Academic Affairs
The Fariborz Maseeh Department of Mathematics and Statistics
Meeting (and exceeding) Student Goals in Mathematics and Statistics

Project Management Plan
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Purpose
The primary goal of the Mathematics and Statistics Technology-Supported Redesign Project is to create an emporium style classroom space to facilitate hybrid and partially online mathematics and statistics courses, and redesign five courses to allow students to proceed more quickly through requirements. This project, while located in the Mathematics and Statistics Department, primarily serves the broader campus community.

Expected Outcomes (from MOU)
- Initiate redesign of 5 courses: online STAT 243, 244 (Introduction to Statistics), online MTH 251, flipped MTH 111, and emporium MTH 70.
- Lead the design and implementation of an emporium-style classroom space in Neuberger Hall 461 and 465 for delivery of redesigned courses.

Scope
- Create a high-technology classroom and student learning space that enable faculty, instructors and students to use technology to accelerate learning and facilitate efficient out-of-class learning experiences. Functionality includes:
  - Interactive and whiteboard projector system
  - Small-group work spaces
  - Flexible space to accommodate large and small classes, along with tutoring
- Redesigning five mathematics and statistics courses to be hybrid, partially or fully online:
  - STAT 243
  - STAT 244
  - MTH 251
  - MTH 111
  - MTH 70
- Assess the above courses, which serve as downstream courses for courses in other majors.
- Not part of the scope are efforts to evaluate the success of recitations in statistics classes.

Governance

<table>
<thead>
<tr>
<th>Vice Provost for Academic Innovation and Student Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Lead, Project Sponsor, and Project Manager</td>
</tr>
<tr>
<td>Project Team</td>
</tr>
<tr>
<td>Project Assistant</td>
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<tr>
<td>Other Stakeholders</td>
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</tbody>
</table>
# Roles & Responsibilities

<table>
<thead>
<tr>
<th>Role/Assigned Parties</th>
<th>List of Responsibilities</th>
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</thead>
</table>
| Vice Provost for Academic Innovation and Student Success  
   Sukhwant Jhaj | • Ultimate authority and responsibility for the project budget, timeline and scope  
                      • Provide high level leadership for the entirety of the project including ensuring that project is in line with Office of Academic Affairs needs/goals  
                      • Final decision maker on all Change Requests, and any elevated Issues and Risks  
                      • Ensure resolution of conflicts or issues raised by the Project Sponsor(s) and/or Project Manager  
                      • Responsible for executive level communication of the project  
                      • Assure availability of essential project resources |

| Project Sponsors  
   • Steve Bleiler, Mathematics and Statistics Department Chair  
   • Johannes De Gruyter, Interim Director of Pedagogy and Platform, OAI | • Responsible for executive-level communication of the project as applicable  
                      • Responsible to ensure that project is in line with Office of Academic Innovation, and Departmental needs/goals  
                      • Assure availability of essential project resources within Office of Academic Innovation and the Mathematics and Statistics Department |

| Department Program Liaison  
   • Rachel Webb, Senior Instructor | • Serve as central point of communication for the project, including serving as liaison to faculty and instructors  
                      • Manage project budget  
                      • Oversee day-to-day operations of the Project Team  
                      • Co-manage key project documentation  
                      • Work closely with Project Leadership to ensure project objectives are being met  
                      • Mitigate issues & risks |

| Project Manager  
   • Hans VanDerSchaaf | • Manage overall scope and schedule including administering the change management process |
- Own project management plans and processes, providing general support and project management framework to Project Lead for execution of day to day project activities
- Make sure there are clear communication paths between all identified project roles
- Manage Project Assistant
- Own and manage or co-manage key project documentation
- Work closely with Project Leadership to ensure project objectives are being met
- Mitigate issues and risks

### Project Assistant
- Lia Halverson

- Manage project Actions, Issues and Decisions log (AID log), including follow-up with action and issue owners
- Provide meeting support, including scheduling and documentation
- Support project documentation needs, including project plan updates, status report updates, etc.
- Coordinate research efforts as needed
- Execute project communications plan as defined

### Project Team
- Joyce O’Halloran, Project Lead and Professor
- Joe Ediger, Senior Instructor
- Austina Fong, Instructor
- Sylvia Giroux, Instructor
- Rachel Webb, Senior Instructor
- Paul Latiolais, Professor

- Support requirements gathering process for business and systems requirements as applicable
- Contribute to creation and documentation of policies and procedures
- Serve as first line of defense in issue and risk mitigation
- Help define and execute overall communications and marketing plan to end users
- Serve as liaisons and project champions to all project stakeholders
- Execute project communications plan as defined
- Carry out daily project tasks
- Create/contribute to project deliverables as applicable
Other Stakeholders
- English Department (faculty who teach technical writing courses)
- Gwen Shusterman, Focus Area Lead
- Steve Bleiler, Mathematics and Statistics Department Chair

- Be available to the Project Team to answer questions and provide feedback as needed
- Contribute to requirements gathering process

Communications

Target Audiences
- Vice Provost for Academic Innovation and Student Success
- Project Team
- Faculty and Instructors
- Focus Area Lead (Gwen Shusterman)
- Students

Tools
- Status Report
- Meeting Documents (agendas, minutes, other supporting materials)
- Project management AID Log
- Blog Posts

Channels
- Email
- Meetings
- Google Drive
- Provost Challenge Website (being developed)

Plan

<table>
<thead>
<tr>
<th>Tool</th>
<th>Purpose</th>
<th>Audience</th>
<th>Owner</th>
<th>Distributor/Channel</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Status Report</td>
<td>Provide status on project</td>
<td>Project Sponsor(s) / Project Team / Other stakeholders</td>
<td>Project Manager</td>
<td>Project Assistant / Email</td>
<td>Monthly</td>
</tr>
<tr>
<td>Meeting Docs</td>
<td>Facilitate efficient meetings; capture notes</td>
<td>Project Lead</td>
<td>Project Manager</td>
<td>Project Assistant / 1:1 Meeting</td>
<td>As needed</td>
</tr>
<tr>
<td>Meeting Docs</td>
<td>Facilitate efficient meetings; capture notes</td>
<td>Project Team</td>
<td>Project Manager/Project Assistant</td>
<td>Quarterly</td>
<td></td>
</tr>
<tr>
<td>notes</td>
<td>Project Lead</td>
<td>Meeting</td>
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</tr>
<tr>
<td>AID Log – actions and issues follow-up</td>
<td>Capture and track actions, issues and decisions</td>
<td>All Project Participants</td>
<td>Project Lead/Project Assistant</td>
<td>Project Assistant / Email &amp; Phone Calls</td>
<td>Weekly</td>
</tr>
<tr>
<td>Cross Projects Status Report</td>
<td>A roll-up of the individual status reports designated to communicate Provost Challenge Program status</td>
<td>Project Sponsor(s)</td>
<td>Project Assistant</td>
<td>Project Assistant / Email</td>
<td>Monthly</td>
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**Assumptions**

- Mathematics and Statistics Department supports the project, and is interested in supporting this work beyond the scope of this project.
- College of Liberal Arts and Sciences will continue funding the lab.
- Faculty will teach the redesigned courses more than once to fine-tune course development.
- The project participants and identified stakeholders have the time to accommodate this project in addition to their daily workload.
- This project will improve teaching, by making it more efficient and streamlined, while improving student learning outcomes, particularly in large courses.

**Deliverables**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Owner</th>
<th>Contributors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management Plan</td>
<td>Project Manager</td>
<td>Project Lead, Project Team</td>
</tr>
<tr>
<td>Project AID Log</td>
<td>Project Manager</td>
<td>Project Manager, Project Lead, Project Assistant</td>
</tr>
<tr>
<td>Work Breakdown Structure (WBS)</td>
<td>Project Manager</td>
<td>Project Manager, Project Lead</td>
</tr>
<tr>
<td>Project Plan</td>
<td>Project Manager</td>
<td>Project Manager, Project Lead</td>
</tr>
<tr>
<td>Status Reports</td>
<td>Project Manager</td>
<td>Project Manager, Project Lead, Project Assistant</td>
</tr>
<tr>
<td>Course syllabi, and/or detailed lesson plans for courses that are being developed</td>
<td>Project Lead</td>
<td>Project Lead, Project Team</td>
</tr>
<tr>
<td>Meeting Documents</td>
<td>Project Manager/Project Lead</td>
<td>Project Manager, Project Lead, Project Assistant</td>
</tr>
<tr>
<td>Renovation Requirements for Facilities and Planning</td>
<td>Project Manager/Project Lead</td>
<td>Project Lead, Project Team</td>
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</table>
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. Project leadership 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 convene 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. If no Steering Committee exists, the Project Manager, Project Lead, Project Sponsors and Vice Provost for Academic Innovation and Student Success will work together to 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. The Project Sponsors or Vice Provost for Academic Innovation and Student Success 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.

Appendices (being developed)

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