



Student Success Initiative

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:

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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, with as much detail as is possible, what is and is not within the scope of this project's work stream.*

Expected Outcomes

In bullet form, identify the outcomes for the project. It helps if you break up the project outcomes into manageable pieces. Please make an effort to make the description of the deliverables specific and measurable.

Project Management Deliverables

The project lead, in collaboration with the project manager, will be asked to produce a variety of materials, for management and reporting purposes. Please include from the following list of documents:

- *Project Management Plan (this document)*
- *Project Work Breakdown Structure (optional)*
- *Project Workplan*
- *Project Log*
- *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 online with the campus*

Assessment Plan

Every project is expected to have a thorough assessment plan. At the outset, it may be too much to expect a detailed plan, but project leads should be able to articulate expected outcomes and how they expect to measure those outcomes. Please share your assessment plan for this project here.

Monitoring and Control

In this section, articulate the practices and processes that will be used to monitor and control the performance of the project, to assist with meeting the project deliverables on time and within the project's scope. Continuous monitoring provides project stakeholders insight into the health of the project and identifies any areas that may require special attention. Practices might include frequent check-ins with project teams and leads to update the Project Workplan, Project Log, and Project Management Plan, mitigate risks and issues, and adjust project use of resources to achieve project deliverables.

Roles and Responsibilities

With as much detail as possible, identify all of the key participants and stakeholders, including committees and groups that will provide input into this project. Adjust roles as relevant to your project.

Role/Assigned Parties	List of Responsibilities
Provost and Vice Chancellor <ul style="list-style-type: none"> ● Rex Toliver, Interim Vice Chancellor for Student Affairs ● Susan Poser, Vice Chancellor for Academic Affairs and Provost 	<ul style="list-style-type: none"> ● Provide high-level leadership for the entirety of the project and its needs/goals ● Assure availability of essential project resources
Student Success Initiative Implementation Management Team <ul style="list-style-type: none"> ● Linda Deanna, Associate Vice Chancellor and Dean of Students ● Nikos Varelas, Vice Provost for Undergraduate Affairs ● Tom Moss, Associate Vice Provost for Undergraduate Affairs 	<ul style="list-style-type: none"> ● Provide guidelines and support for the initiative and act as the liaison for the leadership, the project teams, and the campus ● Provide support for executive-level communications ● Assist in problem solving by removing obstacles inhibiting the progress of the project ● Ensure project objectives are being met, in collaboration with the Project Lead and/or Project Manager

<ul style="list-style-type: none"> ● Negar Mansourian-Hadavi, Director of the Office of Project Management for Student Success Initiatives 	
<p>Project Manager (s)</p> <ul style="list-style-type: none"> ● Negar Mansourian-Hadavi, Project Manager 	<ul style="list-style-type: none"> ● Manage overall scope and schedule for the Initiative, including regular reporting and communication ● Work closely with the Management Team and the Project Leads to ensure the objectives are being met and issues are addressed ● Assure alignment of project steps for achieving the project outcomes ● Mitigate issues and risks ● Own project management plan, and project documentation, including providing general support and project management framework to Project Lead ● Make sure there are clear communication paths between all identified project roles ● Update the Student Success Initiative’s website with regular “status reports” of projects
<p>Project Sponsor(s)</p> <ul style="list-style-type: none"> ● <i>List Members here</i> 	<ul style="list-style-type: none"> ● Provide necessary support to ensure the progress of the project ● Assure availability of essential resources for the project ● Receive updates on the Project Team meetings and participate as needed ● Responsible for executive-level communication of the project as applicable
<p>Project Team</p> <ul style="list-style-type: none"> ● <i>List Members here</i> 	<ul style="list-style-type: none"> ● Carry out/be responsible for project tasks ● Create/contribute to project deliverables as applicable ● Contribute to creation of project guidelines and procedures as well as regular project updates ● Serve as first line of defense in issue and risk mitigation ● Serve as liaisons and project advocate to stakeholders
<p>Project Lead</p> <ul style="list-style-type: none"> ● <i>Name of Individual</i> 	<ul style="list-style-type: none"> ● Coordinate Project Team meetings and share updates ● Serve as central point of communication for the project, with the sponsors, the team, and the Project Manager ● Oversee day-to-day operations of the Project Team ● Co-manage key project documentation with Project Manager ● Ensure project objectives are being met, in collaboration with the Management Team and/or Project Manager

	<ul style="list-style-type: none"> • Mitigate issues and risks; address problems as they arise, reaching out to available resources, including the project sponsor • Support and execute project communications plan
Project Assistant and/or Project Coordinator <ul style="list-style-type: none"> • <i>Name of Individual</i> 	<ul style="list-style-type: none"> • Support meeting coordination and project documentation, including meeting minutes, project management plan, and status reports

Communication Plan

The following chart exhibits how the entire target audiences will be communicated using the tools, channels and roles that have been defined.

Tool	Purpose	Audience	Owner	Distributor/Channel	Frequency
Project Status Update	Provide status on project	Project Sponsor(s)/ Management Team/ Project Team	Project Lead	Project Lead / Email	Once per month
Actions and issues follow-up	Facilitate completing tasks and resolving issues	All Project Participants	Project Manager/ Project Lead	Project Lead and or Project Manager / Email & Phone Calls	As needed
The Initiative Status Report	A roll-up of the individual status reports designated to communicate Student Success Initiative progress status with the campus	The UIC Campus	Management Team / Project Manager	Campus mass email/ Student Success Initiative website	At least once per term

Change Process

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