

Weekly Project Status

Project Name: UWM Technical Review Project

Week Ending: 2/2/2001

Project

Milestone Name	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date
1. Conduct Stakeholder Surveys	11/20/2001	11/20/2001	1/8/2001	1/26/2001
2. Conduct Interviews with Executives	2/2/2001		2/20/2001	
3. Conduct Stakeholder Work Shops	2/5/2001		2/13/2001	
4. Conduct IT Resources Survey	1/25/2001		2/14/2001	
5. Conduct IT Resources Work Shop	2/14/2001		3/21/2001	
6. Conduct Peer Institution Reviews	3/7/2001		3/26/2001	
7. Final Assessment Report	3/27/2001		4/12/2001	

This Week

Accomplishments

- Met with Tech Review Team to discuss workshop schedule and participants
- Identified additional work shops needed (UTR, LAN, CPC/EMPC and "Open Forum")
- Scheduled UTR, LAN, and CPC/EMPC
- E-mailed work shop confirmation letters to all scheduled participants
- Met with Vice Chancellor to update and request e-mail communication to all faculty and staff announcing project
- Finalized executive interview guide
- Established project status and communication processes
- Reviewed institutional documentation and developed summary of strategic documentation

Goals not Accomplished

- Finalize work shop schedule and participants

Decisions

- The proposed workshop participants and schedule were modified to improve our results. Workshops will include: Faculty, Staff, Students, UTR, LAN Admin, CPC/EMPC, Research, and an "Open Forum"
- Campus communication (from Provost Office) needed to announce project and attract work shop participants.
- Weekly status meeting/call will be held at 9:00 a.m. on Friday mornings. Participants will include Leslie Schulz, Allen Bell and Jon Welstead from UWM – Charlie Moran, Jack Barry and Jan Diombala from Blackwell. Participation is not mandatory, however at least one representative from UWM and one representative from BCS must be available.

Next Week

Goals for Next Week

- Finalize all work shop dates, times and participants
- Conduct interviews with Joe Douglas, John Wanat, Don Melkus, Stanley Battle
- Conduct UTR, Student and Faculty Work Shops
- Determine process for "Open Forum" sessions
- Update web site to include key documents

Issues/Concerns

- Need to finalize number of work shops and interviews
- Need to schedule Distance Education interview

Comments