III mohawk
COLLEGE

Project Charter

Project Name **Institutional Learning Outcomes**	Project Acronym or No.	
Project Lead Dan McKerrall	Target Project Completion Date 2014/03/31	
Project Manager Valerie Parke	Version No. 2.0	Version Date 2013/08/13

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

Institutional Learning Outcomes – implementation plan, including metrics developed by December 31st, 2013

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

1. Eportfolios
2. Co-curricular Record (CCR)

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

In April 2013, the college approved a set of Institutional Learning Outcomes (ILOs) that will serve as the profile of a Mohawk graduate. This project will develop the implementation plan and measurement tools.

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).

Objectives/Deliverables	Performance Measures
For each goal, list specific objectives and/or deliverables that will signify achievement of goal when finished.	*For each objective/deliverable, list the measures that will be used to evaluate success of results achieved.*
A. Develop an implementation plan for the approved ILOs that engages both academic and student services stakeholders. B. Provide an estimate of the costs for the implementation and sustainability of ILOs. C. Define a set of metrics to measure the implementation of ILOs. D. Develop a communication plan to support the implementation of the ILOs.	• Meaningful consultations with college employees, current students and alumni. • Implementation plan approved by Deans team by December 2013. • Preliminary budget of initial implementation and ongoing costs. • Metrics developed and approved by Deans team by December 2013. • Draft communication plan for review.

Scope

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.

"IN" Scope	**"OUT" of Scope**
Describe specific items that WILL be included as part of the work performed by this project.	*Describe specific items that WILL NOT be included as part of the work performed by this project.*
- Assess the alignment of the ILOs with the co-curricular record (CCR) project. - Implementation plan - Metrics - Program implementation and operations cost estimate - Communication plan	- curriculum mapping - eportfolios - CCR

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*
Assess the alignment of the ILOs with the CCR project.			X									
Implementation Plan approved					X							
Metrics defined and approved					X							
Program implementation and operations draft budget					X							
Communication Plan					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	
Office Space/Facilities	
Training/Development	
Consultants	
Other:	
Total	

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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, 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
Identify your partners. List names, groups or organizations.	*State shared objectives and identify priorities for each partner listed.*	*List roles. What commitments have been made? Have MOUs or SLAs been signed?*
- Vice-President Academic - VP Student Services - Desire2Learn - Pearson	- Project Outcomes - Project Outcomes including CCR - Optimize the implementation plan and the user experience	

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
Identify your stakeholders. List names, groups or organizations.	*Why are they stakeholders? How are they involved? List interests.*	*How will the project manage expectations & meet their needs and requirements?*
Deans Associate Deans Faculty Student Services Team Students Vendors (Pearson and D2L)	- Lead the adoption of the plan. - Enable the adoption of the plan - Contribute to the design and use of the ILO's - Users of the ILO's and supporting tools - Define the optimal use of the tools	- Provide monthly updates routinely and additional meetings as required. - Multi-stakeholder consultation through focus groups and team meetings - Vendor meetings as required

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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).

Team Position (Indicate number required)	*Role On Project* (Types of work they will do)	*Effort* (Days or Hours Per Week)	*Est. Duration* (Weeks)
VP Academic			
Project Manager	Ensure project meets goals and stays on schedule	6hrs/10 weeks	
Faculty (3)		2hrs/10 weeks	
Support Saff (3)		2hrs/10 weeks	
Director or Associate Dean (1)		2hrs/10 weeks	

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.

Assumptions	Constraints
List the assumptions made to date. What did you have to assume to be true to complete the charter?	*List project constraints and boundaries. Consider time, budget, scope, quality, availability/skills of resources, priorities, etc.*
• Eportfolios will be licensed in sufficient number to support this objective.	•

Priority Project Charter V2 June 2013

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.

Prepared By:	**Name Name**		**Date**
	Title	*Signature*	*Date*
Approved By:	**Name Name**		**Date**
	Title	*Signature*	*Date*
Approved By:	**Name Name**		**Date**
	Name & Title	*Signature*	*Date*
Approved By:	**Name Name**		**Date**
	Title	*Signature*	
Approved By:	**Name Name**		**Date**
	Title	*Signature*	
Approved By:	**Name Name**		**Date**
	Title	*Signature*	
Approved By:	**Name Name**		**Date**
	Title	*Signature*	
Approved By:	**Name Name**		**Date**
	Title	*Signature*	
Approved By:	**Name Name**		**Date**
	Title	*Signature*	
Submitted to MEG:			**Date**
Approved By MEG:			**Date**