Ho'okumu STEM Year One Work plan

Activity #1: PROJECT CAPACITY BUILDING & MODULE RESEARCH			
Tasks & Activities	**Personnel Responsible**	**Deliverables**	**Completed By**
1. Recruit & hire Project personnel.	WCRC Kauhale	Project staff hired	By July 31, 2014
Convene bi-monthly meetings throughout the term of the Project.	Lead Project Director	Meetings convened.	Bi-monthly starting in July
Provide bi-monthly reports on the status of the Project. Final report due at Projects end.	Lead/ Assistant	Reports completed.	Bi-monthly starting in July
Launch on-line website for real-time Project assessment & evaluation.	Lead Project Director	Project monitoring strategy established.	By July 31, 2014
2. Implement and environmental scan of existing resources to inform Project.	Lead/ Assistant	Research conducted.	By August 30, 2014
Review draft *Project Work Plan and Schedul*e. Review internally and refine.	Leadership Team	Draft Work Plan & Schedule completed.	By August 30, 2014
Research & Identify best practice from existing K-12 programs.	Lead/Assistant	Research conducted.	By August 30, 2014
Select and articulate the three digital communication skills curriculum modules.	Lead/Assistant	Three digital communication skills modules identified.	By August 30, 2014
3. Complete the draft *Curriculum Training Modules and Teaching Tools Content Plan*.	Leadership Team, Curriculum Resource	Draft Module and Teaching Tools Plan completed.	By August 30, 2014
4. Convene Partners & Collaborators for a Project Launch.	Leadership Team	Project Launch, Kick-Off completed.	By September 30, 2014
Present the final *Project Work Plan and Schedule*.	Lead/ Leadership Team	Presentation to Collaborators completed.	By August 30, 2014
Present the draft *Curriculum Training modules and Teaching Tools Content Plan*.	Lead/ Leadership Team	Presentation to Collaborators completed.	By August 30, 2014
Activity #2: MODULE DEVELOPMENT & INCUBATION			
Tasks & Activities	**Personnel Responsible**	**Deliverables**	**Completed By**
1. Develop the *Curriculum Training Modules and Teaching Tools*.	Lead/Leadership Team	Curriculum is developed.	By September 30, 2014

Tasks & Activities	Personnel Responsible	Deliverables	Completed By
Consult with STEM Pre-Academy partners to identify core content and technology focus areas.	Lead/Leadership Team	Consultation with stakeholders completed.	By October 31, 2014
Consult with industry partners to ensure that techniques and processes are relevant.	Lead/Industry Partners	Consultation with industry completed.	By October 31, 2014
Consult with educational partners to ensure that the modules align to National Common Core Standards & GLO outcomes.	Lead/Educational Partners	Module aligned to NCCS & GLO	By October 31, 2014
2. Develop and refine at least five *Digital Communications Skills Teaching Tools* to be used with modules or as stand-alone tools.	Lead/ Assistant	Five Digital Communication Tools developed.	By October 31, 2014
3. Develop module rubrics during development ensuring that we are evaluating for quality and effectiveness of the modules.	Lead/Assistant	Module Rubrics completed.	By October 31, 2014
4. Pilot the modules and *Communications Skills Teaching Tools* within the K-12 environment via Searider Productions and network partners.	Lead/ Assistant	Teaching Tools articulated and piloted.	By November 30, 2014
Check for module alignment to class schedules and available blocks of instructional time.	Lead/Assistant, Curriculum Resource	Consultation with teachers completed.	By November 30, 2014
Check for content integration with existing curriculum materials in areas of STEM, language arts, social studies and other disciplines.	Lead/Assistant, Curriculum Resource	Consultation with educational resources completed.	By November 30, 2014
Check for participant knowledge and skills development to include observation, research, organizing, writing, presentation etc.	Lead/Assistant, Curriculum Resource	Consultation with students/workshop participants completed.	By November 30, 2014
Check for user diversity, user accessibility, and continued user engagement during the piloting period.	Lead/Assistant, Curriculum Resource	Consultation with workshop participants completed.	By November 30, 2014
Activity #3: MODULE REFINEMENT & STAKEHOLDER ENGAGEMENT			
Tasks & Activities	**Personnel Responsible**	**Deliverables**	**Completed By**

Tasks & Activities	Personnel Responsible	Deliverables	Completed By
1. Convene a one-day retreat to present on learning gained from incubation.	Leadership Team	Retreat #1 completed.	By December 31, 2014
2. Refine the Modules, Teaching Tools, the Evaluation Tools for scaled piloting.	Lead/Assistant, Curriculum Resource	Scaling implemented.	By January 31, 2014
3. Enroll STEM Pre-Academy Teachers to the first training that will be held in Spring semester.	Assistant	Engagement of diverse audiences completed.	By January 31, 2014
4. Solidify pilot opportunities with Network partners like Hawai'i Creative Media, PBS Hawai'i and 'Ōlelo Television.	Lead/Leadership Team	Partnership engagement & expansion completed.	By January 31, 2014
Activity #4: SCALED MODULE TRAINING & EVALUATION			
Tasks & Activities	**Personnel Responsible**	**Deliverables**	**Completed By**
1. Implement required Training Workshop for STEM Pre-Academy teacher audiences.	Lead/Lead Assistant	Training for STEM Pre-Academy completed.	By March 31, 2015
Provide technical training/support to engage the STEM Intercommunity Portal (SIP) as a part of the module and teacher tool training.	Lead/Lead Assistant	Specific training to engage SIP completed.	By March 31, 2015
Collect evaluative data on the module and teacher tools for further refinement of the material, content, and outcomes/impacts.	Lead/Leadership Team	Data capture and analysis completed.	By March 31, 2015
2. Implement additional Training Workshop for other identified audiences, i.e. other educational disciplines, post-secondary, and industry.	Lead/Leadership Team	TBD- additional workshop conducted.	By April 30, 2015
3. Initiate data gathering to identify and articulate the relevance and value of these modules and tools to diverse/variety of audiences.	Leadership Team, Partners & Collaborators	Outcomes and impacts analyzed and presented.	By June 30, 2015
4. Develop Project summative, curriculum modules and tools for presentation to a final hō'ike, one day retreat for Project collaborators.	Lead/Lead Assistant	Retreat #2 (hō'ike) completed.	By June 30, 2015