

Canvas Commons	Date:	9/16/2016
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**Project Charter**

Stakeholder Name	Department
Colleen Boff	University Libraries
Connie Molnar	Center for Faculty Excellence

**Project Title:**

**Description: Review implementation of Canvas Commons at BGSU**

**Project Manager Assigned: Don Schumacher**

**Director approving budget/assigning staff: Sheri Kellogg**

**Project Scope:**

**Business Case and Background** (Why is project being done? On what financial or other basis can we justify doing the project? Describe the project purpose and justification.)

University Libraries requested that Canvas Commons be activated for the University and we have volunteered to serve as the owners of this LMS tool. The librarians would like to prepare and share ready-made modules for faculty to seamlessly import into their canvas courses. We recognize that students need to know how to locate, evaluate, cite and use quality information resources but that the curriculum in many programs does not afford a semester long course to teach students these important skills. This tool will enable us to push updates to the modules to ensure that the materials in the modules remain relevant and updated. In addition to the Library, many other areas on campus would have an interest in being able to share packaged, modular content with faculty. For example, career services may want to create modules specific to a program; the English department may want to create a module about how to write in the disciplines; or cooperatively, an interdisciplinary group may want to develop modules on academic honesty.

In addition, faculty may have content they would like to share with their colleagues across campus or within their programs. This repository would enable them to do this and to push corrections to ensure

updated content. Entire courses may also be shared which could help program coordinators who have oversight for maintaining academic standards across multiple sections of a single course.

**Scope** (This is the boundary of the project. What is the scope of the project?)

This project will have wide appeal to those on campus who teach students at the undergraduate and graduate levels. Select librarians from University Libraries (UL) and the Instructional Designers from the Center for Faculty Excellence (CFE) will have the primary responsibility of learning the tool and gaining the expertise in order to be a resource for campus faculty interested in using this tool. The ITS help desk will assist faculty with the technical troubleshooting of the tool. In order to gain the appropriate level of expertise with this tool, the designated UL and CFE faculty, staff and administrators will meet weekly during fall semester to aggressively test the tool during the pilot face. They will prepare content to showcase in Canvas Commons and if they are satisfied with functionality of the tool, they will ask ITS to go live with the tool. The team will be responsible for developing a robust communication plan and they will provide several training opportunities to roll this out to campus during AY 2016-2017.

**Specific Exclusion from Scope** (Describe specific business processes that are excluded from this project.)

This repository is intended to host instructional content only and is not intended to be a repository for archival primary source material or for data sets. There are other tools for faculty to use for these business operations.

**Deliverables** (What specific deliverables are wanted, and what will be the end result of the project?)

Objectives of pilot:

- To gain necessary subject expertise in order to teach others how to use tool
- To determine appropriate settings for the tool
- To develop a communication plan
- To be ready to support faculty/staff who will use of the service

**Project Issues/ Concerns / Risks** (Potential threats for the project)

- After testing, we may decide that this product does not meet our expectations. UL and the CFE reserve the right to walk away from this product implementation/adoption if it is deemed to be a flawed or inferior product.
- Faculty may have intellectual property concerns

**Constraints and Assumptions** (List constraints and assumptions.)

- We are assuming that it is in the best interest of the BGSU community to limit deposits made by BGSU faculty/staff to ONLY the BGSU community. BGSU faculty and staff will be able to search for and utilize the content from the wider Canvas Commons repository but the content that BGSU faculty/staff upload will be accessible to only those affiliated with BGSU.

**Affected Colleges and Departments** (Describe departments, faculty and staff that will be impacted by this project.)

- This resource will be available to anyone who has the role of teacher or TA within Canvas and who has at least one course shell assigned to them.
- Use of this tool is optional.

**Affected Business Processes or Systems** (List the business processes or systems which will be impacted by this project and how they will be impacted.)

We are defining instruction / teaching as the business process for this project. Faculty share curricular content in varied ways that are mostly internal to programs at best (e.g. Sharepoint, email, OneDrive, Google Docs, etc.). The fact that Canvas Commons is a repository directly tied to the LMS has HUGE benefits and potential to those who teach. It will be very convenient to have learning objects essentially in the same system. Faculty will be able to search for content, import it seamlessly into Canvas and modify it if they choose. The originator of the content also has the ability to update their content and anyone who has imported the content will be notified of the changes. From the Libraries' perspective, we won't have to worry about dated or wrong instructional materials being out there.

**Implementation Approach** (Describe how you plan to implement this project. Will it be one deployment or have several phases?)

- We anticipate a single deployment of this tool. We will pilot this in the fall, decide if we like the product and open it up to campus at the beginning of spring term, 2017.

**High Level Timeline/Schedule** (Describe what the high level timeline will be to plan, design, develop and deploy the project. When do you expect this project to be completed?)

September 1-October 14

- Actively test system and decide if it is a quality product

October 15-December 30

- Develop three business case narratives so that faculty have concrete examples of how this tool works
  - Modules (learning object, activity, assessment)
  - Individual learning objects
  - Courses
- Create content to share in Canvas Commons

January 13

- Finalized communication plan

January 16

- Deploy tool
- Begin communication plan

February 6-April 28

- Offer at least three training/informational sessions through CFE

**Project Resource Requirements** (Describe estimated project resource requirements for Project Management, Functional Areas, ITS, etc.)

Colleen Boff, Associate Dean of University Libraries will be Project Manager.

- Call meetings
- Keep the group on task with the timeline
- Fill out the necessary paper work required by ITS
- Take notes at meeting
- Draft communication plan and training documentation with input from others

Don Schumacher, ITS

- Communication conduit with Instructure
- Technical support for Canvas Commons
- Assist with testing and troubleshooting the tool
- Assist with the customization of the admin panel

Vera Lux/Eileen Bosch (UL Faculty) & Holly Barber and Rita Poole (CFE Instructional Designers)

- Test tool
- Develop and upload content
- Develop and deliver training sessions
- Assist with the development of documents and training materials
- Help develop workflows

**Project Budget**

**Funding Source(s)** (Describe by whom and how the project will be funded.)

No additional funding is needed beyond staff time.

<b>Hardware Costs</b>			\$0.00
<b>Software Costs</b>			\$0.00
<b>Consulting Services</b>			\$0.00
<b>Other Costs</b>	Staff time		\$0.00
<b>Projected Ongoing Costs</b>			\$0.00

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**Project Approval**

**Project Approval** (What items need to be approved and who will have sign-off?)

UL Dean will want to review/approve communication plan.

**Project Sponsors Authorizing the Project**

_____ (Sara Bushong, Dean of UL)	_____ (Connie Molnar, Associate Director of CFE)
_____ (Colleen Boff, Associate Dean of UL)	_____ (Name, Title)
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