**Business Requirements Document**

**Project: eVal Implementation**

**BRD Title: End-of-Year eVal Data File**

**BRD: #6**

**Development required by:**

***Washington State’s eVal Team***

**BACKGROUND**

This Business Requirement Document (BRD) is part of a set of business requirement documents that are part of the Seattle School District’s 2015 implementation of Washington State’s online evaluation tool, eVal. eVal is an online tool developed by the State to support teacher professional growth in alignment with Washington State’s mandates for TPEP (Teacher Principal Evaluation Process). The project goal is to successfully integrate this tool into the District’s TPEP activities, adhering to the District’s obligations of its CBA and to the spirit of the TPEP process which is aimed at fostering professional growth through collaborative, face-to-face discussions between teacher and evaluator.

BRDs related to eVal functionality have been submitted to the State’s eVal development team. BRDs related to back-office activities which require District development have been submitted to DOTs (the District’s development team). Where noted, several of these documents require review and collaboration from both teams.

*For further information, please see Excel file “eVal Seattle - Enhancements and BRD Index” which contains listing of each enhancement that has been approved for development and the related BRD and assigned development team.*

| Version No. | Date | Name | Description of Change |
| --- | --- | --- | --- |
| 1 | 10/31/14 | Donna Schmidt | Baseline; submitted to for review to eVal, DOTs and HR teams |
| 2 | 11/19/14 | Donna Schmidt | Misc. word smithing per stakeholder review (no material changes); updated Review/Approval table to reflect current status |

# High Level Requirement Description

The requirement in this document describes the business need for receiving district-wide data from eVal primarily at the end of the school year when Teacher evaluations are completed. The requirement also states the need to retrieve the data at any ad hoc time with the assumption that the data extracts will always be the most current up-to-date data. (This requirement document is related to development required by the eVal team to make the report available; see BRD No 10 for development required by the District’s technology team in order to upload the data file into the District’s SAP system)

# Business Objective

The long-term objective of this requirement is to provide to the District key data elements stored in the eVal system which, once integrated with the District’s SAP and, eventually, PowerSchool systems, will enable the District to make intelligent, data-driven decisions around the success of their programs and the distribution of their employees across their schools. The immediate objective of this requirement to is to provide the HR team the basic data values they require to support their daily business.

# Business processes impacted by the change

In the current state, a seasonal hourly employee manually enters data from the paper evaluations into the HR system. In the future state, this data file will be uploaded into the District’s SAP system.

# Requirement Details

|  |  |  |
| --- | --- | --- |
| ID | Requirement | Purpose or expected outcome |
| Req 6.1 | Data file to be made available for download to District Administrator via the Reporting screen within eVal | See file specification below |
| Req 6.2 | Data to be at teacher level (not summary or aggregate) | The file should contain one single record for each teacher |
| Req 6.3 | Data to be available for download at any time | Though the District’s primary use will be as an end-of-year file that is then uploaded into SAP, HR may at times need to pull this data during the year for their own in-team use |
|  |  |  |

**File Specification (Req 9.1-1)**

***[To be further filled in per discussions across Mabel and Anne… Donna]***

| **#** | **How Name should appear in Header Row** | **Sample Data** | **Data Type** | **Comments** |
| --- | --- | --- | --- | --- |
| 1 | School Name | Ballard High School |  | (The name supplied to eVal from EDS) |
| 2 | Teacher’s Name |  |  | As supplied to eVal by EDS (separate fields for FName, M, LName or one field, etc.) |
| 3 | Teacher Cert # |  |  | As supplied to eVal by EDS |
| 4 | Teacher District Email |  |  | As supplied to eVal by EDS through the EDS field “UserName” |
| 5 | Teacher Contact Email |  |  | As supplied to eVal by EDS through the EDS field “Contact email” (The District is asking for this field as an additional identifier in case it cannot match the record on User Name or Cert #). [This is a “nice to have”, not critical] |
| 6 | Evaluator Name |  |  | As passed to eVal by EDS |
| 7 | Evaluator Cert # |  |  | As passed to eVal by EDS |
| 8 | Evaluator District Email |  |  | As passed to eVal by EDS |
| 9 | Current Eval Cycle | C, F |  |  |
| 10 | Eval area of Focus |  |  | If Eval Type = F |
| 11 | Next Year’s Eval Cycle | C, F |  |  |
| 12 | Next Year’s Eval area of Focus |  |  | If Next Year’s Eval Type = F |
| 13 | (left blank) |  |  | (This was originally the current eVal field “Submitted”; but realizing this field will need to be updated to reflect the new workflow defined in BRD 8, it has been removed from row and is included below with the other evaluation report lifecycle audit fields) |
| 14 | Criteria Summative Score | 24 | Integer | In the current canned eVal report, this value is shown as “PRO (24/32)”; however, the only value needed in this file is the numerator “24” |
| 15 | Student Growth Impact Rating | 15 | Integer | In the current canned eVal report, this value is shown as “HIGH (15/12)”; however, the only value needed in this file is the numerator “15” |
| 16 | Final Score | 1, 2, 3 or 4 | Integer | In the current canned eVal report, this value is shown as “PRO”; however, the corresponding numeric value is preferred, i.e. “3” instead of “PRO” |
| 17 | Final Rank | “Unsat”, “Basic”, “Pro”, Dis” |  |  |
| 18 | C1 | 1, 2, 3 or 4 | Integer | In the current canned eVal report |
| 19 | C2 | 1, 2, 3 or 4 | Integer | Same as Comments for “Final Score” above |
| 20 | C3 | 1, 2, 3 or 4 | Integer | Same as Comments for “Final Score” above |
| 19 | C4 | 1, 2, 3 or 4 | Integer | Same as Comments for “Final Score” above |
| 20 | C5 | 1, 2, 3 or 4 | Integer | Same as Comments for “Final Score” above |
| 21 | C6 | 1, 2, 3 or 4 | Integer | Same as Comments for “Final Score” above |
| 22 | C7 | 1, 2, 3 or 4 | Integer | Same as Comments for “Final Score” above |
| 23 | C8 | 1, 2, 3 or 4 | Integer | Same as Comments for “Final Score” above |
| 24 | # of Observations |  |  |  |
| 26 | # of Artifacts loaded by teacher |  |  |  |
| 27 | Audit fields generated by BRD 8 | Various | Various | These fields will be further defined during design of BRD 8 for a new workflow for creating the final evaluation report. For each of the lifecycle phases, the audit fields will capture the date the report was moved into that phase. Additionally, audit fields will capture the date that the evaluator used any exceptions (i.e., submit without teacher acknowledgement, score without student growth scores or drop to paper process) and a comment field for each |
| 28 | Date Teacher Acknowledged | Date/time |  | The date the teacher electronically acknowledged receipt of report (see BRD 8). This is included in the list of audit fields above, but is also re-stated here as the data in this field needs to match the date that appears on the final PDF file as the date that the teacher acknowledged the report. |
| 29 | Date Submitted | Date/time |  | The date the evaluator electronically submitted the report (i.e., flagged it ready for pick-up by the District, see BRD 8). This is included in the list of audit fields above, but is also re-stated here as the data in this field needs to match the date that appears on the final PDF file as the date that the evaluator submitted the report. |

# Out-of-Scope

This requirement relates only to the development that must be done by the State’s eVal team. See BRD No 10 for activities related to uploading the data file into the District’s SAP system which must be accomplished by the District’s technology team.

# Review and Approval

| Team | Person | Organizational and Project Roles | Role | Date review/approval received |
| --- | --- | --- | --- | --- |
| Project | Clover Codd | Exec Director Strategic Plan & Partnerships; **Project Sponsor** | Approve project deliverable | 11/5/14 |
| HR | Brent Jones | Asst Superintendent for Human Resources; Project Steering Committee representative for HR; Internal customer for many of the technology updates requested in these documents | Approve project deliverable | 11/19/14 |
| HR | Elaine Williams | Subject matter expert representing Labor Employee Relations Team | Review | 11/14/14 |
| HR | Denise Williams-Saunders | Subject matter expert representing Labor Employee Relations Team | Review | 11/14/14 |
| HR | Sue Means | Subject matter expert representing Labor Employee Relations Team | Review | 11/14/14 |
| DOTs | Nancy Petersen | Director, Enterprise Applications | Informational | 11/6/14 |
| DOTs | James Bradley | Manager, Business Applications | Informational | 11/6/14 |
| DOTs | Mabel Mah | Sr Business Analyst (SAP/HR); project systems analyst representing DOTs for design and development | Review and accept as milestone deliverable | 11/14/14 |
| eVal Dev Team | Anne Chinn | Lead eVal Developer | Review and accept as milestone deliverable | 11/7/14 |
| eVal Dev Team | Dana Anderson | eVal Supervisor/ Project Manager | Review and accept as milestone deliverable | 11/7/14 |