



**DATA/KIDS III Projects  
Integrated Communications Plan  
March 19, 2009  
Version 1.3**

## Revision History

Date	Version	Description	Author
Feb 08 2008	0.5	Initial Draft	Dennis Boston
Feb 22 2008	0.6	Incorporated changes from Megan Monson and Baron Rodriguez that included Workgroup Committee name change to Task Force, additional verbiage and format changes. Added explanation of correlation between methods of information distribution and activities.	Dennis Boston
Feb 26 2008	1.0	Ready for posting to Website – changed dates and version #'s.	Dennis Boston
Apr 29 2008	1.1	Incorporate KIDS III project communications requirements to provide a consolidated plan for both projects	Dennis Boston
Jun 04 2008	1.2	Insert QA Vendor Name	Dennis Boston
Oct 01 2008	1.2	Document Review	Dennis Boston
Mar 19 2009	1.3	Remove Mojo Nwokoma from the Reviewers Table and update Joel Robe's title. Section 2.1 – Stakeholder List, remove Mojo Nwokoma Section 2.2 – Stakeholder Requirements, remove Mojo Nwokoma and update Joel Robe's role. Section 3.1 – Roles, remove Mojo Nwokoma and update Joel Robe's role Section 3.5 – Communications Activities, remove Mojo Nwokoma from entire listing Update Title Page and document footer to reflect version changes	Dennis Boston

## Reviewers

Name	Title
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## Approvers

Name	Title
Doug Kosty	Asst. Superintendent – OAIS, Project Sponsor
Baron Rodriguez	CIO – OAIS, Project Director
Dennis Boston	Project Manager

## Distribution

<b>Project Team and Stakeholders</b>
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This document is distributed from the Project Manager and available for reference at the project website, <a href="http://oregondataprotect.org">oregondataprotect.org</a> .
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# Integrated Communications Plan

## 1 Introduction

This is the Integrated Communications Plan for the DATA and KIDS III Projects, which involves the Professional Development of Educators, the development of statewide Data Use Policy and Procedures and the enhancement of data stores within Oregon's educational data system. A plan detailing this project's governance structure is required by the IES State Longitudinal Data Systems RFA's (requirement #2). This Integrated plan will be revised as needed throughout the projects. The Integrated Communications Plan will be incorporated into and become a formal part of the DATA and KIDS III Projects Project Management Plans (*under development*).

### 1.1 Purpose

The purpose of the Communications Plan is to describe and document the communications needs of the project team and stakeholders along with the methods of communication including:

- Identify Project Stakeholders
- Identify the author and/or lead for the communication
- Identify the audience of the communication
- Identify the frequency of the communication
- Describe the method and format of the communication

### 1.2 Scope

The scope of this plan includes stakeholder identification/information requirements, status/progress reporting, project documents review and approval, special communications (change/risk/quality management), project schedules, and the project website.

Key references supporting this plan are on the projects' website, [oregondatapproject.org](http://oregondatapproject.org) and [ode.state.or.us/go/kids](http://ode.state.or.us/go/kids);

- Project Charter
- Scope Statement
- Project Management Plan (includes document version control and all sub plans)
- Project Schedule
- Training schedules, agendas, and documentation