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Monthly report : 2014 : 06

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June 2014 Monthly Report Executive Summary: DL/IMS

- Our unit has 1176 allocated man-hours (21 days) and we executed all of these with a deficit of 133 hours. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches). This month we also lost one of our instructional designers that decreased our person-hours by 168 hours. This loss of staff will also affect the overall department numbers for June 2014.

SERVICES	HOURS	Percent change
Administrative Meetings	58.75	-32%
Canvas Support	12.75	-61%
Teaching Technology	145.50	35%
Committees	2.25	-61%
Communication	175.75	-2%
Data Gathering	24.50	13%
Faculty Meetings	33.75	-39%
Initiatives (Dept.)	79.75	-17%
Instructional Design	123.75	-35%
Professional Development	123.75	11%
QM	8.75	-5%
Report Writing	25.00	133%
Special Projects (Lib/Campus)	68.00	-28%
Training	69.50	-1%
Video Production	91.75	-32%
Web Site	0.00	0%
ACTUAL: (Allocated Man Hours: 1176)	1043.50	-13%