# Use these links to jump to your homework!

* Identify Your Role on the Project: **States and Staff Resources Supporting the Project**
* Review Success Factors: **Success Criteria and Outcomes**

# Project Title: Complete Generate

# ​[Communities360° - Home > Overview > Generate (ed.gov)](https://edfacts.communities.ed.gov/#program/generate)

# Project Description:

Complete development, pilot, and submission of all EDFacts file specifications from Generate by at least one state per file.​ Maintain all code, test cases, documentation for Generate in a public GitHub.

# Who worked on this Charter:

Aaron Brough (UT), Jeaniffer Cucbangbang (CNMI), Jill Aurend (NE), Sonali P (NV), Glenn Meyer (NV), Deborah Donovan (MS), Katy Challis (UT), Jeremy Zabriskie (UT), Barbara Y (MS), Annette Pladevega (CNMI), Emily Rang (CIID/CEDS)

# Who had this in their top three priorities:

NE, MS, NV, UT, KS, ME, DC, VA, IA, GU, CNMI

# Use Case(s)

Please describe 2-4 use cases. A use case is defined as a description of how a user interacts with a system or product. It outlines various scenarios, including success and failure cases, as well as, important variants or exceptions. Please indicate stakeholder groups who will use and/or directly benefit from the work.

## Use case #1

|  |
| --- |
| Title: All SEAs would have access to use Generate for all ED*Facts* file spec reporting. |
| Description: States that have implemented Generate for IDEA files would like to expand to other data domain areas to use Generate to move data into the CEDS DW and create perfect ED*Facts* Files for submission to EDPass.  Stakeholders: SEA ED*Facts* coordinators, SEA data stewards |

## Use case #2

|  |
| --- |
| Title: SEA developers and data stewards would learn about CEDS physical implementations to better leverage data from the CEDS DW. |
| Description: SEA participation in this project will create additional expert MS SQL developers, data stewards and other project staff from an SEA as they ‘learn by doing’ in this project.  Stakeholders: ED, SEA IT, SEA Subject Matter Experts for ED*Facts* data |

## Use case #3

|  |
| --- |
| Title: |
| Description:  Stakeholders: |

## Use case #4

|  |
| --- |
| Title: |
| Description:  Stakeholders: |

# Success Criteria and Outcomes

What will success look like? What outcomes and/or criteria will indicate success?

* All ED*Facts* files have been submitted by at least one SEA out of Generate.
* Generate is capable of submitting all ED*Facts* files.
* A data subject matter expert of ED*Facts* Coordinator can use the Generate interface to migrate data, validate state data and create each ED*Facts* file.
* Improved data quality of Generate submitted files to ED.
* New and more expertise in SEAs in using and managing the CEDS DW for reporting.

# Value and Impact

Reference the poster from day 1. Describe the value and impact of the project. What problem(s) does the project address?

* Easily create all ED*Facts* files from Generate in a nationally accepted CEDS DW.
* Prove that Generate is a model to be repeated for CRDC and other ED reporting using CEDS.
* Make Generate ready for possible EDPass connection for business rules and possibly reporting directly from Generate to EDPass.

# Project Approach

Describe an overall project approach. What does this project work look like? Include things like development methodologies and high level tasks and actions.

* Collect the data of resource inventory and what the status is for all current SEA’s in Generate.
* Collect possible resources available from SEA’s.
* Pull-together known documentation on the status of all file specifications
* Hire/assign one single Project Manager.
* Divide the EDFacts File specifications and activities needed for each across each SEA based on available resources.
* Coordinate meetings, information sharing and development work.

# High-Level Tasks

List major activities in order within a high-level timeline. Include an overall project duration. Consider the following phases: planning, design, development, testing, pilot implementation.

|  |  |
| --- | --- |
| **High-Level Tasks** | **Notes** |
| Define project charter for PO approval | March 2024 |
| Create Generate “how to file spec checklist” for all file types |  |
| Establish regular project communication |  |
| Record SEA contributions/resources for each file |  |
| Coordinate code sharing, test case sharing, collaborative development work via GitHub and Discord |  |
| Establish process for releasing versions of Generate in coordination with CIID |  |
| Support/Documentation creation |  |
| **Overall Project Duration:** |  |

# Key Assumptions, Dependencies, and Other Related Efforts

Draft key assumptions. Describe any related projects. How are those projects related to this project? Are there dependencies? Think about CEDS projects as well as individual state / territory efforts.

* SEA’s need to have data available to CEDS for any development work.
* Development of Generate should not negatively impact the current implementations in states.
* Assuming that this group will coordinate this project with SEAs outside of the CEDS grant recipients.
* Want a Generate on-boarding document for each file type.
* Assumption that the User Interface development will be part of this project where needed for individual EDFacts files.
* When this work completes Generate, the opportunity for additional connections between Generate and EDPass would be available.

# Key Risks and Mitigations

What are some potential risks and how might those risks be mitigated?

|  |  |
| --- | --- |
| **Risk** | **Mitigation Strategy** |
| Being unable to secure a PM resource with enough capacity to manage this work. | How could SST help support this effort? Thinking back to the Poverty Work Group example from the previous grant cycle, that was coordinated/managed by SST. |
| Not having available web developer resources |  |
| Coordinating SQL code across SEAs, CIID and the OSC while development is happening in different places at once | Consistent, frequent, accurate communication from PM to project, G3, CCSSO group and CEDS OSC. |

# Project Resourcing

What resources will be leveraged to support the project? Consider that resources could be people, processes, or technology.

* EDFacts Coordinator
* Database Administrators
* SQL Developers
* Web developers
* EDFacts data subject matter experts
* MS SQL testing environment
* Process/checklist for development, testing and documentation for each file spec

# States and Staff Resources Supporting the Project

What staffing will be needed to do this work? Which states may be able to provide support?

| **Roles Needed for Project (list all)** | **FTE for Role** | **Duration for Role** | **States/Territories Support?** |
| --- | --- | --- | --- |
| Project Manager to coordinate and communicate (hands on) with all SEAs |  |  | QUESTION: could dollars from many states be resourced into one full-time person somewhere. |
| Project Lead in each SEA who coordinated internally with SEA and then reports up to the Project Manager on routine basis |  |  |  |
| SQL Developer(s) |  |  |  |
| SME’s with expertise to help with testing |  |  |  |
| Network/Server management staff |  |  |  |
| Web developer(s) |  |  |  |
| EDFacts Coordinator(s) |  |  |  |

Are there other resources such as technology, tools, or processes that might be necessary to do this work?

|  |  |
| --- | --- |
| **Resource** | **Description/ Purpose** |
| Colorado, Marcia Bohannan | Has indicated she will contribute resources, is not part of the FY23 grantees |
| Maine, Kathy Warren | Has indicated they have possible PM resources to contribute to this effort. |
| ABCD |  |

# Notes:

EdFacts File Specs (Emily Rang, CIID/AEM)

* [28 Done](https://edfacts.communities.ed.gov/#program/generate)
* 31 Need to pilot (3 years old)
* 5 Pilot in progress
* 7 Code finished
* 12 full development needed