



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

Program & Project Name:	MCESA REIL: Proof of Concept (Track A)
Project Manager(s):	David Plouff (ADE), Al Dullum (MCESA)

Version History		
Version	Date (MM/DD/YYYY)	Comments
.4	06/04/2012	Document draft revisions
1.0	06/05/2012	Initial Scope
1.1	06/08/2012	Revisions incorporated from MCESA

1. Executive Summary

The Maricopa County Education Service Agency (MCESA) has undertaken a five-year initiative aimed at improving student learning and achievement by increasing the effectiveness of teachers and principals. Six local school districts are engaged in the Rewarding Excellence in Instruction and Leadership (REIL) initiative, which is funded by a Teacher Incentive Fund grant from the U.S. Department of Education.

The purpose of the Proof of Concept project is to provide a working model of the data integration, validation, display of Teacher Observation and Student Assessment (AIMS) data, resulting in an overall effectiveness rating of a teacher. The Proof of Concept will specifically target grade level (4th) for Mathematics and Reading to ensure the concept, design and tools identified will meet the project needs before the next school year begins (July 30, 2012). Following the proof of concept delivery, the remaining projects (Track B-C described in Appendix A) will be implemented to deliver the remaining scope for the MCESA REIL Program.

Note: In any instance where there is a discrepancy between the *Project Charter* 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):

By working in collaboration, ADE and MCESA will design, develop and deploy a product consisting of data management to capture and display evaluation / observation performance related data on Teachers, Assessment data for students (AIMS only), student-teacher connection and roster verification with Teacher and Principal access to view REIL Score display.

2.2 Business Objectives:

Goal 1: Proven capability to accurately connect 4th grade teachers to their respective students for 2011-12 school year observation and assessment data collected.

Goal 2: Provide access to MCESA-REIL observation and roster verification information to Teachers, Principals and Administrators at LEA site.

Goal 3: Proven ability to gather and upload data from ODCT, AIMS, and teacher/student connection in extractable format for Basis upload. Goal 4: Gather Basis data with calculated REIL Score and display it in a web based environment for Principals and Teachers to review and verify.

3. Project Description

The Project Product Scope below defines and clarifies the following scope of work for the MCESA REIL Proof of Concept

3.1 Project Product Scope

Includes:

This project will include the following:

- *Teacher Observation data from 2011-12 school year (max 2 cycles)*
- *Student Assessment data from 2011-12 school year (AIMS 4th grade Reading & Math only) from the 5 districts that have 4th grade students*
- *Student/Teacher connection*
- *Roster Verification*
- *Teacher/Principal/Admin access to:*
 - o *Verification Interface*
 - o *REIL Score Display*



3. Project Description

**3.2 Does Not
Include:**

3.2.1. Principal, Superintendent, and Master Educator Observation Data Capture tools or data for FY2012

3.2.2. Teacher Information as it pertains to items under MCESA work effort for Career Pathway Assignments, Team Assignment, Educator Goal Plans, Improvement Plans

3.2.3. Assessment Tool/Test Item Bank 3.2.5. Professional Learning Resources including: STEP Results, Professional Development, Sample Lesson Plans, Training Materials, Articles

3.2.4. Data Management System – the work as described in the DMAR BRD

3.2.5. Verification System – the full scope of work as described in the Teacher Verification Tool BRD for Principal, Team and School assignment

**3.3 External
Dependencies:**

3.3.1 BASIS data consolidation, REIL Score calculation, and Scorecard Data Extract



3. Project Description

3.4 Assumptions / Constraints:

3.4.1. By limiting who has access to types of information by using identity management, the product will comply with the Family Educational Rights and Privacy Act (FERPA). User account management for the REIL Score verification and display will be limited to Teacher, Principal and Administrative users at the LEA only

3.4.2. To standardize on the same platform, the product should be built to work on the most current MS Internet Explorer and Safari browsers.

3.4.3 Hardware and infrastructure for this POC will be allocated on a temporary basis to collect data and distribute it to necessary systems. Once the long term solution or demonstration products are in place (Track B-C), this temporary infrastructure space will be decommissioned and re-allocated as needed. Data collected will be stored only until replacement solutions are in place and data is migrated to new systems.

3.4.4. Data results will be delivered as online viewable content only.

3.4.5. Extracts to and from Basis will be delivered in flat file (.txt, .csv) formats from data sources for manual upload to central repository. Flat file extracts from Basis will be used to display information to users through an interface.

3.4.6. There will be ADE IT resource(s) to create the data interface, ETL process, and any infrastructure needs (development, DBMS) and to maintain it.

3.4.7. REIL Score (for POC project) will be calculated based on: REIL Score (for POC project) will be calculated based on:

3.4.7.1 50%: Teacher Observation Data Capture Tool data (4th grade only)

3.4.7.2 50%: Student Assessment data (AIMS Math & Reading for 4th grade only)

3.4.8. Data from the 2011-2012 school year will be used for this project.

3.4.9. Teachers were evaluated no more than two (2) times during the 2011-2012 school year.

3.4.10 The solutions provided in this POC are temporary and will be in use until replacement solutions are implemented in Track B-C efforts. The proposed Verification system for Track A, Battelle for Kids, may be deemed as a viable solution for Track B-C and be maintained for longer time period.

3.4.11 Teacher ODCT access will be managed through EduAccess and verification tool access will be managed separately through the new tool with a separate login. No single sign on capabilities are included.

3.3.12 External users not included in the scope of user management of the POC will utilize shadowing through other authorized user accounts to view product capabilities.



4. Project Milestones	
4.1 Estimated Schedule	
	Target Date (MM/DD/YYYY)
• POC Project Start	6/4/12
• POC Scope Statement Approved	6/6/12
• Product BRD drafted	6/6/12
• Product BRD Finalized / Approval / Sign-off	6/12/12
• Product Schedule drafted	6/8/12
• Product Schedule Finalized / Approval / Sign-off	6/12/12
• Product BRD/SRS Release to Development	6/13/12
• Product Design	6/19/12
• Product Design Review Gate with Customer	6/20/12
• Product Build	7/23/12
• Product Build Review Gate with Customer	7/24/12
• Product QA	7/25/12
• Product QA Review Gate with Customer	7/26/12
• Product UAT	7/27/12
• Product Deploy- Go / No Go	7/30/12
• Proof of Concept Closure	10/30/12



5. Project Approach (overall project approach)

Describe Primary Plans briefly in the space below.

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 data twice a week.

[MCESA REIL SharePoint Link](#)

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. Remote team members who do not have access to the ADE SharePoint site will receive extracts of this data twice a week.

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

How will Change Requests be dealt with? Change requests to the product 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 product, a BRD 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.

List any scheduled project team meetings, planned status reports: Weekly Product 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, product deliverables, budgetary items and partnership decisions.



6. Authorizations

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

- **Program Sponsor(s)** Pamela Smith (ADE), Kristine Morris (MCESA)
- **Program Manager** Christa Thompson
- **ADE Project Manager** David Plouff

Project performance baseline changes will be approved by the:

- **Program Sponsor(s)** Mark Masterson (ADE), Kristine Morris (MCESA)
- **Program Manager** Christa Thompson
- **ADE Project Manager** David Plouff

Project deliverables will be approved/accepted by the:

- **Program Sponsor(s)** Pamela Smith (ADE), Kristine Morris (MCESA)
- **ADE Program Manager** Christa Thompson
- **ADE Program Director** Jofene Newton
- **REIL Program Director** Lori Renfro
- **MCESA Program Manager** Al Dullum
- **ADE Project Manager** David Plouff
- **Key Stakeholders** MCESA, ADE



7. Project Scope Statement Approval / Signatures

Program: Project Name:	MCESA REIL: Proof of Concept
Project Manager(s):	David Plouff (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 Project 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)
Kristine Morris	MCESA Assoc. Chief Deputy Superintendent		
Al Dullum	MCESA Program Manager		
Christa Thompson	ADE Program Manager		
Jolene Newton	ADE Program Director		
Pamela Smith	ADE IT Executive Director Strategic Programs		6/2/12

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.



Appendix A

Track A	Track B1	Track B2	Track C
Proof of Concept (Grade 4 MARD)	Demonstration Project	Demonstration Project	AZ Instructional Improvement System
7/30/2012	08/15/2012	10/30/2012	01/07/2013
<ul style="list-style-type: none"> • Teacher Observation Data • AIMS Data • Student / Teacher Connection • Roster Verification • Teacher /Principal Access • REIL Score Display 	<ul style="list-style-type: none"> • Principal Observation Data • Assessment System 	<ul style="list-style-type: none"> • Team Value –Added Model • School Value-Added Model • Team and School Verification 	<ul style="list-style-type: none"> • Professional Learning Mgmt. System <ul style="list-style-type: none"> • Goal Plan • Data Mgmt. • Dashboards • Reporting • Content Management System <ul style="list-style-type: none"> • Videos • Lesson Plans • Resources