

Institutional Change Progress Reporting Form II
UPDATE FOR PERIOD: 11/11/10-12/31/10
(Due January 7, 2011)

Cabinet Recommendation(s): *Collegiality: Campus Calendar (Cabinet Recommendation 4.4)*

Progress report from previous period:

<http://change.humboldt.edu/images/uploads/Campus%20Calendar%20Report%20from%20ITS%20%20October%202010.pdf>

Responsible Person: Anna Kircher

Report Submitted by: Matt Hodgson & Josh Callahan

Date Submitted: January 7, 2011

Please provide a brief summary for each of the five report areas below.

Please provide links to, or files of major work that has been finished such as new policies, supplemental reports, or data used (such as surveys) in the accomplishment of your plans.

Summary of Progress Completed Since Last Report:

The decision to use the open source UNL Event Publisher was finalized:

<http://code.google.com/p/unl-event-publisher/>

Project funding that was requested in October was approved. A small group of writers and designers from Marketing & Communications met to discuss the project. It was decided during the meeting that a project brief needed to be created to help clarify the key milestones and specific details of the project.

A search is underway for the staff position whose responsibilities include coordinating the calendar.

We have identified a developer who will work on the project.

List of Key Milestones Achieved Since Last Report:

Project brief document has been completed (milestone details listed in forecast section below).

Job description for the staff position has been completed, the position has been posted and applications are under first review.

Are there aspects of the Cabinet's recommendation (above) that remain unaddressed in your work? If so, please explain.

None at this time

Comments on challenges, lessons learned, and/or resource needs:

None at this time

Forecast of Subsequent Plans for the Upcoming months:

- Dec '10-Jan '11 - Identify Stakeholder and End User Focus Groups, send invites
- Jan-Feb '11 - Meetings with Stakeholders and Sketching
- Jan-May '11 - Design & Build
- May-Aug '11 - Usability Testing & Final Tweaks
- Fall '11 Launch
- Fall '11-Spring'12 Iterate design/functionality as needed