

Projects Under Discussion (phase I)

During this phase, stakeholders explore ideas, gather information, and consider alternatives. When all discussions are complete, they determine whether to move on to the planning phase or abandon the ideas.

Ref.	Short name	Description	Discussing
CP-12-8	Program endorsement	Seek an endorsement for one of our academic programs	Birmingham (PM), Prof. Thomas Davis
CP-12-9	New Annual Tradition	Develop and implement new annual tradition with various goals	Birmingham, K. Smith

Projects In Planning (phase II)

During this phase, a project manager is assigned, a team is assembled, and a detailed project plan is created.

Ref.	Short name	Description	Team	Sections of the Plan Created so Far					
				Shell	Scope	Tasks	Budget	Comm.	Risks
CP-12-6	Redo Commencement	Analyze current commencement ceremony and change for 2014	Birmingham, Correll (PM)						
CP-12-5	HU Partnership	Explore options for partnering with Harrisburg University	Birmingham (PM), Moore, Andy Petroski, Bili Mattes, faculty member TBD						
CP-12-4 III.A.2.a	Board Reports	Develop and implement effective mgmt. and board reports	Shoemaker (PM), Birmingham, need others	C	I	I	C		
CP-12-7	Property Development	Explore options for developing former restaurant site beside ATEC or other site	Birmingham (PM), Groff, Lane, Wetzels, Zdunski	C	I	I			

C = complete, I = in progress

Projects Waiting for Plan Approval (phase III)

During this phase, the detailed project plan is reviewed and approved by the appropriate individuals or groups. If all necessary approvals are not gained, the project may be cancelled, or may return to the planning phase.

Ref.	Short name	Description	Team	Approvals
CP-12-10	HR automation II	Make additional changes to HR automation	Birmingham, Panza (PM), Trevino	On hold pending Business Office changes.
CP-13-05	Multipurpose room	Redo West Wing MPR	Birmingham (PM), Groff, W. Smith, K. Smith	Ready to present to M. Vayda

Projects Being Executed (phase IV)

During this phase, the project manager coordinates the activities of the team according to the approved plan. Rarely, changes to the plan may be made to react to events beyond the team's control.

Ref.	Short name	Description	Team	Status / Due	Percent Tasks Complete
CP-12-1	International recruiting	Begin recruiting internationally and learn for the future	Birmingham (PM), Correll, Cummins, Davison, Horn, Romanski, Salgado, Wetzel (replacing M. Smith with R. Azondekon)	On time, on budget. Due 12/31.	55% (24/44)

Projects Ready to be Closed (phase V)

All elements of the approved plan have been completed. During this phase, any necessary closeout tasks are performed, a wrap-up meeting is held to document lessons learned, and a team celebration is held.

Ref.	Short name	Description	Notes / Lessons Learned	Team celebration	Project closeout meeting