2017 Fostering Innovation in Teaching with Technology (FITT) Academy
Full Project Charter

Project Charter

Faculty Name: Lynn Boorady

Project Team Lead: (Kaylene Waite**)** Team lead will schedule and convene meetings, keep timeline and communicate to stakeholders

Project Team Members:

Todd Benzin
Joe Riggie
Katie Malik-Willard
Ali Alhobabi

Project Name: Updating an introductory class on a Computer Aided Design course as this software pertains to fashion

Project Scope: To identify OER materials for FTT faculty to use in their courses and locate materials specifically for use in the introduction to Fashion technology class. Use these resources to update a beginning fashion class in computer technology.

Project goals:
1. Source Open Educational Resources for the faculty to use in their classes.
    a. Which allows students to work on independently – Microsoft Word, Excel and PPT. Also Adobe CS.
    b. Investigate Lynda.com - https://rite.buffalostate.edu/nypl-benefits.html
2. Using the objectives of the course FTT 208, implement one new lesson on the use of Adobe CS, specific to fashion, which will be delivered in fall 2017.
    a. Differentiate consumer target markets including cultural aspects and how each market influences the design process and merchandising strategies.
    b. Demonstrate an introductory understanding and hands on experience with how the elements and principles of design can affect the aesthetic and marketability of an end product.
    c. Demonstrate introductory raster digital skills via standard off the shelf software to create and illustrate custom fabric patterns.
3. Secondary Goal
    a. Create videos where there is a gap in locating resources.

What do you want to accomplish during the Academy week? Project goals should adhere to student learning outcomes that have been approved by the Senate Curriculum Committee and be:

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Specific – Consider who, what, when, where, why and how in developing the goal.
Measurable – Include a numeric or descriptive measurement
Achievable – Consider the resources needed and set a realistic goal.
Relevant – Make sure the goal is consistent with the mission/objectives
Time-Bound – Set a realistic deadline

Project Deliverable: Before the FITT Academy, I want to restructure the FTT 208 class to reflect the goals of the department in terms of inclusion of projects with diversity components. During the Academy, I want to be able to learn how to develop a video to instruct the students to complete the tasks while learning Adobe CS. I plan on getting at least one lesson accomplished during the Academy and this may consist of one or more videos.

Assessment Plan: The department teaches three sections of this class each semester. I would like to compare how my fall 2017 class does with this updated course compared to when I taught it in the past. I will be looking for increased comprehension, more advanced skills and being able to work more independently.
  1. Were OER located and a guide developed for faculty in FTT?
  2. Was the faculty member able to build a lesson in one course using OER and new video(s)?
  3. Compare student grades and final projects with previous semesters to determine if the updated lesson outcomes are at least comparable.

Charter Conditions: (Complete with Team)
  - Major changes in objectives and deliverables after the project has been agreed upon will be reported in writing and may change the status of the project and timeline.
  - Any equipment funded by SUNY Buffalo State for the support of this grant is the property of the college and is governed by all equipment policies and procedures (loan of college property forms, business services inventory)

Name / Title	Signature	Date
Faculty		
Team Lead		

Project Timeline and Milestones:
Define steps needed to compete the project. Each step should have actions and a person in an assigned role with responsibility.

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Task	Description	Responsible	Start date	Due date	Status	Comments	Check
Draft Project Charter	E-mail/Submit draft Project Charter to Meghan Pereira (or OneDrive)	Faculty		March 13			
Form Project Team	Contact members of RITE to identify members of Project Support Team	Meghan Pereira	March 13	March 24			
Team Meeting	Faculty member will met with project team to discuss project and finalize charter	Full team	March 27	March 31			
Complete project charter	Complete charter in entirety from scope to assessment	Full team		April 21			
Identify and procure resources	Determine cost of any resources (accts, tech, software, etc) - If needed	Full team		March 31			
Develop Communication Plan	Schedule, convene, locations, complete activity log/minutes & communicate with stakeholders	Team Lead	1st Team meeting	May 6			
Attend Academy	All FITT Scholars must attend the full academy on June 5 – 9, 2017 from 9:00 am – 3:30 pm – in	Full team	June 5 9:00 am – 3:30 pm - Academy held on campus	June 9 9:00 am – 3:30 pm - Academy			

	Bulger Library 316			held on campus			
Implement deliverable into class	When will deliverables be used within the Fall 2017 course?	Faculty	Fall 2017 (Specify date)				
Assess deliverable	How will you assess the innovation that is being implemented in the course?	Faculty	Fall 2017 (Specify date)				
Present at Annual Faculty and Staff Research and Creativity Fall Forum	FITT Scholars will present their project goal, deliverable and overall progress (Recommended)	Faculty (Team Optional)	October 2017 (Date TBD)				
Project debrief / Lessons learned	Meeting with full team to discuss project.	Full team	Fall 2017 (Specify date)				
Present at spring symposium	FITT Scholars will present their project goals and findings – what successes did you achieve, how has the course, student engagement, etc improve with this new innovation?	Faculty	Spring 2018 (Date TBD)				