

## IITG Mid Year Project Report : Entry # 205

### Name of Principle Investigator:

Yvonne Harrison

### IITG Project Title (truncated)

2014-UA-Harrison-Increasing Access to Nonprofit Management and Leadership Education

### 1) Please consider the original timeline and deliverable targets. How is your project progressing compared with the original estimates?

While the deliverables have been met, I did not anticipate the amount of work it would take to produce videos. For example, the time it would take to develop and flip course content. It involved a very creative process that took time and multiple film locations. This is directly related to the issue I describe below about procuring contracts.

### 2) How is spending progressing when compared with the original budget estimates? (You may also choose to detail issues regarding access to funds in the next three questions).

The project is progressing within original budget estimates.

Total Budget: \$10,000

Services Budget: 6,000

iStock Photo: 325.00

Hosting: 2275.00

Video: 3400.00

TOTAL: 6,000

Equipment Budget: 1,000

Microphone/lens:409.88

TOTAL: 409.88 (590.12)

Personnel: 3,000

Instructional Designer Stipends: 1,000.00

TOTAL: 1,000 (2,000).

Note: One designer's status changed to prevent her from receiving the stipend. The other ID has not processed the paperwork.

I plan to spend the remaining funds on TA support personnel.

### 3) Please provide feedback regarding your experience with the project execution, in particular any issues or roadblocks you've encountered that may have been unexpected.

The biggest roadblock we encountered that threatened the project had to do with procurement of a contract for video production services. My original estimate for video work was quite low as it was believed we could shoot most of the video in two days with very little editing (one revision). It turned out that additional locations and editing of videos was required to establish a consistent look and feel.

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While we had the funding to allow for the additional services, followed procurement rules, and involved the right people early on, the amount of the contract put us into a situation where we had to obtain a purchase order. Purchasing wanted us to get competitive bids and to provide a scope of work to facilitate it. It took some time to explain the situation (I wrote a letter and responded to questions as well as prepared a scope of work document), the issue was resolved without harm to the project. It did, however, take time and caused considerable stress with two weeks before launch.

**4) What are your positive observations or pleasant surprises about your team's interaction or project process that might be helpful to other PI's?**

This has been an incredible journey in so many ways. One, we're on our way to accomplishing the goal that we set out to achieve with the IITG grant. With 11, 807 learners from 178 countries registered, we've increased access to nonprofit management and leadership education.

Two, we have not only increased access to education, we've pushed the boundaries in online education by designing a course that uses team-based learning and academic service learning methods to facilitate course learning.

Three, we've increased visibility of the University and our research by making the knowledge and resources we have created available to those in need of it. This moves us into the space that the National Science Foundation has recently acknowledged in their funding applications--research for societal impact.

Three, we've really enjoying the work. It is very motivating.

With respect to helpful suggestions for other PI's, while you will have a large team, create an inner circle of people who are as available and committed to the project and outcomes as you are.

**5) Please describe any challenges you've encountered working with your project team that you've found solutions for that might be helpful to other PI's.**

You will experience challenges--expect and manage them.

You will be stressed--expect and manage it (like an olympic athlete)

Ask for support--remove service obligations to lighten your load.

Have fun--this is what you've worked hard for--so enjoy pushing the boundaries.

Make mistakes--acknowledge and learn from them.