

2009 REGIONAL ACCREDITATION PROJECT SCOPE STATEMENT



Project and Product Objectives	Ensure that our accredited status continues unabated by preparing a Regional Accreditation self-study, meet all eligibility requirements and to have addressed all recommendations from the 2005 evaluation for all our programs and related degrees. Evaluate and recommend future direction for WSU Strategic Plan.
Project Boundaries	Project limited to preparing, and publishing self-study using NWCCU nine eligibility requirements, and WSU Strategic Plan addressing all recommendations from past 2005 evaluation and preparing for the evaluation visit.
Projected Requirements and Deliverables	Washington State University complies with the Higher Education Act Title IV of 1965 by meeting all accreditation standards of the Northwest Commission of Colleges and Universities by July 31, 2009. To comply WSU will engage in a University-wide self-study based on the NWCCU Accreditation Standards, followed by a multi-member Evaluation Team Visit. Deliverables on web include: Project tracking, assignments, final Ten Year Accreditation Self-Study, exhibits and documentation. Self-Study will also be published in print.
Product Acceptance Criteria	As a minimum self-study must meet the nine eligibility requirements and address the past recommendations. The process shall also include an ongoing evaluation of how WSU has made progress in achieving our accomplishments according to our Strategic Plan while also addressing our challenges and articulating our goals to strengthen those challenges.

Project constraints	Constraints exist in our large University-wide coordination of people-power. This process requires input and coordination across the state to provide timely and accurate evidence based analysis and planning while all involved carry on current education and infrastructure jobs. Budget time to be absorbed within individual programs, departments, and schools.	
Project Assumptions	<p>For the successful completion of the project it is assumed that:</p> <ul style="list-style-type: none"> a. Staffing will be available to work on committees providing data, analysis and writing for the self-study. <ul style="list-style-type: none"> a. Budget is available for all web and printing material publishing; support budget for Steering Committee training and evaluation team visit. a. Data available for to meet established standards. b. Documentation of Strategic Plan successes and challenges. 	
Initial Project Organization	Project managers Steering committee Study committees Support staff	
Initial Defined Risks	<p>The following risks have been identified and, if not overcome, may affect the schedule, cost, or quality:</p> <ul style="list-style-type: none"> a. availability of resources b. uncertainty over the source and availability of materials and data c. Executive management changes d. delays of deliverables to Study committees e. lack of University-wide knowledge and participation in process f. lack of documentation articulating WSU's responsiveness to past 2005 recommendations 	
Schedule Milestones	Steering Committee Appointed Study Committees Appointed Self-Study Kick-Off Data Collection and Analysis Conclusions, Summaries, Writing Compiling CD and Editing; collecting documents and exhibits Web Upload and Printing Evaluation Team Visit	Sept. 2006 Oct. 2006 Dec. 2006 Nov. 2006 – Dec. 2007 Sept. 2007 – May 2008 Sept. 2008 – Dec. 2008 Dec. 2008 April 2009

Initial Work Breakdown Structure

1. Data Collection
 - a. Create outline of standards for sub-committees and templates for departments
 - b. Appoint department, school, program sub-committees
 - c. Collect data from IR. SARA, etc.
 - d. Return for additional data if incomplete
 - e. Data submission to Sub-committees
2. Writing
 - a. Assign sections to members of committees for first round of writing summaries, and conclusions
 - b. Steering committee analysis, compiles, and edits
 - c. Submit to designer for base document design
 - d. Return to editors for design, layout and final edits
3. Publishing
 - a. Complete print versions upload to web
 - b. Submit print version to printer
 - c. Upload documents and exhibits
 - d. Prepare CD w/ links to websites.
4. Evaluation Team Visit
 - a. Plan locations; timings
 - b. Assign assistants
 - c. Book travel arrangements