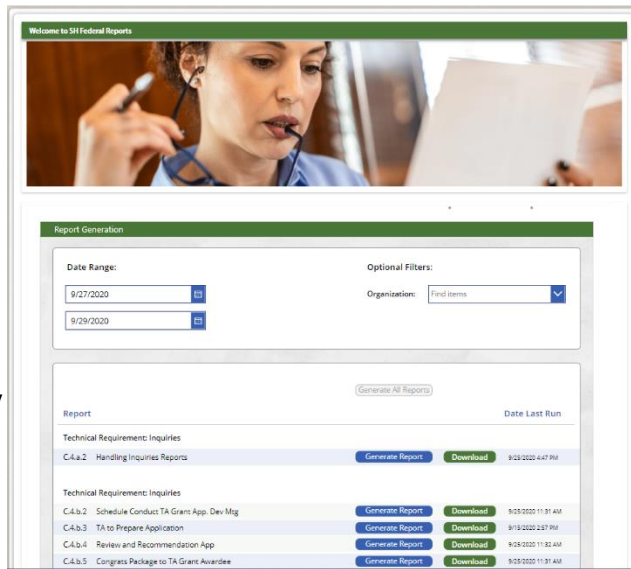


Monthly and Quarterly Federal Reporting

The Federal Reporting implementation in the new O365 environment will save the Administrative Staff a minimum of 35-40 hours a month.

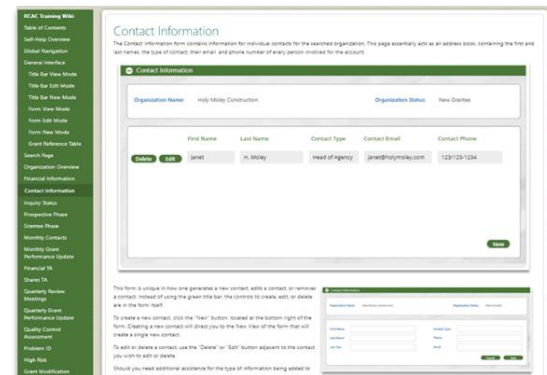
The reporting solutions provides the staff with the ability of generating all required reports with a click of a button and then simply moving the reports and Technical Assistance attachments into Adobe Acrobat to complete the required monthly and quarterly reports.

The new solution will also allow the organization to share their reports online with the government entities, instead of sending Reports via email.



Microsoft Teams

Training Today and Tomorrow



The online Training Wiki and Video implementation provides the Staff with:

- How to Information
- Where to find the records
- Why the information is needed
- Governance information

The Staff will be able to continue to enhance the training information as the environment grows and new employees will have a training environment to assist them in learning the entire solution.





Reliable.

We are the team companies bring in to clean up project calamities. So why not start with the experts and know you can rely on JFD knowledge and experience to provide you with the exact solution you need? Our expertise and proven methodology ensures your success.

Experts.

Intranets, Extranet, Websites, Mobile Apps, Automated Forms, Workflows, Migrations, Training, Collaboration and Communication.

Guaranteed.

Period.

JFD has a long history of successful project delivery for Statewide and local government agencies in the State of California. JFD has been authorized to do business with the State of California for over a decade and has the required contracts and certifications.

JFD has strong relationships with Microsoft, ShareGate, AvePoint, Repstor and DocuSign. We have a California Multiple Award Schedule (CMAS) contract to provide these solutions to the State of California.

We are ready to competitively bid on your opportunities and provide information technology services and cloud or on-premise solutions to the State of California.



PowerApps



Power BI



Microsoft Teams



SharePoint



Visual Studio



jQuery



Java



Microsoft .NET

Celebrating over 50 Years...so far.

Since 1968, Jack Frost Design has been recognized for our business approach to solving client problems, while ensuring the User Interface drives adoption.

We deploy Digital Workplace environments that drive productivity and business efficiencies.



CMAS Contract



JFD is a CMAS (California Multiple Award Schedules) contractor and has a Service Agreement to provide Information Technology Services to the State of California.

Contract #:3-12-70-2893C

Small Business Contract



JFD is Small Business Certified. State agencies and departments with Small Business participation initiatives have worked with JFD to meet their participation goals.

Contract # 1538680

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JFD has worked with the Public and Private Sectors across the USA for over a decade.