

PROJECT MANAGEMENT TOOL



Use the chart below to **identify a potential educational agency timeline for completing the Education Law 2-d requirements**. While all of the requirements impact educational agencies' daily practice, shading is used to highlight areas that require formal ongoing work and maintenance.

| CATEGORIES | TASK | REG PART | DRAFT TIMELINE | COMPLETE |
|--|--|--------------------------|----------------|--------------------------|
| PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION | Guidelines for Personally Identifiable Information Utilization Defined and Communicated to all Staff | 121.2 121.5 | | <input type="checkbox"/> |
| PARENTS BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY | Parents Bill of Rights Published on District Website | 121.3 | | <input type="checkbox"/> |
| | Supplemental Information Related to Third-Party Contracts Published on District Website | | | <input type="checkbox"/> |
| DATA SECURITY AND PRIVACY POLICY | Data Security and Privacy Policy Adopted | 121.5 | | <input type="checkbox"/> |
| NIST CYBERSECURITY FRAMEWORK | NIST CSF Aligned 2019-2020 Current Profile Developed | 121.5 | | <input type="checkbox"/> |
| | NIST CSF Aligned Profile and Action Plan Developed and Maintained | | | <input type="checkbox"/> |
| THIRD-PARTY CONTRACTS | Inventory of Third-Party Contracts Developed and Maintained | 121.2 121.3 | | <input type="checkbox"/> |
| | Terms and Conditions Negotiated into Contracts with Third-Party Contractors | 121.6 121.9 121.10 | | <input type="checkbox"/> |
| ANNUAL EMPLOYEE TRAINING | Employee Training Implemented | 121.5 121.7 | | <input type="checkbox"/> |
| PARENT COMPLAINTS | Parent Complaint Procedures Defined | 121.4 | | <input type="checkbox"/> |
| | Breach, Unauthorized Release, and Parent Complaint Log Maintained | | | <input type="checkbox"/> |
| INCIDENT REPORTING AND NOTIFICATION | Incident Reporting and Notification Procedures and Forms Developed | 121.10 | | <input type="checkbox"/> |
| DATA PROTECTION OFFICER | Data Protection Officer Appointed | 121.8 | | <input type="checkbox"/> |