

DegreeWorks Project Charter

Last revision: 10/19/2009

	Project Name: DegreeWorks		
	Project Leader: Kathy Fisher		Project Sponsor: Dan Burcham
	Project Completion Date: Intended for use with all checksheets in effect for the Fall 2010 semester		
Team Members	Enrollment Services: Kathy Fisher Jim Lindsey (scribe)		Application Tech Svs: Rick Manuszak
	Educational Counselors: Lynnae Selberg		Integration: Vicky Deur
	Enterprise Tech Svs: Server Team members Dave Steffens		Academic Affairs: Don Flickinger <i>TBD (additional scribe)</i>
	Customers who will be receiving the Product: Educational counselors, academic advisors, Dean's Office staff and students.		
Stakeholders	Who	Responsibilities	
	Don Flickinger	Facilitate policy and provide leadership to the colleges regarding implementation and degree audit procedures	
	Registrar's Office	Lead in discussions of proper guidelines for creation of degree audit	
	Deans Offices	Participate in discussions of guidelines for creation of degree audits	
	SunGard	Assist in install, setup, and training of software.	
	Kathy Fisher	Provide overall leadership for the project, coordinate meetings, assist in creating and monitoring task lists and completion dates	
	Enterprise Tech Svs	Install hardware, software and integration with assistance from SunGard; Support the network infrastructure and integration required.	
	Application Tech Svs	Assist in software installation and setup; maintain user accounts and access; general application administration for on-going support	
	Scribes	Enter (scribe) the degree audits; maintenance of audits over time	
	Academic Advisors & Educational Counselors	Learn how to use the software, including any new guidelines for degree audit or exception processing	
	Students	Run degree audits on demand and use the data for course registration decision-making.	
Business Objectives	Describe the business need: Provide students with easy, interactive, accurate information on degree completion requirements. Measure what students have taken against degree requirements.		
Project Objectives	The customer should expect: Accurate, integrated, on-line degree audit.	Measures: (Immediate) <ul style="list-style-type: none"> Creation of degree audits for incoming 2010 students. Meeting target deadline (Long Term) <ul style="list-style-type: none"> Improve student matriculation & retention Reduce the number of waivers and substitutions Save staff time on manually creating audits Improve section scheduling 	
Deliverables	What	Who	When
	Review of checklist requirements	Educational Counselors	Sept - Dec
	Hardware & Operating Software installation	ETS	October
	DegreeWorks Software installation and integration	SunGard	October
	DW Software training for Scribes and Power Users	SunGard	November
	Entry of checklists	Enroll Svs	Nov - May
	End User training (Advisors and Counselors)	Academic Affairs	March 2010
	Transition to on-going maintenance	Educational Counselors, Enroll Svs & APP	Sept 2010

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Budget	Beginning:	Spent:	Available:
Assumptions	Education Counselors will meet regularly to review checklists and submit them for scribing.		
Final Approval	Project Sponsor:	Date:	
	Project Leader:	Date:	