

**2017 Fostering Innovation in Teaching with Technology (FITT) Academy
Full Project Charter**

Project Charter

Faculty Name: Kyeonghi Baek

Project Team Lead: Joe Riggie Team lead will schedule and convene meetings, keep timeline and communicate to stakeholders

Project Team Members:

Mike DiFonzo

Tim Sager

Jeanine Moyer

Project Name: Starting Off On the Right Foot

Project Scope: Provide students with the remedial and interactive web experiences that will help them succeed in Buffalo State's political science statistics course

Project goals:

What do you want to accomplish during the Academy week? Project goals should adhere to student learning outcomes that have been approved by the Senate Curriculum Committee and be:

Specific – Consider who, what, when, where, why and how in developing the goal.

Measurable – Include a numeric or descriptive measurement

Achievable – Consider the resources needed and set a realistic goal.

Relevant – Make sure the goal is consistent with the mission/objectives

Time-Bound – Set a realistic deadline

- Identify resources that exist for the following math skills
 - **how to read notation**
 - **order of operations**
 - **Proportions**
 - **Single variable equations**
 - **Multiple variable equations**
- **Create a guide on the side for 3 topics identified for the math skills**
- **Create the subject guide for PSC 204 that includes resources for the math skills**

Secondary Goal:

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Project Deliverable: What will you create during FITT Academy to use within your Fall 2017 course?

- LibGuide/subject guide for PSC204 with Guide on the side

Assessment Plan: How will you assess the innovation that is being implemented in the course was successful?

Charter Conditions: (Complete with Team)

- Major changes in objectives and deliverables after the project has been agreed upon will be reported in writing and may change the status of the project and timeline.
- Any equipment funded by SUNY Buffalo State for the support of this grant is the property of the college and is governed by all equipment policies and procedures (loan of college property forms, business services inventory)

Name / Title	Signature	Date
Faculty		
Team Lead		

Project Timeline and Milestones:

Define steps needed to complete the project. Each step should have actions and a person in an assigned role with responsibility.

Task	Description	Responsible	Start date	Due date	Status	Comments	Check
Draft Project Charter	E-mail/Submit draft Project Charter to Meghan Pereira (or OneDrive)	Faculty		March 13			

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<i>Form Project Team</i>	Contact members of RITE to identify members of Project Support Team	Meghan Pereira	March 13	March 24			
<i>Team Meeting</i>	Faculty member will met with project team to discuss project and finalize charter	Full team	March 27	March 31			
<i>Complete project charter</i>	Complete charter in entirety from scope to assessment	Full team		April 21			
<i>Identify and procure resources</i>	Determine cost of any resources (accts, tech, software, etc) - If needed	Full team		March 31			
<i>Develop Communication Plan</i>	Schedule, convene, locations, complete activity log/minutes & communicate with stakeholders	Team Lead	1 st Team meeting	May 6			
<i>Attend Academy</i>	All FITT Scholars must attend the full academy on June 5 – 9, 2017 from 9:00 am – 3:30 pm – in Bulger Library 316	Full team	June 5 9:00 am – 3:30 pm - Academy held on campus	June 9 9:00 am – 3:30 pm - Academy held on campus			
<i>Implement deliverable into class</i>	When will deliverables be used within the Fall 2017 course?	Faculty	Fall 2017 (Specify date)				

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<i>Assess deliverable</i>	How will you assess the innovation that is being implemented in the course?	Faculty	Fall 2017 (Specify date)				
<i>Present at Annual Faculty and Staff Research and Creativity Fall Forum</i>	FITT Scholars will present their project goal, deliverable and overall progress (Recommended)	Faculty (Team Optional)	October 2017 (Date TBD)				
<i>Project debrief / Lessons learned</i>	Meeting with full team to discuss project.	Full team	Fall 2017 (Specify date)				
<i>Present at spring symposium</i>	FITT Scholars will present their project goals and findings – what successes did you achieve, how has the course, student engagement, etc improve with this new innovation?	Faculty	Spring 2018 (Date TBD)				