



Amarillo College

**ANGEL Implementation
Project Charter**

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Project Scope

Objectives

- Hosted (first 1-2 years), then evaluate
- Integrate with Portal (define)
 - Log into TimeCruiser and auth-pass to Angel
 - Possibly log into ANGEL direct as well (under discussion)
 - Explore using ANGEL's REST API to integrate tightly w/ campus Portal
- 12-13000 users total
- Schedule
 - Fall implementation
 - Spring 2009 pilot
 - Fully live?
- Faculty training
 - Begin in Fall 2008
 - Remainder in spring 2009 (for summer 2009)
- Authenticate against AD
- Courses
 - Approx. 250 fully-online courses in WebCT currently
 - Approx. 500 hybrid courses in WebCT currently
 - Opportunity to change to all courses built in Angel
 - Need to discuss options for how courses and enrollments are handled
- Users
 - Need to discuss as well. Ties to how courses are handled
- Timing
 - ANGEL configuration and setup August and September
 - Summer 2009 classes in Angel
 - Pilot no later than Spring 2 (Late March)
 - Integration by December 2008
 - Train the Trainer (onsite) in late September and again in mid-October
 -
- <State project objectives / deliverables. Include major project milestones if appropriate.>

Assumptions

- _____ will be responsible for the export, import and cleanup of course conversions.
- _____ will maintain project charter and timeline documents.
-
- <Assumptions define stated conditions that have a bearing on how the project is planned, budgeted, executed, and managed.>

Exclusions

- ANGEL not main campus portal – at least initially
- <Exclusions specifically define any potential “gray areas” that should be defined up front as being out of scope.>

Constraints

- WebCT license expires on September 2009.
- Possibly a portal change (re-evaluating during this project)
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- <Constraints are imposed limitations usually geared around cost, time, and resources. An example of a constraint would be that certain project team members would not be available to work on the project due to other activities. Another type of constraint may include dependencies on other activities or projects that could impact this project or be a requirement before this project can be completed.>

Project Organization

Project Team

Name	Title	Email	Phone
ANGEL Support	Administrative Support	http://support.angellearning.com	(317) 333-7300 ext.2

Roles and Responsibilities

The following are the project roles and responsibilities for the key project stakeholders.

Project Roles	Responsibility	Resource
Project Leader	Monitors overall project progress Plan and manage the project and facilitate meetings Review and sign off on project deliverables	Claudie Biggers Mark Hutson Lou Ann Patsy Lemaster
Policy & Configuration	Transform internal policies into configuration settings for ANGEL/LMS Determine data integration approach, term rollover process, and schedule Define migration plan	Brenda Davidson Terry Kleffman
Communication	Identify stakeholders and determine approach to communication Provide communication to stakeholders	Becky Easton (comm.) Jill Gibson (promotion)
ANGEL Administrator	Configure ANGEL/LMS to match the policies setup Serve as an escalation contact for support issues	Terry Kleffman Patsy Lemaster
Information Technology	Focuses on design and development of the overall technical solution Ensures ANGEL/LMS is operating effectively Tailors ANGEL to meet institution	Larry Adams Terry Kleffman

	requirements	
Education & Training	<p>Focuses on instructional techniques and guidelines the institution is going to implement as best practices</p> <p>Represents the user community requirements and user education needs</p>	Patsy Lemaster
Support	<p>Serves as the advocate for the operations, product support, and help desk</p> <p>Designs and implements the support and operations procedures</p>	Linda Hendrick Victoria Taylor-Gore
Branding		Claudie Biggers Mark Hutson Lou Ann Patsy Lemaster

High Level Risk Assessment

<Project risks are characteristics, circumstances, or features of the project environment that may have an adverse affect on the project or the quality of its deliverables. As part of risk assessment, you should examine the using organization's readiness to use/support the solution.>

Risk Area	Level (High, Medium, Low)
Limit on class size (managing content) – need solutions	
Faculty perception of migration/ANGEL (heard negative feedback from another institution)	

Project Approach

The project will follow the ANGEL Implementation Framework approach. This approach includes the following phases:



- Initiate - Charter the project
- Design - Shape the ANGEL solution
- Develop - Configure the ANGEL solution
- Pilot - Use ANGEL in controlled scenario
- Refine - Perfect the ANGEL solution
- Launch - Rollout the ANGEL solution
- Realize - Attain ANGEL adoption

Project Timeline

The project timeline will be maintained in a separate spreadsheet file to track progress against key project milestones.

<Insert file name and location – if appropriate>