

AQIP Early Alert Team

March 21, 2008

This project supports the following CNM Strategic Planning Goal Goals:

- 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:

By creating an Early Alert System at Central New Mexico Community College (CNM), student success, course enrollment, retention, and graduation for all students may be enhanced. Data at the College indicate that there were 3,519 first-time students during fall 2006 and 1,730 of them were recent high school graduates (defined as having graduated from high school during 2006). Of the 3,519 first-time students, 1,427 (40.6%) tested into two or more developmental areas of English, Reading, or Math. Of English, Reading, or Math (source: Office of Planning, Budget, and Institutional research, April 2007). By determining, designing, and constructing the implementation and evaluation for an early alert system that would be communicated to students, faculty, and staff, student success, course enrollment, retention, and graduation may improve.

Desired Results:

1	Development and implementation of an early alert system.
2	
3	

Deliverables – nouns, these are not activities

1	Survey for identifying criteria for early alert form
2	Pilot Program faculty participation list
3	Pilot Program Results Report
4	Early Alert Program Design Report
5	Early Alert Program Implementation Report
6	
7	
8	

Project Organization

Role	Description	Staff Assigned
Sponsor	Has ultimate authority over and is responsible for a project and/or a program, its scope & deliverables.	Phillip Bustos
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.	Phillip Bustos and Paula Fisher
Project Team	Is responsible for performing the activities necessary for implementation of the project.	Phillip Bustos and Paula Fisher
Key Stakeholders	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.

03/21/08

Project Schedule/Status Report

EARLY ALERT TEAM

Submitted by: Dr. Lisa M. Orick-Martinez and LouAnne Lundgren

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
1.0	Survey for identifying criteria for early alert form					
1.1	Development of survey form	Team members	10/2007	11/2007	100%	11/2007
1.2	Distribution of survey to pilot faculty	Team members	11/2007	11/2007	100%	1/2008
1.3	Data on pilot results report	Team members	11/2007	12/2007	100%	3/2008
1.4	Developed Early Alert Form	Team members	1/2008	6/2008	50%	
1.5						

03/21/08

Project Schedule/Status Report

EARLY ALERT TEAM

Submitted by: Dr. Lisa M. Orick-Martinez and LouAnne Lundgren

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
2.0	Pilot Program faculty participation list					
2.1	Completed list of faculty for pilot	Team members	11/2007	11/2007	100%	12/1008
2.2						
2.3						
2.4						
2.5						

						3/21/08
Project Schedule/Status Report						
EARLY ALERT TEAM				Submitted by: Dr. Lisa M. Orick-Martinez and LouAnne Lundgren		
	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
3.0	Pilot Program Results Report					
3.1	Pilot Early Alert Form	Volunteer Fac.	1/2008	2/2008	100%	2/2008
3.2	Early Alert Pilot Program Results Report	Team Members	3/2008	4/2008	80%	
3.3						
3.4						
3.5						

3/21/08

Project Schedule/Status Report

EARLY ALERT TEAM

Submitted by: Dr. Lisa M. Orick-Martinez and LouAnne Lundgren

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
4.0	Early Alert Program Design Report					
4.1	Data Collected from Early Alert Pilot Project	Team members	3/2008	5/2008	50%	
4.2	Revisions to Early Alert Form	Team members	5/2008	5/2008	10%	
4.3						
4.4						
4.5						
4.6						
4.7						
4.8						

						3/21/08
Project Schedule/Status Report						
EARLY ALERT TEAM				Submitted by: Dr. Lisa M. Orick-Martinez and LouAnne Lundgren		
		Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
5.0	Early Alert Program Implementation Report					
5.1	Collect data on Early Alert Program	Team members	8/2008	10/2008	0%	
5.2	Implementation Report completed	Team members	10/2008	11/2008	0%	
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
All Faculty will participate	Medium
Achievement Coaches will participate	High
Academic divisions will support	Medium

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		\$		
c		\$		
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
<u>Team Members</u>	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____