

# Revitalized Education Program

## Weekly Status Report

December 17, 2015

# Executive Summary

## Key Activities & Milestones

1	REP naming complete	Nov 30	Behind
2	Start systems requirements gathering	Dec 3	Behind
3	All print projects created	Dec 30	On track
4	All content pilot feedback received	Dec 31	On track
5	Assessment drafted	Jan 14	On track
6	Ready to begin product updates	Jan 15	New date
7	LMS configuration/content setup UAT	TBD	
8	LMS configuration review	TBD	

## Project Status

Scope

Schedule

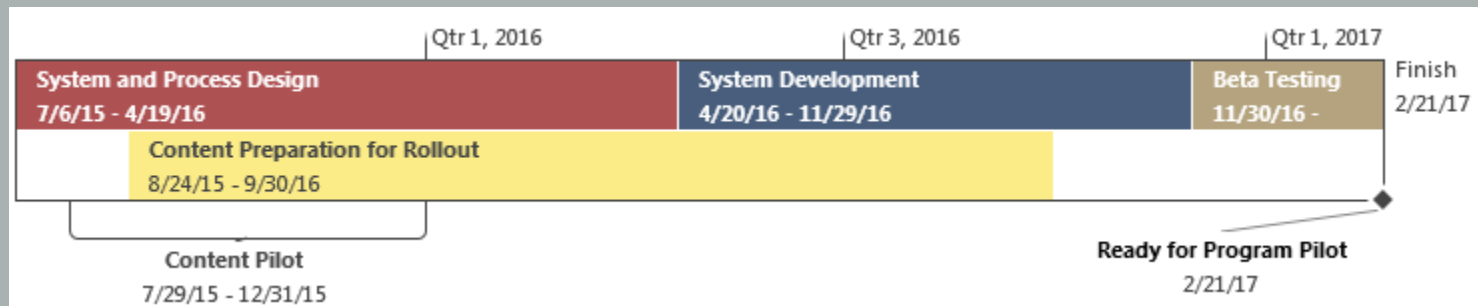
Quality

Budget

## Top Issues/Risks

- 1 Overall project schedule
- 2 Connect decision
- 3 Handbook development
- 4 Video schedule
- 5 Communication/Change Mgmt

## Estimated Project Timeline



# Status of Project Components

Component	Scope	Schedule	Quality	Budget	Notes
Initial ed development	■ ↑	■	■	■	Handbook scope has been defined
Content pilot	■	■	■	■	
Education finalization	■	■ ↑	■	■	Video timeline has been completed
Content translations	■	■	■	■	
Business processes	■	■	■	■	Complete
LMS implementation	■ ↑	■	■	■	Connect is TBD but unlikely; config timeline has extended again
Other systems	■	■	■	■	Not yet scoped or scheduled
Naming	■	■	■	■	Not yet finalized
Recognition programs	■	■	■	■	
Training and support	■	■	■	■	
Product updates	■ ↓	■ ↓	■	■	Scope and schedule still in flux
New products	■ ↓	■ ↓	■	■	Scope and schedule unknown, may be large impact
Marketing	■	■	■	■	
Purchasing & packaging	■	■	■	■	
Inventory control	■	■	■	■	

# Issues

## *Open*

- ▶ **Project schedule:** The overall schedule and some individual work streams have been slipping. Not all work streams are fully built out. Decision is pending about whether we need to achieve Program Pilot in 2016; if so, accurately assessing how to do that will be difficult.
- ▶ **Connect decision:** It is likely that Connect is out of scope, but this has not been confirmed. Decision is also pending on the Meeting Room and how/whether it will integrate with other systems for rollout.

# Risks

## *High-Priority*

- ▶ **Internal Communications/Change Management:** Information is being shared informally and is not always accurate; negative perceptions are being formed prematurely; some feel “out of the loop”
- ▶ **Plan for non-LMS systems development:** Schedule and resource needs (identified once scope is known) may have negative impacts on the project and/or the IT team
- ▶ **Naming decisions:** Needed for product updates, LMS welcome page, LMS configuration, and content edits

# Risks

## *Low-Priority*

- ▶ **Rollout strategy:** Expectations may be unrealistic/inaccurate until strategy is actually developed; some work group deliverables (e.g., inventory control plans) are on hold until the strategy is complete
  - *Meeting scheduled for 1/27*
  - *If Program Pilot is to begin in 2016, this is high-risk*
- ▶ **Product updates and development of new products:** Ability to complete in timeframe needed may be impacted by resource availability, timing of naming decisions, volume of changes, and/or bandwidth of executives for approval
- ▶ **Staff burnout:** Project productivity and morale may decrease due to “project fatigue” and multiple competing priorities
- ▶ **Handbook:** Scope and approach have been determined, but timeline and development resource are still TBD