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ROLE

Deliverable (or Activity)	Executive Stakeholder	Assessment Administrator	Registrar	Academic Success Center	Admissions	AVP	Product Owner (PO)	Business Analyst (BA)	Scrum Master	Developers	Admin	Relationship Manager	DBA
	OEA Partners					*IT BIA Team*						*General IT*	
For ExamSoft exam scores data:													
Maintain ExamSoft-exam-to-course mapping file	A	R	C				I	I		C, I			
Extract/Load ExamSoft data via API into EduDW		C, I				A				R			
Communicate data load errors		I				A				R			
Manage/Resolve ExamSoft data Issues	A	R							I	I			
Manage/Resolve ExamSoft API Issues	A	R				I	I	I	I	C, I		I	
For NBME course comprehensive exams data:													
Extract exam data from NBME into shared file	A	R								C, I			
Load exam data from file into EduDW		C, I				A				R			
Communicate data load errors		I				A				R			
Manage/Resolve NBME data Issues	A	R							I	I			
For NBME Y1CE exam data:													
(same as for NBME course comprehensive exams data)													
For NBME Y2 CBSE Exam data:													
Extract exam data from NBME into shared file	A	R								C, I			
Load exam data from file into EduDW		C, I				A				R			
Communicate data load errors		I				A				R			
Manage/Resolve NBME data Issues	A	R							I	I			
Notify of New Exam Offerings	A	R		C			I	I	I	I			
For USMLE Step1 and Step2CK data:													
Extract from NBME	A		R				I	I				***overlaps with Carrie Garcia's RACI	
Enter into Health Banner (within 1D-1W)	A		R				I	I				***overlaps with Carrie Garcia's RACI	
Extract/Load from Health Banner into EduDW			C			A				R			
Manage passing-score changes	A	C, I	R			C	C		I	I			
For MCAT score data:													
Extract MCAT from AMCAS	A	C, I		R								***overlaps with Carrie Garcia's RACI	
Load MCAT into Health Banner	A	C, I		R			I	I				***overlaps with Carrie Garcia's RACI	
Extract/Load from Health Banner into EduDW			C	I		A				R			
Manage percentile-mapping changes for EduDW	A		I	R		C	C		I	I			
For Student Grades data:													
Enter/Load into Health Banner	A		R									***overlaps with Carrie Garcia's RACI	
Extract/Load from Health Banner into EduDW			C			A				R			
Communicate data load errors			I			A				R			
Manage data structure/usage changes												***overlaps with Carrie Garcia's RACI	
For other Student information:													
(same as for Student Grades data)													
For Predictive Model maintenance:													
Determine when majority of new graduation-cohort Step1 exam scores are available	A		C	R			I	I					
Retrain models						A	I		I	R			
Determine when all predictive factors are available for a new graduation-cohort	A		C	R			I	I					
Rerun predictions						A	I		I	R			
Determine outliers to be excluded from the models	A			R			I	I					
Exclude outliers from models						A	I		I	R			

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ROLE / Deliverable (or Activity)	Executive Stakeholder	Assessment Administrator	Registrar	Academic Success Center	Admissions	AVP	Product Owner (PO)	Business Analyst (BA)	Scrum Master	Developers	Admin	Relationship Manager	DBA
	OEA Partners					IT BIA Team						General IT	
For Access Control:													
Approve access to (historical) USMLE Score reports (in PowerBI)	A			R			I	I			I		
Approve access to Predictive USMLE reports (in PowerBI)	A			R			I	I			I		
Approve ad-hoc access to Course-test-scores universe	A	R					I	I			I		
Approve ad-hoc access to Grades universe	A	C	R				I	I			I		
Approve ad-hoc access to (non-course) Test-scores universe	A	C	R				I	I			I		
Approve database-level access to (non-course) Test-scores fact and dimensions	A	C	R				I	I				I	
Approve database-level access to Course-test-scores fact and dimensions	A	R					I	I				I	
Approve database-level access to Grades fact and dimensions	A	C	R				I	I				I	
Implement access to PowerBI reports							A	I			R		
Implement access to universes							A	I			R		
Implement access to database level							A						R

NAMING CONVENTION REMINDER:		
RESPONSIBLE	R	The responsible party is the group or role completing the task.
ACCOUNTABLE	A	The accountable party is the group or role who is accountable for ensuring the task is complete.
CONSULTED	C	The consulted party participates in advising or giving feedback to the responsible party before the task is completed.
INFORMED	I	The informed party requires communication if there is an error with or change in the task.

Role	Signature	Date
Executive Stakeholder Bryan Bognar	*Bryan Bognar*	7/28/2018
Assessment Administrator Kelly McCarthy	*Kelly McCarthy*	7/13/2018
Registrar Marrissa Cook	*Marrissa Cook*	7/2/2018
Academic Success Center Pamela O'Callaghan	*Pamela O'Callaghan*	7/25/2018
Admissions Edwing Daniel	*Edwing Daniel*	7/13/2018
BIA AVP Swapna Chackravarthy	*Swapna Chackravarthy*	7/5/2018
BIA Health Product Owner (PO) Randy Smith	*Randy Smith*	7/13/2018
Relationship Manager		