[Organization Name]

[CEDS Coordinator Name]

[CEDS Mapping Project Name]

# Project Scope

## Scope Statement

(Brief statement about the business need(s) the mapping project will address.)

## Benefits:

(Describe how the mapping project will benefit the organization.)

*Potential benefits to the organization could include: increases the efficiency of data governance, such as in establishing and maintaining an inventory of data resources; provides the ability to connect policy questions or reporting requirements with data elements; assists with data integration efforts by identifying master data sources and data elements; promotes transparency of data collection and use; and/or fosters collaboration between program areas.*

## Deliverables

(List the expected results of the mapping project.)

## Implementation Approach Summary

(Outline the steps that will be taken toward implementation.)

## Implementation Approach Details

(Outline the specific activities involved in each step of the approach summary.)

1. **Implementation Approach:**
   1. Management/Execution (CEDS Coordinator)
      1. Plan
      2. Resources
      3. Execution
   2. SME Responsibilities
      1. Data Systems/Elements
      2. Meetings
      3. Documentation
      4. Sharing and Map Management
   3. SME Program Managers
      1. Meetings
      2. Review
   4. Program Staff Responsibilities
      1. Meetings
      2. Align Elements
      3. Issues Log
   5. Reviewers
      1. Meetings
      2. Review/Validate Map Alignment
2. **Documentation**
   1. Project Plan
   2. Mapping Documentation (Tracking Worksheet, FAQs, Issues Log, etc.)
   3. Training Materials
3. **Training**
   1. Internal
   2. External
4. **Communications**
   1. Kickoff Meeting
   2. Project Plan
   3. Closeout/Lessons Learned
5. **Impact**
   1. Programs, people, organizations, LEAs, Schools…
      1. Explain impact
   2. Data Collections
      1. Explain impact
6. **Systems/Projects Impacted**
   1. Systems
   2. Projects

## Assumptions

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## Risks / Mitigation Plan

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| --- | --- | --- |
| **Risk** | **Rick Category (H, M, L)** | **Mitigation Plan** |
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## Level of Effort (LOE) Estimation

It generally takes an average of 40 hours to map 200 elements, but it is important to consider the knowledge, understanding, and comfort levels of those assigned to the mapping process when estimating level of effort. Plan accordingly and update the LOE as needed.

|  |  |  |
| --- | --- | --- |
| **Resources Assignments** | **Number of Elements to Map** | **Level of Effort (in hours)** |
| [System Name] |  |  |
| [System Name] |  |  |
| [System Name] |  |  |
| [System Name] |  |  |
| [System Name] |  |  |
| [System Name] |  |  |
| Total |  |  |