

**DATA Project  
Progress Review  
April 2008**

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# April DATA Project Progress Review

## 1 Executive Summary

During the month of April, the DATA and KIDS III Project Teams held their monthly meetings with both Data Quality Work Group (DQWG) Task Force committees and with the National Center for Educational Services (NCES) State Longitudinal Data Systems (SLDS) Grant Team . Reports from all meetings can be found in Section 4 of this progress review.

Work is being completed on the DATA/KIDS/Growth Integrated project plan. While the Longitudinal Growth Project plan is being created for the first time, major revisions were made to the KIDS III project plan to better detail the work to be completed. Once both of those plans are completed, the DATA Project's plan will be updated. The DATA Project's plan will remain integrated for tracking purposes because of the high amount of dependencies with both the Longitudinal Growth and KIDS III projects.

Next month, the project team will hold meetings with the DQWG's full membership on May 6<sup>th</sup> and with NCES on May 8<sup>th</sup>.

## **2 Summary of Progress for the month of April 2008**

### **2.1 Review of Activities and Outputs**

#### **2.1.1 Project Related Meetings**

- KDIS Transactional System 2 Day offsite
- NCES – SLDS Monthly Project Meeting
- DQWG Pre-meeting
- DQWG Technology Task Force Meeting
- DQWG Instructional Task Force Meeting
- LDS Webex Meeting
- KIDS Project Meetings

#### **2.1.2 Project Reports**

- Project Status 4/04/08
- Project Status 4/11/08
- March Project Progress – 4/04/08
- SLDS Project Progress Report – 4/10/08

#### **2.1.3 Project Documentation – Under Review**

- Data Use Policy
- InfoSec Policy
- Risk Management Plan
- DATA/KIDS III Communications Plan
- KIDS III Project Plan
- Longitudinal Growth Model Project Plan

#### **2.1.4 Project Tasks – Completed**

- Review current training initiatives and identify training to be developed
- QA Vendor Selected
- SOW for Implementation Vendor

#### **2.1.5 Project Tasks – In Progress**

- Communications Plan – Integrate DATA & KIDS
- Risk Management Plan – In review
- DQWG to review Gap Analysis and determine elements to be defined – feedback received from Focus Group participants, will be reviewing again with DQWG on May 6<sup>th</sup>
- Develop policies regarding data privacy, security and use – policies have been drafted, waiting on public comments for the new FERPA regulation to see if we need to add or subtract verbiage
- RFP for Implementation Vendor – final revisions taking place prior to submission to Contracting
- Longitudinal Growth Project Plan

### **3 Planned Activities for May 2008**

#### **3.1 *Project Meetings***

- NCES – SLDS Monthly Project Meeting
- DQWG Pre-Meeting
- DQWG General Session & Technology Task Force Meeting
- LDS Webex Meeting
- KIDS Project Meetings

#### **3.2 *Project Reports***

- Project Status Reports (Weekly)
- Project Progress Review (End of Month)

#### **3.3 *Project Documentation – Review and/or Approval***

- Data Use Policy - Review
- InfoSec Policy - Review
- Change Management Plan - Review
- Risk Management Plan - Review
- Communications Plan - Approval

#### **3.4 *Project Tasks***

- Complete review of Data Use and Security policies
- KIDS III Implementation Vendor RFP completed
- Complete KIDS III Project Plan Revisions
- Fully Integrate KIDS III Project Plan into DATA Grant Project Plan

## 4 Attachments

### 4.1 NCES – SLDS Monthly Project Meeting

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#### APRIL 2008 SLDS MONTHLY STATUS CALL NOTES

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**STATE:** OREGON

**DATE:** THURSDAY, APRIL 10, 2008 @ 11:00AM ET

**FROM:** SARAH SCHALLER RUANO

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**ATTENDING:** Baron Rodriguez (ODE), Dennis Boston (ODE), Mickey Garrison (EESC); Megan Monson (EESC); Sarah S. Ruano (KGS); Kashka Kubzdela (NCES);

**ACTION ITEM STATUS:**

1. OR will send an updated Project Plan with revisions discussed during the conference call. *Completed*
2. OR's Governance and Communication plans (found on the DATA Project website) may be included on *LDS Share*. *Completed*

NOTE: Please remember to include both Kashka Kubzdela ([Kashka.Kubzdela@ed.gov](mailto:Kashka.Kubzdela@ed.gov)) and Sarah Schaller Ruano ([sarah.schaller@ed.gov](mailto:sarah.schaller@ed.gov)) in your SLDS related correspondence.

**QUESTIONS:** N/A

**NOTES:**

*\*Written updates provided by Oregon are the basis of this section.*

**Updates:**

- *Instructional* Task Force met April 8<sup>th</sup>, 2008: Reviewed Professional Development Roadmap developed from focus groups and matched to outline for training strands to ensure all information is covered. Determined that all information is in fact covered, although some items are stressed more than others (e.g. Formative assessment is less of a consideration than assessment literacy).
- Assessment literacy covers 3 strands: 1)Creating a data culture; 2)Data Roadmap; 3) Understanding and using classroom assessment to improve student learning. Strands 1 & 2 will roll out in Summer 2008, and strand 3 will roll out in Spring 2009.
- Gap Analysis for Data Requirements was completed; Data Quality Work Group (DQWG), *Technology Task Force* to review on April 11<sup>th</sup>, 2008, and discuss what other requirements should be included.
- Data Security and Use Policies have been updated to include input from the field. DQWG *Technology Task Force* to review April 11<sup>th</sup>, 2008.

- Plan for transcript exchange to Higher Education, vertical, will be presented to DQWG *Technology Task Force* on April 11<sup>th</sup>, 2008.
- Training requirements completed.
- Draft training plan presented to DQWG *Instructional Task Force* on April 8<sup>th</sup>, 2008.
- Current systems evaluation to determine additional data requirements completed at two day offsite meeting with Pre-Kindergarten thru Grade 16 Integrated Data System (KIDS) III project, Longitudinal Growth Model project, Direct Access to Achievement (DATA) Grant project, Database Administrators and management personnel. These requirements will also be the basis for the data implementation vendor request for proposal (RFP) (part of the KIDS Project). Outcomes of this meeting will be posted on the DATA Project Website.
- Drafting RFP for data implementation vendor (KIDS)
- Data/System Quality Assurance (QA) vendors interviewed, selection in progress.
- “DATA Project” Project Plan Approved on March 11<sup>th</sup>, 2008.
- Met with **Kansas** Department of Education (KSDE) regarding their training of districts and vendors. Received syllabi and data governance plan from KSDE. Plan to contract with education service districts (ESDs) to modify KSDE curriculum and implement training for district data quality program by end of May 2008 (for contract start date, not training commencement). Oregon hopes to re-assign its reactive help-desk to a proactive help-desk to sustain this training piece.
- Met with University of **Arkansas** (NORMES) office to help administrators and teachers build a framework for K-12 assessment literacy. Specifically, the contract to collaborate with Higher Education partners to achieve the following objectives that are necessary for the success of the Oregon DATA Project:
  - Critically analyze the educational data elements available to Oregon educators including data from formative assessment, summative assessment, and relevant student/school information systems to determine and recommend statistically and psychometrically appropriate contexts and limitations for use in supporting improvements in student learning.
  - Develop professional development curriculum modules that bridge the gap between generic assessment literacy principles and the interrelated education data and assessment literacy skills specific to Oregon educational data, and deliver these modules through professional development of Oregon regional trainers.

**Challenges/Obstacles/Opportunities & Areas Needing Improvement:**

- Current system data requirements pose a challenge
- Revelation as to the amount of dependencies between KIDS, DATA Project, and Longitudinal Growth Model Pieces

**Breakthroughs/Victories:**

- Data Requirements Gap Analysis completed
- Draft Training plan completed
- Project Plan Approved

**Expected Accomplishments By Next Monthly Phone Call:**

- All data requirements documented and planned for
- Data Security and Use policies ready for management review/approval
- Data/System QA vendor selected
- RFP for data implementation vendor published
- DATA project Risk Analysis completed
- Technical training contractor selected
- Change Management Plan to be completed and posted (for KIDS project; for DATA Project, it's already completed)
- Will have had May 6<sup>th</sup>, 2008 meeting with full Advisory Group.

**Additional Questions and/or Issues: N/A**

**NEXT CONFERENCE CALL:** Thursday, May 8, at 11:00am (ET)

## 4.2 Weekly Status Reports

### 4.2.1 4/4/08

<b>STATUS REPORT</b>	Status: Green [ X ] Red [ ] Yellow [ ]		
	Cause: Time [ ] Scope [ ] Quality [ ]		
<b>Date covered:</b>	<i>March 31 – April 4 2008</i>		
<b>Project Name:</b>	<i>DATA Grant</i>		
<b>Project Manager:</b>	<i>Dennis Boston</i>	<b>Project Director:</b>	<i>Baron Rodriguez</i>
<b>Milestones-Activity Since Last Report:</b>			
<ul style="list-style-type: none"> <li>▪ <i>March Progress report</i></li> <li>▪ <i>Develop Risk Management plan</i></li> <li>▪ <i>Develop Change Management plan to include KIDS III project</i></li> <li>▪ <i>DQWG Technology Task Force Meeting preparation</i></li> <li>▪ <i>Status Report for Monthly SLDS Conference call</i></li> <li>▪ <i>DATA Project Risk Assessment</i></li> </ul>			
<b>Next Period Milestones/Activities:</b>			
<ul style="list-style-type: none"> <li>▪ Risk Management plan draft sent for review</li> <li>▪ Change Management plan approval</li> <li>▪ KIDS Transactional Systems Integration meeting</li> <li>▪ DQWG Technology Task Force Meeting</li> <li>▪ Monthly SLDS project conference call</li> <li>▪ DATA Project Risk Assessment</li> </ul>			
<b>Challenges/ Obstacles:</b>		<b>Challenges/ Obstacles Mitigation:</b>	
<ol style="list-style-type: none"> <li>1. <i>Risks associated with KIDS III project planning</i></li> </ol>		<ol style="list-style-type: none"> <li>1. <i>Complete Risk analysis on DATA Project to include dependencies on KIDS III and Longitudinal Growth Model Project</i></li> </ol>	
<b>Comments</b>			
<p><b>As Risk assessment is completed for the DATA Project (KIDS and Growth dependencies included) Project status could change based on those dependencies and associated risks.</b></p>			

**4.2.2 4/11/08**

<p><b>STATUS REPORT</b></p>		Status: Green [ X ] Red [ ] Yellow [ ]	
		Cause: Time [ ] Scope [ ] Quality [ ]	
<b>Date covered:</b>	<i>April 7 – April 11 2008</i>		
<b>Project Name:</b>	<i>DATA Grant</i>		
<b>Project Manager:</b>	<i>Dennis Boston</i>	<b>Project Director:</b>	<i>Baron Rodriguez</i>
<b>Milestones-Activity Since Last Report:</b> <ul style="list-style-type: none"> <li>▪ <i>Two day offsite meeting and report preparation</i></li> <li>▪ <i>DQWG Technology Task Force meeting preparation</i></li> <li>▪ <i>Change Management Plan</i></li> <li>▪ <i>SLDS Monthly Conference call preparation</i></li> <li>▪ <i>KIDS Transitional Systems Integration – 2 day offsite</i></li> <li>▪ <i>SLDS Monthly Conference call</i></li> <li>▪ <i>DQWG Technology Task Force Meeting</i></li> <li>▪ <i>Risk Management Plan Sent for review</i></li> </ul>			
<b>Next Period Milestones/Activities:</b> <ul style="list-style-type: none"> <li>▪ <i>Coordinate posting of appropriate documents from meetings</i></li> <li>▪ <i>Change Management Plan</i></li> <li>▪ <i>DATA project Budget Worksheet</i></li> <li>▪ <i>2<sup>nd</sup> day report from KIDS Transitional Systems Integration 2 day offsite</i></li> <li>▪ <i>Develop Data Use and Security questions for the DQWG Technology Task Force</i></li> </ul>			
<b>Challenges/ Obstacles:</b>		<b>Challenges/ Obstacles Mitigation:</b>	
<i>2.</i>		<i>2.</i>	
<b>Comments</b>			