

# Texas Education Agency

## Deployment Readiness Checklist: ESC TSDS PEIMS Champion

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## Document History

Version	Date	Author	Description
0.1	May 29, 2013	Chris Grapes	
0.2	June 6, 2013	Chris Grapes	Incorporated comments from Alan
0.3	June 13, 2013	Chris Grapes	Incorporated comments from Deanna

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# Deployment Readiness Checklist: ESC TSDS PEIMS Champion

## Introduction

This Deployment Readiness Checklist was specifically designed for ESC TSDS PEIMS Champions and contains important information to successfully deploy TSDS PEIMS in your region. The checklist lays out step-by-step tasks across the following categories that are recommended for a successful deployment:

- Organizational Readiness
- Training Readiness
- Technical Readiness
- Support Readiness

Please note, to be successful, it is important that you work closely with other TSDS Champions in your region to stay coordinated as some of these tasks will be done in collaboration.

## Texas Student Data System (TSDS)

The Texas Student Data System (TSDS) consists of multiple components that will improve and standardize the data collection and data management process in the State of Texas, and equip educators with timely, actionable and historical student data to drive classroom and student success.

## TSDS PEIMS

TSDS PEIMS leverages the benefits of the new TSDS platform through a redesign of the state-mandated PEIMS process. TSDS PEIMS collects public school data to help determine funding allocations, accountability ratings, and facilitate data reporting for state and federal initiatives.

TSDS PEIMS is designed to improve our system capacity which will reduce technology risk (including system downtime) that was present with EDIT+.

TSDS offers a new optional TSDS Client-Side Validation Tool available in the beginning of the data loading process, which will help identify data errors earlier, prior to uploading PEIMS and dashboard data to the Education Data Warehouse (EDW), ultimately enhancing data quality in the long-term.

## TEA Contact Information

If you have questions about this Deployment Readiness Checklist please contact [XXX@tea...](mailto:XXX@tea...)

## Deployment Readiness Checklist: ESC TSDS PEIMS Champion

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
<b>Organizational Readiness</b>					
1. Attend TEA Field Coordination Network meetings with other ESC Champions in your region		Ongoing pre and post deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	
2. Coordinate with other TSDS Champions (i.e., set up regular meetings with TSDS Technical Champion)		Ongoing pre and post deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	
3. Reach out to newly participating LEA's in your region and request that they name a TSDS PEIMS Steward/Coordinator for their LEA		Eight months prior to deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	
4. Schedule monthly ESC Field Coordination calls with LEAs in your region to provide updates on TSDS PEIMS		Ongoing pre and post deployment (recommend starting four months prior to end user training)		Y <input type="checkbox"/> N <input type="checkbox"/>	
5. Give an overview of TSDS and TSDS PEIMS including describing the new TSDS High Level End User Process Map and TSDS PEIMS roles and responsibilities to your colleagues at your ESC		Two months prior to LEA TSDS PEIMS Steward/Coordinator training	N/A	Y <input type="checkbox"/> N <input type="checkbox"/>	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
<b>Training Readiness</b>					
1. Attend ESC TSDS PEIMS Champion Training Workshop and pass TSDS PEIMS Certification		Look for an email from TEA regarding certification dates		Y <input type="checkbox"/> N <input type="checkbox"/>	
2. Confirm with Project Share Coordinator that all trainees have proper Project Share log-in/access prior to training		Four weeks prior to training		Y <input type="checkbox"/> N <input type="checkbox"/>	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
3. Prepare to teach "Course 1: Overview of TSDS and TSDS High Level End User Process Map" by completing all items on the Course 1 Training Checklist. Conduct training.		Recommended timing per activity is included in the Training Checklist		Y <input type="checkbox"/> N <input type="checkbox"/>	
4. Prepare to teach "Course 2: TSDS Client-Side Validation Tool" by completing all items on the Course 2 Training Checklist. Conduct training.		Recommended timing per activity is included in the Training Checklist		Y <input type="checkbox"/> N <input type="checkbox"/>	
5. Prepare to teach "Course 3: TSDS PEIMS Application" by completing all items on the Course 3 Training Checklist. Conduct training.		Recommended timing per activity is included in the Training Checklist		Y <input type="checkbox"/> N <input type="checkbox"/>	
6. Prepare to teach "Course 4: Train-the-Trainer Best Practices and Resources" by completing all items on the Course 4 Training Checklist. Conduct training.		Recommended timing per activity is included in the Training Checklist		Y <input type="checkbox"/> N <input type="checkbox"/>	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
<b>Technical Readiness</b>					
1. Confirm with ESC Technical Champion that all TSDS PEIMS users in your region have an active TEAL login and password.		Two months prior to TSDS PEIMS deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	
2. Download the TSDS Client-Side Validation Tool via the TSDS Portal (make sure that you have the latest version each time you use the tool)		As Needed		Y <input type="checkbox"/> N <input type="checkbox"/>	
3. Submit your ESC TSDS PEIMS data via the PEIMS Data Mart (PDM). Work with your ESC Technical Champion if you need to correct the data in the source data systems and re-extract XML interchange files		As Needed		Y <input type="checkbox"/> N <input type="checkbox"/>	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
4. Confirm with ESC Technical Champion that all data has been properly loaded from source system vendors (SIS, HR, and Finance) to the PEIMS Data Mart (PDM) for your LEAs (via checking with the LEA Data Stewards) and for your ESC		One month prior to TSDS PEIMS submission		Y <input type="checkbox"/> N <input type="checkbox"/>	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
<b>Support Readiness</b>					
1. Provide support structure overview and process to LEA TSDS PEIMS Stewards/Coordinators in your region		Around the same time that training is delivered to LEAs		Y <input type="checkbox"/> N <input type="checkbox"/>	
2. Support LEAs in your region as needed pre and post deployment		Ongoing pre and post deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	