



Project Overview Statement

Executive Summary

Project Title: Routine Flexible / E-learning Data Reports
Project ID: 138
Project Leader: Sharon Parker
Department: Instructional Technology
Executive Sponsor: Ken Ross

PROJECT BUSINESS CASE

Project Overview

The Flexible Learning department is regularly called upon to generate a variety of specialized reports involving any combination of the following variables: e-learning faculty, terms taught, e-learning courses taught, e-learning formats taught, enrollments, max class sizes, etc. Presently, these reports must be manually compiled and can span data covering several semester or years. As the number of e-learning faculty and course sections grows, the process of generating these reports is becoming increasingly unwieldy and time consuming, and the manual nature of the compilation process has the potential to introduce errors.

As the importance of e-learning at BCC continues to escalate, having access to a standardized report generation capability will become increasingly important. Therefore, access to a longitudinal database of course information is requested. The access should allow the user to select which variables should be displayed by the report. The following capabilities should be supported at a minimum:

- a. Which e-Learning courses were offered during a user-selected time period, in what Formats, by which instructors, at which locations
- b. Which faculty taught e-Learning courses during a user-selected time period, in what e-Learning formats, at which locations, and were they full or part-time faculty.
- c. What courses were offered in which e-Learning formats during a user-selected time period, in which formats, by which instructors, at which locations
- d. What were the enrollment caps, enrolled numbers, and paid students for each course section during the user selected time period, at which locations

By generating reports based on designators, this report can be used to generate routine reports for other programs at BCC.

- [Task/Process/Change]
- [Task/Process/Change]

Business Goals

Generate e-learning “snap-shot” reports detailing, for any given period, how many and which faculty are involved, which courses available at what locations in which formats, and how enrollments are distributed. This information will help administration monitor the growth of e-learning, quantify faculty involvement, and make strategic decisions regarding e-learning course development, and allocation of resources related to e-learning.

Success Factors

[Replace this text with a description of the success factors and any related resource requirements associated with this project implementation.]

- **[Factor/Resource]**
- **[Factor/Resource]**