NCIIA Grant Proposal	Innovation Lab Workplan	November 2011

Project area	Action Item	Deliverable	Timetable	Done-by date	Notes
Management team					
	Steering committee formed	MOU about goals and expectations	Dec '11 -- Feb '12	2/28/12	Cross-campus faculty, staff, students; external representation
	Review of steering committee composition and role	Changes as needed to composition and role	June '13	6/30/13	
Equipment and software					
	Get student input on needs	Report on student needs	Nov '11 -- Feb '12	2/28/12	
	Identify options	List of options and costs, with recommendations	Feb-Mar '12	3/31/12	Steering committee review
	Select and purchase	Equipment received	April '12	4/30/12	
	Set up in lab	Equipment on site	May-June '12	6/30/12	
	Test	Equipment functioning correctly	July-Aug '12	8/15/12	
Faculty, mentor and EIR resource base development					
	Create job descriptions	Faculty advisor, mentor and EIR job descriptions	Jan-Mar '12	3/31/12	Steering committee review
	Create faculty advisor database	List of 20+ faculty across campus	Jan-Mar '12	3/31/12	Steering committee review
	Create mentor/EIR database	List of 50+ mentors/EIR candidates	Jan-Mar '12	3/31/12	
	Identify lead EIR candidates	Short list of EIR candidates	April '12	4/30/12	Steering committee review
	Interview and select	Lead EIR(s)	May-June '12	6/30/12	One or two per semester, may continue
	Train lead EIR(s) and mentors	Expectations, evaluation plan	July '12	7/31/12	Encourage leadership of workshops
	Set office hours	Schedule	Aug '12	8/15/12	
	Follow up re: faculty, mentor, EIR satisfaction	Survey results	May '13	5/31/13	
	Select next set of EIR(s)	Lead EIR(s) for FY 13-14	May '13	5/31/13	Steering committee review
Student "coaches on call"					
	Create job description	Student coach job description	Jan '12	1/31/12	Steering committee review
	Solicit MBA students	List of interested students	Feb-March '12	3/31/12	Other students by application
	Interview and select	List of student coaches	March-April '12	4/30/12	4-6 per semester
	Build resource library	Books and other media	April-July '12	7/31/12	Steering committee review
	Train student coaches	Expectations, ongoing training and evaluation plan	May-July '12	7/31/12	Each student coach will meet regularly with the EIR for additional training and
	Set office hours	Schedule	Aug '12	8/15/12	
	Follow up re: student coaches' satisfaction	Survey results	May '13	5/31/13	

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	Select next set of coaches	New coaches	May '13	5/31/13	2nd year MBA students
Marketing and student outreach					
	Create outreach plan	Outreach plan	March-May '12	5/31/12	Steering committee review
	Set up website	Website	April-June '12	6/30/12	Steering committee review
	Identify on-site materials and signs needed	List of materials	May-June '12	6/30/12	Steering committee review
	Print materials and signs	On-site materials and signs	July-Aug '12	8/15/12	
	Develop online student satisfaction survey	Survey	May-July '12	7/30/12	Steering committee review
	Plan launch event and ongoing schedule of events	Launch event plan and event schedule	May-Aug '12	8/30/12	Steering committee review
	Launch event	**Launch**	**Aug '12**	**8/30/12**	
	Ongoing outreach	Scheduled and event-specific outreach each month	Aug '12--on	no end date	Regular social media, videos, website updates, blogs, and other publicity
	Hold scheduled events	Workshops	Sept '12-on	no end date	At least 2x/semester; coordinated with NVC
E-teams					
	Fall e-teams formed	4-6 e-teams	Sept-Dec '12	6/31/12	Faculty advisors and mentors engaged
	Spring e-teams formed	6-8 e-teams	Jan-April '13	4/30/13	Faculty advisors and mentors engaged
	Ongoing student input	Annual report on student needs	Aug '12-May '13	5/30/13	From online satisfaction survey and other student feedback, for new purchases, space modifications, or program modifications over the summer. Steering committee review
Key metrics:					
	Number of students served (lab, kiosk, events)				
	Number of e-teams formed				
	Progress of e-teams				
	Student satisfaction				
	Advisor, mentor, coaches' satisfaction				

Note: kiosk development will occur in parallel under separate funding and will be integrated into outreach and coaches on call material.
Student staffers of the kiosk will be primarily undergraduates, but will receive some of the same training as the coaches on call.