

Project Plans Outline

Each project needs to be defined and to be connected to university goals.

The project plan will have the following elements:

- Overall statement of the project.
- Connection to university goals, mission and vision, recruitment, retention (how it will advance AU on these fronts).
- Value statement: why are we doing this; what does it get us? How will it enhance the student experience?
- Requirements for the white paper.

Each project will be assigned a project lead and a project manager. There may be one or two leads, one or two managers, or the lead and manager may be the same person.

Project Lead

Develops communication strategy; makes sure everyone rowing in the same direction, that each knows their role, and understands the value of the approach. Leads initial discussions of conceptualizing and setting goals. Ensures community engagement.

Project Manager

The manager keeps people on task and on track.

Think of your project plan as directions to the lead and manager, enumerating the work for which they are responsible, as well as serving as an explanation provided to a broader audience.

White Paper

The project plan assigns a white paper to be written and gives a deadline for that paper. The plan explicitly articulates what the white paper should address. This will give guidelines to your lead and manager. Some requirements for the white paper may be project-specific, but all white papers should include:

- ◆ Articulated conceptualization of the project
- ◆ Why this is a valuable pursuit; what we expect to gain or produce
- ◆ How the AU community will be engaged (e.g, series of conversations, collection of data, open fora, development of an “excellence team” to advise and consult, etc.)
- ◆ Analysis of research findings that gives context to the project
- ◆ Enumerate the projects or tasks to be completed
- ◆ Develop a timeline and assign responsibility for completion
- ◆ Address resources needed (new and/or reallocation)
- ◆ Detail how we will determine success (i.e., how will we know that it is “working”, that we are doing it well, how will we evaluate in an ongoing fashion)

The white paper gives a statement of the project, maps out implementation, and articulates how we evaluate success.