

December 2007

Date

**This project supports the following
CNM Strategic Planning Goal Goals:**
(Check all that apply)

- Milestone 1: Student Access and Success**
- Milestone 2: Institutional Success and Management of Growth**
- Milestone 3: Faculty and Staff Success**
- Milestone 4: Student Outcomes**
- Milestone 5: Economic Development and Community Impact**

Introduction

Provide background and a brief description of the project, including information on the need/problem. Also, list the key desired results that are to be accomplished by the project.

Project Description:

This project was originally requested in September 2002. Since that time, there have been numerous Banner upgrades resulting in product improvement and a simplification of the request based on discussions with the SIG consultant. Through this project grade processing will be automated in a CRON job and processed on a weekly basis. Academic standing will be processed at end of each term and for four weeks after the end of each term. This project is necessary for students to obtain final grades in a timely manner and to remove the Data Base Administrator from the grade roll process.

Desired Results:

1	Rolling of grades into academic history and repeat checking on a weekly basis
2	Calculation of academic standing and additional related processes to processed at the end of each term and for four weeks after the end of each term.
3	Automate all related processes and place into a CRON.

Deliverables – nouns, these are not activities

1	Current grade roll and related processes modified to remove several baseline changes
2	Automated processes and packaged in a CRON job
3	Grade roll run through CRON job weekly
4	GPA, academic standing, etc. modified to remove several baseline changes
5	Automated processes added to existing CRON job for end of term processing
6	Grade roll, GPA's, repeat checking, academic standing, etc. run through CRON job at end of term and each week for four weeks following the end of term
7	Grades, academic displayed in Banner, and repeats on transcripts and online when rolled
8	GPA, academic standing, etc. displayed in Banner, on transcripts and online at end of term

Project Organization

Role	Description	Staff Assigned
Sponsor	Has ultimate authority over and is responsible for a project and/or a program, its scope & deliverables.	Jane Campbell Eugene Padilla
Project Manager(s)	Develops and maintains project plan and project schedules, executes project reviews, tracks & disposes of issues & change requests, manages the budget, and is responsible for overall quality of the deliverables.	Jane Campbell Yvonne Martinez Mary Perea
Project Team	Is responsible for performing the activities necessary for implementation of the project.	ITS ES
Key Stakeholders	Provides expert understanding of their organization, and represents area for which the project is intended to support/serve.	ITS ES FAO

PROJECT SCOPE AND SCHEDULE SUMMARY

The table below is to be used for all Project Management and Tracking System projects as follows:

- **Step I – Project Plan** (*see table 1 below*)
 - Identify the project’s deliverable (noun) in the row that is highlighted. You can add additional rows to accommodate all of the project’s deliverables. The rows beneath each deliverable are for the detailed tasks.
 - Identify the detailed tasks to produce each deliverable in the rows beneath the deliverable
 - For ***each*** task, indicate a date when the work will begin and when the work will be finished. Additional rows can be added as necessary.

9/6/07

Project Schedule/Status Report

Grade Roll Project

Submitted by: Eugene Padilla

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
1.0	Repeat policy modified	Jane Campbell	Spring 2003	Fall 2003	100%	February 2003
1.1	Changed numeric values of AU and W in SHAGRDE in test database	Jane Campbell	June 2007	June 2007	100%	June 2007
1.2	Test changes to SHAGRDE	Mary Perea	June 2007	July 2007	100%	July 2007
1.3	Submitted programming request to populate maximum hours field in SCACRSE in test database	Andy Mueller	8/3/07	8/14/07	100%	10/24/07
1.4	Test changes to SHAGRDE and SCACRSE	Mary Perea	10/29/07	11/16/07		
1.5	Place grade roll and repeat checking processes in CRON job	Assigned to Programmer	??????	Updated to 11/30/07		
1.6	Test CRON processes	Mary Perea	12/3/07	12/10/07		
1.7	Create report to identify repeat problems when credit values of courses doubled. Put script in job submission.	Programmer	12/3/07	12/10/07		
1.8	Put grade roll and end of term processes in CRON in production	ADS	12/11/07	12/12/07		
1.9	Put report in job submission in PROD	ADS	12/11/07	12/12/07		

9/6/07

Project Schedule/Status Report

TITLE

Submitted by:

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
2.0						
2.1						
2.2						
2.3						
2.4						
2.5						

9/6/07

Project Schedule/Status Report

TITLE

Submitted by:

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
3.0						
3.1						
3.2						
3.3						
3.4						
3.5						

9/6/07

Project Schedule/Status Report

TITLE

Submitted by:

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
4.0						
4.1						
4.2						
4.3						
4.4						
4.5						
4.6						
4.7						
4.8						

9/6/07

Project Schedule/Status Report

TITLE

Submitted by:

		Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
5.0						
5.1						
5.2						
5.3						
5.4						
5.5						
5.6						
5.7						
5.8						

9/6/07

Project Schedule/Status Report

TITLE

Submitted by:

		Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
6.0						
6.1						
6.2						
6.3						
6.4						
6.5						
6.6						
6.7						

						9/6/07
Project Schedule/Status Report						
TITLE		Submitted by:				
		Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
7.0						
7.1						
7.2						
7.3						

						9/6/07
Project Schedule/Status Report						
TITLE				Submitted by:		
		Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
8.0						
8.1						
8.2						
8.3						
8.4						

Project Dependencies and Assumptions

Identify other project dependencies and/or efforts that are related to, that affect, or may be affected by, the project being planned. Also, identify any assumptions that could significantly affect the project depending on their outcome. Indicate a Degree of Impact of “High”, “Medium” or “Low”. (Examples: staff availability, another project that must be done prior to launch, etc.)

Dependency/Assumption	Degree of Impact
ITS Support	High
FAO	Low
ES	High

Project Budget Summary

[The budget and costs reflected in the Project Plan should account for all resource labor, hardware, software, facilities, etc. required to achieve the stated scope and objectives.]

Project Budget Summary				
Budget Categories		Amount [general fund]	Amount [additional funding source]	Amount [TOTAL]
a	Internal Resource Labor	in total hours		
b	ITS	\$		
c	ES	\$		
d		\$		
e		\$		
f		\$		
TOTAL:		\$ 0	\$ 0	\$0.00

Note: The project requires no additional resources although each person involved will have to reallocate their time to complete this task.

Approved by Executive Team: _____ **Date:** _____

Team Member Signature

(Instructions: Hold a review of the project plan with your team members and obtain their agreement to participate. Each team member's signature represents his or her agreement to participate in this effort.)

TEAM MEMBER - AGREEMENT TO PARTICIPATE		
PRINT NAME AND TITLE/ ORGANIZATION	SIGNATURE	DATE
Jane Campbell _____	_____	____/____/____
Yvonne Martinez _____	_____	____/____/____
Mary Perea _____	_____	____/____/____
Andy Mueller _____	_____	____/____/____
Glen Damiani _____	_____	____/____/____
Boyd Pope _____	_____	____/____/____
_____ _____	_____	____/____/____
_____ _____	_____	____/____/____
_____ _____	_____	____/____/____
_____ _____	_____	____/____/____
_____ _____	_____	____/____/____