## Project Charter

### Project Name
Update Blackboard Learning Management System
Update SP 10 and SP 11

### Project ID Number

### Executive Sponsor
Patrick Barlow

### Project Manager
Susan Dalton

### IT Manager/Sponsor
Andrea Deau

### Project Team
Andrea Deau, Nancy Woodward, Mary Jo Black, Lawrence Bechtel, Sue Dalton, Mike Winckler, Frank Ianne, Ken LeClair, Donna Marconnet, Julie Gores, Jeremy Schraeder

### Primary Stakeholder(s):
Lori Sebranek, Julie Gores, Donna Marconnet, Nancy Woodward, Jeremy Schraeder, Lawrence Bechtel, Susan Dalton, Mike Winckler, Andrea Deau, Mary Jo Black, Frank Ianne, Ken LeClair

### Key Customers:
Madison College Faculty, Students, and Staff

### Other Key Stakeholders:
Roxanne Zetman, Kay Tristle, Turina Bakken, Chris Shaner, Shawna Carter, Lori Sebranek, Marilyn Housner

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### Project Definition

#### Problem/Opportunity
Madison College will take this opportunity to update databases and Blackboard services in the upgrade to Service Pak 10 and Service Pak 11 in the Blackboard 9.1 Learning Management System.

#### Project Objective

<table>
<thead>
<tr>
<th>Final Deliverables to Customer(s)</th>
<th>High Level Customer Requirements (Acceptance Criteria)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Update databases and Blackboard Services.</td>
<td>a. Opportunity to update Blackboard to the most current version available.</td>
</tr>
<tr>
<td>2. Continual Blackboard usage and growth.</td>
<td>b. Improve and expand functionality for course delivery and instructional support.</td>
</tr>
<tr>
<td>3. Expand software functionality and increase course quality.</td>
<td>c. Continue Blackboard update cycle.</td>
</tr>
<tr>
<td>4.</td>
<td></td>
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</tbody>
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#### Deliverables Approval Process

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#### Project Scope

**In Scope:**
- Upgrade Blackboard to SP10 & SP11
- Patch sets

**Out of Scope:** Not included in this project
- Blackboard Community
- Blackboard Merge Tools
- Blackboard Content
- New Business processes
- New Integrations. Data integration processes are another project.

**Target Date:** May 31, 2013

### Project Budget (Estimated Cost):
Real time and effort using MS Project

### Weighted Project Performance Measures:

<table>
<thead>
<tr>
<th>Schedule/Labor</th>
<th>Cost</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>60%</td>
<td>0%</td>
<td>40%</td>
</tr>
</tbody>
</table>

| Total          | 100% |

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### Alignment to Business initiatives and Strategies
Project Charter, cont.

Meet access, learning and workforce needs of our students and community.  
Retain students to completion.  
Improve facilities, systems, and processes while meeting fiscal challenges.

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**Business Results to be Achieved by This Project:**

<table>
<thead>
<tr>
<th>Tangible Benefits:</th>
<th>Tangible Benefit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Madison College will be current with Blackboard’s stable release</td>
<td>Unmeasured at this time.</td>
</tr>
<tr>
<td>2. Enhance functionality</td>
<td></td>
</tr>
<tr>
<td>3. Improved integration with student information system and Campus Solutions technologies</td>
<td></td>
</tr>
<tr>
<td>4. Maintain up to date security releases</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Intangible Benefits:</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
</tbody>
</table>

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**Sign-off**

Patrick Barlow, Business Process Sponsor  
Date: 3/4/13

Andrea Deau, IT Manager  
Date: 3/5/13

Susan Dalton, Project Manager  
Date: 3/5/13

Patrick Barlow, Executive Sponsor  
Date:  