

Project Closeout Report

Project Name: eTranscripts

Agency: Department of Public Instruction

Business Unit/Program Area: SLDS

Project Sponsor: David Massey

Project Manager: Jennifer Kunz

Project Objectives	Measurements	
	Met/ Not Met	Description
Enable participating local school districts to electronically transfer student transcript information to other participating ND school districts or colleges	Met	DESCRIPTION: System implemented, yes or no RESULT: Yes, the eTranscript system was implemented in January 2014 and enables participating local school districts to electronically transfer student transcript information to other participating ND school districts or colleges
All participating school districts will utilize one, standard print format	Met	DESCRIPTION: Single print format achieved, yes or no RESULT: Yes, a single, standard print format is available through the eTranscript system
Establish and maintain a continued growth trend.	N/A	DESCRIPTION: Baseline will be taken in the first fall quarter after the "go live" date to determine the number of school districts using the system initially A second measurement will be taken the next year, also during fall quarter, to verify an increase in use RESULT: N/A at this time

Schedule Objectives					
Met/ Not Met	Original Baseline Schedule (in Months)	Final Baseline Schedule (in Months)	Actual Schedule (in Months)	Variance to Original Baseline	Variance to Final Baseline
Met	27	27	28	3.7% Behind	3.7% Behind

Budget Objectives					
Met/ Not Met	Original Baseline Budget	Final Baseline Budget	Actual Costs	Variance to Original Baseline	Variance to Final Baseline
Met	\$424,757	\$608,265	\$615,295.70		5.1% Over

Major Scope Changes
<ol style="list-style-type: none"> Scope and Budget Change: formally add the security/infrastructure work into the project and add \$186,829 to complete the current and added scope Remove Scholarship Application from Scope Add Phase 4 to Project: to provide student and parent access to the eTranscript system now that school access (phase 3) is completed

Lessons Learned
<ol style="list-style-type: none"> The project expectations were well met; however, the project became way more complex than originally planned. Although a lot more was added to the originally planned project, the end product should serve well. When fully implemented the project will save time and serve each student, parent and each institution well. Gathering of information went well; understanding of needs and final product went well

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3. Establishing a communication path with NDUS up front would have been helpful in the transition; asking the subcommittee for an enhancement priority list as testing began proved helpful in identifying what work would be included in the project and setting expectations as to what would happen later.
4. It was a great collaboration.
5. Staff from many different areas, institutions, organizations worked well together.

Success Stories

1. The initiation of an education portal that spans eTran and has the capability of expanding communication and information exchange with students.
2. It was remarkable that many stakeholders were able to agree upon how the final product will look and function.
3. When I sent an e-transcript today it was nice not to get up and make a paper copy, address an envelope, put it in the mail, etc. It almost felt as if I didn't do it. (Is that good.) I believe it is a real savings of paper, time and money (stamp).
4. At the close-out of the project, there are already schools and institutions that are interested in using this optional system.
5. Collaboration and testing
6. If all high schools get on board with this, it will make assessment of the transcript much quicker for higher education institutions, along with more consistent evaluations of those transcripts.
7. This project/process of eTranscripts delivered electronically will save time, money and reduce error.

Other Comments

1. Project was well managed and completed on time. Bravo.
2. Thank you to all of you for your dedication to this project. A job well done!
3. The State of North Dakota IT Department should be commended for completing a very large project that will provided a needed service to North Dakota students for many years to come. Well done!