

## **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?**

