



INTERACTIVE INSTITUTES **2020**
BUILDING AND SUSTAINING A CULTURE OF HIGH-QUALITY DATA

Working With Data Using a Project Manager Approach



IDEA DATA
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Collect, Report, Analyze, and
Use High-Quality Part B Data



Presenters



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Nashville, TN – Cancelled Due to COVID-19

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Agenda



- Introductions and background information
- Data management practices
- Thinking like a project manager...managing like a boss
- Basic project management



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Introductions



- Who *we* are
- Who *you* are
 - How many are *data managers*?
 - How many are *State Performance Plan/Annual Performance Report (SPP/APR) leads*?
 - How many manage multiple tasks throughout the year?
 - How many have *Project Manager* or *Project Management* in your position descriptions?



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Background Information



Things *you* do

- What are things you think about in managing your work
 - Day to day
 - Week to week
 - Month to month

- What tools or strategies do you use to manage your work
 - To-do checklists or spreadsheets
 - Calendar of activities to ensure work is progressing
 - Documented data processes that explain the “Who, What, Where, When, Why, and How”



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Data Management Practices



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Sound Familiar?



- **Hero Approach**

- *One person*
- *All the knowledge*
- *All the responsibility*

- **Group Approach**

- *Lack of coordination*
- *Lack of consistency*
- *Holes in the process*

- **Haphazard Approach**

- *No organization*
- *Random assignments*
- *Inconsistent results*

- **Oops Mode**

- *Last-minute effort*
- *No plan*
- *Mad scramble*



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Some Activities to Avoid Chaos



- Establish business rules
- Document data definitions
- Develop data processes
- Map system for data flowing to the state
- Develop methods to maintain data security
- Store, review, validate, and maintain data
- Submit data to appropriate authority
- Share results and reports with schools and districts



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Thinking Like a Project Manager... Managing Like a BOSS!



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Thinking Like a Project Manager



“A project manager is a person who has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project.... The project manager should make sure they control risk and minimise [British English] uncertainty.”

~ Duncan Haughey

Retrieved from <https://www.projectsart.co.uk/the-role-of-the-project-manager.php>



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Shifting Our Mindset

Everyday you are managing projects in your role as a data manager.



Projects We Do or Projects We Manage

- Collecting Child Count data from LEAs
- Submitting accurate and complete IDEA data
- Completing the State Performance Plan/Annual Performance Report (SPP/APR)
- Computing LEA Determinations
- Responding to specific data requests
- Providing LEA training



Key Questions



- Are you the only one working on the project, or are others involved?
- If others are involved, are you managing their work, or does someone else set their priorities?



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Basic Project Management



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Basic Project Management



- Define a project goal
- Identify what tasks are necessary to achieve the goal
- Plan, organize, and manage tasks based on time and resources available
- Communicate with others the progress toward achieving your goals
- Manage expectations in relation to deliverables and timelines



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Defining a Goal



- What are the desired outcomes you hope to accomplish?
- Why is the project being done? Is there background context?
- When does the project start and end, and are there other key dates and benchmarks along the way?
- What is within the scope of the project, and what is outside the scope?



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Identifying Tasks



- List the main tasks that you must complete to achieve the goal (e.g., collect data, validate data, submit data)
- Break down each task into steps
- Identify subtasks and steps in a cyclical manner

IDC Data Processes Protocols can help identify and document these tasks.



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Identifying Critical Paths



- Are there some tasks that should happen in a specific order?
- Are there steps that you need to complete before the next step(s) can begin?
- Are there steps that you can do in parallel?

Can you think of examples of a critical path in your work or steps that can be done in parallel?



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Task List



- Keep track of upcoming tasks
- Document status of ongoing tasks

#	Task description	Current status	Service area/person responsible	Target date	Date closed	Additional comments
1						
2						
3						
4						
5						
6						



Create a Visual Timeline



Task/Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Child Count collection						■	■	■	■																	
Child Count review								■	■	■	■															
Child Count submission																			■	■						
End-of-year collection																								■	■	■
Exiting review																									■	■
Exiting submission	■	■																								
Assessment review				■	■	■																				
Assessment submission						■	■																			
SPP/APR submission											■															
MOE/CEIS submission														■	■	■										

Maintenance of Effort/Coordinated Early Intervening Services (MOE/CEIS)



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Manage Expectations – Minimize Surprises

- Deliverables
 - When do you expect to complete specific tasks?
 - Is there a delay?
 - What is the impact?
- Responsibilities
 - What does the task include?
- Communications
 - What is the level of communication?
 - What is the frequency of communication?

Communication and Coordination



- Provide clear roles and responsibilities
- Establish open and regular channels of communication
 - Consider a kickoff meeting to set expectations
 - Provide regular status reports or memos
 - Schedule regular meetings to touch base with both those who report to you and those to whom you report
 - Provide meeting notes that include action items



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RACI Matrix or Responsibility Charts

RACI matrix

- **R = Responsible**
- **A = Accountable**
- **C = Consulted**
- **I = Informed**

Responsibility chart

- **R = Responsible**
- **S = Secondary responsibility**
- **A = Approval**

Coordination Tool: RACI/Relationship Matrix



Project tasks	Data manager	Data analysts	Subject matter expert	Special education director	EDFacts coordinator
Child Count data collection	R,A	I	C	I	I
Child Count data review	C	R	C	I	I
Child Count data submission	C		C		R,A
End-of-year collection	R,A	I	C	I	I
Exiting data review	C	R	C	I	I
Exiting data submission	C		I		R,A
Annual legislature request SpED enrollment	R	C	C	A,I	
Annual report to legislature	C	C	R	A,I	



Contact Us



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For More Information



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