

PROJECT CHARTER

Project Team: Portable Village 3

Project Type: Planning

Project Duration: SP24 to FA24

Sponsoring Council: Student Success Council

PROJECT BACKGROUND AND NEED (Why is the project necessary?)

Based on information from the Division of State Architects (DSA), the decision was made to close Davies Hall effective Friday, September 8, 2023. The closure of Davies Hall resulted in the loss of 40 classrooms and 90 faculty offices. Options for classroom space and office space were presented to the College on Friday, January 19, 2024. On January 22 and 23, two feedback sessions took place to solicit input from the College. In mid-February, president Cardoza announced the College's decision to build Portable Village 3 in the Stadium parking lot. Faculty have expressed their strong interest in participating in the planning process for this new portable village.

PROJECT PURPOSE AND SCOPE (What is the project expected to encompass? What are the boundaries?)

The purpose of this project team is to involve the Davies Hall community and the broader ARC campus community in the planning process for Portable Village 3, specifically with regard to office and classroom teaching requirements. This project team is charged with providing feedback to the planning of space utilization within Portable Village 3, Portable Village 2 (Tech Ed West), and Portable Village 1. Space utilization should consider the use of new and available space in Portable Village 1, 2 and 3 for classroom usage, lab usage, faculty offices, Area Offices, and HomeBase Facilities. Design recommendations for use of space to meet andragogical needs of academic disciplines should be considered.

PROJECT CHARTER

PROJECT OBJECTIVES (What is the project expected to achieve?)

Successful completion of this project is intended to achieve the following objectives:

1. Gather resources and information using an [equity lens](#) to inform the planning process such as student needs, enrollment, Department needs.
2. Use disproportionate impact data and data from the DI Project Team Reports to inform Project Team decisions with the goal of making recommendations aligned with College goals to close racial equity gaps.
3. Review and assess gathered resources in determining facility needs and prioritize usage. Specify data collected from [Department Chairs in meetings with VPI](#).
4. Review existing spaces within Portable Village 2 (Tech Ed West), and Portable Village 1.
5. Discuss and develop options for seeking meaningful student input into the design of Portable Village 3

PROJECT DELIVERABLES (What items will be produced during the project?)

1. This project is charged with providing recommendations to the planning of space utilization within Portable Village 3.
2. This project is charged with providing design recommendations for use of space to meet andragogical needs of academic disciplines.
3. This project is charged with providing recommendations for area and department assignments within Portable Village 3, Portable Village 2 (Tech Ed West), and Portable Village 1.

PROJECT CHARTER

4. The project recommendations will be delivered to the College President and Vice Presidents in the form of a written report.

SUCCESS INDICATORS (How will success be measured or determined?)

The project will be considered successful when:

- 1) Deliverables are accepted by the Student Success Council and the Executive Leadership Team.
- 2) Portable Village 3 is constructed with feedback from this Project Team

All of these indicators can be thoroughly accomplished through completion of the stated project objectives.

PROJECT ASSUMPTIONS (What conditions are believed to exist?)

The project team was authorized based on the following assumptions:

- The planning process will consider the needs of the ARC main campus
- The plan is to be developed to address medium-term facilities' needs (through 2030)
- The general direction of the recommendations should align with ARC's mission, vision, Equity Plan, EMP, and [strategic plan goals](#).
- Recommendations from the Project Team shall be constrained by decisions within the College's purview.

PROJECT CHARTER

PROJECT RISKS, CONSTRAINTS, OR DEPENDENCIES (What factors might impact the project? How might the project intersect with the internal or external environment including other projects?)

The project team should be aware of the following known risks, constraints, and/or dependencies:

- Work within district process for campus facilities planning

OTHER CONSIDERATIONS (What are the anticipated implications related to equity and inclusion; research and data; district policies and regulations; district and/or college-wide practices; college-wide cross-functional relationships; and resource needs such as staffing, workload, technology, and space/facilities?)

PROJECT CHARTER

PROJECT TIMELINE/KEY MILESTONES

Month(s)	PROJECT PHASE	FOCUS/MAJOR TASKS
February, 2024	Initiation	Project initiation and charter development
February, 2024	Preparation	Project planning; team scheduling; initial research and discovery; preparation for kickoff
March 2024 to May 2024	Team-Based Work	[will vary by project; should identify any key milestones]
Fall 2024	Formal Review	Review and adoption of deliverables through governance processes
	Closure	Celebrate the project team's work and archive artifacts of the project

Planned Governance Flow of Deliverables

Meeting Date	Council	Desired Outcome
August 22, 2024	Academic Senate	☒ 1 st Reading ☐ 2 nd Reading – Recommendation to _____
September 3, 2024	Student Success Council	☒ 1 st Reading ☐ 2 nd Reading - Recommendation to _____
September 12, 2024	Academic Senate	☐ 1 st Reading ☒ 2 nd Reading – Recommendation to _____
September 17 2024	Student Success Council	☐ 1 st Reading ☒ 2 nd Reading – Recommendation to _____
October 7, 2024	Executive Leadership Team	☒ 1 st Reading ☐ 2 nd Reading – Recommendation to _____
November 4, 2024	Executive Leadership Team	☐ 1 st Reading ☒ 2 nd Reading – Recommendation to _____

Standard Description of Project Stages

Project Stages	Description
Initiation	Activities leading to the authorization and chartering of a project team
Preparation	Activities which occur once a team is authorized and can be conducted independently to plan, schedule, and setup the project (project management steps)
Team-Based Work	Activities which occur in a collaborative environment in which the project team works based on the scope of the charter
Formal Review	Activities by which deliverables are submitted to the sponsoring council for formal approval; may involve a sequence of governance review including ELT and/or other entities; formal review may result in acceptance of the deliverables; request for the project team to revisit the design/refinement stages; or abandonment of the project
Closure	Activities to celebrate the success of the project and archive the artifacts of the work completed

PROJECT CHARTER

PROJECT ORGANIZATION, ROLES, AND RESPONSIBILITIES

Role	Responsibilities
Project Leads	- Prepares, leads, and follows up on meetings (see details of the Role of the Chair in the <i>ARC Governance Framework</i>) - Communicates the project to various stakeholders, and when appropriate, solicits feedback on draft deliverables through informal review processes - Submits the final deliverables to the sponsoring council for approval
Project Steward <i>(may be one of the leads or a separate individual)</i>	- Manages the project on behalf of the sponsoring council - Drafts the charter in consultation with the sponsoring council's chairs - Conducts preliminary research to gather information on promising practices, product options, or other relevant materials to inform the project - Develops a work plan based on the charter to organize, sequence, and schedule the work of the project team within the available time frame - Reports progress to the sponsoring council - Maintains and archives project documentation at the conclusion of the project - Assists the project leads as needed
Team Members	- Participates in all project meetings and activities - Supplies valuable knowledge and perspective (often based on the individual's responsibilities or role at ARC) - May be assigned specific project tasks to complete outside of project meetings - Assists with the "heavy lifting" that is required to accomplish the project deliverables
External Consultant <i>(optional)</i>	Provides expertise and assistance from an external (non-ARC) perspective
Executive Sponsor <i>(optional)</i>	Large, high-impact projects only: - Champions the project from the executive level to secure buy-in and ensure viability - Communicates project purpose and vision - Allocates appropriate resources to support effective development, execution, and institutionalization - Maintains awareness of project status and helps mitigate risk - Mediates conflicts and facilitates dialogue to resolve project issues - Assumes other responsibilities as appropriate based on the project scope

Please see Appendix A for a complete roster of the membership for each specified role.

PROJECT CHARTER

PROJECT STAKEHOLDERS (Who has a vested interest in the project? Who will it impact?)

- ☒ Sponsoring Council
 ☒ Project Team (including leads and members)
 ☐ Project Steward
☐ Academic Senate
 ☐ Associated Student Body
 ☐ Classified Senate
 ☐ PES
 ☐ Management beyond PES
☐ Instruction
 ☐ Student Services
 ☐ Administrative Services
☐ Specific departments or other entities:

COMMUNICATION PLAN (How will information be shared with the stakeholders?)

Based on the previously stated stakeholder list, the general plan for sharing project information is as follows:

Communicated By	Audience	Frequency	Purpose
Project Steward	Sponsoring Council	Monthly	Regular update of project status

Conflict Resolution

Any matter of significance which cannot be resolved by the project leads may be referred to the appropriate administrator (typically the chair of the sponsoring council) or to the President's Executive Staff (PES). Any significant change in charter scope will require approval of a revised charter by the Executive Leadership Team (ELT).

PROJECT CHARTER

APPENDIX A: PROJECT MEMBERSHIP

PROJECT TEAM		
	Name of Participant	Role at the College
Project Lead	Derrick Booth	
Project Co-Lead	Brian Knirk	
Members		People Culture & Society Faculty
		Language & Communication Faculty
		English Faculty
		People Culture & Society Faculty
		Language & Communication Faculty
		English Faculty
		Athletics Faculty
		People Culture & Society Classified Professional (flexible based on available staffing)
		Language & Communication Classified Professional (flexible based on available staffing)
		English Classified Professional (flexible based on available staffing)
		Athletics Classified Professional
		LRFTC Representative
	Margaret Lednický	
	Lori Shull	
	Jeff Bucher	
		Interim Dean of People Culture & Society
	Corinne Arrieta	Interim Dean of Language & Communication
	Carina Hoffpauir	Dean of English

OTHER ROLES	
Project Steward*	
External Consultant(s)	
Executive Sponsor <i>(high-impact projects only)</i>	Frank Kobayashi

PROJECT CHARTER

*May be one of the project leads or a separate individual

APPENDIX B: STUDENT PARTICIPATION

The student voice contributes a diverse perspective to ARC project teams and is highly valued. As project teams have widely varied meeting schedules which can require a substantial time commitment, a flexible set of options have been defined to ensure that project dialogue and deliverables are influenced by the student perspective.

Please check one or more boxes below that indicate the methods the project lead/co-lead intend to use to facilitate student participation during this project.

	Method	Description	Compensated?
☐	ASB Appointment	Associated Student Body (ASB) appoints two students to serve on the project team and attend all meetings. This option is considered the standard method of representation.	Yes
☐	Student Resource Panel	In consultation with ASB, create a student resource panel that is called upon by the project lead/co-lead to provide student input at key points during the project. The resource panel may be an existing group of students (e.g., Sages) or a temporarily formed group assigned to the project.	Yes
☐	ASB Direct Involvement	Lead/co-leads work directly with ASB to be placed on an ASB agenda, present the project concept, and solicit input from students during a regularly scheduled ASB meeting.	No
☐	Student Survey or Focus Group	Project conducts a student survey or focus group through the Institutional Research Office and uses the results to inform the work of the project team.	No, but incentives may be provided on a case-by-case basis.
☐	Student Forum or Gallery Walk	Project holds a student forum or gallery walk during which large groups of students can provide input in response to	No

PROJECT CHARTER

		narrative or visual prompts. ASB would be asked to assist in publicizing the date/time of the event to the student constituency.	
☐	Other (please specify intended methods)		

Please see the “Governance: Student Compensation” document for further details on the compensation structure.