

K-12 Project Management ACADEMY

Fall 2022 | Cohort 2

FINAL REPORT

What is the K-12 Project Management Academy?

In Fall 2022, the Enterprise Project Management Office (EPMO) at the San Diego County Office of Education (SDCOE) offered a project management education program to help 31 I.T. staff from 23 LEAs (districts, charter schools, and county offices of education) learn how to plan, execute, and close projects.

Program highlights:

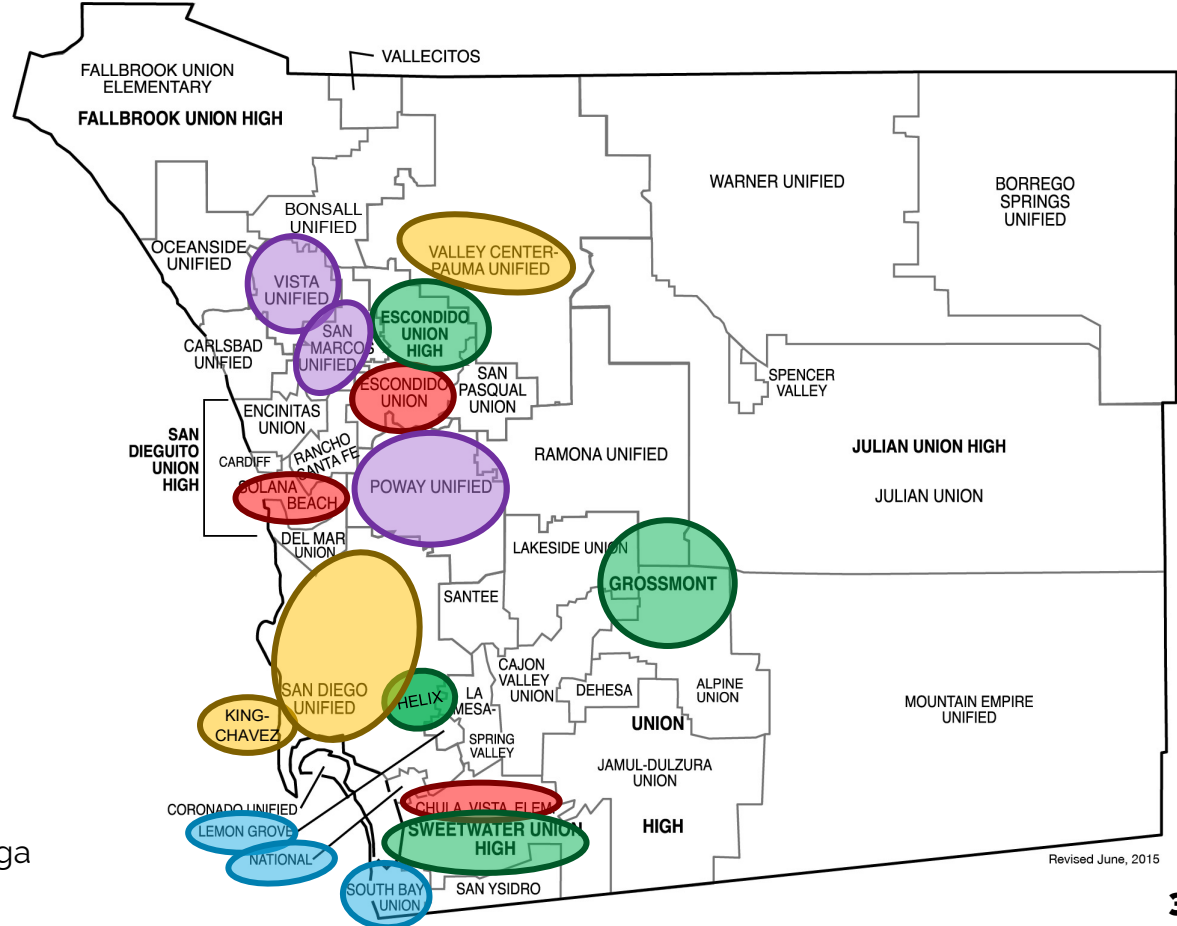
- Tailored for K-12 – tried-and-true methodology and materials
- Time for hands-on practice
- Time for discussion
- Opportunities to meet and work with I.T. staff from other K-12 orgs

Learning objectives:

Plan Your Project	Execute Your Project	Close Your Project
<ul style="list-style-type: none">• Learn the phases, key activities, and terminology of project management• Write a Project Charter• Take immediate next steps after your project charter is authorized• Plan and conduct a Kickoff Meeting	<ul style="list-style-type: none">• Monitor progress• Conduct status meetings (and standups, if necessary)• Write a Status Report• Communicate to/with your stakeholders• Know to take action when things don't go as planned• Incorporate OCM strategies• Prepare for Go Live	<ul style="list-style-type: none">• Conduct a Lessons Learned meeting• Incorporate survey best practices• Create a final report / presentation• Plan and conduct a Celebration• Use a Project Closeout Checklist

Academy Participants – *Within San Diego County*

1. **Chula Vista** - Eduardo Oropeza
2. **Chula Vista** - Victor Mojica
3. **Escondido Elementary** - Alex Chavez
4. **Escondido High** - Corey Martin
5. **Grossmont** - Gabriel Vitoro
6. **Grossmont** - Jerry Guzman
7. **Helix Charter** - Brian Kick
8. **King-Chavez** - Joel Gallegos
9. **King-Chavez** - Myriam Najera
10. **King-Chavez** - Zachariah Reaka
11. **Lemon Grove** - Richard DeJarnatt
12. **National** - Justin Finch
13. **Poway** - Rocio Uriarte
14. **San Diego Unified** - Carmen Salgado
15. **San Marcos** - Alfredo Hernandez
16. **San Marcos** - Micah Boggs
17. **SDCOE** - Michael Baum
18. **Solana Beach** - Jennifer Zamora
19. **South Bay** - Jen Oliveira
20. **Sweetwater** - Roland Medina
21. **Valley Center-Pauma** - Mauricio Ortega
22. **Vista** - Chris Bisson



Academy Participants

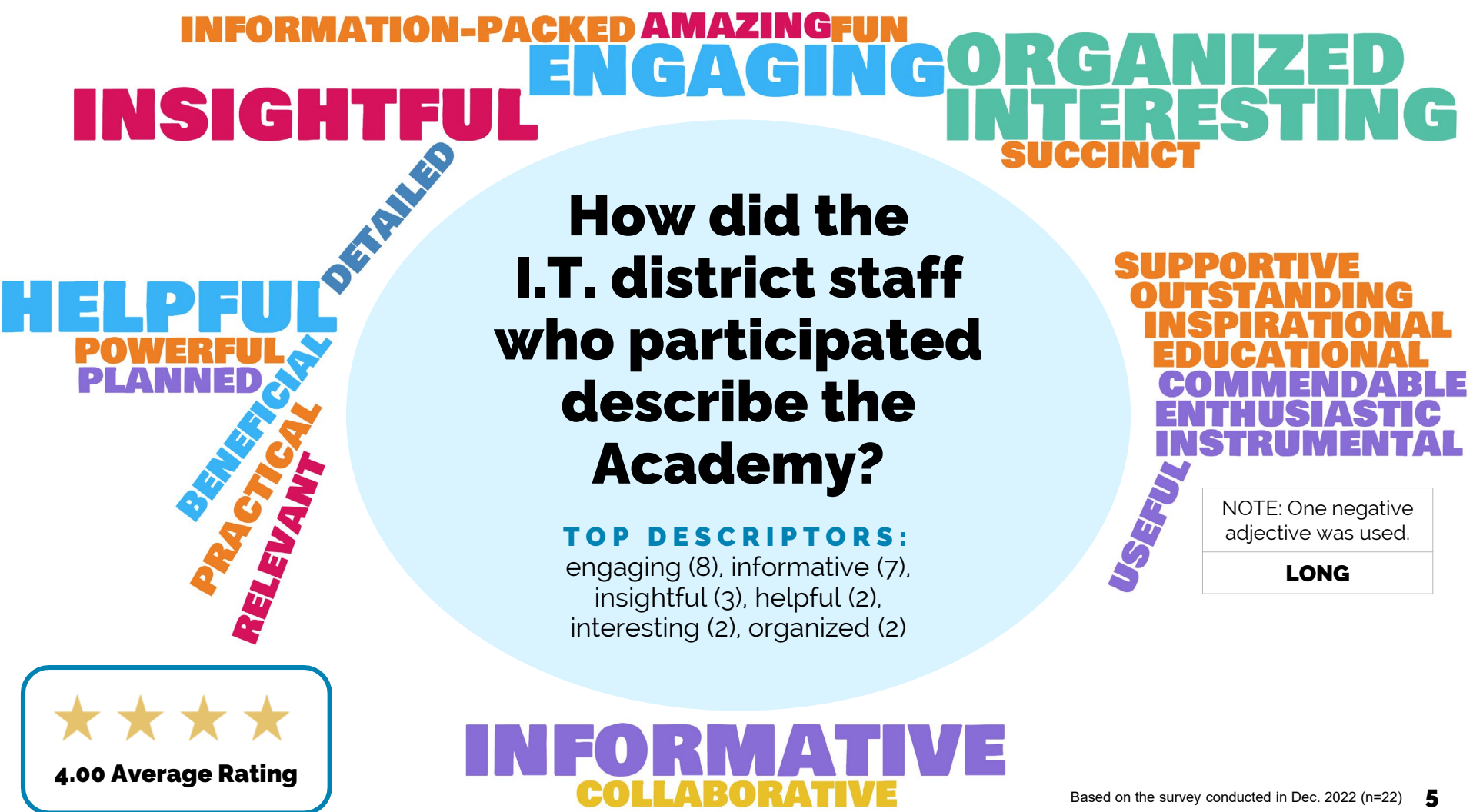
Outside of San Diego County

- 23. Carmel** - Victoria Martin
- 24. LACOE** - Laura Wilson
- 25. LACOE** - Sharon Harvey
- 26. Palo Alto** - Isidro Pimentel
- 27. Palo Alto** - Jackie Smith
- 28. SBCSS** - Michael Harte
- 29. SBCSS** - Ray Sanchez
- 30. SJCOE** - Wes Johnson
- 31. Willits Unified** - Jenn Maples

Instructors

- **SDCOE** - Peyri Herrera
- **SDCOE** - Reesa Fickett
- **SDCOE** - Andrew Baldwin
- **SDCOE** - Candace Wong





Why did you give the Academy a 4-star rating?

There was a wonderful balance of principles presented, experiential knowledge shared by the presenters, opportunity to practice, whole group discussion, small group discussion, and collateral materials provided.

Training was well organized and content was presented well. Energy of presenters was positive and infectious.

The Academy brought everyone together to make Project Management fun!

The K-12 Project Management Academy promised and delivered, on a project management workshop that should help one get started with project management.

Why did you give the Academy a 4-star rating?

This was a phenomenal academy. There was a great mix of teaching and workshopping. I made very strong connections with other [LEAs]. The material presented was clear and valuable. There were real-life examples of how it was used so we could learn best practices and pitfalls in an engaging way. From getting the box of supplies before the academy even started to walking us through the process of supporting the conference in June, the EPMO team truly thought of everything. An extraordinary training!

This program was so well done. I feel so confident that I can use these tools and manage a professional project. Having us break into groups was so helpful too.

I found it was taught well and it also shows that a lot of work and thought went into the development of the class. Very professional.

Why did you give the Academy a 4-star rating?

This academy really helped get my brain straight on how to improve projects in our organization. The tools were accessible and easy to use.

Exceeded my expectations.

The program contained well structured and communicated content that will increase the efficiency and effectiveness of our IT operations once we adopt and take ownership of them. The team presenting the work was passionate, professional and well versed in the content. Finally, the Academy freely shared valuable content, created by the community for the community. I wish to see, support and lead more initiatives like this in the coming years.



Module 1 = Plan Your Project

Module 2 = Execute Your Project

Module 3 = Close Your Project



Which modules were the *most* impactful?

One module
made the most impact...

Two modules
made the most impact...

All of them

One module made the most impact...			Two modules made the most impact...		All of them
Module 1	Module 2	Module 3	Module 1 & Module 2	Module 1 & Module 3	Module 1, Module 2 & Module 3
27%	5%	14%	23%	9%	23%



When do you plan to apply what you learned?

I have already started to apply what I've been learning

73%

In the next 1-3 months

14%

In the next 4-6 months

14%

6+ months from now

COMMENTS:

- I am finding creative applications for what I have learned
- I will apply on my next project



Do you have any suggestions on how we can improve the Academy?

Format

- "Maybe add another am / pm break.
- An in-person academy may be more productive.
- Although you did an outstanding job of making a 3-day virtual academy highly effective, I still prefer in person at least for part of it. I realize that limits who can participate which is problematic.

Content

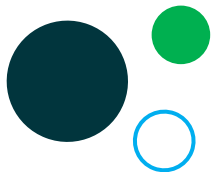
- I suggest you stress the importance in module 1 to pick a meaningful project to do a mock Project Charter on. our group 5 had too easy of a project and it didn't help when it came to the other modules.
- I felt that more directed homework assignments prior to each session would have helped me feel more prepared.
- The Change Management segment is delivered in the morning instead of after lunch.
- Consider updating the term 'stakeholder' to 'interested parties' or something similar.

Breakouts/Activities

- More time in breakouts to work through the process with a member of the SDCOE to guide through the process.
- I would say longer breakout sessions with the small groups. They seemed a bit rushed in some instances and would abruptly transition back into the main session.
- Task directions were clear, but a pop-in check from EPMO reps at breakouts would have helped answer lingering questions.
- During breaks, push people into chat rooms, so a little more socializing can happen.

Alumni

- Finding a way to be able to facilitate an in-person meetup could be really beneficial in the future for those that could attend.



Additional Comments



"The team is doing great work - onward and upward! [Our organization] looks forward to supporting your efforts."

"Great work, EPMO people!"

"Thanks to all of the EPMO team at SDCOE. You made this fun and engaging. Really enjoyed it!"

"The Project Management Toolkit & Project Management Activity workbook were great."

"I will continue to hoist the flag for your PM work. In my opinion, the application of these principles will do more to improve efficiencies, effectiveness and relationships in ed-tech than anything I've come across to date."

"Appreciate the coherence making you bring to project management!"