

Status Report

Project Name: E-Learning Management System (CIP Project IT073001) – Also known as: Blackboard Learning System – Enterprise Vista	Prepared By: Bill Mosher
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Reporting Period	
From: 1 June 2007	To: 31 July 2007

Project Description: [To Implement an integrated enterprise learning management solution for the Alamo Community College District that provides an E-Learning framework that meets the requirement of students, faculty, and administrative staff.](#)

Project Status: **Green**

Tasks Completed this Period:	Date
Established six working teams <ul style="list-style-type: none"> • Administrative Team • Technical Team • Communications Team • Reporting & Tracking Team • Teaching & Learning Team • Training & Support Team 	6/12/2007
Conducted Vista Implementation – Planning Session	6/12/2007 – 6/14/2007
Project Administration Team Meeting. <ul style="list-style-type: none"> • The initial Vista Pilot is being implemented with the sole purpose of testing and faculty feedback. • Usha has asked each member to consider any business processes that our Project Administration Team may collaborate together on and suggest improvements for. These processes should pertain to Distance Learning and the implementation of Vista. 	7/2/2007
Communication Strategy and Delivery Team Meeting <ul style="list-style-type: none"> • Developed communications ideas • Ideas were further discussed 	7/2/2007
Technical Implementation Team Meeting <ul style="list-style-type: none"> • Discussed server status • Target schedule through July 	7/5/2007

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Tasks Completed this Period:	Date
Training and Support Team <ul style="list-style-type: none"> • Discussed student orientations • It was proposed that all students who participate in any Vista Courses should be required to complete an orientation for Vista 	7/5/2007
Project Administration Team meeting. The following issues were discussed: <ul style="list-style-type: none"> • Project and end user websites • Challenges • Training • Team status 	7/13/2007
Established Charter	7/17/2007
Start Executive Team Presentations	7/17/2007
Group Training (1 st Pilot Facility)	7/17/2007 – 7/19/2007
Technical Implementation Team Meeting. The following issues were discussed: <ul style="list-style-type: none"> • Server status • Target schedule • Backup licenses issues • Script to extract the XML course files. • Fall Pilot would be cancelled. 	7/23/2007
Training and Support Team Meeting The following issues were discussed: <ul style="list-style-type: none"> • We must continue moving as planned. There are 120 faculty that we must first identify, train, and support before the New Year. • There is a possibility of holding a small pilot (1 or 2 faculty total) during the Flex II Semester. However, NVC would be the only institution that would participate. • There will be at least two training programs that our training team must create. <ul style="list-style-type: none"> • The first would be a student orientation package that will 	7/23/2007

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Tasks Completed this Period:	Date
<p>Training and Support Team Meeting (Continued)</p> <p>incorporate the resources of the Planet WebCT products. The process for delivering this orientation has yet to be decided.</p> <ul style="list-style-type: none"> • The other will be a compilation of the best processes the campuses currently have for certifying faculty to instruct online or specifically on WebCT. The final result will become a district wide implemented program. • A third may be created to train the support staff (support central, campus helpdesks, etc.). 	
<p>Communication Strategy and Delivery Team members discussed:</p> <ul style="list-style-type: none"> • proposed individual communications strategies, requirements, and delivery • “High risk” factors and the growing concerns related to Fall Vista Pilot. The pilot will be cancelled. • Team members need to review the Communication Matrix and make any revisions necessary. • Each campus representative needs to find out the dates for their campus convocation. • Reserve time and space for the presentations during convocation week. 	7/25/2007
Development Server Goes Live	7/26/2007
Training and Support Team members share how each college provides WebCT training/Certification	7/30/2007

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Tasks Due Next Period(s):	Date
Contractor mentored install of production environment	August 2007
Production Server Goes Live	August 2007
Develop Initial Draft Project Management Plan	August 2007
Complete Executive Team Presentations	August 2007
Develop Initial Draft Project Communication Plan	August 2007
Develop Initial Draft Project Risk Plan	August 2007
Training Server Goes Live	August 2007
Test Server Goes Live	August 2007
Develop Certification Training Program for Faculty	August 2007 – September 2007
Start training 120 Faculty in preparation for Spring 2008	October 2007
Develop Student Training Program	October 2007 – November 2007

Issues: Draft Issue log has been developed. Nothing significant to report

Risk: Draft Risk plan under development. Nothing significant to report

Change Control:

- One output from the Vista Implementation planning session was the desire to conduct a pilot in the Fall of 2007. The initial Vista Pilot was to be implemented with the sole purpose of system testing and faculty feedback. This did not take into consideration issues related to students (e.g., support, they are paying for courses). After a review of the overall implementation, risks were too high in this heavily front loaded project. Tasks are being realigned to reduce risk. As a result of the task realignment, the pilot is being moved from Fall of 2007 to Spring of 2008. The project will have time to install the system and train a significant number of facility and support personnel by Spring 2008. Thereby significantly reducing risk to facility and student acceptance of the system.
- We are moving forward prior to completion of the project management plan. Until work packages are developed and work is actually determined as deliverable, these types of adjustments are common. On the positive side, it is

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encouraging that all concerned aggressively want to implement this project.

- The Vista Implementation Planning Session influenced the development of the Project Charter. Since the charter targeted a Fall 2007 desire to pilot, this is an official change to the project.

Legend:

Green = There are no foreseen conditions that may negatively impact overall project delivery

Yellow = Conditions exist that may negatively impact overall project delivery

Red = Overall project delivery is negatively impacted