Academic Affairs

School of Business Administration

Preparing SBA Students for Success by Positioning Practicum/Career Skills as a Centerpiece of the Curriculum by Leveraging the Efficiencies of Credit-based “Mini-MOOC”

Project Management Plan
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Purpose
The primary goal of the Credit-Based Mini-MOOC is to leverage the efficiencies of a credit-based “Mini-MOOC” to help PSU and the School of Business Administration remain competitive. By achieving this goal, the project addresses three major challenges facing PSU and the School of Business Administration – the threat of MOOCS, ensuring students are employable after graduation, and addressing the opportunity gap in serving students who desire to gain credit for real-time work/life experiences.

Expected Outcomes
- Increase access to Internship/Practicum opportunities for students across SBA majors by creating an internal mini-MOOC offered each term and scalable from 20 to 2,000 students.
- Increase student success by integrating 10 critical employment skills into each internship/practicum so that students learn about and then immediately apply these skills in real time.
- Share our learning modules and best practices to other interested units on campus so that PSU benefits more widely from what we develop and learn.

Scope
- DNA (embeds internships into culture and work flow):
  - Internship/Practicum Coordination and Support
  - Academic Advisor Support
  - Module Development
  - Project implementation
- Course (refers to the actual creation of the MOOC)
  - Video production - modules and information sharing
  - Video post-production and editing
  - Learning Management Software integration

Governance

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

<table>
<thead>
<tr>
<th>Role/Assigned Parties</th>
<th>List of Responsibilities</th>
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| Vice Provost for Academic Innovation and Student Success   | ● 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 and/or Project Manager  
● Responsible for executive level communication of the project  
● Assure availability of essential project resources |
| Sukhwant Jhaj                                              |                                                                                                                                                                                                                                                                                                                                                          |
| Project Sponsor                                            | ● Responsible for executive-level communication of the project as applicable  
● Responsible to ensure that project is in line with School of Business Administration needs/goals  
● Work to assure availability of essential project resources within the School of Business Administration  
● Overall oversight for SBA Provost Challenge project budgets |
| Scott Marshall, Associate Dean of Graduate Programs, School of Business Administration |                                                                                                                                                                                                                                                                                                                                                          |
| 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  
● Work closely with Project Sponsor to ensure project objectives are being met  
● Mitigate issues and risks |
| Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration |                                                                                                                                                                                                                                                                                                                                                          |
| Project Manager | • 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  
| Hans VanDerSchaaf, Senior Project Manager, Office of Academic Affairs |  
| Project Assistant | • 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  
| Lia Halverson, Project Management Assistant, Office of Academic Affairs |  
| Project Team | • Serve as first line of defense in issue and risk mitigation  
|               | • Help define and execute overall communications plan  
|               | • 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  
|               | • Support requirements gathering process  
| Lauren Simon, Assistant Professor, Management, School of Business Administration  
| Jeanne Enders, Executive Director, School of Business Online Initiatives, School of Business Administration  
| Samad Hinton, Director of Online Business Education, School of Business Administration |
for business and systems requirements as applicable  
- Contribute to creation and documentation of policies and procedures as applicable

<table>
<thead>
<tr>
<th>Project Advisory Council</th>
<th>Other Stakeholders</th>
</tr>
</thead>
</table>
| - Becky Einolf, Undergraduate Programs Internship and Career Support Coordinator, School of Business Administration  
  - Elizabeth Almer, Area Director, Accounting, School of Business Administration  
  - Melissa Appleyard, Faculty Lead Instructor, School of Business Strategy Capstone, School of Business Administration  
  - Tom Gillpatrick, Chair, Undergraduate Programs Committee, Marketing Faculty Member, School of Business Administration  
  - John Bizjak, Area Director, Finance, School of Business Administration  
  - Erica Wagner, Associate Dean, Undergraduate Programs, School of Business Administration  
  - Seanna Kerrigan, Capstone Program Director, University Studies  
  - Vicki Retenauer, University Studies  | - Cindy Cooper, Director, Impact Entrepreneurs, School of Business Administration  
  - Jacen Greene, Program Manager, Social Enterprise Initiatives, School of Business Administration  
  - Carolyn McKnight, Executive Director of Impact Entrepreneurs, School of Business Administration  
  - Graduate Programs  
  - Faculty outside the project team  
  - Community partners  | - Provide guidance for the project  
  - Act as a collection of champions for the project at the leadership level within the University.  
  - Assist in Issue Management by removing obstacles inhibiting the project team or its stakeholders from forward progress  
  - Engage as a decision making body if ever the Project Team is seeking guidance or cannot come to consensus  
  - 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 Sponsor
- Project Team
- SBA Faculty
- Community partners
- Employers
- PSU community
- Students

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

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/Project Team</td>
<td>Project Manager</td>
<td>Project Assistant / Email</td>
<td>As needed</td>
</tr>
<tr>
<td>Meeting Docs</td>
<td>Facilitate efficient meetings; capture notes</td>
<td>Project Lead and Project Sponsor</td>
<td>Project Manager</td>
<td>Project Assistant / Meeting with Project Lead, Project</td>
<td>Monthly, one hour</td>
</tr>
<tr>
<td>Meeting Docs</td>
<td>Facilitate efficient meetings; capture notes</td>
<td>Project Leads from all SBA projects</td>
<td>Project Manager</td>
<td>Sponsor, and Project Manager</td>
<td>Quarterly, one hour</td>
</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 Manager/Project Lead/Project Assistant</td>
<td>Project Assistant / Email &amp; Phone Calls</td>
<td>As needed, but probably every two weeks</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>PSU Community</td>
<td>Project Manager/Project Assistant</td>
<td>Project Assistant / Provost Challenge website</td>
<td>Twice per quarter</td>
</tr>
</tbody>
</table>

**Assumptions**
- This project has explicit support from PSU and SBA executive leadership, including the ongoing guidance, support and resources needed to keep the project moving forward within the time provided.
- The project participants and identified stakeholders have the time to accommodate this project in addition to their daily workload.
- Internship/practicums are valued by students, SBA faculty and by potential employers.

**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, Project Sponsor</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</td>
<td>Project Manager</td>
<td>Project Manager, Project Lead,</td>
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</table>
**Structure (WBS)**

<table>
<thead>
<tr>
<th>Structure (WBS)</th>
<th>Project Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Plan</td>
<td>Project Manager, Project Lead</td>
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<tr>
<td>Status Reports</td>
<td>Project Manager, Project Lead, Project Assistant</td>
</tr>
<tr>
<td>Cross Projects Status</td>
<td>Project Manager, Project Lead, Project Assistant</td>
</tr>
<tr>
<td>Report</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Course Agreements</td>
<td>Project Manager, Project Lead, Project Team</td>
</tr>
<tr>
<td>Supplemental Wage</td>
<td>Project Manager, Project Lead, Project Team</td>
</tr>
<tr>
<td>Agreements</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Meeting Documents</td>
<td>Project Manager, Project Lead, Project Assistant</td>
</tr>
<tr>
<td>Course syllabus</td>
<td>Project Lead, Project Team</td>
</tr>
<tr>
<td>End-of-Project Report</td>
<td>Project Lead, Project Manager, Project Sponsor</td>
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**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 Sponsor 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 Sponsor 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)**

Appendix A: Project Management Glossary of Terms

Appendix B: Change Request Form

Appendix C: Cross Projects Dependency / Overlap Matrix

Appendix D: Project Status Report

Appendix E: Cross Projects Status Report

*All other project templates, policies, processes can be found in the I:drive at,

I:\Staff\OAA\Project Management