



*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:

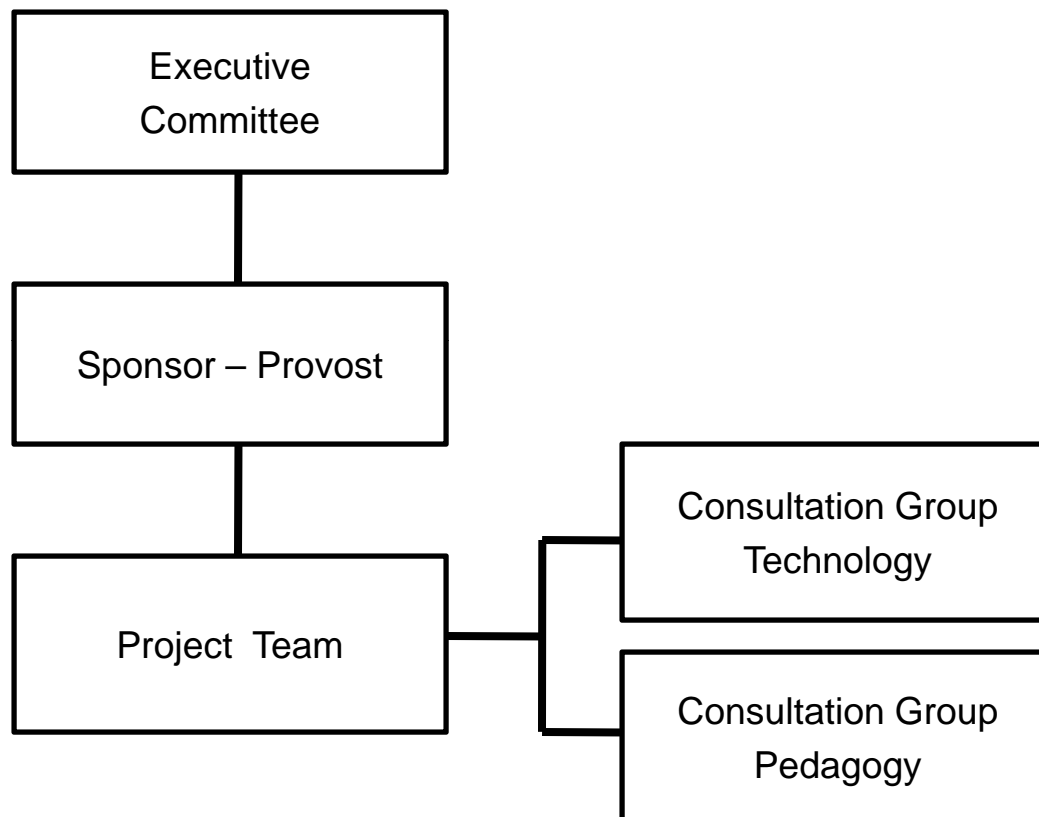
- Phase 1, RFP Process
  - Development and release of RFI
  - Evaluation of proposed vendor solutions
  - Development and release of RFP
  - Development of Project Charter for Implementation
- Phase 2, Implementation

## Out of Scope:

- Complex content management (versioning, workflow, etc.)
- Digital asset management



# Project Structure





## Executive Committee 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

TIMELINES	START	END
<b>II - RFI</b>	<b>Sept 2010</b>	<b>Feb 2011</b>
Establish RFI committee	Sept 2010	Sept 2010
Prepare RFI documents	Sept 2010	Nov, 2010
Publish RFI		Nov 19, 2010
Review information	Dec 17, 2010	Dec 22, 2010
Vendor Demo	<b>Jan 11, 2011</b>	<b>Feb 9, 2011</b>

<b>III - RFP</b>	<b>Jan 2011</b>	<b>July 2011</b>
Prepare RFP documents	Jan 19, 2011	March 9, 2011
Release RFP		March 16, 2011
Evaluation	April 7, 2011	May 18, 2011
Report to the Executive Committee		May 24, 2011
Contract signing (negotiation, legal review, etc.)	May 31, 2011	July 12, 2011



# 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>