

Project Business Case

Date: 11 April 2023
Subject: Read-A-Gram

To: Principal
From: Sasha Griffith, Analyst

1. Summary

Some students at Mariville School are enrolled into the institution with below average reading skills or not being to read at all. These students make it to 5th year and leave the institution without mastering key concepts of reading. Read-A-Gram focuses on developing students' literacy and reading skills. The project will give Mariville School a competitive advantage over other secondary schools for addressing such a dire and important need and ensuring that all students develop reading skills when they leave their institution.

2. Current Issue

- The need for action is prompted by the number of students who reach fifth year and are not entered for any external examinations because they have deficiencies in their reading. These students simply enter the institution and leave without being able to successfully sit any examinations. Subsequently, they enter the world of work and are unable to function effectively and can be taken advantage of and may have to pass up profitable opportunities
- Presently, approximately 32 students in the current first year group of a total of 146 students, exhibit literacy deficiencies. As a learning institution, we strive for each student to leave the school with the ability to read. This is reinforced in the inclusion of reading and English literature in the English Programme as part of students' timetables especially in the junior school. This therefore leaves a gap and indicates that we may not be meeting our goals
- The root cause of students' reading deficiencies is students' literacy skills not being developed in their formative years. This may be caused by poor reinforcements in their home and primary school environment. This may have been caused by teachers and parents not spending enough time on developing students' reading skills.
- A problem such as this impacts students and their family's lives. It also has a direct impact on the school's personnel such as teachers, the remaining student body and teachers

3. Solution Approach

#	Solution Option	High Level Benefit	High Level Cost	Required, Desired, Optional
1	Read-A-Gram Project	Students enjoy reading, develop requisite literacy skills, are able to sit examinations and perform effectively in their academic work performance and the world of work	BD \$2000	Desired
2	Continue with current school programme	Some students who already		Required

		display a high level of literacy will function only		

4. Recommendations

- Review the Project Charter that follows
- Meet with the prospective Project Manager and discuss project in order to get more vested personnel involved
- Approve Solution Option 1
- Approve resources to proceed with solution

Project Business Case

Project Charter	
GENERAL PROJECT INFORMATION	
PROJECT NAME	Read-A-Gram
PROJECT SPONSOR	Principal of Mariville School
PROJECT MANAGER	S. Griffith
EXPECTED START DATE	September 2024
EXPECTED COMPLETION DATE	01 mayo 28
PROJECT DETAILS	
PROJECT DESCRIPTION	Read-A-Gram is a project targetted at developing students with low literacy skills to help them achieve those requisite skills by the end of the programme
KEY REQUIREMENTS	Deliverables include: Reading sessions, students' personalised flashdrives/ portfolios and storybooks
EXPECTED BENEFITS	Enhanced reading experiences providing students with individual attention on their needs. Repeated sessions that will promote confidence for students. Access to trained individuals who can work with students with special needs
ESTIMATED COST & RESOURCES	BDS \$2000 - Expected resources include fashdrives, charts, reading books, paper
PROJECT TEAM (RESOURCES)	Project Sponsor: Principal Project Manager: S. Griffith Subject Matter Experts: willing members of the English Department

OVERALL PROJECT RISK

Lack of student interest or parental involvement; Disruptions of the programme and missed sessions can weaken the effectiveness of the programme