
Oregon Department of Education

DATA Project

Direct Access To Achievement

**DATA Project
Communications Plan
February 26, 2008
Version 1.0**

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

Reviewers

Name	Title
Baron Rodriguez	CIO - OAIS
Mickey Garrison	EESC School Improvement Director
Megan Monson	Project Communications Director
Scott Smith	KIDS Project Manager
Mojo Nwokoma	Director

Approvers

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

Distribution

Project Team and Stakeholders
This document is distributed from the Project Manager and available for reference at the project website, oregondataproject.org .

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Communications Plan

1 Introduction

This is the Communications Plan for the Oregon DATA Project: Direct Access to Achievement (DATA Project), which involves the Professional Development of Educators, the development of state wide Data Use Policy and Procedures and the enhancement of data stores within Oregon's educational data system. This plan will be revised as required throughout the project. The Communications Plan will be incorporated into and become a formal part of the DATA Project's, Project Management Plan (*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 project website, oregondataport.org:

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

2 Communications Requirements

2.1 Stakeholder List

Stakeholder Name	Stakeholder Organization
Doug Kosty	OAIS
SBaron Rodriguez	OAIS
Mickey Garrison	EESC
Megan Monson	EESC
Mojo Nwokoma	OAIS
Scott Smith	OAIS
DQWG – Task Force	Various
DQWG – Advisory Committees	Various
Sarah Schaller Ruano	NCES
Kashka Kubzdela	NCES

2.2 Stakeholder Requirements

Stakeholder Name	Stakeholder Role	Stakeholder Organization	Information Required
Doug Kosty	Sponsor	OAIS	<ul style="list-style-type: none"> • Project Status Reports • Progress reports • Changes that affect Scope, Time and Cost • SLDS Requirements Progress Reports • SLDS Requirements Completion Reports • Deliverable Approval • Phase Approval

(Stakeholder Requirements continued)

Stakeholder Name	Stakeholder Role	Stakeholder Organization	Information Required
Baron Rodriguez	Project Director	OAIS	<ul style="list-style-type: none"> • Project Status Reports • Progress reports • Change Requests/Approvals • SLDS Requirements Progress Reports • SLDS Requirements Completion Reports • Assessment Reports • Deliverable Approval • Phase Approval
Mickey Garrison	Training Coordinator	EESC	<ul style="list-style-type: none"> • Project Status Reports • Progress reports • Change Requests/Approvals • Assessment Reports • Deliverable Approval • Phase Approval
Megan Monson	Communications Director	EESC	<ul style="list-style-type: none"> • Project Status Reports • Progress Reports • All Project Documentation approved for Web Posting
Mojo Nwokoma	KIDS III Project Director	OAIS	<ul style="list-style-type: none"> • Project Status Reports • Progress Reports • Changes that affect Scope, Time and Cost
Scott Smith	KIDS III Project Manager	OAIS	<ul style="list-style-type: none"> • Project Status Reports • Progress Reports • Changes that affect Scope, Time and Cost

(Stakeholder Requirements continued)

Stakeholder Name	Stakeholder Role	Stakeholder Organization	Information Required
DQWG – Task Force	Instructional/Technical Design/Implementation, Advisory/Oversight	ESDs	<ul style="list-style-type: none"> • Project Status Reports • Progress reports • Change Requests/Approvals • SLDS Requirements Completion Reports • Assessment Reports • Deliverable Approval • Phase Approval
DQWG – Advisory Committees	Advisory/Oversight	K-12, Higher Education	<ul style="list-style-type: none"> • Project Status Reports • Progress Reports • Changes that affect Scope, Time and Cost
Sarah Schaller Ruano	Advisory/Oversight	NCES	<ul style="list-style-type: none"> • SLDS Requirements Progress • SLDS Requirements Completion
Kashka Kubzdela	Advisory/Oversight	NCES	<ul style="list-style-type: none"> • SLDS Requirements Progress Reports • SLDS Requirements Completion Reports

3 Communications Process

3.1 Roles

The following roles have been designated and assigned in order to provide timely, effective and accurate communications for the DATA Project:

Name	Organization	Role	Email Address
Doug Kosty	OAIS	Sponsor	doug.kosty@state.or.us
Baron Rodriguez	OAIS	Project Director	baron.rodriquez@state.or.us
Mickey Garrison	EESC	Training Director	mickey.garrison@douglassd.or.us
Dennis Boston	OAIS	Project Manager	dennis.boston@state.or.us
Megan Monson	EESC	Communications Director	megan@monson.com

3.2 Responsibilities

3.2.1 Project Sponsor, Project Director and Training Director

The Project Sponsor, Project Director and Training Director will review/approve project communications as required, prior to distribution to the project stakeholders or submission to the project website.

3.2.2 Project Manager

The Project Manager will develop project communications in accepted formats for review/approval prior to distribution to project stakeholders. Once the communication has been approved the Project Manager will distribute the communication according to Section 3.3 - Information Distribution, of this plan.

3.2.3 Communications Director

The Communications Director will be primarily responsible for the development of the project website, communications regarding project progress, news, and events and for posting approved project communications to that site. The Communications Director will review communications as required prior to approval and distribution/posting.

3.3 Information Distribution

3.3.1 Methods

The methods that will be used to distribute information are:

- Project Meetings
 - Teleconference
 - Conference
- Email
- Website

3.3.2 Frequency

The frequencies with which information will be distributed are:

- Daily
- Weekly
- Monthly
- As Needed

3.4 Reporting

(Note: Each of the descriptions below correlate to a communications activity that is defined in [Section 3.5 Communications Activities](#). The last number in the section number identifies the activity number. For example, the activities required for **3.4.1 Project Status**, is Activity number **1 Project Status Reports** in the table below.)

3.4.1 Project Status

Project Status reports will be communicated on a weekly basis. The status report will contain the following as a minimum requirement:

- Reporting period – previous week
- Accomplishments
- Scheduled items not completed
 - Tasks
 - Deliverables
 - Milestones
- Planned activities for the next week
- Issues log with status (identified/resolved)
- Change log (requests/accepted/rejected)
- Current Phase schedule changes (slippage)
- Project Management Plan updates

3.4.2 SLDS Requirements Status Reports

SLDS status reports will be communicated on a monthly basis via conference call as required by the NCES. These status reports will be supported by the Project's weekly reports and will contribute to the project's monthly progress reviews.

3.4.3 Progress Reviews

Progress reviews will be held on a monthly basis. The Progress Review will be a formal project review taking into account the previous weekly Project status reports. These monthly reviews will be posted to the project website and stakeholders will be notified that the review has been posted.

3.4.4 Change Assessments

Change Assessments will be communicated as needed in order to review requested, approved or rejected change requests. The assessment will contain the supporting documentation and process used to evaluate the change.

3.4.5 Scope Assessments

Scope Assessments will be communicated on a monthly basis via project progress reviews. The assessment will contain information about how the scope is affected by a particular event. Scope Assessments will be communicated on a weekly basis if the project status is reported red due to scope issues.

3.4.6 Schedule (Time) Assessments

Schedule Assessments will be communicated on a monthly basis via project progress reviews. The assessment will contain information about how the scope is affected by a particular event. This assessment will be used as supporting documentation for changes to affected project elements. Schedule Assessments will be communicated on a weekly basis if the project status is reported red due to schedule issues.

3.4.7 Cost Assessments

Cost Assessments will be communicated on a monthly basis via project progress reviews. The assessment will contain information about how the cost is affected either positively or negatively by a particular event. This assessment will be used as supporting documentation for changes to affected project elements. Cost Assessments will be communicated on a weekly basis if the project status is reported red due to cost issues.

3.4.8 Quality Assessments

Quality Assessments will be communicated as needed in order to review project deliverables/milestones. The assessment will contain information about how the quality of a particular deliverable/milestone is affected by a particular event. This assessment will be used as supporting documentation for changes to affected project elements.

3.4.9 Risk Assessments

Risk Assessments will be communicated as needed in order to review identified/planned/avoided risks to the project. The assessment will contain information about how a particular risk can affect the project. This assessment will be used as supporting documentation for any action taken in order to minimize or mitigate risk.

3.4.10 Procurement Assessments

Procurement Assessments will be communicated as needed in order to review planned/additional procurements to the project. The assessment will contain information about procurements that are required beyond what was preplanned by the project. This assessment will be used as supporting documentation for any action taken in order to procure additional project assets.

3.5 Communications Activities

Communications Activities				
Activity ID	Information	Method	Timeframe	Stakeholder
1	Project Status Reports	Email	Weekly	Doug Kosty
				Baron Rodriguez
				Mickey Garrison
				Mojo Nwokoma
				Scott Smith
		DQWG – Task Force		
Website	Weekly	Megan Monson		
		DQWG – Advisory Committees		
2	SLDS Requirements Status Reports	Conference	Monthly	Doug Kosty
				Baron Rodriguez
				Mojo Nwokoma
				Scott Smith
				Sarah Schaller Ruano
		Kashka Kubzdela		
		Teleconference	Monthly	Mickey Garrison
				DQWG – Task Force
Website	Monthly	DQWG – Advisory Committees		
3	Progress Reviews	Conference	Monthly	Doug Kosty
				Baron Rodriguez
				Mojo Nwokoma
				Scott Smith
		Website	Monthly	Mickey Garrison
				DQWG – Task Forces
			DQWG – Advisory Committees	

Communication Activities (cont'd)						
Activity ID	Information	Method	Timeframe	Stakeholder		
4	Change Assessments	Email and/or Conference	As Needed	Doug Kosty		
				Baron Rodriguez		
				Mojo Nwokoma		
						Scott Smith
		Email and/or Teleconference	As Needed	Mickey Garrison		
				DQWG – Task Force		
		Website	As Needed	DQWG – Advisory Committees		
5	Scope Assessments	Email and/or Conference	As Needed	Doug Kosty		
				Baron Rodriguez		
				Mojo Nwokoma		
						Scott Smith
		Email and/or Teleconference	As Needed	Mickey Garrison		
				DQWG – Task Force		
		Website	As Needed	DQWG – Advisory Committees		
6	Schedule Assessments	Email and/or Conference	As Needed	Doug Kosty		
				Baron Rodriguez		
				Mojo Nwokoma		
						Scott Smith
		Email and/or Teleconference	As Needed	Mickey Garrison		
				DQWG – Task Force		
		Website	As Needed	DQWG – Advisory Committees		

Communication Activities (cont'd)						
Activity ID	Information	Method	Timeframe	Stakeholder		
7	Cost Assessments	Email and/or Conference	As Needed	Doug Kosty		
				Baron Rodriguez		
				Mojo Nwokoma		
						Scott Smith
		Email and/or Teleconference	As Needed	Mickey Garrison		
				DQWG – Task Force		
Website	As Needed	DQWG – Advisory Committees				
8	Quality Assessments	Email and/or Conference	As Needed	Doug Kosty		
				Baron Rodriguez		
				Mojo Nwokoma		
						Scott Smith
		Email and/or Teleconference	As Needed	Mickey Garrison		
				DQWG – Task Force		
Website	As Needed	DQWG – Advisory Committees				
9	Risk Assessments	Email and/or Conference	As Needed	Doug Kosty		
				Baron Rodriguez		
				Mojo Nwokoma		
						Scott Smith
		Email and/or Teleconference	As Needed	Mickey Garrison		
				DQWG – Task Force		
Website	As Needed	DQWG – Advisory Committees				
10	Procurement Assessments	Email and/or Conference	As Needed	Doug Kosty		
				Baron Rodriguez		
				Mojo Nwokoma		
						Scott Smith
		Email and/or Teleconference	As Needed	Mickey Garrison		
				DQWG – Task Force		
Website	As Needed	DQWG – Advisory Committees				

4. Report Forms

4.1 Project Status Report

STATUS REPORT	Status: Green [X] Red [] Yellow []		
	Cause: Time [] Scope [] Quality []		
Date covered:			
Project Name:	<i>DATA Grant</i>		
Project Manager:	<i>Dennis Boston</i>	Project Director:	<i>Baron Rodriguez</i>
Milestones-Activity Since Last Report (<i>progress/outcomes & problems</i>):			
<ul style="list-style-type: none"> ▪ 			
Next Period Milestones/Activities (<i>high level outline of how you will get from A-Z</i>):			
<ul style="list-style-type: none"> ▪ 			
Challenges/ Obstacles:		Challenges/ Obstacles Mitigation:	
1.		1.	
Comments			