Opportunity (Purpose or Primary Reason for Project):

ICC’s Curriculum Development System is an internally developed web application that was conceived to bring efficiency to the curriculum development process. It has provided instant and easy access for viewing, developing, and sharing curriculum information among all people involved in the curriculum development process. The CDS is a vital system to the academic operations of the College.

- The Curriculum Development System is currently unsupported. The system was developed internally by staff who are no longer in the positions they were when it was developed.
- The system has issues (bugs) which are hindering the process and making it cumbersome for Instructional Services staff and curriculum developers.
- The system is built on a technology platform that is becoming dated. A rewrite of some of the key system code will be necessary in the future.

The present situation represents an opportunity to rethink the process of how Curriculum Development is being done (particularly history) in light of new technology becoming available at the College. (Document Imaging)

Business Case (Budget Information):

The Curriculum Development System:

- Is the primary vehicle to fulfill compliance requirements for state curriculum approvals?
- Supports academic operations (continued efficient operation of the curriculum development process)
- Assists the College in being responsive to emerging markets
- Supplies approved curriculum information and output which is used to display the online catalog and generate the printed catalog.

Goal (Expected Outcomes, Deliverables, and/or Results):

- Evaluate external systems as alternatives for developing curriculum and compare with the current system based on functionality, the ability to meet curriculum development needs, initial cost, and ongoing support and maintenance. (Perform cost analysis)
- Develop a recommendation for the best system to support curriculum development operations for the near and distant future.
6 Sigma Project Charter

Scope (Constraints, Boundaries, and/or Key Risks):

- The team will focus on the comparison of external systems with our current system related to key features and costs for hardware, software, and support needed to accommodate the curriculum development process.

Timeline (Define, Measure, Analyze, Improve, and Control):

- The team will commence work by April 30, 2010 and complete work by July 30, 2010.

Primary Measures:

- To be determined