

**Standards of Learning Technology Initiative
PLANNING PROCESS GUIDELINES**

DESIGNATION OF PROJECT MANAGER

It is recommended that school divisions assign a project manager early in the planning process. The project manager must be able to devote a significant amount of time and effort to manage this project. The project manager will administer and coordinate work encompassing elements of assessment, technology, and instruction. The manager should have experience in project management and coordination.

INITIAL PLAN

School divisions will be required to submit an initial "Plan for the Use of the Funds" to DOE by November 1, 2000. **Divisions are encouraged to begin establishing a management structure for this project, but should await further guidance from DOE before creating the plan.**

Several state-level project development activities must take place before school divisions will have sufficient information to submit their plans. These will include:

- initiation by DOE of an RFP to develop a Web-enabled assessment system;
- selection of demonstration sites;
- an analysis of high school capacity; and
- development of guidelines for technology capacity.

The initial plan will focus on creating a division project planning structure to support achievement of program goals, an inventory and analysis of the capacity of existing technological structures, and use of available resources. The plan will incorporate a formal project management framework including establishment of goals, objectives, strategies, activities, tasks, timelines, project component assignments, dependencies, project monitoring, and risk management and mitigation activities. The guidelines, expectations, and success measures for these plans are being determined by DOE with the assistance of the Office of the Secretary of Technology, Department of Technology Planning.

Templates for the "Plan for the Use of the Funds" will be provided by DOE in the August to September time period and are intended to assist divisions in organizing and streamlining their plan submission.

PLAN UPDATES

Divisions will be expected to submit updates to their "Plan for the Use of the Funds" in the spring of 2001 and on a regular basis thereafter, as further guidance and experience from DOE guidelines, demonstration projects, and initial implementation information become available.