



## University of Wisconsin - Madison

### Low Code/No Code Implementation Project Charter

August 10, 2023

<b>Project Name</b>	Low Code/No Code Implementation
<b>Project Sponsor</b>	Lois Brooks (CIO), Rob Cramer (VCFA)
<b>DoIT Management Lead</b>	Anand Vangipuram, University Enterprise Director
<b>Project Manager</b>	Dan McHugh, PPMO
<b>Stakeholders</b>	Joe Tarter (Director, AIS) Adam Paulick (ASP Program Director, EBS Director) Todd Shechter (Chief Technology Officer) Low-Code/No-Code Advisory Board - Members TBD
<b>Project Team</b>	Service Team Lead - Jeanne Hains Enterprise Architect/Low-No Code SME - J.J. Du Chateau Technical Lead - TBD Developer - Betty (Thompson) Dauman Business Analyst - TBD
<b>Change Manager</b>	Dan McHugh, PPMO
<b>Document Version and Date*</b>	Version 1.1 08/10/23
<b>Contact the project manager for questions about, or changes to, this document.</b>	
<b>Statement of Need / Purpose</b>	
<p>The Ancillary Systems Program (ASP) is focused on the transition work required for UW-Madison ancillary systems not replaced by Workday as a part of the Administrative Transformation Program (ATP).</p> <p>As a part of this transition – UW-Madison stakeholders of ancillary systems not eligible to transition to Workday may want to re-platform to new solutions due to their current sustainability, security concerns or other factors. Some of these solutions could be satisfied by using low code or no code solutions. To that end, Betty Blocks has been chosen as the campus low code/no code solution.</p> <p>Additionally, aside from ATP/ASP, UW-Madison has long needed and will continue to need an enterprise platform enabling citizen developers and others in a low code/no code environment.</p>	



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<b>Project Goal</b>
<p>Establish Betty Blocks as a campus low code/no code solution, reducing the need for, and providing an alternative to, custom coding, along with the creation of a product team and advisory board to help drive adoption and usage across campus. Additionally, the service should be made available as an option for ancillary system owners whose HR and Financial systems are unable to transition partially or fully to Workday.</p>
<b>Project Deliverable(s)</b>
<ul style="list-style-type: none"> <li>● Negotiation and official confirmation of a contract with Betty Blocks for UW-Madison and UW System usage</li> <li>● Establishment of a service team and advisory board to stand up and maintain the service</li> <li>● Creation and application of service definitions</li> <li>● Coordinate service implementation with Betty Blocks, including training, selection of a pilot use case, and selection of other initial use cases for the service team</li> <li>● Make Betty Blocks available where it is an appropriate solution for ancillary system stakeholders</li> <li>● Establish cross-team channels and processes with other relevant teams including the ASP/ATP integration teams</li> <li>● Create a core library of reusable components and tool extensions available to customers to utilize in their applications</li> <li>● Producing service initiation documentation such as terms of service, service eligibility, what makes a good use cases for Betty Blocks, best practices, and Help Desk documentation</li> <li>● WiscIT support configuration specific to the LC/NC team</li> </ul>
<b>What does Success look like?</b>
<ul style="list-style-type: none"> <li>● Easy access for new campus partners to access resources, training, and groups to assist with the creation of their Betty Blocks solution</li> <li>● Assistance from the service team to empower customers to create their own solutions with little to no coding background</li> <li>● Assistance from the advisory board to empower both customers and the service team, serving as resources across campus</li> <li>● Ongoing service needs with Betty Blocks are identified and documented, including issue resolution and change request process, creating clarity with the needs of the service team</li> <li>● Service conforms with campus policies and processes</li> <li>● Mitigate data and application proliferation and duplication within the platform</li> </ul>
<b>In Scope</b>
<ul style="list-style-type: none"> <li>● Ensure low/no code platform is established with proper governance and user guidance</li> <li>● Replatforming ancillary systems as needed as part of the Workday implementation</li> <li>● Enable general campus low code/no code development use</li> <li>● Setting up service and LC/NC team to assist with application development and issue resolution</li> <li>● Conforming with new service standards outlined in the <a href="#">Common Service Management Framework</a></li> </ul>



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<b>Out of Scope</b>																	
<ul style="list-style-type: none"> <li>Providing Betty Blocks as a service to other campuses or use cases beyond UW-Madison and UW-System</li> <li>Forcing non-Workday bound systems to be recreated in Betty Blocks. Betty Blocks will serve as one of several options for system stakeholders</li> <li>Student organization or student-created applications (i.e. faculty/staff member must be designated as the primary contact for the application)</li> <li>Applications that do not serve a legitimate business purpose</li> </ul>																	
<b>Timeline/Milestones (high level, critical dates)</b>																	
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<b>Project Funding and Budget</b>																	
<p>The service will be provided as a fully subsidized service from the division of information technology. The contract has been negotiated and approved through the first two years, after which the third year will be negotiated.</p>																	
<b>Sponsor approval</b>																	
	<b>Approval Date</b>																



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	Month date, year
<b>Project Manager approval</b>	<b>Approval Date</b>
	Month date, year

### Key Project Role Definitions

Project Role	Authority & Responsibilities	Typical role in the organization
Project Sponsor(s)	<p>Establishes the project goals and success measures</p> <p>Authority to commit organizational resources (e.g., people, time, money, space)</p> <p>Accountable for achieving the defined outcomes of the project and the organizational change management</p> <p>Actively and visibly participates throughout the project, and engages in change management activities</p> <p>Ultimate decision-maker</p>	<p>Typically, director level or higher</p> <p>Highly impacted by the outcome of the effort</p>
DoIT Management Lead	<p>Ensures that all project team members have the requisite skills, time availability, and commitment to complete the project assignments</p>	<p>Typically, associate director level or higher</p>



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Project Role	Authority & Responsibilities	Typical role in the organization
	<p>Primary resource for the project manager to resolve issues and project decisions</p>	<p>Has knowledge, expertise, or authority in domain space to execute project</p> <p>May be accountable for continuing operations after the project is completed</p>
<p>Management Lead / Customer Representative</p>	<p>A role similar to the DoIT Management Lead when the project is not sponsored by DoIT.</p>	<p>Same as DoIT management lead.</p>
<p>Project Manager  (Includes Change Manager role if project is not assigned a Change Manager)</p>	<p>Execute the project management activities necessary to ensure successful completion of the project</p> <p>Ensures the management lead and the project sponsor are fully informed of important milestones, progress, risks, and issues</p> <p>Responsible for resolving or escalating project issues and risks to the project sponsor Collaborates on a unified approach with the change manager, incorporating change management activities in project plan</p> <p>Responsible for delivering the project outcomes established by the sponsor</p>	<p>An individual with the knowledge, skills, and experience necessary to execute the project management processes successfully in the context of the scope, scale, and complexity of the project.</p>
<p>Business Analyst</p>	<p>Conducts discovery of the current environment and helps the project team imagine an ideal future state. May coach the project team or serve as the product owner. Elicits, analyzes and documents use cases and solution requirements from stakeholders. With input and guidance from others, develops Request for Information or Request for Proposal documents.</p>	
<p>Change Manager</p>	<p>Execute the change management activities necessary to ensure success of the project</p>	<p>An individual with the knowledge, skills, and experience necessary to execute the change management processes</p>



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Project Role	Authority & Responsibilities	Typical role in the organization
(Role may be integrated with Project Manager role)	Collaborates on a unified approach with the project manager	successfully in the context of the scope, scale, and complexity of the project.
Stakeholders	People who are affected by the outcome of the project (positively or negatively) or who have a vested interest in the success or failure of the project.	Individuals identified as having a “material interest” in the project outcome as part of the stakeholder analysis work
Project Team Members	Complete the work as assigned by the project manager (or scrum master) in the required timeframe and quality level.	Individuals assigned to the project team, typically with specialized knowledge, skills and experience to contribute to project execution and success.

Notes:

1. One person may fulfill multiple roles.