#78 Reaching Out, Project Plan

<table>
<thead>
<tr>
<th>Task Name</th>
<th>% Complete</th>
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<tr>
<td>PROJECT #78 REACHING OUT: UTILIZING TECHNOLOGY TO ENHANCE THE STUDENT EXPERIENCE</td>
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<tr>
<td>PROJECT LEAD: BECKY SANCHEZ, Director, Undergraduate Programs Office, School of Business Administration</td>
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<td>PROJECT MANAGER: HANS VANDERSCHAAF</td>
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## Milestones

- **Initiation**
  - Develop proposal and finalize MOU (100%)
  - MILESTONE: Initiation Phase Complete (100%)

- **Planning**
  - Project Planning, Management and Governance (100%)
  - Project Management Plan (100%)
  - Draft plan (100%)
  - Obtain approvals (100%)
  - MILESTONE: Project Management Plan Finalized (100%)
  - Develop Project AOI 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**
  - Implementation/Execution (100%)
  - 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 adviser and career) (100%)
  - Create two promotional videos (100%)
  - Choose Videographer to film videos (100%)
  - Identify Alumni and company to Film (100%)
  - Create and publish videos (100%)
  - MILESTONE: Promotional videos Complete (100%)
  - Create Standards of Practice (SOP) for distance advising (100%)
  - Assess what works and what does not in video chat advising (including external research and internal conversations) (100%)
  - Create SOP for advising how to advise Online including Worksheet tools and technology use routines (100%)
  - 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 (100%)
  - Design student satisfaction survey that measures web page quality and advising availability/satisfaction (100%)
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<th>Task Name</th>
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<th>Q4 2012</th>
<th>Q1 2013</th>
<th>Q2 2013</th>
<th>Q3 2013</th>
<th>Q4 2013</th>
<th>Q1 2014</th>
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<td>Deliver student satisfaction survey</td>
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<td>MILESTONE: Student satisfaction survey complete</td>
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<td>MILESTONE: Project Implementation/Execution Phase Complete</td>
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<td>Monitor and Control</td>
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<td>Inflata use of web analytics to track hits/views</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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