

Project Name <i>Eportfolios: Assessment and Demonstration of 21<sup>st</sup> Century Skills</i>	Project Acronym or No.	
Project Lead Dan McKerrall	Target Project Completion Date 2014/03/31	
Project Managers Jenn Horwath and Valerie Parke	Version No. 2.0	Version Date 2013/08/08

**Project Goal: (As per Board approved Priority Project)**

*Introduce eportfolios for student use by March 31st, 2014*

*Phase 1 Identification of eportfolio products appropriate for assessment and demonstration of 21<sup>st</sup> Century skills.  
Phase 2 Implementation of eportfolios in a cross-section of college programs.*

**Associated Projects: (Indicate dependant sub-projects if applicable)**

- 1. Institutional Learning Outcomes (ILOs) Project*
- 2. Co-curricular Record (CCR) Project*
- 3. Blended Learning*

**Why is Action Necessary? (What is the motivation to solve this situation?)**

*Eportfolios are recognized in Higher Education as an assessment method of 21<sup>st</sup> Century Skills.  
Eportfolios have been identified as a tool that will support the ongoing implementation of blended learning at the college.  
Eportfolios will also serve as a potential tool to demonstrate the achievement of Institutional Learning Outcomes by the college's graduates.*

**Objectives & Performance Measures**

*Objectives are clear statements of specific activities/tasks that must be performed to achieve the goals. Performance measures are used to determine if objectives have been completed. Ensure goals and objectives are Specific Measurable Achievable Results-focused and Time-bound (SMART).*

<b>Objectives/Deliverables</b>	<b>Performance Measures</b>
<i>For each goal, list specific objectives and/or deliverables that will signify achievement of goal when finished.</i>	<i>For each objective/deliverable, list the measures that will be used to evaluate success of results achieved.</i>

Objectives & Performance Measures	
<p>A. Identify the academic, experiential learning and technical requirements of eportfolio products.</p> <p>B. Select and implement a single or multiple eportfolio solutions that meet defined program and college-wide requirements.</p> <p>C. Identify an early adopter cohort, comprising 30% of the student population, (3 000) to adopt and use eportfolios in the Winter 2014 Semester.</p> <p>D. Develop implementation plans for programs wishing to participate in the early adopter cohort.</p> <p>E. Develop assessment tools to measure the effectiveness of eportfolios for the early adopter cohort.</p> <p>F. Report on the effectiveness of each eportfolio product for the assessment and demonstration of 21<sup>st</sup> Century Skills.</p>	<ul style="list-style-type: none"> <li>• Academic, experiential learning and technical requirements will be defined to allow for the selection of appropriate eportfolio product(s).</li> <li>• Eportfolio software solution(s) to be used during the Winter 2014 Semester will be identified by November 1, 2013.</li> <li>• Programs implementing eportfolios into a course/courses will be identified by November 15, 2013.</li> <li>• Costing and licensing agreements will be submitted to Project Lead by November 30, 2013</li> <li>• Training and technical support plans will be communicated by December 20, 2013.</li> <li>• Final report on <i>Eportfolios: Assessment and Demonstration of 21<sup>st</sup> Century Skills</i> to be submitted by April 30, 2014.</li> </ul>

Scope	
<p><i>Scope describes project boundaries by defining what the project will and will not deliver. Deliverables are tangible, verifiable outcomes that signify completion of objectives. Indicate specific features, functions, timelines, costs, quality needs, or other "must have" requirements that restrict the project.</i></p>	
"IN" Scope	"OUT" of Scope
<p><i>Describe specific items that WILL be included as part of the work performed by this project.</i></p> <ul style="list-style-type: none"> <li>• Academic, experiential learning and technical requirements at a broad, college-wide level.</li> <li>• Identify appropriate eportfolio products for implementation.</li> </ul>	<p><i>Describe specific items that WILL NOT be included as part of the work performed by this project.</i></p> <ul style="list-style-type: none"> <li>• Detailed work on how to measure Institutional Learning Outcomes</li> <li>• Continuing education courses and programs</li> </ul>

**High Level Implementation Schedule**

Briefly describe the major phases or deliverables in the project and when you expect them to start and finish relative to the quarterly reporting requirements for the Board. Insert a mark "X" in the weeks when you expect the task will complete. The board dashboard will reflect the accomplishments as indicated in this schedule.

Major Milestones or Deliverables	Board Reporting Schedule											
	Sept 11 2013	Achieved	Nov 13 2013	Achieved	Feb 12 2014	Achieved	April 9 2014	Achieved	May 14 2014	Achieved	June 4 2014	Achieved
Identify academic, experiential learning and technical requirements			X									
Select appropriate eportfolio products			X									
Identify programs to participate in Winter 2014 Semester implementation comprising 30% or 3 000 students.			X									
Provide 30% of students with access to eportfolios.					X							
Measure the effectiveness of eportfolios for the early adopter cohort.								X				
Report on the effectiveness of each eportfolio product for the assessment and demonstration of 21 <sup>st</sup> Century Skills.								X				

**High Level Cost Estimates**

Category (Itemize as necessary)	Total (For the entire project)
Salaries and Wages	
Benefits (22% of S&W)	
ODOE (15% of S&W)	
Materials/Equipment	7 000 – 20 000 for 3 month licenses for 3 000 students
Office Space/Facilities	
Training/Development	2 000 for Student Focus Group Sessions 2 000 for Keynote Speakers on Eportfolios for Inspiring Minds October 2013.

<b>High Level Cost Estimates</b>	
<i>Consultants</i>	
Other:	
Total	24 000

## Project Partners

*Is this project carried out in partnership with other groups/organizations? Indicate **who else**, in addition to those listed as project team members above, and committed to contributing to this project. Partners are individuals, groups or organizations who work together towards joint interests to achieve common goals. Identify shared, mutually beneficial objectives below and the contributions of each partner. Provide details of each partnership in a separate document, such as a Memorandum of Understanding (MOU) or Service Level Agreement (SLA).*

Partners	Common Interests & Priorities	Roles & Responsibilities
<i>Identify your partners. List names, groups or organizations.</i>	<i>State shared objectives and identify priorities for each partner listed.</i>	<i>List roles. What commitments have been made? Have MOUs or SLAs been signed?</i>
<ul style="list-style-type: none"> <li>Vice-President Academic</li> <li>VP Student Services</li> </ul>	<ul style="list-style-type: none"> <li>Co-curricular transcript project</li> </ul>	<ul style="list-style-type: none"> <li>Define the relationship between proposed solution and user needs for the eportfolios, ie. Co-curricular transcript and ILO's</li> </ul>

## Project Stakeholders

***Stakeholders** are individuals or organizations that have a vested interest in the initiative. They are either affected by, or can have an affect on, the project. Anyone whose interests may be positively or negatively impacted by the project, or anyone that may exert influence over the project or its results is considered a project stakeholder. All stakeholders must be identified and managed appropriately.*

Stakeholders	Interests & Needs	Management Strategies
<i>Identify your stakeholders. List names, groups or organizations.</i>	<i>Why are they stakeholders? How are they involved? List interests.</i>	<i>How will the project manage expectations &amp; meet their needs and requirements?</i>
<ul style="list-style-type: none"> <li>Information Technology</li> <li>Deans / Associate Deans</li> <li>Faculty &amp; Students</li> <li>Student Services</li> </ul>	<ul style="list-style-type: none"> <li>Technical implementation and ongoing licensing and maintenance of software solution</li> <li>Need a solution that integrates into existing program structure</li> <li>Need to understand "why" and "how" to use the tool</li> <li>Integrate CCR into eportfolios</li> </ul>	<ul style="list-style-type: none"> <li>Need to be involved on project team</li> <li>Need to be consulted on academic requirements</li> <li>Comprehensive communication and training plan</li> <li>Need to be consulted on requirements gathering and tool selection / implementation</li> </ul>

**Core Team Members**

Identify number of resources and skills, knowledge and experience needed to achieve project goals and objectives. List names of core project team members (or titles only if actual individuals have not yet been appointed). Describe key roles and responsibilities of each team member. Ensure strong cross functional representation. State the estimated amount of time each team member will spend on the project (duration) and indicate their level of involvement (effort).

<b>Team Position</b> (Indicate number required)	<b>Role On Project</b> (Types of work they will do)	<b>Effort</b> (Days or Hours Per Week)	<b>Est. Duration</b> (Weeks)
VP Academic			
2 Project Managers	Ensure project meets goals and stays on schedule	6	30 weeks
6-8 College Employees	Develop academic requirements through research on "best practices" of eportfolio use and consultation with Mohawk faculty and staff	2 hours per week	10 weeks Fall Semester 10 weeks Winter Semester

**Assumptions & Constraints**

Assumptions are external factors that, at the time of writing the charter, are considered true, real or certain for purposes of planning. Certain unverified or unknown aspects that are likely to happen must be assumed as facts to proceed. Constraints and boundaries are factors that are outside the control of the project team, that restrict or regulate the project. They may limit available options and affect performance of the project.

<b>Assumptions</b>	<b>Constraints</b>
<i>List the assumptions made to date. What did you have to assume to be true to complete the charter?</i>	<i>List project constraints and boundaries. Consider time, budget, scope, quality, availability/skills of resources, priorities, etc.</i>
<ul style="list-style-type: none"> <li>That budget resources will be available to acquire the selected tool.</li> <li>eportfolios will be provided for full-time students</li> </ul>	<ul style="list-style-type: none"> <li>Tight timeline to implement by March 31.</li> <li>No budget allocated to the project</li> <li>Availability of human resources (particularly IT and CTL) given number of other priority projects on the go.</li> </ul>

**Acceptance & Sign-Off**

List the names of the Project Leads, Co-Leads, Members, and representatives of Stakeholders and Partners. By signing the charter, these individuals confirm they have understood their roles & responsibilities on this project and are committed to its successful completion.

<b>Prepared By:</b>	<b>Name Name</b>	<b>Date</b>
	<i>Title</i>	<i>Signature</i>
<b>Approved By:</b>	<b>Name Name</b>	<b>Date</b>
	<i>Title</i>	<i>Signature</i>
<b>Approved By:</b>	<b>Name Name</b>	<b>Date</b>
	<i>Name &amp; Title</i>	<i>Signature</i>
<b>Approved By:</b>	<b>Name Name</b>	<b>Date</b>
	<i>Title</i>	<i>Signature</i>
<b>Approved By:</b>	<b>Name Name</b>	<b>Date</b>
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	<i>Title</i>	<i>Signature</i>
<b>Approved By:</b>	<b>Name Name</b>	<b>Date</b>
	<i>Title</i>	<i>Signature</i>
<b>Submitted to MEG:</b>		<b>Date</b>
		<b>Date</b>