

UW System FY16 Innovation Fund Project Report
Due on 12/23/2015

*(*Not to exceed two pages)*

Project Name: OneTouch Studio		
Report Preparer: Regina Nelson and Colleen Garrity		
Date: 12/20/15	Report Interval: 90-day	
<p>1. Briefly recap project objectives. Have implementation tasks to date caused any meaningful adjustments to the project's original objectives?</p> <p>Our planned project objectives were to provide a one-touch recording studio that could be accessed by faculty, staff and students to record video with virtually no learning curve or need for technical assistance. In addition to building the studio, we plan to develop introductory training and any necessary user guides. Finally, with the studio and onboarding training in place, our final objective is to promote the availability of the studio to our campus community.</p> <p>The building of the space continues. A delay in shipment of the equipment podium and carpeting will make our launch date tight; but we are moving forward with introducing the Studio to the UW-Platteville community in concert with our January 12th campus-wide professional development conference.</p>		
<p>2. What is the status of in-progress project tasks?</p> <p>To date, the studio build is in progress. The following is the status of the studio build:</p> <ul style="list-style-type: none"> • Room enhancements are completed: <ul style="list-style-type: none"> ○ Paint ○ New Ceiling ○ Acoustical panels ○ New data ports ○ New lighting ○ New electrical ○ Conduits for A/V wiring installed ○ HVAC noise has been reduced • Doors have been keyed • Window decals have been ordered • All equipment has arrived <p>The team met on December 1st to begin to develop training and promotion plans. The training agenda has been set. Extensive promotion of the Studio will be scheduled and administered by the UW-Platteville Teaching and Technology Center. After the January 12th launch, we will be planning for and promoting 3 Studio open-house dates during the Spring semester. Training materials will be developed by the Teaching and Technology Center, who will work with staff in Media Technology Services to develop a short training to coincide with the Open House events.</p>		
<p>3. Compare the current status of the project with regard to scope, schedule and cost with the original submission. Please also describe the cause for any significant variance from the original plan.</p>		
	Original Proposal	Actual Status

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Scope	Build a one-touch studio to simplify process of creating videos, provide training materials, and promote the new technology to the campus community.	Scope remains unchanged.								
Schedule	Has been modified due to staff availability	See Appendix A; changes highlighted								
Cost	\$19,300 budget	\$16,641.95 has been spent on A/V equipment and the podium								
<p>4. Risk Assessment</p> <p>a. Describe any significant new or anticipated risks to the project’s successful outcome with regard to scope, schedule or cost.</p> <p>b. Describe the mitigation strategies to address these new or anticipated risks.</p> <table border="1" style="margin-left: 40px;"> <tr> <td>The risk of going over budget low</td> <td>Low – no mitigation needed</td> </tr> <tr> <td>The risk of equipment being on backorder is low</td> <td>High – push time line by one week</td> </tr> <tr> <td>The risk of going over the timeline – Initial discussions with Physical Plant indicate this is a neutral risk.</td> <td>Neutral – timeline has been modified to accommodate staffing</td> </tr> <tr> <td>The risk that the contracted labor will not complete work on time (carpeting, electrical)</td> <td>Low – no mitigation needed</td> </tr> </table>			The risk of going over budget low	Low – no mitigation needed	The risk of equipment being on backorder is low	High – push time line by one week	The risk of going over the timeline – Initial discussions with Physical Plant indicate this is a neutral risk.	Neutral – timeline has been modified to accommodate staffing	The risk that the contracted labor will not complete work on time (carpeting, electrical)	Low – no mitigation needed
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Appendix A

<i>Dates</i>	<i>Phase</i>	<i>Milestones</i>
September 21 – November 6	Designing, Planning, and Purchasing	Purchasing Completed by November 6
November 16 – November 30	Room modifications (electrical, construction, data)	Room Modifications Completed by November 30
December 14 – January 8	Equipment installation and testing	Equipment installed by January 8
January 8 – January 12	Finalization of training materials, including user guides and best practices	Documentation completed by January 8
January 12	Promotion of studio in time for use over winter break	Showcase completed studio
January 18		Project Complete

