

# MBHS Alumni Association – Math Revitalization Project Project Charter



1. General Project Information				
<b>Project Name:</b>	Morant Bay High School (MBHS) Alumni- Mathematics Revitalization Project			
<b>Executive Sponsor:</b>	Brian James – Carpe Diem 80’s Nation Organizer			
<b>Department Sponsor:</b>	Beverley Hyatt, Head of Math Department & Marsha Ford-Bryan Principal MBHS			
<b>Impact of project:</b>	<p>Improve the MBHS Mathematics pass rate of students in the CXC/CSEC examination to 80% or above by Year 5 of the program.</p> <p>Longer term impact will be to extend/share MBHS initiative with other high schools in the parish with a goal of improving their CXC performance in Mathematics</p>			
2. Project Team				
	Name	Chapter	Telephone	E-mail Address
<b>Project Manager:</b>	Veronica Walker-Moodie	MBHS ATL Chapter/80’s Nation		
<b>Team Members:</b>	Brian James	Carpe Diem 80’s Nation		
	Beverley Hyatt	Math Dept - MBHS		
	Howard Jackson	ATL Chapter/80’s Nation		
	Lorraine McDonald	ATL chapter/80”s Nation		
	Henry Collie	MBHS Math Project 80’s Nation		
	Berty Beckford	Carpe Diem 80’s nation		

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<b>3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)</b>				
	1. MBHS current and past students			
	2. MBHS community including Math Department faculty			
	3. MBHS Leadership Teams			
	4. Project Sponsors/Project Team			
<b>4. Project Scope Statement</b>				
<b>Project Purpose / Business Justification:</b> <i>Describe the business need this project addresses</i>				
<p><b>This project aims to improve the CSEC examination pass rate at Morant Bay High School to greater than or equal to 80% over a five-year period.</b></p> <p><b>Assistance may be provided to other high schools in the Parish of St. Thomas to boost their overall pass rates at a later date</b></p>				
<b>Objectives (in business terms:</b> <i>Describe the measurable outcomes of the project</i>				
<ol style="list-style-type: none"> <li>1. <b>Analyze the problems associated with low passing scores in Mathematics at MBHS with the goal of identifying causes and formulating solutions</b></li> <li>2. <b>Improve the pass rate for CXC Mathematics from 38% (2021) to 50% in year one, 60% in year two and greater than or equal to 80% by year five. Success measures will be passing grades of 1,2 and 3.</b></li> </ol>				

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<b>Deliverables:</b> <i>List the high-level “products” to be created</i>	
<ol style="list-style-type: none"> <li>1. <b>Budget (Team in collaboration with HOD)</b></li> <li>2. <b>Needs assessment math project (HOD)</b></li> <li>3. <b>Targeted syllabus/Teaching strategies (HOD)</b></li> <li>4. <b>Financial and material resources</b></li> <li>5. <b>Incentive schemes for students/faculty</b></li> <li>6. <b>Math camp/study groups/mentorship programs</b></li> <li>7. <b>Communication plan for parents</b></li> <li>8. <b>Survey for current 6<sup>th</sup> form students</b></li> </ol>	
<b>Scope:</b> <i>List what the project will and will not address (e.g., this project addresses Math related issues that report to the Head of the Mathematics Department. Other issues that are reported into the Principal’s Office and which are not directly related to the project are not included)</i>	
<p><b>This project will address issues relating to the performance of students in Mathematics (resources such as textbooks, internet access, device availability, human resources such as mentorship from past students, math teachers, work/study groups, incentive schemes);</b></p> <p><b>This program will not address resources for other subject areas. However, issues that are identified as constraints for the students will be referred to other programs that have already been established for example the PATH program for nutrition</b></p>	

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<b>Critical Success Factors: what must be done for the project to be successful</b>	
<ol style="list-style-type: none"> <li>1. <b>Student engagement – involvement in various programs (work study, extra classes etcetera)</b></li> <li>2. <b>Staff engagement</b></li> <li>3. <b>Resource mobilization</b></li> <li>4. <b>Systematic implementation program</b></li> <li>5. <b>Regular project review and contingency plan management</b></li> </ol>	
<b>Project Milestones: <i>Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones</i></b>	
<ol style="list-style-type: none"> <li>1. <b>Establish project team (completed)</b></li> <li>2. <b>Consultation with HOD and Principal of MBHS</b></li> <li>3. <b>First planning meeting to be held on December 21, 2022 at 7pm – (revision of charter, scope &amp; deliverables)</b></li> <li>4. <b>Discuss smaller committees – volunteer members (mentorship program, study program, finance, incentive schemes)</b></li> <li>5. <b>Implementation date proposed for January 2023 – (Potential pilot group that is 4<sup>th</sup> and 5<sup>th</sup> formers)</b></li> <li>6. <b>First set of students sitting CSEC exams June 2023 (under project)</b></li> <li>7. <b>End date – ongoing for at least 5 years or until program is successful and sustainable</b></li> <li>8. <b>Re-evaluation of project measurements on an interim basis as well as annually</b></li> </ol>	

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<b>Major Known Risks (including significant Assumptions:</b> <i>Identify obstacles that may cause the project to fail.</i>	
<b>Risk</b>	<b>Risk Rating (Hi, Med, Lo)/Risk Mitigation</b>
Lack of human resources	High risk – Mitigate by seeking out Math competent faculty members as well as past students who are competent in the subject area and are willing and able to collaborate with the project team. Contingency plan in the event program loses faculty/past students
Material resources	High risk – 80’s nation group to seek out sponsors/donors
Finances	High risk – Fund raising efforts to mitigate risk
<b>Constraints</b> <i>List any conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).</i>	
<b>Potential constraints:</b> <ol style="list-style-type: none"> <li>1. Human resources on ground to provide mentorship</li> <li>2. Funding availability</li> <li>3. Consistency and follow up with team members – roles and responsibilities</li> <li>4. Limited ability of parents to assist students with Math homework (technical assistance with Math)</li> <li>5. Adequate management of material resources to allow for continued use over time (wear and tear, lost, stolen)</li> </ol>	

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<p><b>External Dependencies</b> <i>Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?</i></p>	
<p><b>Success of the project will be dependent on the following:</b></p> <ol style="list-style-type: none"> <li>1. Buy in from all stakeholders (Project team members, department faculty members, students, parents, mentors, donors)</li> <li>2. Identification of issues relating to low pass rates and the formulation and implementation of strategies to correct issues</li> <li>3. Project funding from stakeholders</li> </ol>	
<p><b>5. Communication Strategy</b> <i>(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.</i></p>	
<ol style="list-style-type: none"> <li>1. Communication will primarily be done via WhatsApp Group – MBHS Math Revitalization Project or Zoom (online)</li> <li>2. Team members assigned to various tasks will provide updates biweekly or less frequently depending on the nature of the sub group project</li> <li>3. Team meetings to update stakeholders will be held monthly (Team to decide on date of each month)</li> </ol>	

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<b>6. Sign-off</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date (MM/DD/YYYY)</b>
<b>Executive Sponsor</b>	Brian James		
<b>Department Sponsor</b>	Beverley Hyatt (Head of Math Department)		
<b>Project Manager</b>	Veronica Walker-Moodie		
<b>7. Notes</b>			