Academic Affairs
College of Liberal Arts & Sciences
Faculty Advising Initiative

Project Management Plan
Purpose

The goal of the Faculty Advising Initiative is to create an integrated professional and faculty advising system based on formalized training; an online faculty resource guide for advising; and comprehensive online advising tutorials for faculty advisers. Training and workshops of this kind would increase communication and help to identify advising issues among professional advisers, academic units, and Student Service units. Faculty would be more confident and competent in their role as advisers. Students would receive accurate and consistent information. Every incoming student would be directly impacted by this proposal through their first year mandatory advising and the ripple effects from this proposal could dramatically increase student success and retention.

Expected Outcomes

1. Increased faculty understanding of non-major graduation requirements (BA, BS, BFA, BM, and University Studies)

2. Increased faculty competence in reading and understanding DARS

3. Increased faculty referrals of students to campus resources due to improved understanding of university resources

4. Improved faculty and student satisfaction with overall advising experience

Scope

● Assist in developing a formal training for faculty advisers across PSU so that they all have access to the same material for advising, which would include not only advising for major requirements, but also training for comprehensive advising which includes UNST as well as BA/BS/BFA/BM requirements.

● Create online faculty resource guide for advising to benefit faculty advisers from across PSU to include online tutorials that focus on academic requirements and resources for students.

● Development of advising relationships between faculty and professional advisers 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 Sponsors  
  ● Robert Mercer - Assistant Dean, College of Liberal Arts & Sciences  
  ● Daniel Fortmiller - Associate Vice President, 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 departments |
| 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 & 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  
  ● Martha Dyson - Academic Adviser, College of Liberal Arts & Sciences  
  ● Karen Kennedy - Academic Adviser/Intl Student Liaison, Advising and Career Services, Enrollment Management & Student Affairs | ● Carry out daily project tasks  
  ● Create/contribute to project deliverables as applicable  
  ● Serve as first line of defense in issue and risk mitigation  
  ● Support requirements gathering process for business and systems requirements as applicable  
  ● Contribute to creation and documentation of policies and procedures |
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.