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Monthly report : 2014 : 02

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Feb 2014 Monthly Report Executive Summary: DL/IMS

- Our unit has 1280 allocated man-hours and we executed all of these with a deficit of 239.8 hours. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches). Many sick hours used in the month of February.
- The Canvas migration was completed in December; therefore, the migration workload for February was down 94% from January. Now that Canvas migrations are over, we will rename this category to Canvas support to reflect the number of tech question we answer for Canvas per month.
- Data gathering was up 20% to reflect the amount of research staff is doing for special projects and preparation for professional development training this summer.
- At the end of 2013, we spent a lot of time working in Canvas Migrations. Now that things have settled down, we are now working on other projects. This month we had a 300% increase in the number of hours spent on special projects.

SERVICES	HOURS	Percent change
Administrative Meetings	90.30	-5%
Canvas Migration	6.20	-94%
Teaching Technology	125.00	-30%
Committees	22.50	-22%
Communication	165.10	-4%
Data Gathering	27.10	20%
Faculty Meetings	24.60	-1%
Initiatives (Dept.)	100.10	-5%
Instructional Design	122.65	-4%
Professional Development	78.60	-17%
QM	10.80	-47%
Report Writing	18.00	-11%
Special Projects (Lib/Campus)	85.25	308%
Training	85.50	-20%
Video Production	74.50	-36%
Web Site	4.00	-43%
ACTUAL: (Allocated Man Hours: 1280)	1040.20	-17%