

BerryDunn Project Manager	Vienna Morrill	Date of Issuance	March 24, 2016
University of North Carolina, Charlotte	C.E. Pierce	Last updated	-
		Project Status	Green

Project Status Summary	<p>We began our work with the members of the Project Work Group by reviewing the project charter, discussing project objectives, scheduling, and communications, and planning for our onsite interviews. A project web page was created on the Division’s website, which will be used to communicate progress, updates, and FAQs. During the week of March 14th we visited the campus to conduct interviews, focus groups, and a town hall meeting with BA IT staff and stakeholders. We also conducted focus groups with BA IT service customers from other divisions on campus.</p>
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Progress This Reporting Period
<ul style="list-style-type: none"> • Conducted a planning meeting and follow-up conference call with the Project Work Group to develop the project charter, schedule, and plan for onsite work. • Conducted kick-off call with the Project Advisory Committee. • Issued project charter and posted charter to project web page. • Created project announcement and communications plan. • Issued surveys to BA stakeholders and to BA IT staff. • Completed onsite interviews, focus groups, and town hall meeting with BA IT staff, BA stakeholders, and customers from other divisions on campus.

Planned for Next Reporting Period
<ul style="list-style-type: none"> • UNC Charlotte to issue post onsite visit communication to BA staff and update project website. • Continue to work with Project Work Group to consider use of video vignettes in conveying challenges and needs related to topics such as communication and collaboration. • Conduct analysis and develop draft of Division-wide Assessment of Current IT Services and Needs. • Schedule next meeting with the Advisory Committee.

Key Issues / Risks / Dependencies
<ul style="list-style-type: none"> • No issues/risks/dependencies identified at this time.