

PROJECT CHARTER WORKSHEET

Project Title:

Creation Date: *(When this charter was created)*

Title **Assessment of harassment education efforts**

05/20/2013

Problem Statement: Educational excellence requires that programs and services be provided in a civil environment free from harassment. In an effort to improve the climate on campus, UWS has developed a series of activities designed to reduce the incidents of harassment and incivility among both students and employees.

Description: This project will engage the campus in a series of assessment activities to determine the effectiveness of efforts to mitigate harassment and incivility through education and training.

Goals: *(why are we doing this)*

- Regular assessment will indicate that students and employees are receiving education about harassment and civility issues
- Regular assessment will indicate that harassment policies for students and employees are clearly understood by the campus community
- Regular assessment will indicate an improved climate on campus for both students and employees

Stretch Goals:

- Incidents of harassment and incivility will decrease (super-stretch goal will be that these incidents will cease!)

Project Manager: Name

Sponsor: *(Who is charging this team?)* Name

Stakeholders: *(Who cares about this? Who is affected?)*

- Shared Governance groups
- Affirmative Action
- HR
- Assessment Coordinator
- Dean of Faculties
- Dean of Students
- Cabinet

Project Team Roles: *(Who will work on this and what is their role)*

- MEI team identify what we want to measure, concepts to cover
- Sociology (Eric Edwards) - Develop pre- and post-assessment plan(s)
- AA – administer surveys
- OIE – collect and analyze survey data
- Xx – develop on line reporting mechanism

Additional Subject Matter Experts: *(who may have additional information pertinent to this project.)*

- UW System Administration, Office of Student Affairs
- UW System Administration, Office of Legal Counsel

Tools and Resources: *(What is available to the group to accomplish its work-money, people, etc. What will the group need to acquire to accomplish this work?)*

- Campus Climate survey results from 2011 are available as benchmark
- Need to schedule subsequent administrations of the climate survey
- Need to develop and administer other assessment tools

Deliverables: *(what the group is being asked to produce, nouns that name the things that will exist as a result of the project)*

- Draft assessment plans
- Draft recommendations for continuous improvement of educational outreach activities

Assumptions: *(Givens relative to process and outcomes)*

- That members of campus community want to improve the climate
- That members of campus community will participate with good intentions
- Trainings and educational outreach activities are being provided to the campus

Scope: *(what are the boundaries for the project? What is in scope? Out of scope?)*

- Boundaries include existing HR policies
- Entire campus community is in the scope of the project.

Measurable Results: *(How we will know we are successful with this project)*

(After an anticipated increase in reporting initially)

- Climate study results will indicate improved satisfaction with climate and culture of campus
- Fewer student conduct cases involving harassment and decrease in the severity of the nature of cases
- Fewer reports filed with HR regarding harassment and decrease in the severity of the nature of cases

Timeline and Milestones: *(Deadlines for major accomplishments and completion of the project)*

- Assessment will begin with pre-surveys prior to educational outreach activities; after one year of activities, assessment will determine what additional activities are needed. Cycle will continue until desired climate results are met.

Risks: *(What could derail this project? How will risks be mitigated?)*

- Lack of well-intentioned participation from campus community (encouragement from supervisors and campus leadership may mitigate).