

Monthly Status Report

Blackboard Enterprise Learning Management System

Project Name:	Blackboard Enterprise LMS
Sponsor:	Darin King
Report Type:	Execution
For Period:	March 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

- 7 of 12 ATPs completed
- VCSU & UND most recent to complete ATPs
 - Both are planning a Fall 2017 Go Live
- MiSU & NDSU ATPs to be completed this month

Course/Content Conversion/Migration

- BSC, LRSC, NDSCS plan to start moving courses to production this month
- Production environment will be available March 13th for campuses that have completed ATP and training
- WSC continues course conversion
- VCSU planning to upload content to test how long this will take to plan accordingly

SIS Integration

- eColleges reviewed integrated SIS data on Learn SaaS test with Bb & CTS
- WSC & VCSU planning to have kick off call to review data planning workbook
- Week of March 20th SIS data will be activated in production

Governance

- Decisions made in February:
 - Offset date will be set at a minimum of 30 days with campuses being able to set the offset date further out if needed
 - Campuses will determine what they need for the number of node admins and consult with CTS to confirm appropriate amount
- [Recap of Governance Decisions Made to Date](#) – updated on 02.28.17

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](#)
- Blackboard ICM team working with VCSU and NDSU on campus created B2s to determine work that will be done to work in the SaaS

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- Darin has offered to use the innovation money to fund this

Training

- BSC, LRSC, NDSCS completed Bb led end user training
- WSC & CTS completed GUI Admin training sessions
- WSC to start end user training after spring break
- Campuses continue TPD onboarding meetings with Blackboard
- Online training registration information shared with campuses 2 weeks prior to their ATP

Campus Project Managers

- Next monthly meeting is March 9th
 - Reviewing the system test plan that Blackboard/Janna developed
 - To be used as a starting point with campus teams to determine how user acceptance testing will be handle at the individual campus

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"> ● CTS and Bb plan to discuss possible uses for the remaining innovation funds this month <ul style="list-style-type: none"> ○ Total innovation fund for the first year is \$547,000 (\$507,500 left after Help Desk) and must be used by September 30, 2017 ○ Innovation fund for the second year is \$50,000 ○ Potential Uses Identified for Fund: <ul style="list-style-type: none"> ▪ Customized reporting for DDA needs (gather campus requirements planned for early June) ▪ Customized B2s (NDSU & VCSU) ▪ Certified Trainer Program for CTS ● Travel costs will be invoiced as ATPs and training were completed last month 						
Budget Type	Original Budget	Current Revised Baseline 2017 MAR	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	\$19,423.58			
Help Desk (eColleges 1 st year)	\$0	\$0	\$39,500			
Risk	\$0	\$0				
Project Budget	\$2,369,978.00	\$0	\$208,923.58	12.5%	Under	\$2,345,756.48
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%			

- 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
- 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	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				Feb '17		TBD	
LRSC	eCollege	May 2017	50%	Oct '16	Oct '16	Dec '16	N/A		Oct '16				Feb '17		TBD	
NDSCS	eCollege	May 2017	50%	Oct '16	Oct '16	Nov '16	N/A		Oct '16				Feb '17		TBD	
VCSU	Learn	Fall 2017	20%	N/A	Nov '16	Feb '17	N/A	N/A	Feb '17						TBD	N/A
MISU	Learn		10%	N/A	Nov '16	Mar '17	N/A	N/A							TBD	N/A
UND	Learn	Fall 2017	20%	N/A	Nov '16	Feb '17	N/A	N/A							TBD	N/A
NDSU	Learn		10%	N/A	Nov '16	Mar '17	N/A	N/A							TBD	N/A
WSC	Moodle	Fall 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	2.5%	Behind	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
1	End User Help Desk for eColleges	Accept	3/3/2017
Comments: Noting the addition of the End User Help Desk for eColleges. Innovations fund were used to pay for the first year of this service. During the implementation, it was discovered that there was added work for CTS. Down the road if more campuses are added to the End User Help Desk there may be added work time for CTS.			
Milestone Acceptance Log Summary			
Deliverable #	Description	Action: Accept/Reject	Action Date
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
Comments:			

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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:			