

PROJECT CHARTER

I. Project Name

Boonshoft Academic Management System (BAMS)

II. Authorities

A. Initiating Authorities

Margaret M. Dunn, MD, MBA, Dean, Boonshoft School of Medicine
Dieter E Nevels, M.B.A., Executive Director and CFO

B. Project Managers

Greg Kojola and John Needles are authorized as project managers for this project and will be the primary points of contact. They are responsible for meeting all key milestones within the time, cost, and performance constraints of this project. Furthermore, they have the authority to apply organizational resources to accomplish the goals of this project.

III. Business Need the Project Addresses

The medical school must eliminate paperwork and create new, efficient processes to manage student data and curricular content for undergraduate medical education that easily shows continued compliance with LCME requirements.

IV. Project Description

A. Product/Service Characteristics

The new collection of systems should address the following areas of student data:

- Admissions/Recruitment
- Student Demographics
- Scheduling
- Curriculum/Mapping
- Grades/Transcripts
- ePortfolios
- Clerkships
- MSPEs

B. Project Relationship to Business Need

The new collection of systems shall eliminate paperwork and allow the creation and support of new, efficient processes for managing student data and curricular content. The systems shall house all data related to the academic performance of the undergraduate medical students. The systems shall allow easy and continuous evidence of compliance with LCME requirements.

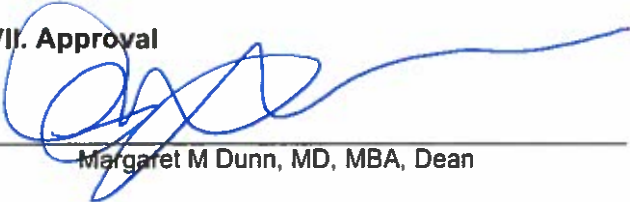
V. Constraints

- The project will utilize existing University resources when possible.
- The project may consist of more than one system.

VI. Assumptions

- Project will replace the three core modules of MedSIS: Student Information, Scheduling and Grades.
- The FileMaker platform will continue to exist.
- New processes will be phased in beginning July 2017 and will continue until complete.
- Duties and functions may change for personnel as a result of new processes.

VII. Approval



Margaret M Dunn, MD, MBA, Dean

December 8, 2016

Date Signed



Dieter E Nevels, MBA, Executive Director/CFO

December 8, 2016

Date Signed