**Business Requirements Document**

**Project: eVal Enhancements**

**BRD Title: eVal Data Purging**

**BRD: #9**

**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

This requirement document requests that the District have a switch by which, at their discretion, they can purge all data that exists in eVal for the previous year.

# Business Objective

The objective is for any data related to the District’s teachers that is stored in the eVal system to be compliant with District policy and CBA language for retention and destruction.

# Business processes impacted by the change

In the current state, observation data is stored by the Schools; consequently, it is the responsibility of each evaluator to ensure that this data is destroyed per CBA rules and District policy. In the future state, this information will be stored within eVal; therefore, an enterprise approach is required.

# Requirement Details

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| ID | Requirement | Purpose or expected outcome |
| 9.1 | The ability for the District to purge all District eVal data for the previous year | At a defined date before a new school year begins, a person with appropriate authority at the District will purge all District data from the eVal tool. (This will not include audit data on when this switch was used; that data will need to persist in the tool).  If feasible, it may be best for the switch to have two parts, one for purging the data and another for purging the PDF files. |
| 9.2 | Sufficient safeguards must be in place to prevent the data from being purged accidentally. | The District and eVal team can discuss this further in design. The risk that the data is purged at the wrong time must be minimized or made impossible. As this function will only be invoked one time per year, the District may request the ability to partner with the eVal team for each event (i.e., perhaps the switch is disabled until the point in time that the eVal team receives an approval form from the District requesting the switch be made available to a certain person within a certain time frame). |
| 9.3 | Audit reports should be available (including past years’ history) showing the date each year that data was purged and the District person who logged into eVal and invoked the functionality. |  |
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# Out-of-Scope

# 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 |