

***Employing a Program/Project Management
Methodology to Define and Differentiate University-
Wide Roles and Responsibilities in Professional
Studies***

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M. Springer, Purdue University

M. Schuver, Purdue University

Overview

- Program/Project Management Process
- PM Activities and Products
 - What are we being asked to do?
 - What work is there to be done?
 - Who will perform the work?
 - Internal roles
 - External roles

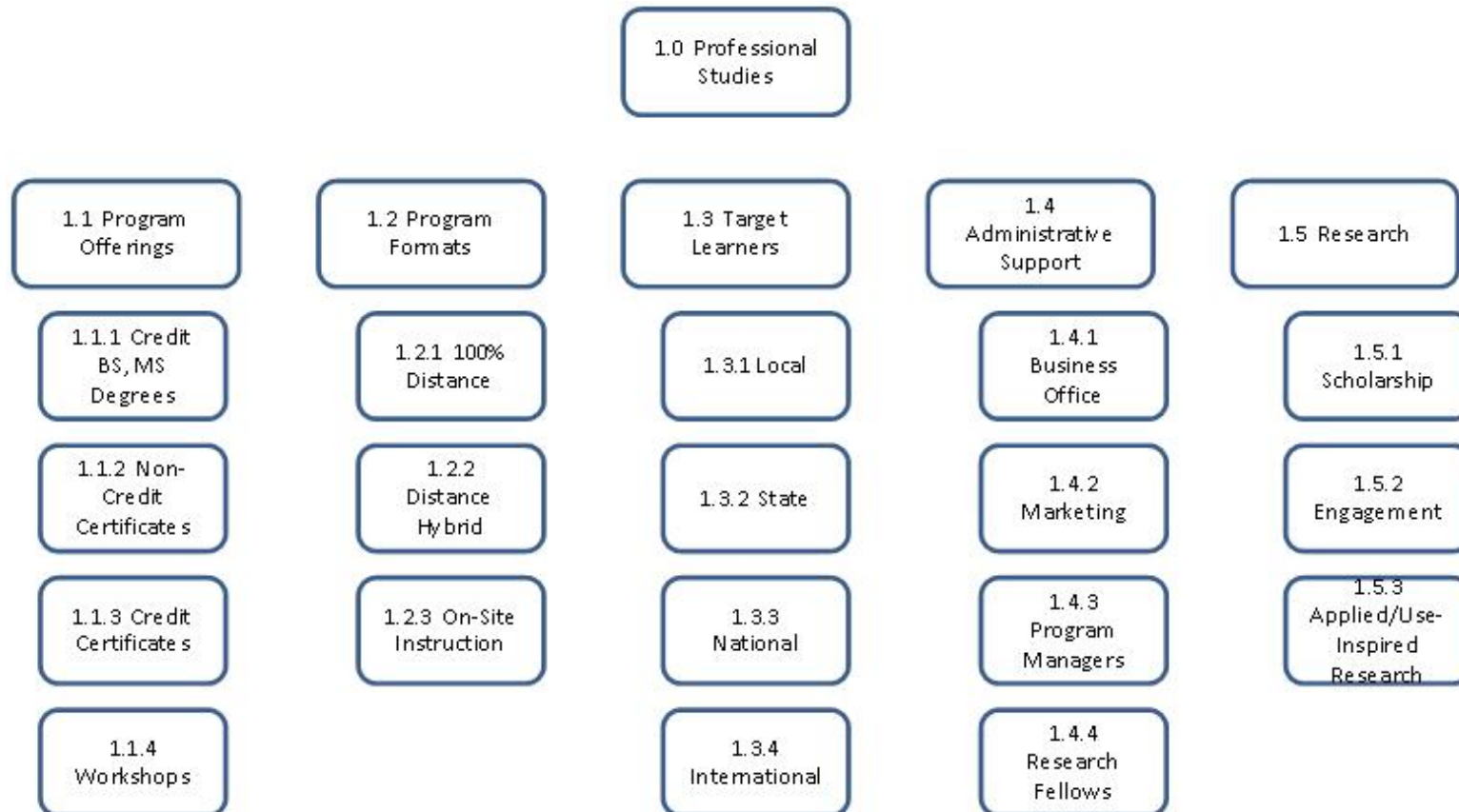
Program/Project Management Process

- ❑ Program/Project Management (PM) is a discipline
- ❑ Has multiple activities
- ❑ Activities are generally sequential
- ❑ Each activity has one or more outputs (products)

PM Process Outputs

- ❑ Input = Statement of Work (SOW); **what to do**
- ❑ Stated and derived requirements; **what** work is required to satisfy the SOW
- ❑ Work breakdown structure; **how** is the work organized
- ❑ Responsibility assignment matrix; **who** will be responsible for performing the work

Work Breakdown Structure

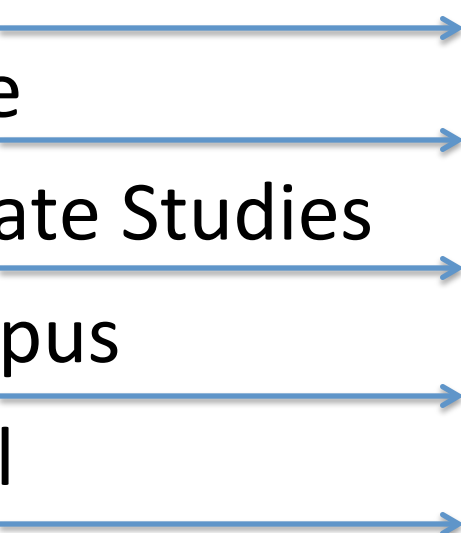


Responsibility Assignment Matrix

Professional Studies Organization						
Primary Areas of Responsibility	Director	Associate Director	Program Manager (1)	Program Manager (2)	Office Manager/Event Planner	Research Fellow
Departmental Responsibility	P	S				
Budget Responsibility	P	S				
Liaison with Outside Interests	P	S				
Research Administration	S					P
Graduate Program Conceptualization	P	S				
Graduate Program Concept Development		P	S	S		
Distance Hybrid Program Development		S	P	S		
PhD Program	P	S				
Distance Learning	P		S			
Distance Learning Programs			P	S		
Non-Credit Open Enrollment Offerings			S	P		
Certificate Credit Programs			S	P		



Work Allocation by Internal and External Organization

- ❑ Academic departments
 - ❑ College Business Office
 - ❑ Associate Dean Graduate Studies
 - ❑ Purdue Extended Campus
 - ❑ University Grad School
 - ❑ ProSTAR
- Interface
Control
Point**
- 

Summary (Organized for Growth)

- ❑ PM process is composed of semi-sequential activities where each activity has one or more attendant outputs
- ❑ PM process may be used for highly sophisticated asynchronous geo-spatial satellite systems, planting a garden, or, anything in between
- ❑ Feedback reflects current organizational model **provides a clear definition of structure and succinctly differentiated roles and responsibilities**