The Office of Residence Life has requested an automated method to generate a Voter Identification Letter for on-campus residents proof of precinct for voting in Wood County. Residence Life wants to provide a link within the Student Portal that allows the on-campus resident to print their own Voter Identification Letter on BGSU letterhead that contains the student’s name (last and first), residence hall address, print date, and authorizing signatures. This past month, we met with Josh Lawrie and Saundra Smith from Residence Life to gather functional requirements. We also created a Project Charter and Project Plan for implementation. Functional Specification is in progress. Mike Addison has been assigned the developer.

Past Month’s Key Accomplishments
- Met with Residence Life to gather functional requirements for request.
- Sent Request to SIC / ESC in April – ESC Approved 4/10/2017
- Created Project Charter
- Created Project Plan
- Created Functional Specifications

Upcoming Milestones
- Technical Specifications (5/3 – 5/10)
- Development / Unit Testing (05/18 – 6/16)
- User Testing 6/26 – 7/6 (QNA) and 07/10 – 07/14 (PPD)
- Implementation in Production CSS 07/16/2017