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.

Learning objectives:

<table>
<thead>
<tr>
<th>Plan Your Project</th>
<th>Execute Your Project</th>
<th>Close Your Project</th>
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<tbody>
<tr>
<td>• Learn the phases, key activities, and terminology of project management</td>
<td>• Monitor progress</td>
<td>• Conduct a Lessons Learned meeting</td>
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<tr>
<td>• Write a Project Charter</td>
<td>• Conduct status meetings (and standups, if necessary)</td>
<td>• Incorporate survey best practices</td>
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<td>• Take immediate next steps after your project charter is authorized</td>
<td>• Write a Status Report</td>
<td>• Create a final report / presentation</td>
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<td>• Plan and conduct a Kickoff Meeting</td>
<td>• Communicate to/with your stakeholders</td>
<td>• Plan and conduct a Celebration</td>
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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
<table>
<thead>
<tr>
<th>Academy Participants – Within San Diego County</th>
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<tbody>
<tr>
<td>1. <strong>Chula Vista</strong> - Eduardo Oropeza</td>
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<td>2. <strong>Chula Vista</strong> - Victor Mojica</td>
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<td>3. <strong>Escondido Elementary</strong> - Alex Chavez</td>
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<td>4. <strong>Escondido High</strong> - Corey Martin</td>
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<td>5. <strong>Grossmont</strong> - Gabriel Vitoro</td>
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<td>6. <strong>Grossmont</strong> - Jerry Guzman</td>
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<td>7. <strong>Helix Charter</strong> - Brian Kick</td>
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<td>8. <strong>King-Chavez</strong> - Joel Gallegos</td>
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<td>9. <strong>King-Chavez</strong> - Myriam Najera</td>
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<tr>
<td>10. <strong>King-Chavez</strong> - Zachariah Reaka</td>
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<tr>
<td>11. <strong>Lemon Grove</strong> - Richard DeJarnatt</td>
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<td>12. <strong>National</strong> - Justin Finch</td>
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<tr>
<td>13. <strong>Poway</strong> - Rocio Uriarte</td>
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<tr>
<td>14. <strong>San Diego Unified</strong> - Carmen Salgado</td>
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<td>15. <strong>San Marcos</strong> - Alfredo Hernandez</td>
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<tr>
<td>16. <strong>San Marcos</strong> - Micah Boggs</td>
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<tr>
<td>17. <strong>SDCOE</strong> - Michael Baum</td>
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<tr>
<td>18. <strong>Solana Beach</strong> - Jennifer Zamora</td>
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<tr>
<td>19. <strong>South Bay</strong> - Jen Oliveira</td>
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<tr>
<td>20. <strong>Sweetwater</strong> - Roland Medina</td>
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<tr>
<td>21. <strong>Valley Center-Pauma</strong> - Mauricio Ortega</td>
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<tr>
<td>22. <strong>Vista</strong> - Chris Bisson</td>
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</tbody>
</table>
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
How did the I.T. district staff who participated describe the Academy?

**Top Descriptors:**
- engaging (8), informative (7), insightful (3), helpful (2), interesting (2), organized (2)

4.00 Average Rating

NOTE: One negative adjective was used.

Based on the survey conducted in Dec. 2022 (n=22)
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.

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.

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

Based on the survey conducted in Dec. 2022 (n=22)
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!

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.

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.

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

Based on the survey conducted in Dec. 2022 (n=22)
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.
Which modules were the most impactful?

One module made the most impact...

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Module 2</th>
<th>Module 3</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>27%</td>
<td>5%</td>
<td>14%</td>
<td></td>
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Two modules made the most impact...

<table>
<thead>
<tr>
<th>Module 1 &amp; Module 2</th>
<th>Module 1 &amp; Module 3</th>
<th>Module 1, Module 2 &amp; Module 3</th>
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</thead>
<tbody>
<tr>
<td>23%</td>
<td>9%</td>
<td>23%</td>
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</table>

All of them

Based on the survey conducted in Dec. 2022 (n=22)
When do you plan to apply what you learned?

- **73%** I have already started to apply what I’ve been learning
- **14%** 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

Based on the survey conducted in Dec. 2022 (n=22)
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.

Based on the survey conducted in Dec. 2022 (n=22)
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!”

Based on the survey conducted in Dec. 2022 (n=22)