

Texas Education Agency

Deployment Readiness Checklist: ESC TSDS Technical Champion

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Document History

Version	Date	Author	Description
0.1	May 30, 2013	Chris Grapes	
0.2	June 6, 2013	Chris Grapes	Incorporated feedback from Alan
0.3	June 13, 2013	Chris Grapes	Incorporated feedback from Deanna

Deployment Readiness Checklist: ESC TSDS Technical Champion

Introduction

This Deployment Readiness Checklist was specifically designed for ESC TSDS Technical Champions and contains important information to successfully deploy TSDS PEIMS and/or studentGPS™ Dashboards 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.

studentGPS™ Dashboards

The studentGPS™ Dashboards gives educators a view into the whole student, providing an easy-to-understand picture of how a student is performing by combining multiple student data, such as grades, attendance, discipline, standardized test scores, program areas, and demographics, all in one place. Educators can easily see the trends and make more timely and informed decisions.

TEA Contact Information

If you have questions about this Deployment Readiness Checklist please contact XXX@tea...

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Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Organizational Readiness					
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 the TSDS PEIMS Champion and the studentGPS™ Dashboards 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 Data Steward 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 technical components of TSDS PEIMS and studentGPS™ Dashboards		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 including describing the new TSDS High Level End User Process Map and TSDS 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
Training Readiness					
1. Attend the ESC TSDS Technical Champion Training Workshop and pass TSDS Technical 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"/>	
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: Loading Data into the ODS" 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: Managing Data Loads into the TSDS PEIMS Data Mart" 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"/>	
7. Prepare to teach "Course 5: Data Loads into the Dashboard Data Mart" by completing all items on the Course 5 Training Checklist. Conduct Training.		Recommended timing per activity is included in the Training Checklist		Y <input type="checkbox"/> N <input type="checkbox"/>	
8. Prepare to teach "Course 6: studentGPS™ Dashboards Configuration and Administrative Tasks" by completing all items on the Course 6 Training Checklist. Conduct Training		Recommended timing per activity is included in the Training Checklist		Y <input type="checkbox"/> N <input type="checkbox"/>	
9. Prepare to teach "Course 7: Train-the-Trainer Best Practices and Resources" by completing all items on the Course 7 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
Technical Readiness					
1. Check to make sure that all your LEA Data Stewards have an active TEA login and password with proper TSDS configuration (TSDS PEIMS and studentGPS™ Dashboards)		Five to six months prior to deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	
2. Work with LEA Data Stewards in your region to troubleshoot issues relating to obtaining the appropriate XML interchange files from their source system vendors (SIS, HR, and Finance for TSDS PEIMS and SIS, HR, and Assessments for studentGPS™ Dashboards)		As needed		Y <input type="checkbox"/> N <input type="checkbox"/>	
3. 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"/>	
4. Confirm with LEA Data Stewards in your region that all data has been properly loaded from source system vendors (SIS, HR, and Finance for TSDS PEIMS and SIS, HR, and Assessments for studentGPS™ Dashboards) to the PEIMS Data Mart (PDM) and Dashboard Data Mart (DDM).		One month prior to deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Support Readiness					
1. Provide support structure overview and process to LEA Data Stewards 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"/>	