(*Not to exceed two pages)

Project Name: **OneTouch Studio**	
Report Preparer: **Regina Nelson and Colleen Garrity**	
Date: **11/20/15**	Report Interval: **60-day**

1. Briefly recap project objectives. Have implementation tasks to date caused any meaningful adjustments to the project's original objectives?

   Our planned project objectives were to provide a one-touch recording studio that could be accessed by faculty, staff and students to record video with virtually no learning curve or need for technical assistance. In addition to building the studio, we plan to develop introductory training and any necessary user guides. Finally, with the studio and onboarding training in place, our final objective is to promote the availability of the studio to our campus community.

   To date, we have sought some additional faculty/staff feedback to fine-tune our equipment and user interface. After the final decision on where to locate the studio was made, we began to follow our plan to develop the studio.

2. What is the status of in-progress project tasks?

   To date, the studio build is in progress. The following is the status of the studio build:
   - Room layout and electrical plan completed.
   - Room enhancements have been identified and purchased (carpet, electrical, furniture, data requirements, paint and acoustical treatment).
   - Specific equipment has been researched and chosen.
   - System drawings are complete for audio, video, and control flow.
   - Room demolition is complete (carpet, lighting, ceiling, furniture removed).
   - Control panels have been verified by manufacture as to functionality.

   The team will meet on December 1st to begin to forward the training and promotion objectives.

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.

	Original Proposal	**Actual Status**
Scope	Build a one-touch studio to simplify process of creating videos, provide training materials, and promote the new technology to the campus community.	Scope remains unchanged.
Schedule	Has been modified due to staff availability	See Appendix A; changes highlighted
Cost	$19,300	Costs for room enhancements are not covered under this grant. A final equipment

		quote is being generated; estimates put it within our budget.

4. Risk Assessment
   a. Describe any significant new or anticipated risks to the project's successful outcome with regard to scope, schedule or cost.

   b. Describe the mitigation strategies to address these new or anticipated risks.

The risk of going over budget low	Low – no mitigation needed
The risk of equipment being on backorder is low	Low – no mitigation needed
The risk of going over the timeline – Initial discussions with Physical Plant indicate this is a neutral risk.	Neutral – timeline has been modified to accommodate staffing
The risk that the contracted labor will not complete work on time (carpeting, electrical)	Low – no mitigation needed

Appendix A

Dates	*Phase*	*Milestones*
September 21 – November 6	Designing, Planning, and Purchasing	Purchasing Completed by November 6
November 16 – November 30	Room modifications (electrical, construction, data)	Room Modifications Completed by November 30
December 14 – December 31	Equipment installation and testing	Equipment installed by December 11
January 4 – January 12	Finalization of training materials, including user guides and best practices	Documentation completed by December 11
January 12	Promotion of studio in time for use over winter break	Showcase completed studio
January 18		**Project Complete**