

Project Management Plan

The Office of Institutional Effectiveness (IE) can assist you with data collection activities, research plans and projects, and data analyses of currently collected data.

IE can assist you with your project in the following ways:

Goal Setting

- Assist individuals and departments in goal development and the measurement of progress in alignment with the Strategic Plan.
- Ask clarifying questions from a University-wide perspective to help identify key issues and possible collaborations related to specific goals.

Consultation

- Provide consultation to develop the goals and processes to make the project successful.
- Provide consultation for survey design, development, distribution, and methods to analyze results.

Project Management

- Lead your initial planning meeting to identify needed project guidelines (see attached checklist).
- Develop action plans for project completion.
- Provide project management assistance to individuals and departments for project development, methodology, and data analysis.

Data Collection Activities

- Determine how data currently being collected can best be used to inform planning and decision making.
- Develop tools to collect data (quantitative and qualitative), such as surveys/evaluation instruments (both web based and paper), focus groups, interviews, etc.
- Provide suggestions and recommendations for new data collection processes that could produce more effective results.
- Conduct general trend research and provide suggestions for future tracking of data to develop trends over time.

Data Analysis and Reporting

- Analyze quantitative and qualitative data through specialized software such as Microsoft Excel, Statistical Package for the Social Sciences (SPSS), and SPSS Text Analysis.
- Develop effective reporting formats, including executive summaries and data analysis.
- Draft overall summaries.

Departments and programs would retain their direct leadership to:

- Coordinate scheduling on a meeting-to-meeting basis.
- Provide due date reminders to the project team for completion of project components.
- Provide resources for data entry.
- Interpret results and provide recommendations.
- Create any needed copies or materials for dissemination of results and final reports.

NOTE: The following checklist will be used as a guideline during the first project meeting. IE will assist the team with the initial planning of the project to establish these parameters.

<input checked="" type="checkbox"/>	PROJECT MANAGEMENT PLAN			
<input type="checkbox"/>	Project Title:			
<input type="checkbox"/>	Project Purpose/Goal:			
<input type="checkbox"/>	End Result(s) from IE:			
<input type="checkbox"/>	Is IRB approval required for project: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/>	Who is this report for? (i.e. who will need to see the results, intended audience)?			
<input checked="" type="checkbox"/>	<u>Team Members:</u>	<u>Roles in Project</u>	<u>Best Method to Reach You</u>	<u>Schedule Availability</u>
<input type="checkbox"/>	1.	Project Manager		
<input type="checkbox"/>	2.			
<input type="checkbox"/>	3.			
<input type="checkbox"/>	4.			
<input type="checkbox"/>	5.			
<input type="checkbox"/>	6.			
<input checked="" type="checkbox"/>	<u>Activities</u>		<u>Timeline</u>	
<input type="checkbox"/>	Proposed Regular Meeting Schedule:		Day of week, time	
<input type="checkbox"/>	START DATE:		DATE	
<input type="checkbox"/>	Identify roles/ responsibilities/schedules:		DATE	
<input type="checkbox"/>	IRB application completion date (if needed):		DATE (consult with ORAC for meeting schedule)	
<input type="checkbox"/>	Additional steps required for project completion		DATE	
<input type="checkbox"/>	Additional steps required for project completion		DATE	
<input type="checkbox"/>	Additional steps required for project completion		DATE	
<input checked="" type="checkbox"/>	<u>Reporting of Results</u>		<u>Timeline</u>	<u>Responsibility</u>
<input type="checkbox"/>	Data analysis completion date:		DATE	
<input type="checkbox"/>	Results report completion date:		DATE	
<input type="checkbox"/>	Review/approval of results report:		DATE	(e.g., Project Team)
<input type="checkbox"/>	Approval of results report:		DATE	(e.g., Administration)
<input type="checkbox"/>	Presentation(s) of results report:		DATE	
<input type="checkbox"/>	END DATE:		DATE	