

UW System FY16 Innovation Program Project Report

- Due on 11/23/2015
- Email completed report to Sasi Pillay, CIO, UW System: spillay@uwsa.edu (cc: dtrendt@uwsa.edu)
- Please Note: All reports will be posted on the Innovation Program Project Reports web page.

*(*Not to exceed two pages)*

Project Name: Video Recording Studio		
Report Preparer: Elizabeth Bannenberg		
Date: November 18, 2015	Report Interval: 60-X 90 120-Final	
<p>1. Briefly recap project objectives. Have implementation tasks to date caused any meaningful adjustments to the project's original objectives?</p> <p>Implement a Video Recording Studio prototype in a location that does not currently have an IT Support presence that will be available during regular school hours and after hours for student, faculty, and staff use.</p> <p>Due to facilities restrictions, we are piloting the system in a temporary but serviceable location that will allow us to quickly redeploy the system to a preferred location when ready.</p>		
<p>2. What is the status of in-progress project tasks?</p> <p>In-progress project tasks include branding and marketing of the new space, equipment purchase, and assignment of a facilities management designer to facilitate room remodeling.</p> <p>Branding and marketing, in cooperation with Integrated Marketing, are set to develop a brand identity for the new recording studio as well as send out initial communications prior to the end of Fall Semester.</p> <p>Quotes have been received, and all equipment is purchased or ready for purchase except for furniture, which will be purchased by the facilities designer.</p>		
<p>3. Compare the current status of the project with regard to scope, schedule and cost with the original submission. Please also describe the cause for any significant variance from the original plan.</p> <p>The delay in notification of funds puts expected completion of the project at a time when fewer students are on campus and fewer courses that would make use of the service are offered, allowing us to focus on testing the room thoroughly prior to the start of Spring Semester.</p> <p>The other significant variance is that campus is currently under a major construction and remodeling project on a classroom building. This is a top priority project for facilities staff, as failure to complete this building will impede on classes, making their availability on other projects limited.</p>		
	Original Proposal	Actual Status
Scope	Establish one self-service video recording studio in a building without existing IT presence.	Establish one self-service video recording studio on campus in a location convenient to student access.
Schedule	See original proposal	Adjusted for two-week delay of award notification and additional one-week delay of project start.

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Cost	\$13,141	<p>Additional expenses were identified for room security (door card access) and room scheduling (reservation display).</p> <p>However, for the items in the original proposal the costs were \$300 more than expected due to purchase of warranty plan for computers. Cost adjustments will be made in other areas to offset this.</p>
<p>4. Risk Assessment</p> <p>a. Describe any significant new or anticipated risks to the project’s successful outcome with regard to scope, schedule or cost.</p> <p>Availability of Facilities Staff</p> <p>Delay of Equipment Purchase</p> <p>Staff Expertise Required</p> <p>b. Describe the mitigation strategies to address these new or anticipated risks.</p> <p>Availability of Facilities Staff: Continuing progress in other areas. This will allow the facilities designer to expedite any remodeling that needs to be done, as equipment purchases will be complete.</p> <p>Delay of Equipment Purchase: Quotes have been received for all equipment in a functioning studio except for furniture. Delay in Furniture purchase can be mitigated with equipment that is already available.</p> <p>Staff Expertise Required: University staff has been included in the network of campuses using a similar template for their self-service video recording studios through Yammer, an enterprise social networking service. If on-campus staff expertise proves insufficient, colleagues from other campuses around the world will be able to provide guidance.</p>		