Planning Document: IT Project Support

Plymouth State University

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IT Project Support
Planning Document
Rounds Hall, Rm. 103

General Tasks
- Communicate regularly as a team and report on progress
- Review IT specifications and selected vendor plan
- Participate in IT vendor workshops
- Evaluate and provide feedback on iterative prototype functionality
- Deliver IT tools training and support material
- Document and outline next steps

Team Names & Engagement Levels
- Matt Kizer, Point of Contact, medium-high engagement, 8 weeks
- Chris Drever
- Ross Humer

Details
Use this document to identify how you will work for the summer, define the anticipated work to be done, expected roles for each team member, and estimated key dates when you will report on progress and/or complete tasks. A single document with this information should be shared with Corey Hoyt (choyt1@plymouth.edu) on Tuesday, June 6. We will be communicating broadly with your colleagues about anticipated summer work and progress.

Action Item
By the end of the day on Tuesday, June 6, please use this planning document to complete your Letter of Appointment for Summer Work. On page 2, you are asked to write in your anticipated project deliverables.

Projects/Tasks
What work is to be done? How and when will it be worked on?
- Communicate regularly as a team and report on progress
- Review IT specifications and selected vendor plan
- Participate in IT vendor workshops
- Evaluate and provide feedback on iterative prototype functionality
• Deliver IT tools training and support material
  
• Document and outline next steps
  
Timeline/Key Dates
  
Name/Roles
  