

Monthly Status Report

Blackboard Enterprise Learning Management System

Project Name:	Blackboard Enterprise LMS
Sponsor:	Darin King
Report Type:	Execution
For Period:	February 2017
Project Manager:	Lindsay Olson

EXECUTIVE SUMMARY

Overall Summary	Prior Status	Green	Current Status	Green
Green	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.			
Yellow	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.			
Red	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

- 5 of 12 ATPs completed
- WSC most recent to complete ATP (Jan. 24th – 26th)
 - Planning a Fall 2017 Go Live
 - Detailed campus schedule will be in project register by 2/24
- VCSU ATP: Feb. 7th – 9th
- NDSU held 2 remote sessions with faculty prior to their ATP in March to gain insight into campus specific risks
 - UND is looking to have a similar remote session prior to their ATP

Course Conversion

- BSC, LRSC, NDSCS continue course conversion and plan to move to production first week in March
- WSC has started course conversion

Governance

- Formed a sub-committee to create the system level B2 vetting process for brand new B2s/LTIs
- Continues to meet bi-weekly to discuss relevant topics

Building Blocks / LTIs

- CTS is testing and working with vendors – see [current status of B2s/LTIs testing](#)
 - 61 of the 102 B2s/LTIs have been tested/confirmed
 - Testing SaaS compatibility and level of node awareness
- Blackboard ICM team working with VCSU and NDSU on campus created B2s to determine what work will need to be done for these to work in the new SaaS environment
 - Darin has offered to use the innovation money to fund this

eColleges' end User Help Desk

- Gathering requirements for set up
- Weekly meetings scheduled, tentative Go Live date at the end of March 2017

Training

- BSC, LRSC, NDSCS planning to complete end user training by end of February
- BSC planning remote admin training 2/6, 2/13, 2/16
- LRSC scheduling admin training
- NDSCS completed onsite admin training in Jan.
- CTS planning remote system admin training starting 2/15

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- Campuses to continue TPD onboarding meetings with Blackboard
- Online training registration information to be shared with campuses 2 weeks prior to their ATP

Campus Project Managers

- Next monthly meeting is February 9th
 - Discussion Topic: LMS Quality Control Measures – “Schools will not go live if any ‘show stopper’ errors are present...”
 - Need to identify errors that we do not want to go live with and those that we can go live with

Formal Project Plan

- ESC and sponsor to review and approve by end of month
- This document will change and evolve as needed throughout the project

COST MANAGEMENT

Summary	Prior Status	Green	Current Status	Green		
Green	Variance to cost is within 10%					
Yellow	Variance to cost equals or exceeds 10%, but is within 20%					
Red	Variance to cost equals or exceeds 20%					
<ul style="list-style-type: none"> • The ePlus down payment has been invoiced and accounted for in the budget • The 1st year of the eColleges end user Help Desk was paid using the innovation fund (referred to as management reserve below) <ul style="list-style-type: none"> ○ Total innovation fund for the first year is \$547,000 and must be used by September 30, 2017 ○ Innovation fund for the second year is \$50,000 • Travel costs will start up again as ATPs and training are underway 						
Budget Type	Original Budget	Current Revised Baseline 2017 FEB	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	\$18,855.38			
Help Desk (1 st yr. for eColleges)	\$0	\$0	\$39,500			
Risk	\$0	\$0				
Project Budget	\$2,369,978.00	\$0	\$208,055.38	6.3%	Under	\$2,358,600.50
Management Reserve	\$597,000.00	\$0				
Total Budget	\$2,966,978.00	\$0	\$0			

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SCHEDULE MANAGEMENT

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

- The project register contains a detailed schedule for the system office, BSC, LRSC and NDSCS
- WSC's detailed schedule will be in the project register by 2/24/17 and managed by the CTS PM and Bb PM
- 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.
- Updated the project end date to 8/15/2018 to accommodate campuses that want to go live Fall 2018. Note that the Bb services still end 3/30/2018.

Milestones that are flagged as having "Some Issues Delays":

- System Governance Decisions flagged for the following reasons:
 - Topics are time sensitive and have required a quick turnaround from the campuses
 - Providing improved communication and information/resources far enough in advance to campuses continues to be a priority
 - Ensures campuses can make informed and strategic decisions
 - Meeting bi-weekly has helped improve the communication among the committee members, however, 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	SIS Integration	SaaS Migration	Learn Training (Admin)	Learn Training (End User)	Collab Training	Grades Integration with SIS	Help Desk Services
System		See below	50%	N/A	Oct '16	Nov '16			Oct '16						TBD	N/A
BSC	eCollege	May 2017	50%	Oct '16	Oct '16	Nov '16	N/A		Oct '16						TBD	
LRSC	eCollege	May 2017	50%	Oct '16	Oct '16	Dec '16	N/A		Oct '16						TBD	
NDSCS	eCollege	May 2017	50%	Oct '16	Oct '16	Nov '16	N/A		Oct '16						TBD	
VCSU	Learn		10%	N/A	Nov '16	Feb '17	N/A								TBD	N/A
MISU	Learn		10%	N/A	Nov '16	Mar '17	N/A								TBD	N/A
UND	Learn		10%	N/A	Nov '16	Feb '17	N/A								TBD	N/A
NDSU	Learn		10%	N/A	Nov '16	Mar '17	N/A								TBD	N/A
WSC	Moodle	Fall 2017	25%	N/A	Nov '16	Jan '17	N/A								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	2.3%	On Track	08/15/2018

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SCOPE MANAGEMENT

Summary			
This project report will include the high-level change control and milestone acceptance summary.			
Change Control Log Summary			
Change #	Description	Action: Accept/Reject	Action Date
Comments: There are no changes at this time.			
Milestone Acceptance Log Summary			
Deliverable #	Description	Action: Accept/Reject	Action Date
	Governance Team in Place	Accept	11/10/16
	BSC ATP & Report	Accept	11/3/16
	System Office ATP & Report	Accept	11/17/16
	System Office SIS Integration Data Planning Workbook	Accept	11/29/16
	NDSCS ATP & Report	Accept	11/30/16
	LRSC ATP & Report	Accept	12/2/16
	System Level Governance Decisions:		
	1. Flexible Deployment	Accept	11/16/16
	2. Original Base Navigation	Accept	11/16/16
	3. Use Bb enterprise surveys and Qualtrics	Accept	11/16/16
	4. Naming Conventions / Course ID	Accept	12/14/16
	5. Node Admin Base Level Privileges Defined	Accept	12/21/16
	6. Behind the Blackboard Ticket Submission	Accept	12/12/16
	7. Default Icon Theme	Accept	01/17/17
	8. Offset Date set at campus level	Accept	01/31/17
	WSC ATP	Accept	01/26/17
Comments:			

RISK/ISSUE MANAGEMENT

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