

Scope Overview:

This project will develop and present a Certificate based program for Edmonds Community College's IT Department. It will be comprised of a twenty-five credit course curriculum covering: Office essentials, Intermediate Word, Intermediate Excel, Outlook, and Advanced Office features. The course will take six months to complete. Costs per student will be divided amongst the twenty-five credits, three books, supplies and lab fees under 4,000 dollars.

Business Case:

The purpose of this project is to help Edmonds Community College keep current with trends in the IT industry. The college needs this program to stay competitive in the educational field. Our project will fill this need by providing a certification course in modern computer productivity software.

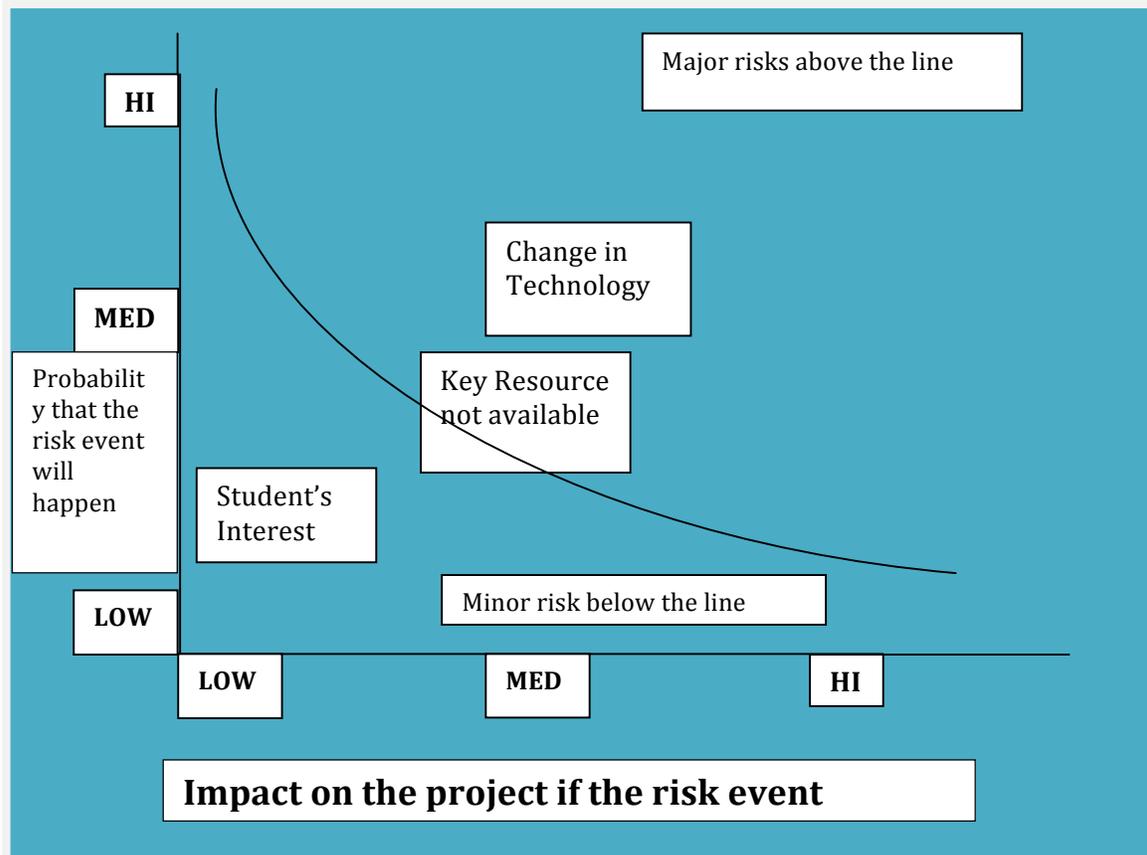
Success Criteria:

- Microsoft approval of the certificate program
- Edmonds Community College makes money from adding the certification to their school
- Contract with Microsoft, Boeing, Weyerhaeuser, Google, Amazon to make sure the certificate is applicable to their job functions
- Student survey at the end of certificate with 90% approval rating

Milestone Schedule:

Completion Date	Stakeholders	Acceptance Criteria
April 2013	Dept Lead, Students, EdCC, Employers	Microsoft, Boeing, Weyerhaeuser, Google, Amazon
May 2013	Instructors, Dept. Lead, Students	Resulting in a course of study that comprehensively covers the subject matter in the time allotted
July 2013	Instructors, Dept. Lead, Students, EdCC	Research and purchase materials necessary for each course
August 2013	Instructors, Students, Dept. Lead	Ensure that the Curriculum is up-to-date with all current software being taught
August 2013	Instructors, Dept. Lead, EdCCC	Instructors will have a comprehensive knowledge of the curriculum and how to instruct on it.
November 2013	Instructors, Students, Edcc, Student Aid	Students arrive learn and leave with a greater

Risks, Assumptions and Constraints:



Risk Contingency Plan

Risk Event	Contingency Plan	Who owns the contingency plan?
Change in Technology	<ol style="list-style-type: none">1. Revise syllabus every quarter2. Give better technical support	Bruno Agnaldo
Key Resource not available (Funding, personnel, and time)	<ol style="list-style-type: none">1. Identify external/consultant to fill need	Susy Bruno
Student's Interest	<ol style="list-style-type: none">1. Add some attractive courses like; game designing, java, HTML2. Provide specific certificate for each field	Susan Agnaldo

Cost/Budget Estimate:

Cost for student:	5 Cr.	\$481.95
	25 Cr. for Certificate	\$2,405.00
	3 Books	\$600
	Supplies	\$200
	Computer lab. \$50 x 3 classes	\$150
	Total:	\$3,355.00
Cost for Institution:	Instructor x 3	\$150,000.00
	Computer x 21	\$15,750.00
	Computer Tables x 11	\$1,650.00
	Printer x 1	\$300.00
	Projector x 1	\$500
	Projector screen x 1	\$200
	Total:	\$168,400.00

Stakeholder List:

- Instructors
- Department Lead
- Students
- Edmonds Comm. College
- Student Aid
- Employers

Team Operating Principles:

- Team members will get updates at the meeting of the tasks that were done and the tasks that need to be done and any issues or input.
- Meetings will last for half an hour every week and the team leader will record notes that must be sent out within 24 hours of the meeting.
- The team leader will be responsible for setting the deadlines and the team members will notify the team leader at least 3 days prior to the deadline if the deadline cannot be met.
- Decisions will be made by consensus on issues to do with what the certificate will cover while decisions will be made by team leader on issues to do with how the certificate will be taught.

Lessons Learned:

- Make sure classes have the 2 newest versions of the software covered if there is a transition to a newer version of the software.
- Make sure only classes relating to Microsoft Windows and Microsoft Office are taught.
- Make sure teachers know what the expected outcome of the certification is so the correct material is taught to the students.
- Make sure there are bi-weekly meeting with Edcc, teachers, and Microsoft to monitor progression of the certificate as well as to receive input for the certificate.
- Make sure to get input for how past certificate programs have failed or succeeded.
- Make sure there is further learning available if interest in the certificate is high.
- Make sure to make documentation of lessons learned for the certificate so that it can be referenced to in the future.

Signatures and Commitment

Project Manager

Sponsor (Microsoft)

Dean of Edmonds Community College

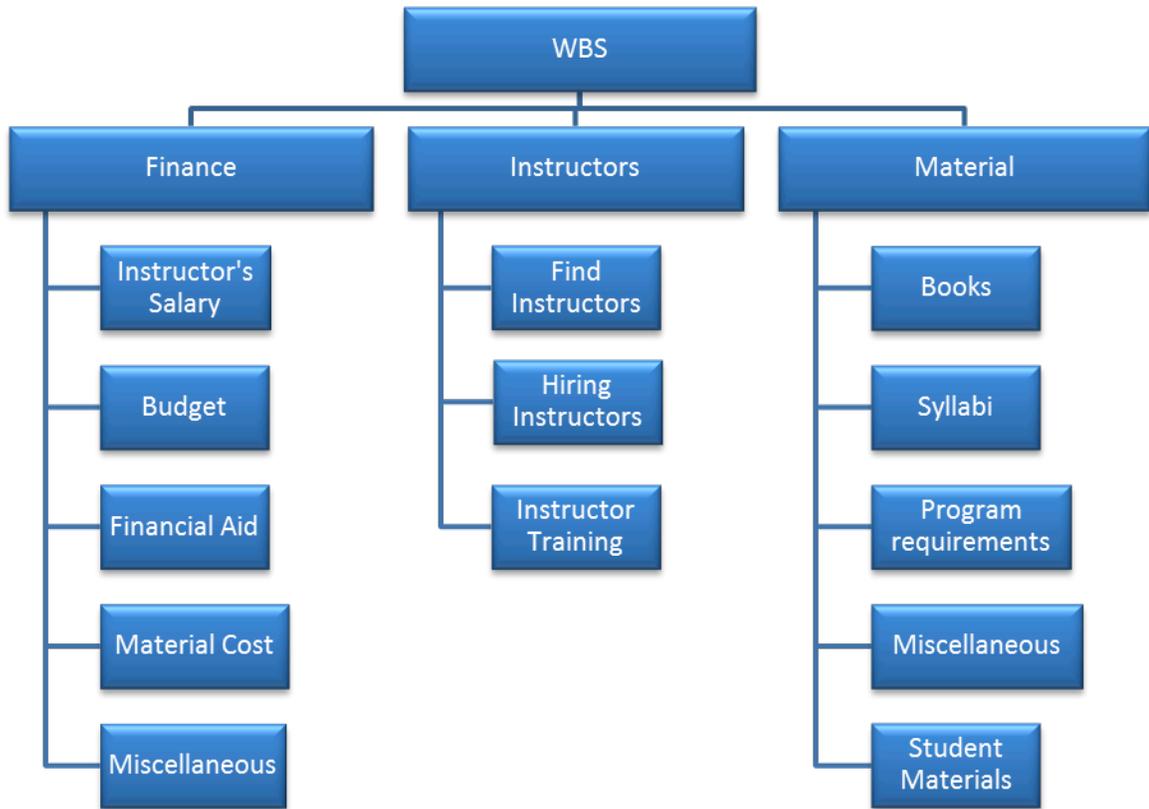
Boeing

Weyerhaeuser

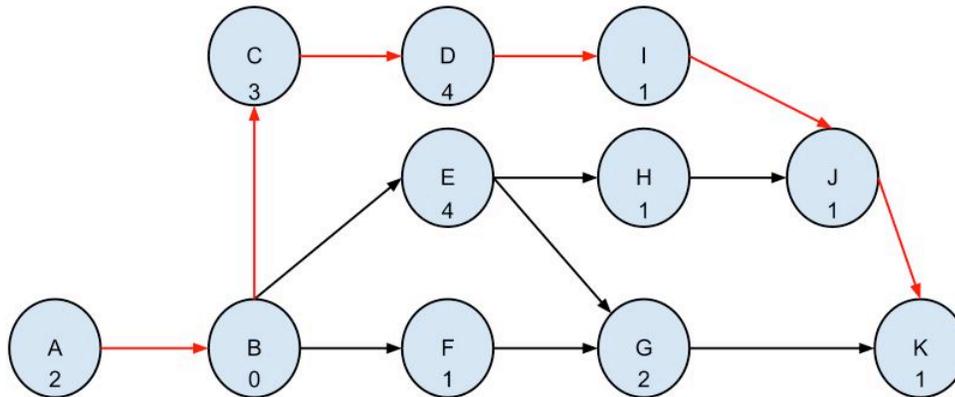
Google

Amazon

WBS



Network Diagram



Critical Path = A-B-C-D-I-J-K

- A = Program Startup
- B = Microsoft Approval
- C = Hiring Instructors
- D = Training Instructors
- E = Course Materials
- F = Program Requirements
- G = Course Syllabi
- H = Material Costs
- I = Instructor Costs
- J = Tuition Costs
- K = First Class Taught