

# Hispanic Heritage Day

October 5, 2007

## **This project supports the following CNM Strategic Planning Goal Goals:**

*(Check all that apply)*

- Student Success:** Expand CNM's caring approach to student Success
- Partnerships/Community Building:** Create and enhance a systematic approach to partnerships and community building
- Diversity:** Build on CNM's Multi-faceted diversity
- Identity:** Strengthen CNM's comprehensive identity
- College Success and Sustainability:** Innovate to sustain CNM's success for future generations

## **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:**

Hispanic Heritage Day is designed to promote CNM's educational opportunities to all immigrant citizens interested in attending CNM. The immigrant population that are able to attend CNM is estimated at 15,000 students (based on data from a University survey). The Hispanic Heritage Day is planned as a day for schools and student services departments to set up tables to assist potential immigrant students with course or program registration and financial aid.

**Desired Results:**

1	Provide immigrant students for CNM information on programs
2	Register immigrant students for CNM programs
3	

**Deliverables – nouns, these are not activities**

1	A plan to recruit immigrant students to CNM
2	A timeline of actual event(s)
3	An inventory list of committee partners
4	Presentation of actual event—October 5, 2007
5	
6	
7	
8	

## Project Organization

Role	Description	Staff Assigned
<b>Sponsor</b>	Has ultimate authority over and is responsible for a project and/or a program, its scope & deliverables.	Rudy M. Garcia, Dean of Students
<b>Project Manager(s)</b>	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.	Nancy Valenzuela
<b>Project Team</b>	Is responsible for performing the activities necessary for implementation of the project.	Nancy Valenzuela, Art Cordova, Sharon Gordon, Donna Trujillo
<b>Key Stakeholders</b>	Provides expert understanding of their organization, and represents area for which the project is intended to support/serve.	Albuquerque Immigrant Population

## 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****Title** Hispanic Heritage Day**Submitted by:** Rudy Garcia

	<b>Deliverable(s) and Tasks</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
1.0	Plan to Recruit Immigrant Students to event					
1.1	Initial planning session	Nancy Valenzuela	9/7/07	10/01/07	100%	10/1/07
1.2	Establish MCO marketing	Nancy Valenzuela	9/14/07	10/05/07	100%	10/5/07
1.3	Collaboration with Mexican Consulate	Nancy Valenzuela	9/14/07	10/05/07	100%	10/5/07
1.4	Presentation to Hispanic Immigrant Population	Nancy Valenzuela, Art Cordova	9/14/07	10/04/07	100%	10/5/07
1.5						

9/6/07

**Project Schedule/Status Report**

TITLE Hispanic Heritage Day

Submitted by: Rudy Garcia

	<b>Deliverable(s) and Tasks</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
2.0	Timeline/Stakeholder Outline for Event					
2.1	Timeline for October 5, event completed	Nancy Valenzuela, Art Cordova	9/17/07	10/01/07	100%	10/01/07
2.2	Design of CNM participants	Nancy Valenzuela, Art Cordova	9/19/07	10/01/07	100%	10/05/07
2.3	Confirmation of CNM/Community Participants	Nancy Valenzuela, Art Cordova, Sharon Gordon	9/20/07	10/01/07	100%	10/05/07
2.4						
2.5						

9/6/07

**Project Schedule/Status Report**

TITLE Hispanic Heritage Day

Submitted by: Rudy M. Garcia

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
3.0	Presentation of Event October 5, 2007					
3.1	Volunteers Positioned and Assigned	Nancy Valenzuela	10/05/07	10/05/07	100%	10/05/07
3.2	Facilities arranged	Nancy Valenzuela, Sharon Gordon	10/05/07	10/05/07	100%	10/05/07
3.3	Performers assigned times	Nancy Valenzuela, Sharon Gordon	10/05/07	10/05/07	100%	10/05/07
3.4	Potential Students check in	Nancy Valenzuela, Sharon Gordon, Donna Trujillo	10/05/07	10/05/07	100%	10/05/07
3.5						

9/6/07

**Project Schedule/Status Report**

**TITLE**

**Submitted by:**

	<b>Deliverable(s) and Tasks</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
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:**

		<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
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:**

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

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

						9/6/07
<b>Project Schedule/Status Report</b>						
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
Volunteer Availability	High
Internal Staffing of Department Tables	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				
<i>Budget Categories</i>		<i>Amount [general fund]</i>	<i>Amount [additional funding source]</i>	<i>Amount [TOTAL]</i>
a	<b>Internal Resource Labor</b> Nancy Valenzuela, Art Cordova, Sharon Gordon	in total hours 25 hours each		100 hours
b	Promotional Materials	\$ 500.00		500.00
c	Recognition Shirts	\$ 500.00		500.00
d		\$		
e		\$		
f		\$		
<b>TOTAL:</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1000.00</b>

**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
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
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_____	_____	____/____/____
_____	_____	____/____/____