



## Instructional Space Inventory Data Charter Document

**August 30, 2012**

<b>Team Name</b>	Instructional Space Inventory Data
<b>Executive Sponsors</b>	UW-Madison <ul style="list-style-type: none"><li>- Chancellor</li><li>- Provost</li><li>- Vice Chancellor for Administration</li></ul>
<b>Business Process Owners and Key Stakeholders</b>	UW-Madison <ul style="list-style-type: none"><li>- Space Management Office</li><li>- Office of the Registrar</li><li>- Space &amp; Remodeling Policies Committee</li><li>- Schools, Colleges and Departments</li></ul>
<b>Objective</b>	<p>The objective of this project is to review and define the data needed to populate enterprise inventory and scheduling systems, collect a complete set of data about all current instructional space across campus and define processes for keeping the campus space inventory data current and up-to-date.</p> <p>Team members will review and finalize data definitions for instructional space and develop and implement a plan to collect the data required in the appropriate format.</p>
<b>Goal</b>	<ol style="list-style-type: none"><li>1. Define the data needed to populate enterprise inventory and scheduling systems with information about all current instructional space across campus.</li><li>2. Develop a plan to collect a complete set of instructional space data needed to populate the enterprise inventory and scheduling systems.</li><li>3. Compile a complete set of current instructional space data.</li><li>4. Define processes for keeping the campus space data current and up-to-date.</li></ol>
<b>Scope</b>	<p>The work of this team is focused on defining the data set needed to populate the enterprise inventory and scheduling systems with the campus space information and then collecting the current instructional data required to populate those systems. The scope of work for this project work team includes:</p> <ul style="list-style-type: none"><li>• Refining data definitions appropriate to describe instructional and other types of space across campus</li><li>• Developing a data collection plan that captures the needed instructional space data</li><li>• Collecting and compiling a complete set of instructional space data using the definitions that describe the current use of instructional space across campus</li><li>• Developing a plan for keeping instructional data set current and up-to-date</li></ul>



<p><b>Critical Assumptions</b></p>	<ul style="list-style-type: none"> <li>• The data required for instructional space inventory purposes will be available and/or provided in a timely fashion</li> <li>• Instructional space utilized for extramural funding needs to be taken into consideration and included in inventories that are developed and maintained</li> <li>• The definitions of instructional space data required will need to be compatible with inventory and scheduling systems available to the UW-Madison campus</li> </ul>
<p><b>Timeline</b></p>	<p><b>PreWork:</b> Review Draft project charter</p> <ul style="list-style-type: none"> <li>• Provost / Vice Chancellor of Administration</li> <li>• FP&amp;M Space Management Office</li> <li>• Enrollment Management &amp; Registrar</li> <li>• Chair of Space &amp; Remodeling Policies Committee</li> <li>• AE Classroom Space Utilization team</li> </ul> <p>Weeks 1 through 2</p> <ul style="list-style-type: none"> <li>• Team formation and first team meetings; discuss principles, scope and goals, roles and responsibilities of team members</li> </ul> <p>Weeks 3 through 7</p> <ul style="list-style-type: none"> <li>• Review current data and identify any additional data needed</li> <li>• Define and implement process to collect instructional space data</li> </ul> <p>Weeks 8 through 11</p> <ul style="list-style-type: none"> <li>• Review data collected and identify any missing data</li> <li>• Compile complete set of instructional space data</li> </ul> <p>Weeks 12 through 16</p> <ul style="list-style-type: none"> <li>• Define implementation plans for ongoing collecting and compiling campus space data</li> <li>• Present to the Advisory Committee and Process Owners</li> <li>• Finalize recommendations</li> <li>• Present to the Steering Committee</li> </ul>
<p><b>Deliverables</b></p>	<ul style="list-style-type: none"> <li>• Complete description and definition of the current instructional space across the campus</li> <li>• Collection of a complete set of instructional space data needed to populate the enterprise inventory and scheduling systems</li> <li>• Defined process and data needed for ongoing collection and compiling instructional space capacity and utilization data across campus</li> <li>• Recommendations of efficiency opportunities based on findings (if applicable)</li> <li>• Milestone status updates</li> </ul>
<p><b>Team Members</b></p>	<p>Team Leader - Laura Ingram (Continuing Studies)            Team Member - Robert (Kim) Todd (Space Management)            Team Member - Ed McGlenn (Office of the Registrar)            Team Member - Jesse Winters (Education)            Team Member – Julie Ngo (Business)            Team Member – Kathleen Monson (Animal Science)            Team Member - Jeff Stevens (Engineering)            AE Project Staff – Nevin Olson</p>