



Project Status Interim Report  
 Project name: Student Redirect Initiatives between Fleming and Trent  
 University

Project number: 2015-34  
 Member: Trent

## Project Status Interim Report for Month Ending December 31 2015 15-JAN-2016

*Notes to author – This is expected to be a short document, regardless of project size. The primary purpose of this report is to communicate to ONCAT if the project is on track and to indicate where it is not on track and what is being done about this. The focus of this report should be on deviations from plan. This makes for a shorter and more focused report. If there is a need to record more detail, then it can be done via an Appendix or attached document.*

*The description in the boxes should guide your response. The description in the boxes should not be included in your submission to ONCAT.*

Id.	Actual
Project name:	Student Redirect Initiatives between Fleming and Trent
Member:	Trent University
Project number:	2015-34
Project manager:	Joe Muldoon
Project manager contact info:	Trent University 1600 W Bank Dr, Peterborough, ON K9J 7B8 Joe Muldoon <jmuldoon@trentu.ca>
Report date:	January 15, 2016
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### Management Summary

Project 2015-34 is on track to meet target deadline of March 31, 2016. Faculty and administration at Fleming and Trent are working in partnership and are making significant progress towards meeting project objectives.

Initially, 10 courses were proposed that required development. After review of the Fleming General Arts and Science – University Transfer program structure and discussions with the Academic faculty at Fleming and Trent, Fleming is concentrating on the Business, Math and Sciences streams, which will include an Indigenous course. It was determined that these eight courses will require the project course development resources.

### Key Milestones Table (those that represent significant project progress)

Id.	Title	Planned completion date	Forecast completion date as reported two months ago	Forecast completion date as reported last month	Current forecast completion date	Actual completion date
1	GAS school meeting (Fleming) <i>multiple and ongoing</i>	Fall 2015	Winter 2016	N/A	In progress	
2	Fleming/Trent annual summit meeting					21-OCT-2015
3	Trent Course outlines released to Fleming	Fall 2015	Fall 2015	N/A	Completed	11-NOV-2015
4	GAS faculty course release	Winter 2016	Winter 2016	N/A	In progress	
5	Fleming/Trent collaborative faculty meetings to discuss courses, delivery modes and content	Fall 2015 – Winter 2016	Fall 2015 – Winter 2016	N/A	In progress	8-Dec-2015 (Admin stream) 7-Jan-2016 (Science stream)

### Progress and Deviations from Plan

As previously mentioned, in the Management Summary, there will be eight courses developed.

### Risk Register

This may be attached to the report if it is tracked in a separate risk database. Make sure that this section, or the attachment, just contains the key project risks. If the risks are documented here, use the following format.

Id.	Title	Mitigation plan (what is being done to prevent the risk)	Contingency plan (what will be done if the risk occurs)	Likelihood of occurring	Potential impact (dollar / schedule / quality etc)
1	Course Development	Examining existing program structure(s) and design within and outside of the General Arts & Science – University Transfer.	Discussions with other Academic Chairs and Deans for synergies within their foundational programs and opportunities for bi-directional remediation outside of GAS – UT.	Medium potential	# of courses developed

Project proposal stated stream implementation to begin in Fall 2016. Faculty release could not occur until the start of a new term (January 2016) due to existing teaching loads; therefore, course development is scheduled to begin in early January. This may affect the viability for a Fall 2016 start. This objective is outside of existing project scope, however we felt this was important for ONCAT to be aware.

### Metrics

N/A

### Financial Status

As part of the status update for this project, ONCAT needs to be informed of the project spending to date. Please ensure the dollar (\$) amount for the total actual project spending to date are recorded in the table labeled “Expenditures to Date”.

EXPENDITURES TO DATE	
Actual project to date (includes last month)	
Member paid to date	\$24,701.60

TOTAL CONTRACT VALUE	
Planned total	\$61,754.00

TOTAL CONTRACT VALUE REMAINING	
Remaining Interim Payment	\$18,526.20
Remaining Final Payment	\$18,526.20
Total Remaining to be paid	\$37,052.40

There have been adjustments regarding course development as previously stated. The original budget noted \$35,000 for course development (10 courses @ \$3,500/course). However, the project team underestimated the expenditures involved with course development and as such will develop 6 courses @ \$5,000/course and re-develop 2 existing courses at \$2,500/course. This will meet the same contract values as originally proposed and ensure that the project team is on track with the project as outlined in the initial proposal.

### **Change History**

Nothing to report.

### **Other**

Following recommendations from ONCAT, the Fleming/Trent project team met with York/Seneca and UOIT/Durham as all institutions are working on similar projects. The goal is to establish a report outlining best practices in re-direct initiatives between colleges and universities. The discussion has since expanded to include a secondary research proposal among the six institutions to work towards establishing procedures to foster better data extraction of re-directed students.