Proposed Project:
SACS and NCATE Accreditation Document Management

August 27, 2008

Project Manager:	Jackie Droll	**Project # P08-057**
Team Lead	Sarah Logan	
Title, Department	Director Institutional Research & Assessment	
Sponsor	James Limbaugh, Vice President for Strategy, Planning, and Policy	

Problem/Opportunity Definition

The current business issue is managing the broad variety of reports, paperwork and accountability related issues demanded by accreditation needs (SACS, NCATE, AACSB, etc…). Documentation occurs on an as-needed basis rather than a continuous cycle, which makes it very difficult to compile the final reporting documents for accreditation reviews.

For our SACS reaffirmation offsite visit in 2012, we will be required to use electronic delivery of all files. The current process, using existing ASU resources, is very cumbersome and inadequate. We have no simple, repeatable means to assimilate or deliver the report or supporting documentation in an electronic format. In addition, the new Vice President for Strategy Planning and Policy is supportive of finding a software solution as it relates to his mandate to create an integrated planning and budgeting process.

Proposed Solution

███████████████████████████ a hosted online solution that will help simplify our reaffirmation efforts. Compliance reports, QEP, employee credentials, focused report, and supporting documents are easily uploaded to a secure website for ASU which will allow both employees and SACS evaluators the ability to view compliance documentation from any location at any time.

Buying the ██████████████ solution for the reporting aspects of both the SACS and NCATE accreditations is one step of many that will be required to complete the overall strategic planning, zero-based budgeting, and assessment initiatives currently proliferating on campus. As we move towards our SACS reaffirmation off-site visit scheduled for the fall of 2012, we need a repository for documents created each year that support our reaccreditation efforts. If we were to have a secure repository for supporting documents tied to each accreditation standard as we move from one year to the next, our final compilation efforts will be minimal in comparison to years past.

Project Assessment /Score Card

Overall Project Type **Efficiency**   Project Classification   **Small (42)**

Risk Level   **Low (18)**

Project Impact Score* **3.6**

(**0** – No Impact, **1** – Minimal Impact, **2** – Minor Impact, **3** – Moderate Impact, **4** – Significant Impact, **5** – Major Impact.)

5 Strategic   **1** Increased Revenue   **3** Customer Satisfaction

5 Expanded Service   **4** Increased Efficiency   **1** Cost Reduction

Project Beneficiaries: My Department, Faculty, Staff, Other Constituents

Alignment with ASU Strategic Goals:
(Alignment Strength 1=Minor Alignment, 3=Moderate Alignment, 5=Significant Alignment)

Goal 1 Alignment Strength: 3
The University will recruit, retain and graduate a student body that reflects the diversity of the region and the state.
Goal 2 Alignment Strength: 3
The University will develop and improve academic programs
Goal 3 Alignment Strength: 0
The University will provide and maintain adequate facilities to accommodate the expected growth of enrollment by beginning the implementation of the *Centennial Master Plan 2028* in 2006.
Goal 4 Alignment Strength: 0
The University will promote diversity and professional excellence of its faculty and staff.
Goal 5 Alignment Strength: 0
The University will promote a service orientation toward students and others in all aspects of the institution to improve recruiting and retention.
Goal 6 Alignment Strength: 0
Improve partnerships with local, regional, and state agencies to increase the university's role in public education, business, health, and information retrieval.
Goal 7 Alignment Strength: 5
Enhance effective administrative and support services

Estimated Time Line

Requested Implementation Start Date   9/1/2008
Requested Project Go-Live Date   10/15/2008

Estimated Scope

Number of End Users Affected   <50

Number of Departments Involved   5

Time   Cost

Quality

Scope

Estimated Cost   <10 K

Item	# of Units	Unit Cost	Total Cost	Funding Source
Software Subscription	1	███	$ ███	Institutional Research*
Hardware	-	-	$ -	
Implementation and Training Services	-	-	$ -	
Travel	-	-	$ -	
First Year Maintenance	-	-	$ -	
Contingency (10%)		███	$ ███	
Total First Year			$ ███	
Ongoing Software Maintenance	1	███	$ ███	███
Ongoing Hardware Maintenance	-	-	$ -	
IT Support Costs	-	-	$ -	
Total Ongoing per year			$ ███	

Comments: Each area wanting to track for accreditation will be required to pay their own buy in and maintenance. Institutional Research will purchase the original SACS accreditation site plus the NCATE site immediately. Education would then pick up the maintenance cost for their accreditation site for the additional two years.

███████████████████████████████

███████████████████████████████

Project Assessment Details - Project Classification & Risk Level

Scope

Clarity of Scope		
Undefined, vague scope		10
Some Gray Areas		5
Clearly Defined	X	1
Score		**1**

Resources

Number of Depts (Including IT)		
7 or more		10
3-6	X	5
1-2		1
Score		**5**

Team Size		
10 or more		10
6-9	X	7
3-5		4
1-2		1
Score		**7**

Time

Duration of Project		
> 3 Months	X	10
2-12 Weeks		5
< 2 Weeks		1
Score		**10**

Risk

Number of systems integrated or affected by this project		
4 or more		10
2-3		5
0-1	X	1
Score		**1**

Is Data affected? (Migration, changes to data)		
Yes	X	10
No		0
Score		**10**

Knowledge Base (Confidence in Vendor/Staff Resource Skill Set)		
Low		10
Medium	X	5
High		1
Score		**5**

Project Deadline		
Externally Mandated, critical deadline		10
Internally Mandated Deadline		5
No Mandated Deadline	X	1
Score		**1**

Number of End Users affected by project implementation		
500 or more		10
100 to 499		7
50 to 99		4
< 50	X	1
Score		**1**

Costs (Hardware, Software, Training)

Total Cost		
> .5 M		10
100 K – 0.5 M		9
50 to 100 K		7
25 to 50 K		5
10 to 25 K		3
< 10 K	X	1
Score		**1**

Project Classification Factors	
Scope	10
Time	10
Cost	10
Resources	20
Risk	50

Project Risk Score	
High Risk (38-50)	
Medium Risk (23-37)	
Low Risk (3-22)	
Project Risk Score	**18**

Project Classification Score	
Complex (77-100)	
Medium (52-76)	
Small (27-51)	
Task (7-26)	
Project Classification	**42**

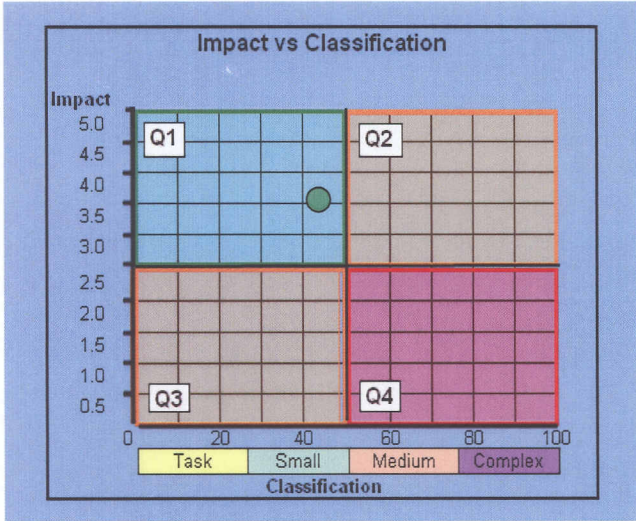# Project Assessment /Score Card Details

Project Impact Score **3.6**

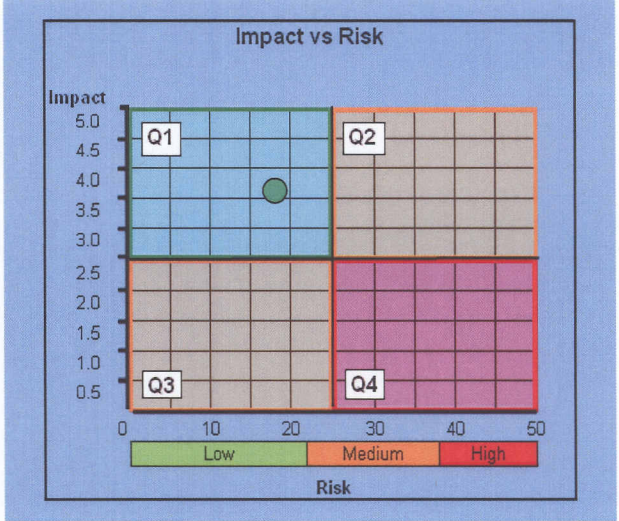Project Classification **Small (42)**   Risk Level **Low (18)**

Graph 1   **Graph 2**

Graphs 1 and 2 above help depict whether or not this is a good project to implement.
Graph 1 compares the projects impact to its complexity level.
Graph 2 compares the project's impact to its level of Risk.
Projects falling into Q1, Q2, or Q3 in either graph are looked upon as "Good Projects" to do.
Any project falling within Q4 on either graph must be seriously considered before approval to implement.

Project Initiation - Business Justification Phase:
Approval to proceed to Project Planning and Procurement

The information presented in this Project Summary is detailed in the Business Justification for this particular project. Approval of this Project Summary will allow the project team members to complete planning and start the procurement process for this project.

This project has been classified as a **Small** sized project with a **Low** Level of Risk. Approval to continue this project for Planning and Procurement should include the Vice President responsible for the department in which the project is being requested before we will proceed with procurement of any hardware or software required for the implementation of this project.

	Signature	Date
Responsible Vice President		