Academic Affairs

University Library

Digital Badges for Creativity and Critical Thinking

Project Management Plan
Purpose

The primary goal of the Digital Badges for Creativity and Critical Thinking Project is to create a digital badge curriculum to certify and acknowledge skills attainment for creativity and critical thinking, and deploy this curriculum for undergraduate students in the School of Community Health. As a result, PSU will gain experience with and expertise about using digital badges as a tool for blending competency-based teaching and learning into its curriculum.

Expected Outcomes as listed in Project’s Memorandum of Understanding

- Map library learning outcome to undergraduate community health curriculum
- Establish a system for deploying instructional content and credentialing student mastery of information literacy competencies
- Pilot credentialing system in a subset of undergraduate community health courses

Scope

- PSU Library collaborates with School of Community Health to:
  - Map library learning outcome to undergraduate community health curriculum
  - Identify needed creativity and critical thinking skills that will support student success both during studies and later in the workforce
  - Identify and develop creativity and critical thinking skills badge curriculum
  - Pilot credentialing system in a subset of undergraduate community health courses:
    - PHE 250 - Our community, Our health
    - PHE 327 - Community Nutrition
    - PHE 454U - Social gerontology
  - Reflection and documentation of successes and challenges using a badge system

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  
  - Marilyn Moody - Dean, University Library  
  - Carlos Crespo - Interim Dean, College of Urban & Public Affairs  
  - Leslie McBride - Interim Director, |  - Responsible to ensure that project is in line with departmental needs/goals  
  - Work to assure availability of essential project resources within the specific departments |
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| Project Lead                | - 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             | - Manage overall scope and schedule including administering the change management process  
- Mitigate issues and risks |
| Project Assistant           | - Support project through work including documentation, action follow-up, project plan updates, scheduling meetings and status report updates. |
| Project Team                | - Carry out daily project tasks  
- Create/contribute to project deliverables as applicable  
- Serve as first line of defense in issue and risk mitigation  
- Contribute to creation and documentation of policies and procedures  
- Serve as liaisons and project champions to all project stakeholders |
| Other Stakeholders          | - Be available to the Project Team to answer questions and provide feedback as needed |
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 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.