

Maine School Administrative District #75 Project Assessment

Every project must be documented and evaluated using two separate methods – a checklist assessment and a narrative.

A. Checklist

The checklist provides an assessment tool to evaluate all existing projects and serves as a guide to propose new technology systems and solutions. The purpose of the checklist is to identify the purpose of the project, determine the depth and documentation of planning, and ensure necessary resources have been identified. The checklist is also used as a tool for determining and setting district resource priorities.

B. Narrative

The narrative is divided into four components, proposal, proposal approval, implementation plan, implementation plan approval. Once the basic proposal is approved, a detailed plan for implementation and long-term support must be generated. Prior to project implementation, the plan must be approved.

I. Proposal

1. PROBLEM DEFINITION/ASSESSMENT: Purpose, Tasks, Expected outcomes
 - a. - general resource requirements (including people)
 - b. - technical resource requirements (Do these requirements meet IT Standards?)
 - c. - detailed budget including descriptions and funding lines
2. NEEDS ASSESSMENT: Critical Project? Where does this project fall in the IT priorities classification (e.g., 1. Student Health & Safety, 2. Core Systems)?
3. Other considerations:
 - a. COST/BENEFIT ANALYSIS
 - b. PROJECT'S TARGET AUDIENCE
 - c. FUNCTIONAL MANAGER IS IDENTIFIED & HAS SUFFICIENT TIME RESOURCES
 - d. FUNDING: TODAY AND FUTURE
 - e. INFORMATION SYSTEMS INVOLVED

II. PROJECT PROPOSAL EVALUATION: APPROVAL OR DENIAL

1. Does the project meet stated needs, have funding, fall within priorities, and have full support of top-level management?
2. Technology department planning and budgeting to support project
3. Technology Team member(s) **available** to become technical liaison(s)

III. Implementation Plan

1. PROCUREMENT
2. IMPLEMENTATION
 - a. Project management
3. POST-IMPLEMENTATION ASSESSMENT
 - a. Ongoing project evaluation; does the project meet the stated needs?
 - b. Expected outcomes met?
4. SUSTAINMENT
 - a. Who maintains the project once implemented?

IV. PROJECT IMPLEMENTATION PLAN EVALUATION: APPROVAL OR DENIAL