

Status Report

Project Name: E-Learning Management System (CIP Project IT073011)- Also known as : Blackboard Learning System – Enterprise Vista	Prepared by: April Zimmermann & Bill Mosher
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Reporting Period	
From: August 1, 2007	To: August 31, 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
Project Admin Team: <ul style="list-style-type: none"> • Created draft of the risk plan • Completed Executive Team Presentations • Executive meeting with the Chancellor 	<ul style="list-style-type: none"> • 8/27/2007 • 8/14/2007 • 8/29/2007
Technical Team: <ul style="list-style-type: none"> • Migrated courses for pilot faculty • Created courses for pilot faculty • Tested courses for pilot faculty • Developed issue log system to track system issues 	<ul style="list-style-type: none"> • 8/1/2007 – 8/31/2007 • 8/1/2007 – 8/31/2007 • 8/1/2007 – 8/31/2007 • 08/01/2007 – 08/24/2007
Training Team <ul style="list-style-type: none"> • Demonstrated each campuses current certification process (Joint meeting with Teaching & Learning Team • Decided on implementing a district – wide eLearning certificate program • Collaborated next steps in a District certification process 	<ul style="list-style-type: none"> • 8/10/2007 • 08/01/2007 – 08/31/2007 • 8/10/2007 • 8/10/2007

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Tasks Completed this Period (Continued):	Date
Training Team (Continued) <ul style="list-style-type: none"> • Collaborated on the purchase of Planet WebCT for the student training 	<ul style="list-style-type: none"> • 8/10/2007
Training Team (Continued): <ul style="list-style-type: none"> • Collaborated on the purchase of Planet WebCT for the student training 	<ul style="list-style-type: none"> • 8/10/2007
Communication Team: <ul style="list-style-type: none"> • Draft – communication plan submitted to team • Planned college executive team presentation • Faculty Town hall completed – convocation week • Project website news and updates 	<ul style="list-style-type: none"> • 8/10/2007 • 8/1/2007 – 8/14/2007 • 8/20/2007 – 8/24/2007 • 8/1/2007 – 8/31/2007
Tracking & Reporting Team: <ul style="list-style-type: none"> • Not yet kicked off 	<ul style="list-style-type: none"> • August 31, 2007
Teaching & Learning Team: <ul style="list-style-type: none"> • Joint meeting with Training Team to integrate teaching & learning best practices with Vista essentials training – Training team members demonstrated each campuses current certification process 	<ul style="list-style-type: none"> • August 31, 2007

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Task Due Next Period:	Date
<p>Project Admin Team:</p> <ul style="list-style-type: none"> • Schedule Vista Essentials Training • Finalize Risk Management Plan • Create Draft Project Management Plan • Create Project Change Log • Create Project Issue Log • Develop Initial Draft of Project Test Plan 	<ul style="list-style-type: none"> • 9/2007 • 9/2007 • 9/2007 • 9/2007 • 9/2007 • 9/2007
<p>Technical Team:</p> <ul style="list-style-type: none"> • Test courses • Configuration of additional servers • Install production environment • Install Test environment • Install Training environment • Test a backup and recovery process for the Blackboard Vista 	<ul style="list-style-type: none"> • 8/3/2007 – 9/28/2007 • 8/3/2007 – 9/7/2007 • 9/10/2007 – 9/14/2007 • 09/10/07 – 09/14/07 • 9/17/07 – 09/22/07 • 9/24/07 – 09/28/07
<p>Training Team:</p> <ul style="list-style-type: none"> • Identify 24 faculty each campus for the spring pilot program • Identify Blackboard Vista Training • Identity training facilities • Create a training timeline • Develop certification training program for the faculty • Start training 120 faculty for the spring pilot 	<ul style="list-style-type: none"> • 9/7/2007 • 9/30/2007 • 9/15/07 – 09/30/07 • 10/1/2007 • 10/1/2007 • 10/1/2007
<p>Communication Team:</p> <ul style="list-style-type: none"> • Chancellors Executive team update • Department Meetings • Monthly Webinars • Plan onsite technology events • Start planning workshops • Define dates – onsite workshops & brown bag lunches 	<ul style="list-style-type: none"> • 9/2007 • 9/2007 – 12/2007 • 9/2007 – 12/2007 • 9/2007 – 12/2007 • 9/2007 – 12/2007 • 9/2007

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Task Due Next Period:	Date
Tracking & Reporting Team: <ul style="list-style-type: none">• Review power sight module & available reports	<ul style="list-style-type: none">• 09/2007 – 10/2007
Teaching & Learning Team: <ul style="list-style-type: none">• Joint meeting with Training Team• Develop best teaching & learning practices for the training course.	<ul style="list-style-type: none">• 9/2007• 9/2007

Issues: [Nothing significant to report](#)

Risk: [Nothing significant to report](#)

Change Control: [Nothing significant to report](#)