IUPUI Open Education Week Celebration: Project Management Files

Created by Gary Maixner

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OER Week Celebration Event Project Charter
Written: November 27, 2018
By: Gary Maixner

Last Updated: November 29, 2018
By: Gary Maixner

Business Case
The OER Week Celebration Event was created to increase the visibility of the Center for Digital Scholarship at UL. This project will be the first step in establishing an annual award given to professors at IUPUI utilizing OER resources and its corresponding event. It will also inform a process by which to celebrate other aspects of open education that align with UL’s goals, including a similar event for OA Week.

What Success Looks Like
A successful event is one that has at least six other people (outside of the RECIPIENTS and PROJECT TEAM) attend the event. Posters will be displayed in a high traffic area for at least 1 week and be saved on a public facing webpage.

Project Roles

**Project Owner:** Heather Coates

**Project Manager:** Gary Maixner

**Project Team:**
- Justin Kani
- Jere Odell
- Ted Polley
- Caitlin Pollock

Objectives
Objective 1: Create an Award for Persons Using OER on Campus

Objective 2: Make and Display Posters for Award Recipients

Objective 3: Host a Celebration Event for Award Recipients

Objective 4: Set Up Award and Event to Run in Perpetuity
Deadline and Major Milestones

**Deadline for Event:**
OER Week takes place March 4-8 in 2019. Celebration needs to occur in that week, giving us early March as a deadline.

**Deadline for Objective 4:**
The team will endeavor to complete all of the Goals related to Objective 4 by June 30th, 2019.

Potential Risks
In no particular order.

- No recipients for the award are found
- Event is unsuccessful, either in its launch or execution

Resources Requested
Money for creating the following items:

- Plaques for Recipients
- Food and Drinks for the Event
- Posters to be Printed

Approval

Approved By:

Signature:

Date:
OER Week Celebration Objectives
Written: November 27, 2018
By: Gary Maixner

Last Updated: February 12, 2018
By: Gary Maixner

Objective 1: Create an Award for Persons Using OER on Campus

**O1.G1. Create Award**

*O1.G1.R1. Secure Funding for Award*
  O1.G1.R1.A2. Write Budget for Award

*O1.G1.R2. Create Award Specifics*

**O1.G2. Select Recipients**

*O1.G2.R1. Find Persons to Give Award to*
  O1.G2.R1.A2: Create Google Form for applicants to fill out
  O1.G2.R1.A4. Draft Email to Let People Know that They’ve Been Nominated

*O1.G2.R2. Determine Which Recipients Will Be Out of Pool*

**O1.G3. Create Plaque/Certificates for Recipients**


*O1.G3.R2. Create Certificates*
O1.G4. Market Award

O1.G4.R1. Writing for the Award


Objective 2: Make and Display Posters for Award Recipients
O2.G1. Create Posters

O2.G1.R1. Design Posters
   O2.G1.R1.A3. Invite Isaac to Meeting to Mock up Posters

O2.G1.R2. Get Photos of Recipients

O2.G1.R3. Print the Posters

O2.G2. Display Posters

O2.G2.R1. Secure Location to Display Posters

O2.G2.R2. Display Posters

O2.G3. Make the Posters Available on the Library Website
Objective 3: Host a Celebration Event for Award Recipients


**O3.G2. Host Event**


**O3.G2.R2. Send Out Invites**


**O3.G2.R4. On DateHost and Break Down Event Appropriately**

Objective 4: Set Up Award and Event to Run in Perpetuity

**O4.G1. Create Rubric to be Used in Future Instances**

Notes from 1/14/2019
OER Week Celebration Communications Plan
Written: November 28, 2018
By: Gary Maixner

Last Updated: November 29, 2018
By: Gary Maixner

Team Communication Plan
Main Method(s) of Communication
Meetings and email.

File Storage Location(s)
IU Box: Center for Digital Scholarship Outreach > Open Access Celebration

Meeting Frequency/Meeting Dates
Once a month at the outset. May move to once a week or every other week as we approach OER Week.

Work Breakdown Structure Location
Trello > OER Celebration

Stakeholder Communication Plan
Stakeholder Communication List

<table>
<thead>
<tr>
<th>Person</th>
<th>Role/Title</th>
<th>Frequency</th>
<th>Format/Channel</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Coates</td>
<td>Co-Director: Center</td>
<td>Weekly</td>
<td>During Gary’s meeting with Heather.</td>
<td></td>
</tr>
</tbody>
</table>

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### Stakeholder Communication Timeline

<table>
<thead>
<tr>
<th>Expected Date</th>
<th>Actual Date</th>
<th>Milestone/Objective</th>
<th>Stakeholders</th>
<th>Communication Purpose</th>
<th>Format/Channel</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2019</td>
<td>O1.G4.</td>
<td></td>
<td>• Potential Award Recipients</td>
<td>To gather potential award recipients</td>
<td>Email</td>
</tr>
<tr>
<td>February 2019</td>
<td>O1. O2.</td>
<td></td>
<td>• College Deans • Recipients • UL Community</td>
<td>To invite community to the event and market the displaying of posters.</td>
<td>Email/Marketing</td>
</tr>
</tbody>
</table>
# OER Celebration RACI Matrix

**Written:** November 27, 2018  
**By:** Gary Maixner

**Last Updated:** November 30, 2018  
**By:** Gary Maixner

<table>
<thead>
<tr>
<th>Responsible</th>
<th>Accountable</th>
<th>Consulted</th>
<th>Informed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jere Odell</td>
<td>Heather Coates</td>
<td>Willie Miller</td>
<td>UL Faculty/Staff</td>
</tr>
<tr>
<td>Ted Polley</td>
<td>Kristi Palmer</td>
<td>Heather Coates</td>
<td>Deans of Colleges</td>
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<tr>
<td>Caitlin Pollock</td>
<td></td>
<td>Kristi Palmer</td>
<td>OER Community</td>
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<tr>
<td>Justin Kani</td>
<td></td>
<td>Matt Radican</td>
<td></td>
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<tr>
<td>Gary Maixner</td>
<td></td>
<td>Teresa McCurry</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Isaac Kilgore</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courtney Yaborough</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kindra Orr</td>
<td></td>
</tr>
</tbody>
</table>