



Tool B: Worksheet: Project Planning and Self-Assessment

Project Planning and Self-Assessment Worksheet

Use this worksheet to review:

- Your project mission.
- What goals you want education data to support.
- What questions you need answered.
- What data you need to answer those questions.
- What capacity you need to do the work.

TASK	DESCRIPTION	SELF-ASSESSMENT
• GETTING STARTED		
CREATE A MISSION STATEMENT.	Capture overall project description in a brief summary statement.	What is the mission of our initiative?
IDENTIFY GOALS AND QUESTIONS.	Identify goals arts education data would support and common questions stakeholders want answered.	What goals would education data support? What questions do we need to answer to pursue these goals? (See Tool F for guidance on common questions.)
INVESTIGATE YOUR STATE'S DATA SYSTEMS.	Determine whether there are data available to answer your questions.	What data are available in state education data systems? (See the 50-State Comparison of Arts Education Data Collection and Reporting .) Are statewide data available from other sources?

• **GETTING STARTED (CONT'D)**

		WHAT IS OUR CAPACITY?	WHAT (IF ANY) CAPACITY SHOULD WE ADD? WHAT PARTNERS CAN PROVIDE THAT CAPACITY?
<p>ENSURE THAT YOUR PROJECT WILL HAVE CAPACITY TO DO THE WORK.</p>	<p>PROJECT MANAGEMENT</p>		
	<p>TECHNICAL WRITING</p>		
	<p>DATA LITERACY</p>		
	<p>DATA VISUALIZATION/ DESIGN</p>		
	<p>WEB DEVELOPMENT</p>		
	<p>OTHER</p>		



• GETTING STARTED (CONT'D)

<p>CREATE YOUR PROJECT TEAM.</p>	<p>IDENTIFY YOUR TEAM AND OTHER PARTNER ORGANIZATIONS.</p> <p>BE SURE TO SPECIFY THE ROLE OF THE SEA, IF ANY.</p>	<p>WHO WILL WORK WITH US? WHAT ROLES WILL THEY PLAY?</p>
---	---	---

TASK	DESCRIPTION	SELF-ASSESSMENT
-------------	--------------------	------------------------

• PLANNING AHEAD

<p>TAKE SOME TIME TO FAMILIARIZE YOURSELF WITH MAJOR PROJECT MILESTONES. NOTE ANY CHALLENGES YOU MIGHT ENCOUNTER IN ADDRESSING THOSE MILESTONES.</p>	<p>Preparing and submitting clear data requests.</p>	<p>SEE PART 2.</p>
	<p>Understanding what stories you want to tell with the information you discover.</p>	<p>SEE PART 4.</p>
	<p>Processing, validating, and analyzing data files for reliability and consistency.</p>	<p>SEE PART 3.</p>
	<p>Designing data visualizations.</p>	<p>SEE PART 4.</p>
	<p>Promoting the results and inspiring action.</p>	<p>SEE PART 5.</p>