

## **CAC Research Project Guidelines**

- 1. Select a Team Leader**
- 2. Project Scope / Definition**
  - a. Decide on the scope of the project- available man-power and experience with the topic are key factors.
  - b. Start with current district policy, if applicable.
- 3. Methodology**
  - a. What is your team's approach? (ie survey, interviews, roundtable discussion, literature review)
  - b. Identify key comparison districts
  - c. Identify key district personnel that may have valuable input.
  - d. Define individual task responsibilities.
- 4. Present Project Scope / Methodology to CAC**
- 5. Conduct Research**
- 6. Draw Conclusions / Make Recommendations**
  - a. How can the district benefit by what you have learned in your research?
  - b. Be objective.
  - c. Recommendations should include a budgetary analysis where appropriate.
- 7. Present research and draft report to CAC**
- 8. Present research and final report to CAC**
  - a. Provide hard-copy to each BOE member and Superintendent
  - b. Post Power Point and/or report on CAC website

### **General Project Timeline**

October CAC Meeting – Research teams defined and topic identified  
January CAC Meeting - Present scope and methodology  
May CAC Meeting - Present presentation and draft report  
June BOE Meeting - Present presentation and final report