Charter for
Canvas Implementation

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1. Background

Periodic review and examination of our educational systems and supports is essential to keeping Mines in a position to offer the richest learning experiences for students. With this in mind, the Learning Management System (LMS) Assessment Committee was formed. The Committee completed seven steps outlined below to assess the LMS needs at Mines and to develop the recommendations below. Blackboard’s “Learn” platform is the primary LMS currently utilized at Mines.

1. The committee first discussed perceptions and needs based on the members’ experiences and observations across campus.
2. Several committee members began to examine other LMS systems and to ask other institutions about their experiences with LMS systems.
3. We conducted a survey of faculty, staff, and students to assess our needs and current uses of LMSs. One hundred and two (102) faculty and staff responded to the survey to identify how they currently use an LMS and what they would like to be able to use (features) an LMS to enhance their work and the student experience at Mines. The survey generated a list of desired features for an LMS at Mines.
4. The Committee worked with procurement to issue a formal Request for Information (RFI). Two vendors replied with full packages, Instructure (Canvas) and D2L (Brightspace). The Committee reviewed the packages and considered alignment with our identified desired features.
5. The Committee coordinated with the three largest (based on market share) vendors to come out for a full day each to showcase their products on campus in an open venue for faculty, staff and students. One of the sessions was targeted toward CCIT and discussed technical integration issues. Faculty, staff and student feedback was gathered from the sessions.
6. The Committee reviewed the data gathered and met to synthesize the recommendations.
7. A Request for Proposals (RFP) was initiated through Mines’ office of procurement. Two vendors responded to the RFP with proposals, D2L and Instructure. The committee reviewed the responses and scored the proposals. Instructure’s Canvas solution received notably higher scores than D2L’s Brightspace in most categories.

It has been determined that Canvas is the LMS platform best suited for the needs of faculty and staff at Mines. This is based on:
- careful review of the materials gathered through the RFI to better understand the features and supports offered;
- comparing the features available with those most highly rated by faculty, staff and students (noted in the survey data);
- gathering information from the three vendors during the showcase, including focused questions asked during presentations and in-depth discussion between CCIT staff and each vendors’ technical experts;
- consideration of hosting issues (it is cloud-based so reduces some hardware and support needs, e.g., maintaining redundant servers);
- consideration of internal limitations, challenges, and support necessary to transition to a new LMS;
- developing several pilot courses and modules in each of the LMSs, and
- discussions with other higher education institutions using varying LMS systems. The following Colorado Institutions are using Canvas as their LMS: UC Denver, CSU Fort Collins, DU, Colorado Mountain College, Fort Lewis and Colorado College.

Canvas was the top rated choice in each of the review points above. Canvas is described by faculty at Mines as “easy to use,” “robust”, and “top-of-the-line.” Given these results, there is a desire by
some faculty members to use Canvas for course planning for Fall ’16. It is management’s desire for Canvas to be available for faculty planning for Spring ’17 too.

The implementation of Canvas is constrained by the expiration of the current contract with BlackBoard, which is the end of Spring Semester 2017, as well as the money that is available for services provided by the vendor. This is a stand-alone project, but the Training Content? Project is dependent on it as the LMS will be the way that the training content will be made available to students, Faculty, and Staff.

2. Objectives

- Have Canvas implemented/integrated/branded as an option for faculty and students use by December 1, 2016.
- Have Canvas available to support non-academic uses (HR training, committee & working group collaboration, etc.) by Feb 1, 2017.
- Have Canvas fully implemented as a replacement to BlackBoard by March 26, 2017 for Summer 2017 classes.
- Have appropriate material archived and BlackBoard decommissioned by May 31, 2017

3. Scope

3.1 Inclusions

The system will have an instance set up for use for a pilot of ~30 instructors in the Fall and then the integrated system will be available for parallel use for Spring. Integration with Banner is a priority. Other systems integrated will be decided as part of this effort. Training will be available for all faculty, staff and students in an appropriate form, both on-line and in-person. Courses/materials in Blackboard will be converted to Canvas based on a decision reached by the project team. Branding and customization (e.g., vanity url, logos, templates, etc.) will be addressed alongside the integration plan.

3.2 Exclusions

- Fall instance will not be integrated with Banner
- No conversion of materials from LMS’s other than Blackboard
- Courses/materials outside the criteria to be determined by the project team will not be converted
- No additional integration outside of what is detailed in Appendix

4. Key Project Deliverables

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<th>Key Deliverable</th>
<th>Acceptance Criteria</th>
<th>Approval By:</th>
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<tr>
<td>Project Charter</td>
<td>• Core team agrees that it defines the project appropriately</td>
<td>Sponsors</td>
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<td>• It is in the accepted format</td>
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<tr>
<td>Project Plan</td>
<td>• Core team agrees that it covers all the needed activities appropriately</td>
<td>Sponsors</td>
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<td>• It is in the accepted format</td>
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5. Project Authority

5.1 Authorization
This Charter has been initiated by the Trefny Center and CCIT and authorizes the use of organizational resources to accomplish the objectives of the project.

5.2 Project Manager
A selected person (yet to be determined) will manage this project on a day-to-day basis.

5.3 Staffing

1. Project Manager*
2. Technical Lead*
3. Banner Administrator*
4. Content Lead*
5. SME (Registrar, HR, Student Life, Academic Affairs)*
6. Vendor staff
   a. Customer Support Manager
   b. Implementation Consultant
   c. Canvas Support
   d. Canvas Trainers
   e. Migration Specialist
* - Core team

Other needed input
1. Data Security Administrator
2. Public Relations (Branding)
3. **Bookstore**

Staffing for Mines roles will be drawn from existing staff.

### 6. Project Management Approach

#### 6.1 Quality Management

Quality will be assured primarily by testing the functionality of the system, integrations between Canvas and Banner, and converted course information. The vendor’s system will be tested as part of the pilot for planning for the Fall semester. (Any issues that are not based on user understanding will be recorded and passed on to Instructure for resolution.) The integration of Canvas to other systems will be tested by the appropriate staff in CCIT and other involved areas, as will the converted courses/materials. Feedback/evaluations will be requested from participants in both in-person courses and online training.

#### 6.2 Risk Management

Risk will be managed throughout the project with initial risks being identified and monitored going forward. The initial risks identified include:

1. The system may have data security concerns
2. The vendor does not deliver as promised
3. Personnel resources will not be available to accomplish project work
4. Financial resources will be insufficient to support the project
5. The software is harder than expected to learn
6. The integration to Banner or other software takes longer than expected
7. Acceptance/use of the system is not as expected
8. Willingness to adapt/change associated processes is limited
9. The system does not operate as described/expected

### 7. Charter Approvals

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<tr>
<th>Project Co-sponsor</th>
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<tr>
<td>Sam Spiegel</td>
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<td>Mike Erickson</td>
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8. Appendix

8.1 Project Schedule

Milestones

8.2 Applications Integrated with Canvas for project

- Banner (Dec 1)
- Evaluation Kit (Mar 26)
- Turnitin (Mar 26)
- Pearson (Mar 26)
- Trailhead for single sign-on (Dec 1)
- Skillsoft (Mar 26?)
- Zoom Videoconferencing (Mar 26)