

*Project Management Plan*

# **Student-Athlete Toolkit**



**NCAA**



## How I Will Approach the Project Management Process

# What is the plan?

Project management plans are important. It keeps everything organized and holds the creator to deadlines and timelines. For this project, I chose to use **Notion** for my project management layout plan. I liked the organizational structure of Notion and the checklist features. There's something about checking things off a list and feeling a sense of accomplishment. Sometimes, making the list is the hardest part, so with Notion, I felt as though it would be the best option to stay organized throughout the next five weeks.

To start, I wanted to identify the topic for my project and how I want to execute it. As an Assistant Director of Athletic Communication at Quinnipiac University, my career revolved around collegiate student-athletes and their successes on and off the court, field and ice. For a long time, student-athletes have followed the NCAA's amateurism plan that have prohibited the profit on their own name, image and likeness (NIL). But, on April 28, 2020, the NCAA Board of Governors have begun to reverse this legislation and allow student-athletes to earn compensation of their own NIL starting in the 2021-22 academic year.

Now, this legislation will include numerous bi-laws and restrictions that many student-athletes won't know about or understand. Compliance questions are brought to me and my office almost every day from student-athletes, and this new NIL ruling will bring more questions on its own. So, I decided to create a booklet/toolkit that will help student-athletes understand what rights and opportunities they have once the legislation is finalized.

I have created a checklist of items for this project's completion. Working with deadlines and checklists will help me to complete the items on time and in an organized fashion. Notion helped me to do this in a sleek and aesthetically pleasing way.



# STEPS ORGANIZATION PROCESS WORK EXECUTION



## How will I execute the plan?

The Student-Athlete Toolkit will aim to aid student-athletes in the transition from the NCAA's amateurism ruling to the new legislation that allows student-athletes to earn compensation on their name, image and likeness.

Due to the fact that the legislation will not be finalized until January 2021, my booklet will not be complete, but it will act as the framework and building blocks for future information to be added. In addition, there is plenty of information from the NCAA's outline of the ruling that has been released already. I will use this information to create a booklet for student-athletes to reference once the legislation is final.

With five weeks to complete this process, it is important to be organized, which is why I will be using Notion. Over the five weeks, the work to create this booklet will be split into five categories: research, preproduction, production, post-production and completion. In Notion, I have the ability to create new pages, use templates and organize checklists in an easy and clean way.

The bulk of this project will be the organization/design of the booklet pages along with how I want to categorize information inside the booklet. These steps will come in the pre-production and production phases of the project. The post-production will involve editing and polishing the look and design of the booklet.

I also plan to conduct interviews with student-athletes to see where their knowledge lies on this new ruling. This will help to create a framework for the information that should be included in the booklet. These interviews will be conducted in the pre-production phase.



# Project Breakdown



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Student-Athlete Toolkit Homepage

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▶ Student-Athlete Toolkit...  
▶ Research  
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▶ Production  
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▶ Completion  
+ Add a page

Templates  
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Trash



## Student-Athlete Toolkit Homepage

This page is the base for all information that will go into creating this project.

Here is the to-do list over the course of the next 5 weeks:

- Research 2 (May 25th - May 31st)
- Pre-Production (June 1st - June 14th)
- Production (June 15th - June 21st)
- Post-Production (June 22nd - June 28th)
- Completion (June 29th - July 5th)

# Research Plan

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Research

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Add cover Add discussion

## Research

This page will help me to stay on task to complete the annotated bibliography by the end of Module 7

- Research Week 2 (May 25-31)
  - Complete five annotations
  - Add new sources to bibliography
- Research Week 3 (June 1-7)
  - Complete five annotations
  - Add new sources (if any)
- Research Week 4 (June 8-14)
  - Complete five annotations
  - Add new sources (if any)
- Research Week 5 (June 15-21)
  - Complete five annotations
- Research Week 6 (June 22-28)
  - Complete remaining annotations
- Bibliography complete!

# Pre-Production

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## Pre-Production

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## Pre-Production

This phase of the project will include planning out pages and information, along with conducting interviews with student-athletes at Quinnipiac. This phase will be used to prepare and organize information before the production phase

Due Date: June 14th

- Make questions for student-athletes interview
- Interview Student-Athletes on Zoom
  - Analyze information from student-athletes after the interviews
  - Document new information and set aside for information in booklet
- Categorize information needed in booklet
- Plan out pages of booklet on paper before going to Adobe InDesign and before production phase

# Production

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Production

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## Production

This phase will include the assembly of the booklet in Adobe InDesign

- Organize the design process (Monday, June 8)
  - Separate information for booklet form
- Execute the first phase design plans in InDesign (Wednesday, June 10)
- Finalize the design (Sunday, June 14)

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# Post-Production

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## Post-Production

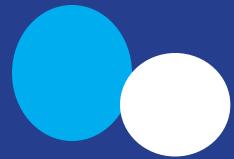
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## Post-Production

This phase will include editing and reorganizing the booklet pages if needed.

- Review comments made from Professor Hastings and class
- Edit/proofread the Booklet
- Finalize bibliography



# Completion

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🏆 Completion

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## Completion

This phase will include the completion of the booklet!

- Final review of booklet and proofread
- Export as a PDF and submit on Blackboard