

## **5. PROJECT PLAN AND DEPLOYMENT SCHEDULE**

**GOAL 1:** Update the traditional school computer lab environment to an innovative environment in each school classroom, where technology is integrated to the curriculum.

**SCOPE:** Design and develop a personalized plan for all (100%) of the participating schools during the 2018-2019 academic year, based on the *methods and resources that will help educators of the Department of Education to master the fundamental skills and required tools to succeed in integrating technology to students' learning processes.*

**RANGE:1.** Explain **Formación AulaTec:** modalities, strategies, transfer, and evaluation. **1<sup>st</sup> trimester 10 weeks.**

**RANGE:2.** Use and management of equipment, mobile devices, technology integration, and curriculum integration. **2<sup>nd</sup> trimester 10 weeks**

**RANGE:3.** Create a culture of technological instruction and create a teacher mentoring program. **3<sup>rd</sup> trimester 10 weeks.**

<b>Objectives</b>	<b>Activities</b>	<b>Compliance: task and date</b>	<b>Personnel Responsible</b>	<b>Evaluation Instrument</b>
<p>1. Establish an <b>assistance program for the use and management of technology and technology integration to help the Department of Education identify, catalog, and distribute best practices for mobile technology within the district.</b></p> <p>2. Establish a <b>technology literacy program for mobile devices, curriculum integration, and technology integration process adopted by the DE; and promote and ensure that all educators understand the district expectations.</b></p>	<p><b>1.1 Discuss</b> the Formación AulaTec project.</p> <p><b>1.2 Identify</b> specialists who communicate the interests of educators regarding the methods of technology use and integration.</p> <p><b>1.3 Evaluate</b> the technology efforts made and determine their level of effectiveness.</p> <p><b>1.4 Create</b> an intervention, practice, support, and activity catalog for technology use and integration once the assistance program starts.</p> <p><b>2.1 Assess</b> the information literacy needs of teaching community.</p> <p><b>2.2 Draft</b> protocols and expectations to meet the levels of curriculum integration.</p> <p><b>2.3 Survey</b> interests, talents, skills, attitudes, and inclinations to offer technology and technology integration services in the school.</p>	<p><b><u>1<sup>st</sup> trimester Nov. 29 - Jan. 4 2019:</u></b></p> <ul style="list-style-type: none"> <li>• Study the Comprehensive School Plan and the Work Plan.</li> <li>• Disseminate the goals and objectives of the <b>Formación AulaTec</b> project to the teaching community.</li> <li>• Research the intervention strategies mentioned in the <b>Formación AulaTec</b> project.</li> <li>• Create work committees to address the coordination of the curriculum, instruction, technology, equipment, and other areas.</li> <li>• Analyze academic achievement data: META-PR.</li> <li>• Administer and tabulate needs assessment: academic and technological skills.</li> <li>• Form a committee for communication and publication</li> <li>• Establish communication protocols with OSIATD.</li> </ul>	<ul style="list-style-type: none"> <li>• School Director</li> <li>• OSIATD Staff</li> <li>• Project Director</li> <li>• Project Coordinator</li> <li>• Teacher Coordinators</li> <li>• Family Committees</li> <li>• Community Members</li> <li>• Community leaders bringing needs related to technology use and management and technology integration</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation sheets</li> <li>• Group logs on their participation in technology projects</li> <li>• Progress reports</li> <li>• Attendance to the program in question</li> <li>• Implementation management techniques to evidence the effect of the intervention in professional development (use any sheet or document for this purpose)</li> <li>• Intervention evaluation and progress statistics</li> </ul>

Objectives	Activities	Compliance: task and date	Personnel Responsible	Evaluation Instrument
<p>3. Establish a <i>curriculum and technology integration program to determine the basic technology and technology integration skills of the entire teaching staff.</i></p> <p>4. Provide a <b>technology services program to identify and address existing barriers and challenges to advancing curriculum and technology integration by discipline, school, and grade level.</b></p>	<p><b>3.1 Expose</b> educators to activities that aid their teaching experiences.</p> <p><b>3.2 Create</b> a series of activities to promote sustained and systematic technology integration.</p> <p><b>4.1 Implement</b> integration phases for the three instructional strategies: technology, curriculum, and differentiated education.</p> <p><b>4.2 Document</b> existing technology and curriculum integration challenges by discipline and grade level to keep educators forewarned.</p>	<p><u><b>2<sup>nd</sup> trimester Jan. 7 - Mar. 15 2019</b></u></p> <ul style="list-style-type: none"> <li>• Start the professional development workshop program for teachers and students.</li> <li>• Register participation.</li> <li>• Implement classroom learning transfer sheets.</li> <li>• Create technology support networks and recruit participants.</li> <li>• Create synchronous communication spaces (using suggestion boxes, query emails, etc.).</li> <li>• Establish communication protocols with OSIATD.</li> </ul>	<ul style="list-style-type: none"> <li>• School Director</li> <li>• OSIATD Staff</li> <li>• Project Director</li> <li>• Project Coordinator</li> <li>• Teacher Coordinators</li> <li>• Family Committees</li> <li>• Community Members</li> <li>• Community leaders bringing needs related to technology use and management and technology integration</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation sheets</li> <li>• Group logs on their participation in technology projects</li> <li>• Progress reports</li> <li>• Attendance to the program in question</li> <li>• Implementation management techniques to evidence the effect of the intervention in professional development (use any sheet or document for this purpose)</li> <li>• Intervention evaluation and progress statistics</li> </ul>
Objectives	Activities	Compliance: task and date	Personnel Responsible	Evaluation Instrument
<p>5. Foster awareness among the teaching community regarding a <b>focus on a technological culture to validate the current levels of technology integration into the curriculum of each discipline and grade level.</b></p> <p>6. Provide a program <i>aimed at technology integration to establish and promote the use of mentor/mentee to monitor support models to advance technology best practices.</i></p>	<p><b>5.1 Analyze</b> the needs of the teaching community to favor technology integration activities.</p> <p><b>5.2 Create</b> encounters between educators to form learning communities based on their interests and promote a technology integration culture.</p> <p><b>6.1 Recruit</b> educators who may serve as mentors and expose them to activities related to these purposes.</p> <p><b>6.2 Provide orientation and raise awareness</b> among the community on evaluation interventions for models and strategies to remain empowered over their own knowledge.</p>	<p><u><b>3<sup>rd</sup> trimester Mar. 18 – Jun. 7 2019</b></u></p> <ul style="list-style-type: none"> <li>• Continue the professional development workshop program with sporadic online meetings.</li> <li>• Implement transfer sheets.</li> <li>• Measure participants' perceptions of professional development satisfaction and quality.</li> <li>• Obtain educator and student performance and proficiency metrics.</li> <li>• Create learning communities and recruit participants.</li> <li>• Establish communication protocols with OSIATD.</li> </ul>	<ul style="list-style-type: none"> <li>• School Director</li> <li>• OSIATD Staff</li> <li>• Project Director</li> <li>• Project Coordinator</li> <li>• Teacher Coordinators</li> <li>• Family Committees</li> <li>• Community Members</li> <li>• Community leaders bringing needs related to technology use and management and technology integration</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation sheets</li> <li>• Group logs on their participation in technology projects</li> <li>• Progress reports</li> <li>• Attendance to the program in question</li> <li>• Implementation management techniques to evidence the effect of the intervention in professional development (use any sheet or document for this purpose)</li> <li>• Intervention evaluation and progress statistics</li> </ul>

**GOAL 2:** Offer professional development and curriculum integration services to students, educators, and OSIATD staff.

**SCOPE:** Design and develop a personalized plan for all (100%) of the participating schools during the 2018-2019 academic year, based on the *methods and resources that will help educators of the Department of Education to master the process of integrating technology and curriculum integration strategies to succeed in the use and management of the acquired technological devices.*

**RANGE:** Explain **Formación AulaTec and its online component** and/or supplementary access technologies through mobile devices. Offer professional development using case study and meaningful learning strategies, and create with educators, students, and OSIATD staff projects based on technology use and management, and technology and instruction integration. **4<sup>th</sup> trimester 10 weeks.**

Objectives	Activities	Compliance: task and date	Personnel Responsible	Evaluation Instrument
<p>1. Implement a sustained professional development program on:</p> <ul style="list-style-type: none"> <li>• <i>devices for educators;</i></li> <li>• <i>Windows, OneNote, and Office 365 applications</i></li> <li>• <i>and classroom management apps.</i></li> </ul> <p>2. Design and practice the professional development <b>online and complement it with web activities to achieve asynchronous online interaction and employing learning communities.</b></p>	<p><b>1.1 Establish</b> in the teaching community levels (intermediate and advanced) of the training program to:</p> <ul style="list-style-type: none"> <li>• Use and manage laptops and tablets</li> <li>• Technology integration and curriculum integration</li> </ul> <p><b>1.2 Master</b> the service protocol (educators and OSIATD staff) with Windows, OneNote, and Office 365 apps.</p> <p><b>1.3 Publish</b> the study and in-depth analysis conducted by the teaching team regarding classroom management apps.</p> <p><b>2.1 Promote</b> a campaign to change from a traditional educational paradigm to an innovative paradigm mediated by technology.</p> <p><b>2.2 Create</b> participation profiles for educators and students and measure their logins to online professional development programs.</p>	<p><u><b>4<sup>th</sup> trimester Aug. 5 – Oct. 11 2019</b></u></p> <ul style="list-style-type: none"> <li>• Measure participants' academic performance.</li> <li>• Promote an online professional development program.</li> <li>• Create web-based activities of synchronic interest with suggestions for open source apps for educators to integrate these tools to the classroom.</li> <li>• Study using digital materials as part of their professional development.</li> <li>• Establish communication protocols with OSIATD.</li> </ul>	<ul style="list-style-type: none"> <li>• School Director</li> <li>• OSIATD Staff</li> <li>• Project Director</li> <li>• Project Coordinator</li> <li>• Teacher Coordinators</li> <li>• Family Committees</li> <li>• Community Members</li> <li>• Community leaders bringing needs related to technology use and management and technology integration</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation sheets</li> <li>• Group logs on their participation in technology projects</li> <li>• Progress reports</li> <li>• Attendance to the program in question</li> <li>• Implementation management techniques to evidence the effect of the intervention in professional development (use any sheet or document for this purpose)</li> <li>• Intervention evaluation and progress statistics</li> </ul>

Concurrently with the system of evaluation, the **Project Plan and Deployment Schedule** ensure continuous and systematic inspection of the **Formación AulaTec** project to ensure strict and thorough quality control of the *professional development process in the use and management of technological devices and technology integration, curriculum integration, and instruction*. *The purpose* of the **Project Plan** is to prevent non-compliance through the timely detection of situations to implement immediately programmatic and administrative modifications and adaptations that will ensure the fulfillment of all the goals and objectives, and the optimum performance of human and fiscal resources. *It has its own periodic collection and data analysis protocols to monitor the progress of the project and how it draws closer to achieving the annual outcomes*.

**Invoicing.** This organization has an effective and proven procedure to control the billing to the PRDE and payments to subcontracted providers. For each project or school, we will create a control order in our accounting system; this control order will also be assigned to each of the invoices related to the specific project as well as eligible cost invoices. These controls allow control standards to analyze each project individually and monitor the proper management of the assigned budget. To bill the services provided to the PRDE, we will take attendance during the services provided to each of the teachers or students to be impacted as part of the record of delivered materials, if any. We will keep a digital and print copy of each of the attendance lists as well as of the certificates, tests, evaluations, and other materials. Our Finance Department receives all documentation and verifies that the evidence matches the requirements of the PRDE. Once everything is documented, we will proceed to prepare an invoice. We keep digital files of all the documentation. Finally, we will send the PRDE a print original document and two digital copies (pen drive or CD) and keep a print copy and a digital copy of all the documentation for at least five years.

**Fiscal and financial status.** Our audited financial statement (TAB 19) evidences that we are a company with solid finances and in constant growth, which has *assets to operate independently and without the need for external financing*. According to our audited financial statement, our net worth exceeds five million dollars: (Current assets \$9,474,555 - Current liabilities \$2,039,301 = Net worth of \$7,435,254). Moreover, we have a line of credit that can be extended to cover the expenses of this project. We are leaders in children's literature in Puerto Rico and in the pre-university educational market, and we have approximately **60 highly qualified employees and over 200 external collaborators** committed with our *educational services project and professional development offer*.

**Summary.** We are a prestigious organization with a good track record and educational roots as well as considerable **intellectual, academic, and financial assets and a tested capacity** to offer these services. We comply with Puerto Rico's educational public policies, and our resources are available to PRDE with the certainty that we **can generate successful and cost-efficient results** that will benefit public schools in *offering the professional development services in the areas of technology use and management, technology integration, curriculum integration, and instruction*.