



Steering Committee Charter for the OPI Educational Data Integration Project

Draft Version 1.1

The OPI Educational Data Integration project steering committee plays a crucial role in an advisory capacity by providing oversight, guidance, and strategic direction for the project's successful execution. Comprising key stakeholders, experts, and decision-makers, this committee is responsible for reviewing project objectives, plans, and progress, offering valuable insights, and making informed recommendations to ensure alignment with organizational goals. Their advisory role extends to risk assessment, resource allocation, and resolving issues that may arise during the project lifecycle. By actively monitoring and advising on project activities, the steering committee helps mitigate risks, maintain quality, and ensure that the project stays on track, ultimately contributing to its successful completion and alignment with the broader organizational vision.

The project steering committee will convene for one hour each month to review project progress and provide advisory guidance.

Below outlines the anticipated responsibilities of the steering committee overseeing the Educational Data Integration Project at OPI:

Requirements for Steering Committee Members:

- 1. Subject Matter Experts (SMEs):** Committee members should have expertise in education data systems, data management, and data analysis. They should possess a deep understanding of OPI's data needs and challenges.
- 2. High-Level Stakeholders:** The committee should include senior-level representatives from various OPI departments or divisions that will be impacted by the data modernization project. This may include representatives from curriculum development, assessment, special education, and IT.



3. Executive Sponsor: A high-ranking executive from OPI, such as the Superintendent of Public Instruction or a Deputy Superintendent, should serve as the executive sponsor. This role should have the authority to make strategic decisions and allocate resources for the project.

4. IT Leadership: The Chief Information Officer (CIO) or IT Director should be a committee member to provide technical expertise and ensure alignment with OPI's overall IT strategy.

5. Data Privacy and Security Expert: Given the sensitive nature of education data, a member with expertise in data privacy and security should be part of the committee to ensure that data protection measures are integrated into the project.

Roles and Responsibilities of Steering Committee Members:

1. Strategic Decision-Making: The steering committee is responsible for making high-level strategic decisions regarding the data modernization project. This includes providing input for project goals, reviewing project plans, and ensuring alignment with OPI's mission and objectives.

2. Resource Allocation: Committee members should be involved in reviewing allocation of resources, including budget, personnel, and technology, to support the project's successful execution.

3. Risk Management: The committee is responsible for reviewing and providing input for mitigating risks associated with the project. Members should proactively address challenges and ensure that the project remains on track.

4. Project Oversight: Committee members should review project progress reports, milestones, and deliverables regularly. They should provide guidance and make adjustments as needed to ensure project success.



5. **Advocacy and Communication:** Committee members should act as advocates for the project within their respective departments and communicate project updates to their teams. They should also facilitate communication between the project team and senior leadership.

6. **Issue Resolution:** In cases of project issues or disputes, the steering committee should play a role in resolving conflicts and making decisions that are in the best interest of OPI.

7. **Alignment with OPI Goals:** Ensure that the project aligns with OPI's strategic goals and priorities for education improvement and student success.

8. **Feedback and Evaluation:** Provide feedback on project deliverables, ensure that they meet OPI's needs, and participate in the evaluation of the project's overall success.

9. **Data Governance:** Establish, review and oversee data governance policies and practices to ensure data quality, consistency, and compliance with regulations.

10. **Review and Feedback of Deliverables:** Review and provide feedback of key project deliverables, such as data modernization plans, data migration strategies, and data analysis methodologies.

The steering committee for the data modernization project at OPI should meet regularly (e.g., monthly or quarterly) to fulfill their responsibilities and ensure that the project remains aligned with OPI's strategic objectives while delivering value to the organization and its stakeholders.