# Project Description/Issue Statement (may include project triggers):

Create and Implement scripts to extract and submit the Student Data needed by EAB.

# Goals & Objectives:

## Strategic Goal(s) Supported

Provide a transformative educational experience for all learners.

## Business Objectives

Provide analysis of student graduation rates, predictive indicators of success, and an advising tool which gives earlier warning for students whose risk of not graduating is increasing

## IT Objectives

Create Student Data extracts, as required for the EAB-SSC analytical tool, from the ODS Staging Tables.

Establish a method for submitting the data to EAB on a daily basis

# Project Governance

|  |  |
| --- | --- |
| Role | Name/Org |
| Project Sponsor | Becky Warner, Academic Affairs |
| Project Technical Lead | Kent Kuo, ECS |
| Project Manager | Hollie Pitts, ECS |

# Project Scope:

|  |  |  |
| --- | --- | --- |
| Scope | In | Out |
| Functional | Gather and submit data to EAB |  |
| Organizational |  |  |
| System |  |  |
| *All other Scope* |  |  |

# Flexibility Matrix:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Least Flexible | Moderately Flexible | Most Flexible |
| Scope | X |  |  |
| Schedule |  | X |  |
| Resources |  |  | X |

# Key Project Deliverables

1. Scripts to gather required data
2. Evaluation of initial data
3. Primary system connection to EAB for delivery of data established

# *Preliminary* Schedule and Milestones:

|  |  |
| --- | --- |
| Milestone | Date (mm/yy) |
| Establish System Connections | 01/15 |
| Deliver all Look Up tables | 01/15 |
| Deliver all “ver important” and “important” data for all files except Groups, Advisors, and Staff | 02/15 |
| Deliver Advisors, Staff and Groups | 3/15 |
| Deliver all “nice to have” data | 3/15 |
|  |  |
|  |  |
|  |  |
|  |  |

# Staffing Estimates

|  |  |  |
| --- | --- | --- |
| Role | Effort | Name/Org |
| Developer | 75% | Mark Baldwin |
| Data Validation |  | Nancy Laurence |
| Data Validation |  | Marteen Sparlin |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Service

|  |  |
| --- | --- |
| Item | Name/Org |
| Owner (when project completes) |  |

# Financial Estimate (opt.)

|  |  |
| --- | --- |
| Total Costs | Dollars |
| Initial Cost of Project |  |
| Ongoing Annual Cost |  |
| Total Benefits | Dollars |
| One-time Savings |  |
| Annual Savings |  |

## Funding Source

Initial Costs: Academic Affairs and IS(?)

Ongoing Costs:

## Benefit Description (e.g. revenue increase)

Increased student retention

# Dependencies, Assumptions and Constraints

The technical portion of the project is dependent on the Values Team determining:

* Groups
* Staff
* Advisors

# Project Performance Measures (opt)

# Known Issues and Risks (of proposal)

1. Values team fails to define Groups, Staff, or Advisors in a timely fashion. This may extend the technical time frame
2. Data is incomplete or wrong enough that significant data clean-up needs to be undertaken. This may extend the technical effort as well; or could result in poor analytic results.

General note…doesn’t have to be just one page.

1. Project Description/Issue Statement   
   Summarize the project and business problems to be solved.
2. Goals & Objectives  
   Describe the major goals and objectives of the project from both a business perspective and an IT perspective, if relevant. [Note: clarify language that business objectives should be in terms of capabilities needed – not assets/IT language, etc]
3. Project Governance

List the individuals assigned in directing the project

1. Project Scope  
   Describe what is in and out of scope from a functional (boundaries around what the solution does), organizational (who is affected) and systems (which systems or infrastructure is involved) perspective.
2. Flexibility Matrix  
   Assess where the flexibility will reside for the project to react to uncertainty as the portfolio is created. The assessment is relative between the three factors.
3. Key Project Deliverables  
   List deliverables for the project in terms of business and process capabilities rather than *in terms of changes to particular applications/assets*.
4. Preliminary Schedule and Milestones  
   List the anticipated start and end dates of the project. Include dates of required interim milestones as appropriate.
5. Staffing estimates  
   List the estimated roles and % FTE required to complete the project (e.g 50% DBA, 10% web programmer).
6. Service  
   Enter the proposed long-term owner of the delivered solution when the project completes.
7. Financial Estimate (summary of cost-benefit analysis)

Under Total Costs, list the expected cost to deploy the project (include software, hardware, vendor costs, training, travel, marketing, etc.). List the expected annual cost to maintain the delivered solution (include maintenance fees, service costs, renewals, additional staffing, etc.)

Under Total Benefits, list the expected income or recovery costs (people, hardware, software renewals, additional fees, etc.)

Under Funding source, list the index/account, grant name or organization to provide funding

1. Dependencies, Assumptions, and Constraints  
   List related project deliverables, important assumptions made, and imposed constraints. Note if the project's benefits are dependent on other project delivery dates, business projects/events or seasonal trends (e.g., in time for back-to-school).
2. Issues and Risks  
   Document any anticipated issues and risks with the project that should be considered during portfolio planning.