New Mexico Higher Education Department

Carve Your Path – Initiation Phase

Project Abstract

One of the primary goals of NMHED’s College Access Challenge Grant includes the design and implementation of a robust, web-based college access planning portal. The “Carve Your Path” project will provide a [free] one stop shop resource of college and career exploration information to students and parents by providing a web-based solution that is interoperable and enables students as early as sixth grade to plan their future in higher education and the workforce.

Executive Governance / Steering Committee:

Executive Sponsor
Cabinet Secretary
Reed Dansenbrook, NMHED

Business Owner
Tashina Banks Moore, NMHED

Project Manager
Steve Oizumi, NMHED

Agency/IT Consultant
Veronica Chavez Neuman, NMHED

Executive Steering Committee
(Proposed)
Student Rep
Parent Rep
NMHED
NMPED
NMWF
NM GEAR UP
IDEAL-NM
Economic Development
New Mexico Student Loans
College Success Network
Colleges and Universities
NM 529 Plan

Stakeholder Groups

State Agencies
User Representation

Non-State Sector
User Representation

Vendor Team

Business Process Owners
Technical Integration
<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITY</th>
</tr>
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<tbody>
<tr>
<td>Executive Sponsor</td>
<td>The Sponsor’s role is to provide project vision/direction and provide strategic direction and policy approvals where required. The Project Sponsor will champion the project within the organization, approve scope, plans, schedules and budgets, ensure sustained buy-in, and ensure availability of resources.</td>
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<tr>
<td>Executive Steering Committee</td>
<td>The Executive Steering Committee is a representation from key stakeholders. Their role is to provide overall project direction, make key project decisions, resolve escalated issues/problems, grant final approval of business policies, and accept and approve project objectives in the project plan.</td>
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<tr>
<td>Business Owner</td>
<td>The Business Owner is a member of the Executive Steering Committee. His/her role will be to advise the Executive Steering Committee, to execute the directives of the Executive Steering Committee and to ensure compliance with the CACG.</td>
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<tr>
<td>Project Manager</td>
<td>The Project Manager’s role is to provide leadership and management necessary to achieve the project’s success. The Project Manager is responsible for hands-on project management and will direct team activities, and work with all stakeholders and vendors to ensure completion of project milestones/deliverables. The project manager will be responsible for project documentation (plan, schedule, etc), resolving project issues/problems, project reporting, and the project document repository.</td>
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<tr>
<td>Public Relations</td>
<td>The public relations role is to provide guidance on developing press releases, messages relating to the project status and timeliness of communications to key stakeholders and external agencies.</td>
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<tr>
<td>Legal Counsel</td>
<td>Legal’s role is to provide legal counsel and compliance as it relates to project partnerships, relationships with key stakeholders, vendor contracts, system content and formal documents.</td>
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<tr>
<td>Agency CIO</td>
<td>The Agency CIO works to bring overall success to the project, and assumes the role of technical consultant to provide technical project oversight, guidance and support, ensure compliance with state IT standards and policies, and works with vendors and Project Manager to ensure project success.</td>
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<tr>
<td>End-User Representation</td>
<td>The end-user role will be to provide cross-organizational support to the project’s implementation team in support of their organizations functionality. These activities will include workshops, interviews, system testing and data gathering based on assignment.</td>
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<tr>
<td>Business Process Owners</td>
<td>The business process owners are the agency partners responsible for the development activities and integrating the functional requirements into the web based college and career planning system. They are key members of the project team that will report to the Project Manager, and are responsible for the coordination of the overall project activities as they relate to their organization’s individual core processes.</td>
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Project Manager Qualifications

Steve Oizumi will serve as interim Project Manager pending final selection from the Executive Steering Committee. Steve currently serves as Project Director for the College Access Challenge Grant (CACG) and holds an MBA from Western New Mexico University with a Bachelor of Science degree in Operations Management and Supervision.

Prior to accepting the CACG Project Directors position, Steve was employed with New Mexico Student Loans (NMSL) from 2003-2008 where he developed and piloted College Connections Nights, on-site FAFSA assistance for graduating seniors, led the statewide deployment of an online student loan application module, launched a customized student loan application for integration with credit union websites, facilitated the statewide implementation of NMSL’s electronic Stafford and PLUS Master Promissory Note and served as product owner and lead tester for a comprehensive Student Loan Information Management (SLIM) system.

Project Benefits:
New Mexico students will have a one stop shop resource of accurate and predictable information so students and parents can make informed decisions about their future that will provide:

- The value of a postsecondary education;
- Career exploration, career planning, workforce opportunities in New Mexico and the education for each career (aspiration);
- Opportunities for a postsecondary education in the state (accessibility);
- High school curriculum planning to prepare for a postsecondary education and a career (academic preparation);
- Selecting the right college and learning the steps necessary to apply for college admissions and financial aid;
- Learning how to pay for college (affordability);
- Learning how to be successful in college.

Technical Architecture Review:
- N/A

Proposed Project Phasing / Budget

<table>
<thead>
<tr>
<th>Phase</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Source</th>
</tr>
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<tbody>
<tr>
<td>Initiation Phase</td>
<td>$235,000</td>
<td></td>
<td>Fed CACG, CSN</td>
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<tr>
<td>Planning Phase</td>
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<td>Fed CACG, Gen Fund</td>
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<td>Implementation</td>
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<td>Fed CACG, Gen Fund</td>
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<td>Close-Out</td>
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<td>$216,000</td>
<td>CSN</td>
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<td>Totals</td>
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<td>$555,350</td>
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Total Project over 2 Years: $1,040,850