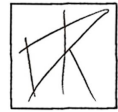


PROJECT MANAGEMENT PLAN
CURRICULUM EFFECTIVENESS ENHANCEMENT

PROJECT MANAGEMENT PLAN

NAME
DAVID KOLMER

DATE
5/29/2018



INTRODUCTION

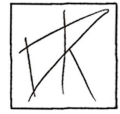
It has been identified by numerous parties of authority at our organization that the training documentation and method of implementation is in need of improvement. The current written documentation is accurate but is not suitable to conduct engaging training sessions. Similarly the PowerPoint presentations are developed in a text heavy format that does not allow for class participation. The videos are out of date and are not easily relatable to our current workflow.

PROJECT MANAGEMENT APPROACH

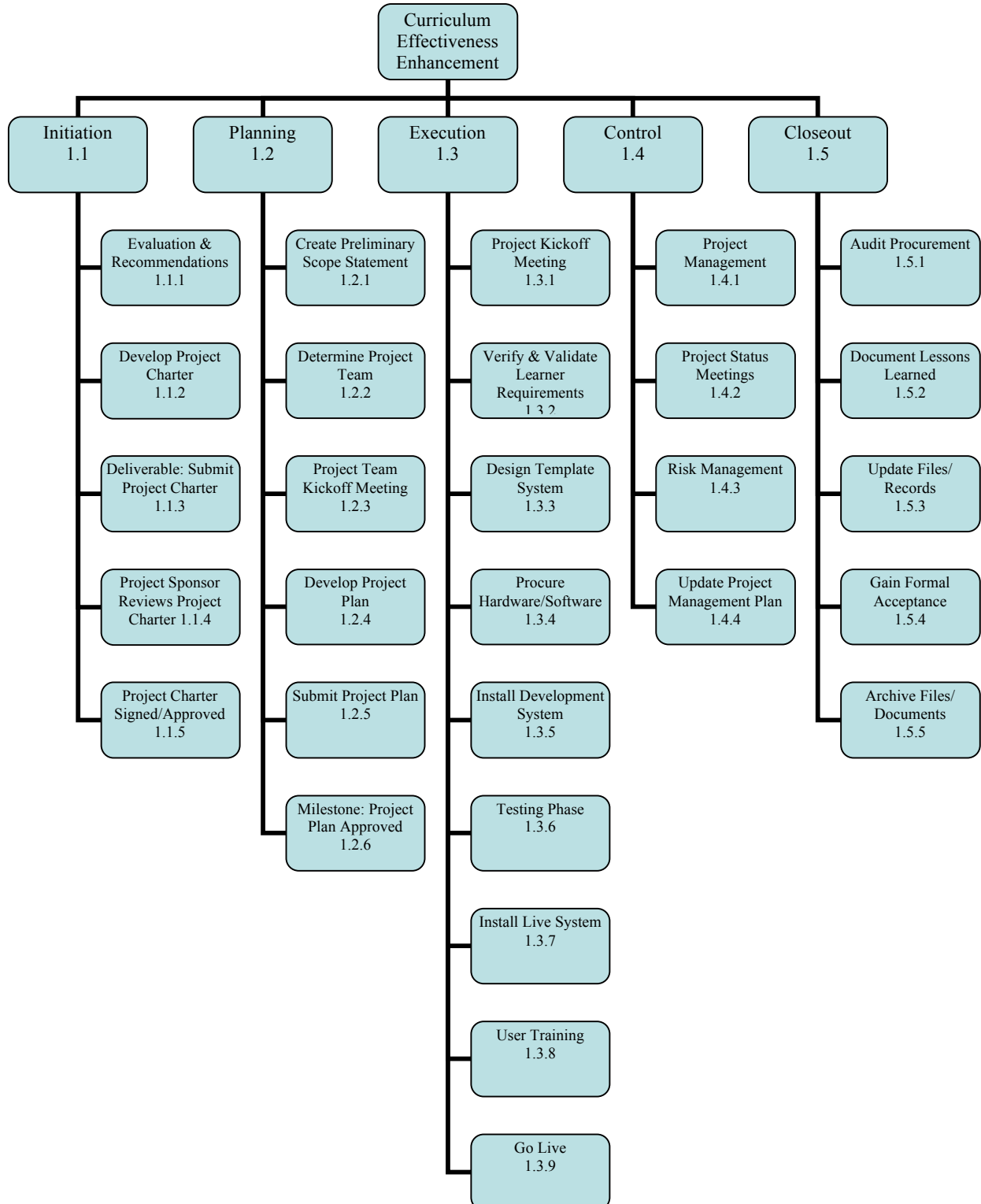
The Project Manager for this project will be David Kolmer and Jo Ann Mattson will authorize completion of the project.

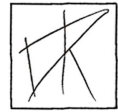
MILESTONE LIST

Milestone	Description	Date
Project Start	Scenarios will be reviewed and selected.	05/14/2018
Project Charter	A proposal will be presented for review by stake holders	05/20/2018
One-on-one Phone Meeting with Jen	A phone call will be held with Jen to discuss the direction of the project	05/25/2018
Project Management Plan	Based on the feedback from the charter a finalized high-level plan will be presented.	06/03/2018
Work Breakdown Structure	The work that has been agreed upon will be broken out into individual parts and grouped into chunks	06/03/2018
Project Schedule	A schedule will be build around the individual parts	06/03/2018
First Project Status Report	At this time there will be a report on progress and the timeline will be reviewed and possibly revised.	06/10/2018
Second Project Status Report	At this time there will be a report on progress and the timeline will be reviewed and possibly revised.	06/17/2018
Final Project Due	Deliverables will be completed before this date and submitted for final review.	06/17/2018
Peer Review Other Projects	The Deliverables will be made available to peers in order to compile further feedback	06/24/2018
Post Project Review	Feedback from the peer team will be implemented	06/29/2018
Project Complete (with incorporated feedback)	Once all feedback has been implemented the project will be complete and ready for implementation and evaluation.	06/29/2018



WORK BREAKDOWN STRUCTURE





CHANGE MANAGEMENT PLAN

The change control process will be regulated by an initial approval by Jo Ann Mattson.

Step #1: Identify the need for a change

Requestor will send Jo Ann Mattson an email stating the need for a change

Step #2: Proposed decision

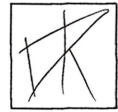
Jo Ann Mattson will decide whether the change will be approved based on all submitted information

Step #3: Implement change

If Jo Ann Mattson approves a change, the project manager will update project documentation as necessary

COMMUNICATIONS MANAGEMENT PLAN

Communication Type	Description	Frequency	Format	Participants/ Distribution	Deliverable	Owner
Project Charter	High level description of the project	Once	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Project Charter template	Project Manager
Project Management Plan	Detailed description of the project	Once	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Project Management Plan template	Project Manager
Work Breakdown Structure	Work broken into parts	Once	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Project Management Plan template	Project Manager
Project Schedule	Schedule of Work completed	Once	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Project Management Plan template	Project Manager
First Project Status Report	Summary of project status	Weekly	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Status Report template	Project Manager
Second Project Status Report	Summary of project status	Weekly	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Status Report template	Project Manager
Final Project Due	Schedule of Work completed	Once	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Project Management Plan template	Project Manager
Peer Review	Submitted for Review by Peers	Once	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Project Management Plan template	Project Manager
Post Project Review	Submit to Stakeholders	Weekly	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Status Report template	Project Manager
Project Complete	Project finalized with all feedback	Once	Attach in Schoology	Jo Ann Mattson/Jen Byerly	Project Management Plan template	Project Manager



Project team directory for all communications is:

Name	Title	E mail	Office Phone
Jo Ann Mattson	Project Sponsor/Instructor	jmattson@fontbonne.edu	314.889.4514
Jen Byerly	Instructor	jbyerly@fontbonne.edu	314.346.0359
David Kolmer	Project Manager	dkolmer@fontbonne.edu	314.484.1248

COST MANAGEMENT PLAN

The cost management plan for this project will include complimentary **Dark Roast** coffee for the Project Manager supplied by Lumeris Health LLC.

PROCUREMENT MANAGEMENT PLAN

Procure an un-painted stainless steel tumbler (24 liquid ounce) constructed by Ozark Trail LLC from the Wal-Mart in Chesterfield for \$9.99 + tax. This device will be utilized for consumption of before mentioned complimentary coffee.

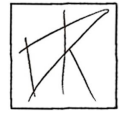
SCHEDULE MANAGEMENT PLAN

A project schedule for the Curriculum Effectiveness Enhancement Project will be created starting with the deliverables identified in the project's Work Breakdown Structure (WBS). Activity definition will identify the specific work packages, which must be performed to complete each deliverable. Activity sequencing will be used to determine the order of work packages. Activity duration estimating will be used to calculate the number of work periods (days) required to complete work packages.

Once a preliminary schedule has been developed, the project team will review it. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved, the project sponsor will review and approve the schedule.

Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team. The project manager will also create the project schedule and validate the schedule with the project team, stakeholders, and the project sponsor. The project manager will obtain schedule approval from the project sponsor.



QUALITY MANAGEMENT PLAN

The Project Sponsor is responsible for approving all quality standards for the Curriculum Effectiveness Enhancement Project. The Project Sponsor will review all project tasks and deliverables to ensure compliance with the rubrics defined in this course. Additionally, the Project Sponsor will sign off on the final acceptance of the project deliverable.

The Project Manager is responsible for quality management throughout the duration of the project. The Project Manager is responsible for ensuring all tasks, processes, and documentation are compliant with the defined rubrics.

RISK MANAGEMENT PLAN

Identified Risks:

- Truncated Timeline to produce training with no curriculum.
 - Limited exposure to role being trained.
 - Trainer for prerequisite training created minimal material to present and spoke in circles.
 - Primary Asset is working toward a Master's Degree on nights and weekends
 - Primary Asset is a dedicated father.
- ❖ Risk will be managed by completing tasks early whenever possible.
- ❖ Risk will be mitigated by: Positive Thinking, eating plenty of vegetables, drinking plenty of water, drinking plenty of coffee before lunch, not drinking any alcohol, not watching more than 2 hours of TV per week, sleeping more than eight hours a night, letting the small stuff slide and being thankful.

STAFFING MANAGEMENT PLAN

Project Manager (1 position) – responsible for all management for the Curriculum Effectiveness Enhancement Project. The Project Manager is responsible for planning, creating, and/or managing all work activities, variances, tracking, reporting, communication, performance evaluations, staffing, and internal coordination with functional managers.

Project Sponsor (1 position) – responsible for approval of all documentation as well as approval of the final deliverables.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Jo Anne Mattson
Director of eLearning at Fontbonne University

Date: _____