Academic Affairs
College of Liberal Arts & Sciences
Tools for Improving Orientation Advising

Project Management Plan
Purpose

To create a system that is able to provide professional and faculty advisers with sufficient information about student academic preparation at freshman and transfer orientations. This would include making available to advisers a unified one to two page snapshot of an incoming freshman’s high school transcripts, AP/IB scores, ACT/SAT Scores, and any community college credits earned. For incoming students in a pre-health or other degree program which requires recent math placement scores, this would include a requirement which would prevent students from signing up for orientation until they have either completed the ALEKS math placement exam or successfully completed a college level math class with a C- or higher in the 12 months preceding their first term of attendance at PSU.

Expected Outcomes

1. Increased number of freshmen taking the math placement exam prior to attending orientation.
2. Increased number of freshmen students completing science and math sequences in their first year at PSU.
3. Increase in timely completion of degree programs due to adequate preparation and correct placement of students in math and science sequenced classes in their first term.
4. Increased retention of freshmen STEM majors due to more informed orientation advising.
5. Increased completion of pre-health curriculum by freshmen due to more informed orientation advising.
6. Increased identification of high achieving students able to be successful with higher credit loads in their first year of college (many high-achieving students can easily take more than the typical 13 credits a term so could be advised accordingly).
7. Increased identification of lower achieving students leading to more referrals to campus services, college success curriculum, and preparatory classes.
8. Improved faculty and professional adviser orientation experience due to availability of more thorough advising information.

Scope

● Working with Enrollment Management & Student Affairs and OIT to pull student information from various PSU systems in order to provide advisers with a unified, one to two page snapshot containing all the necessary advising information for each incoming student.
  ○ This will be accomplished by forming a working group to determine the exact information and format desired for the one-page snapshot.
  ○ A trial run will be held before the official roll out date to ensure accuracy.

● Working with the Office of Orientation to identify students in the pre-health programs and other specialized programs requiring math placement in order to implement the requirement of math placement prior to signing up for orientation.
### 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 Sponsors  
  ● Robert Mercer - Assistant Dean, College of Liberal Arts & Sciences  
  ● Cindy Skaruppa - Associate Vice President for Enrollment Management, 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  
  ● Martha Dyson - Academic Adviser, College of Liberal Arts & Sciences | ● 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  
  ● Sarah Traxler - 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  
  ● Martha Dyson - Academic Adviser, College of Liberal Arts & Sciences  
  ● Marcella Flores - Coordinator for New Student Programs, Admissions, Records & | ● Carry out daily project tasks (involving significant effort)  
● Create/contribute to project deliverables as applicable  
● Serve as first line of defense in issue and risk mitigation  
● Support requirements gathering |
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 email, who then convenes the Steering Committee if one exists.
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 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.