

# Update CNM Strategic Plan

**Thursday, August 23, 2007**

**This project supports the following  
CNM Strategic Planning 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:**

Undertake comprehensive strategic planning process to update CNM's overall strategic plan. The process is to include input from internal and external constituencies and will result in a CNM Strategic plan adopted by the CNM Governing Board in January of 2008.

### **Desired Results:**

|   |   |
|---|---|
| 1 | Development of positive inquiry discussions with the CNM community both internally and externally |
|---|---|

|   |   |
|---|---|
|   |   |
| 2 | A comprehensive categorized record of areas of opportunity offered by forum participants. |
| 3 | An updated strategic plan for CNM.  |

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

|   |   |
|---|---|
| 1 | Invitations   |
| 2 | Invite lists  |
| 3 | Master calendar of forums   |
| 4 | Presentation and materials for forum attendees                          |
| 5 | A process that allows input from diverse, widespread constituent groups |
| 6 | An inventory of input from participants                                 |
| 7 | Follow up acknowledgement of attendees                                  |
| 8 | Proposed updated CNM Strategic Plan                                     |

## 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.  | Kathy Bercaw  |
| <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. | Kathy Bercaw<br>Robin Brule<br>Kayleigh Carabajal   |
| <b>Project Team</b>       | Is responsible for performing the activities necessary for implementation of the project.   | Kathy Bercaw<br>Samantha Bousliman<br>Robin Brule<br>Kayleigh Carabajal<br>Diana Chavez<br>Dawn Kenney or Julie Luna<br>Liz Lucero<br>Brenda Martinez<br>Rachel McHugh<br>Carol Perez<br>Deann Sena<br>Kathie Winograd<br>Strategic Planning Committee and Team |
| <b>Key Stakeholders</b>   | Provides expert understanding of their organization, and represents area for which the project is intended to support/serve.  | CNM Community, Faculty, Staff and Students  |

## 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.

8/23/07

**Project Schedule/Status Report**

Strategic Planning Forums

Submitted by: Samantha Bousliman

|       | Deliverable(s) and Tasks                                      | Responsible Person                                | Start Date | Projected End Date   | Status (%complete)                          | Actual Completion Date                              |
|-------|---|---|------------|--|---|---|
| 1.0   | Invitations   |   |            |  |   |   |
| 1.1   | Update specific information on current forum                  | Kathy Bercaw,<br>Carol Perez<br>and Deann<br>Sena |            | 8/29/07<br>8/29/07<br>8/30/07<br>8/30/07<br>9/4/07<br>9/6/07 | 100%<br>100%<br>100%<br>100%<br>100%<br>50% | 8/31/07<br>8/31/07<br>8/31/07<br>8/31/07<br>8/31/07 |
| 1.1-F | Update specific information on current conversation           | Robin Brule<br>and Deann<br>Sena                  |            |  |   |   |
| 1.2   | Request printing including quantity required for mailing list | Carol Perez<br>and Deann<br>Sena                  |            | 9/4/07<br>9/4/07<br>9/5/07<br>9/5/07<br>9/10/07<br>9/12/07   | 100%<br>100%<br>100%<br>100%                | 9/6/07<br>9/7/07<br>9/6/07<br>9/7/07                |
| 1.2-F | Request printing including quantity required for mailing list | Brenda<br>Martinez and<br>Deann Sena              |            |  |   |   |
| 1.3   | Invitations delivered to PBIR                                 | DPC   |            | 9/7/07<br>9/7/07<br>9/7/07<br>9/7/07<br>9/10/07<br>9/10/07   | 100%<br>100%                                | 9/7/07<br>9/6/07                                    |
| 1.3-F | Invitations delivered to Foundation                           | DPC   |            |  |   |   |
| 1.4   | Envelopes addressed for current mailing list                  | Carol Perez                                       |            | 9/7/07<br>9/7/07<br>9/7/07                                   | 50%<br>50%                                  |   |

|       |  |                    |                  |  |  |  |
|-------|--|--------------------|------------------|--|--|--|
|       |  |                    |                  | 9/7/07<br>9/10/07<br>9/10/07                               |  |  |
| 1.4-F | Envelopes addressed for current mailing list | Brenda<br>Martinez |                  |  |  |  |
| 1.5   | Invitations mailed                           | Carol Perez        | 30 days<br>prior | 9/7/07<br>9/7/07<br>9/7/07<br>9/7/07<br>9/10/07<br>9/10/07 |  |  |
| 1.5-F | Invitations mailed                           | Brenda<br>Martinez |                  |  |  |  |
|       |  |                    |                  |  |  |  |

|                                       |  |                                   |                                  |  |                        | 8/23/07                    |
|---------------------------------------|--|-----------------------------------|----------------------------------|--|------------------------|----------------------------|
| <b>Project Schedule/Status Report</b> |  |                                   |                                  |  |                        |                            |
| Strategic Planning Forums             |  |                                   | Submitted by: Samantha Bousliman |  |                        |                            |
|                                       | Deliverable(s) and Tasks                           | Responsible Person                | Start Date                       | Projected End Date   | Status (%complete)     | Actual Completion Date     |
| 2.0                                   | Invite lists                                       |                                   |                                  |  |                        |                            |
|                                       |  |                                   |                                  |  |                        |                            |
| 2.1                                   | Identify the target group for forum focus          | Kathy Bercaw, Planning Committee, | 7/1/07                           | 40 days prior  | 100%                   | 8/27/07                    |
| 2.1-F                                 | Identify the target group for conversation         | Robin Brule                       | 7/1/07                           |  |                        |                            |
| 2.2                                   | Gather contact information for invitees            | Carol Perez                       |                                  | 9/4/07<br>9/4/07<br>9/5/07<br>9/5/07<br>9/10/07<br>9/12/07 | 100%<br>-<br>100%<br>- | 9/4/07<br>-<br>9/4/07<br>- |
| 2.2-F                                 | Gather contact information for invitees            | Brenda Martinez                   |                                  |  |                        |                            |
| 2.3                                   | Finalize and review invitee list                   | Kathy Bercaw, Carol Perez         |                                  | 9/4/07<br>9/4/07<br>9/5/07<br>9/5/07<br>9/10/07<br>9/12/07 | 100%<br>-<br>100%<br>- | 9/4/07<br>-<br>9/4/07<br>- |
| 2.3-F                                 | Finalize and review invitee list                   | Robin Brule, Brenda Martinez      |                                  |  |                        |                            |
| 2.4                                   | Contact Dean of Students for student forum details | Carol Perez                       |                                  |  | 100%                   | 8/31/07                    |
| 2.5                                   | Verify invitees have not attended previous event   | Carol Perez                       |                                  | 9/4/07<br>9/4/07   | 100%<br>-              | 9/4/07<br>-                |

|       |  |                                    |  |  |           |             |
|-------|--|------------------------------------|--|--|-----------|-------------|
|       |  |                                    |  | 9/5/07<br>9/5/07<br>9/10/07<br>9/12/07 | 100%<br>- | 9/4/07<br>- |
| 2.5-F | Verify invitees have not attended previous event | Carol Perez,<br>Brenda<br>Martinez |  |  |           |             |
| 2.6   | Collect RSVPs                                    | Carol Perez                        |  | Until day of<br>each event             |           |             |
| 2.6-F | Collect RSVPs                                    | Brenda<br>Martinez                 |  |  |           |             |
| 2.7   | Collection of master list of attendees           | Liz Lucero                         |  | 10/10/07                               |           |             |
|       |  |                                    |  |  |           |             |

8/23/07

**Project Schedule/Status Report**

Strategic Planning Forums

Submitted by: Samantha Bousliman

|       | <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>            |
|-------|--|------------------------------------|-------------------|--|---|--|
| 3.0   | Master calendar of forums  |                                    |                   |  |   |  |
| 3.1   | Schedule dates and times of forums on Kathie Winograd's calendar | Diana Chavez<br>Samantha Bousliman | 7/1/07            | 35 days prior  | 95 %  |  |
| 3.1-F | Schedule dates and times of forums on Kathie Winograd's calendar | Diana Chavez,<br>Brenda Martinez   | 7/1/07            |  |   |  |
| 3.2   | Schedule facilitators for forums                                 | Carol Perez                        | 7/1/07            | 15 days prior  |   |  |
| 3.3   | Schedule Governing Board members for forums                      | Samantha Bousliman                 | 7/1/07            | 20 – 30 days prior   |   |  |
| 3.3-F | Schedule Governing Board members for conversation                | Samantha Bousliman                 | 7/1/07            | 20 days prior  |   |  |
| 3.4   | Schedule location of forums                                      | Carol Perez                        | 7/1 07            | 8/29/07<br>8/29/07<br>8/30/07<br>8/30/07<br>9/4/07<br>9/6/07 | 100%<br>100%<br>100%<br>100%<br>100%<br>95% | 8/29/07<br>8/29/07<br>8/29/07<br>8/29/07 |
| 3.4-F | Schedule location of conversation                                | Brenda Martinez                    | 7/1 07            |  |   |  |
| 3.5   |  |                                    |                   |  |   |  |
|       |  |                                    |                   |  |   |  |

8/23/07

**Project Schedule/Status Report**

Strategic Planning Forums

Submitted by: Samantha Bousliman

|     | Deliverable(s) and Tasks                                    | Responsible Person                        | Start Date | Projected End Date   | Status (%complete) | Actual Completion Date |
|-----|---|---|------------|--|--------------------|------------------------|
| 4.0 | Presentation and materials for forum attendees              |   |            |  |                    |                        |
| 4.1 | Develop PowerPoint presentation for forum                   | Kathy Bercaw<br>Dawn Kenney<br>Julie Luna |            |  | 100 %              |                        |
| 4.2 | Update PowerPoint presentation for specific forum attendees | Dawn Kenney<br>Julie Luna                 |            | 9/28/07<br>9/28/07<br>10/1/07<br>10/1/07<br>10/3/07<br>10/5/07 |                    |                        |
| 4.3 | Develop the questions for small group discussion for each   | Samantha<br>Kathy                         | 8/14/07    | 9/4/07   |                    |                        |
| 4.4 | Print question packets for each forum                       |   |            |  |                    |                        |
| 4.5 | Print "Environmental Scan" document                         |   |            |  | 100%               |                        |
| 4.6 | Create sign in sheet  | Carol Perez                               |            |  |                    |                        |
| 4.7 | Create name tags  | Carol Perez                               |            |  |                    |                        |
| 4.8 | Schedule student presenter                                  | Rachel McHugh                             |            | 9/4/07<br>9/4/07<br>9/5/07<br>9/5/07<br>9/10/07<br>9/12/07     |                    |                        |

8/23/07

**Project Schedule/Status Report**

Strategic Planning Forums

Submitted by: Samantha Bousliman

|       |   | Responsible Person        | Start Date | Projected End Date | Status (%complete) | Actual Completion Date |
|-------|---|---------------------------|------------|--------------------|--------------------|------------------------|
| 5.0   | A process that allows input from diverse, widespread constituent groups |                           |            |                    |                    |                        |
| 5.1   | Welcoming and agenda overview   | Kathy Bercaw              |            |                    |                    |                        |
| 5.1-F | Welcoming and agenda overview   | Robin Brule               |            |                    |                    |                        |
| 5.2   | President participation as the Keynote Listener                         | Kathie Winograd           |            |                    |                    |                        |
| 5.2-F | President participation as the Keynote Listener                         | Kathie Winograd           |            |                    |                    |                        |
| 5.3   | Presentation of Environmental Scan                                      | Dawn Kenney or Julie Luna |            |                    |                    |                        |
| 5.4   | Small group conversation on positive inquiry styled questions           | Facilitators              |            |                    |                    |                        |
| 5.5   | Order refreshments based on RSVP list                                   | Carol Perez               |            |                    |                    |                        |
| 5.6   | Identify note taker for summarized comments                             | Carol Perez               |            |                    |                    |                        |
| 5.6-F | Notes taken of participants comments                                    | Samantha Bousliman        |            |                    |                    |                        |
| 5.7   | Arrange IMR – microphone, podium, flipcharts                            | Carol Perez               |            |                    |                    |                        |
| 5.8   | Summarization of comments heard   | Kathie Winograd           |            |                    |                    |                        |

8/23/07

**Project Schedule/Status Report**

Strategic Planning Forums

Submitted by: Samantha Bousliman

|     |  | Responsible Person                  | Start Date | Projected End Date | Status (%complete) | Actual Completion Date |
|-----|--|-------------------------------------|------------|--------------------|--------------------|------------------------|
| 6.0 | An inventory of input from participants                            |                                     |            |                    |                    |                        |
| 6.1 | Collection devices identified                                      | Kayleigh Carabajal                  |            |                    |                    |                        |
| 6.2 | Transcription of collected data                                    | Kayleigh Carabajal                  |            | 10/15/07           |                    |                        |
| 6.3 | Data entered into SPSS   | Kayeigh Carabajal                   |            | 10/15/07           |                    |                        |
| 6.4 | Categorization of collected data                                   | Planning team                       | 8/31/07    | 10/15//07          |                    |                        |
| 6.5 | Report of all input received                                       | Kayleigh Carabajal                  |            | 10/24/07           |                    |                        |
| 6.6 | Strategic planning team analysis of data for strategic plan update | Kayleigh Carabajal<br>Planning team |            | 11/1/07            |                    |                        |
| 6.7 | Mailing of input report to all participants                        | Liz Lucero                          | 10/24/07   | 10/30/07           |                    |                        |

8/23/07

**Project Schedule/Status Report**

Strategic Planning Forums

Submitted by: Samantha Bousliman

|       |  | Responsible Person | Start Date           | Projected End Date   | Status (%complete) | Actual Completion Date |
|-------|--|--------------------|----------------------|--|--------------------|------------------------|
| 7.0   | Follow up Acknowledgment of attendees                        |                    |                      |  |                    |                        |
| 7.1   | Thank you letter written from Kathie Winograd                | Samantha Bousliman |                      |  | 100%               |                        |
| 7.2   | Thank you letter merged with attendee mailing list           | Liz Lucero         |                      | 10/5/07<br>10/5/07<br>10/5/07<br>10/5/07<br>10/10/07<br>10/12/07 |                    |                        |
| 7.3   | Thank you letters mailed to attendees                        | Liz Lucero         | Next day after forum | 10/5/07<br>10/5/07<br>10/5/07<br>10/5/07<br>10/10/07<br>10/12/07 |                    |                        |
| 7.3-F | Thank you letter from Kathie Winograd for attendees and host | Samantha Bousliman | Next day after event | 2 days after event   |                    |                        |
| 7.4-F | Thank You to host from Foundation                            | Brenda Martinez    |                      |  |                    |                        |

|                                       |   |                                       |                                  |                           |                           |                               |
|---------------------------------------|---|---------------------------------------|----------------------------------|---------------------------|---------------------------|-------------------------------|
|                                       |   |                                       |                                  |                           |                           | 8/23/07                       |
| <b>Project Schedule/Status Report</b> |   |                                       |                                  |                           |                           |                               |
| Strategic Planning Forums             |   |                                       | Submitted by: Samantha Bousliman |                           |                           |                               |
|                                       |   | <b>Responsible Person</b>             | <b>Start Date</b>                | <b>Projected End Date</b> | <b>Status (%complete)</b> | <b>Actual Completion Date</b> |
| 8.0                                   | Proposed updated CNM Strategic Plan           |                                       |                                  |                           |                           |                               |
|                                       |   |                                       |                                  |                           |                           |                               |
| 8.1                                   | Updating of strategic plan                    | Kathy Bercaw, Strategic Planning Team | 10/30/07                         |                           |                           |                               |
| 8.2                                   | Plan presented to Planning Committee          | Kathy Bercaw                          |                                  | 11/15/07                  |                           |                               |
| 8.3                                   | Present final revision to Governing Board     | Kathy Bercaw                          |                                  | 12/11/07                  |                           |                               |
| 8.4                                   | Deployment and Communication to CNM Community | Kathy Bercaw MCO                      |                                  | 1/15/08                   |                           |                               |

## 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 |
|---|------------------|
| Development of invitation lists that are relevant and accurate  | High             |
| Campus activity and availability on Kathie Winograd’s calendar for scheduling of forum dates.         | High             |
| Timeliness of invitations to provide invitees the opportunity to include the forum in their calendar. | 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<br/>[general fund]</i> | <i>Amount<br/>[additional<br/>funding<br/>source]</i> | <i>Amount<br/>[TOTAL]</i> |
| a                        | <b>Internal Resource Labor</b>              | 40 hours per forum               |   | 640 hours                 |
| b                        | <b>Refreshments</b>                         | \$                               | GAA<br>\$ 4,000                                       |                           |
| c                        | <b>Printing of invitations and handouts</b> | \$ 500                           |   |                           |
| d                        |   | \$                               |   |                           |
| e                        |   | \$                               |   |                           |
| f                        |   | \$                               |   |                           |
| <b>TOTAL:</b>            |   | <b>\$ 500</b>                    | <b>\$ 4,000</b>                                       | <b>\$ 4,500</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               |
| Kathy Bercaw                           | _____     | <u>9/7/07</u>      |
| Samantha Bousliman                     | _____     | <u>9/7/07</u>      |
| Robin Brule                            | _____     | <u>9/7/07</u>      |
| Kayleigh Carabajal                     | _____     | ____ / ____ / ____ |
| Diana Chavez                           | _____     | <u>9/7/07</u>      |
| Dawn Kenney                            | _____     | ____ / ____ / ____ |
| Liz Lucero                             | _____     | <u>9/7/07</u>      |
| Julie Luna                             | _____     | ____ / ____ / ____ |
| Brenda Martinez                        | _____     | <u>9/7/07</u>      |
| Rachel McHugh                          | _____     | ____ / ____ / ____ |
| Carol Perez                            | _____     | <u>9/7/07</u>      |
| Deann Sena                             | _____     | ____ / ____ / ____ |
| Kathie Winograd                        | _____     | <u>9/7/07</u>      |
|  |           |                    |