

**DATA Project
Progress Review
March 2008**

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March DATA Project Progress Review

1 Executive Summary

With the amount of information gathered through the Focus Group sessions and other meetings held during the month of February, progress on two major efforts were significant during the month of March; the development of data requirements and Professional Development requirements.

A gap analysis was performed between the data requirements documented in the information from the Focus group sessions and the KIDS ODS File Format. The gap analysis will be presented to the Data Quality Work Group (DQWG) Technology Task Force during its next meeting on April 11, 2008. A copy of that gap analysis report can be found at the DATA Project's website, oregondataproject.org.

The project team had its first formal monthly meeting with the National Center for Educational Services (NCES) on March 6th. These meetings are required in order for NCES to document progress of State Longitudinal Data System (SLDS) grants. A copy of the report from that meeting can be found in section 4 of this progress review. In addition to the monthly meeting NCES formally approved the DATA Project's project plan.

The Data Use and Information Security policies have been reviewed by the DQWG membership. Input from that review has been collated and is currently being incorporated into the policies. The new version of the policies will be discussed at the April 11th DQWG Technology Task Force meeting.

Next month, the project team will hold meetings with the DQWG Instructional Task Force (April 8th), the DQWG Technology Task Force (April 11th) and with NCES (April 10th).

2 Summary of Progress for the month of March 2008

2.1 Review of Activities and Outputs

2.1.1 Project Related Meetings

- Integrated Data Transfer System (IDTS) Gap Analysis
- Project Update with National Center for Educational Services
- LDS Grantee Meeting
- K12 Data Warehouse Consortium Meeting

2.1.2 Project Reports

- Project Status 3/07/08

2.1.3 Project Documentation – Under Review

- Data Use Policy
- InfoSec Policy
- Change Management Plan

2.1.4 Project Tasks – Completed

- SLDS Project Plan
- Data Requirements Analysis
- Gap Analysis, Data Requirements and KIDS ODS
- Identify Training needs
- Identify Users to be trained
- BI tool selected
- Statement of work for QA Vendor RFP
- Submit QA Vendor RFP to Procurement

2.1.5 Project Tasks – In Progress

- Develop Risk Management Plan
- Develop Change Management Plan
- DQWG to review data Gap Analysis
- Develop policies regarding data security, access and use
- Develop training plan – Business Intelligence Tool
- Review current training initiatives and identify training to be developed
- QA Vendor Selection
- Statement of Work for Implementation Vendor

3 Planned Activities for March 2008

3.1 *Project Meetings*

- KIDS Transactional System 2 day offsite
- NCES – SLDS Monthly Project Meeting
- DQWG Pre-Meeting
- DQWG Technology Task Force Meeting
- LDS Webex Meeting
- KIDS Project Meeting

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
- InfoSec Policy
- Change Management Plan
- Risk Management Plan
- Cost Management Plan

3.4 *Project Tasks*

- DQWG review data requirements gap analysis
- Complete review of Data Use and Security policies
- Training Plans development
- KIDS III select QA Vendor
- KIDS III RFP for implementation vendor completed
- Longitudinal Growth Model Project Plan completed

4 Attachments

4.1 NCES – SLDS Monthly Project Meeting

MARCH 2008 SLDS MONTHLY STATUS CALL NOTES

STATE: OREGON

DATE: THURSDAY, MARCH 6, 2008 @ 11:00AM ET*

FROM: SARAH SCHALLER RUANO

ATTENDING: Baron Rodriguez (ODE), Dennis Boston (ODE), Mickey Garrison (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. *Pending, Dennis Boston.*
2. OR's Governance and Communication plans (found on the DATA Project website) may be included on *LDS Share*. *Pending, NCES.*

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

QUESTIONS:

1. How do you want updates to the project plan sent, as they happen or monthly for this meeting? *Updated project plans can be submitted quarterly, unless Oregon has something in particular to bring to our attention to sooner.*
2. Who should receive conference call reminders? *Baron Rodriguez, Dennis Boston, Mickey Garrison, and Megan Monson*

NOTES:

A written summary provided by Oregon supplements this update.

Updates:

- The Oregon DATA (Direct Access to Achievement) Project website is up and running (www.oregondataprotect.org) and both the Governance Plan—developed by the Data Quality Work Group (DQWG)—and Communication Plan have been completed and posted to this site. The Facilitated Session Report has been completed, presented to the DQWG, and posted to the website as well.
- The Data Use policy and Data Security policy have also been posted on the website for review and feedback. This feedback will be received and collated by Dennis Boston.

- Gap analysis on data elements have been gathered from requirements in progress
- Transcript Exchange Gap analysis is in progress:
 - a. Horizontal exchange is being completed through the Oregon State Transcript Exchange (OSTX)—this system will exchange transcript information between districts within the state. Work is currently in progress to define the data elements that will be required for the transcript exchange.
 - b. Vertical exchange is being completed through the Integrated Data Transfer System (IDTS). IDTS is an Oregon University System initiative to exchange transcript information within Oregon’s university and community college educational system as well as out of state colleges and universities. Oregon is currently in the process of completing a gap analysis of required data elements between IDTS and KIDS.
- Oregon is researching Evaluation and Quality Assurance processes and procedures
- Professional development training requirements are in progress.
- Draft of training plan-sequence & focus in process—using information from the focus group sessions to identify training needs, the instruction and technology staff began drafting a scope and sequence of the training
- The Instructional Task Force will review the “draft” of the training plan on April 8th, 2008. Input from the task force will be incorporated and ready for review by the collective group in a joint meeting of the instructional and the technology task force groups on May 6th, 2008.

Challenges/Obstacles/Opportunities & Areas Needing Improvement:

- Data requirements – OR anticipates a challenge in determining how many data elements can be included in the file format (i.e., now that the gap analysis is completed, the state will need to re-prioritize and come to a consensus on data elements to include).
- In terms of sustainability, the focus is not so much from a system standpoint, but rather from a training standpoint (because of turnover). OR is working to examine how to make the professional development piece an ongoing effort, i.e. supporting the training that the state begins using the SLDS grant funding into the future. One possibility is partnering with other organizations (e.g. Oregon School Boards Association, Consideration of School Administrators, etc) to sustain such training.

Breakthroughs/Victories:

- Facilitated Sessions produced a great amount of information and fostered well-being among State, District and Local personnel
- Website completion – excellent communication tool
- The vertical exchange piece is moving more quickly than anticipated

Expected Accomplishments By Next Monthly Phone Call:

- Data Requirements Gap analysis completed
- Professional Development requirements completed
- Approval of Project Plan

- Change Management Plan completed and posted
- Hope to be able to bring forward a more formalized plan for the vertical exchange of transcript information
- Will have traveled to Kansas (March 31st) to learn more about its project

Additional Questions and/or Issues:

N/A

NEXT CONFERENCE CALL: Thursday, April 10, at 11:00am (ET)

*Oregon's regular call time (2nd Thursday of every month, at 11:00am ET) will begin in April.

4.2 Weekly Status Reports

4.2.1 3/7/08

STATUS REPORT	Status: Green [X] Red [] Yellow []		
	Cause: Time [] Scope [] Quality []		
Date covered:	<i>March 3 - 7 2008</i>		
Project Name:	<i>DATA Grant</i>		
Project Manager:	<i>Dennis Boston</i>	Project Director:	<i>Baron Rodriguez</i>
Milestones-Activity Since Last Report:			
<ul style="list-style-type: none"> ▪ Complete DQWG Technology Meeting notes – notes completed and posted on the project website ▪ Submit Communications Plan for posting – communications plan is posted on the project website ▪ Continue writing Change Management Plan – work ongoing ▪ DATA Project Monthly Progress Review – review for February is completed and posted on the website ▪ Update DATA Project, Project Plan – work ongoing, plan has been updated with NCES input and is waiting final approval from them ▪ Data elements review, gap analysis – completed and reviewed. Report is being written to include the data requirements ▪ Plan DQWG – Technology Task Force meeting for April 11 – meeting is set and agenda has been set to Task Force members. 			
Next Period Milestones/Activities:			
<ul style="list-style-type: none"> ▪ DATA Project Change Management Plan ▪ DATA Project, Project Plan ▪ Collate input from field on the Information Security and Data Use policies – send pertinent information to Dion Baird for Information Security Policy review ▪ Set DQWG dry run meeting ▪ Data Requirements Gap Analysis Report ▪ Data Use policy - incorporate appropriate field input and submit for review 			
Challenges/ Obstacles:		Challenges/ Obstacles Mitigation:	
<i>1. None</i>		<i>1. None</i>	
Comments			