INITIAL PROJECT PROPOSAL

Year Long Schedules

EXECUTIVE SUMMARY – SECTION 1

Create a year long schedule with all terms available.

BUSINESS PROBLEM

Opportunity to provide long term planning for student's education if the all schedules for the year are published at one time.

ANALYSIS

Describe business processes that will be improved or are not operating properly because of the problem.

A year long schedule would improve scheduling for a student and their academic path. Also the year long schedule supports Guided Pathways.

What is the impact of not implementing the proposed solution to the problem? *Students are unable to plan their courses for the year without seeing the full year schedule.*

List all quantitative support in favor of eliminating the problem.

What timeframe are you hoping to get the solution\problem resolved within? *Academic Year 2020/2021*

Is the solution to this problem an opportunity to collaborate with other colleges? *Yes*

SOLUTION

Describe the proposed solution in detail. – *We believe that enabling a year long schedule within Banner is something which can be easily done. However, this change would affect all colleges within the district. Also, it would require year long registration.*

OBJECTIVES

List the high-level objectives of the proposed solution. *To provide long term scheduling for students*

Provide the scope of the proposed solution : *Enable year long scheduling within Banner.*

DELIVERABLES

List the project deliverables. A deliverable is a unique and verifiable product, result, or capability to perform a service that must be produced to complete a process, phase, or project.

Being able to provide students the capability for long term planning of their courses and schedule.

ESTIMATED COST

Provide high-level cost information or funding(s) for implementing the proposed solution. Items include Software, hardware, training, ongoing license\maint, purchase price.

Description	Estimated Cost
Ongoing cost of solution (sponsor will commit to funding)	
TOTAL ESTIMATED COST OF PROPOSED SOLUTION	*TBD*

AUTHORIZATION – SECTION 1

Project Sponsor: **Sam Aunai, Vice President of Instruction – Porterville College**

Date: 10|15|18 _____ Project sponsor approval

COLLEGE REVIEW AND APPROVAL – SECTION 2

Note: This section to be completed by the campus IT Director, or in the case of the district office, a district office IT Director.

Provide high-level, summary information about the project and why it is needed. This section is submitted to the college's technology committee and approved locally before submission to the district wide committee.

If it is determined it can be done locally no further submission into the district wide process is required and the college will proceed as needed.

The following are areas that need to be reviewed and verified prior to further submission into the process. Several of these sections will help indicate if District Office resources are needed.

☐ SSO (Single Sign-on) – Will staff need to have access to the system (internal\external to the district).

☒ Data integration-- What other systems will this solutions' data need to access - both internal\external to the district. **Banner**

☐ New application – Is this a new application in the district

☐ Security – Data\access security analysis

☐ Legal – Contracting language, FERPA, HIPPA, etc.

☐ Accessibility – ADA, 508 compliance

ESTIMATED TOTAL COST OF OWNERSHIP

This section will share how this product will be supported for the duration of the life cycle until it is discontinued. Key parts will include:

☒ Ongoing funding source – **GUI**

☐ Staff support – how will this be supported for ongoing maintenance of the solution

If this is a grant funded project the college will provide the resources to support this system once the grant funding has ended.

AUTHORIZATION – SECTION 2

Date: _____   _____ IT Committee Faculty Co-chair

Date: *10-18-18*   _____ College IT Director approval

COMMITTEE REVIEW – SECTION 3

ESTIMATED SCHEDULE

Provide high-level schedule key milestones.

Project Milestones and/or Phases	Estimated Completion Date
Start of Project	
End of Project	

Modifications to any requirements, timeline, scope, etc. of this project can only be authorized with a formal change control request and with approval of the below signatories

Date: _____   _____ College IT Director approval

Date: _____   _____ Chief Information Officer

This section still in development.