****

**Project Title Here**

*Project sponsor(s) here*

*Project team lead here*

# **Project Management Plan**

*The purpose of a project management plan is to outline the ‘who, what, when, where and why’ of a project.*

**Prepared By:**

**Date:**

**Content**

Purpose and Scope

Expected Outcomes

Project Management Deliverables

Assumptions

Assessment Plan

Roles and Responsibilities

Change Process

*Adapted from rethink PSU 2014-15 Project Management Template.*

*Licensed under a Creative Commons Attribution-Non-Commercial-ShareAlike 4.0 International License.*

## Purpose and Scope

*Please clearly articulate the* ***goals and objectives of*** *this project, in a way that is specific, realistic, and measurable. You may also articulate what is and is not in scope as part of this project’s work stream.*

## Expected Outcomes

*In bullet form, identify the expected outcomes for the project, broken down into distinct categories**/steps. Please try to make the description of the deliverables specific and measurable.*

## Project Management Deliverables

*The project lead, in collaboration with the project manager (or a designated GA), will be asked to produce a variety of materials, for monitoring and reporting purposes. Please include from the following list of documents:*

* *Project Management Plan (this document)*
* *Project Workplan (optional)*
* *Meeting documents,*
* *Regular Status reports,*
* *End-of-Project Report*

## Assumptions

*Any assumptions about how the project will be conducted and who will participate should be captured here. This may include your assumptions about the potential risks as well as strategies to address them. You may also point out here that:*

* *You assume the explicit support of the project sponsor as well as the Office of Project Management for Student Success Initiatives for the success of this project.*
* *The project participants and identified stakeholders have the time to accommodate this project in addition to their daily workload.*
* *Regular status reports on the progress of the work will be shared with the campus to*

**Assessment Plan**

*To the best of your ability, outline processes that can be used for measuring the success of the project goals, as listed under the expected outcomes . You may request assistance in developing this segment by contacting the project manager.*

## Roles and Responsibilities

*Identify all of the key participants and stakeholders, including committees and groups that will provide input to this project. Adjust roles as relevant to your project.*

|  |  |
| --- | --- |
| **Role/Assigned Parties** | **List of Responsibilities** |
| **Provost and Vice Chancellor** * Ron Dixon, Vice Chancellor for Student Affairs
* Karen Colley, Vice Chancellor for Academic Affairs and Provost
 | * Provide high level support for the entirety of SSI effort
* Promote campus buy-in
* Prioritize availability of essential resources for implementation
 |
| **Student Success Initiative Leadership Team*** Sue Farruggia, AVC for Assessment and Planning
* Aisha El-Amin, AVP for Student Success and Belonging
* Fred McCall, Dean of Students and AVC for Student Engagement
* Tom Moss, Chair of CAAD
* Mike Stieff, VP for Faculty Affairs
* Charu Thakral, AVC for Diversity, Equity and Engagement
* Negar Mansourian-Hadavi, OPMSSI Director
 | * Set guidelines and support the initiative as the liaison with the campus and the higher leadership
* Provide support for executive-level communications
* Step in when more fundamental problems inhibit the progress of the project
* Monitor the quality of the collaborative work and direction, so that the project objectives are met
* Enhance visibility of SSI projects and promote buy-in
* Review project reports and provide feedback when necessary
* May approve one-time fund to enable the completion or implementation of a project goal, adjustment of the project timeline, replacement of project team members, or leads.
 |
| **Project Manager*** Negar Mansourian-Hadavi, Project Manager
 | * Manages overall scope and timeline of the project
* Monitors project reporting and communications
* Works with the SSI leadership team and the project lead(s) to ensure the healthy progress toward project objectives
* Monitors and intervenes to address issues and risks
* Reviews and archives all project documentations
* Provides assistance to project lead(s) and team members to reduce the demand on their time
* Ensures clear communications among project stakeholders
* Creates and updates project webpage, under the Student Success Initiative’s website
* Follows up with project lead(s) for impact assessment and sustainability feedback
 |
| **Project Sponsor(s)*** *List Sponsor(s) here*
 | * Receives project updates as needed
* Steps in when additional support is necessary for the progress and success of the project
* Advocates for the required resources for the implementation of the project objectives
* Meets with the project lead(s) and team members at specific milestones to ensure the success of the project
* May advocate for one-time fund that enables completion or implementation of a project goal, changing of the project timeline, replacement of project team members, or leads.
 |
| **Project Team*** *List Members here*
 | * Carry out tasks to meet project objectives
* Create/contribute to project deliverables such as the project reports
* Contribute to various project tasks based on their topic expertise and insight
* Serve as first line of defense in issue and risk mitigation
* Serve as liaisons and project advocate to stakeholders
 |
| **Project Lead(s)*** *Name of the Lead(s)*
 | * Leads the project team meetings and share updates
* Serves as the project representative with the sponsor(s), the project manager, and the leadership team
* Assigns tasks to team members and oversees project activities
* Communicates with project stakeholders, invites experts, and requests additional support to empower the team to meet the expected outcomes
* Leads the completion of key project documentations, such as this document, bi-monthly status report, and final report
* Presents requests for resources to the project sponsor(s) through the project manager
* Proactively problem solves, brainstorms with the project manager and/or sponsor(s) for addressing risks and removing roadblocks
* Provides feedback about assessment after the completion of the project
 |
| **Project Assistant** * *Name of Individual*
 | * Support meeting coordination and project documentation, including meeting minutes, project management plan, and status reports
 |

**Change Process**

Any proposed changes to the project described here should be submitted in writing to the Student Success Initiative management team.