

PROJECT STEWARD CHECKLIST

2018-19 Version

| Task | Needed By | Tools | Notes |
|--|--|--|---|
| Develop the first draft of the project charter | ELT deadline (typically August 1 for fall projects) | Project charter template | Input for the charter will be provided at a meeting with the chairs of the sponsoring council (may include college president and project leads). Feedback on the initial draft may come from the same group prior to review by the Executive Leadership Team (ELT). |
| Revise and submit the final version of the project charter for approval | ELT deadline (typically early September for fall projects) | Project charter template | Revise the draft charter to incorporate any feedback received from initial review by ELT |
| Based on the charter, estimate the work involved and create the preliminary work plan. Once finalized, load the work plan in Basecamp. | Prior to the project kickoff – confirm date with project leads | Options: Basecamp Task List, Gantt Chart template, or Monthly Work Plan template | Collaborate with any non-steward project leads (when available) to revise and refine the work plan prior to the start of the project team meetings. Eventually the meeting schedule and the work plan need to be fully integrated. |
| Research and/or gather materials as a starting point for the project team. Load materials into Basecamp. | Prior to the project kickoff – confirm date with project leads | Basecamp | Non-steward project leads may provide direction on the types of materials that would be useful. Examples of items that might be needed are Los Rios board policy, Ed Code/Title 5 regulations, promising practices, sample plans or programs from other colleges, existing research studies, product options, vendor lists/contact information, existing survey results, etc. |
| Track progress of the project against the work plan. Maintain and adjust work plan as needed. | Ongoing | Gantt chart or other preferred methods | Coordinate with any non-steward project leads while also acting as a gatekeeper for change control. Alert project leads to any concerns about the schedule. |
| Attend project meetings as a resource | As scheduled | | |
| Status Update | Monthly – coordinate with chairs of sponsoring council | IGOR | Status updates are a brief written report indicating whether the project is on schedule based on the charter/work plan and identifying any major risks that require attention of the council. |
| Assist the project leads as needed with other project management tasks specific to the type of project | As needed | | Example: organizing the mechanics of a “go live” simulation in an implementation project |
| May assist the council co-chairs in conducting an evaluation at the conclusion of the project | Upon request | | |
| Archive deliverables and any other key project files | End of project | Basecamp and IGOR | A limited set of files should be archived for historical purposes and accreditation evidence. Export files from Basecamp and upload into the permanent archive in IGOR. |
| Archive the Basecamp project | End of project | Basecamp | After all necessary files have been exported, archive the project in Basecamp. |
| May be tasked with related work by the sponsoring council | | | Example: Explaining archived project documentation to a future project lead/steward who will be involved with implementing a proposed model |