

# Monthly Status Report

## Blackboard Enterprise Learning Management System

<b>Project Name:</b>	Blackboard Enterprise LMS
<b>Sponsor:</b>	Darin King
<b>Report Type:</b>	Execution
<b>For Period:</b>	April 2017
<b>Project Manager:</b>	Lindsay Olson

### EXECUTIVE SUMMARY

Overall Summary	Prior Status	Green	Current Status	Green
<b>Green</b>	The project is within 20% variance of the currently approved baseline for budget and schedule, and is expected to substantially meet all of the business objectives established in the startup report.			
<b>Yellow</b>	The project has exceeded 20% variance of the currently approved baseline for budget and/or schedule and is expected to substantially meet all of the business objectives established in the startup report.			
<b>Red</b>	The project is at risk of termination, or at risk of not substantially meeting the business objectives established in the startup report.			

Overall, the project status is green for both the budget and schedule this month. Below is more detail on project accomplishments and expected accomplishments for this month.

#### ATPs

- 9 of 12 ATPs completed
- MiSU & NDSU most recent to complete ATPs
  - Both are planning a Summer 2018 Go Live
- MaSU & DSU ATPs to be completed this month

#### Course/Content Conversion/Migration

- BSC, LRSC, NDSCS completed move of Summer 2017 courses to production and continue to open courses to faculty for user acceptance testing
- WSC continues course conversion
- VCSU and UND to complete test migrations this month to plan for actual time needed to restore courses in production

#### SIS Integration

- SIS data is now in production for BSC, LRSC and NDSCS
- Remaining campuses data will be added based on go live

#### Governance

- Decisions made the past month:
  - Approved process for single and shared non-sis users account creation
  - Non-Term, Non-Credit Courses process to be built out at the individual campus, requirement is for Course ID to start with campus acronym
  - Generic URL for system Blackboard production environment: blackboard.ndus.edu
  - Approved to move forward on Darin's proposed support model to define in more detail and bring back to review at next meeting (April 25<sup>th</sup>)
  - Goals & Alignments will be created and managed by the individual campus
- [Recap of Governance Decisions Made to Date](#) – updated on 04.11.17

#### DDA / Reporting

- High-level reporting needs documented from schools' ATPs have been reviewed with CTS
- Bb held a remote demo of reports that exist in Learn with all campuses
- Bb will gather additional reporting requirements from campuses to determine what type of customized reporting needs to be created

## Monthly Status Report

### Building Blocks / LTIs

- CTS prioritized B2s/LTIs into 2 groups – eCollege and Learn school & WSC (based on Go Live and Size)
  - [eCollege Status](#)
  - [UND Status](#)
  - [MiSU Status](#)
  - [VCSU Status](#)
  - [WSC Status](#)
  - [NDSU Status](#)
- CTS is reviewing SOW/Cost estimate for VCSU and NDSU campus created B2s to begin the work to ensure they work in SaaS
  - Darin has offered to use the innovation money to fund this
- Hobsons working to make Starfish work in the multiple node instance – goal is to have completed by end of April

### Training

- WSC planning to complete end user training and admin collaborate training this month
- UND planning to start admin training this month
- Campuses continue TPD onboarding meetings with Blackboard
- Online training registration information shared with campuses 2 weeks prior to their ATP

### BSC, LRSC, NDSCS Bb End User Help Desk

- Bb End User Help Desk went live on March 27<sup>th</sup>

# Monthly Status Report

## COST MANAGEMENT

Summary	Prior Status	Green	Current Status	Green		
<b>Green</b>	Variance to cost is within 10%					
<b>Yellow</b>	Variance to cost equals or exceeds 10%, but is within 20%					
<b>Red</b>	Variance to cost equals or exceeds 20%					
<ul style="list-style-type: none"> <li>• CTS and Bb continuing to finalize the uses for the remaining innovation funds               <ul style="list-style-type: none"> <li>○ Total innovation fund for the first year is \$547,000 (\$507,500 left after Help Desk) and must be used by September 30, 2017</li> <li>○ Innovation fund for the second year is \$50,000</li> <li>○ Potential Uses Identified for Fund:                   <ul style="list-style-type: none"> <li>▪ Customized reporting for DDA needs (gather campus requirements planned for early June)</li> <li>▪ Customized B2s (NDSU &amp; VCSU)</li> <li>▪ Ally (accessibility tool that works with Learn for deaf, blind, those with disabilities)</li> <li>▪ Collaborate Recordings Report to assist campuses/faculty to determine which they would like to move or link in new LMS</li> </ul> </li> </ul> </li> <li>• The budget is showing savings due to the following:               <ul style="list-style-type: none"> <li>○ There are invoices from the ATP travel costs waiting to be approved</li> <li>○ Campuses have opted for remote Bb training versus onsite therefore there are no travel costs</li> </ul> </li> </ul>						
Budget Type	Original Budget	Current Revised Baseline 2017 APR	Actual Cost	% Cost Variance	Over Under	Estimate at Completion
Blackboard Software	\$1,236,102.00	\$0	\$0			
Blackboard Services	\$497,200.00	\$0	\$0			
ePlus	\$503,676.00	\$0	\$150,000			
Travel Costs	\$133,000.00	\$0	\$24,576.57			
Help Desk (eColleges 1 <sup>st</sup> year)	\$0	\$0	\$39,500			
Certified Trainer Program	\$0	\$0	\$6,400			
Risk	\$0	\$0				
<b>Project Budget</b>	<b>\$2,369,978.00</b>	<b>\$0</b>	<b>\$220,476.57</b>	<b>16.6%</b>	<b>Under</b>	<b>\$2,335,107.74</b>
Management Reserve	\$597,000.00	\$0				
<b>Total Budget</b>	<b>\$2,966,978.00</b>	<b>\$0</b>	<b>\$0</b>			

# Monthly Status Report

## SCHEDULE MANAGEMENT

Summary	Prior Status	Green	Current Status	Green
<b>Green</b>	Variance to schedule is within 10%			
<b>Yellow</b>	Variance to schedule equals or exceeds 10%, but is within 20%			
<b>Red</b>	Variance to schedule equals or exceeds 20%			

- CTS PM working with Bb PM to add more detail/dates to tasks for campuses that have completed their ATP and are beginning course conversion/migration
  - BSC, LRSC, NDSCS – Summer 2017 Go Live
  - WSC, VCSU, NDSU – Fall 2017 Go Live
  - MiSU, NDSU – Summer 2018 Go Live
- High-level milestones are outlined in the chart below. These milestones have been broken down into smaller tasks that are monitored for status tracking purposes by CTS PM.

Milestones that are flagged as having “Some Issues Delays”:

- System Governance Decisions continue to be flagged for the following reasons:
  - Topics are time sensitive and continue to require a quick turnaround from the campuses
  - Encouraging information sharing and improved communication among committee members continues to be a priority
  - It is important that representatives communicate and share information back to their campuses



School	Current LMS	Targeted Go Live Date*	% Complete (Overall)	eCollege 1-day planning onsite	Kick off	ATP	System Gov/ Decisions	Course Conversion	TPD Intro Meeting	SIS Integration	SaaS Migration	Learn Training (Admin)	Learn Training (End User)	Collab Training	Grades Integration with SIS	Help Desk Services
System		See below	75%	N/A	Oct '16	Nov '16			Oct '16						TBD	N/A
BSC	eCollege	May 2017	75%	Oct '16	Oct '16	Nov '16	N/A		Oct '16	Mar '17		Feb '17	Feb '17		TBD	Apr '17
LRSC	eCollege	May 2017	75%	Oct '16	Oct '16	Dec '16	N/A		Oct '16	Mar '17			Feb '17		TBD	Apr '17
NDSCS	eCollege	May 2017	75%	Oct '16	Oct '16	Nov '16	N/A		Oct '16	Mar '17			Feb '17		TBD	Apr '17
VCSU	Learn	August 2017	30%	N/A	Nov '16	Feb '17	N/A	N/A	Mar '17						TBD	N/A
MiSU	Learn	May 2018	20%	N/A	Nov '16	Mar '17	N/A	N/A							TBD	N/A
UND	Learn	August 2017	30%	N/A	Nov '16	Feb '17	N/A	N/A							TBD	N/A
NDSU	Learn	May 2018	20%	N/A	Nov '16	Mar '17	N/A	N/A							TBD	N/A
WSC	Moodle	August 2017	30%	N/A	Nov '16	Jan '17	N/A		Feb '17						TBD	N/A
DCB	Moodle		10%	N/A	Nov '16	May '17	N/A								TBD	N/A
DSU	Moodle		10%	N/A	Nov '16	Apr '17	N/A								TBD	N/A
MaSU	Moodle		10%	N/A	Nov '16	Apr '17	N/A								TBD	N/A

Note: The system currently uses Moodle, but for internal courses, vs for student facing courses.

\*Go live date is defined as when students can access the course and the instructor can teach from it. Go live dates will be planned in more detail at the ATP.

Project Start Date	Original Baseline End Date	Current Revised End Date	% Schedule Variance	Ahead Behind	Estimated Completion Date
10/1/2016	3/30/2018	08/15/2018	4.8%	Ahead	08/15/2018

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## SCOPE MANAGEMENT

<b>Summary</b>			
This project report will include the high-level change control and milestone acceptance summary.			
<b>Change Control Log Summary</b>			
<b>Change #</b>	<b>Description</b>	<b>Action: Accept/Reject</b>	<b>Action Date</b>
2	Blackboard Certified Trainer Program	Accept	4/11/17
<b>Comments:</b> Innovation funds were used to pay for the certified trainer program for Patti and Randy at CTS. This certification will enable Patti and Randy to assist campuses in building courses, enhancing communication and assessing learners.			
<b>Milestone Acceptance Log Summary</b>			
<b>Deliverable #</b>	<b>Description</b>	<b>Action: Accept/Reject</b>	<b>Action Date</b>
1	Governance Team in Place	Accept	11/10/16
2	BSC ATP Report	Accept	11/23/16
3	System Office SIS Integration Data Planning Workbook	Accept	11/29/16
4	NDSCS ATP Report	Accept	11/30/16
5	Governance Decisions – November 2016	Accept	11/30/16
6	LRSC ATP Report	Accept	12/2/16
7	System Office ATP Report	Accept	11/21/16
8	LRSC SIS Integration Data Planning Workbook	Accept	12/22/16
9	Governance Decisions – December 2016	Accept	12/31/16
10	Training Program Development Access to System & Campuses	Accept	1/4/17
11	NDSCS SIS Integration Data Planning Workbook	Accept	1/4/17
12	BSC SIS Integration Data Planning Workbook	Accept	1/5/17
13	Governance Decisions – January 2017	Accept	1/31/17
14	SIS Integration Framework Test Plan	Accept	2/10/17
15	SIS Integration Framework Custom Scripting Guide	Accept	2/15/17
16	WSC ATP Report	Accept	01/26/17
17	Governance Decisions – February 2017	Accept	2/28/17
18	VCSU ATP Report	Accept	03/3/17
19	UND ATP Report	Accept	03/14/17
20	Governance Decisions – March 2017	Accept	03/28/17
21	Access to Online Training Courses to System & Campuses	Accept	04/05/17
22	MiSU ATP Report	Accept	03/14/17
<b>Comments:</b>			

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## RISK/ISSUE MANAGEMENT

<b>Summary</b>			
There are no new risks or issues identified this month.			
<b>Risk Management Log Summary</b>			
<b>Risk #</b>	<b>Description</b>	<b>Action</b>	<b>Action Date</b>
<b>Comments:</b>			
<b>Issue Management Log Summary</b>			
<b>Issue #</b>	<b>Description</b>	<b>Action</b>	<b>Action Date</b>
<b>Comments:</b>			