



ADOA-ASET

Project Investment Justification

Version 03.31.15

A Statewide Standard Document for Information Technology Projects

Project Title:

GED Common Core Curriculum Requirements

Agency Name:	Arizona Department of Corrections
Date:	April 10, 2015 revised May 13, 2015
Agency Contact Name:	Mark W. Jones
Agency Contact Phone:	
Agency Contact Email:	

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I. Project Investment Justification (PIJ) Type*

Yes No Is this document being provided for a Pre-PIJ / Assessment phase?

If Yes,

Identify any cost to be incurred during the Assessment phase.	
Based on research done to date, provide a high-level estimate or range of development costs anticipated for the full PIJ.	

Explain:

[Click here to enter text.](#)

Yes No Will a Request for Proposal (RFP) be issued as part of the Pre-PIJ or PIJ?

II. Business Case

A. Business Problem*

In fiscal year 2015, the Arizona Department of Education adopted a more rigorous set of curriculum standards titled: ACCRS (Arizona College and Career Ready Standards). In addition, a new state assessment was adopted that will replace AIMS (Arizona Instrument to Measure Standards). It is titled AzMERIT (Arizona Measurement of Readiness to Inform Teaching). AzMERIT is the state department of education’s effort to ensure that the state assessment reflects common core standards.

As ACCRS and AzMERIT were evolving, the Arizona Department of Education also adopted in FY 2014 new GED (Graduate Equivalent Diploma) curriculum requirements and GED testing procedures. ADE (Arizona Department of Education) awarded to PearsonVue a statewide contract to provide GED testing administration. ADC GED examiners had to undergo an extensive training program for the PearsonVue testing protocols. Two new elements must be noted with this new GED testing requirement. First, PearsonVue testing is aligned to common core standards and is much more rigorous than the previous pencil and paper GED test. It is a true high school equivalency test. Second, the GED test is now only administered via a computer. GED testers must utilize computer technology to take the exam.

B. Proposed Business Solution*

Proposed Objectives to ensure delivery of ADC educational services meet ADE expectations

The following objectives need to be implemented to meet the higher expectations and standards established by the Arizona Department of Education.

Objective #1 – Vendor Selection with GED Curriculum/GED Predictor Test/Textbooks/ Curriculum Software components

The 2014 GED Practice Tests are a computer-based stand-alone GED preparation tool that can be used independently by students, or the GED preparation can be installed on a LAN. The program should be especially effective in corrections applications because it needs to address the learning styles of all learners with a wide range of literacy skills. The program should include a CD-ROM that is installed on

standalone computer or installed on a server. Every License (seat) should be reusable, meaning it can be reused by a different student when the student passes their GED Practice Tests or drops out of the program. Any updates to the program during your contract period should be included.

The technology curriculum should ensure that our GED preparation and predictive testing will meet standard compliance requirements set by the Arizona Department of Education. All sites statewide should have access to this curriculum and the training to effectively implement all of its features. Sites that do not have access to computer technology can utilize the workbook based curriculum until IT installations of a centralized server are established.

The 2014 GED Practice test is provided as a computer-based testing program. The 2014 predictor test should include or closely approximate the following:

1. Math - Four Tests
Language - Two Tests
Reading - Four Tests
Extended Response- Two Tests
Science- Two Tests
Social Studies- Two Tests
Social Studies Extended Response- Two tests
2. A learning management system that will allow the program administrator and teachers to monitor student progress on the following criteria: Subject Mastery, Skill Mastery and Extended Response.
3. A Detail Report that provides prescriptions for lessons in the Essential Skills Workbooks.
4. Complete technical and teacher support.

Objective #2 Staff training and support:

We will train our staff and provide ongoing support; staff training will be onsite, online and by phone.

Objective #3 GED Software Applications

The GED software application should provide a complete computer-based (non-Internet) instruction program to prepare students for successful completion of all 2014 GED Tests. A GED prep program should include the following:

1. A pre-test in each of the five (5) content areas to customize the initial learning plan for each student, and two (2) complete half-length GED practice tests. Tests are scored automatically and the test taker's score is converted into an actual GED test score.
2. A computer-based instruction program in all five GED test areas: Mathematics, Science, Social Studies, Reading, and Writing. The instructional program creates an individualized learning plan for each student based on their GED practice test scores and assigns the student a comprehensive study plan from over 600 interactive lessons.
3. Additional built in 2014 GED Test Prep Resources: Computer skills lessons as well additional algebra and writing courses.

4. Access to comprehensive 2014-aligned practice tests designed to teach students about the 2014 GED test as well as guide their studies. Includes teacher access to performance reports designated to help guide their classroom curriculum.

5. Complete technical and teacher support.

6. A learning management system that will allow your program administrators and teachers to monitor student progress on the following criteria: time-on-task, GED Assessment tests, and performance in lessons.

C. Quantified Benefits*

<input checked="" type="checkbox"/>	Service enhancement
<input type="checkbox"/>	Increased revenue
<input type="checkbox"/>	Cost reduction
<input checked="" type="checkbox"/>	Problem avoidance
<input type="checkbox"/>	Risk avoidance

Explain: Ensures compliance with new Arizona Department of Education GED 2014 standards.

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III. Technology Approach

A. Proposed Technology Solution*

With the Arizona Department of Education adopting the new GED 2014 examination aligned to common core standards, the program must utilize computers and a GED application needs to be aligned to state standards. The current state 2014 GED downloads testing materials to students and student results are uploaded to PearsonVue for processing. There are specific procedures and understanding of how to navigate the new GED examinations. We require computer technology specifically designed to assist the student in acquiring essential knowledge of how to access and successfully complete the GED 2014 examinations. The following are essential components for implementing a GED program of study aligned to current GED 2014 standards are:

- Must include a computer application for GED study which is aligned to the GED 2014 standards
- GED Computer program must be able to provide a GED Predictor Assessment that determines a student's readiness for a state approved administration of the GED 2014 Examination.
- A computer based GED study program must be able to function on a local area network that does not provide internet access, and must be able to function on standalone computers not connected to a LAN.
- In addition, the GED study program must include supplemental curriculum materials aligned to the new GED standards in Math, Language Arts, and Reading. The curriculum materials are provided to inmates that do not have access to the GED computer application via a LAN or standalone computers.

B. Existing Technology Environment

Our GED services were modified in 2014 to meet the new technology environment for GED exam administration. We now have two mobile labs consisting of 5 testing laptops and one centralized administrative computer per lab to connect to PearsonVue for test administration and uploading of student data. The GED examiner takes a mobile lab to a prison site where inmates identified for GED test administration are set up in PearsonVue and will receive the GED test via a laptop on the mobile lab configuration. This testing occurs in a secured environment with correctional officer always present.

C. Selection Process

The process is determined by ADC procurement procedures for selection of the final vendor based upon the RFP submission. In addition, inmates that meet the threshold on the GED predictor test for GED eligibility qualify for GED examination administration. The standard state procurement process of evaluation of vendors was utilized in the selection process that met the ADC’s education requirements.

IV. Project Approach

A. Project Schedule*

Project Start Date: 4/10/2015 **Project End Date:** 8/1/2015

B. Project Milestones

Major Milestones	Start Date	Finish Date
RFP	04/10/15	05/08/15
PIJ Adjustments, if needed	05/01/15	05/08/15
Purchase and delivery of software	05/08/15	06/30/15
Test and install software	06/08/15	08/01/15

C. Project Roles and Responsibilities

- Education Administrator – Education oversight and RFP
- IT PMO Manager – technology project oversight
- Procurement – RFP oversight
- Business Manager – Financial oversight, purchase and delivery of software/licenses.
- IT Education staff (2 FTE) – provide oversight of all technology related educational concerns

V. Risk Matrix, Areas of Impact, Itemized List, PIJ Financials

VI. Project Approvals

A. Agency CIO/ISO Review and Initials Required*

Key Management Information	Yes	No	Initis
1. Is this project for a mission-critical application system?	X		
2. Is this project referenced in your agency's Strategic IT Plan?	X		
3. Have you reviewed and is this project in compliance with all applicable Statewide policies and standards for network, security, platform, software/application, and/or data/information located at https://aset.az.gov/resources/psp ? If NO , explain in detail in section "VIII. Additional Information" below.	X		
4. Will any PII, PHI, or other Protected Information as defined in the 8110 Statewide Data Classification Policy located at https://aset.az.gov/resources/psp be transmitted, stored, or processed with this project? If YES, the Protected Data section under "VII. Security Controls" below will need to be completed.		X	
5. Will this project migrate, transmit, or store data outside of the agency's in-house environment or the State Data Center? If YES, the Hosted Data section under "VII. Security Controls" below will need to be completed.		X	
6. Is this project in compliance with the Arizona Revised Statutes and GRRC rules?	X		
7. Is this project in compliance with the Statewide policy regarding the accessibility to equipment and information technology for citizens with disabilities?	X		

B. Project Values*

The following table should be populated with summary information from other sections of the PIJ.

Description	Section	Number or Cost
Assessment Cost (if applicable for Pre-PIJ)	I. PIJ Type - Pre-PIJ Assessment Cost	
Total Development Cost	V. PIJ Financials tab	\$56,857.50
Total Project Cost	V. PIJ Financials tab	\$284,287.50
FTE Hours	See Hover text for FTE Hours	40

C. Agency Approvals*

Approver	Printed Name	Signature	Email and Phone
Project Manager:	Laura Boden		
Agency Information Security Officer:	Randy Newman		
Agency CIO:	Dwight Cloud		
Project Sponsor:	Gail Rittenhouse, Support Services Division Director		
Agency Director:			

VII. Security Controls

Collaboration with the ADOA-ASET Security, Privacy and Risk (SPR) team may be needed to complete this section, which is only required for those projects that involve data that is Protected or Hosted outside of the Agency or State Data Center. Additional information can be found in the NIST FRAMEWORK section under RESOURCES at <https://aset.az.gov/resources/psp> or you may wish to contact ASET-SPR directly at secadm@azdoa.gov for assistance.

A. **Protected Data**

N/A

B. **Hosted Data**

Check here if the <https://aset.az.gov/arizona-baseline-security-controls-excel> spreadsheet is attached. Otherwise explain below what information/ support is needed to complete the spreadsheet and/or why no sheet is attached:

N/A

Check here if a Conceptual Design / Network Diagram is attached. Otherwise explain below what information/support is needed to complete the diagram and/or why no diagram is attached:

[Click here to enter text.](#)

VIII. Additional Information

IX. Attachments

The following are examples of supporting documents that should be sent as email attachments when required:

- A. *Vendor Quotes - **Attached***
- B. *Arizona Baseline Security Controls spreadsheet*
- C. *Conceptual Design / Network Diagram*
- D. *Other*

X. Glossary

Other Links:

[ADOA-ASET Website](#)

[ADOA-ASET Project Investment Justification Information Templates and Contacts](#)

Email Addresses:

[Strategic Oversight](#)

[ADOA-ASET Webmaster@azdoa.gov](mailto:Webmaster@azdoa.gov)