

**Educational Services and Support Committee**  
**Spring 2020 Groundwork/First term SCFF Seeded Project (F19)**

<b>Topic</b>	<b>For Discussion</b>
Workplan Template	<p>Who are the Project Implementer/s (who is the person who is monitoring timelines)</p> <p>Restate expected outcomes in terms of quantifiable FTES, etc...</p> <p>What data will be needed to show progress?</p> <p>What are the project's milestones (June, September, December, March)?</p> <p>What is the impact on personnel?</p> <p>When are the progress points (ESS could ask for progress report that standardized in time)?</p> <p>What departments does your success rely on (besides your own area)?</p>
Progress Report & Final Report Analysis	<p>Estimate how far along the project is toward goal, i.e. % of completion.</p> <p>What have the achievements been to date?</p> <p>What lessons have been learned?</p> <p>Funding -- progress report on expenses;</p> <p>Is anything getting in the way of your expected milestones? (e.g. human resources, budget, etc...)</p>
Consultation Session	<p>Implementers present, data discussion (are there more data points we can think of), contribute areas of connectivity, everyone is invited to contribute to the conversation and contribute from their areas of expertise.</p> <p>Fall 2020 Follow-on/ Second term SCFF seeded project (F19)</p> <p>Progress Report due</p> <p>2nd consultation session, as needed</p> <p>Determine momentum toward goal</p> <p>Spring 2021/ Third term SCFF seeded project (F19)</p>