Activity Worksheet:
Preliminary Questions for Project Management Planning

As a team, discuss and complete the following questions.

1. **Who from the Oklahoma State Department of Education (OSDE) should be involved in reviewing key documents (that is, Early Learning Inventory [ELI] drafts, training materials and other resources, recruitment materials, data collection instruments)? Is the list of required reviewers the same for early drafts versus final drafts? If not, please describe.**

2. **How can the review of key documents be best sequenced to ensure efficient and timely feedback and revision? (Who should review first, second, and so forth?)**

3. **What types of agreements are necessary between participating local education agencies and OSDE to secure participation in the ELI pilot study? Who else from OSDE will help with obtaining these agreements? When should the outreach to obtain agreements be initiated (at the latest) to conduct ELI training in summer 2020?**

4. **What other staff or resources are needed, if any, to support the development of ELI training materials and support resources?**
5. Will ELI training be conducted in-person or online?
   
a. If ELI training is conducted in-person, where will the training take place, and who will lead the training?

b. If ELI training is conducted online, what is needed to develop and lead the online training?

6. What technology and data systems are available at OSDE that could be adapted to support collection of ELI student-level data? Who else from OSDE should be involved to develop the ELI data systems?

7. What are the current agreements between OSDE and local education agencies regarding collection of student-level information? What other permissions are needed, if any, from parents for OSDE to collect, analyze, and report aggregated results from student-level ELI data?