

Mini Grant Summary Report

Name: Aaron Bochniak
Date: June 13, 2007

Division: NERIC
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Project Title: MS Project Standard 2003

Project Code: For Office Use Only

Results Narrative (Describe what you had hoped to have achieved, what you did achieve, any challenges, and what you might do differently next time)

Goals:

This pilot was developed to allow the NERIC to assess the feasibility of using a software solution to help aid in the project management process across departments. MS Project allows for assigning resources, evaluating changes (and their impact), track performance, generate reports and the sharing of project plans.

Objectives:

- 1) Create project plans efficiently: Set-up projects, manage tasks and resources, track schedules and report project information.
- 2) Track and evaluate plans: Assign resources, evaluate changes and track performance.
- 3) Communicate effectively: generate reports and share project plans.

Results Data (Present any data collected through the project)

Program time intensive: Limited time to work with application, update information while managing day-to-day activities. Inability to assign resources from across departments, so we were working in a single resource instance. The organization, as a practice does not project plan. Project planning counter to institutional practice. Using MS Excel to track like projects, easier to use and update. Without (MS Project Server) or SharePoint Services limited ability to share resources and calendars.

How was the project disseminated?

Three individuals piloted software. Two of the individuals received 2 levels of training from New Horizons (Level 1 and Level 2). The third person was trained by one that attended training in an effort to assess the level of training required in order to make use of the product.

Please show an accounting of the expenditures.

2 People Attend 1-Day Level 1 Project 2003 and 1-Day Level 2 Training (\$112.50/person/day) = \$450.00

Please check box if you are submitting Project Artifacts.

These Project Artifacts will be cataloged in the SETRC Library as a resource for other staff members use. You may send your Project Artifacts directly to the SETRC Library for processing..

New Horizons Albany - Tech Valley

10 Airline Drive
 Suite 101
 Albany, NY 12205

Invoice

| | |
|-----------|-----------|
| Date | invoice # |
| 9/19/2006 | 117364 |

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|---|
| Bill To |
| Capital Region BOCES 900 Watervliet-Shaker Rd Suite 102 Albany, NY 12205 |

PAID

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|----------|--------------------|-----------|-----|------------------|
| P.O. No. | Terms | Due Date | Rep | Sales Tax Status |
| verbal | Net 30 After Class | 11/6/2006 | DJW | exempt |

| Qty | Description | Delivery Date | Rate | Amount |
|-----|--|---------------|--------|--------|
| 2 | 1-Day PC Applications Class Class: Level 1 Project 2003 Date: 10/6/06 Student: Aaron Bochniak & James Bronson | 10/6/06 | 112.50 | 225.00 |
| 2 | 1-Day PC Applications Class Class: Level 2 Project 2003 Date: 12/6/06 Student: Aaron Bochniak & James Bronson | 12/6/06 | 112.50 | 225.00 |

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|-----------------------------|-------------------------|-----------|
| Thank you for your business | Subtotal | \$450.00 |
| | Sales Tax (8.0%) | \$0.00 |
| | Total | \$450.00 |
| | Payments/Credits | \$-450.00 |
| | Balance Due | \$0.00 |

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|--------------|--------------|
| Phone # | Fax # |
| 518-452-6444 | 518-452-8099 |