

Fayetteville Communications and Technology Department

PROJECT INITIATION REQUEST FORM

Date: April 12, 2011 - Ver. 2

Project Name:

Digital Publications in FPS Media Centers

Project Summary:

District Library Media Specialists would like access to iPADS in order to gain in-depth knowledge of the eBook environment and to empower the district to make well-informed decisions regarding the purchase of appropriate hardware devices to read the digital publications and appropriate ratio of print to electronic versions of collections.

1. To establish a project with district library media specialists to evaluate the iPad as an e-reader for library collections, to develop strategies for providing e-book content.
2. To work with the Fayetteville Public Library to jointly develop a process for collections that reflects an increase in electronic collections for those materials heavily used during peak times (summer reading programs, AP assignments, other...), to correlate our respective electronic collections to maximize titles available to our students and evaluate the usefulness of this service during the 2011-2012 school year.
3. To develop strategies for providing eBook content to students without internet or 3G capabilities at home and look for ways to manage traditional print book budget to include appropriate eBooks, much as we have shifted the purchase of print reference and periodicals to electronic sources over the past few years.

This project is needed to gauge and meet student demands for borrowing electronic texts. We intend to facilitate student literacy by providing books where and when students want them, in the format they desire.

The project will be developed and launched through the Library Council (Sarah Roberson, Chair). All library media specialists in the schools will participate, as well as Library Resource Center Director (Jessie Koeppe), Chief Information Officer (Susan Norton), and Director of 21st Century Learning (Jenny Gammill). Fayetteville Public Library staff will be coordinated through Director of Library Resources (Laura Speer).

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The project is intended to become a collaborative project that will transition from this specific focus with the FPL and collections to other projects with literacy coaches and building level media labs under the guidelines of the new curriculum management planning process and the Curriculum Coordinating Council and English Language Arts Task Force. The Library Council will develop the evaluation instrument in concert with the Fayetteville Public Library and will use the evaluation in planning the performance-based financing package/strategy for the Fiscal 2012-2013 school year. This project directly relates to Goals 1 and 2 of the 2011 Mission and Goals (below):

Goal 1: Continuously Improve Academic Performance of Each Student

Through a rigorous and relevant articulated curriculum, using effective instructional strategies and a comprehensive assessment system that measures success in the years before and after graduation.

Goal 2: Support the Personal Growth of Each Student

By providing integrated opportunities for students to develop effective personal and technology skills.

Project Manager: Library Council Chair (Currently Sarah Roberson)

Project Sponsor: Susan Norton (Chief Information Officer)

Budget Source: Susan Norton *(Apple devices ordered 4/5/11)

Authorization:

I [Susan Norton](#), as Project Sponsor, hereby authorize [Sarah Roberson](#), Project Manager, to develop a detailed Project Plan for implementation of this Project.

Project Sponsor

Project Manager



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PROJECT PLAN

Date: April 12, 2011 - Ver. 2

Project Name: Digital Publications in FPS Media Centers

Project Statement: To evaluate available digital publications with the Apple iPad as the digital reading device and to establish procedures for checking out through district Media Centers

Objectives:

- Jessie Koeppe will create app list based on configuration of FPL machines.
- Purchases of apps for this project will come through Office of CIO
- Once the FPL project is complete, subsequent purchases of apps used in other projects or at building level will need to be confirmed by other budget sources
- First joint project planning session will be May 2 at FPL
- Library Council will communicate project objectives to LM specialists May 3
- All library/media specialists will receive training at FPL on May 19

Functional Requirements: Specific network configurations and security settings will be made based on initial pilot (Literacy Specialists); steps for acquiring apps will be confirmed. It is not anticipated that any buildings should need additional wireless access points since this will only add one per building (two at the high school).

Stakeholders: This project will affect the future of budgeting and acquisition for e-text and will involve Superintendent Thomas and all building principals once the district level package is prepared. LM specialists will use the project to prepare the district-level package for e-text collections. The project will also have an impact on the emerging “Instructional Materials Selection” process committee’s work.

Resources: Client Services will receive and inventory the systems; Andy Mayes and Kim Park will help develop the apps acquisition process and the network security configuration standards; Jenny Gammill will participate in the project to provide perspective from 21st Century Classroom and CIAA curricular goals; LM Specialists will participate throughout the school year to work on the project and dedicate a portion of their professional development days/sessions to follow-up; Library Council will be responsible for final report and evaluation of program.

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PROJECT PLAN

Reporting: Project team will report monthly through Library Council to the CIO.

Assumptions: This project will reveal the need for better support for the iPad as an integrated device and it is assumed this project will add to the district's knowledge-base toward defining a support system that integrates building level Library Media Specialists, Literacy Specialists, Technology Integration Specialists, and Client Services/Help Desk roles.

Constraints: This project is being launched during same timeline as at least 8 other iPad Projects and all will be competing for district level support resources.

Risks and Mitigation Strategies: Encouraging the use of the project management process and communicating expectations and resource delays with respect to timelines to all stakeholders involved should prove to alleviate frustrations with respect to deployment.

Open Issues: Wireless network speed and connectivity – App purchasing process

Supporting Documents: Project Initiation Request Form – monthly updates from CIO via Library Council – Library Council evaluative work throughout the year

Approval:

Project Sponsor

Project Manager

