

# UVU Academic Master Calendar

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## Brief Project Description

Academic Affairs has need for a comprehensive calendar that will, at a minimum, communicate due dates and timelines for core activities within the division. When completed, the calendar should also act as a prompt for academic stakeholders in completing the core tasks required of them, and a connection to resources that will assist them in the completion of those tasks.

## Project Team

Role	Name	Title	Phone	eMail
Sponsor	Liz Hitch	VP, Academic Affairs	(801)863-8951	<a href="mailto:Elizabeth.Hitch@uvsc.edu">Elizabeth.Hitch@uvsc.edu</a>
Project Manager	Laura Busby	Manager, Academic Information Systems	(801)863-8456	<a href="mailto:busbyla@uvsc.edu">busbyla@uvsc.edu</a>
Developer(s)	Laura Busby	Manager, Academic Information Systems	(801)863-8456	<a href="mailto:busbyla@uvsc.edu">busbyla@uvsc.edu</a>
	IT Resources as requested and assigned			
User Testing	Karen Olsen	Administrative Assistant to the President	(801)863-8133	<a href="mailto:olsenka@uvsc.edu">olsenka@uvsc.edu</a>
	Emily Jimenez	Assistant to the VP, Academic Affairs	(801)863-8048	<a href="mailto:jimeneem@uvsc.edu">jimeneem@uvsc.edu</a>
	Key Stakeholders as requested and assigned			

### Primary Stakeholders

Academic Affairs Administration  
Deans  
Department Chairs  
...and their administrative assistants!

### Secondary Stakeholders

Faculty (Contract & Adjunct)  
UVU Board of Trustees  
Utah State Board of Regents

## Project Phases

- 1) Initial Calendar (Available Online by August 1, 2008)
- 2) Dynamic Calendar – Version 1.0
  - a. Administrative Tools
  - b. User interface / Web
  - c. Database
- 3) Dynamic Calendar Enhancements – Version 2.0
  - a. Task prompts
  - b. Open source calendar item compliance
  - c. Links to training resources
- 4) Maintenance