



# **Go4UGA Project Charter**

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*Prepared by: EITS Members of the Go4UGA Project Team*

December 11, 2015

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## **Project Purpose and Justification**

The purpose of this project is to implement software to be used in the University of Georgia's student advising processes. This project is needed in order to provide unified, campus-wide advising software so that advisors can carry out job responsibilities and aid students towards successful degree completion.

## **Project Scope**

Implementation of the following components will be considered in scope for this project:

- Advisement scheduling tools
- Ability to build advising plans for students
- Ability to add public and private notes to a student's record
- Mobile capabilities such as text messaging, push notifications, and mobile access that are deemed appropriate by the project team
- Import Student Advising & Registration Assistant (SARA) data into appropriate advising tools
- Ability to ingest and display various student data from appropriate information systems
- Ability to ingest and display/disseminate appropriately formatted analytics on academic performance and other factors from the University of Georgia's Office of Institutional Research and other entities

These components will be achieved through implementing two products from Starfish by Hobsons: Starfish Connect and Starfish Early Alert.

The total cost of these two products from Starfish by Hobsons, including the use of products for three years and professional services for implementation, is \$329,000.

## **Out of Scope**

The following components are out of scope for this effort:

- Selection and implementation of predictive analytics
- Coordination and implementation of any changes to New Student Orientation
- Coordination and implementation of any activities related to career counseling
- Implementation of degree planning tools

## Project Resources

### Executive Sponsors

The executive sponsors will make final decisions on project activities based on recommendations from the steering committee.

Name	Title, Role
Rahul Shrivastav	VPI, Executive Sponsor
Timothy Chester	VPII, Executive Sponsor
Naomi Norman	Associate VPI, Executive Sponsor

Judith Iakovou, Michael Lucas, David Crouch, and Stacy Boyles will attend monthly meetings with the executive sponsors.

### Project Team Members

The advising tool team members will be responsible for implementing Connect and Early Alert and will carry out project activities as directed by the executive sponsors.

Name	Title, Role
David Crouch	IT Director, Technical Implementation Leader
Stacy Boyles	IT Program Manager, Technical Project Manager
Lance Peiper	IT Senior Manager, Manager for Mobile Team Resources
Connie Perry	IT Senior Manager, Primary Contact for Banner and DegreeWorks Integration
Jonathan Hardy	IT Director, CAS Implementation
Ben Myers	IT Associate Director, Manager for Penetration Testing Resources
Vendors	Technical and Project Management staff, Starfish/Hobsons
Judith Iakovou	Director of Advising, Key Stakeholder
Meihua Zhai	OIR Employee Title, Analytics Feed Provider
Michael Merva	Advising Coordinator, Franklin College
Matthew Head	Advising Coordinator, Warnell School of Forestry
Amber Fetner	Academic Advisor, Franklin College
Rose Tahash	Academic Advisor, College of Environment and Design
Julia Butler-Mayes	Director of Student Services, College of Education
Jason Booth	Academic Advisor, Terry College
Maggie Blanton	Administrative Manager, Division of Academic Enhancement
Tracy Coley	Public Relations Coordinator, Communications Officer
Lindsay Johnson	Administrative Associate, Meeting Coordinator
Various Advisors	Training Coordinators for Schools and Colleges

## Project Acceptance Criteria

This project will be accepted when the following criteria are met:

- Receive final sign-off from executive sponsors on features implemented
- All tasks in the communication plan have been executed
- Advisors and students are able to log in and view accurate information
- Appropriate features are displayed correctly on mobile devices

## Project Critical Success Factors

The following factors are critical to the success of this project:

- Funding is approved by February 1, 2016
- Charter approval from the executive sponsors is received by February 1, 2016 in order to conduct a pilot for Spring 2017 and a campus rollout for Fall 2017
- Dedication of resources on the project team
- Timely decision-making from executive sponsors for any items brought forward through the project team

## Project Milestones

Milestone	Date
Go4UGA Charter Approved	February 1, 2016*
Procurement Complete	April 29, 2016*
Solution Implemented	October 28, 2016
Pilot Users On-Boarded	December 23, 2016
Pilot Users complete Spring 2017 Advising using the Solution	April 28, 2017
Campus Rollout Approach Determined	May 26, 2017
Campus Users On-Boarded	July 28, 2017
Campus Users complete Fall 2017 Advising using the Solution	November 30, 2017
Closeout Go4UGA Project	December 22, 2017

\* = These milestones must be achieved on these dates to complete this project in December 2017.

## Communication Plan

### Meetings

	<b>Date, Time, Location</b>	<b>Purpose</b>
Project Team	Weekly	Obtain status updates on project tasks, review issues, risks, and other items pertinent to the project.
Executive Sponsors	Monthly	Review monthly status report, bring forward items needing executive sponsor decisions
Academic Advising Coordinating Council	Monthly	Provide updates on project status, discuss updates related to advisors, review questions about project objectives.

### Documentation

	<b>Delivery Method</b>	<b>Purpose</b>
Agendas and Minutes for all Group Meetings	Confluence	Capture notes, decisions and updates related to this effort.
Project Management Documentation	Confluence	Track project tasks, milestones, risks, issues, lessons learned, etc.
Technical Documentation	Confluence	Maintain and store architecture diagrams, data flow diagrams, technical specifications, etc.

*The Communication Plan continues on the next page.*

## Reporting

	<b>Audience</b>	<b>Frequency</b>	<b>Delivery Method</b>	<b>Purpose</b>
Monthly Status Report to Executive Sponsor	Executive Sponsors	Monthly	Written report emailed to executive sponsors	Report the status summary, key accomplishments, current efforts, issues, risks, and requests to executive sponsors.
Monthly Status Report to Advisors	Academic Advising Coordinating Council	Monthly	Written report emailed to the ACADEME listserv	Report the objective, status of major efforts, timelines and tasks impacting advisors
Updates to AACC	Academic Advising Coordinating Council	As Needed	Presentation or informal updates at monthly meetings	Review key accomplishments, discuss upcoming deliverables, review current and future advisor involvement
Updates to ITMF	IT Managers Forum	As Needed	Presentation or informal updates at monthly meetings	Review key accomplishments, discuss upcoming deliverables, review current and future campus IT involvement
Updates to EITS LC	EITS Leadership Council	As Needed	Presentation or informal updates at monthly meetings	Review key accomplishments, discuss upcoming deliverables, review current and future EITS team involvement

## Media

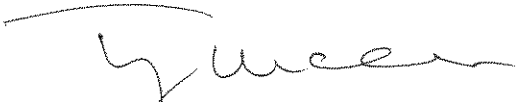
	<b>Audience</b>	<b>Frequency</b>	<b>Delivery Method</b>	<b>Purpose</b>
Project Website	Campus	On-Going	Public URL communicated to campus via presentations, reports, etc.	Make pertinent information available to campus, provide relevant updates on project work and timelines.

## Charter Approval



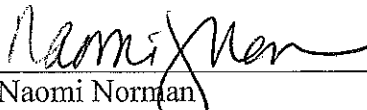
Rahul Shrivastav  
*Vice President for Instruction*

01/27/16  
Date



Timothy Chester  
*Vice President for Information Technology*

01/29/2016  
Date



Naomi Norman  
*Associate Vice President for Instruction*

29 Jan 2016  
Date