Academic Affairs
Advising & Career Services,
Enrollment Management & Student Affairs

*Online Academic Advising & Career Development Modules*

Project Management Plan
Purpose
The primary goal of the Online Academic Advising and Career Development Module Project is to create a D2L course that could be used to support academic advising and career services by providing broader online access to these resources. This broader access would help students develop a clear and realistic pathway to be successful and satisfied graduates.

Expected Outcomes
- D2L advising modules to include explanation of graduation requirements, university policies and procedures, explanation of DARS and information about campus resources.
- D2L career development modules to include information on the career planning process - i.e. self-assessment, career exploration, gaining experience, major and career decision-making, and job search strategies.
- 10-15 videos to be included in these two modules, covering advising and career development topics.

Scope
- Use expertise of PSU advising & career service professionals and input from employers to develop modules
- Contact alumni and employers for potential video interviews
- Collaborate with academic departments to highlight relevant careers and disciplines specific to professional skills/expectations
- Modules/Course Components
  - Advising and registration: Overview of academic curriculum, placement exams, how to register, course planning guide, how to read the DARS (video), use of Degree Maps, financial literacy
  - Stages of career development/planning: gaining self-knowledge, exploring majors & careers, getting experience & relevant skills, developing job search techniques
  - Relevant policies & procedures: academic calendar, academic standing policy, student code of conduct (Le. plagiarism), grading policies, petitions (deadline appeals, academic requirements waivers, reinstatement requests)
  - Services and resources: Advising & Career Services, Disability Resource Center, Diversity & Multicultural Student Services, The Learning Center, Millar Library, Services for Students with Children, Center for Student Health & Counseling, Student Legal Services, Queer Resource Center, Veteran’s Services, Women’s Resource Center, Writing Center
- Inform students about these modules via the Talisma CRM as part of a planned attrition intervention plan.
- Share modules with advisers from across PSU.

### Roles & Responsibilities

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<th>Role/Assigned Parties</th>
<th>List of Responsibilities</th>
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| Vice Provost for Academic Innovation and Student Success  
  - Sukhwant Jhaj |  
  - Ultimate authority and responsibility for the project budget, timeline and scope |
| Project Sponsor  
  - Dan Fortmiller - Associate Vice President, Academic & Career Services, Enrollment Management & Student Affairs |  
  - Responsible to ensure that project is in line with departmental needs/goals  
  - Work to assure availability of essential project resources within the specific Department |
| Project Lead  
  - Mary Ann Barham - Director, Advising & Career Services, Enrollment Management & Student Affairs |  
  - Serve as central point of communication for the project; manage project budget  
  - Oversee day-to-day operations of the Project Team  
  - Co-manage key project documentation  
  - Mitigate issues and risks |
| Project Manager  
  - Hans VanDerSchaaf - Senior Project Manager, Office of Academic Affairs |  
  - Manage overall scope and schedule including administering the change management process  
  - Mitigate issues and risks |
| Project Assistant  
  - Lia Halverson - Project Management Assistant, Office of Academic Affairs |  
  - Support project through work including documentation, action follow-up, project plan updates, scheduling meetings and status report updates. |
| Project Team  
  - Becki Ingersoll - Associate Director, Advising & Career Services |  
  - Carry out daily project tasks  
  - Serve as first line of defense in issue and risk mitigation |
Communications
Communications are a central part of this project. The Project Lead, and other team members when applicable, are requested to provide information approximately two times per term for status reporting and, on an ongoing basis, act as champions of the project.

Change Process
A change request may be submitted by any project participant. If the change does not impact the project scope as defined by project documentation (MOU, Project Management Plan and any additional statements of scope), the schedule, or the budget of the project as assigned to various categories, then the change can simply be a conversation between the Project Lead and the Requestor. The Project Lead may then determine whether or not the change requires additional input from any member of project leadership, including the Steering Committee and Project Sponsors. Project leadership (Project Lead and Project Sponsors) may then, at their discretion, determine if a formal change request is needed.

If the change being requested will have or has the potential to have an impact on the project scope, schedule or budget then the following formal change process must be initiated:

1. The Requestor will fill out a Change Request Form as completely as possible.
2. Requestor submits the Change Request Form to the Project Manager and the Project Lead via
3. The Steering Committee, if one exists, will make a recommendation to the Vice Provost for Academic Innovation and Student Success, who is the final decision-maker on all change requests. The Vice Provost for Academic Innovation and Student Success will determine the overall impact of the change, vet the change with relevant parties/stakeholders and make a decision as to whether or not the change will be approved.

4. If no Steering Committee exists, the Project Lead will share the Change Request Form with the Project Sponsors for their review and input. The Project Lead and Project Sponsors will then will make a recommendation to the Vice Provost for Academic Innovation and Student Success, who is the final decision-maker on all change requests. The Vice Provost for Academic Innovation and Student Success will determine the overall impact of the change, vet the change with relevant parties/stakeholders and make a decision as to whether or not the change will be approved.

5. The Vice Provost for Academic Innovation and Student Success or Project Sponsors will communicate the decision back to the requestor and will, subsequently, communicate any changes that were made to the scope, timeline or budget to all the appropriate parties. This will include distributing the completed request to the project team.