

Resource Planning Guide

Pulling together the right people is one of the most important things you can do to prepare for implementing online proctoring in your programs. We've outlined the roles and expertise needed on your internal and external project teams to ensure a successful process.

Resources Needed at Your Institution:

- 1. Institution Project Manager:** This role is key to your success. The project manager serves as the project "champion." S/he oversees all interaction between ProctorU resources, department administrators, and faculty and keeps the project on track.
- 2. eLearning or Online Assessment Leader:** This individual assists in the organization of the exam assessment work plan and coordination across the campus responsibility matrix. S/he may plan an active role in helping decide which assessments are transitioned to online delivery.
- 3. LMS Administrator:** To ensure a smooth transition and exam delivery, the LMS Admin assists in the technical setup and LMS access for ProctorU resources.
- 4. Faculty Liaison:** Faculty training is critical to success. This individual assists ProctorU's Product Training Specialists in engaging, scheduling, and training all activated faculty.
- 5. Security Officer:** Ensures all aspects of the project, technology and personnel meet campus security requirements. Please see the [Security Q&A](#) for more detailed best practices on security requirements.

Resources Needed From ProctorU & Other 3rd Party Partners:

- 1. Project Manager for Proctoring Planning:** We need to be ready when you are. Our Project Manager will lead and coordinate online proctoring readiness and capacity planning efforts.
- 2. Implementation Specialist:** Our Implementation Specialist will oversee the technical setup and LMS integration. We have a proven [implementation process](#) that s/he will follow to get you up and running as quickly and smoothly as possible.
- 3. Product Training Specialist:** Our Product Training Specialist will meet with faculty members to activate proctoring user accounts and configure exams for proctoring. S/he will make sure the exams are entered properly and train faculty on how to administer the exams.

For more information, visit proctoru.com/coronavirus-support or call **1-866-935-3105**.