

TRAINING COURSE “*MANAGEMENT OF INTERNATIONALISATION AND GERMAN-UKRAINIAN ACADEMIC COOPERATION 2024*”

PROJECT CHARTER

1. University:

Chernihiv Polytechnic National University

2. Name and position of the project manager (course participant):

Kateryna Sai

Specialist of the International Relations Office

Name

Position

3. General information on the project

3.1 Title of the project:

SIAR: system for international activity reports

3.2. Description and scope of the project:

Chernihiv Polytechnic National University is actively moving towards digitalization and optimization of various administrative tasks and internal university reporting. International activity is the area where lots of information is shared throughout the university, collected in form of annual reports for the Ministry of Education and Science of Ukraine, the Rector’s report and requested occasionally for specific purposes when certain application are being prepared or other opportunities arise. Therefore, it has been agreed with the university administration that an online system has to be created to collect and regularly update information on international projects, academic mobility and other aspects of university’s international activity in an online mode, which will replace several existing paper reports and improve visibility of various activities. We believe this will also enhance inter-department cooperation and joint scientific and educational initiatives, as well as the overall performance of the university in the international academic community.

3.3. Project relevance:

In 2023 Chernihiv Polytechnic National University announced a general goal of digitalization of inter-university operation, optimizing the documents circulation and access to necessary data. Unfortunately, for now there is no online database for reporting and data sharing on the international activities of separate staff, departments and university in general, which leads to various paper reports, occasional demands for separate information, lack of information exchange between different university administrative units. We believe that creation of such a system will improve the information flow, decrease the time spent by university staff on filling in different reports that often have some parts similar, improve the awareness of university administrative units on the variety of initiatives being implemented at the university and their results, as well as create a bases for developing future internationalization strategies and inter-department projects.

3.4. Project goals:

- By the end of July 2024 create a technical assignment on SIAR at Chernihiv Polytechnic National University and approve it with the Rector.
- By the end of 2024 create the SIAR at Chernihiv Polytechnic National University in cooperation with the Technical Support Office on the basis of the existing online system of academic staff reporting. It is the database that looks like a webpage with specific fields to fill out.
- Upon the launch of the SIAR, conduct a seminar to explain the procedures around the system.

3.5 Which are you expecting to be your deliverables (tangible results)?

- The system (in the form of webpage) of online reporting for international activity at Chernihiv Polytechnic National University - SIAR

4. Stakeholders

Rector – approval
 Technical Support Office – technical assistance.
 Project Office, Scientific Research Office, Sector of Systems’ Management of Higher Education Quality, leading project managers – reviewing and providing feedback on the system’s feasibility.

5. Resources: Budget and Cost/Benefit

	Available	Not available
Financial resources	official salaries	
Human resources	Workers of Technical Support Office, Project Office, Scientific Research Office, Sector of Systems’ Management of Higher Education Quality – 4 persons – available	
IT resources	University online network and server	
Marketing resources	University website, Facebook	
Others		information on the similar existing systems

6. Challenges/ Risks

Possible Risks	Likelihood	Mitigation
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Collapse of online system because of military destructions	medium	information backup
Absence of support from other departments	low	Rector's order
Absence of data system users	low	Decision of the academic council

7. Major activities: Time planning

7.1 Milestones: Each milestone represents the end of a specifically determined time section with defined tasks. A milestone is an event of particular significance with planned project results and a planned date. They can only be passed once and are important points for evaluation and further planning.

1. Launch of the project: rector's approval, creation of the project team.
2. Analysis of needs for SIAR, development of the first draft of technical assignment.
3. Publication of the first draft on the university website for public discussion.
4. Presentation of the final draft of the technical assignment to the university administration.
5. SIAR development.
6. Presentation of SIAR at the Academic Council, approval of the procedures for its usage.
7. First data collection.
8. Results analysis.

7.2 Further Activities (breakdown to achieve milestones)

Activity - Milestone 1			
Creation of the technical assignment for SIAR			
Activity (enlist the activities to reach your milestone 1). E.g. Meeting with University Board	Stakeholders involved E.g.: Deans of Schools, Student Representatives, Academic coordinators, etc.	Timeline E.g. Second Week July	Expected outcomes of this activity. E.g. To draft a joint status quo report on outbounds To set a list of goals and priorities, etc.
Launch of the project: rector's approval, creation of the project team	Rector, Head of Technical Office	first week of February 2024	Approve the goal and team of the project
Analysis of needs for SIAR, development of the first draft of technical assignment	Head of Project Office, Head of Scientific Research Office, leading project managers	second week of February 2024	List of necessary data fields, specific requirements and limitations for the SIAR

			– first draft of technical assignment
Publication of the first draft on the university website for public discussion	Website administrator	third week of March 2024	Collection of suggestions for the improvement of the first draft from academic community
Milestone 2. System creation and launch.			
Activity (enlist the activities to reach your milestone 2).	Stakeholders involved	Timeline	Expected outcomes of this activity.
Presentation of the final draft of the technical assignment to the university administration	Rector, First Vice-Rector	second week of April 2024	Approval of the final draft of the SIAR
SIAR development	Technical Office	April – May 2024	SIAR
Presentation of SIAR at the Academic Council, approval of the procedures for its usage	Academic Council	end of May 2024	Academic community awareness of the system and required procedures, their approval
First data collection	Heads of Departments, international projects managers	first-second week of September 2024	Check of the system, data collection
Results analysis	Heads of Departments, international projects managers	first week of October 2024	Decision on the further changes to SIAR if necessary, or final approval of the system and definition of deadlines for its further usage

8. Evaluation and Monitoring

Evaluation criteria:

Qualitative	Quantitative
Feedback from stakeholders. System's filling in. Correlation of the information entered to the system with previously collected reports.	Number of SIAR users (presence of every department). Number of data entries.

9. Outlook and Sustainability

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Specific deadlines will be approved for the system's filling in, with the list of people responsible. International Relations Office will suggest amendments to the system in the following years if necessary. Integration of SIAR with educational-scientific staff reporting system may be seen as the future prospect.

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