AITP Club at USD

ITMG 494- Project Management

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Executive Summary

Potential Project Name:
AITP USD Club

Project Sponsor's Name and Organization:
University of San Diego School of Business
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San Diego, CA92110
(619) 260-4600

AITP Headquarters
1120 Route 73, Ste. 200
Mount Laurel, NJ 08054
856.380.6910

Need for the Project:

Currently University of San Diego does not have an Association of Information Technology Professionals, AITP, club/organization. USD Business School does have a variety of professional clubs for students to join, but nothing that is for the Information Technology minor/department. If USD had this club, it would provide students with gateways into the IT field without being a computer science major.

Main Project Deliverables:

The project deliverables would be starting an AITP club at USD for Fall 2016/2017 semester. In terms of starting an AITP collegiate club, it would require a professional AITP club to be the sponsor of the USD version. The main deliverables of starting a club would be

- Field Trip: IT Corporate field trip to QUALCOMM to see there facilities and learn about managing projects on larger scales

- Careers in IT night: Various IT professions in San Diego discuss what technology stands out on resumes and what careers there is in IT

- Tech Spotlight classes: Friday afternoons learn new technology (Microsoft Project, Various ERP Systems, Microsoft SharePoint, Microsoft Access, etc.)

Required Team Skills:

A motivated and energetic team is needed to make this club successful. Also, it is extremely necessary to select an advisor that is willing to support this club to succeed at USD. Skills that students need to have in order to found the club is drive, motivation, teamwork, and willingness to succeed. All the skills will have a direct impact of if the club will last at USD. Skills requirements will be stated in the student handbook of what is required of them being a member of this organization.

Main Team Tasks/Roles:

Role	Tasks	Responsibilities
President	- Be the main point of contact for the club and USD - Distribute and manage all officers - Report and Organize meetings - Contact with IT community	Promote the club. Gain exposure and create awareness at USD about Club. Main point of contact
Vice President	- Maintain contact with IT community - Communicate to President everything - Second in command if President can't attend - Assist in planning/ coordinating events - Be the contact with HQ AITP	Communicate all info to be spread to President.
Treasure	- Coordinate the registration fee with AITP - Budget all meeting food with Associate Students for funding - Report /record on spending	Manage all the money and report to Associate Students funding.

Role	Tasks	Responsibilities
Membership Chair	• Manage all students who are members • Manage members emails and phone list •	Manage the members
Secretary	• Plan meetings • Send out mass emails • Coordinate rooms and dates with school	Plan meetings. Spread the word. Manage attendance.
Program Chair	• Plan all events for the chapter • Manage all events to AITP and USD standards • Work with SDSU Program Chair to co-create events/programs	Plan all events/programs offered. Manage requirements with AITP.

My Desired Role and Why:

My desired role would be Vice President, to plan the events that would take place in the club. Also I would want to be in contact with the Club HQ to ensure that task and meetings are done correctly.

Project Sales Pitch:

Creating an AITP chapter at USD would provide networking with other IT professionals, continuous learning programs, involvement in community activities plus more. Having a club that is student run and focuses on IT in Business would lead to greater opportunities and learning experiences.

Having the club would get funding from USD Associate Students to fund food at meetings or ability to take field trips to gain insight into this role. Overall with having a club that focuses on Business IT would gain the opportunity for USD to support the IT classes with hopes of adding more for students to take to learn insight to what is not currently offered at USD.

Project Analysis

Problem Statement

Currently USD offers students the option to join a variety of clubs that either students created or are sponsored by different professional organizations. Although, no club that focus on Information technology exists at USD. With having a professional club that students can join would create an outlet for students to get involved beyond the classroom.

As of right now, if a Professor wants to take students on a field trip or do anything extracurricular it has to be a class activity. With having an organization sponsored club would gain funding from USD Associated Students to have activities. Additionally, more resources would be available for students if a club about IT were in place.

Overall having the club meet once to twice a month, would allow for guest speakers in the IT industry talk about their experiences. The second meeting of the month could be a tour visit around San Diego of various IT offices.

Project Objectives

- Increase awareness of opportunities and careers in the Information Technology field. Measured by jobs/ internships students get.

- Attendance of the members exceeds forecast/ expected amount. Compared to similar clubs at USD that related to a minor/major.

- Have 3 activities that involve all members of the club. Measured by the amount of activities that are planned.

  - Field Trip: IT Corporate field trip to QUALCOMM

  - Careers in IT night

        o   Tech Spotlight classes

Project Scope
USD AITP

September 2016- Create AITP chapter at USD

Events:

USD AITP Industry Tour

October 2016

Project Characteristics and Requirements:

1. Recruit at least 10 members to join the club in order to be classified as a student club through AITP

2. Found chapter though associate students in order to receive funding and support from the University

3. Seek out the San Diego AITP business chapter for sponsorship

4. Coordinate with the members dates and times of meetings

5. Arrange guest speakers to come in to speak about AITP or technology in San Diego (use the AITP San Diego chapter has a resource)

6. Plan a facilities tour during dead hours or on a Friday afternoon. Promote this event ahead of time and if need to, make it open to anyone

7. Meet with the SDSU AITP chapter and see how they market and promote their club

8. Attend SDSU AITP meeting and offer support

Project Deliverables:

1. Team Charter

2. Project Schedule

3. Work Break Down Structure/ Schedule

4. Two status report

5. Final Takeaways Report

Project Success Criteria:

The project success will be defined and managed to match the task and goals of each task assigned. Task assigned will vary throughout the school year depending on how the President decides to lead with various events. The project success criteria will be met if more than 10 students join the club and we have a 70% or higher attendance on the events.

Return on Investment Analysis

Expected Benefits:

Benefits include various factors that support the school, student, and AITP organization. The main benefit is it will connect students into the business world of IT and have the opportunity to see what a professional organization is before graduating. It will also strengthen the Information Technology department with having support from an Associated Student organization. Overall this will benefit the students by giving them an outlet to connect with corporate world with guest speakers and events.

Expected Cost:

The cost below is the estimated cost for the Fall and Spring 2016 academic year. This is accounting for two site visits of an IT office that would be local travel (students expense) and having various IT professions come to the meetings to speak (USD gifts around $15 will be given to show appreciation). USD Associated Students will fund the food for the meeting if the required amount of students attends.

Cost	Expected
Student Fees of Members	($30.00) * 35 students joining (note: students pay there own fee)
Gifts for guest speaker	($15) * (6 guest speakers)= $90
Food for meetings	Varies, but AS funds

Project Design

Requirement Analysis:

Feasibility Study:

Feasibility wise, this organization is very easy to start a club at USD. With having support from the San Diego AITP and San Diego State University AITP, it has the local support foundation. The projected activities will also be feasible to account for since they will be various company visits and tools and also pairing up with Associated Students and managing their various projected and events throughout the year.
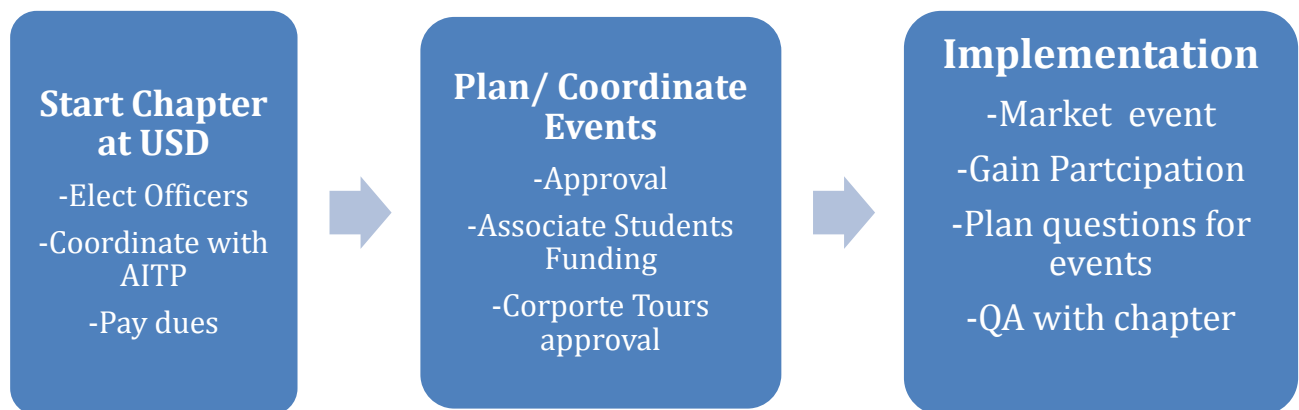
Communication Strategy:

A communication strategy will be in place to make sure all students are aware of what is going on in the organization.   Project roles will create a cross-functional communication style, among different roles in the club. The President will be in charge of mass communication to all the members and the school. All officers will report their communication that needs to be spread to the President. This will create only one point of contact to not confuse people.

All documentation of the club will be kept organized. To access and compile project role files will be stored on Google Drive with sharing capabilities from Google Docs. In

order to communicate to the general members, email list will be created and pulled from

torero Org. For spreading the word about the Organization, it will be sent out through USD

School of Business weekly email.

Project Development

Timeline/ WBS

Start Chapter at USD
-Elect Officers
-Coordinate with AITP
-Pay dues

→

Plan/ Coordinate Events
-Approval
-Associate Students Funding
-Corporte Tours approval

→

Implementation
-Market event
-Gain Partcipation
-Plan questions for events
-QA with chapter

April- Start planning AITP at USD, coordinate with Associated Students on getting a club on campus
May- Nominate officers for AITP

September: Kick of meeting of AITP, start recruiting members to join
September: Have guest speaker meeting to discuss what Information Technology is
September: Officers- Plan Friday Tech spotlight classes for October
October: Have general meeting and inform students about the Friday Tech Spotlight classes
October: Have guest speaker at meeting to talk about Project Management in IT
October: Tour USD Data Center and have them talk to students about IT at USD
November: General Meeting to discuss international technology
November: Friday tech spotlight classes twice month
November: Field Trip to Qualcomm to see facility with presentation
December: General Meeting and guest speaker about city of San Diego IT
December: Holiday Party with tech spot light class
Note this will be similar for Spring semester*
Note: Officers will have meetings once a week and share information from AITP HQ*

Testing and Documentation

Documentation and testing will be store on the Google Drive. Documentation of all events will be extememly needed for the first year of having the club

Final Analysis/ Method of Evaluation

Method of evaluation will be done throughout the semester. It is extremely necessary to

get a count at the meeting of how many students attended. Also a sign up sheet will be created

online for the Tech Spotlight classes that take places on Fridays. In the email signup will give

students an opportunity to review the class afterwards. This will allow the officers to see what

events are working and what is not.

Appendix

This location will hold all information regarding meeting minutes and extra information.

Sample Meeting Agenda

Introduce Chapter Council (5 minutes)
Have members go around room and introduce themselves, grade, and major (5minutes)
President share IT insight from AITP (5minutes)
IT Industry leader presents on career- Project Manager from Thermo Fisher (30minutes)
Students Q&A Session (10 minutes)
Announcements about upcoming activity (5minutes0

Sample Field Trip (Note: Field trips can take place at any industry)
-Tour
-Meet IT Director
-See various projects going on
-Meet entry-level staff present on careers in IT
-How to be successful in your job speech