

Data Management Costs Inventory

How much do you spend now to handle your adult school data? Consider not only technology costs (if any), but staff time necessary to accomplish required functions.

Attendance Accounting

Activity	Cost Factors— Current Practice	Cost Factors— CDI
Annual Recurring Costs for <ul style="list-style-type: none"> ◆ Software license ◆ Hardware ◆ Maintenance ◆ Upgrades (hardware, software) ◆ Scantron forms, service contracts 		One price quoted includes software license, all updates, all server-side maintenance. No servers required. No Scantron forms required. Small per-unit cost for (optional) Palm application.
At start of each term , staff time, other costs for- <ul style="list-style-type: none"> ◆ Entering/managing class & student information ◆ Maintaining server 		Data handling may be comparable to current practice. (But all data is repurposed for TOPSpro & website.) Server maintenance zero.
Weekly staff time, other costs for- <ul style="list-style-type: none"> ◆ Entering/managing class & student information ◆ Maintaining server, installing software updates. 		Office staff log in print attendance records for all classes as infrequently as every 4 weeks, possibly a 75% time savings from weekly scanning. Server maintenance zero.

TOPSpro Management

Activity	Cost Factors— Current Practice	Cost Factors— CDI
<ul style="list-style-type: none"> ◆ Hand entry into to TOPSpro ◆ Hand entry into attendance system ◆ Scanning into TOPSpro ◆ Importing data into TOPSpro ◆ “Pre-slugging” TOPSpro forms ◆ Other TOPSpro management tasks 		All TOPSpro Entry & Update Record data is entered directly into CDI, then imported to TOPSpro. Because CDI already “knows” the enrollment date, the class number, the level, the hours each student attended, etc., there is much potential savings of redundant data handling.

Website Management

Activity	Cost Factors— Current Practice	Cost Factors— CDI
<ul style="list-style-type: none"> ◆ Webmaster costs to update school website content each term. ◆ School staff time for proofreading webmaster’s updates. 		Office staff data entry for attendance accounting is repurposed to create a public website of detailed class information; no additional cost.
<ul style="list-style-type: none"> ◆ Web hosting costs (server space) ◆ Recurring costs for security certificate. ◆ Transaction processing fees. 		No additional charge for set-up of secure online registration/fee payment service. Per-transaction fee of \$2.95 is usually paid by student.

Print Catalog Preparation

Activity	Cost Factors— Current Practice	Cost Factors— CDI
<ul style="list-style-type: none"> ◆ Assembling and proofreading schedule information. 		Office staff data entry for attendance accounting is exported in formats useful to graphic artists; no additional cost for “re-proofreading.”