Academic Affairs
School of Social Work
Online MSW Degree with Specialization in Community and Organizational Practice

Project Management Plan
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Purpose

The primary goal of the Online MSW Degree is to take an existing three-year Master of Social Work (MSW) degree and put it online, increasing accessibility for non-traditional students, including students of color, parents, low-income students, students with disabilities, tribal members, and students who live rurally.

Expected Outcomes

- Initiate a fully online Master of Social Work program by Fall 2014
- Finish course development and course offering so a student may finish the program as a full-time student (i.e. the intent is have all the courses needed for offering the MSW degree developed within the grant period)

Scope

- By working with faculty in the School of Social Work (SSW) convert 15 required MSW courses to an online format:
  - SW 520, SW 539, SW 540, SW 541, SW 550, SW 507, SW 551, SW 530, SW 500, SW 515, SW 532, Year-long sequence of three courses in advanced community and organizational practice (course numbers TBD), SSW 511
- By working with faculty in SSW, convert 8 elective MSW courses to online format
  - SW 510 (Racial Disparities), SW 525, SW 579, SW 545, SW 566, SW 585, SW 510 (Advanced Anti-Oppressive Practices), SW 510 (Community and Organizational Research)
- Develop a framework for the Online Program, including program structure, curriculum map, new policies and new intake procedures
- Establish a budget model for the program and set tuition rate
- Develop non-curricular online content
- Establish field instruction systems, including procedures for out-of-state field practicums
- Develop model for program assessment and quality improvement
- Secure approval from the Council on Social Work Education to offer the new program
- Marketing this new online program is not in the scope of this project
Governance

Vice Provost for Academic Innovation and Student Success

Sponsor, Project Lead and Project Manager

Project Team

Project Assistant

Other Stakeholders

Roles & Responsibilities

<table>
<thead>
<tr>
<th>Role/Assigned Parties</th>
<th>List of Responsibilities</th>
</tr>
</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 |
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td><strong>Project Sponsors</strong></td>
<td>• Responsible for executive-level communication of the project as applicable</td>
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<td></td>
<td>• Responsible to ensure that project is in line with School of Social Work and</td>
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<tr>
<td></td>
<td>Office of Academic Innovation needs/goals</td>
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<td></td>
<td>• Assure availability of essential project resources within the School of Social</td>
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<td></td>
<td>Work and Office of Academic Innovation</td>
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<tr>
<td><strong>Project Lead</strong></td>
<td>• Serve as central point of communication for the project, including serving as</td>
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<tr>
<td></td>
<td>liaison to faculty</td>
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<tr>
<td></td>
<td>• Manage project budget</td>
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<td></td>
<td>• Oversee day-to-day operations of the Project Team</td>
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<td></td>
<td>• Co-manage key project documentation</td>
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<td></td>
<td>• Work closely with Project Leadership to ensure project objectives are being</td>
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<tr>
<td></td>
<td>met</td>
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<tr>
<td></td>
<td>• Mitigate issues and risks</td>
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<tr>
<td><strong>Project Manager</strong></td>
<td>• Manage overall scope and schedule including administering the change management</td>
</tr>
<tr>
<td></td>
<td>process</td>
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<tr>
<td></td>
<td>• Own project management plans and processes, providing general support and</td>
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<tr>
<td></td>
<td>project management framework to Project Lead for execution of day to day project</td>
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<tr>
<td></td>
<td>activities</td>
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<td></td>
<td>• Make sure there are clear communication paths between all identified project</td>
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<tr>
<td></td>
<td>roles</td>
</tr>
<tr>
<td></td>
<td>• Manage Project Assistant</td>
</tr>
<tr>
<td></td>
<td>• Own and manage or co-manage key project documentation</td>
</tr>
<tr>
<td></td>
<td>• Work closely with Project Leadership to ensure project objectives are being</td>
</tr>
<tr>
<td></td>
<td>met</td>
</tr>
<tr>
<td></td>
<td>• Mitigate issues and risks</td>
</tr>
<tr>
<td><strong>Project Assistant</strong></td>
<td>• Manage project Actions, Issues and</td>
</tr>
</tbody>
</table>
| Lia Halverson, Project Management Assistant, Office of Academic Affairs | 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**  
- Sarah Bradley, Assistant Professor, School of Social Work  
- Ann Curry-Stevens, Associate Professor, School of Social Work  
- Roxanne Dinca, Administrative Assistant  
- Molly Griffith, Instructional Designer, Office of Academic Innovation | **Support requirements gathering process for course development**  
**Contribute to creation and documentation of policies and procedures**  
**Serve as first line of defense in issue and risk mitigation**  
**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**  
- All School of Social Work faculty, including faculty participating in course redesign  
- Community partners and other community stakeholders (such as Department of Human Services, tribal nations, field placement agencies, etc.)  
- Students | **Be available to the Project Team to answer questions and provide feedback as needed**  
**Contribute to requirements gathering process**  
**Specific intent exists to involve all interested SSW faculty in the course design process and learning** |

**Communications**

**Target Audiences**
- Project Sponsors  
- Project Team
- SSW Faculty
- Community Stakeholders
- Accrediting Body
- 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>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 Lead</td>
<td>Project Assistant / Meeting</td>
<td>As needed</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 Lead/Project Assistant</td>
<td>Project Assistant / Email &amp; Phone Calls</td>
<td>Weekly, or routine basis</td>
</tr>
<tr>
<td>Project Status Report</td>
<td>Provide status on project</td>
<td>Project Sponsor(s) / Steering Committee</td>
<td>Project Manager</td>
<td>Project Assistant / Email</td>
<td>As needed</td>
</tr>
<tr>
<td>Cross Projects Status Report</td>
<td>A roll-up of the individual status reports designated to communicate</td>
<td>Project Sponsor(s)</td>
<td>Project Assistant</td>
<td>Project Assistant / Email</td>
<td>Monthly</td>
</tr>
</tbody>
</table>
Assumptions

- Paramount in this project is the development of quality content and instruction and that is comparable to the other MSW programs in the School of Social Work.
- This project has explicit support from PSU 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.
- The School of Social Work is committed to participating in online course development.

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 Sponsors, 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>Meeting Documents</td>
<td>Project Manager/Project Lead</td>
<td>Project Manager, Project Lead, Project Assistant</td>
</tr>
<tr>
<td>Requirements for Redesigned Courses</td>
<td>Project Manager/Project Lead</td>
<td>Project Lead, Project Team</td>
</tr>
<tr>
<td>Syllabi, detailed lesson plans or course blueprint/maps, of redesigned courses</td>
<td>Project Lead/Project Team</td>
<td>Project Team/Other Stakeholders</td>
</tr>
<tr>
<td>End-of-Project Report</td>
<td>Project Lead</td>
<td>Project Lead, Project Manager, Project Team, Project Sponsors</td>
</tr>
</tbody>
</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 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.

Appendices (being developed)

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