

SIG 1003(g) Cohort 3 Quarterly Deliverables

Each district's SIG Plan includes an implementation timeline and schedule of deliverables, which is generated automatically from the action steps, monitoring steps, and areas of assurance included in the approved proposal. The project management (PM) feature in CIMS allows districts to indicate progress on each activity in the timeline and upload deliverables as evidence of completion. BSI will use the PM feature to monitor district progress and review deliverables in order to award points toward the annual renewal score, as described below.

Project Management Guidelines

Districts are expected to meet all deadlines established in the SIG plan and document progress using CIMS project management prior to the start of each quarterly review. BSI staff will review implementation progress and deliverables for each quarter per the schedule below for all project Assurances and for Steps 6-8 of all SIG goals addressing Areas of Focus. **BSI will not review implementation status updates and uploads for action steps; these are primarily for district convenience as they complete the monitoring required in Steps 6-8.**

During the quarterly review, BSI will determine whether the deliverables and descriptions provided are sufficient documentation and notify the district if additional information or edits are needed. BSI will also review implementation details added by the district on any "off-track" items, meaning any that are behind schedule for full implementation, to determine if additional implementation support is needed from the regional team and make recommendations accordingly.

Project Management Scores

The project management score will fulfill the "Documentation" portion of the annual evaluation. A total of 80 points out of 100 are needed on the annual evaluation to qualify for renewal. In the first annual renewal, project management scores on Y1Q1 through Y1Q3 will account for 40% of the evaluation score. In the second annual renewal, project management scores on Y1Q4 through Y2Q3 will account for 30% of the evaluation score.

A *cumulative* district score for project management will be given at the end of each quarter. Points are awarded for project management by dividing the number of activities completed and documented to date by the number of deliverables due within the timeframe and multiplying that completion rate by 40. *For example: if the district completed 30 out of 35 required activities in Year 1, the completion rate is 85.7%. Multiplied by 40 possible points, the PM score would be 34.3.* In Year 2, the completion rate would be multiplied by 30 possible points.

Quarterly Review Schedule

Year 1 Schedule

Quarter	Quarter Start	Quarter End	Quarterly Review Start	Quarterly Review End
Y1Q1	July 1, 2014	September 30, 2014	January 12, 2015	January 30, 2015
Y1Q2	October 1, 2014	December 31, 2014	January 12, 2015	January 30, 2015
Y1Q3	January 1, 2015	March 31, 2015	April 13, 2015	April 24, 2015
Year 1 Project Management Score Finalized				April 30, 2015

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Year 2 Schedule (Tentative)

Quarter	Quarter Start	Quarter End	Quarterly Review Start	Quarterly Review End
Y1Q4	April 1, 2015	June 30, 2015	July 13, 2015	August 7, 2015
Y2Q1	July 1, 2015	September 30, 2015	October 12, 2015	October 23, 2015
Y2Q2	October 1, 2015	December 31, 2015	January 11, 2016	January 22, 2016
Y2Q3	January 1, 2016	March 31, 2016	April 11, 2016	April 22, 2016
Year 2 Project Management Score Finalized				April 30, 2016

Documenting for Learning

The project management process was developed to create an opportunity for stakeholders to build organizational learning, memory and capacity. When recording successes and challenges in your implementation notes and evidence descriptions in CIMS, try to answer the following questions:

- What is working well?
- What needed tweaking from the original design, and why?
- What lessons have been learned that you want to avoid learning again?
- What barriers to implementation or effectiveness remain in place that you're not yet sure how to overcome?

The more clear, concise and candid you are in your responses, the more you and others can learn from the implementation.

It is also recommended that district teams consider how best to capture the information (e.g., who will capture it, in what intervals, through what mechanism), and establish a routine or protocol. Not only will this help with ongoing reflection, but also ease the stress that can occur around the quarterly deliverable due dates. As an added bonus, these structures and legacy materials will help orient new team members to the project in future years, one of many ways they could serve the district beyond the life of the grant!