

03 Project Management

Contents

- Adding a Project 2
 - Add new Activities 3
 - Viewing Activities Assigned from Other Areas 4
- Editing a Project 5
 - Archiving and Deleting a Project..... 6
- Viewing Activities Assigned from Other Areas 7
- Reporting on Projects 8
 - Reporting on All Projects 8
 - Reporting on Individual Outcomes 8

Document Purpose

Describes the method to add, edit, update, delete and report on projects within the Planning and Budgeting database.

Adding a Project

- From the Area Summary page click on the Area Projects tab

Area Summary

Area: Research and Planning Area type: Non-Academic

Manager: Peter Cammish

Mission: Research and Planning will provide timely and relevant research to internal and external stakeholders. We will ensure that the districts planning processes are clear, pragmatic and widely articulated.

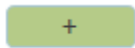
Area Outcomes | **Area Projects** | Other Activities | Program Review | Budget Requests | Other Requests

This area is working on the following projects

Project Title	End Semester	Total Activities	Status
Add interactive data web pages	Fall 2012	5	Complete
IPP Database	Spring 2013	5	Complete
Data Manipulation Training	Spring 2013	5	Complete
IPP Database V2.0	Fall 2013	1	Complete
IPP v2.0	Fall 2013	3	Complete

View Archive +

- Click on the Add Project button



This will open the Add Project Form

Add a new project

Add Project Area: Research and Planning Manager: Peter Cammish

Project Title: [Text Field]

Project Description/Rationale: [Text Area]

Priority: Medium Funding Source: None Required

Relevancy | **Project Activities** | Outcomes and Evaluation | Archive

Area Outcome Supported [Dropdown]

Institutional Outcome Supported [Dropdown]

Related Priority [Dropdown]

EMP Outcome Supported [Dropdown]

Division [Dropdown]

Accreditation Standard [Dropdown]

How are Outcomes Supported: [Text Area]

Record the following information about your outcome

Project title: A short 255 or less character title that describes your outcome

Project Description/rationale: A description of what the project will achieve and why it is needed

Under the Relevancy Tab

Use the drop down boxes to specify how the project relates to various strategic goals and objectives

Area Outcome Supported

Institutional Outcome Supported

Related Priority

EMP Outcome Supported

Division: EMP Division

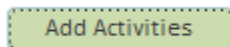
Accreditation Standard

A short description of how the Outcomes are supported

Under the Project Activities Tab

[Add new Activities](#)

Click on the Add Activities button



This will open the Add Project Activities form

- Enter

Activity: What you will be doing

Completion Date: The semester you expect to finish

Area Responsible: The area that will primarily be responsible for this activity.

- Click Save to add the new activity to this project plan.

The activity will be added to the Project Activities table.

Project Activities			Add Activities
Activity Title	Owner	Completion	Completed
Download Data from CCCCC Website	Local	Fall 2011	Yes
Design interactive pages	Local	Fall 2012	Yes
Test and publish website	Local	Fall 2012	Yes
Fall 2012 Update	Local	Fall 2012	Yes
Publish Fall 2012 on web	Local	Fall 2012	Yes

You can repeat these steps to add as many activities as you need to you project plan.

Viewing Activities Assigned from Other Areas

When you add ab activity to your project you can select the Area Responsible as either your own area or another area. Similarly another Area may select your area as responsible for an activity in one of their projects. You can view activities (and projects) that have been assigned to you by other areas.

- From the Area Summary page click on the Other Activities tab

Area Outcomes	Area Projects	Other Activities	Program Review	Budget Requests	Other Requests
Activities in other Area Projects		Only Show Completed Tasks <input type="checkbox"/>			
Area	Project Title	Activity Title	Complete By	Completed	
Risk Management	tese	test2	Spring 2016	No	

This list all of the activities that have been assigned to you from other areas. You can use the check box upper right to view either completed or incomplete activities.

Click on any of these Activities

This will open the Activity form

The screenshot shows a window titled "Project Activities" with a close button (X) in the top right. Below the title bar are two buttons: "View Project" (yellow) and "Exit" (black). The form contains the following fields:

- Activity: A text input field containing "test2".
- Completion Date: A dropdown menu showing "Spring 2016" and a "Complete" checkbox.
- Area Responsible: A dropdown menu showing "Research and Planning".

To mark complete – click on the Complete check box

To view full details of the project click the View Project button

This will show you the full details of the project that you are contributing to.

Under the Outcomes and Evaluations Tab

Under this tab add:

- Outcomes: What changes you expect to see as a result of completing this project.
- Evaluation: What changes you actually did see as a result of completing this project.

Under the Archive Tab

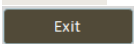
You can use this tab to 'archive' your project or delete it completely.

The archive saves all the details of the project to a separate archive. The archived record is not included on any reports. An archived project plan can be unarchived very easily.

Alternatively you can completely delete a project plan. This action will delete all of the information associated with the project, this action is irreversible.



You can check the spelling of your input text using this button

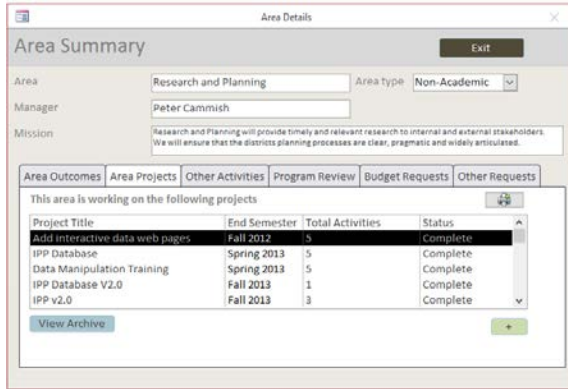


When you are finished click Exit to save your project to the database and return to the Area Summary screen

Editing a Project

Once a project has been added to the database you can edit the details of that project as required.

- From the Area Summary page click on the Area Projects tab



- Click on the Project that you want to edit

This will open the Edit Project form, you can edit

Any of the projects Relevancy tags

Add, edit or delete project activities

Update project Outcomes and Evaluation text

Archive or Delete the project

Archiving and Deleting a Project

- From the Area Summary page click on the Area Projects tab
- Click on the Project that you want to delete or archive
- Select the Archive Project tab

To archive

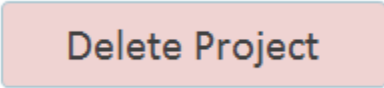
Check the Archive box

Select the Archive reason from the drop down box



To delete

Press the Delete Project button



Viewing Activities Assigned from Other Areas

When you add an activity to your project you can select the Area Responsible as either your own area or another area. Similarly another Area may select your area as responsible for an activity in one of their projects. You can view activities (and projects) that have been assigned to you by other areas.

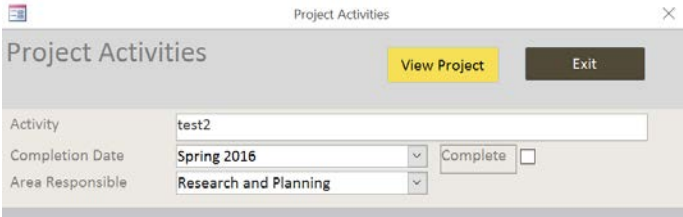
- From the Area Summary page click on the Other Activities tab

Area Outcomes	Area Projects	Other Activities	Program Review	Budget Requests	Other Requests
Activities in other Area Projects		Only Show Completed Tasks <input type="checkbox"/>			
Area	Project Title	Activity Title	Complete By	Completed	
Risk Management	tese	test2	Spring 2016	No	

This list all of the activities that have been assigned to you from other areas. You can use the check box upper right to view either completed or incomplete activities.

Click on any of these Activities

This will open the Activity form



To mark complete – click on the Complete check box

To view full details of the project click the View Project button

This will show you the full details of the project that you are contributing to.

Reporting on Projects

Reporting on All Projects

- From the Area Summary page click on the Area Projects tab

Above the projects List you will see the Print all Projects button



- Click on the Print all Projects button

This will open up a report that will print all outcomes and assessments associated with the current area.

Area Projects

Starting in Fall 2011

IPP Database
Develop and distribute IPP database which includes data collection and reporting capabilities

This project runs from Fall 2011 to Spring 2013

This project supports the outcomes **Participate in IPP** and **4.1 Support Institutional Effectiveness**

Activity Title	Completion Date	Area Responsible	Complete
Prototype	Fall 2011	Research and Planning	<input checked="" type="checkbox"/>
Present database to ICD	Spring 2012	Research and Planning	<input checked="" type="checkbox"/>
Other summer training sessions	Summer 2012	Research and Planning	<input checked="" type="checkbox"/>
Final version	Fall 2012	Research and Planning	<input checked="" type="checkbox"/>
Distribution	Spring 2013	Research and Planning	<input checked="" type="checkbox"/>

This project is currently **Complete**

Evaluation Results: After talking with users and completing an in-house evaluation a number of changes to the database need to be implemented. The major one will be the ability to record non-academic program review.

Add interactive data web pages
Add data pages to the website that allow users to interact with major data sets.

This project runs from Fall 2011 to Fall 2012

This project supports the outcomes **Access and Interpret Data** and **4.2 Maximize Institutional Effectiveness**

Activity Title	Completion Date	Area Responsible	Complete
Download Data from COCCO website	Fall 2011	Research and Planning	<input checked="" type="checkbox"/>
Update Fall 2012 on web	Fall 2012	Research and Planning	<input checked="" type="checkbox"/>
Final 2012 website	Fall 2012	Research and Planning	<input checked="" type="checkbox"/>
Test and publish website	Fall 2012	Research and Planning	<input checked="" type="checkbox"/>
Design interactive pages	Fall 2012	Research and Planning	<input checked="" type="checkbox"/>

This project is currently **Complete**

Evaluation Results: Based on evaluation of data pages with staff it has been decided that some of these reports are not used enough to warrant the time required to design and maintain an interactive website using IPPI's capabilities. A larger project reports are going to be

Starting in Spring 2012

Monday, March 27, 2017 Page 1 of 9

Reporting on Individual Outcomes

- From the Area Summary page click on the Area Projects tab
- Click on the Project that you want to print.

This will open the Edit Project form

In the header of this form you will see the Print Project button



- Click on the Print Project button

This will open up a report that will print the selected project only

You can also email a PDF of the selected project



Click on the Email Project Details button

A PDF will be created and attached to an email.