

Project Proposal

Project Title: Curriculum Planning and Management

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Situation/Problem/Opportunity:

Curriculum and Leave Planning (CLP) is a process that occurs each year for the next academic year. Presently there are five related but unconnected CLP systems that are used for the purpose of scheduling curriculum, facilities, and instructors to deliver the curriculum. These are FileMaker Pro applications and they reside as separate systems for each division.

While these applications have met many of the departmental and divisional needs, they do not provide an integrated enterprise-wide view of curriculum planning and management that would support the planning, and reporting requirements of the entire campus. In addition, information does not flow into central campus systems, such as the Academic Information System (AIS), resulting in the need to re-key information. The process of duplicate data entry leads to inefficiencies and can impact data accuracy.

There are opportunities for creating an enterprise-level system application that integrates with and leverages other campus systems that make up the foundation of curriculum planning and management processes. Some of the benefits that might be realized out of such a system are: a reduction of data re-entry, a university-wide view of curriculum planning and management, improved data accuracy, more timely reporting, and improved functionality to assist with predicting enrollment and with the process of curriculum planning and scheduling.

Purpose Statement (Goals):

The overarching goals of this project are to enable efficient, effective academic planning processes and to provide comprehensive information in support of departmental, divisional, and campus-wide curriculum management.

This project will implement a system in alignment with the following campus goals:

- Provide information to manage curriculum capacity planning in support of students' degree objectives.
- Have the ability to manage support for GenEd courses associated with the above degree objectives at the campus level.
- Provide both department managers and department chairs with a uniform ability to consistently manage faculty curriculum and leave, preserving or enhancing both the usability and functionality of the existing CLP.

Objectives/Deliverables (if known):

- Complete the requirements analysis.
- Develop a final project charter, including proposed budget and timeline.
- Develop a phased project plan and implementation team.
- Identify a list of reports to support both historical analysis and future trends.
- Develop a timeline describing the curriculum planning and leave cycle.

Methods/Approach:

- Create the appropriate decision and consultation structures including a steering committee.
- Identify key stakeholders and conduct interviews.
- Document the business processes related to curriculum scheduling, academic planning and leave planning from each perspective.
- Identify interfaces between departments, divisions and central offices.
- Identify the various interfaces between campus systems.
- Document what works well and what doesn't work well with the existing CLP system.
- Document the requirements for an 'ideal' curriculum planning and management system.
- Provide the opportunity for review and feedback from key stakeholder groups.
- Review the requirements analysis and proposed scope with the steering committee and gain consensus before completing the project plan, project budget, and proposed timeline.
- Current department-level functionality will not be reduced.
- Functionality with existing systems will be leveraged.
- Integration among numerous campus units will be a priority.

Success Criteria:

- An agreed upon requirements definition and project charter that satisfies the various constituencies: department managers, divisional managers, academic planners, and the Registrar's office.

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Risks and Dependencies:

- Availability of people.
- Being able to meet the requirements of each group and the entire campus.
- AIS upgrade may delay the optimal solution.

Resources:

- Applications Solutions – Corinne O’Connell, Christi Bengard
- Steering Committee – Nancy Degnan, Pamela Hunt-Carter, Kathleen Dettman, Dana Rohlf, Sarah Schuster, Joyce Ryan, Alison Galloway, Linda Kittle, Betsy Moses, Gloria Williams, Roxanne Monnet, Scotty Brookie, and Christi Bengard
- People to interview about Curriculum Planning and Management business processes – department managers, divisional assistant deans, academic planning administrators

Project Duration: 4-6 months to complete requirements analysis

Project Budget:

To Be Completed by Appropriate Manager - Proposals will be reviewed by the sponsor and manager and forwarded to ITS/PMG by the manager.

If known, enter the project sponsor’s name.

If known, enter the manager’s name.

Project Sponsor: Alison Galloway

Manager: Christi Bengard