

POP - Paper Outlines Project

Presentation to HoSA



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Renée Boyer

Project Sponsor

Karla Buss

Business Project Manager



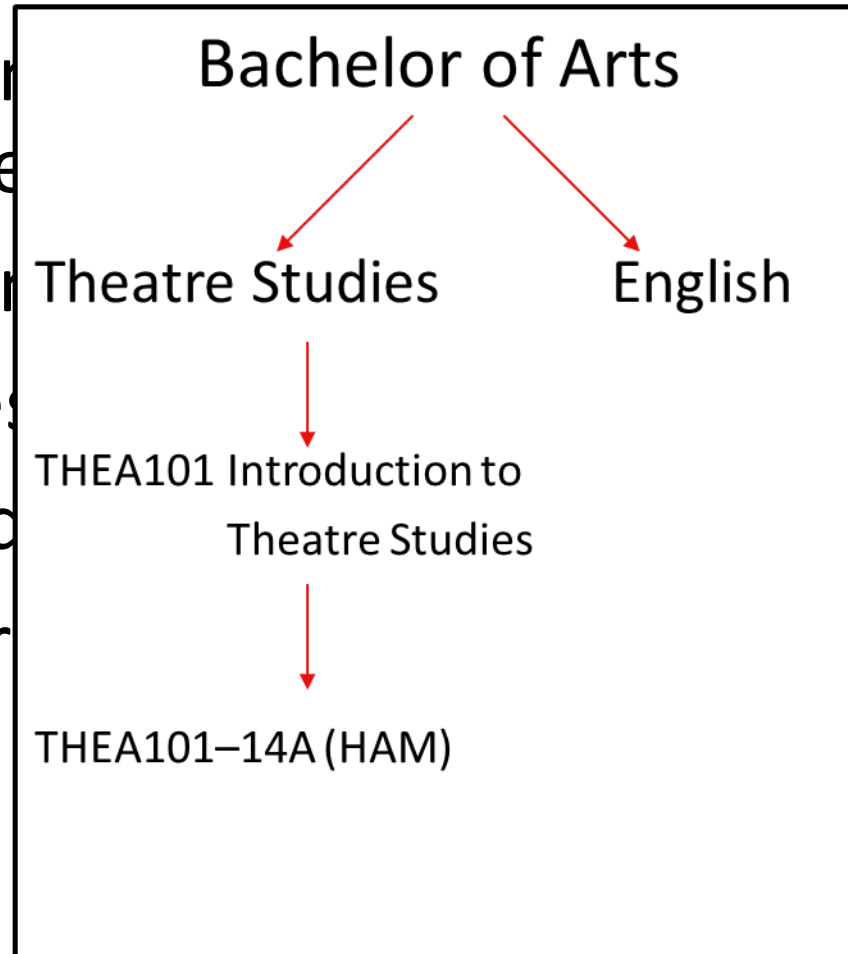
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- Existing standards not consistent
- Variations in Theatre Studies
- Inaccuracies
- Hard to find
- No way to r



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Paper Outline Examples



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Waikato Management School: Paper Outline Details

Page 1 of 10

PAPER OUTLINE

Paper Title: **Written Communication for Management**
Paper Code: **MCOM104-14B (HAM)**
School: **Waikato Management School**
Department: **Management Communication**
Location: **Main Campus, Hillcrest Road, Hamilton**
Convenor: **Nittaya Campbell (Dr)**
ph. ext: **6281**
room : **MSB.4.35F**
Office Hours: **11-1, Tuesdays**
Email: **NITTAYA@waikato.ac.nz**

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STAFF

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TIMETABLE DETAILS:

Lectures

Lecture Name	Lecture Time	Room
LEC 01	Mon 12pm – 2pm	L.G.03

29/07/2014



The
University
of Waikato
*Te Whare Wānanga
o Waikato*

2014



Te Aka Reo
Te Pua Wānanga
ki te Ao
Te Whare Wānanga o Waikato
He whakamārama mō
Te Reo Māori: Introductory 1
MAOR111 14A (HAM)



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Purpose of Project



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- Create a centralised repository accessible by all key stakeholders to store, create, maintain, review and present outlines
- A system that allows flexibility to amend all outlines as changes to the template occur
- Provide an easily accessible student-centred portal that will allow students to view their paper content for all papers in which they are interested or enrolled in
- More timely completion of paper outlines as staff feel comfortable and see the advantages of the new system



Key Goals



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Student Experience

Improve the information available to students online when making paper choices

Future-focussed

Ensure that paper information provided to students and other stakeholders is complete, consistent, accurate and can be easily adapted to changing requirements

Optimise Process

Reduce the time spent by staff on compiling paper outlines. Make the information available to be repurposed by other online processes.



Project Team



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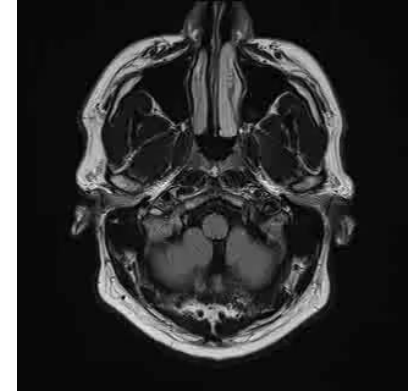
Renee



Karla



John



Darryn



Shane



Sian



David

Project Team



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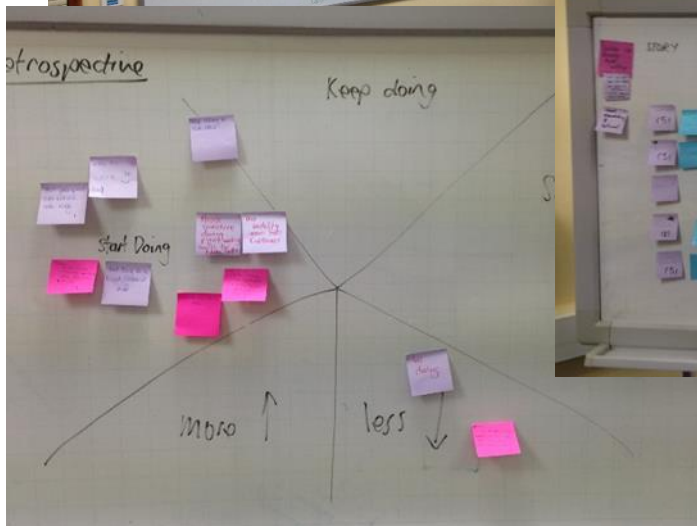
Meet the P.O.P. Team!

Project Learnings



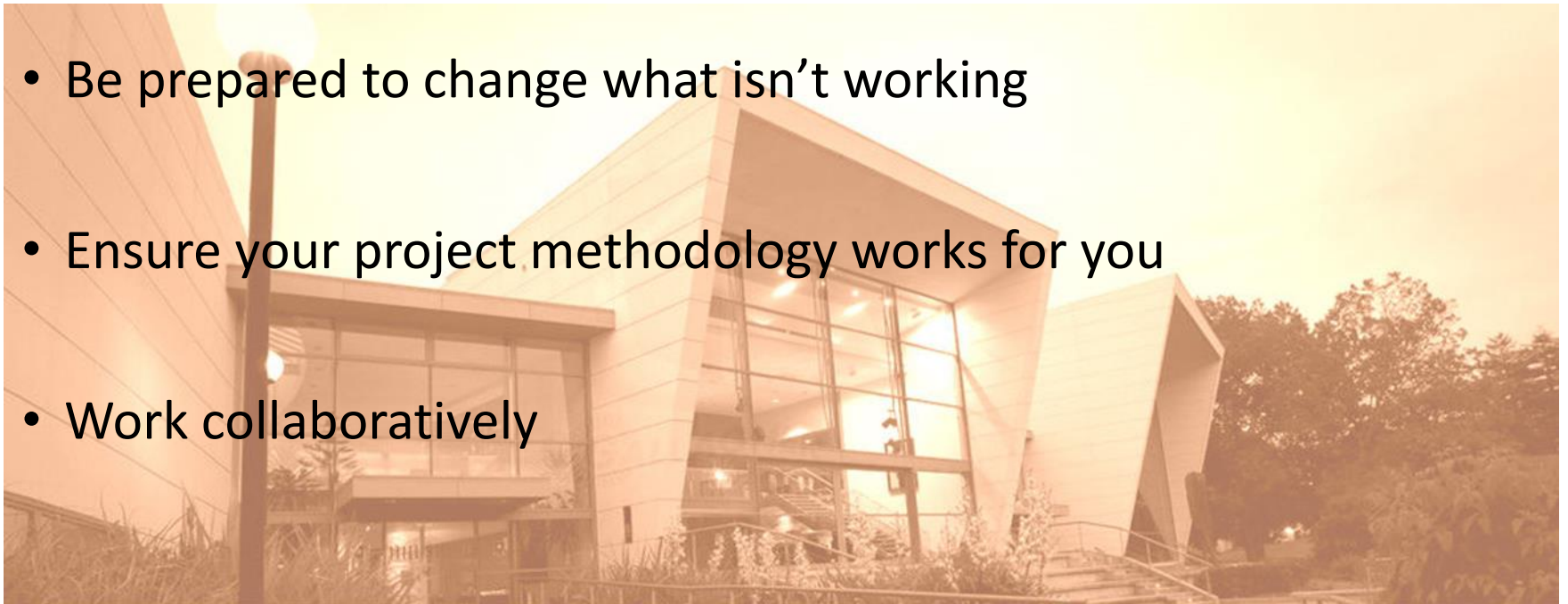
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Agile Terminology



Key Learnings

- Be prepared to change what isn't working
- Ensure your project methodology works for you
- Work collaboratively



Key Milestones

Date	Milestone
June 2014	Project Business Case Approved
July 2014	Met with Faculty staff to gather Business Requirements
October 2014	Final Business Requirements Document Produced
	Completed Investigation Phase
	Finalised Solution Analysis and Design
	Begun Solution Development
June 2015	Completion of Development of First Release
	Demonstrations and Training
22 June	System released in FCMS, SMPD and selected WMS Departments
	Development of Remaining Functionality and Improvements Driven from Feedback
September/October	Demonstrations and Training
19 October 2015	Release of Paper Outline System across the Remaining Faculties for T Semester



Browser tabs: Panopto Recording - kb... All Sessions: Panopto Waikato Paper Outlines

Address bar: <https://fsg-msweb-test.its.waikato.ac.nz>

Page Header: THE UNIVERSITY OF WAIKATO Te Whare Wānanga o Waikato Paper Outlines Search

Navigation: Waikato Home > Paper Outlines Welcome, kbuss Logout

My Outlines

Year: 2016 Prefix: ACCT

Paper #	Name	Status	Action
ACCT101-16A (HAM)	Accounting for Management	Published	View
ACCT101-16A (SEC)	Accounting for Management	Published	View
ACCT101-16B (HAM)	Accounting for Management	In Progress	Edit
ACCT101-16C (SEC)	Accounting for Management	Unpublished	Edit
ACCT101-16T (HAM)	Accounting for Management	No Outline	Create
ACCT102-16A (HAM)	Introductory Financial Accounting	Published	View
ACCT102-16B (HAM)	Introductory Financial Accounting	In Progress	Edit
ACCT102-16S (HAM)	Introductory Financial Accounting	Awaiting Approval	Approve

See Also

- Paper Outlines Project

How-To Guides

- Edit and Create
- Approve or Decline
- Printing
- Search
- Notifications
- Recreate an Outline
- Reports
- How-To Edit/Create Paper Outlines Video

Taskbar: 9:29 a.m. 5/08/2016



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New Paper outline examples



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MCOM104-16A (HAM)
Written Communication for Management
15 Points



Waikato Management School
Te Raupapa
Department of Management Communication

STAFF CONTACT DETAILS

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REOM111-16A (HAM)
Te Reo Maori: Introductory 1
15 Points



School of Maori and Pacific Development
Te Pua Wānanga ki te Ao
Ta Aka Reo

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Celebration



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