

DRAFT Project Scope: Strategic Framework

Goal 4

Objective 3

KPI 1-3

Core Theme 2, Objective 2

PROJECT BACKGROUND & PURPOSE:

The strategic framework for EOU is now in place, and the goals, objectives and KPIs need to be addressed and monitored for completion/achievement. The third objective and associated KPIs in goal four, specifically speak to EOU's physical infrastructure - - what it promotes, how it's maintained, and how it is utilized. The strategic framework language is the following:

Goal 4: Thriving University Community – A Great Place to Work & Learn

Objective 3: Provide and maintain a campus that promotes quality of life for students, faculty staff and the community.

KPI 1: Infrastructure and facilities are well maintained, accessible, safe and secure

KPI 2: The physical campus reflects and strengthens our naturally beautiful setting

KPI 3: Use of campus by stakeholders is maximized

This scope document attempts to capture a proposed process for the continued work toward meeting these KPIs, as well as the associated evidence that needs collected to document our progress and success in this regard.

PROJECT SPONSOR

Lara Moore, VP Finance & Administration

KEY TEAM MEMBERS

John Garlitz (Facilities), Team Lead

Lowann Vanleuven (Facilities/classified staff member)

Bill Benson (Security Department & Safety Committee)

Kris Martens (Events Scheduling)

Jeremy David Jones (Residence Life)

Jeff Carman (Information Technology & University Council Chair)

Tim Camp (Athletics)

Gerri Silveira (Budget & Planning Committee and Advancement/Foundation)

1-2 Faculty Members from Budget & Planning Committee

PROJECT OBJECTIVES:

Create a comprehensive approach, actions and responsibilities to monitoring, evaluating and reporting progress toward achievement of the above-referenced goal, objective and KPIs.

DELIVERABLES/END PRODUCTS:

1. Team develops evaluation criteria, supporting evidence, and tracking approach to achieve KPIs.

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KEY MILESTONES:

1. Finalize Team Members and Kickoff Meeting – Feb 23 (completed)
2. Team develops evaluation criteria and supporting evidence for KPIs – Sept 28
3. Team develops process for monitoring and tracking progress toward KPI achievement – Oct 31
4. Team publishes first report on KPI progress - December 14
5. Team solicits feedback on report from Budget & Planning, Cabinet, and University Council – February 28
6. Team provides final report on KPI progress – April 30
7. Team provides final instructions for ongoing tracking/monitoring of KPIs – May 31

CONSTRAINTS:

1. No budget for outside resources to develop evaluation criteria.
2. Any requested new resources will have to be approved by the VPFA and the President.

KEY ASSUMPTIONS:

1. The “Safe and Secure” portion of KPI 1 is assumed to be related to infrastructure and any relation to security is provided in conjunction with Security & Emergency Management Team (SEMT).

SPECIFICALLY EXCLUDED SCOPE:

1. The strategic framework will be addressed as written – edits to the language in the goals, objectives or KPIs is specifically excluded from the team’s work.