

Faculty Center - Statement of Work

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Revision History

Revision date	Revised by	Approved by	Description of change

Purpose

Implement faculty self-service functionality which provides real-time access to instructor schedules; class rosters; secured, online grading; and advisee information including transcripts and degree audit reports.

Scope

Major project activities

1. A comprehensive business process review for all related grading processes including roster generation and distribution, roster access, grade update, and posting.
2. Integration with employee portal.
3. Implementation of faculty advisor assignment.
4. Implementation of electronic communication (email) functionality.

Out of scope activities that are critical to the success of the project

1. Role based security access initiative.

Deliverables

1. Faculty Center for All Faculty
2. Online Training Modules Available to All Faculty At Time of Hire
3. Electronic Communication (Email) Mechanisms for All Faculty

Schedule Overview

Estimated Project Completion Date: 12/23/2008

Major Milestones

Review Delivered Functionality	01/07/2008
Develop Statement of Work and Responsibility Matrix	01/07/2008
Test Delivered Functionality	02/02/2008
Conduct Faculty Grading Business Process Review	02/15/2008
Identify and Submit Change Requests	02/29/2008
Develop Roll-out and Communication Plan	02/29/2008
Complete Customization Based on	03/28/2008

Change Request	
Complete Acceptance Testing	04/04008
Develop Training Modules	04/04008
Train Pilot Group(s)	04/11/2008
Complete Production Pilot	05/23/2008
Expanded Full-Time Faculty Roll-Out	6/1/2008
Full-and Part-Time Faculty Roll-out	11/14/2008
Final Grading Complete	12/23/2008

External Milestones Affecting the Project

Security by Role Implementation	Anticipated Summer 2008
Time and Labor Roll-out to PT Faculty	???

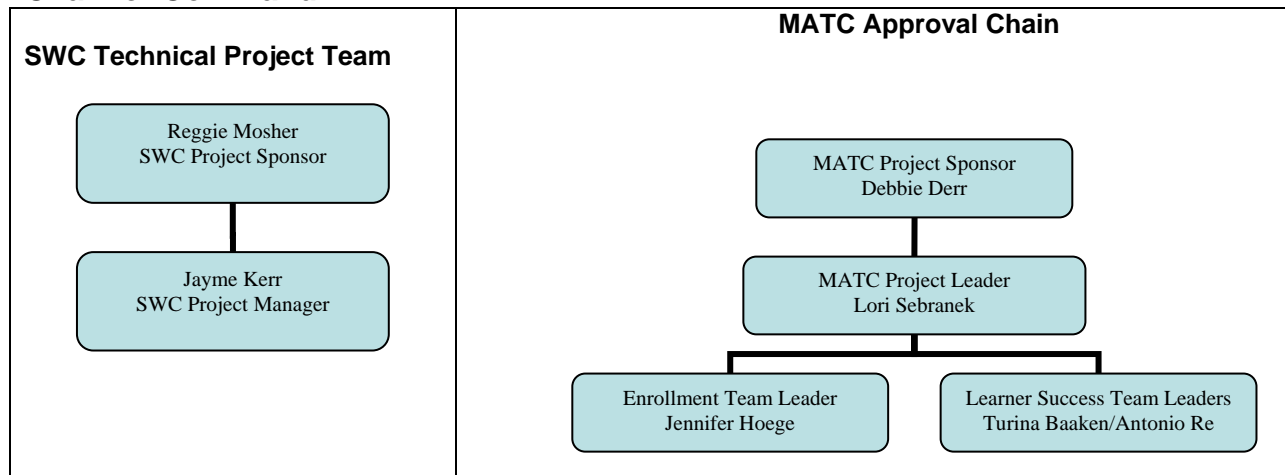
Impact of Late Delivery

Continuation of current “manual” processes

Cost Estimates

Cost Type	Amount
Estimated Hours – Technical Staff	TBD
Estimated Hours – Business Areas	TBD
External costs	
Labor (consultants, contract labor)	TBD
Equipment, hardware or software	TBD

Chain of Command



Assumptions

Assumption: Role-based security initiative will be complete by fall to support expansion of access for part-time faculty.

Impact if assumption is incorrect: Inability to roll-out faculty center functionality to part-time faculty requiring continuation of parallel “manual” processes.