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## Monthly report : 2014 : 05

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May 2014 Monthly Report Executive Summary: DL/IMS

- Our unit has 1408 allocated man-hours (21 days) and we executed all of these with a deficit of 201.65 hours. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
- Two special projects started in April, MyStudio Booth and the Poyner Corner upgrade. The result was an increase of 126% for April. These projects continued in the month of May resulting in an increase of 15% over April.
- Faculty started preparing for summer courses this month therefore we had an increase in the number of video production sessions. This is why we see an increase of 23% over April for video production services and 56% increase in faculty meetings.
- As of May 2014 we have removed the Canvas Migration category and started keeping track of the number of Canvas related issue OLITS staff are addressing for faculty. This is why we have a 270% increase in the Canvas Support classification.
- In May OLITS started a QM review for REE 3043 Real Estate Decision-Making. This caused an increase of 9% of OLITS staff time.

<b>SERVICES</b>	<b>HOURS</b>	<b>Percent change</b>
Administrative Meetings	87.00	-38%
Canvas Support	32.60	270%
Teaching Technology	107.50	-1%
Committees	5.75	-63%
Communication	179.15	-10%
Data Gathering	21.70	-21%
Faculty Meetings	55.00	56%
Initiatives (Dept.)	96.00	-17%
Instructional Design	190.20	9%
Professional Development	111.95	4%
QM	9.25	106%
Report Writing	10.75	-59%
Special Projects (Lib/Campus)	94.25	15%
Training	70.50	8%
Video Production	134.75	23%
Web Site	0.00	0%
<b>ACTUAL:</b> (Allocated Man Hours: 1408)	1206.35	-1%