

CPM Online Project: Update

March - July 2008

Progress to Date: Discovery

Since March, we've been engaged in several strands of activity all focused on a discovery process that is leading to a deeper understanding of what CPM is now, what the needed areas of improvement are, and how an online system will address some of the issues identified. The Discovery Phase is nearly complete. Activities have included:

- ✓ Establishing a workgroup to lead the process, manage related activities, and maintain communication with CDE leadership. The workgroup has met every two weeks since March. Meeting will taper to once a month as the work focuses on program specific activities (see design below).
- ✓ Review and mapping of the current CPM processes.
- ✓ Involvement and input from all levels and types of stakeholders by conducting focus groups and interviews to gather further information about the current CPM process and gather input on what functions and capabilities an online CPM process might include. We
 - conducted a focus group with Title I Directors at the Statewide Title I Conference.
 - participated in the Categorical Directors' Meeting in April.
 - conducted a demonstration and feedback session at the May Categorical Directors' meeting.
 - met with onsite team leads in April and will again in June.
 - provided demonstrations and informational meetings with CDE staff in various programs across the department.
 - provided an overview for CISC.
 - held a webinar on May 28th for anyone who hasn't been able to participate in another session.
- ✓ Identification of connections across CDE (e.g., existing databases).
- ✓ Research of existing CPM-like online systems, both within California and other states to determine applicability, possible functionality and features for CPM in California.
- ✓ Review of protocols, instruments, and other documents.
- ✓ Working closely with CDE Technology Services Division to determine appropriate strategies for development, implementation and transition.
- ✓ Met with CPM programs individually to describe respective processes in detail and determine any operational issues on a program basis. These meetings also involved careful review of instruments and associate OPSETS in preparation for loading content online.
- ✓ Began planning with Onsite Team Leads.
- ✓ Analysis of results of the above activities to inform the next phase, Design.

Important Steps to complete Discovery:

- Complete meetings with CPM programs
- Continue meeting with Onsite Team Leaders to review progress and develop pilot.

Progress to Date: Design

The design phase began several weeks after Discovery. This phase focuses on development of process flows, visual mockups, information architecture and technical specifications. The overall outcome is a clear plan of action for both technological development and procedural and organizational changes. Work on this phase is also nearly complete. Activities completed include:

- ✓ Technical specifications and development of an implementation plan
- ✓ Draft systems flow chart that depicts online CPM system
- ✓ Near final draft information architecture (wireframes and site map) that communicates the information structure of the system.
- ✓ Draft user interface design.

Important Next Steps to complete Design:

- Continued development and refinement of interface designs.
- Ongoing review of design and functionality with key stakeholders.

Progress to Date: Production

The results of this phase include a functional application that supports the requirements of the current paper-based CPM process. Based on the results of our discovery work to date, this web-based application will be developed in .NET and housed within the CDE application environment. Work on this phase is well underway and on schedule. Activities completed:

- ✓ Software development underway.
- ✓ First release installed for testing by TSD staff, mid July.

Important Next Steps to complete Production:

- Second release by 2nd week of August giving access to CDE staff.
- Third and public release by mid-September giving access to LEAs in pilot.

Progress to Date: Implementation

While this phase is expected to begin in mid-August to early-September, several important tasks must be addressed in preparation for implementation in the fall. Specifically, the tasks focus on the design and preparation of the CPM online pilot. The pilot will focus full attention in two regions, where the LEAs identified for an onsite visit would upload evidentiary documents by set deadlines prior to the visit. In advance of a visit, onsite teams in the pilot regions would review documents, respond to compliance status, and provide LEA staff guidance with pre-visit preparations.

Important Next Steps to begin Implementation:

- Design pilot and roll out plan:
 - Develop timeline and specifics of pilot.
 - Develop support and roll out strategy for districts
 - Develop protocol for gathering input and feedback.
 - Develop operational plan for ongoing maintenance and support.
- Design and deliver training:
 - For LEAs
 - For CDE
 - For Team Leads.

Progress to Date: Transition

Simultaneously with other activities described above, CDE and CA CC staff have been working closely to determine the most expeditious process for transitioning the CPM online technology into the CDE technology infrastructure. During biweekly meetings with TSD and other relevant staff, a plan for transition is emerging. The first phase of this plan is the installation of the CPM software, currently in development, at CDE. This software is being developed in compliance with CDE application guidelines. During the transition period, TSD staff will maintain the application environment and interactions with other CDE systems and databases, while CACC staff will continue software development and overall application support.