(*Not to exceed two pages)

Project Name: Video Recording Studio

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

   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.

   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.

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

   In-progress project tasks include branding and marketing of the new space, equipment purchase, and assignment of a facilities designer to facilitate room remodeling.

   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 start of Spring Semester.

   All equipment has been purchased and received.

   A facilities designer is working with staff to add additional electrical circuits and prepare the space for equipment installation.

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.

   There are no significant variances beyond what was reported in our 60-day report.

	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.
Schedule	Beta testing and pilot implementation were scheduled for the start of winter interim, January 4, 2016.	Beta testing will occur at the end of winter interim, January 25, 2016. The studio will be advertised and open for use at the start of the spring semester, February 1, 2016.

Cost	$13,141	The total cost of equipment was $9,606.08. This leaves $3,534.92 for the planned remodeling.

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

   Availability of facilities staff to complete room construction.
   Availability of IT staff to complete the technology installation.
   Availability of IT staff and students to test the system.

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

   All of the stated risks affect the project schedule, specifically, the date to begin offering service. While beginning service after the spring semester starts is a risk, beginning service before the room is properly tested would be a greater risk. We will use the delay in starting service to connect with classes that may be interested in using the service, scheduling introductions at the time they will need to make use of it.