



**Note:** Any work not explicitly included in the Project Scope document is implicitly excluded from the project.

<b>Program &amp; Project Name:</b>	<b>IIS T-ODCT v2 Modification Project</b>
<b>Program Manager(s):</b>	<b>Christa Thompson (ADE), Al Dullum (MCESA)</b>

<b>Version History</b>		
<b>Version</b>	<b>Date (MM/DD/YYYY)</b>	<b>Comments</b>
0.1	07/13/12	Initial draft
0.2	7/17/12	Revisions by ADE: PM
0.3	7/18/12	Revisions by ADE: PM/PGM
0.4	7/18/12	Revisions by ADE PGM
0.5	7/24/12	Revisions with customer review
0.6	7/25/12	Revisions with customer review
0.7	7/27/12	Revisions with customer review
0.8	7/30/12	Revisions with customer review
0.9	7/31/12	Revisions with customer review
V1	8/2/2012	Distributed for signature
V1.1	8/3/2012	Added sections 3.3.5, 3.5.8 and the final sentence in the Executive Summary paragraph 1
V1.2	8/3/2012	Modified Executive Summary Paragraph 3. Addition of item 3.1.7, and modification to items 3.2.4 and 3.5.3. Distributed for Signature.

## 1. Executive Summary

The purpose of the Instructional Improvement System (IIS) Teacher ODCT (T-ODCT) (v2) Modification Project is to provide a ‘Stop-Gap’ for the technology, systems integration, and data migration for the Maricopa County Education Service Agency’s (MCESA) Rewarding Excellence in Instruction and Leadership (REIL) initiative. In support of MCESA’s REIL grant there is a need to modify the existing Teacher Observation Data Collection Tool to meet MCESA’s needs to gather the teacher observations for the 2012-13 school year, while the replacement tool is being selected and implemented.

MCESA has undertaken a five-year initiative aimed at improving student learning and achievement by increasing the effectiveness of teachers and principals. Five (5) local school districts are engaged in the REIL initiative, which is funded by the MCESA REIL grant from the U.S. Department of Education.



## 1. Executive Summary

This modification will incorporate rubric and relationship changes based on feedback and analysis captured following the inaugural year of this new tool. Changes are being restricted to minimal data capture and retention needs for a minimum of 2 observations with a maximum of 5, and with the scalability of 11 school districts in total. A replacement tool is not expected to be implemented until mid-late Fall 2012.

**Note:** In any instance where there is a discrepancy between the *Project Charter, Business Requirement Documents, and the Project Scope Statement*, the latter is considered authoritative.

## 2. Business Objectives

### 2.1 Project

#### Description

(Note- for clarity, the term "product" describes the solution or tool for this particular scope statement):

ADE will develop changes to the current T-ODCT solution to facilitate:

- A minimum of two to a maximum of five cycles of Evaluation data for the 2012-13 SY to be collected, displayed and retained systematically
- Incorporation of rubric and element relationship changes based on last year usage feedback

### 2.2 Business Objectives:

Goal 1: Update rubric and relationships for new LOI 2012-13 version 2.5.

Goal 2: Allow Evaluators to enter evaluation data for up to five evaluations for the 2012-13 SY.

Goal 3: Archive and retain evaluation data from 2011-12 SY.

Goal 4: Allow Evaluators to enter, edit, and display evaluation scores for the 2012-13 SY.

## 3. Project Description

*The Project Scope below defines and clarifies the following scope of work for the IIS Demonstration Project*

### 3.1 Project Scope Includes:

This project will include the following:

- 3.1.1. Up to five Observations Cycles captured for 2012-13 SY
- 3.1.2. New Rubric LOI version and data relationship changes to elements, sessions, descriptors, purpose statement and InTASC standards
- 3.1.3. Content changes of text and grammar to rubric, elements, descriptors, purpose statement, PDF documents and Continuum
- 3.1.4. Development modification of existing code base to new requirements for Rubric LOI version 2.5
- 3.1.5. Summative Cycle Report to include minimum of two cycles, no more than



### 3. Project Description

- a maximum of 5 cycles
- 3.1.6. Fiscal roll-over 2012-13 SY
- 3.1.7. Definition/Adjustment to MCESA REIL Support Model

#### **3.2 Project Scope Does Not Include:**

- 3.2.1 Evaluation tool changes for more than five Observations Cycles
- 3.2.2 On-going yearly roll-over processes
- 3.2.3 Maintenance UI interface for future roll-overs
- 3.2.4 The retention of the LOI for 2011-12 and access to any evaluation data for 2011-12 SY through the T-ODCT interface.
- 3.2.5 Special Education references in the new Rubric LOI version 2.5. These references are planned for addition to the scope for v3.
- 3.2.6 Any development related to Battelle for Kids (BFK-Link) or the REIL Score/Score Card.
- 3.2.7 Any functionality or application navigation changes in relation to multiple-role assignment/management additions (e.g., peer evaluators) to the T-ODCT v2 application. The many Evaluators to many Evaluatees relationship will be implemented in the T-ODCT v3 application.
- 3.2.8 Deployment for mobile devices that do not meet minimum system requirements (e.g., tablets, smart phones, etc.).

#### **3.3 Internal Dependencies:**

- 3.3.1. ADE to provide two developers for augmentation of resources specific to development
- 3.3.2. ADE to provide population instructions for the three templates to be utilized for Rubric loading into the tables
- 3.3.3. ADE to provide three templates for metadata loading into database tables
- 3.3.4. HTML tag instructions for use in data entry templates – for bold, italicize, paragraph, and line break.
- 3.3.5. Storage capacity for new observations and increased users will be dependent upon ADE infrastructure and network planning.

#### **3.4 External Dependencies:**

- 3.4.1. MCESA to deliver versioned PDFs of the LOI and other Field Documents: Observation Setting Analysis Document, Observation Score Collection Sheet, Observation Score Collection Sheet
- 3.4.2. MCESA to provide a LOI document with HTML markup that indicates bold, italicize, paragraph, and line break styles.



### 3. Project Description

#### **3.5 Assumptions / Constraints:**

- 3.5.1 This IIS T-ODCT v2 modification project is for temporary use in 2012-13 SY and is restricted to up to five cycles per Evaluatee
- 3.5.2 All existing data sets, including relationships in IIS T-ODCT v2 following this stopgap 2012-13 SY usage will be migrated to a new COTS solution by Q3 2012
- 3.5.3 The LOI for 2011-12 will not be available; and access will not be available to any evaluation data entered for 2011-12 SY through the T-ODCT interface.
- 3.5.4 The IIS T-ODCT v2 and v3 solution will be decommissioned /sunset upon implementation of the new COTS observation solution
- 3.5.5 All data stored in the T-ODCT v2 and v3 tool may be archived at the time of decommissioning and must be stored for 10 years. Storage may exist in new COTS solution database if migrated
- 3.5.6 MCESA is funding the IIS T-ODCT v2 and v3 modification project entirely through MCESA REIL grant funds
- 3.5.7 The one to many evaluator assignment is not being modified for the IIS T-ODCT v2 application
- 3.5.8 The many Evaluators to many Evaluatees relationship will be implemented in the T-ODCT v3 application.
- 3.5.9 The current Support Model and SLA for the Teacher ODCT solution shall remain unchanged – no additional support is required.



## 4. Project Milestones

### 4.1 Estimated Schedule

	Target Date (MM/DD/YYYY)
<b>Program Engagement - Visioning</b>	
4.1.1. Project Start	07/13/2012
<b>Program Engagement - Elaboration</b>	
4.1.2. Draft Project Scope Statement & Estimated Schedule	07/16/2012
4.1.3. Identify & Acquire Project Team Resources	07/30/2012
4.1.4. Finalize Change Requirements	07/27/2012
4.1.5. Finalize Project Definition Document	08/1/2012
4.1.6. Obtain final estimates and baseline schedule	8/1/2012
<b>Program Engagement – Development &amp; Testing</b>	
4.1.7. Initiate Design	07/23/2012
4.1.8. Initiate Development	08/01/2012
4.1.9. Initiate QA	09/03/2012
4.1.10. Initiate UAT	10/01/2012
4.1.11. Complete UAT/Customer Acceptance	10/03/2012
<b>Program Engagement – Transition</b>	
4.1.12. Production Release/Initiate Support	10/08/2012
4.1.13. Migration of T-ODCT data to new COTS solution	01/18/2013
4.1.14. Decommission/Archive/Sunset T-ODCT	02/01/2013
<b>Program Evaluation Gate</b>	
<b>Product Capability Analysis, Demo Project Closure &amp; Transition to Track C</b>	
4.1.15. Lessons Learned – COTS solution feedback/requirements	10/05/12
4.1.16. Lessons Learned – Data Migration/Decommissioning Process	02/15/13



## 5. Project Approach (overall project approach)

*Describe Primary Plans briefly in the space below.*

### 5.1 Project Governance

ADE IT and functional teams provide various status and progress reports on regular basis to different stakeholders who monitor and govern the state of the program and implementation on regular basis. This helps to handle any risks, contingencies, management of issues, review of budgets, review of technology, communication plans, and quality of work on a regular basis.

**How will Change Requests be dealt with?** Change requests to the project scope or enhancements will be submitted to the ADE Program Manager and reviewed with ADE Development Director and MCESA Project Sponsor for development impact as it pertains to cost, time and scope. If the change request can be reviewed and approved for incorporation before the freeze point / close-out of development process for design and build of the project, a PDD update approved by ADE and MCESA will record the change to scope. Changes to cost and time will be tracked in the Project Plan and Weekly Status Reports including the Budget worksheet.

### 5.2 IT Policies

The project artifacts will be documented by the ADE PM and BA respectively and archived on the project SharePoint site. Remote team members who do not have access to the ADE SharePoint site will receive extracts of this as requested.

[MCESA REIL SharePoint Link](#)

### 5.3 Project Management

**How will project issues be dealt with?** Issues will be tracked using SharePoint logs on the project SharePoint site. Escalations will be managed through the ADE Program Manager and any actions will be coordinated with ADE PM and MCESA PM on viable solutions of the root cause of the issue.

[SharePoint Log for MCESA Actions, Issues & Risks](#)

**List any scheduled project team meetings, planned status reports:** Weekly Project Status reports will be generated and delivered to ADE IT directors, CIO and ADE program manager. Project team meetings are scheduled daily for progress updates and impediment identification. Monthly Progress reports (compiled jointly by ADE and MCESA Project Managers) will be generated for the REIL program overall and delivered to ADE IT Program Managers, Directors, and CIO and MCESA directors and executives. MCESA and ADE weekly 1:1 meetings will be used to share progress from both teams, review and approve artifacts and collaborate on various topics. A Steering Committee consisting of members from both MCESA and ADE executive leadership will be used to obtain sponsor approval of phase gate completion, project deliverables, budgetary items and partnership decisions.



## 6. Authorizations

**The Project Scope Statement, Project Schedule, Resource Plan and Project Budget are approved by the:**

<b>5. Program Sponsor(s)</b>	Pamela Smith (ADE), Kristine Morris (MCESA)
<b>6. Program Sponsor</b>	Linda Jewell (ADE)
<b>7. Program Manager</b>	Christa Thompson (ADE)

**Project performance baseline changes will be approved by the:**

<b>8. Program Sponsor(s)</b>	Pamela Smith (ADE), Kristine Morris (MCESA)
<b>9. Program Manager</b>	Christa Thompson (ADE)

**Project deliverables will be approved/accepted by the:**

<b>10. Program Sponsor(s)</b>	Pamela Smith (ADE), Kristine Morris (MCESA)
<b>11. ADE Program Manager</b>	Christa Thompson (ADE)
<b>12. ADE Program Director</b>	Jolene Newton (ADE)
<b>13. REIL Program Director</b>	Lori Renfro (MCESA)
<b>14. MCESA Program Director</b>	Al Dullum (MCESA)
<b>15. Key Stakeholders</b>	MCESA, ADE



**7. Project Scope Statement Approval / Signatures**

**Program / Project Name:** IIS T-ODCT v2 Modification Project

**Program Manager(s):** Christa Thompson (ADE), Al Dullum (MCESA)

*The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the Program Manager(s) and the Project Sponsor(s) and Owner(s) with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.*

**I have reviewed the information contained in this Project Scope Statement and agree:**

Name	Role	Signature	Date (MM/DD/YYYY)
Christa Thompson	ADE Program Manager		8/3/12
Jolene Newton	ADE Program Director		
Pamela Smith	ADE IT Executive Director Strategic Programs		8/3/12
Linda Jewell	ADE IT Deputy CIO/Director of Development		8/3/12
Al Dullum	MCESA Program Director		8/3/12
Kristine Morris	MCESA Chief Deputy Superintendent		8.3.12

*The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Scope Statement document.*