PROJECT CHARTER

LMS (Schoology)

Project Description/Rationale

Background: Our current learning management system is in it's renewal contract year. ACPS selected Schoology, through an RFP process, as our partner to provide our ACPS community with a learning management system. Schoology will be accessible from many devices. It will provide communication and sharing tools for teachers and students to use and allow for improved collaboration and integration with current digital learning tools.

Project Description: Schoology facilitates the integration of over 200 tools, SIS platforms, and resources, and is compatible with common instructional platforms such as YouTube, Google Assignments, Microsoft OneDrive, and BrainPOP. It also allows instructors to build and manage their own classroom activities and assessments, which helps instructors create personalized learning through blended and flipped classrooms. Some other Schoology highlights are as follows:

- Schoology allows for in-platform individual and mass messages to students, teachers, parents, and other stakeholders.
- Schoology eases student performance-tracking with preloaded standards (e.g., Common Core, Next Generation Science Standards) and custom learning objectives.
- Schoology incorporates usage analytics to provide insight into student engagement and performance. The platform provides students with instant feedback on quick-response assessments, and administrators can access data on school- and district-wide performance.
- Schoology's interface has a social media feel thus creating an instant familiarity with students
- Schoology's built in security features protect student identity
- Tools and features to capture student learning
- One distinct advantage that Schoology offers over many other LMS products is the ability for faculty and students to have a complete and reciprocal document workflow from within the application.
- Schoology provides curricular resources and collaborative groups for students and teachers to build and engage with their personal learning networks.
- Schoology's API allows it to connect seamlessly with google, google classroom, youtube and other online learning tools along with PowerSchool Gradebook

Level of Impact

Indicate the project's highest level of impact: *(Select only one)*

- ✓ Division: 6-12 Students & K-12 Staff
- ❑ School: _____
- ❑ Department:_____

Note: To insert a check mark, left click on the box twice, then right click and select the check symbol.

Strategic Plan Objectives Addressed:

- ✓ Engage Every Student
- ✓ Implement Balanced Assessments
- ✓ Improve Opportunity & Achievement
- ✓ Create & Expand Partnerships
- ✓ Optimize Resources

Strategic Plan Priority(ies) Addressed:

- ✓ Create a culture of high expectations for all.
- ✓ Identify and remove practices that perpetuate the achievement gap.
- ❏ Ensure that students identify and develop personal interests.

Project Organization

Role	Description	Staff Assigned
Project Sponsor	The Project Sponsor is a member of the Superintendent's Cabinet and has ultimate authority over and is responsible for a project and/or program, its scope and deliverables.	**Debbie Collins** **Christine Diggs**
Project Manager	The Project Manager is assigned by project sponsor and develops and maintains the Project Charter and project schedules, executes project reviews, tracks and disposes of issues and change requests.	**Jay Thomas**
Project Steering Committee	The Steering Committee's role is to provide advice, ensure delivery of the project outputs, and promote the achievement of project outcomes.	**Nita Collier** **Michael Craddock** **John Hobson**
Project Team	The Project Team Is responsible for performing the activities necessary for implementation of the project.	**All LEAD Coaches** **Michael Craddock** **Jenn Sublette** **Gene Osborn** **Phil Giaramita** **Instructional Coaches/LTI's** **Schoology Champions** **Technology Department**

Logic Model:

A logic model is a visual depiction of what a project does and what changes it is expected to bring about. Developing a logic model is an important first step for project design and evaluation planning. The logic model should be created by the Project Sponsor and Project Manager with support from a member of the Strategic Planning team.

- ❖ **LMS (Schoology) Project Charter**
- ❖ **LMS (Schoology) Logic Map**
- ❖ **LMS (Schoology) White Paper**

Key Stakeholders

Key stakeholders provide expert understanding of their organization and represent areas for which the project is intended to support/serve. Use the chart below to identify the various stakeholder groups affected by this project, and the point(s) of contact for each group.

Stakeholder Group	Point(s) of Contact
Instruction	John Hobson
Students	

Families	
Staff	
Technology	Nita Collier
Implementation	Michael Craddock
Professional Development	Jenn Sublette
Communication	Phil Giaramita

Note: *To list more than 5 Stakeholder Groups, from last field under Point(s) of Contact, <Tab> to add additional rows.*

Deliverables

List specific products or events (nouns) to be produced by the project. Deliverables are intended to align with and produce the Desired Results. (Examples: a training session, a document, a software product, a process definition, etc.). Each deliverable should be associated with one of the following departments: Communications, Community Engagement, Finance, Human Resources, Student Learning, LEAD, Strategic Planning, Operations

	Deliverable	Department
1	**Purpose Statement**	**Strategic Planning - EAB White Paper**
2	**Purchasing Plan**	**Fiscal Services**
3	**Communications Plan**	**Strategic Communication**
4	**Implementation**	**Instruction & Technology Departments**
5	**Technology Integration**	**Technology Department**
6	**Instructional Applications/Needs**	**Instructional Department**
7	**Professional Development**	**Professional Development Department**

Note: *To list more than 7 Deliverables, from last row in table, <Tab> to add additional rows.*

Risk Management

Risk management is a defensive measure involving identifying, analyzing, and either accepting or mitigating risks and unintended consequences. The purpose of risk management is to minimize both risk and costs.

Risk(s)	**Probability of Occurrence** (Low, Medium or High)	**Potential Impact**	**Strategy** (Research, Accept, Mitigate or Watch)	**Action(s) To Support Strategy**
Lack of Usage	Low	High	Mitigate	PD Plan, Support Structures, & Clear Expectations
Breach of Data	Low	High	Mitigate	IT Protocols, Fire Walls, & SB Policy
Catastrophic Loss of Data	Low	High	Accept	Data Backups, & Relationship with Vendor Providing Service
Unintended Consequences	**Probability of Occurrence** (Low, Medium or High)	**Potential Impact**	**Strategy** (Research, Accept,	**Action(s) To Support Strategy**

			Mitigate or Watch)	
Student Down Time	Medium	High	Research	PD, & Clear Expectations
Increase of Screentime	Medium	Medium	Research	PD, & Clear Expectations
Quality of Content	Medium	High	Mitigate	PD, Checks and Balances, & TPA Focus

Project Strategies/Processes

Project Strategies and Processes are listed by associated department and outline the steps and timeline needed to ensure that each deliverable is successfully completed. Be sure to consider all of the following departments

- **Communications**
- **Community Engagement**
- **Fiscal Services**
- **Human Resources**
- **Professional Learning**
- **Student Learning**
- **LEAD**
- **Strategic Planning**
- **Operations**

Item #	Deliverables and Action Steps	Responsible Person	Start Date	End Date
1	**Teacher Expectations - Year 1**	**John Hobson**	**August 2019**	**June 2020**
1.1	Syllabus	Principal		
1.2	Calendar	Principal		
1.3	Pacing Guides	Principal		
1.4	Assessments	Principal		
2	**Schoology Sandbox Solution Created**	**Nita Collier**	**March 2019**	**December 2019**
2.1	Administrative Accounts Created for Testing	Enterprise Apps Team	March 2019	April 2019
2.2	LDAP & PS Integration & Testing	Enterprise Apps & Infrastructure Team	March 2019	May 2019
3	**Schoology Live Production Site Created**	**Nita Collier**	**March 2019**	**December 2019**
3.1	LDAP & PS Integration	Enterprise Apps & Infrastructure Team	March 2019	June 2019
3.2	PS integration of all schedules and courses	Enterprise Apps	June 2019	August 2019
4	**Professional Development Plan**		**May 2019**	**Cyclical**
4.1	Initial Cohorts of Trainers Established			

4.2				
5	**Communication Plan**			
5.1				
5.2				

Student Participation

Which of the deliverables identified above could involve student participation?

Item #	Deliverables	Student Role	Person responsible
1			
2			
3			

Evaluation Plan

All project charters must include a plan for short and long term evaluation. Short-, mid- and long-term outcomes (as identified in the project logic model) should identify quantifiable metric for success, a time frame for when those measures should be evaluated, the person responsible for collecting and analyzing the data, and the person/group who will receive reports and when those reports can be expected

Short-term Outcomes			
Outcome	**Metric(s)**	**Date by which data will be collected**	**Responsible Person**
Administrative Accounts Created		3/27/19 - 5/1/19	Nita Collier
Production Solution - Public Facing		3/27/19 - 5/1/19	Nita Collier
Practice Class created for every teacher to prepare for PD		3/27/19 - 5/1/19	Nita Collier
PowerSchool Integration Established		3/27/19 - 5/1/19	Nita Collier
Communicate with Schoology the need for BB classes to be archived in a easy use portal.		3/27/19 - 5/1/19	Nita Collier
Google Integration Established		3/27/19 - 5/1/19	Nita Collier

Investigate LTI with Schoology around Illuminate integration possibilities.		3/27/19 - 5/1/19	Nita Collier
Conduct testing of ACPS resources within Schoology production.		3/27/19 - 5/1/19	Nita Collier
Investigate LTI and design of the look and feel with Anonymous Alerts for integration possibilities.		3/27/19 - 5/1/19	Nita Collier
Identify master list of vetted resources.		3/27/19 - 5/1/19	Nita Collier
Investigate technical considerations.		3/27/19 - 5/1/19	Nita Collier
Identify self service options for courses and groups.		3/27/19 - 5/1/19	Nita Collier
Establish a division level PD space within Schoology.		3/27/19 - 5/1/19	Nita Collier
Develop Public Facing Tiered Support Matrix for Staff		3/27/19 - 5/1/19	Nita Collier
Establish a monitoring systems that will provide requested reports.		3/27/19 - 5/1/19	Nita Collier
Competency list published and used to design PD.	**One competency list created.**	5/1/19 - 8/31/19	Michael Craddock
Initial cohort of teachers and staff trained by Schoology.		5/1/19 - 8/31/19	Michael Craddock
PD sessions designed and implemented with multiple entry points and engagement options.		5/1/19 - 8/31/19	Michael Craddock
Small package of ondemand PD developed.		5/1/19 - 8/31/19	Michael Craddock
Protocol designed and tested.		5/1/19 - 8/31/19	Michael Craddock
Communication		5/1/19 - 8/31/19	Michael Craddock

templates and schedule set.			
			Michael Craddock
Pacing guides for every course in schoology			John Hobson
Teachers have more resources at their fingertips			John Hobson
Teachers have models to design schoology courses			John Hobson
Mid-term Outcomes			
Outcome	**Metric(s)**	**Date by which data will be collected**	**Responsible Person**
Sandbox testing - LDAP & PowerSchool testing complete		5/1/19 - 6/1/19	Nita Collier
Staff & Student accounts created		5/1/19 - 6/1/19	Nita Collier
Teachers will be notified of Practice Class to be included in a teacher communication		5/1/19 - 6/1/19	Nita Collier
Groups and Courses for Summer PD are active in Schoology		5/1/19 - 6/1/19	Nita Collier
Blackboard courses archived and made available to teachers.		5/1/19 - 6/1/19	Nita Collier
Testing conducted across the domain		5/1/19 - 6/1/19	Nita Collier
Test schoology assessment tools and identify common functions.		5/1/19 - 6/1/19	Nita Collier
LEAD communicates recommendations to INST.		5/1/19 - 6/1/19	Nita Collier
Test Anonymous Alerts with Schoology.		5/1/19 - 6/1/19	Nita Collier
Identify technical considerations for the list of vetted resources.		5/1/19 - 6/1/19	Nita Collier

Collaborate with Schoology POC to test possibilities.		5/1/19 - 6/1/19	Nita Collier
Brief steering committee about self services options		5/1/19 - 6/1/19	Nita Collier
Collaborate with Schoology POC and regional leaders to curate courses.		5/1/19 - 6/1/19	Nita Collier
Publish support Tiers in Schoology.		5/1/19 - 6/1/19	Nita Collier
Create reporting and usage monitoring systems and reports.		5/1/19 - 6/1/19	Nita Collier
Competency list evaluation - adapt/adopt/abandon		9/1/19 - 6/15/20	Michael Craddock
Teacher and staff trainers support the implementation in their buildings.		9/1/19 - 6/15/20	Michael Craddock
Publish Fall/Spring PD Sessions		9/1/19 - 6/15/20	Michael Craddock
Needs assessed and additional ondemand PD developed.		9/1/19 - 6/15/20	Michael Craddock
Evaluate protocol - abandon/adopt/change.		9/1/19 - 6/15/20	Michael Craddock
Communication plan evaluated - adapt/adopt/abandon.		9/1/19 - 6/15/20	Michael Craddock
			Michael Craddock
Teachers have access to model pacing guides			John Hobson
Students have more equitable access to resources			John Hobson
More courses with student friendly designs			John Hobson
Long-term Impacts for Program Evaluation			
Impact	**Metric(s)**	**Timeframe for Program Evaluation**	

Continue to use sandbox for testing purposes.		6/1/19 - 8/30/19	Nita Collier
Courses created and mirror PS schedule and courses.		6/1/19 - 8/30/19	Nita Collier
Teacher will leverage practice class during summer PD.		6/1/19 - 8/30/19	Nita Collier
Student enrollment and teacher courses will be visible to teachers and students.		6/1/19 - 8/30/19	Nita Collier
Schoology courses are authored using BB assets.		6/1/19 - 8/30/19	Nita Collier
LEAD communicates with inst. green lighting google assets are complete.		6/1/19 - 8/30/19	Nita Collier
LEAD communicates recommendations about tech supported assessments.		6/1/19 - 8/30/19	Nita Collier
LEAD communicates recommendations to INST.		6/1/19 - 8/30/19	Nita Collier
LEAD communicates recommendations about Anonymous Alerts solution.		6/1/19 - 8/30/19	Nita Collier
Publish resources and communicate working resources with INST.		6/1/19 - 8/30/19	Nita Collier
Communicate solution with steering committee.		6/1/19 - 8/30/19	Nita Collier
Publish teacher facing resource for self service option.		6/1/19 - 8/30/19	Nita Collier
Provide direct support to PD leaders.		6/1/19 - 8/30/19	Nita Collier
Communicate Tiered Support Matrix		6/1/19 - 8/30/19	Nita Collier
Inform instruction team on usage monitoring and support requests.		6/1/19 - 8/30/19	Nita Collier

PD operationalized to both onboard and continually develop new teachers and staff.			Michael Craddock
PD operationalized to both onboard and continually develop new teachers and staff.			Michael Craddock
Teachers will understand LMS supports Student centered learning.			Michael Craddock
Teachers will understand LMS supports Student centered learning.			Michael Craddock
Stakeholders understand how to request a new PD course in Schoology.			Michael Craddock
Stakeholders report being informed regarding the LMS implementation.			Michael Craddock
			Michael Craddock
More equitable opportunities for students			John Hobson
More equitable opportunities for students			John Hobson
More equitable opportunities for students			John Hobson

Purchasing Plan

All project charters must include a complete purchasing plan. The purchasing plan outlines any expenditures that need to be made as a part of the charter and helps to ensure compliance with division procurement procedures. Items should be grouped by category (i.e. furniture, not separate listings for tables, chairs, etc.).

All purchasing plans must be reviewed and approved by the Chief Operating Officer or his/her designee prior to any orders being placed.

Category	Description	Cost Estimate	Bids Needed?	Responsible Person
Software as a Service	Learning Management System	5 year cost $365,100	Yes	Mark Leach and Gene Osborn led RFP Committee

Project Dependencies and Assumptions

Identify other project dependencies and/or efforts that are related to, affect, or may be affected by the project being planned. Also, identify any assumptions that, depending on their outcome, could significantly affect the project. (Examples: staff availability, another project that must be done prior to launch, etc.)

Dependency/Assumption (brief description)	**Degree of Impact** (Low, Medium or High)
High School Redesign	High
Digital Learning Initiative	High