

Executive Sponsors Meeting
02/13/2017

Major Project Updates

Agenda

- POS System Selection for Dining Services
- Webcheckout Implementation
- SEVIS Process in PeopleSoft
- Academic Works Phase II
- Slate Phase IV
- Donor Data Workflow Migration – Allegiance – Agilon Synergies
- Graduate Assistant Time & Labor Changes
- OnBase 16 Upgrade
- Falcon Info: Academic Financials
- Falcon Info: Provost Performance Metrics
- Aetna Student Health File
- PeopleSoft Security Request Form Phase 2
- DocuSign eForm Enhancement
- Modo – Phase 2 Enhancement
- Automate FRD Matriculation
- Create Electronic Meal Plan Change Form
- CSS Bundle 44
- RFP for Electronic Transcripts
- Avalon Multimedia System
- Falcon Info: Agilon One Report Library
- Implement Student Dynamic Billing
- FMS 9.2 Upgrade
- G Suite for Education
- HCM 9.2 Get Current
- Select Secure Email Solution
- 25 Live Implementation
- Modifications to Contract Pay Status
- GSW Online Placement App Upgrade
- Graduate Contracting Application – Phase 2

POS System Selection for Dining Services

Project Status: **GREEN**

Monthly Summary – February 6, 2017

BGSU is requesting information from qualified vendors that can provide a Point of Sale System solution, primarily to be used by BGSU's Dining Services, but with the capability to possibly expand to the campus Bookstore. This project is to contact the vendor (Sequoia/Blackboard), and, if the system is acceptable, execute a contract by 2/15/2017.

Past Month's Key Accomplishments

- Decisions made: application will be hosted by Azure (3rd-party hosting contracted by Sequoia/Blackboard), all existing Micros registers will be replaced with HP equipment with stand-alone credit card readers, no chip readers will be activated, BGSU will be invoiced after 7/1/2017

Upcoming Milestones

- Analyze SOW, discounted price quotes, hardware
- Request legal review of vendor contract (if needed)
- Vendor will produce final prices and SOW by 2/13/2017
- Contract signing to occur as soon as possible

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Initialize																			
Cmplt	Project Planning	X	X																	
On Trk	Product Analysis		X	X	X	X	X	X												
Cmplt	Project Kick-Off		X																	
	Analyze, Interview, & Document																			
Cmplt	Finalize Request for Information		X	X	X															
Cmplt	Schedule On-Campus Demonstration		X	X	X	X	X	X	X											
Cmplt	Evaluate Responses				X	X	X	X	X	X										
Cmplt	Define and agree on success criteria						X	X												
On Trk	Finalize Technical/Functional Requirements							X	X	X	X	X	X	X	X	X	X	X		
On Trk	Define Required Interfaces							X	X	X	X		X	X	X	X	X	X		
	Selection																			
On Trk	Formalize Contract/Prices							X	X	X	X		X	X	X	X	X	X	X	
On Trk	Legal Services Review					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
On Trk	Execute Contract									X	X			X	X	X	X	X	X	X
	Implement																			
On Trk	Define Implementation Calendar/Project Plan						X	X	X	X	X	X	X	X	X	X	X	X		
On Trk	Determine Training Requirements							X	X	X	X	X	X	X	X	X	X	X		
On Trk	Enterprise Configuration Recommendations								X	X	X	X	X	X	X	X	X	X		
Nt Strtd	Site Survey												X	X			X	X		★

Monthly Summary – February 6, 2017

The Webcheckout application went live on Jan. 17th and is currently in use. We finished up the development and testing of Patron Data integration within Webcheckout. The functional departments uploaded their equipment inventory list into Webcheckout. End user training was completed the week of Jan. 11th. We are currently troubleshooting a post go live issue with SSO integration. We are currently working with the support team at Webcheckout to get this issue resolved ASAP.

Past Month's Key Accomplishments

- Go Live: The Webcheckout application went live on Jan. 17th and departments immediately started using the production environment
- Environment: Webcheckout checkout centers were created, configured and end user training were completed
- Patron Data integration was completed
- Department Inventory imports were uploaded into webcheckout

Upcoming Milestones

- Issues: Post go live issue with SSO integration will be resolved ASAP

Upcoming Events

- Completion of this project will be immediately after the SSO integration issue is resolved.

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	
Week Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Initialize																		
Cmplt	Project Planning	X	X	X	X	X												
Cmplt	Project Kick-Off					X												
Analyze, Design, & Development																		
Cmplt	Finalize Technical Specs/Requirements					X	X											
Off Trk	SSO Integration Development					X	X	X	X	X	X	X	X	X	X			
Cmplt	Patron Data Integration Development					X	X	X	X	X	X	X	X	X	X			
Cmplt	Department Equipment Inventory creation						X	X	X	X	X	X	X	X	X			
Cmplt	Department Inventory Import											X	X	X				
Cmplt	Department Training												X	X				
Test																		
Cmplt	Testing Round 1 (QNA)										X	X	X	X				
Cmplt	Defect Resolution (QNA)											X	X	X				
Cmplt	Testing Round 2 (QNA)												X	X	X			
Implement																		
Cmplt	Communication to Campus														X	X		
Cmplt	Production Configuration													X	X	X		
Cmplt	Go Live week																	★



Monthly Summary – February 6, 2017

SEVIS Process project to develop a PeopleSoft process to transmit International Student data from PeopleSoft to SEVIS via a secure PeopleSoft-resident process. Current dates for testing and development are on the project plan. Application engine development, beta testing and QNA setup table configuration continue on schedule. The implementation date has been moved to 2/5/2017.

Past Month's Key Accomplishments

- PPD Testing was completed on 2/3/2017
- No unresolved issues
- Project was migrated into Production CSS on 2/5/2017

Upcoming Milestones

- Assistance will be provided (as needed) to International Studies resources for configuration, entering I-20 data and running the transmit/retrieve custom processes

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-6	Mar-13	Mar-20	Mar-27	Apr-3	Apr-10	Apr-17	Apr-24	May-1	May-8	May-15	May-22	May-29	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	40	41	42	43	44	45	46	47	48	49
Initialize																								
Cmplt	Project Planning	X	X	X	X	X	X	X	X	X														
Cmplt	Design Solution		X	X	X	X	X	X	X	X	X	X	X											
Cmplt	Project Kick-Off		X																					
Analyze, Design, & Development																								
Cmplt	Finalize Technical Specs/Requirements		X	X	X	X	X	X																
Cmplt	Setup Tables Definition		X	X	X	X	X	X	X	X														
Cmplt	SEVIS Account Definition																							
Cmplt	Obtain SEVIS Certificate						X	X	X	X														
Cmplt	Application Engine Development																							
Cmplt	Setup Row Level and T/L Security (DEV)																							
Cmplt	Unit Test (DEV)																							
Cmplt	QNA Migration/Configuration																							
Test																								
Cmplt	Testing/Defect Resolution (QNA)												X	X	X	X	X	X	X					
Cmplt	PPD Migration/Configuration															X				X				
Cmplt	Testing/Defect Resolution (PPD)														X	X				X	X	X	X	
Implement																								
Cmplt	Communication to Campus/Training																			X				
Cmplt	Production Configuration																							X
Cmplt	Production Migration																							X
Cmplt	Execute New Process																							★

Monthly Summary – February 6, 2017

This past month AcademicWorks provided a test environment for our use during this project. Using the test environment, the team was able to load test students and verify the process is working as intended. At this point it was determined that the staging table the process was feeding was not identifying duplicate records. In order to correct this, more development was needed and we did not make it into QNA as expected. The project continues to move forward and we are expecting to enter QNA shortly. The project is trending yellow.

Past Month's Key Accomplishments

- Finalization of imported fields
- Additional development completed
- Test environment created

Upcoming Milestones

- Migration to QNA
- Migration to PPD
- Go-Live

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Initialize															
Cmplt	Information Gathering	X													
Cmplt	Resource Gathering		X												
Cmplt	Project Kick-Off		X												
Analyze, Design, & Development															
On Trk	Development		X	X	X	X	X	X	X	X	X	X			
Off Trk	Migration to QNA												X		
Off Trk	Migration to PPD													X	
Test															
Nt Strtd	User Testing (Concurrent)												X	X	
Nt Strtd	Defect Resolution (Concurrent)												X	X	
Implement															
Nt Strtd	Production Migration														X
Nt Strtd	Go Live - Process is now in production														★

Monthly Summary – February 6, 2017

Development is complete for a number of the issues that are part of this project. Unit testing has been completed on five of the nine tasks with two of the other four tasks close to completion. Currently waiting on Slate Support to complete testing on a script they created to clone applications for specified program areas (another of the tasks). Training sessions continue to be held with walk-in sessions also available for one-on-one help.

Past Month's Key Accomplishments

- Residency requirements development completed
- Previous names requirements completed
- CEEB code differences between Slate/CSS identified
- ISS visa permit types requirements completed and development has been completed
- Test score templates developed
- Script development to automate cloning of application in testing

Upcoming Milestones

- Report development (funnel reports) underway and to be completed
- Finalize requirements for GPA summary
- Complete CEEB code synchronization between Slate / CSS

Upcoming Events

- Further training sessions

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
Week Number		1	2	3	4	5	6	7	8	9	10	11	12	13
Initialize														
Cmplt	Project Planning	X	X											
Cmplt	Design Solution	X	X											
Cmplt	Project Kick-Off	X	X											
Analyze, Design, & Development														
Cmplt	Issue: International Students w/ Ohio Residency		X	X										
Cmplt	Issue: Applicants previous name(s) import into CSS		X	X										
Cmplt	Issue: SSN validation to SSA's standards			X	X									
On Trk	Issue: CEEB code tables with Slate and CSS significantly different and are used for institution matching	X	X	X										
Cmplt	Issue: ISS requests logic in importing visa permits to CSS					X								
Nt Strtd	Issue: Summary GPA calculation import into CSS					X	X	X						
Cmplt	Issue: Creation of test score templates for Praxis2/licensure exams						X	X	X					
On Trk	Issue: Automation of creation of secondary application for cert pgms								X	X	X			
On Trk	Issue: Development of dashboard and funnel reports											X	X	X
Test														
Nt Strtd	Testing		X	X	X	X	X	X	X	X	X	X	X	X
Implement														
Nt Strtd	Continuous Communication & Training	X	X	X	X	X	X	X	X	X	X	X	X	★

Monthly Summary – February 6, 2017

This process has become increasingly more complicated to completely automate. The limitations from both systems are making it a challenge to satisfy data feeds for both Allegiance and Agilon. We have pulled another ITS resource in to assist with a solution. Our initial meeting today (2/7) went very well. We were able to design, at least on paper, a viable, efficient and a more simplistic potential solution. We are following up with our ideas to determine the validity of our ideas.

Past Month's Key Accomplishments

- Due to the excessive configuration and monitoring of our proposed plan to completely automate data for Allegiance and Agilon One, we are re-thinking the data workflow process. Our objective is to use some of our initial plan and incorporate a more efficient, streamlined and simplistic approach.

Upcoming Milestones

- Complete new process design by February 22
 - Roll out to stakeholders for feedback
 - Formalize plan
- Set new, realistic go-live plan by February 24

Upcoming Events

- Targeted completion date: TBD

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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Initialize																			
Cmplt	Project Planning/Charter	X	X	X															
Cmplt	Project Kick-Off			X															
Analyze, Design, & Development																			
Cmplt	Develop functional requirements			X	X														
At Rsk	Tech Specs for Data Flows from ACD Direct to Agilon				X	X	X												
At Rsk	Tech Specs for Data Flows from Agilon to Allegiance				X	X	X												
At Rsk	Develop both interfaces						X	X	X	X	X	X	X	X					
At Rsk	Evaluate need for duplicate record workflow remediation								X	X	X	X	X	X					
Test																			
Nt Strtd	Testing Round 1													X	X	X	X		
Nt Strtd	Defect Resolution														X	X	X		
Nt Strtd	Testing Round 2 (if needed)															X	X	X	
Implement																			
Nt Strtd	Production Migration																		X
Nt Strtd	Go-Live																		★

Monthly Summary – February 6, 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 new setup will require AAs to enter time/have their time approved, however, RA, TI, TA, and HAs will not be required to enter hours and their supervisors will not have to approve any time in order for Payroll to process their checks. A short term solution was identified and delivered, being run manually by Payroll every two weeks. The long term solution is still being developed with the goal of automating this process.

Past Month's Key Accomplishments

- Project kick-off held
- Short term solution design, tested, and being used by Payroll
- Long term solution development started

Upcoming Milestones

- Completion of the long term solution
- Testing the long term solution
- Moving the long term solution to Production

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
	Week Number	1	2	3	4	5	6	7	8	9
Initialize										
Cmplt	Project Kick-Off	X								
Analyze, Design, & Development										
Cmplt	Design Solutions	X	X							
Cmplt	Produce Short Term Solution	X	X							
On Trk	Develop Long Term Solution		X	X	X	X	X			
Test										
Cmplt	Test Short Term Solution		X							
On Trk	Test Long Term Solution						X	X	X	
Implement										
On Trk	Short Term Solution Used			X		X		X		
Nt Strtd	Full Solution Migration (to be updated)									★

Monthly Summary – February 6, 2017

The ITS development team has completed 90% of their unit testing after an announced vendor defect necessitated the reinstallation of all OnBase v.16 environments. Two long running cases were opened with Hyland to address a scanning error and PeopleSoft single sign on. Single sign on is now working and the ITS development team is verifying Hyland’s solution for the scanning error. Initial testing is positive with one issue that may have a viable workaround; a decision will be necessary on whether the workaround is acceptable for our production installation. Once an acceptable resolution for scanning is finalized we will immediately move to functional user testing. Alternate go-live dates have been identified but planning for the migration is on hold until issue resolution.

Past Month’s Key Accomplishments

- Testing: One issue remains with a workaround in development

Upcoming Milestones

- ASAP: Beginning of User Acceptance Testing
- TBD: Go-Live

Project Milestones

Status	Week Beginning (Sunday Date)	On Hold	Sep-23	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
			15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11
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																					
On Hld	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						
Testing																														
Cmplt	Build TEST environment and configure network																													
Cmplt	Install OnBase 16 software			X				X															X							
Nt Strtd	Migrate to TEST environment																							X	X	X				
Nt Strtd	Test Unity client installation																							X	X					
Nt Strtd	User Acceptance Testing																										X	X	X	X
Implementation																														
Cmplt	Build PROD server environment and configure network									X	X																			
Nt Strtd	Install OnBase 16 software																													
Nt Strtd	Push Unity client installation																													
Nt Strtd	Enact campus communications plan																													
Nt Strtd	Migrate to production																													

Monthly Summary – February 6, 2017

The project status is Green. Student Revenue has been validated by finance with the Masters of Public Health as the remaining issue. This issue will not prohibit a move to production. Class Expense is scheduled to move to PRD on February 19th. Team has begun working on a 70/30 split of allocation for students taking classes offered by another college (this allocation will not be completed as part of this project).

Past Month's Key Accomplishments

- Continued validation of Class Expense and Student Revenue
- Began development of future reports to include a P&L statement
- Conducted initial review of P&L reports for feedback
- Migrated Student Revenue from to the Production Environment

Upcoming Milestones

- Include all instructors listed for each course
- Complete validation of Class Expense
- Migrate Class Expense to Production
- Account for 30/70 split of allocation
- Complete P&L Statements and Contribution Margin reports

Project Milestones

Status		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	
Project Timeline																								
Cmplt	Validate Student Class Revenue in DEV	X	X	X	X																			
Cmplt	Migrate Student Revenue to QNA				X	X	X																	
Cmplt	Student Reveune in Production						X	X	X	X	X	X	X											
Cmplt	Validate Class Expense in DEV	X	X	X	X	X	X	X	X	X	X													
Cmplt	Migrate Class Expense to QNA							X	X	X	X	X												
On Trk	Class Expense in Production										X	X	X	X	X	X	X	X	X	X	X	X	X	X
On Trk	Development of P&L Statement			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
On Trk	Complete Contribution Ratio Report										X	X	X	X	X	X	X	X	X	X	X	X	X	★

Monthly Summary – February 6, 2017

The project status is Green. Structures to meet each Performance Metric are being developed, validated and migrated to Production in accordance with user requirements. Three Performance Metrics are currently in Production. Metrics 7, 9 and 12 are currently in Development. All metrics are scheduled to be in production by the end of the Fiscal Year for use in the Fall 2017 term.

Past Month's Key Accomplishments

- Community Based Learning has been converted to a Student Attribute within the Data Warehouse and migrated to QNA for testing
- Student Class Revenue has been validated is now in Production
- Class Expense is moving to PRD later this month
- 60 Credit hour reports have been developed and have developed transfer credits.

Upcoming Milestones

- Completion and validation of Community Based Learning
- Complete validation of Class Expense (include all instructors)
- Import transfer credits into the Data Warehouse to include in Metric 12
- Begin development of FTFT and FTIC cohorts for student retention

Project Milestones

Status	Week Beginning (Sunday Date)	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	
	Week Number	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	40	41	42	43	
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	★
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	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	X	X	X	X	X	X	X	X	
On Trk	PPM 7: Service Learning	X	X	X	X	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	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	X	X	X	X	X	X	X	X	X	X	X	X	X	
Cmplt	PPM 14: SCHs Lost to DFW																																

Monthly Summary – February 6, 2017

The project is on schedule and the team has made a lot of progress this past month. After finalizing the file layout, the team worked to develop a process that would transfer the student demographics file to Aetna. The vendor has been able to validate not only the receipt of the file, but that the data contained will work with their import process.

This project has been moved to QNA and the first round of user testing was successful but did identify a few items that need rework. A second round of testing has been scheduled and the project is trending green.

Past Month's Key Accomplishments

- File layout finalized
- File creation/encryption process finalized
- SFTP process created
- Moved to QNA
- First round of testing completed

Upcoming Milestones

- Second round of QNA testing
- PPD Migration
- Go-Live

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
		1	2	3	4	5	6	7	8	9	10	11	12
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													
On Trk	QNA Testing								X	X	X		
Nt Strtd	PPD Testing											X	
Implement													
Nt Strtd	Production Migration												X
Nt Strtd	Go Live - System is now in production												★

Monthly Summary – February 6, 2017

This project is an extension of an initial PeopleSoft security request form, with 8 additional changes. Over the past month we have completed our code review and QNA testing. This project is on schedule to be migrated to production on February 19th.

Past Month's Key Accomplishments

- Completed code review
- Completed testing of QNA environment

Upcoming Milestones

- Test PPD
- Migrate to production

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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initialize																	
Cmplt	Project Planning	X															
Cmplt	Design Solution		X	X													
Analyze, Design, & Development																	
Cmplt	Finalize Technical Specs / Requirements			X	X												
Cmplt	Develop designed solution					X											
Cmplt	Unit Testing of Code Changes						X										
Cmplt	Code Review							X									
Test																	
Cmplt	QNA testing								X	X	X						
Cmplt	Defect Resolution											X					
Cmplt	Group Communication												X	X			
On Trk	PPD Testing														X		
Nt Strtd	Defect Resolution																X
Nt Strtd	Group Communication																X
Implement																	
Nt Strtd	Production Migration																X
Nt Strtd	Go Live - System is now in production																★

Monthly Summary – February 6, 2017

The project team has worked with business process owners and students to identify services to include in the Modo mobile app. Many of these items have been created and implemented into production. A follow-up meeting was held with functional owners to discuss PeopleSoft integration of Reg&Records information with the app. It was decided to not integrate with Modo due to limitations on the type of information that can be displayed. The team will receive a demo of the Guide mobile app for EAB to see if there is an opportunity to integrate it with Modo. A decision still needs to be made on purchasing Guide. The project is trending green.

Past Month's Key Accomplishments

- Follow up discussion with Reg&Records regarding integration with PeopleSoft. We will not integrate with Modo.
- Modified the GPA Calculator and enhanced calendar filtering for use in Modo.
- Added BGSU Campus Police escort information to Emergency; added Student Ticket and General Admission information to Athletics module.
- Met with ASK BG and EAB/SSC owners re integration with Modo.

Upcoming Milestones

- Work with ASK BG once their new functionality is available to integrate it with Modo.
- Continue EAB/SSC integration discussions and view demo of Guide.
- Complete development of Give/Donate to BGSU and link to Modo.

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Initialize															
Cmplt	Project Planning	X	X	X	X	X									
Analyze, Design, & Development															
Cmplt	Determine Requirements	X	X	X											
Cmplt	Develop Design				X	X									
On Trk	Perform Internal Development						X	X	X	X	X	X	X		
On Trk	Build Content						X	X	X	X	X	X	X		
Test															
On Trk	Functional Owner Testing of Content									X	X	X	X	X	
On Trk	Issue Resolution									X	X	X	X	X	
Implement															
On Trk	Perform Communications													X	X
On Trk	Deploy to Production									X	X	X	X	X	X

Monthly Summary – February 6, 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. The delivered PeopleSoft matriculation process will then select those new rows and create a corresponding row on the records side of the system to indicate the students are ready for term enrollment. The dates for development, configuration and testing are indicated on the project schedule. Implementation is scheduled for 3/5/2017.

Past Month's Key Accomplishments

- DEV testing is behind schedule; logic to trigger the automatic matriculation process creates an error
- Component Interface design for Matriculation row continues

Upcoming Milestones

- QNA Testing re-scheduled thru the last week of February
- PPD Testing scheduled for the beginning of March
- Project on track for 3/5/17 Production Migration

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	
	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	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																
On Trk	Application Engine Development				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
On Trk	Setup Row Level and T/L Security (DEV)						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
On Trk	Unit Test (DEV)						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Nt Strtd	QNA Migration/Configuration																						X			
Test																										
Nt Strtd	Testing/Defect Resolution (QNA)															X	X	X	X	X	X	X	X			
Nt Strtd	PPD Migration/Configuration																							X		
Nt Strtd	Testing/Defect Resolution (PPD)																							X	X	
Implement																										
Nt Strtd	Communication to Campus/Training																								X	X
Nt Strtd	Production Configuration																									X
Nt Strtd	Production Migration																									X
Nt Strtd	Execute New Process																									★

Create Electronic Meal Plan Change Form

Project Status: **GREEN**

Monthly Summary – February 6, 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 3/5/2017.

Past Month's Key Accomplishments

- Demonstrate the web form functionality to the Project Team
- Finalized the Meal Plan Descriptions in StarRez custom fields
- Finalized the web application calendar when it is available

Upcoming Milestones

- Monitor development progress
- Demonstrate web page and electronic signature functionality to the Project Team on 2/17/2017

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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Initialize																				
Cmplt	Project Planning	X	X																	
On Trk	Design Solution		X	X	X	X	X	X												
Cmplt	Project Kick-Off		X																	
Analyze, Design, & Development																				
On Trk	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				
On Trk	DocuSign Configuration										X	X	X	X	X	X				
On Trk	Unit Test										X	X	X	X	X	X				
Nt Strtd	UAT Migration/Configuration														X	X				
Test																				
On Trk	Testing/Defect Resolution														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

Monthly Summary – February 6, 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. Oracle Support released CSS 9.0 Bundle 44 on Thursday Jan 26. Rick Williamson applied the maintenance into CSSDMO environment and ran compare reports to identify BGSU Customizations that need to be reapplied as a part of this project.

Past Month's Key Accomplishments

- Received CSS 9.0 Bundle 44 Maintenance from Oracle
- Applied maintenance in CSSDMO and CSSDEV.
- Ran Compare Reports to identify BGSU Rework Items
- Started Development for BGSU Rework Items.

Upcoming Milestones

- Development will be complete Feb 15th
- CSSQNA User Acceptance Testing begins Feb 16th
- CSSPPD Security Testing begins Mar 13th.

Upcoming Events

- Go Live on schedule for Sunday Mar 15, 2017

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										
On Trk	Project Planning	X	X								
On Trk	Project Kick-Off			X							
	Analyze, Design, & Development										
Nt Strtd	Create Project Design/Specifications Requirements			X	X						
Nt Strtd	Perform Development / Unit Testing (for Rework Items)				X	X					
	Test										
Nt Strtd	Perform User Acceptance Testing in CSSQNA					X	X	X	X		
Nt Strtd	Perform Security Testing in CSSPPD									X	
Nt Strtd	Perform Issue Resolution & Tracking					X	X	X	X	X	
	Implement										
Nt Strtd	Perform Communications to campus					X	X	X	X	X	
Nt Strtd	Implement into Production CSS										★

RFP for Electronic Transcripts Vendor

Monthly Summary – February 6, 2017

The Registrar's office desires to implement an electronic transcript solution for BGSU. This past month the RFP project team completed the RFP document and worked with Purchasing to publish the request for proposal. The RFP was made public on February 3 for vendors to begin bidding. This month, the project team will focus on answering vendor questions about the RFP and narrowing the field to determine which vendors will be considered.

Past Month's Key Accomplishments

- Finalized RFP document
- RFP released (open for Bid)

Upcoming Milestones

- Vendor RFP questions & BGSU response
- Completion of RFP bidding process
- Narrow vendor pool
- Schedule vendor presentations

Upcoming Events

- None

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																
On Trk	Issue RFP open to Bid									X	X	X	X	X											
Nt Strtd	RFP Evaluation													X	X										
Nt Strtd	Vendor Presentations															X									
Nt Strtd	Vendor Selection																★								
Nt Strtd	Formalize Prices																	X	X						
Nt Strtd	Formalize Contract																			X	X				
Nt Strtd	Legal Services Review																					X	X		
Nt Strtd	Execute Contract																							X	★

Monthly Summary – February 6, 2017

The Avalon system will take the place of WBGU's DVSS video streaming service and the Music Library's Variations, with functional leads from the Library and WBGU serving as content managers. This month the project team has focused on completing the DEV and TEST environments. Both are now up and running with the final configuration underway. Marketing and Communications has approved the vanity URL that will replace those used for Variations and DVSS. Planning for the existing WOWZA servers to integrate with Avalon has begun. CAS integration for single sign on will be completed next, after which the system will be open to Library functional staff for testing.

Past Month's Key Accomplishments

- Planning: Web presence and WOWZA incorporation in progress
- Development: DEV and TEST environment builds complete
- Security: CAS for single sign on begun

Upcoming Milestones

- 2/17/17: CAS integration complete
- 2/20/17: User acceptance testing begins

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	X																									
On Trk	ITS Unit Testing in DEV																			X	X	X																						
On Trk	Build and Configure TEST Environment															X	X	X	X	X																								
Nt Strtd	User Acceptance Testing in TEST																						X	X	X	X	X	X	X	X	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	X																
Nt Strtd	PROD Environment Validation																																											
Nt Strtd	PROD Hand-off and Go-Live																																											
Nt Strtd	Variations Deprecation																																											

Monthly Summary – February 6, 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 established to hold Agilon One data. Development of the Flexible reporting capability has begun. Initial discussions of report security have taken place and a concept for folder security has been established.

Past Month’s Key Accomplishments

- Alumni created a “Top Ten” requirements list to be implemented into a flexible reporting format.
- A database for Agilon One data has been established in DEV
- Initial development of the Flexible reporting capability has been initiated in DEV
- Folder security options have been discussed

Upcoming Milestones

- Review initial Flexible report in DEV and modify requirements as needed
- Finalize security plan for reporting
- Establish Agilon One Database in QNA
- Test reports in QNA
- Establish Agilon One DB in PRD

Project 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																					
On Trk	Developmen and review of Reports	X	X	X	X	X	X	X	X														
On Trk	Report folder security plan			X	X	X	X	X	X														
On Trk	Establish Agilon One DB in QNA							X	X	X													
On Trk	Report capability in QNA										X	X	X	X									
On Trk	Establish Agilon One DB in PRD														X	X	X						
On Trk	Report testing complete in QNA												X	X	X	X	X	X					
On Trk	Reports in PRD																		X	X	X	X	★

Implement Student Dynamic Billing

Monthly Summary – February 6, 2017

The project continues on schedule as we recently demonstrated a Prototype for the new billing interface to Executives. The Prototype was developed based on the collection of requirements, design specifications, and input from all stakeholders. We plan to take the feedback from the Executives to revise the interface to meet their needs. Interface revisions have been and will continue to be completed within the DEV environment. We have also completed the scope of this project.

Past Month's Key Accomplishments

- Initialization: Project scoping complete
- Design: Initial design specified
- Development: Interface revisions complete in DEV environment

Upcoming Milestones

- 2/6/17: Executive demonstration
- 3/3/17: Move development to QNA

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																												
On Trk	Gather Feedback from Executives													X	X																							
Cmplt	Project Planning							X	X	X	X	X	X																									
Development and Testing																																						
On Trk	Create Prototype for New Interface									X	X	X		X	X	X	X	X	X	X	X	X																
Nt Strtd	Move Development to QNA																						X	X														
Nt Strtd	User Acceptance Testing in QNA																							X	X	X	X	X										
Nt Strtd	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																																			★		

Monthly Summary – February 6, 2017

The project moved into the QNA testing phase on January 24th. This is the first time we have worked on sequencing the testing activities and this new approach seems to be working well. A number of issues were identified early that are being researched and resolved. This is normal for entering into QNA and is the reason why we have such detailed test scripts; however, we will continue to monitor the type and quantity of issues identified to ensure they remain at an acceptable level. The overall project is on target and trending green.

Past Month's Key Accomplishments

- **Environment:** Completed QNA build. Waiting to finalize off-site configuration. Working on loading PUM image 20 for development.
- **Development:** Continue with: Crystal to BI development; workcenter development; spreadsheet uploads; config documentation; pivot grids; email functionality setup; and new scope test script creation.
- **Testing:** Began QNA testing; issue tracking and resolution.
- **Project Management:** Planning for Mock.

Upcoming Milestones

- Continue to create configuration documentation.
- Continue with dashboards and workcenter creation.
- Install and test Elastic.
- Complete Crystal to BI Publisher development.
- Continue to build out go live plan and track changes.
- Continue QNA testing and issue tracking and resolution.

		Project Milestones																																					
Status	Week Beginning (Sunday Date)	Jul-10	Jul-17	Jul-24	Jul-31	Aug-7	Aug-14	Aug-21	Aug-28	Sep-4	Sep-11	Sep-18	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		
	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		
Initialize																																							
Cmplt	Project Planning and Startup	X	X																																				
Cmplt	Project Kick-Off													X																									
Environment Builds																																							
Cmplt	DMO Server / Environment Build			X	X	X	X	X	X	X	X	X	X	X																									
Cmplt	DEV Server / Environment Build										X	X	X	X	X	X	X	X	X	X																			
On Trk	QNA Server / Environment Build																																						
Nt Strtd	PPD Server / Environment Build																																						
Nt Strtd	PROD Server / Environment Build																																						
Analyze, Design, & Development																																							
Cmplt	Business Process Mapping													X	X	X	X	X	X																				
Cmplt	Fit/Gap Sessions																																						
On Trk	Document Design and Configuration															X	X	X	X	X	X																		
On Trk	Perform Development																							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Test																																							
On Trk	Systems Testing																																						
On Trk	Integration Testing																																						
Nt Strtd	PPD Testing																																						
Nt Strtd	Mock Testing																																						
Implement																																							
Nt Strtd	Communication to Campus/Training																																						
Nt Strtd	Training (if needed)																																						
Nt Strtd	Go-Live																																						

Monthly Summary – February 6, 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

- Project kick-offs with Functional and Technical teams.
- Vendor call with Google rep to outline overall process and Q&A’s.
- Creation of BGSU domain for production google account.

Upcoming Milestones

- Create a test BGSU domain so that administration/roles/policies can be tested.
- 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																															
On Trk	Create BGSU Google Production and Test Domains	X	X	X	X	X	X	X	X	X																					
Nt Strtd	Determine G Suite Requirements								X	X	X	X	X	X	X	X	X	X	X												
Nt Strtd	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	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																														★

Monthly Summary – February 6, 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. Behind the scenes, ITS will move the new environment to the Buckeye Data Center with the database running on Oracle 12c. A delay in the DEV environment build has required small adjustments to our project timeline, but the overall effort is not yet at risk. Our intention is to perform a technical upgrade only, with limited functional changes as necessitated by the new image. The most prominent exception is the inclusion of development for the “Correct 9 Month Faculty Taxation” project.

Past Month’s Key Accomplishments

- **Environment:** DMO/DEV build near completion
- **Environment:** PUM 21 image obtained for configuration
- **Testing:** Internal review of test scripts underway
- **Testing:** Test cycles document created
- **Project Management:** Planning for Project Kickoff

Upcoming Milestones

- 2/10/17: DEV environment available
- 2/14/17: Project Kickoff meeting
- 2/24/17: Finalize development scope
- 3/30/17: Move to QNA

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																											
On Trk	Project Kick-Off								X																										
Environment Builds																																			
At Rsk	DMO/DEV Environment Build			X	X	X	X																												
Nt Strtd	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																																			
On Trk	Business Process Mapping				X	X	X	X	X	X	X	X																							
Nt Strtd	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	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

Project Status: **GREEN**

Monthly Summary – February 6, 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. If one of these products is implemented, other entities on campus, like Legal Counsel, the Controller's Office, and the Student Health Insurance Office, who have a need to send correspondence via secure email could benefit as well. The purpose of this project is to determine what viable solutions are available and to recommend a vendor and product that meets BGSU's needs.

Past Month's Key Accomplishments

- Several products and vendors have been evaluated and a few with an enterprise-level solution have been contacted for demos.
- Most of the products considered are not limited to a secure email portal but provided a full security gateway that would require all inbound and outbound mail to pass through. The cost associated with this is prohibitive at this time, however, is a long-term goal if the funding can be secured. Cisco provides a "Registered Envelope Service" that will satisfy HR's request for a secure email solution and does not require the secure email gateway.

Upcoming Milestones

- Create an RFQ to get pricing from one of our resellers on Cisco's Registered Envelope Service
- Obtain funding and 100 licenses for the product

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5
		1	2	3	4	5	6	7	8
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	X	X						
Cmplt	Review Product Demos	X	X						
On Trk	Provide Information for Quotes		X	X					
On Trk	Choose Product				X				
Secure Product									
Nt Strtd	Secure Agreement and Funding					X	X	X	
Nt Strtd	Receive Product Licenses								★

Monthly Summary – February 6, 2017

This past month the team had a number of calls with the vendor to discuss some outstanding questions. During this time the team has worked diligently this past month to review and clean up the existing Resource25 database. Once this cleanup is finished, CollegeNet will be provided a copy of our database in order to build out a test environment.

The team continues to finish the database cleanup and the project is trending green.

Past Month's Key Accomplishments

- Database Review Completed
- Database Cleanup started
- ITS Security Review started
- Vendor training scheduled
- Preliminary SSO work started

Upcoming Milestones

- Database cleanup completed
- Test environment created
- Series25 Installation
- User Testing

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													
On Trk	Database Cleanup								X	X	X	X										
Nt Strtd	Database Snapshot												X									
Nt Strtd	R25i Test Environment Build													X								
Nt Strtd	Series25 Installation													X								
Test																						
Nt Strtd	Series25 Testing														X	X	X	X	X			
Nt Strtd	Report Testing														X	X	X	X	X			
Nt Strtd	WebViewer Testing														X	X	X	X	X			
Nt Strtd	Schedule25 Testing														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																					★

Modifications to Contract Pay Status

Project Status: **GREEN**

Monthly Summary – February 6, 2016

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. The solution was designed and development has been completed. Test plans have been created and Payroll/HR testing will begin this week (2 weeks).

Past Month's Key Accomplishments

- Development completed

Upcoming Milestones

- Payroll and HR testing

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	
	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																						
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																								
Nt Strtd	Testing Round 1 (QNA)												X	X	X									
Nt Strtd	Defect Resolution (QNA)														X	X								
Nt Strtd	Testing Round 2 (QNA)																X	X	X					
Nt Strtd	Testing (PPD)																			X	X	X		
Implement																								
Nt Strtd	Production Migration																							★

Monthly Summary – February 6, 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. The project documents were created by ITS and approved by GSW for two separate delivery dates. Development has begun on the first delivery and should be ready to test by late-April.

Past Month's Key Accomplishments

- Specifications and project documents created
- Charter and specs approved by GSW
- Development started.

Upcoming Milestones

- Development continues through April

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					
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)																														*

Monthly Summary – February 6, 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 in multiple system by SES and SFA. The project team met on 4 separate occasions to document the existing process and identify areas of improvement to be focused on within the scope of this project. The project documents were drafted which includes 16 items, from reporting to automation, and feedback is due by Friday (2/10) before development can begin.

Past Month’s Key Accomplishments

- Kick-off meeting complete
- Business process meetings complete
- Project documents/first draft of scope created

Upcoming Milestones

- Scope approval
- Development of Delivery 1 will begin

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	Jun-2	Jun-9	Jun-16	Jun-23	Jun-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Nov-26													
	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	46													
Initialize																																																			
Cmplt	Project Planning/Kick-Off	X	X	X																																															
Analyze, Design, & Development																																																			
On Trk	Create Project Design/Specifications Requirements	X	X	X	X																																														
Nt Strtd	Perform Development - Delivery 1					X	X	X	X	X	X																																								
Nt Strtd	Defect Resolution - Delivery 1												X	X																																					
Nt Strtd	Perform Development - Delivery 2														X	X	X	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	X	X	X												
Nt Strtd	Defect Resolution - Delivery 3																																																		
Test																																																			
Nt Strtd	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)																																																		