

Year of Civility

Fall 2007 to Spring 2008

**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:

In summer of 2007 the Dean of Students and Director of Student Life noticed students in the cafeteria acting rudely and abrasive (cursing loudly) regardless of other students hearing them. Complaints had been lodged by staff and students of this group's behavior. The group was addressed by the Director of Student Life and because of this the idea to design a "Year of Civility" was born. The purpose was to try and change the negative behavior of students towards one of civic responsibility, engagement and respect. This campaign will continue through the 2007-08 academic year.

Desired Results:

1	Change student behavior to reflect civic responsibility/engagement.
2	Increase awareness of civility at all campuses.
3	Decrease number of student discipline related to rudeness and inconsideration.

Deliverables – nouns, these are not activities

1	A plan for scheduled events to occur at all campuses.
2	A schedule of dates and times for each event of each campus.
3	An identified committee to oversee each event.
4	A volunteer team to work and staff each event.
5	An evaluation/assessment report per event.
6	A cost analysis per each event.
7	A project binder for all events for easy replication of events.
8	Final analysis of all events to determine which events to establish as year to year events.

Project Organization

Role	Description	Staff Assigned
Sponsor	Has ultimate authority over and is responsible for a project and/or a program, its scope & deliverables.	Rudy M. Garcia, Dean of Students
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.	Sharon Gordon Kristofer Gaussoin
Project Team	Is responsible for performing the activities necessary for implementation of the project.	Sharon Gordon, Kristofer Gaussoin, LisaMarie Dorian, Donna Trujillo, Nancy Valenzuela, Rachel Decker
Key Stakeholders	Provides expert understanding of their organization, and represents area for which the project is intended to support/serve.	All CNM schools and Student Services departments, libraries, Achievement Coaches.

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 Year of Civility			Submitted by: Rudy M. Garcia			
	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
1.0	A plan for scheduled events					
1.1	Meet with Department Directors	Rudy Garcia	8/31/07	9/14/07	100%	9/20/07
1.2	Identify events	Sharon/Kristofer	9/30/07	10/1/07	100%	10/02/07
1.3	Schedule events	Sharon Gordon	10/1/07	10/30/07	100%	10/29/07
1.4	Establish committee to oversee events	Sharon, Kristofer, Rudy	10/30/07	10/30/07	100%	10/29/07
1.5	Create volunteer team for events	Sharon, Kristofer, Rudy	11/1/07	11/10/07	100%	10/29/07

						9/6/07
Project Schedule/Status Report						
TITLE Year of Civility			Submitted by: Rudy M. Garcia			
	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
2.0	An evaluation/assessment report per event					
2.1	Identify evaluation instruments	Rudy, Sharon, Kristofer	11/10/07	11/12/07	100%	11/26/07
2.2	Identify assessment objectives	Rudy	11/10/07	11/12/07	100%	11/26/07
2.3	Create assessment report guidelines	Rudy, Sharon, Kristofer	11/10/07	11/12/07	100%	11/26/07
2.4						
2.5						

						9/6/07
Project Schedule/Status Report						
TITLE Year of Civility				Submitted by: Rudy M. Garcia		
	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
3.0	Create Cost Analysis Report per Event					
3.1	Design Excel Spreadsheet	LisaMarie Dorian	11/12/07	11/15/07	100%	11/30/07
3.2	Identify when costs will be incurred	Rudy, Kristofer, Sharon	11/12/07	11/14/07	100%	11/30/07
3.3	Determine if all events shall occur	Rudy, Kristofer, Sharon	11/15/07	12/15/07	100%	12/15/07
3.4						
3.5						

9/6/07

Project Schedule/Status Report

TITLE Year of Civility

Submitted by: Rudy M. Garcia

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
4.0	Development/Creation of Event(s) Project Binder					
4.1	Design of Binder	Sharon, LisaMarie, Donna	11/15/07	11/16/07	100%	11/28/07
4.2	Templates for Binder	Sharon, LisaMarie, Donna	11/16/07	11/18/07	100%	11/28/07
4.3	Binder completion	LisaMarie, Donna	11/18/07	12/15/07	100%	12/15/07
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
Budget for planned events	High
Staff availability	Med.
Facility	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: Melissa, Donna, LisaMarie, Rudy, Sharon, Kristofer, Nancy, Rachel	in total hours 80 each		640 hours
b	Grant (CNCS) Budget	\$ 5,000		5,000
c	Foundation Budget	\$ 5,000		5,000
d		\$		
e		\$		
f		\$		
TOTAL:		\$ 0	\$ 0	\$10,000.00

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
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____