TAB 18: <u>Project Plan and Schedule with Dates for Deployment and Professional Development– *Mandatory*</u>

Table: Project Plan and Schedule

PROJECT YEAR #1 JANUARY-DECEMBER 2019		
Needs Assessment An initial assessment will be performed to determine current skills and levels of technology integration as to identify barriers and challenges. This information will be analyzed to adjust the professional development Plan to meet the needs and particularities of each school community.	**Objectives:** 1. Determine the basic technology and technology integration skills levels for the entire teaching staff 2. Validate the current levels of technology integration into the curriculum 3. Identify existing barriers and challenges to advancing curriculum and technology integration	**Performance measurements:** 1. Generate an analysis report from the results of the "Technology Integration Skills test" 2. Generate an analysis report from the "Technology Integration Level Interview" 3. Generate an analysis report from the "Existing Barriers and Challenges Questionnaire"

PHASE I: JANUARY-JUNE					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participants will be able to: use mobile devices acquire by his school on his daily lessons.	1. Workshop regarding use and manage of mobile devices	ONSITE	January-March 2019	Technology Consultant	Workshop Pre/Post Testing **Expected outcome** A minimum of 75% of the participants obtained 80% or more in the post test of the workshop
	2. Sessions of individual and group technical assistance	ONSITE	January- May 2019	Technology Consultant	Satisfaction Questionnaire **Expected outcome** A minimum of 75% of the participants obtained 80% or more in the post test of the workshop
	3. Instructional video instructions on use and manage of mobile devices and applications such as Windows, OneNote, Office365 and classroom management tools such as LanSchool and classroom management tools such as LanSchool	ONLINE	January-March 2019	Technology Consultant	Online video visualization report **Expected outcome** A minimum of 500 views will be register for this video

Table: Project Plan and Schedule

PHASE I: JANUARY-JUNE					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, teachers will be able to: connect to the PRDE network and understand the cause the most common type of errors.	1. Mentoring: Managing instructional resources of the PRDE	ONSITE	January – May 2019	Academic consultant	Pre/posttest **Expected outcome** Increase the results of the pre/post testing
	2. Mentoring: Common errors and solutions related to PRDE internet connection	ONSITE	January – May 2019	Academic consultant	
	3. Instructional video regarding common errors and solutions related to PRDE internet connection	ONLINE	January- May 2019	Technology assistant	Online video visualization report **Expected outcome** A minimum of 500 views will be register for this video
At the end of the Professional Development Program, teachers will be able to: integrate technology effectively into their curriculum.	1 Web-Based Seminar: Innovative approaches to teach and learn to teaching and learning	ONLINE	January-May 2019	Educational technology specialist	Online polls **Expected outcome** Evidence of an increase in the teacher's favorable attitude within the integration of technology in the curriculum

Table: Project Plan and Schedule

PHASE I: JANUARY-JUNE					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, the participant group of instructional technology teachers will be able to: update their knowledge on Instructional Technology and handle innovative approaches to teaching and learning	1. Web-Based Seminar: Innovative approaches to teach and learn to teaching and learning	ONLINE	June 2019	Educational technology specialist	Online polls **Expected outcome** Evidence of an increase in the teacher's favorable attitude within the integration of technology in the curriculum
	2. Instructional video instructions on use and manage of mobile devices and applications such as Windows, OneNote, Office365 and classroom management tools such as LanSchool and classroom management tools such as LanSchool	ONLINE	January-March 2019	Technology Consultant	Online video visualization report **Expected outcome** A minimum of 500 views will be register for this video
	3. Instructional video regarding common errors and solutions related to PRDE internet connection	ONLINE	January- May 2019	Technology assistant	Online video visualization report **Expected outcome** A minimum of 500 views will be register for this video

Closing of Phase I

Upon completion of Phase I the following documents and evidences will be compiled to analyze, evaluate and adjust to render results.

Accountability component

1. Report results of needs study
2. Workshop attendance sheets
3. Teacher's service sheets
4. Agendas
5. Tabulation of Pre/Posttest
6. Tabulation of online questionnaire and workshop attendees' questionnaire
7. Tabulation of check list
8. Tabulation of online test
9. Registry of online visual videos
10. Achievement report of Phase I

Table: Project Plan and Schedule

PHASE II: JULY-DECEMBER					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant teachers will be able to: integrate technology effectively into their curriculum.	1. Workshop: Basic concepts and best practices for technology integration: understanding SAMR Model.	OFFSITE	August-October 2019	Educational technology specialist	Pre/posttest of the workshop contents **Expected outcome** Increase the results of the pre/post testing
	2. Instructional module: Regulations and security to integrate technology in education	ONLINE	August-December 2019	Educational technology specialist	Short online test on module content **Expected outcome** The short test reflects a minimum of 80% proficiency.
	3. Mentoring: SAMR Model (Substitution and Augmentation)	ONSITE	August-December 2019	Academic consultant	Pre/posttest regarding replacement of traditional educational tools by specific technology tools Teacher's academic planning **Expected outcome** Increase the results of the pre/post testing Observe the teams' replacement of traditional educational tools by specific technology tools within the educational planning
	4. Coaching: SAMR Model (Substitution and Augmentation)	ONSITE	August-December 2019	Academic consultant	
	5. Demonstration Class: SAMR Model (Substitution and Augmentation)	ONSITE	August-December 2019	Academic consultant	
	6. Instructional video Access and management of PRDE platform	ONLINE	August-December 2019	Educational technology specialist	Online video visualization report **Expected outcome** A minimum of 500 views will be register for this video

Table: Project Plan and Schedule

PHASE II: JULY-DECEMBER					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, the participant group of instructional technology teachers will be able to: become highly proficient on how to use a variety of programs as to be able to train new teachers in the future.	1. Workshop: Modern programs and applications for teaching purposes	ONSITE	August-December 2019	Educational technology specialist	Pre/posttest workshop **Expected outcome** Average increase of the results of the pre/posttest based on workshop content
	2. Workshop: Basic concepts and best practices for technology integration: understanding SAMR Model.	OFFSITE	August-October 2019	Educational technology specialist	Pre/posttest of the workshop contents **Expected outcome** Increase the results of the pre/post testing
	3. Instructional module: Regulations and security to integrate technology in education	ONLINE	August-December 2019	Educational technology specialist	Short online test on module content **Expected outcome** The short test reflects a minimum of 80% proficiency.
	4. Instructional video Access and management of PRDE platform	ONLINE	August-December 2019	Educational technology specialist	Online video visualization report **Expected outcome** A minimum of 500 views will be register for this video

Table: Project Plan and Schedule

PHASE II: JULY-DECEMBER					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant OSIATD technicians will be able to: become proficient on the technologies being proposed.	1. Workshop: Modern programs and applications for teaching purposes	ONSITE	August-December 2019	Educational technology specialist	Pre/posttest workshop **Expected outcome** Average increase of the results of the pre/posttest based on workshop content

Closing of Phase II

Upon completion of Phase II the following documents and evidences will be compiled to analyze, evaluate and adjust to render results.

Accountability Component

1. Report results of needs study
2. Workshop attendance sheets
3. Teacher's service sheets
4. Agendas
5. Tabulation of Pre/Posttest
6. Tabulation of online questionnaire and workshop attendees' questionnaire
7. Tabulation of check list
8. Tabulation of online test
9. Registry of online visual videos
10. Achievement report of Phase II

Table: Project Plan and Schedule

PROJECT YEAR #2
JANUARY- DECEMBER 2020

PHASE III: JANUARY-JUNE					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant teachers will be able to: integrate technology effectively into their curriculum.	1. Mentoring: SAMR Model (Modification and Redefinition level)	ONSITE	January – May 2020	Academic consultant	Pre/posttest Teacher's academic planning **Expected outcome** Increase the results of the pre/post testing Observe the teams' redesign learning through technology integration within the educational planning
	2. Coaching: SAMR Model (Modification and Redefinition level)	ONSITE	January – May 2020	Academic consultant	
	3. Demonstration Class: SAMR Model (Modification and Redefinition level)	ONSITE	January – May 2020	Academic consultant	
	4. Web-Based Seminar: Facebook: the use of social media for virtual learning for communities	ONLINE	January-May 2020	Educational technology specialist	Online polls **Expected outcome** Evidence of an increase in the teacher's favorable attitude within the integration of technology in the curriculum

Table: Project Plan and Schedule

PHASE III: JANUARY-JUNE					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, the participant group of instructional technology teachers will be able to: become highly proficient on how to use a variety of programs as to be able to train new teachers in the future.	1. Web-Based Seminar: Facebook: the use of social media for virtual learning for communities	ONLINE	January- May 2020	Educational technology specialist	Online polls **Expected outcome** Evidence of an increase in the teacher's favorable attitude within the integration of technology in the curriculum

Closing of Phase III

Upon completion of Phase III the following documents and evidences will be compiled to analyze, evaluate and adjust to render results.

Accountability component

1. Report results of needs study
2. Workshop attendance sheets
3. Teacher's service sheets
4. Agendas
5. Tabulation of Pre/Posttest
6. Tabulation of online questionnaire and workshop attendees' questionnaire
7. Tabulation of check list
8. Tabulation of online test
9. Registry of online visual videos
10. Achievement report of Phase III

Table: Project Plan and Schedule

PHASE IV: JULY-DECEMBER					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant teachers will be able to: integrate technology effectively into their curriculum.	1. Instructional Module: Online tools for teaching and learning STEM	ONLINE	August-December 2021	Educational technology specialist	Short online test on module content **Expected outcome** The short test reflects a minimum of 80% proficiency.
	2. Mentoring: SAMR Model in special projects (PBL)	ONSITE	August-October 2020	Academic consultant	Pre/posttest regarding replacement of educational traditional tools for technology tools within the development of special projects: PBL Teacher's academic planning **Expected outcome** Increase the results of the pre/post testing Observe the teams' replacement of educational traditional tools for technology tools within the development of special projects: PBL within the educational planning
	3. Coaching: SAMR Model in special projects (PBL)	ONSITE	August-October 2020	Academic consultant	
	4. Demonstration Class: SAMR Model in special projects (PBL)	ONSITE	August-October 2020	Academic consultant	

Table: Project Plan and Schedule

PHASE IV: JULY-DECEMBER					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant teachers will be able to: handle the basic operation of commonly used tools such as word processors, browsers, mail clients, etc.	1. Instructional Video: Basic operation of commonly used tools.	ONLINE	August-December 2020	Educational technology specialist	Online video visualization report **Expected outcome** A minimum of 500 views will be register for this video
At the end of the Professional Development Program, the participant group of instructional technology teachers will be able to: become familiar with STEM educational resources ad assist teachers in incorporating them into curriculum.	1. Instructional Module: Online tools for teaching and learning STEM	ONLINE	August-December 2020	Educational technology specialist	Short online test on module content **Expected outcome** The short test reflects a minimum of 80% proficiency.
At the end of the Professional Development Program, the participant group of instructional technology teachers will be able to: identify the best sources of Educational Technology resources on the internet.	1. Webinar: Best sources of educational technology resources on the internet	ONSITE	August-December 2020	Educational technology specialist	Pre/post online test **Expected outcome** Average increase of the results of the pre/posttest based on workshop content

Table: Project Plan and Schedule

PHASE IV: JULY-DECEMBER					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant OSIATD technicians will be able to: become proficient on the technologies being proposed.	1. Workshop: Basics on technology integration	ONSITE	October 2020	Educational technology specialist	Pre/post workshop testing **Expected outcome** Increase in the results of the pre/post testing

Closing of Phase IV

Upon completion of Phase IV the following documents and evidences will be compiled to analyze, evaluate and adjust to render results.

Accountability component

1. Report results of needs study
2. Workshop attendance sheets
3. Teacher's service sheets
4. Agendas
5. Tabulation of Pre/Posttest
6. Tabulation of online questionnaire and workshop attendees' questionnaire
7. Tabulation of check list
8. Tabulation of online test
9. Registry of online visual videos
10. Achievement report of Phase IV

Table: Project Plan and Schedule

PROJECT YEAR #3
JANUARY – DECEMBER 2021

PHASE V: JANUARY - JUNE					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant teachers will be able to: integrate technology effectively into their curriculum.	1. Coaching: Redesign learning through technology integration for special projects: PBL (SAMR Model)	ONSITE	January – May 2021	Academic consultant	Pre/posttest Teacher's academic planning **Expected outcome** Increase the results of the pre/post testing Observe the teams' redesign learning through technology integration for special projects: PBL within the educational planning
	2. Web-Based Seminar: Blogs: promote reading comprehension	ONLINE	January – May 2021	Educational technology specialist	Online polls **Expected outcome** Evidence of an increase in teacher's understanding of webinar subject
At the end of the Professional Development Program, the participant group of instructional technology teachers will be able to: identify the best sources of Educational Technology resources on the internet.	1. Web-Based Seminar: Blogs: promote reading comprehension	ONLINE	January – May 2021	Educational technology specialist	Online polls **Expected outcome** Evidence of an increase in teacher's understanding of webinar subject

Table: Project Plan and Schedule

PHASE V: JANUARY - JUNE					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant OSIATD technicians will be able to: become proficient on the technologies being proposed.	1. Web-Based Seminar: Blogs: promote reading comprehension	ONLINE	January – May 2021	Educational technology specialist	Online polls **Expected outcome** Evidence of an increase in teacher's understanding of webinar subject

Closing of Phase V

Upon completion of Phase V, the following documents and evidences will be compiled to analyze, evaluate and adjust to render results.

Accountability component

1. Report results of needs study
2. Workshop attendance sheets
3. Teacher's service sheets
4. Agendas
5. Tabulation of Pre/Posttest
6. Tabulation of online questionnaire and workshop attendees' questionnaire
7. Tabulation of check list
8. Tabulation of online test
9. Registry of online visual videos
10. Achievement report of Phase V

Table: Project Plan and Schedule

PHASE VI: SUSTAINABILITY JULY-DECEMBER					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant teachers will be able to: get certified by UNESCO on ICT Competencies for Teachers.	1. Mentoring: ICT Competencies for Teachers.	ONSITE	August-December 2021	Academic consultant	Pre/posttest regarding understanding ICT in education and curriculum and assessment **Expected Outcome** Increase the results of the pre/post testing
	2. Coaching: ICT Competencies for Teachers.	ONSITE	August-December 2021	Academic consultant	
At the end of the Professional Development Program, the participant group of instructional technology teachers will be able to: obtain an Instructional technology industry certification.	1. Webinar: Instructional Technology certification requirements	ONLINE	August-December 2021	Educational technology specialist	Online polls **Expected Outcome** Evidence of an increase in teacher's understanding of webinar subject

Table: Project Plan and Schedule

PHASE VI: SUSTAINABILITY JULY-DECEMBER					
Objective	**Activity**	**Scenario**	**Date expected**	**Person responsible**	**Performance metrics**
At the end of the Professional Development Program, participant OSIATD technicians will be able to: provide field technical support services if needed	1. Workshop: Best practices on field technical support	ONSITE	August-December 2021	Technology Consultant	Pre/post workshop test **Expected Outcome** Increase of the average results of the pre/post testing

Closing of Phase VI

Upon completion of Phase VI the following documents and evidences will be compiled to analyze, evaluate and adjust to render results.

1. Report results of needs study
2. Workshop attendance sheets
3. Teacher's service sheets
4. Agendas
5. Tabulation of Pre/Posttest
6. Tabulation of online questionnaire and workshop attendee's questionnaire
7. Tabulation of check list
8. Tabulation of online test
9. Registry of online visual videos
10. Achievement report of Phase VI

FINAL EVALUATION RESULTS

A final evaluation will be performed to determine improvement in current skills and levels of technology integration as to identify barriers and challenges. This information will be analyzed to prove the effectiveness of the Professional Development Plan to meet the needs and particularities of each school community.

Objectives:

1. Determine the basic technology and technology integration skills levels for the participant teaching staff
2. Validate the current levels of technology integration into the curriculum
3. Identify existing barriers and challenges to advancing curriculum and technology integration.

Table: Project Plan and Schedule

SERVICE SUMMARY

The **e-TEC Project** services have been broken down for analysis purpose: Participants per Services and Regions and Services per Region.

SERVICES PER REGION*								
Regions	**San Juan**	**Bayamón**	**Mayagüez**	**Humacao**	**Caguas**	**Ponce**	**Arecibo**	**Total**
Workshops (4 hrs)	35	30	31	33	32	38	28	**228**
Workshops (2 hrs)	153	133	137	145	141	166	124	**998**
Mentoring	6,288	5,472	5,616	5,952	5,808	6,816	5,088	**41,040**
Coaching	5,240	4,560	4,680	4,960	4,840	5,680	4,240	**34,200**
Demonstration Classes	3,144	2,736	2,808	2,976	2,904	3,408	2,544	**20,520**
Instructional Modules	92	80	82	87	85	99	74	**599**
Web-Based Seminars	138	120	123	130	127	149	111	**898**
Webinar for Instructional Teachers	2							**2**
Web-Based Seminars OSIATD	2							**2**
Workshops for Instructional Teachers (2 hours)	1							**1**
Workshops for OSIATD (2 hours)	1							**1**
Workshops for OSIATD (3 hours)	2							**2**

*Numbers are approximate and were calculated based on the operational schools of each region.

Table: Project Plan and Schedule

PARTICIPANTS PER SERVICES AND REGIONS								
Regions	**San Juan**	**Bayamón**	**Mayagüez**	**Humacao**	**Caguas**	**Ponce**	**Arecibo**	**Total participants**
Schools	**131**	**114**	**117**	**124**	**121**	**142**	**106**	**855**
Workshops (4 hrs)	1,048	912	936	992	968	1,136	848	**6,840**
Workshops (2 hrs)	4,585	3,990	4,095	4,340	4,235	4,970	3,710	**29,925**
Mentoring	1,048	912	936	992	968	1,136	848	**6,840**
Coaching	1,048	912	936	992	968	1,136	848	**6,840**
Demonstration Classes	1,048	912	936	992	968	1,136	848	**6,840**
Instructional Modules	4,585	3,990	4,095	4,340	4,235	4,970	3,710	**29,925**
Web-Based Seminars	4,585	3,990	4,095	4,340	4,235	4,970	3,710	**29,925**
Webinar for Instructional Teachers	5	5	5	5	5	5	5	**35**
Web-Based Seminars OSIATD*	6	6	6	6	6	6	6	**40**
Workshops for Instructional Teachers (2 hours)	5	5	5	5	5	5	5	**35**
Workshops for OSIATD (2 hours) *	6	6	6	6	6	6	6	**40**
Workshops for OSIATD (3 hours) *	6	6	6	6	6	6	6	**40**

*OSIATD participants are distributed by region for the purpose of service presentation.
*Numbers are approximate and were calculated based on the operational schools of each region.

Table: Project Plan and Schedule

CORPORATE STRUCTURE

Our corporate structure consists of three divisions: Content and Services, Project Management, Communications and Operations.

CONTENT AND SERVICES	PROJECT MANAGEMENT	COMMUNICATION	OPERATIONS
Develops and creates educational content and materials for students and educators. This material is both, print and digital format. Also, it has a Compliance and Monitoring area as well as Project Design and Development.	Specialized in Project Management and Educational Services in accordance with the best quality standards. Plans, organizes, provides, serves, and supervises projects and services, in order to guarantee its satisfaction and success.	Execution of the communication and dissemination strategies necessary to transmit, in an effective and timely manner, the internal and external activities of the Organization. It dedicates special attention to the activities organized by the Department of Educational Projects.	Guarantees the fulfillment of the general objectives of the Corporation. It provides the necessary support to all departments from the Subdivisions: Administration and Finance, Human Resources, General Services, Production and Logistics, Systems.

Table: Project Plan and Schedule

KEY PERSONNEL

In addition to the corporative structure of our company, the **e-TEC Project** will have the following key personnel to ensure successful implementation and achievement of established objectives.

KEY PERSONNEL PER REGION								
Regions	**San Juan**	**Bayamón**	**Mayagüez**	**Humacao**	**Caguas**	**Ponce**	**Arecibo**	**Total personnel**
Schools	**131**	**114**	**117**	**124**	**121**	**142**	**106**	**855**
Regional Coordinator	1	1	1	1	1	1	1	**7**
Technology Consultant	7	6	6	6	6	7	5	**43**
Academic Consultant	8	7	7	7.5	7.5	8.5	6.5	**52**
Educational Technology Specialist	1	1	1	1	1	1	1	**7**
Data Entry	1	1	1	1	1	1	1	**7**
Administrative Assistant	1	1	1	1	1	1	1	**7**
Total per Region	**19**	**17**	**17**	**17.5**	**17.5**	**19.5**	**15.5**	**123**