

Personnel Data Management:
Generic service provision work plan

Deliverables from PIC service provider:	Roles/Responsibilities of state staff service-liaison	Projected Outcomes	Other information needed	Timeline for completion
1. Assist state in selection of participants in the work, by examining personnel data sources statewide.	1. Collect information on current data sources for HQ special educators, including data sources for certification and program completers for each IHE in state- send all data sources to PIC service provider	1. List of data sources and persons that work with those sources who could potentially work together to address personnel data management needs.		By January 15 th or before the first meeting planning call.
2. Conduct one planning call before each of the on-site meetings with state staff to plan meeting agenda and agree on meeting participants.	2. Invite other state staff, as needed, to be a part of the call; after the call, distribute final agenda to meeting participants with invitation to attend.	2. Meeting participants selected and agenda planned; invitations sent by state director	2. Proposed participant contact info	3-4 weeks before each meeting
3. Facilitate three on-site meetings, as needed. Provide meeting notes after the meeting to all meeting participants.	3. Secure meeting room, audio-video equipment; provide lunch and copies of agenda; collect names, positions, phone numbers and emails for all meeting participants and send to PIC service provider after the mtg.	3. A statewide data management plan for special education personnel	3. Plan should be posted either online or within a listserve; shared with additional partners as needed.	#1-Jan 15-Feb 15 th ; #2- March 15 th - April 15 th ; and #3 - June 1-30th
4. Conduct follow- up conference calls with state staff and project participants as needed.	4. Work with PIC service provider to schedule follow up calls, as needed, to assist in plan implementation. These may include other state or local level participants.	4. Ongoing implementation of the plans.	4. Note challenges and barriers to plan implementation; alert PIC service provider when implementation problems arise.	2-3 weeks after each meeting

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5. Track progress of the data management plan implementation via email exchange or online project management tool.	5. Monthly monitoring for plan implementation and follow-up with meeting participants, as needed.	5. Meeting participants will complete steps in their data management plan in a timely manner.	5. Establish a system of notification for task completion.	Monthly through July, 2009
6. Collect data on plan implementation at the end of the project year.	6. Send final plan and list of all tasks completed to PIC director.	6. Plan implementation will result in greater accessibility to data reports and therefore more information as to personnel supply and demand in the state.	6. Generate personnel data reports for the year, according to the data management plan	By end of July 2009