**Prepare**

- Analyse system change
  - Plan system upgrades needed to incorporate TCSI functionality
- Complete software development
  - Software Developers complete TCSI functionality
- Register for PRODA
- Assess business impacts
  - Analyse impact to ways of working and plan for change
- Change business processes
  - Develop new processes, train staff and communication with stakeholders

**Roll-out**

- Perform system upgrade
  - Upgrade Student Management Systems and other systems.
- Conduct readiness check
  - Inform the TCSI project of 2019 reporting plan

**Report**

- Complete switch over to TCSI
  - All records in TCSI
- Blended reporting
  - 2019: HEPCAT
  - 2020: TCSI

**User/actor legend**

- VET Provider/Higher Education
- Software Developer