Selecting a New LMS for McGill: RFP Process

December 7, 2010

Prepared by:
Sharon Roy, Director CCS and Project Manager for Phase 1
Meeting Agenda

- Review of Project Charter Phase One, Selection Process
- Report from Use Case Workgroup
- Staying Informed
Project Goal

- Phase One: RFP Process to select a new LMS
  - Consult with faculty, students and staff to develop user requirements that meet the needs of today’s faculty and students
  - Involve McGill community in evaluating leading LMS platforms to determine which best meets McGill’s needs
  - Finalize selection of a next-generation LMS platform for the University
- Phase Two: Successfully complete implementation
Project Scope

In Scope:
- Phase 1, RFP Process
  - Development and release of RFI
  - Evaluation of proposed vendor solutions
  - Development and release of RFP
  - Development of Project Charter for Implementation
- Phase 2, Implementation

Out of Scope:
- Complex content management (versioning, workflow, etc.)
- Digital asset management
Project Structure

Executive Committee

Sponsor – Provost

Project Team

Consultation Group Technology

Consultation Group Pedagogy
Executive Committee Membership

- Anthony Masi (Provost and Project Sponsor)
- Gary Bernstein (CIO and Committee Chair)
- Sharon Roy (Director, CCS and Project Manager)
- Cynthia Weston (Director, TLS)
- Diane Koen (Interim Director, Libraries)
- Joyce Pickering (Health Sciences)
- Audrey Moores (Science and Engineering)
- Jamshid Beheshti (Arts and Social Sciences)
Executive Committee: Description

- Chaired by CIO
- Sets overall direction and strategic policies of RFP Process
- Tackles issues unsolvable at Project Team level
- Subject to exigencies, any member can request for Executive Committee to convene to discuss important project issues
- Responsible for resource allocation
- Provides approval of final recommendations
- Meets once per month as of mid-September 2010
Project Team Members

- Chair: Sharon Roy (Project Manager)
- Jo-Ann Samo (Assistant)
- Laura Winer (chair of Consulting Group for Pedagogy)
- Maggie Lattuca (chair of Consulting Group for Technology)
- Ed Bilodeau (Libraries)
- Evelina Balut (ISR)
- Dennis Hayson Wong (Information Security)
- Kathy Zenderbad (Purchasing)
- Catherine Disotell (Purchasing)
- Dan O’Connel (Information Technology Customer Services)
- Andrew Doyle, Engineering Undergraduate
Project Team

- Directly involved in the RFP process.
- Handles the operational matters of the project to ensure that the RFP process is aligned with any direction set by the Executive Committee and/or the Sponsor.
- Responsibilities include, but are not limited to
  - providing detailed project requirements,
  - resource allocation,
  - criteria selection,
  - problem solving of project related issues,
  - submit recommendations to Executive Committee
  - submitting requirements and recommendations to the Enterprise Architecture and Integration committee to ensure alignment with University Architecture
- Team members are single point of contact for area(s) under his/her representation
- Meets once per week as of end of September
Consulting Group for Pedagogy

- **Goals:** Provide recommendations, input, and feedback to the Project Team to ensure that
  - the pedagogical requirements for the new LMS are accurately identified,
  - the appropriate members of the McGill community are afforded tools and opportunities to provide input to the selection process,
  - Not part of the Project Team and do not report to the Project Manager

- **Chair:** Laura Winer, Associate Director, TLS
- Adam Finkelstein, Educational Developer, TLS
- Marcy Slapcoff, Educational Developer, TLS
- Maggie Lattuca, Manager, Educational Technologies, CCS
- Mariette Xenopolous, Educational Technology Consultant, CCS
- Megan Fitzgibbons, Libraries
- Ken Ragan, Faculty, Science and Engineering
- Sylvia Rieger, Faculty, Arts and Social Sciences
- Jean-Paul Remilleux, Director, CCE
- Jeffrey Myers, Faculty of Dentistry (Health Sciences)
- Jean-Paul Gauthier, Lab instructor, Dept. of Chemistry
Consulting Group for Technology

- **Goals:** Provide recommendations, input and feedback to the Project Team to ensure that:
  - the technological requirements for the new LMS are appropriately identified
  - the appropriate members of the McGill community are afforded tools and opportunities to provide input to the selection process.
  - Not part of the Project Team and do not report to the Project Manager

- **Chair:** Maggie Lattuca, Manager, Educational Technologies, CCS
- Adam Finkelstein, Educational Developer, TLS
- Steve Khod, ISR, Programmer
- Noura Khourdaji, ISR
- Yanhong Li, ISR, Systems Administrator
- Teddy Quintoro, Educational Technology Consultant, CCS
- Donna Wong, Consultant, IT Frontline Service - Service Desk, ICS
- Graham Thorpe, Manager, Windows Infrastructure, NCS
- Clark Verbrugge, Science and Engineering
- Maryse Grignon, Instructional Designer, Faculty of Medicine, (Health Sciences)
- Richard, Donovan, Rep, Arts and Social Sciences
# High-Level Milestones and Timelines

## II - RFI

<table>
<thead>
<tr>
<th>TIMELINES</th>
<th>START</th>
<th>END</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish RFI committee</td>
<td>Sept 2010</td>
<td>Sept 2010</td>
</tr>
<tr>
<td>Prepare RFI documents</td>
<td>Sept 2010</td>
<td>Nov, 2010</td>
</tr>
<tr>
<td>Publish RFI</td>
<td></td>
<td>Nov 19, 2010</td>
</tr>
<tr>
<td>Review information</td>
<td>Dec 17, 2010</td>
<td>Dec 22, 2010</td>
</tr>
<tr>
<td>Vendor Demo</td>
<td>Jan 11, 2011</td>
<td>Feb 9, 2011</td>
</tr>
</tbody>
</table>

## III - RFP

<table>
<thead>
<tr>
<th>TIMELINES</th>
<th>Jan 2011</th>
<th>July 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare RFP documents</td>
<td>Jan 19, 2011</td>
<td>March 9, 2011</td>
</tr>
<tr>
<td>Release RFP</td>
<td></td>
<td>March 16, 2011</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Apr 7, 2011</td>
<td>May 18, 2011</td>
</tr>
<tr>
<td>Report to the Executive Committee</td>
<td></td>
<td>May 24, 2011</td>
</tr>
<tr>
<td>Contract signing (negotiation, legal review, etc.)</td>
<td>May 31, 2011</td>
<td>July 12, 2011</td>
</tr>
</tbody>
</table>
Report: User Case Workgroup

- User Requirements Work Group
  - TLS
  - CCS
  - ICS
  - Libraries

- Interviews with
  - 31 instructors, representing 12 faculties
  - 8 students, from various areas and departments
  - 15 administrative staff from 7 departments that support teaching and learning

- Findings show that the highly desirable functionalities that the current LMS does not support are
  - collaboration tools
  - options for open content
  - ability for users to customize content and online learning environments
Staying Informed ...

http://blogs.mcgill.ca/mycourses