# Executive Sponsors Meeting
# Major Project Updates

04/10/2017

# Agenda

- Aetna Student Health Social Security File Layout *
- Implementation of Side Walk *
- Modifications to Contract Pay Status *
- PeopleSoft CSS 9.0 Bundle 44 *
- Graduate Assistant Time & Labor Changes *
- Automate FRD Matriculation *
- Report Library, and ODS Audit For Agilon One *
- RFP for Electronic Transcript Vendor
- OnBase 16 Upgrade
- Replace and Enhance Student Scheduling Software
- WBGU-TV & Agilon One Donor Data Workflow
- FMS 9.2 Upgrade
- Career Center Software RFQ
- Implement Avalon Multimedia System
- Create Electronic Form for Meal Plan Change with Signature
- Upgrade to MaxGalaxy from MaxEnterprise
- Agilon One Upgrade
- Implement Sequoia QuadPoint POS for BGSU Dining
- Implement Student Dynamic Billing
- Phonathon vendor upgrade
- NORIS to SunGard Migration
- G Suite for Education
- HCM 9.2 Get Current and People Tools Upgrade
- Secure Email needed
- GSW Online Placement App Update
- 25 Live Implementation
- Student Refunding for Credit Card Payments
- Email Utility
- New WRL Report for Foundation
- Donor Wall Technology RFP
- Update StarRez (move from version 9.6 to 10.1)
- Provost Performance Metrics
- CSS V9.2 Upgrade - not this month
- Grad Contracting App Upgrade For Graduate Assistant T/L
- Pharos Upgrade
- Musical Arts Ticketing System

# Aetna Student Health Social Security File Layout

BGSU



**Project Status:** ★

**Monthly Summary – April 3, 2017**

This past month Aetna was able to complete their validation of the new process. Upon completion of the validation, the new process was migrated to production.

**Past Month's Key Accomplishments**

- Aetna validation completed
- Go-Live

**Upcoming Milestones**

## Project Milestones

| Status | Week Beginning (Sunday Date) | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | **Initialize** | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | X | X | | | | | | | | | | | | | | |
| Cmplt | Project Charter Developed | | X | X | X | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | |
| Cmplt | Development | | X | X | X | X | X | X | | | | | | | | | |
| Cmplt | SFTP Process Testing | | | | | | | X | | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | |
| Cmplt | QNA Testing | | | | | | | | X | | | | X | X | | | |
| Cmplt | PPD Testing | | | | | | | | | | | | | X | X | X | |
| | **Implement** | | | | | | | | | | | | | | | | |
| Cmplt | Production Migration | | | | | | | | | | | | | | | | X |
| Cmplt | Go Live - System is now in production | | | | | | | | | | | | | | | | ★ |

# Course Materials to Sidewalk Hero

BGSU



**Project Status:** ★

**Monthly Summary – April 3, 2017**

ITS has implemented Sidewalk Hero in lieu of the previous MBS/Verba configurations for textbook adoption. A new interface with PeopleSoft CSS was constructed to send the necessary data to Sidewalk. Links have been updated to point to the new vendor for Fall Semester. Previous links to the old system will be removed after they are no longer used for Spring/Summer. Falcon Outfitters has completed all communication, training, and coordination with faculty and student groups, with the vendor conducting training onsite for the new product.

**Past Month's Key Accomplishments**

- Testing: QNA and PPD testing complete.
- Go-Live: System is in production.

**Upcoming Milestones**

- Project Closed

## Project Milestones

| Status | Week Beginning (Sunday Date) | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 |
|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** |
| | **Initialization and Design** | | | | | |
| Cmplt | Product and Technical Research | X | | | | |
| Cmplt | Define and Collect Requirements | x | | | | |
| Cmplt | Project Kickoff | x | | | | |
| Cmplt | Project Planning | x | | | | |
| | **Development and Testing** | | | | | |
| Cmplt | Install and Configure DEV Virtual Environment | | x | | | |
| Cmplt | ITS Unit Testing in DEV | | x | | | |
| Cmplt | Build and Configure TEST Environment | | | x | | |
| Cmplt | User acceptance testing in QNA | | | x | | |
| Cmplt | User Acceptance Testing in PPD | | | | x | |
| | **Implementation** | | | | | |
| Cmplt | Verify Spring Semester Functionality for Variations | | | x | | |
| Cmplt | Build and Configure PROD Environment | | | | x | |
| Cmplt | PROD Environment Validation | | | | x | |
| Cmplt | PROD Hand-off and Go-Live | | | | | ★ |

# Modifications to Contract Pay Status

BGSU



**Project Status:** ★

**Monthly Summary – April 3, 2017**

The Modifications to Contract Pay Status project's objective is to create a method for HR and Payroll to adjust faculty member's contracts outside of the delivered functionality built into PeopleSoft. Development and testing were completed early in order to beat the code freeze and went successfully into Production seven weeks ahead of schedule.

**Past Month's Key Accomplishments**

- Development completed
- Testing completed
- Migration completed
- Project live as of 3/19

**Upcoming Milestones**

- Project closure

## Project Milestones

| Status | Week Beginning (Sunday Date) | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | X | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Design Solution | | X | X | X | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Development of Custom Page | | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | |
| Cmplt | Development of People Code and Messaging | | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | |
| Cmplt | Development of Security Specs | | | | | | | | | X | X | | | | | | | | | | | | | |
| Cmplt | Project Documentation | | | | | | | | | | | X | | | | | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Testing Round 1 (QNA) | | | | | | | | | | | | X | X | X | | | | | | | | | |
| Cmplt | Defect Resolution (QNA) | | | | | | | | | | | | | | X | X | | | | | | | | |
| Cmplt | Testing Round 2 (QNA) | | | | | | | | | | | | | | | | X | X | X | | | | | |
| Cmplt | Testing (PPD) | | | | | | | | | | | | | | | | | | | X | X | X | X | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Production Migration | | | | | | | | | | | | | | | | | | | | | | | ★ |

# PeopleSoft CSS 9.0 Bundle 44

BGSU



**Project Status:** ★

**Monthly Summary – April 3, 2017**

PeopleSoft CSS 9.0 Bundle 44 maintenance contains the 2017-2018 Financial Aid Regulatory Release 3 and various bug fixes for all CSS Modules. During the past month, we also installed Patch 24290724 from Oracle Support to resolve Bundle 44 testing issues related to Direct Lending and Pell Grants. All functional areas completed User Acceptance Testing and Security Testing for Bundle 44 and related patch. CSS 9.0 Bundle 44 and Patch 24290724 were implemented in Production CSS on Sunday March 19, 2017 as scheduled.

**Past Month's Key Accomplishments**

- Applied Patch 24290724 for Direct Lending and Pell Grants.
- Completed User Acceptance Testing in CSSQNA - Mar 9, 2017
- Completed Security Testing in CSSPPD - Mar 17, 2017
- Installed CSS 9.0 Bundle 44 and Patch 24290724 - Mar 19, 2017

**Upcoming Milestones**

- None

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| | **Initialize** | | | | | | | | | | |
| Cmplt | Project Planning | X | X | | | | | | | | |
| Cmplt | Project Kick-Off | | | X | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | |
| Cmplt | Create Project Design/Specifications Requirements | | | X | X | | | | | | |
| Cmplt | Perform Development / Unit Testing (for Rework Items) | | | | X | X | | | | | |
| | **Test** | | | | | | | | | | |
| Cmplt | Perform User Acceptance Testing in CSSQNA | | | | | X | X | X | X | | |
| Cmplt | Perform Security Testing in CSSPPD | | | | | | | | | X | |
| Cmplt | Perform Issue Resolution & Tracking | | | | | X | X | X | X | X | |
| | **Implement** | | | | | | | | | | |
| Cmplt | Perform Communications to campus | | | | | X | X | X | X | X | |
| Cmplt | Implement into Production CSS | | | | | | | | | | ★ |

# Graduate Assistant Time and Labor Changes

BGSU



**Project Status:** ★

**Monthly Summary – April 3, 2017**

The Graduate Assistant Time and Labor Changes project's objective is to adjust the current setup in Time and Labor so certain groups of GAs will not be required to enter their time and have their supervisors approve their time on a bi-weekly basis in order to be paid. The long term solution was developed and tested ahead of the code freeze and went into Production on 3/19. The functional user (HR and Payroll) Production configuration steps were completed the following week.

**Past Month's Key Accomplishments**

- Development completed
- Testing completed
- Migration completed
- Project live as of 3/19
- Functional configuration completed

**Upcoming Milestones**

- Project closure

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| | **Initialize** | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | X | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | |
| Cmplt | Design Solutions | X | X | | | | | | | | | | |
| Cmplt | Produce Short Term Solution | X | X | | | | | | | | | | |
| Cmplt | Develop Long Term Solution | | X | X | X | X | X | X | | | | | |
| | **Test** | | | | | | | | | | | | |
| Cmplt | Test Short Term Solution | | X | | | | | | | | | | |
| Cmplt | Test Long Term Solution | | | | | | | | X | X | X | X | |
| | **Implement** | | | | | | | | | | | | |
| Cmplt | Short Term Solution Used | | | X | | X | | X | | X | | X | |
| Cmplt | Full Solution Migration | | | | | | | | | | | | ★ |

# Automate FRD Matriculation

BGSU



**Project Status:** ★

**Monthly Summary – April 3, 2017**

Create a PeopleSoft process to select incoming Freshmen for automatic matriculation based on their SOAR appointment dates. The process will reference a custom setup table for SOAR appointment dates, select all students within the specified date range and create a matriculation row on the Admissions Application Program stack. Implementation is scheduled for 4/2/2017.

**Past Month's Key Accomplishments**

- Component Interface error have been resolved
- DEV Testing is complete; project has been migrated to QNA
- Multi-User testing in QNA is beginning
- Students registered for SOAR have been copied to QNA for test data

**Upcoming Milestones**

- Production migration scheduled for 4/2/2017
- All Admissions processing staff will have access to this process
- Migration took place as scheduled; process is now available in CSS

## Project Milestones

| Status | Week Beginning (Sunday Date) | Oct-2 | Oct-9 | Oct-16 | Oct-23 | Oct-30 | Nov-6 | Nov-13 | Nov-20 | Nov-27 | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 28 | 29 | 30 | 31 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Design Solution | | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Finalize Technical Specs/Requirements | | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | |
| Cmplt | Define Setup Table (DEV) | | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | |
| Cmplt | Application Engine Development | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | |
| Cmplt | Setup Row Level and T/L Secuirty (DEV) | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | |
| Cmplt | Unit Test (DEV) | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | |
| Cmplt | QNA Migration/Configuration | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Testing/Defect Resolution (QNA) | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | |
| Cmplt | PPD Migration/Configuration | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | |
| Cmplt | Testing/Defect Resolution (PPD) | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Communication to Campus/Training | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | |
| Cmplt | Production Configuration | | | | | | | | | | | | | | | | | | | | | | | | | | | X | |
| Cmplt | Production Migration | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ | |
| Cmplt | Execute New Process | | | | | | | | | | | | | | | | | | | | | | | | | | | X | |

# Report Library, and ODS Audit For Agilon One

BGSU



**Project Status:** ★

**Monthly Summary – April 3, 2017**

The project status is Green. Reporting team has met with Alumni to review requirements for the "Flexible" reporting capability. An ODS Database has been establish to hold Agilon One data. After reviewing the initial development for the Flexible reporting capability, there has been a change in scope. Alumni will provide ITS with the 20 most common extracts, The reporting team will replicate these extracts within the Web Report Library and schedule extracts to run at specified times that will reduce the run time of each extract. Due to the change in scope, this project will be considered closed and be treated as an enhancement moving forward.

**Past Month's Key Accomplishments**

- A database for Agilon One data has been established in DEV
- Reviewed initial development of flexible reporting capability and altered the scope of the project.

**Upcoming Milestones**

- Replicated top 20 long running extracts
- Schedule nightly update of the Agilon One data base
- Schedule long running extracts within the Web Report Library

## Milestones

| Status | | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Project Timeline** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Establish Agilon One DB in DEV | X | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Establish initial requirements for Reports | X | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Developmen and review of Reports | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | |
| Cmplt | Establish Agilon One DB in QNA | | | | | | | X | X | X | ★ | | | | | | | | | | | | |
| | **Change in scope, project will be closed and completed as an enhancement** | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Replicate top 20 long running extracts | | | | | | | | | | X | X | X | X | X | X | X | | | | | | |
| On Trk | Schedule nightly update of the Agilon One data base | | | | | | | | | | | | X | X | X | X | X | X | | | | | |
| On Trk | Schedule long running extracts within the Web Report Library | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | ★ |

# RFP for Electronic Transcripts Vendor

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The Registrar's office desires to implement an electronic transcript solution for BGSU. This past month, chosen vendors had the opportunity to demonstrate their solution to the BGSU review team. The project team reviewed and rated the remaining vendors and have narrowed the choices to two finalists. There is currently internal discussion regarding future intention of the potential solutions in order to make a final decision of which vendor will be chosen. To prepare for the next phase of the process, a project request for implementation of the chosen solution has been submitted and is working through the scoring and approval process. Work on the contract will begin as soon as a vendor solution is chosen.

**Past Month's Key Accomplishments**

- Held vendor demonstrations
- Submitted project request for implementation

**Upcoming Milestones**

- Final vendor selection
- Begin, formalize, and execute contract
- Completion of RFP phase

## Project Milestones

| Status | Week Beginning (Sunday Date) | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | Initialize | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | X | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | RFP Documentation | | X | | | X | X | X | X | | | | | | | | | | | | | | | | |
| Cmplt | Issue RFP open to Bid | | | | | | | | | X | X | X | X | X | | | | | | | | | | | |
| Cmplt | RFP Evaluation | | | | | | | | | | | | | X | X | | | | | | | | | | |
| Cmplt | Vendor Presentations | | | | | | | | | | | | | | | X | | | | | | | | | |
| At Rsk | Vendor Selection | | | | | | | | | | | | | | | | ☆ | | | | | | | | |
| At Rsk | Formalize Prices | | | | | | | | | | | | | | | | | X | X | | | | | | |
| At Rsk | Formalize Contract | | | | | | | | | | | | | | | | | | | X | X | | | | |
| Nt Strtd | Legal Services Review | | | | | | | | | | | | | | | | | | | | | X | X | | |
| Nt Strtd | Execute Contract | | | | | | | | | | | | | | | | | | | | | | | X | ☆ |

# OnBase 16 Upgrade

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

New ActiveX controls and Unity Client software have been deployed to test machines on campus, and validation by campus clients of OnBase has begun. This followed the successful completion of unit testing by the Digital Imaging team. The many testers across campus have been enthusiastic with their investigation of the new version. Several issues have been reported but none are show-stoppers. These are being handled by the development team as their highest priority. Meanwhile, the PROD environment has been installed and is nearly ready for migration from TEST. All tasks are on track for the scheduled go-live date.

**Past Month's Key Accomplishments**

- Testing: TEST client deployed to workstations
- Testing: User Acceptance Testing is underway
- Testing: Re-work for problem resolution is underway
- Communications: Campus communications planned and staged

**Upcoming Milestones**

- 4/14/17: Completion of User Acceptance Testing
- 4/28/17: Go-Live

## Project Milestones

| Status | Week Beginning (Sunday Date) | On Hold | Sep-25 | Oct-2 | Oct-9 | Oct-16 | Oct-23 | Oct-30 | Nov-6 | Nov-13 | Nov-20 | Nov-27 | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project design and solution identification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Testing design | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Unity client purchase | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Development** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Build DEV server environment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Install OnBase 16 software | | | | | | X | X | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Develop Unity client package installer | | | | | | | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | ITS Unit testing | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | X | X | X | | | | | |
| | **Testing** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Build TEST environment and configure network | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Install OnBase 16 software | | | X | | | | X | | | | | | | | | | | | | | X | | | | | | | | | | | |
| Cmplt | Migrate to TEST environment | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| Cmplt | Test Unity client installation | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | |
| On Trk | User Acceptance Testing | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | | |
| | **Implementation** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Build PROD server environment and configure network | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Install OnBase 16 software | | | | | | | | | | | | | | | | | | | | | | | | | X | X | | | | | | |
| Nt Strtd | Push Unity client installation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X |
| Nt Strtd | Enact campus communications plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X |
| Nt Strtd | Migrate to production | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# WBGU-TV & Agilon One Donor Data Workflow

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The team (Controller's Office, UA, WBGU-TV and ITS) have identified a potential new direction. We have successfully developed and tested a proof of concept method to ensure gifts and pledges are being recorded properly. Once approved, we will reach out to ACD Direct and Agilon to make the development changes. The new production migration date is 5/25/17.

**Past Month's Key Accomplishments**

- Discussions on a new direction have been positive
- Developed a proof of concept method that has initially proven successful. Will need approval from the team.

**Upcoming Milestones**

- Controller's Office to determine how to record pledge and pledge premiums in FMS
- Get approval from team on proof of concept
- Once approved, submit development specifications to ACD Direct and Agilon

## Project Milestones

| Status | Week Beginning (Sunday Date) | Oct-23 | Oct-30 | Nov-6 | Nov-13 | Nov-20 | Nov-27 | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning/Charter | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Develop functional requirements | | | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Tech Specs for Data Flows from ACD Direct to Agilon | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | |
| On Trk | Tech Specs for Data Flows from Agilon to Allegiance | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | |
| Nt Strtd | Develop both interfaces | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | | | | | |
| Nt Strtd | Evaluate need for duplicate record workflow remediation | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Testing Round 1 | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | |
| Nt Strtd | Defect Resolution | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | |
| Nt Strtd | Testing Round 2 (if needed) | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Production Migration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |
| Nt Strtd | Go-Live | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

# FMS 9.2 Upgrade Project

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

QNA testing was completed on March 31, 2017. The technical team used the time between the end of QNA testing and the beginning of PPD testing to perform another test move into QNA. This allowed the team to validate the tasks involved in the test move prior to entering into PPD. PPD testing begins on April 10 and lasts through April 28, 2017. Planning continues for cutover weekend which begins May 26, 2017. The overall project is on target and trending green.

**Past Month's Key Accomplishments**

- **Environment:** Completed Elastic Server build in DEV/QNA and held demo; Built out QNA2.
- **Development:** Finalizing Grants Invoicing for Crystal to BI Publisher development; Continue to work on spreadsheet upload and email functionality.
- **Testing:** Completed QNA testing; issue tracking and resolution. There are still 8 issues that we continue to work on.
- **Project Management:** Planning for Mock and tracking go live tasks.

**Upcoming Milestones**

- Complete QNA2 test move.
- Complete PPD environment build and test move.
- Proceed with Elastic builds.
- Complete Crystal to BI Publisher development.
- Continue to build out go live plan and track changes.
- Complete QNA2 testing / issue tracking and resolution.
- Begin PPD testing / issue tracking and resolution.

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning and Startup | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | | | | | | | | | | | | | | | | | | | | |
| | **Environment Builds** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | DMO Server / Environment Build | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | DEV Server / Environment Build | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | QNA Server / Environment Build | X | X | | | | | | | | | | | | | | | | | | | | |
| On Trk | PPD Server / Environment Build | | | | | | | | | | X | X | X | X | X | | | | | | | | |
| Nt Strtd | PROD Server / Environment Build | | | | | | | | | | | | | | | X | X | X | X | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Business Process Mapping | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Fit/Gap Sessions | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Document Design and Configuration | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Perform Development | X | X | | | | | | | | | | | | | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Integration Testing | | | | X | X | X | X | X | X | X | X | X | X | | | | | | | | | |
| Nt Strtd | PPD Testing | | | | | | | | | | | | | | | X | X | X | | | | | |
| Nt Strtd | Mock Testing | | | | | | | | | | | | | | | | | | | | X | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Communication to Campus/Training | | | | | | | | | | | | | | | | | | | X | X | X | |
| Nt Strtd | Training (if needed) | | | | | | | | | | | | | | | | | | | X | X | X | |
| Nt Strtd | Go-Live | | | | | | | | | | | | | | | | | | | | | | ★ |

# Career Center RFQ

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

This is a project to replace the Career Center software as part of the Falcon Flight Plan for all students. We have completed 3 demos and technical calls. We are on schedule and no issues to report.

**Past Month's Key Accomplishments**

- Five demos scheduled with preferred vendors
- Three vendor demos completed
- Functional and technical requirements completed

**Upcoming Milestones**

- Completion of demos
- Completion of RFQ document

**Upcoming Events**

- Two demos with vendors and 4 technical calls

## Project Milestones

| Status | Week Beginning (Sunday Date) | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | **Initialize** | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | X | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | |
| Cmplt | Develop technical requirements | | X | X | | | | | | | | | | | | | |
| Cmplt | Develop features and functional requirements | | X | X | X | | | | | | | | | | | | |
| Cmplt | Create list of vendors and setup demos | | X | X | X | X | | | | | | | | | | | |
| On Trk | Host demos on campus | | | X | X | X | X | X | X | X | X | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | |
| Nt Strtd | Create final list of questions for vendors | | | | | | | | | | X | | | | | | |
| Nt Strtd | Create the RFQ | | | | | | | | | | X | X | X | X | | | |
| Nt Strtd | Review the RFQ responses | | | | | | | | | | | | | | X | X | |
| Nt Strtd | Select the final vendor | | | | | | | | | | | | | | | | ★ |

# Implement Avalon Multimedia System

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The Avalon test environment is ready. Sample content has been successfully uploaded by ITS staff as a proof of concept. Library personnel are now logging into the system and designing their testing process. The next steps for the project are to conduct thorough testing, investigate the process for importing content from the previous Variations product, and verifying Wowza for media streaming. As time allows in the project we will request integration for a Canvas LTI.

**Past Month's Key Accomplishments**

- Configuration: TEST environment complete
- Security: Single Sign On and Single Log Off complete
- Testing: User testing begun

**Upcoming Milestones**

- 5/19/17: Completion of user acceptance testing

## Project Milestones

| Status | Week Beginning (Sunday Date) | Oct-2 | Oct-9 | Oct-16 | Oct-23 | Oct-30 | Nov-6 | Nov-13 | Nov-20 | Nov-27 | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 |
| | **Initialization and Design** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Product and Technical Research | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Define and Collect Requirements | | | | | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kickoff | | | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | | | | | | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Development and Testing** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Install and Configure DEV Virtual Environment | | | | | | | | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | |
| Cmplt | ITS Unit Testing in DEV | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | | | | | | | | | | | | | | |
| Cmplt | Build and Configure TEST Environment | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | |
| On Trk | User Acceptance Testing in TEST | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | | | | | | |
| | **Implementation** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Verify Spring Semester Functionality for Variations | | | | | | | | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Build and Configure PROD Environment | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | | | | | | |
| Nt Strtd | PROD Environment Validation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | |
| Nt Strtd | PROD Hand-off and Go-Live | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |
| Nt Strtd | Variations Deprication | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

# Create Electronic Meal Plan Change Form

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

To provide flexibility to the student, a meal plan change request will be submitted with a web form that displays a student's current meal plan and other meal plans available to them. The DocuSign product will be used to manage the signature(s) and the status of each signature request. . The list of signature requests will provide UDS a list of students to make the requested meal plan changes in Micros, BlackBoard Transact and Student Financials. The implementation is scheduled for 6/1/2017.

**Past Month's Key Accomplishments**

- Monitor development progress

**Upcoming Milestones**

- Monitor development progress
- Deliver web page and electronic signature functionality to the Functional Users on 4/17/2017 for UAT

## Project Milestones

| Status | Week Beginning (Sunday Date) | Nov-6 | Nov-13 | Nov-20 | Nov-27 | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Design Solution | | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Finalize Technical Specs/Requirements | | | | | | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Web Page Development | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | |
| On Trk | DocuSign Configuration | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | |
| On Trk | Unit Test | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | |
| Nt Strtd | UAT Migration/Configuration | | | | | | | | | | | | | | | | | | | | | | | X | X | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Testing/Defect Resolution | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | | | | | | | |
| Nt Strtd | Security Testing Migration/Configuration | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | |
| Nt Strtd | Testing/Defect Resolution | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Communication to Campus/Training | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | | | | |
| Nt Strtd | Production Configuration | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | | | |
| Nt Strtd | Production Migration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ | | |
| Nt Strtd | Execute New Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | |

# Upgrade to Max Galaxy

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

We continue to perform configuration and testing. The project remains on schedule for the end of June

**Past Month's Key Accomplishments**

- Completed 9/11 configuration and training sessions

**Upcoming Milestones**

- Complete phone configuration and training sessions.
- Begin onsite training and development
- Begin testing

## Project Milestones

| Status | Week Beginning (Sunday Date) | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | X | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Project Analysis | | X | X | | | | | | | | | | | | | | | | | |
| Cmplt | Develop Scope Document | | | | X | | | | | | | | | | | | | | | | |
| Cmplt | Create Project Design/Specifications Requirements | | | | X | X | | | | | | | | | | | | | | | |
| On Trk | Perform Development | | | | | X | X | X | X | X | | | | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | |
| On Trk | Create Test Scripts | | | | | | x | X | X | X | | | | | | | | | | | |
| Nt Strtd | Perform Testing | | | | | | | | | | X | X | X | X | X | | | | | | |
| Nt Strtd | Perform Issue Resolution & Tracking | | | | | | | | | | | | | | | X | X | X | X | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Conduct Training | | | | | | | | | | | | | | | | | | | X | |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | ★ |

# Agilon One Upgrade

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

This project has recently been approved. Agilon One, BGSU's system of record for alumni and donor data is due for its scheduled upgrade. Along with the myriad of product enhancements and fixes expected with each release, this next upgrade includes a bug fix concerning umbrella events that the bursar's office would like to be in place before the University begins to accept registrations for this years homecoming.

**Past Month's Key Accomplishments**

- Initial talks with Andy Gross regarding server availability and data center move
- 3 new Agilon environments are required. DEV, TEST and PROD.

**Upcoming Milestones**

- Supply Andy with final environment information by mid May
- Begin initial project plan

## Project Milestones

| Status | Week Beginning (Sunday Date) | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 | Jul-16 | Jul-23 | Jul-30 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** |
| | **Initialize** | | | | | | | | | | | | | | | | | | | |
| Cmplt | Vendor Contact | X | | | | | | | | | | | | | | | | | | |
| On Trk | Project Planning/Charter | X | X | X | X | | | | | | | | | | | | | | | |
| Nt Strtd | Project Kick-Off | | | | X | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Configure Agilon Environments | | | | | | X | X | X | X | | | | | | | | | | |
| Nt Strtd | Design Project Plan | | | | | | X | X | X | X | | | | | | | | | | |
| Nt Strtd | Internal Staff Training | | | | | | | X | X | X | X | | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Test Scripts | | | | | | | X | X | X | X | X | | | | | | | | |
| Nt Strtd | Round 1 Testing (DEV) | | | | | | | | | | | X | X | X | | | | | | |
| Nt Strtd | Round 2 Testing (TEST) | | | | | | | | | | | | | | X | X | X | X | | |
| Nt Strtd | Perform Issue Resolution & Tracking | | | | | | | | | | | X | X | X | X | X | X | X | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Perform Communications to campus | | | | | | | | | | | | | | | X | X | X | X | X |
| Nt Strtd | Implement Go-Live | | | | | | | | | | | | | | | | | | | ★ |

# Implement POS for Dining Services

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

Dining has determined that Sequoia's QuadPoint is best suited to fulfill their operational needs in a POS system. QuadPoint's only customers are college campuses giving them a better understanding of Dining's business processes, support and reporting needs. QuadPoint must be configured, tested and implemented with a go-live date of 7/1/2017.

**Past Month's Key Accomplishments**

- SOW document delivered and signed
- SLA document delivered and approved
- Multi-Year annual cost document delivered and approved
- Cloud Application Checklist document approved

**Upcoming Milestones**

- Perform project planning and organization
- Obtain project charter approval
- Merge vendor's project plan with BGSU project methodology
- Schedule project kickoff

## Project Milestones

| Status | Week Beginning (Sunday Date) | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | **Initialize** | | | | | | | | | | | | | | | | | | |
| On Trk | Project Planning | X | X | X | X | X | | | | | | | | | | | | | |
| On Trk | Product Analysis | | X | X | X | X | X | X | | | | | | | | | | | |
| Nt Strtd | Project Kick-Off | | | | | X | | | | | | | | | | | | | |
| | **Analyze** | | | | | | | | | | | | | | | | | | |
| On Trk | Project Team/Project Management Tracking | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | |
| On Trk | Schedule On-Campus Configuration | | X | X | X | X | X | X | X | X | | | | | | | | | |
| Nt Strtd | Define and agree on success criteria | | | | | | X | X | | | | | | | | | | | |
| Nt Strtd | Finalize Technical/Functional Requirements | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | |
| Nt Strtd | Define Required Interfaces | | | | | | X | X | X | X | | X | X | X | X | X | X | X | |
| | **Testing** | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Formalize Contract/Prices | | | | | | | X | X | X | X | | X | X | X | X | X | X | X |
| Nt Strtd | Legal Services Review | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Nt Strtd | Execute Contract | | | | | | | | | X | X | | | X | X | X | X | X | X |
| | **Implement** | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Define Implementation Calendar/Project Plan | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | |
| Nt Strtd | Determine Training Requirements | | | | | | | X | X | X | X | X | X | X | X | X | X | X | |
| Nt Strtd | Register Testing/Configuration | | | | | | | | X | X | X | X | X | X | X | X | X | X | |
| Nt Strtd | Site Survey | | | | | | | | | | | | X | X | | | | | |
| Nt Strtd | Communicate to Campus | | | | | | | | | | | | X | X | X | X | X | ★ | |

# Implement Student Dynamic Billing

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The project continues on schedule as we have continued to finalize the design of the new billing interface. The new billing interface includes a revamped PeopleSoft Account Summary Page within the Student Center that shows dynamic billing and activity. This page has been designed to look the same for the student and a parent. The Account summary includes real-time payment plan information if a student is enrolled in a payment plan within CASHNet. The changes in PeopleSoft will be reflected in the portal. We are in the process of moving development into QNA.

**Past Month's Key Accomplishments**

- Design: Finalized Design
- Development: Interface revisions continue to be finalized as user testing begins
- Development: Completed Real-time CASHNet interface to PeopleSoft to show budget plans

**Upcoming Milestones**

- User Acceptance Testing in QNA – April 10th
- Update MyBGSU Portlet – April 24th

## Project Milestones

| Status | Week Beginning (Sunday Date) | Nov-6 | Nov-13 | Nov-20 | Nov-27 | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| | **Initialization and Design** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Collect Requirements | X | X | X | X | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Conduct Design Sessions | | | | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Gather Feedback from Executives | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | | | | | | | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | |
| | **Development and Testing** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Prototype for New Interface | | | | | | | | | X | X | X | | | X | X | X | X | X | X | X | X | | | | | | | | | | | | | |
| On Trk | Move Develoment to QNA | | | | | | | | | | | | | | | | | | | | | | X | X | | | | | | | | | | | |
| Nt Strtd | User Acceptance Testing in QNA | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | | | | | | |
| On Trk | Update MyBGSU Portlet | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | | | | | | | | | |
| Nt Strtd | Move Development to PPD | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | |
| Nt Strtd | Final User Acceptance Testing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | | | |
| Nt Strtd | Creation of Tutorial Video | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | | | | |
| | **Implementation** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Production Migration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X |
| Nt Strtd | Go-Live - System in Production | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Phonathon Upgrade

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The Phonathon upgrade project has started. We are currently working with the vendor to complete a signed contract. The project remains on schedule.

**Past Month's Key Accomplishments**

- Completed BGSU cloud application checklist

**Upcoming Milestones**

- Establish a signed contract
- Establish timeline with vendor

Timeline created after signed contract

# NORIS to SunGard Migration

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The contract with SunGard was completed. A SunGard project manager was assigned at the end of the month. BGSU will soon meet with him to identify a project timeline. In the meantime the project team began the process of designing the network and security configuration. The project team is working with the Wood County Sheriff's Office and the county IT staff.

**Past Month's Key Accomplishments**

- Contract completed
- SunGard project manager assigned

**Upcoming Milestones**

- Complete project charter
- Complete network/security configuration design
- Establish project WBS with vendor

Project scope and timeline have not been determined.
Project completion has been requested for July 1, 2017.

# G Suite for Education

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

This project will create a Google domain for BGSU that will allow us to use G Suite for Education in BGSU's teacher education programs in the College of Education and Human Development. It will provide an opportunity to emulate and model the use of Chromebooks and Android devices, as both a student and a teacher, in both the K-12 and higher education classrooms. This will prepare BGSU students in the teacher education programs to understand and use the technology that they will encounter in the classrooms. At this time, this project is limited to the College of Education, but it could be expanded to other Colleges as needed.

**Past Month's Key Accomplishments**

- Met with Client Services team, ITS, College Of Education on Chromebook printing needs. Client Services will look into BGSU's printing contract with ComDoc and Pharos mobile printing capabilities.
- The technical team had not been able to work on this project due to the OnBase upgrade taking priority. However, work has now started again.

**Upcoming Milestones**

- Use the test site to learn about how G Suite should be configured and administered.
- Determine which services will be offered.
- Determine what and how to integrate with existing BGSU environment (authentication, provisioning, PeopleSoft, email, storage).

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 | Jul-16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Project Planning and Kick-Off activities | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create BGSU Google Production and Test Domains | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | |
| On Trk | Determine G Suite Requirements | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | |
| On Trk | Determine Administration and Policies | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Functional Testing of Setup and Use | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | | | |
| Nt Strtd | Perform Issue Resolution & Tracking | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Go-Live and Roll Out Plan | | | | | | | | | | | | | | | X | X | X | X | | | | | | | | | | | |
| Nt Strtd | Determine Training Needs and Conduct Training | | | | | | | | | | | | | | | X | X | X | X | X | | | | | | | | X | X | |
| Nt Strtd | Determine Communications and Create Plan | | | | | | | | | | | | | | | | | | X | X | | | | | | | | X | X | |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# HCM 9.2 Get Current Project

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The Get Current project will update our existing HCM 9.2 environment from image 13 to image 21 and upgrade our HCM PeopleTools to version 8.55. ITS has completed unit testing in the DEV environment. Development of re-work items continues on track with several items sent to code review. This includes development for the "Correct 9 Month Faculty Taxation" project. With the code freeze now in place, the team has a plan to handle this and the few other freeze breakers. They were also able to migrate several smaller projects early in order to beat the code freeze. The migration to QNA and integration testing is pending but postponed one week due to a delay in infrastructure.

**Past Month's Key Accomplishments**

- Development: Freeze breakers identified
- Development: Several items sent to code review
- Testing: Functional review of test scripts complete
- Testing: Unit testing complete

**Upcoming Milestones**

- 4/11/17: QNA smoke testing
- 4/12/17: QNA functional configuration
- 4/17/17: Integration testing begins

## Project Milestones

| Status | Week Beginning (Sunday Date) | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 | Jul-16 | Jul-23 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning and Startup | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | | | | | | X | | | | | | | | | | | | | | | | | | | | | | | |
| | **Environment Builds** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | DMO/DEV Environment Build | | | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | |
| Off Trk | QNA Environment Build | | | | | | | | | | X | X | X | X | | | | | | | | | | | | | | | | | | |
| Nt Strtd | PPD Environment Build | | | | | | | | | | | | | | | | | | | | X | X | X | X | | | | | | | | |
| Nt Strtd | PRD Environment Build | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | | | | |
| | **Development & Testing** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Business Process Mapping | | | | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | |
| On Trk | Perform Development | | | | | | | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | |
| Nt Strtd | QNA Testing | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | | | | |
| Nt Strtd | PPD Testing | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Campus Communications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X |
| Nt Strtd | Go-Live | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Select Secure Email Solution

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

Human Resources has a need to send sensitive data to (benefit) vendors in a secure, encrypted and timely manner. BGSU currently does not have a secure and reliable means to send this information. Products like Mimecast, ProofPoint, Cisco IronPort provide these services. The purpose of this project is to select a vendor, implement the solution for HR and create documentation so that others may use the service in the future.

**Past Month's Key Accomplishments**

- We received the purchase order for 100 copies of Cisco's Registered Envelope Service. Due to other priorities in within the Infrastructure team, we are temporarily on hold. Our published due date remains 7/31/2017, however, we are hoping for an early delivery. This month our target moves from 3/31/2017 to 4/30/2017.

**Upcoming Milestones**

- Once the Infrastructure team completes their set up, we will work with HR to do set up for an individual license. We will document for others to use in the future.
- Communicate the availability of the service to areas on campus who may need to send secure emails.

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | **Initialize** | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | X | | | | | | | | | | | | | | |
| | **Determine Scope** | | | | | | | | | | | | | | | | |
| Cmplt | Determine Size of the Project | | X | X | | | | | | | | | | | | | |
| Cmplt | Develop Scope Document | | | X | | | | | | | | | | | | | |
| | **Determine Suitable Product(s)** | | | | | | | | | | | | | | | | |
| Cmplt | Consider Products Available/Review Demos | X | X | | | | | | | | | | | | | | |
| Cmplt | Provide Information for Quotes | | X | X | | | | | | | | | | | | | |
| Cmplt | Choose Product | | | | X | | | | | | | | | | | | |
| | **Secure Product** | | | | | | | | | | | | | | | | |
| Cmplt | Secure Agreement and Funding | | | | | X | X | | | | | | | | | | |
| Cmplt | Receive Product Licenses | | | | | | | X | | | | | | | | | |
| | **Install and Develop Training Documentation** | | | | | | | | | | | | | | | | |
| On Hld | Configure Product (Infrastructure team) | | | | | | | | | | | | | X | X | | |
| Nt Strtd | Install Software (client license) | | | | | | | | | | | | | | X | X | |
| Nt Strtd | Develop Training Material | | | | | | | | | | | | | | | X | ★ |

# GSW Online Placement App Update

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The GSW Online Placement App Update project's objective is to update the existing application to allow GSW to make changes without ITS intervention, change the layout to match the current BGSU theme, and to give GSW additional privileges and functionality based on their current business process. Development has continued this month and we have begun to roll out the first new features to the test site. Development will continue through April, after which user testing will begin.

**Past Month's Key Accomplishments**

- Continued technical development

**Upcoming Milestones**

- Wrapping up development
- User testing

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 | Jul-16 | Jul-23 | Jul-30 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning/Kick-Off | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Project Design/Specifications Requirements | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Perform Development | | | | X | X | X | X | X | X | X | X | X | X | X | X | | | | | X | X | X | X | X | X | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Test Plans | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | |
| Nt Strtd | Perform Testing | | | | | | | | | | | | | | | | X | X | X | | | | | | | | X | X | | |
| Nt Strtd | Perform Issue Resolution & Tracking | | | | | | | | | | | | | | | | | | | X | | | | | | | | | X | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Go-Live (Delivery 1) | | | | | | | | | | | | | | | | | | | | ★ | | | | | | | | | |
| Nt Strtd | Go-Live (Delivery 2) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# 25 Live Implementation

BGSU



**Project Status:** RED

**Monthly Summary – April 3, 2017**

This path month, CollegeNet successfully created a R25i test environment for BGSU. During early smoke testing it was determined that users were not able to print when using R25i. In order to resolve this issue, a deployment package was created for the Citrix desktop application that allows printing and can be deployed to users. During smoke testing it was also determined that our existing Resource25 reports would not work as expected. Configuration work on the Series25 connector has also been delayed due to resource constraints. The team is working with CollegeNet to come up with a solution for our needs and the project is trending red.

**Past Month's Key Accomplishments**

- Smoke testing started
- R25i benchmarks finished
- Citrix Desktop application package created
- R25i test environment created

**Upcoming Milestones**

- Series25 Configuration Completed
- Testing Started
- Go-Live plan created
- User training started

## Project Milestones

| Status | Week Beginning (Sunday Date) | Dec-4 | Dec-11 | Dec-18 | Dec-25 | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | X | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | | X | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Review of Current State | | | | | X | X | X | X | | | | | | | | | | | | | |
| Cmplt | Database Cleanup | | | | | | | | X | X | X | X | | | | | | | | | | |
| Cmplt | Database Snapshot | | | | | | | | | | | | X | | | | | | | | | |
| Cmplt | R25i Test Environment Build | | | | | | | | | | | | | X | X | X | X | | | | | |
| Off Trk | Series25 Installation | | | | | | | | | | | | | X | X | X | X | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | |
| Off Trk | Series25 Testing | | | | | | | | | | | | | | X | X | X | X | X | X | X | |
| Off Trk | Report Testing | | | | | | | | | | | | | | X | X | X | X | X | X | X | |
| Off Trk | WebViewer Testing | | | | | | | | | | | | | | X | X | X | X | X | X | X | |
| Off Trk | Schedule25 Testing | | | | | | | | | | | | | | X | X | X | X | X | X | X | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Go-Live Plan | | | | | | | | | | | | | | | | | | X | X | | |
| Nt Strtd | Database Snapshot | | | | | | | | | | | | | | | | | | | | X | |
| Nt Strtd | CollegeNet Migration Period | | | | | | | | | | | | | | | | | | | | X | X |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | | ★ |

# Student Refunding for Credit Card Payments

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The Office of the Bursar requested a new PeopleSoft CSS Interface to CashNet for Student Refunding for Credit Card Payments. This month we continued gathering functional requirements. CashNet has provided a file layout of the information needed to refund the overpayments back to student credit cards. We have identified an issue with our current design. Our delivered PeopleSoft CSS Refund process selects students eligible for a refund to credit card and posts the refunds to the student's account in CSS. Our new interface process selects the student with credit card refunds and builds an interface file. CashNet processes this interface file, refunds the overpayment to the appropriate student credit card, and also posts the refund to the student's account in CSS, creating a double entry. BGSU reached out to the CashNet listserv asking if other universities were using this same functionality. The Ohio State University responded back indicating that they are currently working on the same project. The Office of the Bursar scheduled a teleconference with OSU Functional Leads and IT staff on April 6th 2017 to discuss how they are developing this process.

**Past Month's Key Accomplishments**

- Received CashNet's File Layout for Refunding to Credit Cards
- Continued researching delivered PeopleSoft CSS functionality related to student refunding for credit card payments.
- Continued researching delivered CashNet Refund to Credit Card functionality.

**Upcoming Milestones**

- Meet with Ohio State University staff Apr 6, 2017 3pm .
- Create Project Charter / Project Timeline
- Identify Functional Requirements

**Upcoming Milestones**

- Go Live estimated to be Aug. 7th 2017

Project Timeline will be determined after the April 6 meeting.

# Email Utility

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The project involves implementing a new bulk email utility for BGSU called Adobe Campaign. Adobe Campaign is a hosted application that is highly configurable. It will replace the home-grown email utility that Marketing and Communications has used for years to send bulk emails. The implementation includes the development of data feeds that will transfer information from PeopleSoft and Agilon so that students, faculty, staff and alumni can be targeted in various email campaigns. In addition, email templates and widgets will be developed to provide a common experience for all areas sending bulk emails. Lastly, training and documentation will be developed.

**Past Month's Key Accomplishments**

- The project request was approved by ESC. The delivery date was set for August 11, 2017.
- The contract was signed with Adobe to license the Campaign product.

**Upcoming Milestones**

- Complete scoping of the project and determine project team.
- Determine project kickoff date and attendees.
- Begin determining data feed requirements.

## Project Milestones

| Status | Week Beginning (Sunday Date) | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 | Jul-16 | Jul-23 | Jul-30 | Aug-6 | Aug-13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | |
| On Trk | Project Planning | X | X | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Project Kick-Off | | X | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Perform Project Analysis | | X | X | | | | | | | | | | | | | | | | | |
| Nt Strtd | Develop Scope Document | | | | X | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Project Design/Specifications Requirements | | | | X | X | | | | | | | | | | | | | | | |
| Nt Strtd | Perform Development | | | | | X | X | X | X | X | | | | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Test Schedule/Cycles | | | | | X | X | | | | | | | | | | | | | | |
| Nt Strtd | Create Test Scripts | | | | | X | X | X | X | | | | | | | | | | | | |
| Nt Strtd | Perform Testing | | | | | | | | | X | X | X | X | X | | | | | | | |
| Nt Strtd | Perform Issue Resolution & Tracking | | | | | | | | | | | | | X | X | X | | | | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Go-Live Plan | | | | | | | | | | | | | | | X | X | | | | |
| Nt Strtd | Perform Communications to campus | | | | | | | | | | | | | | | X | X | X | X | | |
| Nt Strtd | Conduct Training | | | | | | | | | | | | | | | | | X | X | | |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | ★ | |

# New WRL Report for Foundation

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

This past month the team worked toward importing the historical fund information from Agresso into FMS. This is a multistep process, with the first requiring the removal of incorrect historical information that was in FMS. Upon completion of the data removal, a small sample of historical data was imported into QNA and is currently being validated to ensure the crosswalk is correct. The team also met with SFA to discuss the possibility of using information from AcademicWorks on these new reports. The team continues to work on making this data available for the reports and the project is trending green.

**Past Month's Key Accomplishments**

- Agresso Historical Information Identified
- Incorrect historical data removed from FMS
- Start of report format creation
- AcademicWorks usability meeting
- Sample Fund import completed

**Upcoming Milestones**

- Report format development continues
- Agresso historical fund information imported into FMS
- AcademicWorks – Import process finalized

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | X | | | | | | | | | | | | | | | | | |
| | **Analyze & Design** | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Report Formats identified | | X | X | X | X | X | X | | | | | | | | | | | | | |
| Cmplt | Report Format Layouts | | | | X | X | X | X | | | | | | | | | | | | | |
| Cmplt | Project Charter | | | | | | X | X | | | | | | | | | | | | | |
| On Trk | Agresso Historial Import | | | | | | | X | X | X | X | X | X | | | | | | | | |
| | **Development** | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Report Formats Created | | | | | | | | | | X | X | X | X | X | | | | | | |
| Nt Strtd | Report Format Validation | | | | | | | | | | | | | | | X | X | X | X | X | X |
| Nt Strtd | Report Format Rework | | | | | | | | | | | | | | | | | | | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Go-Live Plan | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Conduct Training | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | |

# Donor Wall Technology RFP

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

In coordination with the Capitol Campaign, BGSU is implementing a multimedia Donor display in the Bowen-Thompson Student Union that includes a physical wall space and a touchscreen interactive donor database. The project team is currently reviewing leveraging existing technology from our signage vendor, Four Winds, for the interactive donor database portion of this project. If existing technology is not able to offer the desired solution, a RFP process will be conducted to determine a vendor. In tandem, the team is reviewing vendor solutions for the physical wall display.

**Past Month's Key Accomplishments**

- Held Four Winds demonstration
- Received Four Winds SOW

**Upcoming Milestones**

- Review of Four Winds SOW
- Reference check
- Determine project direction (Four Winds or RFP)
- Begin Four Winds solution or RFP process
- Choose physical wall display vendor

## Project Milestones

| Status | Week Beginning (Sunday Date) | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 | Jul-16 | Jul-23 | Jul-30 | Aug-6 | Aug-13 | Aug-20 | Aug-27 | Sep-3 | Sep-10 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 |
| | Initialize | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | X | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Review existing solutions | | X | X | X | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Existing solution presentation | | X | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Determine direction (Four Winds or RFP) | | | | X | ☆ | | | | | | | | | | | | | | | | | | | | | | |
| The following is accurate if the Four Winds solution is chosen | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | SOW contract negotiations | | | | | X | X | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | SOW approval | | | | | | | X | X | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Vendor kick off review | | | | | | | | | X | X | X | | | | | | | | | | | | | | | | |
| Nt Strtd | Information Gathering | | | | | | | | | | | | X | X | X | | | | | | | | | | | | | |
| Nt Strtd | Technical Build | | | | | | | | | | | | | | | X | X | X | X | | | | | | | | | |
| Nt Strtd | Installation | | | | | | | | | | | | | | | | | | | X | X | X | | | | | | |
| Nt Strtd | Education / Training | | | | | | | | | | | | | | | | | | | | | | X | X | X | | | |
| Nt Strtd | Project closeout | | | | | | | | | | | | | | | | | | | | | | | | | X | X | ☆ |

# Update StarRez

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The Residence Life Department uses StarRez to handle Housing applications, bookings, payments, reporting and other options to ensure students obtain housing. Currently the department is on version 9.6. However, we need to move to version 10.1. This version is a web-based platform and fully supported by StarCare. The current version (9.6) is client based and StarCare is phasing out all support for this version.

| Past Month's Key Accomplishments | Upcoming Milestones |
| --- | --- |
| | • Hold kick off meeting 4/10/17<br>• Complete project timeline |

To be created after kick off meeting on 4/10/17

# Provost Performance Metrics

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

Structures to meet each Performance Metric are being developed, validated and migrated to Production in accordance with user requirements. Four Performance Metrics are currently in Production. Metrics 9 has been validated and is being prepped for Production. Metric 12 is in Development with outstanding questions for the Provost office. Metrics are scheduled to be in production for use in the Fall 2017 term.

**Past Month's Key Accomplishments**

- Community based learning metric now in Production catalog.
- Initial Contribution Margin has been completed and is being reviewed by Finance
- Transfer credits are being placed in the DW for the 60 units in two years report

**Upcoming Milestones**

- Approval of Contribution Margin and movement to Production
- Complete and validate Metric 12 for Production catalog
- Complete development of FTFT and FTIC cohorts
- Complete remaining experiential learning reports

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-1 | Jan-8 | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 | Jul-16 | Jul-23 | Jul-30 | Aug-6 | Aug-13 | Aug-20 | Aug-27 | Sep-3 | Sep-10 | Sep-17 | Sep-24 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 |
| Cmplt | PPM 1: New Freshmen and Total Students | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | PPM 2: FTFT Retention | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | ★ | | | | | | | |
| Cmplt | PPM 3: Number of Graduates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | PPM 4: Collaborative Research | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | ★ |
| Nt Strtd | PPM 6: Global Immersion Experience | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | ★ |
| Cmplt | PPM 7: Service Learning | X | X | X | X | X | X | X | X | X | X | ★ | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | PPM 8: Learning Communities | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | ★ |
| On Trk | PPM 9: Contributin Margin | X | X | X | X | X | X | X | X | X | X | ★ | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | PPM 12: 60 Credits in two years | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | ★ | | | | | | | | | | | | | | | | | | | | |
| Cmplt | PPM 14: SCHs Lost to DFW | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

# CSS 9.2 Upgrade

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The CSS 9.2 is a technical upgrade that will consist of an application upgrade from CSS version 9.0 to version 9.2, a PeopleTools upgrade to 8.55 or later, Oracle database upgrade to 12.c, and a move of the physical infrastructure to Buckeye TeleSystems. The project team will also update Student Financial Item Types and review updating the CashNet platform. All other business process improvements are outside the scope of this project and will be identified and evaluated as part of another project. The project kick-off is expected to happen later this month.

**Past Month's Key Accomplishments**

- Discussed project go live date with Project Sponsors and selected December 8-10,2017; identified Functional Leads for the project; Chris Cox will be the Business PM representing the Project Sponsors.
- Project Planning activities have started; technical team meeting scheduled; Kick-Off meeting scheduled.

**Upcoming Milestones**

- Finalize the project plan.
- Schedule Functional Lead meetings.
- Finalize the project timeline and testing cycles with Functional Leads.

- The project schedule and milestone are currently being developed.

# Graduate Contracting App Upgrade For GA T/L

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The Graduate Contracting Application Upgrade project's objective is to streamline and update the existing Graduate Assistant contracting process in order to eliminate manual data updating/syncing and to increase reporting efficiency. Development of Delivery 1 has completed and is being tested by SES. Also, a series of business process review sessions were held with the goal of documenting all of SES's business processes. The workflow documents were created and are being reviewed by SES for accuracy.

**Past Month's Key Accomplishments**

- Delivery 1 development completed
- BPMN created and delivered to SES for review

**Upcoming Milestones**

- Delivery 1 user testing
- Delivery 2 development begins

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-15 | Jan-22 | Jan-29 | Feb-5 | Feb-12 | Feb-19 | Feb-26 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 | Jul-16 | Jul-23 | Jul-30 | Aug-6 | Aug-13 | Aug-20 | Aug-27 | Sep-3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning/Kick-Off | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Project Design/Specifications Requirements | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Development - Delivery 1 | | | | | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Business Process Documentation | | | | | | | | | | X | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Defect Resolution - Delivery 1 | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Perform Development - Delivery 2 | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | |
| Nt Strtd | Defect Resolution - Delivery 2 | | | | | | | | | | | | | | | | | | | | | | | | | X | X | | | | | | | | |
| Nt Strtd | Perform Development - Delivery 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X |
| Nt Strtd | Defect Resolution - Delivery 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Perform Testing - Delivery 1 | | | | | | | | | | | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Testing Issue Resolution Delivery 1 | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Perform Testing - Delivery 2 | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | | | | | | | | |
| Nt Strtd | Testing Issue Resolution Delivery 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | | | | | | |
| Nt Strtd | Perform Testing - Delivery 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Testing Issue Resolution Delivery 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Go-Live (Delivery 1) | | | | | | | | | | | | | | | | ★ | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Go-Live (Delivery 2) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ | | | | | |
| Nt Strtd | Go-Live (Delivery 3) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

# Pharos Upgrade

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

This project will be the combination of upgrading our current Pharos environment to 9sp2 and migrating the servers to Buckeye. The upgrade is scheduled to be completed with a go-live of December 28th 2017.

**Past Month's Key Accomplishments**

- Held project kick-off meeting
- Created project charter
- Created communication plan

**Upcoming Milestones**

- Begin building test environment.

## Project Milestones

| Status | Week Beginning (Sunday Date) | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 | Jul-9 | Jul-16 | Jul-23 | Jul-30 | Aug-6 | Aug-13 | Aug-20 | Aug-27 | Sep-3 | Sep-10 | Sep-17 | Sep-24 | Oct-1 | Oct-8 | Oct-15 | Oct-22 | Oct-29 | Nov-5 | Nov-12 | Nov-19 | Nov-26 | Dec-3 | Dec-10 | Dec-17 | Dec-24 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Build Test Environment | | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Configure Test Environment | | | | | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Build Production Environment | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Configure Production Environment | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Testing Scripts | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Perform Testing in Test Environment | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Identity Management Testing | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Perform Issue Resolution & Tracking | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | | | | | |
| Nt Strtd | Perform Communications to campus | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | |
| Nt Strtd | Conduct Training | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | ★ |

# Musical Arts Ticketing System

BGSU



**Project Status:** GREEN

**Monthly Summary – April 3, 2017**

The College of Musical Arts box office contract with Choice ticketing system expires in July 2017. The box office is not satisfied with the current configuration of the Choice solution. BGSU will be running an RFP to review a university wide ticketing system solution to be implemented in 2019. To fill the box office need between these dates and the need for a better solution, BGSU ITS and Purchasing are assisting Musical Arts with either moving temporarily to Ticketmaster (BGSU existing contract) or cleaning up the configuration of the current Choice system and extending the contract.

**Past Month's Key Accomplishments**

- Demo/review of Ticketmaster and Choice ticketing system features and changes that will better meet BGSU requirements

**Upcoming Milestones**

- Final vendor selection
- Formalize, and extended contract
- Completion of project direction phase
- Begin implementation phase

## Project Milestones

| Status | Week Beginning (Sunday Date) | Feb-6 | Feb-13 | Feb-20 | Feb-27 | Mar-5 | Mar-12 | Mar-19 | Mar-26 | Apr-2 | Apr-9 | Apr-16 | Apr-23 | Apr-30 | May-7 | May-14 | May-21 | May-28 | Jun-4 | Jun-11 | Jun-18 | Jun-25 | Jul-2 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | Initialize | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | X | X | | | | | | | | | | | | | | | | | | |
| Cmplt | Requirement review with BGSU | | X | X | X | | | | | | | | | | | | | | | | | | |
| Cmplt | Requirement review with vendors | | | | X | X | X | X | | | | | | | | | | | | | | | |
| Cmplt | Vendor Presentations | | | | | | | | X | X | | | | | | | | | | | | | |
| On Trk | Solution Selection | | | | | | | | | X | | | | | | | | | | | | | |
| On Trk | Contract revision | | | | | | | | | X | X | | | | | | | | | | | | |
| Nt Strtd | Determine scope of solution | | | | | | | | | | X | X | X | X | | | | | | | | | |
| Nt Strtd | Implementation of solution | | | | | | | | | | | | X | X | X | X | X | X | X | X | | | |
| Nt Strtd | Documentation of solution | | | | | | | | | | | | | | | | | | X | X | X | X | ☆ |