

# IUPUI Open Education Week Celebration: Project Management Files

Created by Gary Maixner

## Contents

OER Week Celebration Project Management Files.....	1
OER Week Celebration Event Project Charter .....	3
Business Case .....	3
What Success Looks Like.....	3
Project Roles .....	3
Objectives .....	3
Deadline and Major Milestones.....	4
Deadline for Event: .....	4
Deadline for Objective 4: .....	4
Potential Risks.....	4
Resources Requested.....	4
Approval.....	4
OER Week Celebration Objectives.....	5
Objective 1: Create an Award for Persons Using OER on Campus .....	5
O1.G1. Create Award .....	5
O1.G2. Select Recipients.....	5
O1.G3. Create Plaque/Certificates for Recipients.....	5
O1.G4. Market Award .....	6
Objective 2: Make and Display Posters for Award Recipients .....	6
O2.G1. Create Posters.....	6
O2.G2. Display Posters.....	6
O2.G3. Make the Posters Available on the Library Website.....	6
Objective 3: Host a Celebration Event for Award Recipients .....	7
O3.G1. Market Event .....	7
O3.G2. Host Event.....	7
Objective 4: Set Up Award and Event to Run in Perpetuity.....	7
O4.G1. Create Rubric to be Used in Future Instances .....	7
OER Week Celebration Communications Plan.....	8



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Team Communication Plan .....	8
Main Method(s) of Communication .....	8
File Storage Location(s).....	8
Meeting Frequency/Meeting Dates.....	8
Work Breakdown Structure Location.....	8
Stakeholder Communication Plan .....	8
Stakeholder Communication List.....	8
Stakeholder Communication Timeline.....	9
OER Celebration RACI Matrix.....	10



# 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



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## 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 30<sup>th</sup>, 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:



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# OER Week Celebration Objectives

Written: November 27, 2018

By: Gary Maixner

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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.A1. Come Up with Name of the Award

O1.G1.R1.A2. Write Budget for Award

O1.G1.R1.A3. Get Funding Approval

#### *O1.G1.R2. Create Award Specifics*

O1.G1.R2.A1. Come Up with Name of the Award

### **O1.G2. Select Recipients**

#### *O1.G2.R1. Find Persons to Give Award to*

O1.G2.R1.A1. Solicit OER Persons to Apply to Receive Award

O1.G2.R1.A2: Create Google Form for applicants to fill out

O1.G2.R1.A3. Nominate OER People

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.R1. Create Plaque*

O1.G3.R1.A1. Talk to Matt about where to order plaque

O1.G3.R1.A2. Design Plaques

#### *O1.G3.R2. Create Certificates*

O1.G3.R2.A1. Talk to Matt about Pleather Certificate Holders

O1.G3.R2.A2. Design Certificate



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## **O1.G4. Market Award**

### *O1.G4.R1. Writing for the Award*

O1.G4.R1.A1. Email Draft/Blog Draft

O1.G4.R1.A2. Ask Kristi to Send Out Email to Deans/Announce

O1.G4.R1.A3. Talk to Willie about Informatics

### *O1.G4.R2. Announcements*

O1.G4.R2.A1. Ask Kristi to Send Out Email to Deans/Announce

O1.G4.R2.A2. Librarian's Forum Announcement

## Objective 2: Make and Display Posters for Award Recipients

### **O2.G1. Create Posters**

#### *O2.G1.R1. Design Posters*

O2.G1.R1.A1. Contact Willie about Utilizing Isaac's Time to Design Poster

O2.G1.R1.A2. Wireframe Posters

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

O2.G1.R1.A4. Write Copy for 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

### **03.G1. Market Event**

*03.G1.R1. Create Marketing Plan for Event*

### **03.G2. Host Event**

*03.G2.R1. Secure Location and Food*

*03.G2.R1.A1. Book Ashby Room*

*03.G2.R2. Send Out Invites*

*03.G2.R3. Schedule the Event Itself/Script*

*03.G2.R4. On Date Host and Break Down Event Appropriately*

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

### **04.G1. Create Rubric to be Used in Future Instances**

Notes from 1/14/2019



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# 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

Person	Role/Title	Frequency	Format/Channel	Notes
Heather Coates	Co-Director: Center	Weekly	During Gary's meeting with Heather.	



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## Stakeholder Communication Timeline

Expected Date	Actual Date	Milestone/Objective	Stakeholders	Communication Purpose	Format/Channel
January 2019		O1.G4.	<ul style="list-style-type: none"><li>• Potential Award Recipients</li></ul>	To gather potential award recipients	Email
February 2019		O1. O2.	<ul style="list-style-type: none"><li>• College Deans</li><li>• Recipients</li><li>• UL Community</li></ul>	To invite community to the event and market the displaying of posters.	Email/Marketing



## OER Celebration RACI Matrix

Written: November 27, 2018

By: Gary Maixner

Last Updated: November 30, 2018

By: Gary Maixner

<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
<ul style="list-style-type: none"><li>• Jere Odell</li><li>• Ted Polley</li><li>• Caitlin Pollock</li><li>• Justin Kani</li><li>• Gary Maixner</li></ul>	<ul style="list-style-type: none"><li>• Heather Coates</li><li>• Kristi Palmer</li></ul>	<ul style="list-style-type: none"><li>• Willie Miller</li><li>• Heather Coates</li><li>• Kristi Palmer</li><li>• Matt Radican</li><li>• Teresa McCurry</li><li>• Isaac Kilgore</li><li>• Courtney Yaborough</li><li>• Kindra Orr</li></ul>	<ul style="list-style-type: none"><li>• UL Faculty/Staff</li><li>• Deans of Colleges</li><li>• OER Community</li></ul>



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