#78 Reaching Out, Project Plan

## Task Name

<table>
<thead>
<tr>
<th>Task Name</th>
<th>% Complete</th>
<th>Q4 2012</th>
<th>Q1 2013</th>
<th>Q2 2013</th>
<th>Q3 2013</th>
<th>Q4 2013</th>
<th>Q1 2014</th>
<th>Q2 2014</th>
<th>Q3 2014</th>
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<tbody>
<tr>
<td>PROJECT #78: REACHING OUT, UTILIZING TECHNOLOGY TO ENHANCE THE STUDENT EXPERIENCE</td>
<td>57%</td>
<td>Oct</td>
<td>Nov</td>
<td>Dec</td>
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<td>Apr</td>
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<td>Jun</td>
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<td>PROJECT LEAD: BECKY SANCHEZ, Director, Undergraduate Programs Office, School of Business Administration</td>
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<td>PROJECT MANAGER: HANS VANDERSCHAAK</td>
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### #78 Reaching Out

- Development and finalize MOU: 100%

**MILESTONE: Initiation Phase Complete: 100%**

### Planning

- Project Planning, Management and Governance: 100%
- Draft plan: 100%
- Obtain approval: 100%
- **MILESTONE: Project Management Plan Finalized: 100%**
- Develop Project A/O Log: 100%
- **Project Plan: 100%**
- Develop Work Breakdown Structure: 100%
- Build Project Plan in Smartsheet: 100%
- **MILESTONE: Project Plan Finalized: 100%**
- **Project Team: 100%**
- Identify Project Team Participants: 100%
- **MILESTONE: Project Team Solidified: 100%**
- **MILESTONE: Project Planning, Management and Governance complete: 100%**
- **MILESTONE: Planning Phase Complete: 100%**

### Implementation/Execution

- Update SBA Website: 100%
- Purchase six laptops to enable online video chat for five advisors and career manager: 100%
- Identify Technology Requirements: 100%
- Identify Product to Purchase: 100%
- **MILESTONE: 6 Laptops purchased (one for each advisor and career): 100%**
- Create two promotional videos: 87%
- Choose Videographer to film videos: 100%
- Identify Alumni and company to Film: 100%
- Create and publish videos: 75%
- **MILESTONE: Promotional videos Complete: 100%**

### Assess Standards of Practice (SOP) for distance advising

- Assess what works and what does not in video chat advising (including external research and internal conversations): 100%
- **Create SOP for advisors how to advise Online including Worksheet tools and technology use machines: 40%**
- **Create Instructions for students on SBA website for how to access distance advising: 100%**
- **MILESTONE: SOP created for distance advising: 100%**

### Design and deliver a student satisfaction survey

- Design student satisfaction survey that measures web page quality and advising availability satisfaction: 100%
- **Deliver student satisfaction survey: 100%**
- **MILESTONE: Student satisfaction survey complete: 100%**

### Monitor and Control

- **MILESTONE: Project implementation/Execution Phase Complete: 100%**
<table>
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<tr>
<th>Task Name</th>
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<tr>
<td>Live web analytics to track hits/views.</td>
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<td>Refine SOP for distance advising via Skype.</td>
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<td>MILESTONE: Monitor and Control Phase Complete</td>
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<td>Project Close</td>
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<td>Brief sustainability plan for project and reflection on impact of project</td>
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<td>MILESTONE: Project Closed</td>
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