DOE - Student Data Privacy Stakeholder Analysis 1 on 1 Interview Outline

60-Minute Individual Stakeholder Interview Plan & Outline

Introduction (5 min)
Introduce the host and the Project Champion and explain the purpose of this meeting. Make it clear that the conversation will be treated with confidentiality and that there are no right or wrong answers. Also, add that the results obtained from this conversation will help our team to understand the existing trends and efforts better.

Please state the italic words to the interviewee:

The first thing I want to make clear right away is that we want to learn more about your experience. This is not a test. There are no right or wrong answers..

Be comfortable in expressing your thoughts, feedback or even criticisms, as they are part of a formal learner analysis that will be beneficial in improving our product. We need to hear your honest answers. As part of this analysis, we may ask you about situations that involve federal laws -- this information won't be used to hold you accountable to those federal laws. As such, our objective is to learn about what people know and do to improve our products and services accordingly.

Overview About Project & Interview (5 min)
This is where you can learn about practical aspects of the project, understand what the Champion wants to get out of it, how they feel about it, but also what relevant dynamics look like and what might be possible blockers to the project.

Interview Questions (35 - 60 Min) [Moving down list that is ranked in order of importance]
You will be administering questions based on the information and the outline provided below. This outline will consist of questions pertaining to the project and will be used for qualitative and quantitative data. This means if you are able to get feedback from them to get a better understanding of the quantitative data, or listing in order the importance of the feedback data can assist in viewing trends and information to help mold the decisions made. Also ensure that the time is limited on responses by the interviewee otherwise you may go over this allocated time frame.

Stakeholder Questions:
    Core issues
- Don't be afraid to start by stating the obvious, what issues are very important related to student data privacy?
- Are there any other issues that you would consider "core issues"?
- Out of those topics, let's rank them in order of importance to this training (card rank).

- When speaking with those who work in schools, what do you hear most often about these core elements and/or topic?
  Important issues
- From what we have already talked about or other issues, are there issues that are not getting enough attention regarding the privacy of student data?
- What do you hear when you talk to school officials and faculty about these issues?
- What is the greatest threat to the privacy of student data? Please elaborate your answer.
- Excluding that threat, what do you feel that is the next immediate threat to the privacy of student data?
  Priority Stakeholders
- Among the school officials and faculties, let's rank their roles in order of importance to this training (card rank?)
- Why did you rank them in this order? (probe the ranking to determine a decision, e.g. proximity to data, stories of mishandling, or lack or prior training).
  Trends
- Are there any points that you are consistently hearing from the field where there is misunderstanding or confusion around legal requirements
- From your experience, what are the most common ways that the stakeholder groups you listed are getting training or learning about student data privacy?
  Successful models
- Have you seen any training or campaigns that will be helpful in handling student data on a school-level?
- Have there been any successful campaigns at any level to boost administrators or facilitators knowledge on how to secure student data?

Conclusion (5 minutes)
Thank the interviewee for the time spent to answer these questions. Allow for the Champion to thank the interviewee for participating in this effort. Confirm all questions are answered, and if not ensure that there is a follow up discussion scheduled for immediate follow up. The imperative goal is to ensure that we obtain the information to the questions allocated to be analyzed and used to mold the future of the solution we're built to the challenge.

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