PROJECT CHARTER
Digital Learning Environment Implementation Project
University of Wisconsin Stevens Point

Project Purpose/Justification: The contract with Desire2Learn (D2L) for the Brightspace learning management system (LMS) was set to expire and, as a result, UW System Administration and institutions underwent a multi-year effort to understand the needs for teaching and learning by engaging a wide variety of stakeholders at each institution. Based on the findings from the needs analysis process, the Learn@UW Executive Committee recommended that UW System issue a Request for Proposal (RFP) to seek a Digital Learning Environment (DLE) to succeed its current LMS. A DLE is the digital "hub" for a confederation of services and tools that support teaching and learning, versus an administrative tool for managing course content. The DLE RFP process was completed, and Instructure's Canvas platform was selected as the digital hub for the UWS DLE.

The purpose of this implementation project is to ensure a well-managed, timely and orderly rollout of the Canvas platform at UWSP, Greg Summers is the UWSP sponsor for the project. The Canvas platform provides the foundation to evolve the DLE in support of the UWSA 2020FWD strategic framework. The DLE will align with the 2020FWD priorities related to "Educational Pipeline" and "University Experience" and support student success by creating consistency among institutions with flexibility to meet individual institutional needs. The implementation project will be complete by June 30, 2020.

Project Description and Boundaries:
1. Implement and configure the DLE to support the goals of design with pedagogy first based on the fixed/flexible framework and institutional goals with a learner-centered focus.
2. Identify stakeholders and create a communication plan to engage with the stakeholder groups throughout the project.
3. Define and utilize project governance at the institution sponsor level including a definition of the roles and responsibilities on the project.
4. Utilize the strengths and best practices from other institutions and the vendor during the implementation process thereby reducing redundant work. The DLE will support universal design and accessibility.
5. Create training, testing and support plans for faculty, staff, students, and administrators that meet the needs of the transition period and are transferable into ongoing support, knowing that the vendor will perform regular upgrades to the cloud-based software.
6. Implement application integration utilizing the vendor provided integration mechanisms that are aligned with the fixed/flexible decisions and governance process to create consistency and support instructional priorities.
7. Create migration plans for existing courses and a process for adding new courses during the project. The migration plan will address the identification of existing courses that are to be: moved from the current system to the new system, redesigned and recreated in the new system, and archived from the current system. The migration plan will consider the impact of

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the change on faculty and students. The migration plan will address non-academic content in the LMS, and include a plan to move this content into a new platform. The migration plan will address the implementation of a new eReserves system.

8. Implement non-SSO account registration within a single organizational unit to allow Continuing Education the ability to offer noncredit courses to students without UWSP login credentials.
9. Implement the archive/retention strategy for the data hosted currently by Learn@UW Utility and retire the D2L application.

Measurable project objectives and related success criteria:

Objective	Success Criteria
Complete migration to DLE and retirement of current on premise D2L learning management system	Complete by June 30, 2020 in alignment with the UWSP migration plan.
Consistency ensured and minimal vendor-provided customizations across all institutions	Students taking courses at different institutions can see all courses in a single view with standard course template used -Common tools in the course template are used in a consistent manner (gradebook, calendar)
Non-matriculated students can access and use the new DLE	Non-matriculated students are created through an integrated, common mechanism
Collaboration among the institutions	Learning Object Repository (LOR) is tested and functional
Integration with Student Information Systems (SIS) and other instructional tools complete	Testing complete with no critical defects from all institutions for integration
Learner-centered course design based on modality (face-to-face, blended/hybrid, fully online)	Instructional design experts approve course templates based on modality for the Learning Object Repository and courses migrated to new system using those templates
Training for staff, students and faculty	Training available before the first courses are live on the new system
Migration of non-instructional content off of the LMS, or into non-instructional silo within the LMS	Users of LMS for non-instructional purposes are satisfied with replacement options.
Development of replacement system for Library eReserves content	Library staff is satisfied with ability to add restricted materials to individual courses

Migration of multi semester ePortfolio content to new eportfolio platform	Stakeholders are satisfied with new product and content migration
Integration of required LTI tools completed prior to first course offerings	All LTI integrations currently in use at UWSP have been implemented, and tested. Stakeholders' dependent on LTI integrations are satisfied.

High Level Requirements:
1. Use fixed/flexible framework to create consistency in configuration, integration, training and use of the DLE. The fixed/flexible framework methodology will be used to define what is the same across all institutions (fixed) and what can be variable depending on the institution needs (flexible). This framework will create consistency/standardization and allow for individual differences in a planned, tested and documented way. The framework will be used after the project is complete to govern the service. The processes surrounding the use of the DLE and the technical integrations will be included in the framework definition for this project. The fixed and flexible definitions will create the configuration and integration requirements that will be implemented and tested in the technology to enforce the consistency.
2. Use vendor-developed integration mechanisms for all fixed (same at each institution) integrations. If there are exceptions where custom development is needed, justify and get approval from executive sponsors. For the flexible (institution specific) integrations, the institution will be responsible for covering the cost of the integration.
3. Implementation meets all security policies and procedures required by UWSA.
4. Identify and implement training and migration plans.
5. Migrate identified UW System courses by June 30, 2020.
6. Execute archive and retirement strategy for current, on premise D2L environment.
7. Identify and implement support structure for the new DLE.
8. Identify and execute project management processes including project planning, communications, risk/issues management and budget management plans. Manage scope through a scope change request process.

Constraints:
1. All students, faculty and staff will use the new DLE for all courses by June 30, 2020.
2. Customizations must be justified and approved by executive sponsors.
3. Deviation from the fixed/flexible agreement must be approved by executive sponsors.
4. Consistency across institutions is a goal. The impact on consistency will be considered with all decisions.

Assumptions:
1. Funding for this project will be made available through UW System Administration and the Common Systems Review Group (CSRG) for licensing and UWSA project resources. The individual institutions will provide resources to complete the work related to making the DLE functional by providing Subject Matter Experts (SMEs) for the functional and technical project teams. If an institution chooses to implement institution specific requirements for the

project, UWSP Center for Inclusive Teaching and Learning will provide $40,000 to support migration and training efforts.
2. SMEs will be engaged to determine on premise D2L data retention needs for recordkeeping, institutional research, analytics, and other uses, then the institution sponsors and executive sponsors will approve the retention and disposition of the data.
3. Vendor contract will be approved by Board of Regents by October 9, 2017 to start vendor dependent project work.
4. There will be clearly defined stages in the approach to implementation.
5. UW System will work to include required LTI integrations in Canvas. The integrations used by UWSP in D2L include:

- Blackboard Collaborate Ultra
- Kaltura BSE integration
- Turnitin (Originality Check)
- Turnitin (Grademark)
- Turning Technologies Turningpoint Cloud
- Class Climate connector
- Norton Publishing: Inquizitive
- Cengage Mindtap
- Cengage Aplia
- Films on Demand
- Libguides
- Office365 (UWSP does not currently integrate Office365 with D2L, but will be ready to include this integration with the beginning of the migration process

High-level Risks:
1. There may not be enough resources at institutions to simultaneously support the existing environment and implement the new environment.
2. There may not be enough resources at UWSA to achieve the objectives of the new DLE.
3. Vendor may not meet all functional and technical requirements as promised during the RFP process.
4. Impact on students and faculty is not fully understood.
5. Communications are not effective or do not reach their intended audience.
6. Institutions do not agree to the fixed/flexible model, as approved by project sponsors.
7. Benefits of the new DLE not realized.
8. May not have the resources to complete the migration
9. Fixed system may be to restrictive to implement custom software
10. Integrations may not function the same as previous platform integrations

	Not flexible	Some flexibility	High flexibility
Scope		X	
Schedule	X		

Budget		X	

Summary Estimated Budget: $40,000

Stakeholder List: See stakeholder register

Summary Milestone Schedule:

Milestone	Date
Project Start	Oct. 25, 2017
Course migration plan complete	Dec 1, 2017
Training plan complete	March 1, 2018
Communication plan complete	Nov 10, 2017
Testing plan complete	April 1, 2018
Support structure plan complete	April 1, 2018
Institution project plans approved	December 1, 2017
Institution sites available for institution configuration	December 1, 2017
Start migrating courses for Fall 2018	April 30, 2018
Authentication developed	March 1, 2018
Integration developed (LIS with SIS)	April 1, 2018
System testing complete at institutions	April 30, 2018
Training developed	June 30, 2018
Integration/User testing complete at institutions	June 30, 2018
Go live first courses in Canvas	Sept 1, 2018
ePortfolio platform migration complete	Aug 1, 2019
eReserves replacement process complete	Aug 1, 2019
All Courses Live in Canvas	June 30, 2019
Archive and retire D2L	June 30, 2020
Project complete	June 30, 2020

Migration plan: The migration plan is outlined in the document titled "UWSP Canvas Migration Plan."

Project Sponsors: Greg Summers, UWSP Provost

Project Approval Requirements: The project will be complete when the Institution Project Sponsors approve of the deliverables provided by the Project Manager and Project Team.

Assigned Project Manager: Sean Ruppert

Authorized by: Greg Summers - Provost

Authorized by the Sponsors and Provost:

Date: 12/19/17

Greg Summers
UWSP Provost and Project Sponsor