Executive Sponsors Meeting
Major Project Updates

01/08/2018

BGSU BELONG. STAND OUT. GO FAR.
CHANGING LIVES FOR THE WORLD.

Agenda

- 25 Live Implementation*
- CSS 9.2 Year Round Pell Patch*
- Winter Session Program
- Winter Session Mods for GA Contracting
- Winter Session Mods for Student Records
- Winter Session Mods for Financial Aid
- Winter Session Mods for Student Financials
- Winter Session Mods for Faculty Contracting
- Replace and Enhance Student Scheduling Software
- DCM - Huntington Data Center Move
- BPR- Business Process Reviews
- BPR - Tuition Guarantee
- OGC OnBase Implementation
- Pharos upgrade
- Grad Contracting App Upgrade For Graduate Assistant T/L
- Student NonDegree Application Automation
- Ohio eTutoring Collaborative Interface and SSO
- Falcon Club Analysis and Improvements
- eCitation Software and Hardware Install
- Cisco CirQLive & Spark
- Fund balance interface FMS to One
- Library Cloud Migration
- Move Remaining Continuing Ed Contracts to OnBase
- Ally Implementation
- Graduate College Form Automation
- Design and Construction Workview Conversion
- Agilon ONE - Implement Prospects by Manager Module
- Provost Performance Metrics
- Maxient HCM Interface
- Slate Implementation - Undergraduate Admissions
- Cisco ACS to ISE migration
- NSC Interface Modifications
- Automate Agilon One Access
- Agilon One Report Library
- HBO Go SSO and Interface for Apogee
- HEI Interfaces and Modifications
- Career Center - HandShake
- Upgrade CBORD FSS
- Lenel Access Control - Analysis and Recommendations
- Implement Faculty 180 Phase 2
- Annual Donor Reports - Phase 2
- EvaluationKit University-Wide Course Evaluation
- Adobe Campaign Email Solutions
- RecTrac Upgrade 3.1.6

25 Live Implementation

Project Status: ★

Monthly Summary – January 1, 2018

This past month training completed and the application is live.

Past Month's Key Accomplishments

- Training Completed
- Project Closure

Upcoming Milestones

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Week Number	**37**	**38**	**39**	**40**	**41**	**42**	**43**	**44**	**45**	**46**	**47**	**48**	**49**	**50**	**51**	**52**	**53**	**54**	**55**
	Initialize																			
Cmplt	Project Planning																			
Cmplt	Project Kick-Off																			
	Analyze, Design, & Development																			
Cmplt	Review of Current State																			
Cmplt	Database Cleanup																			
Cmplt	Database Snapshot																			
Cmplt	R25i Test Environment Build																			
Cmplt	R25i Reports																			
Cmplt	R25i Data Collection (HEI)																			
Cmplt	25Live Configuration																			
Cmplt	25Live Training (Core)	X	X	X	X	X	X	X	X	X	X									
Cmplt	25Live Training (BGSU)	X	X	X	X	X	X	X	X	X	X									
Cmplt	25Live Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Test																			
Cmplt	R25i User Testing																			
Cmplt	R25i Report Testing																			
Cmplt	WebViewer Testing																			
Cmplt	Schedule25 Testing																			
Cmplt	25Optimizer Testing																			
Cmplt	25Live User Testing																			
Cmplt	25Live Report Testing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Implement																			
Cmplt	Create R25i Go-Live Plan																			
Cmplt	Implement R25i and CSS Interface																			
Cmplt	Create 25Live Go-Live Plan																			
Cmplt	Implement 25Live Go-Live Plan																			★

CSS 9.2 Year Round Pell Patch

Project Status: ★

Monthly Summary – January 1, 2018

Beginning with the 2017-2018 Award Year, eligible students may receive up to 150% of their scheduled Federal Pell Grant award in a single year. The Pell award up to the first 100% is treated as the "Initial Pell". The Pell award beyond the first 100% is treated as the "Additional Pell". This critical patch provides additional functionality under the Aggregate Aid Limits that allows Student Financial Aid to set a limit of 150% for the Second Pell Percentage whenever the Aggregate Area is set to Pell Grant. This critical patch is needed by December 31, 2017 so that Student Financial Aid can correctly disburse Financial Aid for Spring Semester 2018.

Past Month's Key Accomplishments

- Received Request from Student Financial Aid to install Pell Patch
- Downloaded Year Round Pell Patch 26492610 and Prereqs (from Oracle Support Site)
- Installed Year Round Pell Patch and Prereqs into CSS92DMO
- Ran Compare Reports and identified NO BGSU Customization Rework
- Performed User Acceptance Testing in CSS92QNA and CSS92PPD
- Installed Year Round Pell Patch in Production CSS 9.2 – 12/31/2017

Upcoming Milestones

- None

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31
	Week Number	**1**	**40**	**41**	**42**	**43**	**44**
	Initialize						
Cmplt	Project Planning		X	X			
Cmplt	Project Kick-Off		X				
	Analyze, Design, & Development						
Cmplt	Perform Project Analysis		X				
Cmplt	Create Project Design/Specifications Requirements		X	X			
	Test						
Cmplt	Create Test Schedule/Cycles			X			
Cmplt	Create Test Scripts			X			
Cmplt	Perform User Testing			X	X	X	
Cmplt	Perform Issue Resolution & Tracking			X	X	X	
	Implement						
Cmplt	Create Go-Live Plan			X			
Cmplt	Implement Go-Live Plan			X			
Cmplt	Update Knowledgebase						★

Winter Session Program

5

Project Status: GREEN

Monthly Summary – January 1, 2018

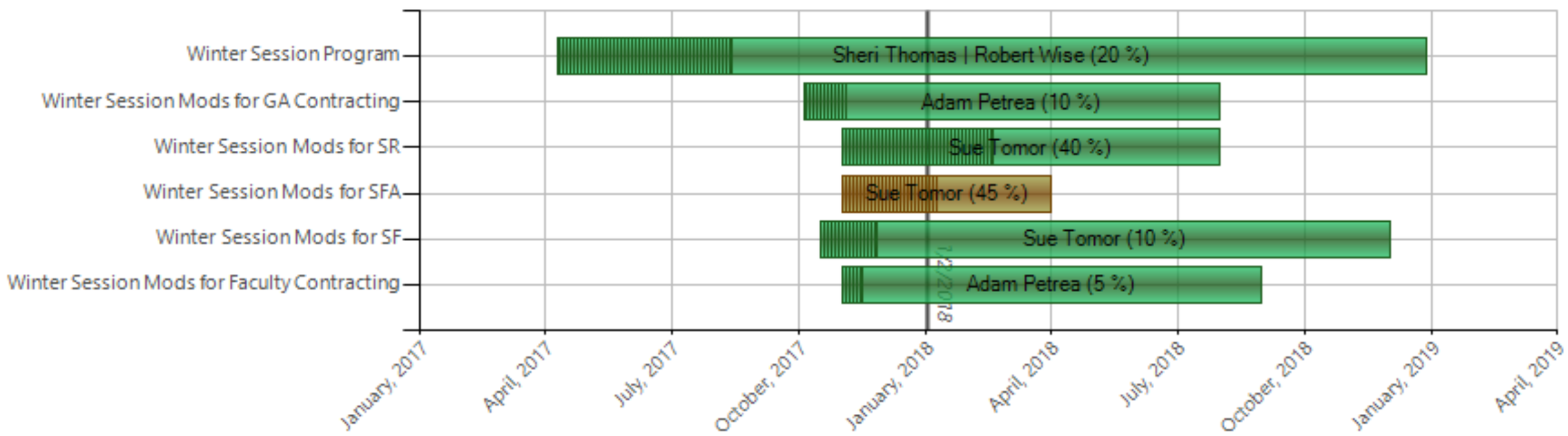
ITS has asked the Business Unit leads (BU's) to determine what system changes they will require to implement Winter Session in the academic calendar. The Winter Session Program has been created to track the 5 projects submitted so far from the BU's. All projects have initiated and are at various stages. We have one project in yellow status due to resource constrains pertaining to production support issues that put us a week behind. Issues have been resolved and our developer is now available. A new 9.2 modeling environment will be available early January for testing purposes.

Past Month's Key Accomplishments

- All projects have been initiated and are underway
- Held kickoff meeting for Winter Session Mods for Student Financials (SF)
- Project Charters have been approved and signed for all sub projects

Upcoming Milestones

- ITS to create a new CSS 9.2 modeling environment to be available January 2nd
- PM's will complete requirements gathering and review resource and timelines with program managers to make sure we don't have contention or overlapping initiatives.
- Finalize project plans



Winter Session Mods to GA Contracting

Project Status: GREEN

Monthly Summary – January 1, 2018

The Winter Session Modifications to GA Contracting project's objective is to update the custom web application and impacted processes to accommodate Winter Session Graduate Assistant contracting. This will be accomplished in two phases; 1) update the web contracting application to allow Winter Session GA contracting, and 2) create a new EMPL class for those GAs in HCM, identify the downstream impacts, and adjust the impacted systems/process appropriately. Phase 1 development has been completed and is currently in user testing with the goal of being approved and in Production this week.

Past Month's Key Accomplishments

- Phase 1 development completed

Upcoming Milestones

- Phase 1 user testing
- Phase 1 go-live
- Kick off phase 2 development

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17
	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
	Initialize																																	
Cmplt	Project Planning	X	X																															
Cmplt	Develop Scope Document		X	X																														
Cmplt	Project Kick-Off				X																													
	Analyze, Design, & Development																																	
Cmplt	Create Project Design/Specifications			X	X																													
Cmplt	Perform Development - Phase 1					X	X	X	X																									
Nt Strtd	Perform Development - Phase 2												X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
	Test																																	
On Trk	Perform Testing - Phase 1									X	X																							
On Trk	Perform Issue Resolution & Tracking - Phase 1									X	X																							
Nt Strtd	Perform Testing - Phase 2																														X	X	X	X
Nt Strtd	Perform Issue Resolution & Tracking - Phase 2																																	
	Implement																																	
Nt Strtd	Go-Live - Phase 1											★																						
Nt Strtd	Go-Live - Phase 2																																	

Winter Session Mods for Student Records

Project Status: GREEN

Monthly Summary – January 1, 2018

Beginning in January 2019, BGSU is adding an optional Winter Session within Spring Semester 2019 to provide additional and flexible academic opportunities for students to study abroad, conduct research, or take an additional class. Registration and Records has requested several modifications to the Student Records business processes in PeopleSoft CSS to accommodate Winter Session. During the past month, we completed development, user testing, and implementation for Phase 1 - Setup 11 New SESSION_CODEs in CSS related to Winter Session. We also drafted the Functional Specifications (for Phase 1 and 2). On 12/22, we received confirmation from Registration and Records that they can create their own Comm Gen process to send email notifications describing the upcoming Winter Session. Therefore, this Comm Gen functionality was removed from the project scope. In addition, Registration and Records provided the revised text for the Message Catalog modifications related to the Withdrawal process.
We are on schedule to complete the remaining Phase 2 modifications for Class Search and Message Catalog entries by March 4, 2018.

Past Month's Key Accomplishments

- Completed PPD Testing for Phase 1 – 12/8/2017
- Implemented Phase 1 (along with CSS 9.2 Upgrade) - 12/10/2017
- Created initial draft of Functional Spec (Phase 1 and 2) – In Progress

Upcoming Milestones

- Complete Functional Spec (Phase 1 and 2) – 01/04/2018
- Perform Development / Unit Testing (Phase 2) – 01/19/2018
- User Testing (Phase 2) – 02/23/2018
- Implement (Phase 2) – 03/04/2018

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4
	Week Number	1	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
	Initialize																			
Cmplt	Project Planning		X	X	X	X	X													
Cmplt	Project Kick-Off		X																	
Cmplt	Project Analysis			X	X															
	Phase 1 - Setup 11 new SESSION_CODE																			
Cmplt	Create Functional Specification			X																
Cmplt	Create Technical Specification				X															
Cmplt	Perform Development				X															
Cmplt	Perform User Testing				X	X														
Cmplt	Perform Issue Resolution & Tracking				X	X														
Cmplt	Implement Go-Live Plan - Phase 1							★												
	Phase 2 - Class Search / Message Catalog																			
On Trk	Create Functional Specification						X	X			X									
Nt Strtd	Create Technical Specification										X	X	X							
Nt Strtd	Perform Development (Web Team)										X	X	X	X						
Nt Strtd	Perform Development (PSoft CSS Team)										X	X	X	X						
Nt Strtd	Perform User Testing															X	X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking															X	X	X	X	
Nt Strtd	Implement Go-Live Plan - Phase 2																			★

Winter Session Mods for Financial Aid

Project Status: YELLOW

Monthly Summary – January 1, 2018

Beginning in January 2019, BGSU is adding an optional Winter Session within Spring Semester 2019 to provide additional and flexible academic opportunities for students to study abroad, conduct research, or take an additional class. Federal and State Financial Aid will be available to students taking classes during Winter Session. However, Institutional Scholarships will not be available during Winter Session. Student Financial Aid has requested some modifications to their business processes within PeopleSoft CSS to accommodate Winter Session. During the past month, we started Development and Unit Testing within PeopleSoft CSS. Development is currently a little behind schedule due to production support related to CSS 9.2 Upgrade and issues with Blackboard Transaction Server Upgrade. We are hoping that we can still complete Development and Unit Testing by this Friday 01/05 so that User Acceptance Testing can begin on 01/10. Otherwise, we may need to delay the Go Live for this project until Feb 18, 2018. Student Financial Aid has been notified of the possible change to the implementation schedule.

Past Month's Key Accomplishments

- Completed CSS Development Team Prognosis of Design – 12/20/2017
- Create Technical Specifications – In Progress
- Perform Development and Unit Testing – In Progress

Upcoming Milestones

- Create Technical Specifications - 12/01/2017 – 01/05/2018
- Development and Unit Testing – 12/01/2017 – 01/05/2018
- User Testing – 01/10/2018 – 02/02-2018
- Implementation - 02/04/2018

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4
	Week Number	1	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49
	Initialize																	
Cmplt	Project Planning		X	X	X													
Cmplt	Project Kick-Off		X															
	Analyze, Design, & Development																	
Cmplt	Perform Project Analysis				X	X	X											
Cmplt	Create Functional Specification						X	X										
At Rsk	Create Technical Specifications								X	X	X	X	X					
At Rsk	Perform Development / Unit Testing								X	X	X	X	X					
	Test																	
Cmplt	Create Test Schedule/Cycles											X						
On Trk	Create Test Scripts											X	X					
Nt Strtd	Perform User Testing													X	X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking													X	X	X	X	
	Implement																	
Nt Strtd	Create Go-Live Plan																X	
Nt Strtd	Perform Communications to campus																X	
Nt Strtd	Update Knowledgebase																	
Nt Strtd	Implement Go-Live Plan																	★

Winter Session Mods for Student Financials

Project Status: GREEN

Monthly Summary – January 1, 2018

Beginning in January 2019, BGSU is adding an optional Winter Session within Spring Semester 2019 to provide additional and flexible academic opportunities for students to study abroad, conduct research, or take an additional class. The Bursar's Office has requested modifications to their Equation Engine processes to correctly perform Student Billing for Winter Session and Spring Semester 2019 and avoid excess credit fees where appropriate. During the past month, we have scheduled an initial meeting with the Bursar's Office for 1/4/2018 at 9am to identify project scope and define a high level timeline for this project.

Past Month's Key Accomplishments	Upcoming Milestones
	• Project Charter - 1/15/2018 • Project Plan – 1/30/2018 • Functional Specification – 02/15/2018 • Development / Unit Testing – TBA • User Testing - TBA • Implementation – TBA

Project Schedule has not been determined yet.

Winter Session Mods to Faculty Contracting

Project Status: GREEN

Monthly Summary – January 1, 2018

The Winter Session Modifications to Faculty Contracting project's objective is to develop an electronic method of creating, signing, and approving faculty contracts for Winter session, similar to the process used in Summer semester. The project kick-off meeting included OSAP, Payroll, HR, and a number of Budget Administrators, and were able to create and approve timeline and project charter for the changes. Development will begin mid-January with the go-live date scheduled for August 2018.

Past Month's Key Accomplishments

- Project kick-off
- Project documents approved

Upcoming Milestones

- Development begins

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8
	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
	Initialize																																	
Cmplt	Project Planning	X	X																															
Cmplt	Develop Scope Document		X	X																														
Cmplt	Project Kick-Off			X																														
	Analyze, Design, & Development																																	
On Trk	Create Project Design/Specifications			X	X	X	X																											
Nt Strtd	OnBase Development							X	X	X	X	X	X	X	X	X	X	X																
Nt Strtd	HCM Development																		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
	Test																																	
Nt Strtd	Perform Testing																																X	X
Nt Strtd	Perform Issue Resolution & Tracking																																	
	Implement																																	
Nt Strtd	Go-Live																																	

Replace and Enhance Student Scheduling Software

Project Status: GREEN

Monthly Summary – January 1, 2018

Schedule Builder v.2.0.3 was installed successfully on December 10th. That portion of the student scheduling program has been closed, and work on obtaining four-year degree planning software is ramping up for the new year. With participation from Registration and Records, Academic Advising and ITS will review requirements for the new software package. Discussions have been re-opened with High Point Mobile, the Schedule Builder vendor, to develop a custom application for BGSU. The schedule for implementation of that new product will be determined at a later date.

Past Month's Key Accomplishments

- Go-Live: Schedule Builder v.2.0.3 moved to production
- Planning: Review of degree planning requirements underway

Upcoming Milestones

- 1/31/18: Commencement of new software product design

Project Milestones

Status	Week Beginning (Sunday Date)	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	Dec-31	Jan-7	Jan-14
	Week Number	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
	Replace Student Scheduling Software																	
Cmplt	Collect Requirements and Obtain Product																	
Cmplt	Install Schedule Builder in DEV and Migrate to QNA	X	X															
Cmplt	User Acceptance Testing	X	X	X	X	X	X	X	X									
Cmplt	Migrate to PPD									X	X	X						
Cmplt	Schedule Builder Production Migration												★					
	Obtain Degree Planning Software																	
Cmplt	Gather Software Requirements																	
On Trk	Vendor Scoping and Negotiation													X	X	X	X	X
Nt Strtd	Technical Development (TBD)																	
Nt Strtd	Product Delivery (TBD)																	
	Implement Degree Planning Software																	
Nt Strtd	Install Product in DEV (TBD)																	
Nt Strtd	Migrate to QNA (TBD)																	
Nt Strtd	User Acceptance Testing (TBD)																	
Nt Strtd	Migrate to PPD (TBD)																	
Nt Strtd	Go-Live - System in Production (TBD)																	

Data Center Migration Project

Project Status: GREEN

Monthly Summary – January 1, 2018

The Data Center Migration project will consist of relocating the primary data center services from the existing data center located in Hayes Hall to the Buckeye Telesystems data center located in Toledo, Ohio. This project was started in July, 2015 and has a targeted end date of June 30, 2018. There are 10 different work streams that fall under this project. Each work stream will be managed as a separate, but interconnected project, and have a project Lead and project team assigned. The Director of IT Security & Infrastructure will have responsibility for managing the overall budget for the Data Center Migration project and all of its sub projects.

Past Month's Key Accomplishments

ACI Project: 100% completion.
Data Center Interconnect Project: 100% completed.
Load Balancer/Content Switch Project: 100% completed.
Firewall Project: 100% completion.
New Servers Project: 100% completion.
Storage Project: 100% completion.
Physical Data Center Setup 100% completed
SPLUNK Project: 100% completed.
Application Migration: 35% completion.
Server Moves to Huntington: Activities on hold pending resolution to air conditioning and humidity issues at Huntington. 30% completion.

Overall: All sub projects are now completed with the exception of the server moves to Huntington (hold) and the application moves to Buckeye.

Upcoming Milestones

- Continued work on other applications that are in UAT.
- Continue Applications Managers meetings.
- Continue planning on other migrations for 2018 and ensuring this project remains a priority and resources can be scheduled to perform the migrations and testing required.

Business Process Reviews

Project Status: GREEN

Monthly Summary – January 1, 2018

Several business units that are primary users of the PeopleSoft environments will be going through consultant lead business process reviews. The consultants preforming these reviews will look a current business practices and offer options for best practice, automating, and using delivered functionality to improve these business processes as well as suggesting new business practices. These reviews took place in 2017 to prepare business units and ITS for functional improvement projects throughout 2018.

Past Month's Key Accomplishments

- HR BPR – 11 recommendations, 0 complete
- Grants BPR – 32 recommendations, 12 completed
- CSS BPR – 1 recommendation, 0 complete

Upcoming Milestones

- HR BPR – Maxient implementation project work
- Grants BPR – Multiple smaller project work
- CSS BPR – Tuition Guarantee project work

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-1	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	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6
	Week Number	**1**	**37**	**38**	**39**	**40**	**41**	**42**	**43**	**44**	**45**	**46**	**47**	**48**	**49**	**50**	**51**	**52**	**53**	**54**	**55**	**56**	**57**	**58**	**59**	**60**	**61**	**62**	**63**	**64**	**65**	**66**	**67**	**68**	**69**	**70**	**71**
	Initialize																																				
Cmplt	HR BPR - Consultant selection	x																																			
Cmplt	HR BPR - Current state review (Discovery)																																				
Cmplt	HR BPR - Research processes (Analysis)																																				
Cmplt	HR BPR - Proposal (Recommendation)																																				
On Trk	HR BPR - Enhancements (Implement Change)														x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Cmplt	Grants BPR - Consultant selection																																				
Cmplt	Grants BPR - Current state review (Discovery)																																				
Cmplt	Grants BPR - Research processes (Analysis)																																				
Cmplt	Grants BPR - Proposal (Recommendation)		x	x	x	x	x	x	x	x	x	x	★																								
On Trk	Grants BPR - Enhancements (Implement Change)					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	x
Cmplt	CSS BPR - Consultant selection		x	x	x	x	x	x	x	x	x	x	x	x																							
Nt Strtd	CSS BPR - Current state review (Discovery)																			x	x	x	x	x	x	x	x	x	x	x	x	x	x				
Nt Strtd	CSS BPR - Research processes (Analysis)																											x	x	x	x	x	x	x	x	x	x
Nt Strtd	CSS BPR - Proposal (Recommendation)																													x	x	x	x	x	x	x	x
On Trk	CSS BPR - Enhancements (Implement Change)										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

BPR – Tuition Guarantee (ITS Tasks)

Project Status: GREEN

Monthly Summary – January 1, 2018

At the December meeting, the Board of Trustees approved the Falcon Tuition Guarantee program that will start with the first cohort in Fall 2018. This program will provide a guarantee that the general and instructional fee will remain constant for 4 years as long as the student complies with the requirements of the program. ITS will work with the business offices in order to ensure University applications can support the program.

Past Month's Key Accomplishments

- Participated in business office meetings to discuss the requirements for implementing the Falcon Tuition Guarantee program.
- Participated in communications meetings to various campus groups.
- Migrated into production on 12/31 - a query to identify students placed in a cohort.
- Continued testing student groups as a means to manage the process.

Upcoming Milestones

- Determine implications on StarRez.
- Customize the process to load student groups.
- Create a query to remove students from student groups.
- Update the StarRez bio demo interface to provide cohort information.
- Update Student Financials account summary page to show student group information to students.

Project Milestones

Status	Week Beginning (Sunday Date)	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1
	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																															
On Trk	Project Planning	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	Project Kick-Off		X																													
	Analyze, Design, & Development																															
Cmplt	Perform Project Analysis		X	X																												
Cmplt	Pop Select for populating the student group				X	X																										
Cmplt	Customize process to load student groups				X	X																										
Nt Strtd	Create query to remove students from student groups									X	X																					
Nt Strtd	Update Student Financials account summary page																													X	X	X
Nt Strtd	Update StarRez bio demo interface																															
	Test																															
Nt Strtd	Perform Testing				X	X				X	X																			X	X	X
Nt Strtd	Perform Issue Resolution & Tracking				X	X				X	X																			X	X	X
	Implement																															
Nt Strtd	Migrate to Production					X					X																					X

OGC OnBase Implementation

Project Status: YELLOW

Monthly Summary – January 1, 2018

General Counsel was the first user of OnBase in 2006 and has had no improvements to date. The project will greatly enhance their solution, utilizing new features available in OnBase. The improvements that will be delivered as part of this project include Matter/Document Assignments, Communications, Status, Font Size and Labels.

Past Month's Key Accomplishments

- Continue user testing this solution
- Started addressing user issues

Upcoming Milestones

- Complete testing
- Address any issues identified in testing
- Get appropriate user sign off and move to production

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Week Number	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	40
	Initialize																															
Cmplt	Planning	X	X																													
Cmplt	Design		X																													
	Analyze, Design, & Development																															
Cmplt	Create workflow integration docs		X	X																												
Cmplt	Workout integrations with current process				X																											
Cmplt	Configure Studio WF				X	X																										
Cmplt	Unity Development					X	X	X	X	X																						
	Test																															
At Rsk	User Testing																							X	X							
At Rsk	Defect Resolution																							X	X	X	X					
At Rsk	User Testing Round 2																									X	X	X	X			
At Rsk	Defect Resolution Round 2																												X	X	X	
	Implement																															
Nt Strtd	Go-Live																															★

Pharos Upgrade

Project Status: RED

Monthly Summary – January 1, 2018

This project has ran into an issue post go-live. We have random users that are experiencing issues authenticating via the Omega 150's. We are working with support to troubleshoot the issue.

Past Month's Key Accomplishments

- Completed configuration of production go-live
- Performed Mock Go-Live
- Perform Campus Communication
- Implement Go-Live Plan

Upcoming Milestones

- Fix production issues with Omega 150s.

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																																							
Cmplt	Build Test Environment		X	X	X																																			
Cmplt	Configure Test Environment					X	X	X	X																															
Cmplt	Build Production Environment									X	X	X	X	X	X	X	X	X	X	X	X	X	X																	
Cmplt	Configure Production Environment																							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
	Test																																							
Cmplt	Create Testing Scripts	X	X	X	X	X	X	X	X	X																														
Cmplt	Perform Testing in Test Environment										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	Identity Management 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	X					
Cmplt	Perform Issue Resolution & Tracking																	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
	Implement																																							
Cmplt	Create Go-Live Plan																															X	X	X	X					
Cmplt	Perform Communications to campus																																				X	X	X	
Off Trk	Implement Go-Live Plan																																						X	★

Graduate Contracting App Upgrade

Project Status: YELLOW

Monthly Summary – January 1, 2018

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. Phase 3 HCM, CSS, and web app development has been tested and was moved into Production on 12/17. The Web Report Library development has continued, however, it is expected to be delayed by a number of weeks due to some University changes requiring the Graduate College to focus on other priorities and user testing of other development items taking longer than anticipated. The tentative schedule is to complete the WRL development and move it into Production by the end of February.

Past Month's Key Accomplishments

- HCM, CSS, and web app development completed and moved to Production
- WRL development continues

Upcoming Milestones

- Completing WRL development
- WRL user testing and moving to Production

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-15	Jan-22	Jan-29	Feb-5	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
	Week Number	1	2	3	4	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	44	45
	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																																		
Cmplt	Business Process Documentation																																		
Cmplt	Perform Development - Delivery 2					X	X	X	X	X	X	X	X	X	X	X																			
At Rsk	Perform Development - Delivery 3																						X	X	X	X	X	X	X	X	X	X	X	X	X
	Test																																		
Cmplt	Perform Testing - Delivery 1																																		
Cmplt	Testing Issue Resolution Delivery 1																																		
Cmplt	Perform Testing - Delivery 2															X	X	X	X																
Cmplt	Testing Issue Resolution Delivery 2																			X	X	X	X												
At Rsk	Perform Testing - Delivery 3																																	X	X
At Rsk	Testing Issue Resolution Delivery 3																																		
	Implement																																		
Cmplt	Go-Live (Delivery 1)					★																													
Cmplt	Go-Live (Delivery 2)																										★								
At Rsk	Go-Live (Delivery 3)																																		

Student NonDegree Application Automation

Project Status: GREEN

Monthly Summary – January 1, 2018

The Student NonDegree Application Automation project will eliminate two paper-based forms: The Guest Student application and the Graduate NonDegree application. Both will be converted from their current .pdf to a webform which triggers an OnBase workflow. Included will be virtualized queues that mimic the routing of the existing forms. This will create an efficiency for both the Bowling Green campus and Firelands. ITS developers will take the requirements submitted from Registration and Records and create an OnBase solution. The approved formatting and workflow will then be tested by the Registrar's staff before moving to the production OnBase system.

Past Month's Key Accomplishments

- Testing: Verifying design revisions and final acceptance testing

Upcoming Milestones

- 1/18/18: Go-Live

Project Milestones

Status	Week Beginning (Sunday Date)	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	Dec-31	Jan-7	Jan-14	Jan-21	Jan-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
	Initialization																																
Cmplt	Project Planning and Startup	X	X	X	X	X																											
Cmplt	Create Project Charter		X	X																													
	Development & Testing																																
Cmplt	Obtain Workflow Documents		X	X																													
Cmplt	Develop Graduate Webform						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Cmplt	Develop Undergraduate Webform						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Cmplt	Develop Graduate OnBase Workflow						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Cmplt	Develop Undergraduate OnBase Workflow						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Cmplt	Obtain Design Signoff																					X	X										
Cmplt	Move to TEST																							X	X								
On Trk	User Acceptance Testing																								X	X	X	X	X	X	X	X	
	Implementation																																
Nt Strtd	Go-Live																																★

Ohio eTutoring Collaborative Interface and SSO

Project Status: YELLOW

Monthly Summary – January 1, 2018

BGSU has chosen to implement online tutoring services through the Ohio eTutoring Collaborative. The Collaborative uses a platform created and maintained by a state agency in Connecticut. To participate, ITS will design a method for the Learning Commons to safely upload student account data. Single Sign On/Single Log Off will be required to make access secure. Student lists will be populated via CSS query and then formatted correctly by staff in the Learning Commons prior to upload. The system is currently production-ready pending final configuration by the Learning Commons.

Past Month's Key Accomplishments

- Testing: Student view testing in progress

Upcoming Milestones

- TBD: eTutoring Go-Live

Milestones

Status	Week Beginning (Sunday Date)	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	Dec-31
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Initialization																					
Cmplt	Project Planning and Startup	X	X	X																		
Cmplt	Conduct DiscoverY with Vendor			X	X	X	X															
	Development & Testing																					
Cmplt	Configure SSO for TEST			X	X	X	X															
Cmplt	Develop CSS Student List Query						X	X	X	X	X	X	X									
Cmplt	Obtain CSS Query Access										X	X	X	X								
Cmplt	Upload Student Lists to TEST												X	X	X	X						
At Rsk	Verify TEST eTutoring functionality															X	X	X	X	X	X	
	Implementation																					
Cmplt	Configure SSO for PROD																		X	X	X	
Off Trk	Upload Student Lists to PROD																			X	X	
Nt Strtd	Go-Live																					★

Falcon Club Analysis and Improvements

Project Status: GREEN

Monthly Summary – January 1, 2018

The Falcon Club is a special designation given to donors of the Athletic Program through an annual membership and is used to attract key University donors. The project was requested in order to evaluate and analyze the Falcon Club membership program with the goal of generating a number of suggested improvements. After facilitating numerous meetings, the final tasks of this project will be to document our findings and present our recommendations to the key stakeholders. Due to scheduling conflicts around the holidays, our project end date will need to be extended to January 29th.

Past Month's Key Accomplishments

- Complete FMEA with full team participation
- Reached out to two universities to gain insight from peers on their processes and procedures
- Document findings for presentation of improvements

Upcoming Milestones

- Finalize all remaining documentation and review with key stakeholders
- Create final recommendations presentation
- Schedule presentation
- Project closeout January 29th

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Initialize															
Cmplt	Project Planning	X	X													
Cmplt	Develop Scope Document	X	X													
Cmplt	Project Kick-Off		X													
	Analyze, Design, & Development															
Cmplt	Determine Data Requirements Specifications			X	X	X	X	X								
On Trk	Analyze & Design Workshops				X	X	X	X	X	X	X	X	X	X		
On Trk	Develop Deliveable Documents													X	X	X
	Present Findings															
Nt Strtd	Present Findings															★

eCitation Software and Hardware Install

Project Status: GREEN

Monthly Summary – January 1, 2018

Due to the limited availability of resources, the installation of the SQL Database has not yet been completed. This completion has been targeted for the week of January 8th.

Past Month's Key Accomplishments

- Successful communication with vendor
- Received documentation and server configuration requirements
- Established revised timeline for project completion

Upcoming Milestones

- Configuration of SQL Database
- Configure and "test" mobile units with server
- Organize training from Ohio State Highway Patrol
- Go-Live

Project Milestones

Status	Week Beginning (Sunday Date)	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	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	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																				
Cmplt	Project Kick-Off		X																			
	Analyze, Design, & Development																					
Cmplt	Perform Project Analysis			X																		
Cmplt	Develop Scope Document			X																		
Cmplt	Create Project Design/Specifications Requirements					X																
At Rsk	Perform Development																	X				
	Test																					
Nt Strtd	Create Test Schedule/Cycles																					
Nt Strtd	Create Test Scripts																					
Nt Strtd	Perform Testing																					
Nt Strtd	Perform Issue Resolution & Tracking																					
	Implement																					
Nt Strtd	Create Go-Live Plan																					
Nt Strtd	Perform Communications to campus																					
Nt Strtd	Conduct Training																					
Nt Strtd	Implement Go-Live Plan																					
Nt Strtd	Update Knowledgebase																					★

Cisco CirQLive & Spark

Project Status: YELLOW

Monthly Summary – January 1, 2018

The project is currently behind schedule as we continue to work on SSO integration. We have been working with both CirQLive and Webex support to resolve the root issues for the last few weeks. We have made progress but have not completely resolved the issue. We will be able to start the CirQLive integration into Canvas as soon as the SSO integration has been completed.

Past Month's Key Accomplishments

- Our team has been working with CirQLive and Webex to resolve issues with the SSO integration. Over the last few weeks we have made progress, but have not resolved the issues yet.

Upcoming Milestones

- Complete SSO integration
- Complete CirQLive integration into Canvas
- Finish project timeline

Project Schedule has not been determined yet.

Fund Balance Interface FMS to ONE

Project Status: YELLOW

Monthly Summary – January 1, 2018

The project completed a design change in December and is now transitioning the Agilon One work to the infrastructure team to build the import process. Development and review of the FMS balance data continues. The remaining issues are to be inventoried by January 8 and commencing the final push to complete them.

Past Month's Key Accomplishments

- Completed design and development of Agilon One process

Upcoming Milestones

- Integration test of complete process
- Finalize business process documentation
- Complete training plan
- Prepare project documentation for production migration

Project Milestones

Status	Week Beginning (Sunday Date)	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	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	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-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	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
	Initialize																																																	
Cmplt	Project Planning	X	X												X	X	X	X	X	X	X	X																												
Cmplt	Project Kick-Off		X																				X																												
	Analyze, Design, & Development																																																	
Cmplt	Perform Project Analysis		X	X	X	X	X	X																																										
Cmplt	Develop Scope Document				X	X	X	X	X	X	X	X																																						
Cmplt	Create Project Design/Specifications Requirements												X	X	X	X	X	X	X																															
At Rsk	Perform Development																			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X								X	X			
	Test																																																	
At Rsk	Create Test Schedule/Cycles																																			X	X	X												
At Rsk	Create Test Scripts																																			X	X	X												
At Rsk	Perform Testing																																			X	X	X	X							X	X			
At Rsk	Perform Issue Resolution & Tracking																																			X	X	X	X	X	X					X	X			
	Implement																																																	
On Trk	Create Go-Live Plan																																						X	X						X	X			
Nt Strtd	Perform Communications to ampus																																						X	X										
Nt Strtd	Conduct Training																																						X	X	X	X					X	X		
Nt Strtd	Implement Go-Live Plan																																															★		

Library Cloud Migration

Project Status: YELLOW

Monthly Summary – January 1, 2018

BGSU University Libraries uses the Innovative Sierra application to manage library assets for the BGSU community. The Sierra application server is currently setup within the ITS datacenter. BGSU has worked with Innovative on a path to migrate to a vendor-hosted solution. This will allow ITS to decommission the physical hardware and upgrade to a streamlined version of the application that will greatly increase the efficiency of library staff. This cloud migration will also lay the groundwork for additional projects.

Past Month's Key Accomplishments

- Test Environment build complete
- Testing Started

Upcoming Milestones

- Application Testing Completed
- SSO Integration Completed

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**
	Initialize											
Cmplt	Project Planning	X	X									
Cmplt	Project Kick-Off			X								
	Analyze, Design, & Development											
Cmplt	Perform Project Analysis		X	X								
Cmplt	Create Project Design/Specifications Requirements			X	X	X						
On Trk	Test Environment Built			X	X	X						
On Trk	SSO Configuration			X	X	X	X	X	X	X		
	Test											
On Trk	Create Test Schedule/Cycles					X	X	X	X	X		
On Trk	Create Test Scripts					X	X	X	X	X	X	
On Trk	Perform Testing					X	X	X	X	X	X	X
On Trk	Perform Issue Resolution & Tracking					X	X	X	X	X	X	X
	Implement											
Nt Strtd	Create Go-Live Plan										X	X
Nt Strtd	Perform Communications to campus										X	X
Nt Strtd	Implement Go-Live Plan											
Nt Strtd	Update Knowledgebase											★

Move Remaining Continuing Ed Contracts

Project Status: GREEN

Monthly Summary – January 1, 2018

The Move Remaining Continue Ed Contracts to OnBase project's objective to update the existing Continuing Education contract process to allow Firelands and the Ice Arena to contract electronically via OnBase, creating a consistent BGSU business process for all colleges/departments. Development of the solution and documentation/training has been completed. The user testing phase has begun, however, due to the functional leads being out unexpectedly, the testing cycle has been extended into mid-January.

Past Month's Key Accomplishments

- Development completed
- Documentation/training completed

Upcoming Milestones

- User testing
- Production migration

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Initialize																
Cmplt	Project Planning	X															
Cmplt	Project Kick-Off	X	X														
	Analyze, Design, & Development																
Cmplt	Perform Project Analysis	X	X														
Cmplt	Create Project Design/Specifications Requirements	X	X														
Cmplt	Perform Development			X	X	X	X	X	X	X							
	Test																
Cmplt	Create Test Scripts/Training Doucmentation									X	X	X					
On Trk	Perform Testing										X	X	X	X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking														X	X	
	Implement																
Cmplt	Develop Training										X	X					
Nt Strtd	Project Go-Live																★

Ally Implementation

Project Status: GREEN

Monthly Summary – January 1, 2018

This project requesting assistance implementing Ally, a course content accessibility application. Ally integrates directly into Canvas and reviews course content and uploaded documents, looking at accessibility and usability issues in course material. The system will provide an accessibility score to the faculty member per document, along with recommendations to make it more accessible. It also converts electronic documents into a number of file types, including, audio, ePub, electronic braille, and tagged PDF. Administrators of the system will also receive access to reports and dashboards, providing an institutional view of accessibility status of all courses within Canvas.

Past Month's Key Accomplishments

- Synchronized Canvas test courses
- Held Canvas admin training

Upcoming Milestones

- Load pilot group courses
- Perform pilot group training

Project Milestones

Status	Week Beginning (Sunday Date)	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	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**
	Initialize																		
Cmplt	Project Planning	X																	
Cmplt	Project Kick-Off	X																	
	Analyze, Design, & Development																		
Cmplt	Provide API Token to blackboard		X	X	X														
Cmplt	Submit requset to sync Canvas to live events					X	X	X	X										
On Trk	Sync BGSU courses to Ally									X	X	X	X	X	X	X	X	X	X
On Trk	Configure Production Environment											X	X	X	X	X	X	X	X
	Test																		
Cmplt	Receive Ally Training											X	X	X					
On Trk	Perform Testing												X	X	X	X			
Nt Strtd	Pilot Group training															X	X		
Nt Strtd	Pilot Group Testing																	X	X
	Implement																		
On Trk	Perform Communications to campus													X	X	X	X	X	X
Nt Strtd	Implement Go-Live Plan																		X

Graduate College Form Automation

Project Status: GREEN

Monthly Summary – January 1, 2018

The Graduate College Form Automation project's objective is convert 20+ of the Graduate College's forms into electronic forms with automated workflows and archival into OnBase. As of this date, 16 forms have been developed and are currently being used by students and staff. BGSU is working with the vendor, DocuSign, to fix a number of application bugs that are preventing the team from moving forward on 4 electronic forms.

Past Month's Key Accomplishments

- 3 additional electronic forms moved to Production

Upcoming Milestones

- Development of remaining forms
- User testing of remaining forms
- Working with vendor on bug fixes

Project Milestones

Status	Week Beginning (Sunday Date)	May-7	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	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	Week Number	1	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																																	
	Analyze, Design, & Development																																	
Cmplt	Perform Project Analysis																																	
Cmplt	Create Project Design/Specifications Requirements																																	
On Trk	Perform Development		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	X
	Test																																	
On Trk	Perform 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	X	X	X	X	X	X	X
On Trk	Perform Issue Resolution & Tracking			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
	Implement																																	
On Trk	Implement Go-Live Plan															★			★			★				★							★	

Design & Construction Workflow Conversion

Project Status: GREEN

Monthly Summary – January 1, 2018

The Design & Construction Workflow Conversion project's objective is to redesign the database that stores building drawings and other capital project documents to better match the current Design & Construction business process. The OnBase technical development has continued through December with the goal of wrapping up in January, in order to begin user testing in early February. Design and Construction has been actively involved in the design of their database to ensure it matches their current business process appropriately.

Past Month's Key Accomplishments

- Development continues

Upcoming Milestones

- Completion of development
- User testing

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Initialize																			
Cmplt	Project Kick-Off	X																		
	Analyze, Design, & Development																			
Cmplt	Create Project Design/Specifications Requirements	X	X	X	X	X														
Cmplt	Develop Sandbox Solution		X	X	X	X														
On Trk	Perform Development						X	X	X	X	X	X	X	X	X	X				
	Test																			
Nt Strtd	Create Test Scripts															X				
Nt Strtd	Perform Testing																X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking																	X	X	
	Implement																			
Nt Strtd	Implement Go-Live Plan																			★

Agilon ONE – Prospects by Manager

Project Status: GREEN

Monthly Summary – January 1, 2018

The Alumni and Development Office has requested modifications to the Agilon ONE System to ensure that Agilon ONE reports are accurate, trustworthy and meets the needs of the Advancement Office as well as a multitude of other offices. We need to ensure that the "Prospects by Manager" report accurately displays the Total Counts of Individuals and/or Households assigned to each Director of Development (DoD) and that all former gift officers are removed from this report. During the past month, we met with the Alumni and Development Office to collect business requirements. As a proof of concept, we disabled the custom "Sync" process in the DEV test environment (which copies current prospect assignments from the Relationship module to Prospect by Manager module and removed any updates that were made directly to the Prospects by Manager module.) Alumni and Development have already been trained on the "Prospects by Manager" module so we asked them to perform some initial user testing of the delivered Agilon ONE 4.4.11 "Prospects by Manager" module. User Testing has shown favorable results using the delivered functionality and meets their needs. We're planning to include some additional End User Training on Agilon ONE "Prospects By Manager" module to ensure that our BGSU business processes are aligned with "Best Practices".

Past Month's Key Accomplishments	Upcoming Milestones
• Collected Functional Requirements – 12/13/2017 • Disabled the custom "Sync" process between Relationships and "Prospects by Manager" module in DEV - 12/19/2017 • Performed initial user testing of Prospects by Manager functionality in DEV (using delivered functionality only) - 12/21/2017	• Agilon ONE 4.4.11 User Training on "Prospects by Manager" • Development for customizations • User Acceptance Testing • Implementation in Production Agilon ONE – 3/1/2018

Project Schedule has not been determined yet.

Provost Performance Metrics

Project Status: GREEN

Monthly Summary – January 1, 2018

Structures to meet each Performance Metric are being developed, validated and migrated to Production in accordance with user requirements. Five metrics have been completed. Metric 12 is in User Acceptance Testing and is waiting verification that it meets the prescribed intent. Analysis is being conducted to determine if the data to report on Metrics 4, 6, and 8 exist in the University source system. We will be contacting Terra Dotta to determine if data can be imported into PeopleSoft through an interface for Metric 6. Work has begun to tie out all academics financials data to the University's General Ledger. It is not likely that PPM 4 will be deliverable from the DW.

Past Month's Key Accomplishments

- Presented prototype of the 60 units in two years report and are waiting for feedback
- Began meetings to develop PPM 6 Global Immersion.
- Began work to demonstrate Academic Financial's tie out to the General Ledger

Upcoming Milestones

- Complete PPM 12 and move to the production report catalog
- Verify whether or not source data supports reporting on PPMs 4 and 8. Develop reports if existing data supports reporting on these metrics.
- Develop a Retention Fact table to provide more in depth reporting on retention and persistence (2, 3, and 4 year retention rates taking into consideration graduations and stop-outs)

Project Milestones

Status	Week Beginning (Sunday Date)	16-Jul	23-Jul	30-Jul	6-Aug	13-Aug	20-Aug	27-Aug	3-Sep	10-Sep	17-Sep	24-Sep	1-Oct	8-Oct	15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar
	Week Number	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82
Cmplt	PPM 1: New Freshmen and Total Students																																				
Cmplt	PPM 2: FTFT Retention	X	X	X	X	X	X	X	X	X	X	X	★																								
Cmplt	PPM 3: Number of Graduates																																				
Nt Strtd	PPM 4: Collaborative Research (Unlikely from the DW)																																				
On Trk	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
Cmplt	PPM 7: Service Learning																																				
Nt Strtd	PPM 8: Learning Communities																								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	X	X	X	X	X	X	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	★															
Cmplt	PPM 14: SCHs Lost to DFW																																				

Maxient HCM Interface

Project Status: GREEN

Monthly Summary – January 1, 2018

This is a project to use the Maxient Behavior Management system for all BGSU employees. The third-party application is called Maxient and was chosen based on its use for students in the Dean of Students' office. The process created with this project will select employees based on criteria defined by the Office of Human Resources. Once selected, the employee data is formatted and the entire file is sent to the Maxient system. The system is a hosted application. Maxient has one record layout that is used for student bio-demo and academic data; discussions will take place with BGSU HR, Maxient and other institutions' HR offices who use Maxient to adapt the record for employee data.

Past Month's Key Accomplishments

- Submit the record layout to the project team for approval
- Begin the interface development based on Maxient's record layout
- Review the fields provided by Maxient and adapt them for HR use

Upcoming Milestones

- Continue the interface development based on Maxient's record layout
- Submit a TEST file to Maxient with no edit/process errors
- Discuss the file transmission processes with ITS Security team

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8
	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	X																	
Cmplt	Design Solution		X	X	X																	
Cmplt	Project Kick-Off			X																		
	Analyze, Design, & Development																					
On Trk	Finalize Technical Specs/Requirements		X	X	X	X	X	X	X	X	X											
On Trk	Process Development				X	X	X	X	X	X	X	X	X	X								
On Trk	Unit Test (DEV)						X	X	X	X	X	X	X	X								
Nt Strtd	QNA Migration/Configuration												X	X								
	Test																					
Nt Strtd	Setup Row Level and T/L Secuirty (QNA)								X	X	X	X	X	X								
Nt Strtd	Delivered Process Configuration (QNA)								X	X	X	X	X	X								
Nt Strtd	Testing/Defect Resolution (QNA)									X	X	X	X	X			X	X	X	X	X	X
Nt Strtd	PPD Migration/Configuration													X	X		X	X	X	X	X	X
Nt Strtd	Testing/Defect Resolution (PPD)													X	X					X	X	X
	Implement																					
Nt Strtd	Communication to Campus/Training																			X	X	X
Nt Strtd	Production Configuration																					X
Nt Strtd	Production Migration																				★	
Nt Strtd	Execute New Process																				X	

Slate for Undergraduate Admissions

Project Status: GREEN

Monthly Summary – January 1, 2018

This project is to implement Slate to serve as the undergraduate Office of Admissions CRM starting in April 2018 to begin recruiting the Fall 2019 incoming class. The goal of this project will be to progressively replace the current homegrown system, UAS. The scope of this initial phase will be to use Slate for CRM and communication activities. Admissions will continue their current processes for application review. The project is currently on schedule and trending green.

Past Month's Key Accomplishments

- Project kick-off with ITS and Admissions.
- Technical team kick off and submission of the required Technical Form to Slate.
- Creation of the Slate database by Slate. Access granted to BGSU.
- Admissions registered for the required LaunchPad training.

Upcoming Milestones

- Admissions to attend LaunchPad training at Slate on 1/9/2018.
- Begin development of the Slate database.
- Establish project plan and tasks.

Project Milestones

Status	Week Beginning (Sunday Date)	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8
	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	X	X	X	X	X	X	X						
On Trk	Project Kick-Off	X																	
	Analyze, Design, & Development																		
On Trk	Perform Project Analysis		X	X	X	X													
On Trk	Develop Scope Document				X	X													
Nt Strtd	Create Project Design/Specifications Requirements					X	X												
Nt Strtd	Perform Development							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					
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
Nt Strtd	Implement Go-Live Plan																		★
Nt Strtd	Update Knowledgebase																		X

Cisco ACE to ISE Migration

Project Status: GREEN

Monthly Summary – January 1, 2018

BGSU's current wireless authentication and network management solution is nearing end-of-life and will need to be migrated to Cisco's new solution, ISE. The functionality of authentication will remain the same for users, as the systems are used to authenticate wireless access and handles firewall and network authentication. As part of the wireless authentication update, this request includes the implementation of eduroam, a global, higher education credential authentication system for wireless access, allowing partner Universities to use their institution's credential to log into BGSU's wireless internet. Project kick-off is scheduled for this month and the team, scope, and project plan will be defined.

Past Month's Key Accomplishments

- Project assigned to a PM
- SharePoint project site created
- Draft project charter and scope

Upcoming Milestones

- Schedule discovery session with project sponsor
- Facilitate kick-off meeting
- Gather requirements, identify project team, resource planning

Project Schedule has not been determined yet.

NSC Interface Modifications

Project Status: GREEN

Monthly Summary – January 1, 2018

Registration and Records requested several changes to the National Student Clearinghouse (NSC) Interface to maintain compliance with Federal Financial Aid Reporting. They requested changes to resolve data issues with Enrollment Status, Graduate Information, Foreign Addresses, and Program Data. In order to maintain more than 90% compliance as an institution, Registration and Record is making manual updates to the current NSC Interface to resolve these data issues. We need to modify the NSC Interface to accurately report financial aid data to National Student Loan Data System (NSLDS) and avoid manual corrections to the interface file. During the past month, we created a rough draft of the Project Charter including a high level Project Timeline. We are scheduled to meet with the project sponsors on Thursday 1/4/2018 to obtain signoff on the Project Charter. This project is currently targeted for implementation on April 15, 2018. However, Registration and Records has indicated that the HEI Interfaces and Modifications should take priority over this project and could cause a delay in implementation if there are any resource constraints.

Past Month's Key Accomplishments

- Approved Project Evaluation Request – 12/11/2017
- Assigned Project Manager - Sue Tomor – 12/12/2017
- Drafted Project Charter and High Level Timeline - 12/19/2017

Upcoming Milestones

- Functional Specifications
- Development and Unit Testing
- User Acceptance Testing
- Implementation in Production CSS – 04/15/2018

Project Schedule has not been determined yet.

Automate Agilon One Access

Project Status: GREEN

Monthly Summary – January 1, 2018

Restructure the current process for requesting and granting access to Agilon One. This includes standardizing the process, converting it from a manual paper process to an electronic process with an approval workflow. It also includes transitioning the security administration from the ITS application support team to the ITS security team.

Past Month's Key Accomplishments

- Completed project planning
- Completed project kick-off

Upcoming Milestones

- Design automation workflow
- Determine group/role configuration.

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8
	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																						
	Analyze, Design, & Development																							
On Trk	Design Automation workflow		X	X	X	X	X	X	X	X	x	x												
On Trk	Determine Group configuration		X	X	X	X	X	X	X	X	x	x												
Nt Strtd	Build workflow												X	X	X	X	X	X	X					
Nt Strtd	Create custom groups												X	X	X	X	X	X	X					
	Test																							
Nt Strtd	Test Workflow																		X	X	X	X		
Nt Strtd	Test group access																			X	X	X		
	Implement																							
Nt Strtd	Create Go-Live Plan																				X	X		
Nt Strtd	Perform Communications to campus																					X	X	
Nt Strtd	Implement Go-Live Plan																							★

Agilon One Report Library

Project Status: GREEN

Monthly Summary – January 1, 2018

Reports are being designed for self-service use from the Web Report Library. The first report being developed is the DOD self-service report. Once completed and put into use, a series of reports will be created for additional departments across campus in accordance with the approved template used to create the DOD report.

Past Month's Key Accomplishments

- Collected and verified requirements and outcomes for the DOD report
- Developed initial version of the DOD report and conducted report testing by University Advancement
- Met with Advancement to review requested modifications created during testing

Upcoming Milestones

- Create List of Values within the WRL to enable DODs to make "on the fly" selections and return for next round of testing
- DOD WRL report tested and validated by university advancement
- DOD WRL report is placed into Production and used by DODs
- Begin analysis and development of additional reports to be created from the WRL

Project Milestones

Status	Week Beginning (Sunday Date)	20-Aug	27-Aug	3-Sep	10-Sep	17-Sep	24-Sep	1-Oct	8-Oct	15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
	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**
On Trk	Phase one (DOD report)	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	Collect Reoprt Requirements	X	X	★																																		
Cmplt	Development					X	X	X	X	X	X	★																										
On Trk	Test Report											X	X	X	X	X	X	X	X	X	X	X	X	X	X													
Nt Strtd	Implement Report																									★												
Nt Strtd	Phase Two (additional reports)																									X	X	X	X	X	X	X	X	X	X	X	X	★

HBO Go SSO and Apogee Interface

Project Status: GREEN

Monthly Summary – January 1, 2018

The Infrastructure team is already working on a single sign on integration with Apogee for HBO Go. Along with the single sign on, they will require a daily sftp file upload of the usernames of all students who live on campus. A custom interface to select all residential students for the current term, format the data needed for the HBO Go system (Apogee) and define a secure process to transmit the data. A site must be defined from where the data could be retrieved on a regular basis. Over the past month, the team has gathered and sent the requirements needed from Apogee. Apogee will be setting up our test environment with the static data. BGSU will continue to develop the file transfer process.

Past Month's Key Accomplishments

- Kick-off meeting with the team
- Project plan has been completed
- Gathered requirements needed by Apogee and sent to their technical team

Upcoming Milestones

- Perform development of sftp file transfer process
- Create test schedules and testing plans
- Start testing initiatives following test plans

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29
	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																							
On Trk	Project Planning	X	X																					
On Trk	Project Kick-Off			X																				
	Analyze, Design, & Development																							
Nt Strtd	Perform Project Analysis				X	X	X	X																
Nt Strtd	Develop Scope Document					X	X	X																
Nt Strtd	Create Project Design/Specifications Requirements						X	X	X															
Nt Strtd	Perform Development								X	X	X	X	X											
	Test																							
Nt Strtd	Create Test Schedule/Cycles							X	X	X	X													
Nt Strtd	Create Test Scripts								X	X	X													
Nt Strtd	Perform Testing										X	X	X	X	X	X								
Nt Strtd	Perform Issue Resolution & Tracking												X	X	X	X								
	Implement																							
Nt Strtd	Create Go-Live Plan																X	X	X					
Nt Strtd	Perform Communications to campus																			X	X	X		
Nt Strtd	Implement Go-Live Plan																						X	
Nt Strtd	Update Knowledgebase																						X	★

HEI Interfaces and Modifications

Project Status: GREEN

Monthly Summary – January 1, 2018

The Higher Education Information (HEI) System is a comprehensive relational database that includes student enrollment, course, financial aid, personnel, facilities, and financial data which is submitted by Ohio's colleges and universities. This data is used for a variety of purposes that include: reporting on higher education outcomes, funding formula, financial aid program support, policy analysis, and strategic planning. As of Fall Semester 2017, the Ohio Department of Higher Education released new File Layouts for several HEI Interfaces and BGSU needs to modify the following files: 1) AP – Academic Program, 2) AC – Alternative Credit, 3) CN – Course Enrollment, 4) CI – Course Inventory, 5) DC – Degrees / Certificates Earned, 6) SE – Student Entrance, 7) SN – Student Enrollment and 8) ST – Course Sections Taught. In addition we also need to modify the corresponding point in time extracts (HEI DEMO and HEI CRSE) that are used when building the 8 interface files. We are planning to implement this project in multiple phases and need to include additional time for user testing in each phase since these files are so inter-related.

Past Month's Key Accomplishments

- Project Request approved by ESC / SIC – 12/11/2017
- Project Manager Assigned – Sue Tomor – 12/12/2017
- Received initial functional requirements (several design issues related to new reporting fields that currently do not exist in PeopleSoft CSS)

Upcoming Milestones

- Development and Unit Testing
- User Acceptance Testing
- Implementation in Production CSS – 05/6/2018 (Firm Date)

Project Schedule has not been determined yet.

Career Center - Handshake

Project Status: GREEN

Monthly Summary – January 1, 2018

This is a project to replace the Career Center software as part of the Falcon Flight Plan for all students. The third-party application is called Handshake and was chosen with a previously executed RFQ process. The process created with this project will select students who have a campus email and are either currently enrolled, enrolled for a future term or earned a degree in the last two years. Once selected, the student academic data is formatted into a CSV file and an HTTPS command is executed to send the entire file to the Handshake system. The system is a hosted application. It will also support vendors/employers who wish to search the student data for career, program and plan information.

Past Month's Key Accomplishments

- Continue the interface development based on Handshake record layout
- Upload the FULL student file to Handshake with no edit/process errors
- Continue to apply REST API process to the interface

Upcoming Milestones

- Define the transmit process with BGSU server team
- Discuss transmission process with BGSU security team
- Complete mapping for majors from the Career Center functional lead

Project Milestones

Status	Week Beginning (Sunday Date)	Jul-2	Aug-1	Aug-31	Sep-30	Oct-30	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13
	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
	Initialize																																	
Cmplt	Project Planning	X	X																															
Cmplt	Project Kick-Off		X																															
	Vendors																																	
Cmplt	Load Vendors from Symplicity		X							X																								
Cmplt	Set up Third Party Credit Card - Stripe		X								X																							
On Trk	Set up the Job Fair and On Campus Events									X	X	X	X	X	X	X																		
On Hld	Launch Vendors																													X				
On Trk	Perform Issue Resolution & Tracking									X	X	X	X	X	X	X	X	X																
	Students																																	
On Trk	Determnine student attributes for the interface		X	X	X	X	X	X	X	X	X	X	X	X	X	X																		
Cmplt	Create Test student file				X	X	X	X	X	X	X																							
On Trk	Determine/Configure Transmission Method					X	X	X	X	X	X	X	X	X	X	X	X																	
On Trk	Submit and Confirm TEST student file to Handshake										X	X	X	X	X	X	X																	
On Trk	Submit and Confirm FULL student file to Handshake													X	X	X	X	X	X	X														
Nt Strtd	Create and Test automated Student interface--DEV																			X	X	X												
Nt Strtd	Confirm automated interface--QNA																					X	X	X										
Nt Strtd	QNA Migration/Configuration																							X										
Nt Strtd	Confirm automated interface--PPD																							X	X	X								
Nt Strtd	PPD Migratino/Configuration																									X								
On Trk	Define security roles					X	X	X	X	X	X	X	X	X	X	X	X																	
Nt Strtd	Launch Students																																X	X
Nt Strtd	Production Configuration																																X	X
Nt Strtd	Production Migration																																	X
Nt Strtd	Perform Issue Resolution & Tracking																		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Technical																																	
Cmplt	Whitelist the Handshake addresses	X																																
On Trk	Connect SSO using CAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																	
On Trk	Confirm SSO								X	X	X	X	X	X	X	X	X																	
On Trk	Add Career Center Staff and Train									X	X	X	X	X	X	X	X	X																
Nt Strtd	Project Completed																																	★

Upgrade CBORD FSS

Project Status: GREEN

Monthly Summary – January 1, 2018

This is a project to upgrade the CBORD Food Service Suite software. This third-party application is used for inventory control, food ordering and accessing a web site for menu ingredients, as well as interfacing with the Chartwells and Sequoia systems. The project will address these items of concern: how to handle desktop upgrades, what is the latest architecture of CBORD and what is best for BGSU, develop a CBORD test site, integration of sales data from Sequoia, making sure any food vendors' interfaces still work with the upgrade. The upgrade is to be completed by May, 2018.

Past Month's Key Accomplishments

- Formulate the project team and discuss the project timeline
- Schedule the project kickoff meeting
- Review the project tasks for the upgrade/interface revisions

Upcoming Milestones

- Begin the development of test/production application environments
- Begin the development of test scripts for all system touchpoints
- Discuss the system architecture with the server and security teams

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20
	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																																
On Trk	Project Planning								X	X	X	X	X	X	X																		
Nt Strtd	Project Kick-Off													X																			
	Analyze, Design, & Development																																
On Trk	Build Test Environment																																
On Trk	Determine Interface Revisions									X	X	X	X	X	X	X	X																
On Trk	Configure Test Environment									X	X	X	X	X	X	X	X																
On Trk	Build Production Environment									X	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
	Test																																
Nt Strtd	Create Testing Scripts													X	X	X	X	X	X	X	X												
Nt Strtd	Configure Application on Dining Desktops														X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nt Strtd	Interface Testing: Chartwells/Sequoia to CBORD														X	X	X	X	X	X	X	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	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	★

Lenel Access Control

Project Status: GREEN

Monthly Summary – January 1, 2018

BGSU's current Door Access Standard for Academic Buildings and Non-Residential Buildings has been in place with modifications since 1991. This project will entail a thorough analysis and review of BGSU's current use of building access control systems, with the goal of centralizing the administration within Campus Operations for academic/administrative access and Student Affairs for student-related access. The results of this will be recommendations on how to consolidate systems using Lenel as the single source of building access, as well as review RFID access options utilizing the BG1 card.

Past Month's Key Accomplishments	Upcoming Milestones
• Planning: Project charter draft under review	• TBD

Project Schedule has not been determined yet.

Implement Faculty 180 Phase 2

Project Status: GREEN

Monthly Summary – January 1, 2018

Faculty 180 will unite faculty activity tracking, promotion, tenure, and other paper-based processes under one piece of software. This will create an efficiency for the University and standardize these business processes across colleges. Led from the academic side by PJ Mays, the College of Business has been selected for the 2017-18 academic year pilot, concluding Phase 1. Phase 2 will now complete the development of FMS, CSS, and full HCM interfaces. Phase 2, wherein all colleges will use the Faculty180 for 2018-19 academic year, has begun with resource and interface planning.

Past Month's Key Accomplishments

- Testing: HCM interface development near completion
- Development: CSS interface development in progress
- Testing: HCM data validation complete

Upcoming Milestones

- 2/15/17: Completion of PeopleSoft development

Project Milestones

Status	Week Beginning (Sunday Date)	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	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27
	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**
	Initialization and Design																																				
Cmplt	Project Planning and Startup	X	X																																		
Cmplt	HCM Interface Data Mapping	X	X	X	X	X	X	X	X																												
Cmplt	CSS Interface Data Mapping	X																																			
Cmplt	FMS Interface Data Mapping	X	X	X	X	X	X	X	X																												
	Development & Testing																																				
Cmplt	Create SFTP Interface	X																																			
Cmplt	HCM Data Validation									X	X	X	X																								
On Trk	Perform HCM Development													X	X	X	X	X	X	X	X	X															
On Trk	Perform FMS Development									X	X	X	X	X	X	X	X	X																			
Nt Strtd	FMS Data Validation																		X	X	X	X															
On Trk	Perform CSS Development									X	X	X	X	X	X	X	X	X	X	X	X	X															
Nt Strtd	QNA Testing																						X	X	X	X	X	X	X	X							
Nt Strtd	PPD Testing																														X	X	X	X	X	X	
	Implementation																																				
Nt Strtd	Go-Live																																				★

Annual Donor Reports - Phase 2

Project Status: GREEN

Monthly Summary – January 1, 2018

Due to the Foundation financial system conversion from Agresso to FMS, the Annual Donor Report had to be developed in WRL for FY2017. The report was developed but not all components of the revised report could be implemented for the FY2017 reports.
These enhancements will improve the look and feel of the annual donor reports along with providing greater accessibility for the end users.

Past Month's Key Accomplishments

- Project Kickoff

Upcoming Milestones

- Development started

Project Schedule has not been determined yet.

EvaluationKIT University-Wide Course Evaluations

Project Status: GREEN

Monthly Summary – January 1, 2018

Work resumes as the Office of Academic Assessment begins planning the evaluation deployments for the Spring 2018 pilot. Participants are identified. The Office will create the survey instruments and begin the process of reviewing how the courses should be setup in EvaluationKIT. The courses and enrollments are then imported and the survey will be deployed based upon expected session dates.

Past Month's Key Accomplishments

- Confirmed Spring 2018 pilot participants

Upcoming Milestones

- Build project for Spring 2018 pilot
- Complete required department/college surveys for pilot

Project Milestones

Status	Week Beginning (Sunday Date)	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	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8	Jul-15	Jul-22	Jul-29	Aug-5	Aug-12	Aug-19
	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	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
	Initialize																																																																	
Cmplt	Project Planning	X																																																															
Cmplt	Project Kick-Off	X																																																															
	Analyze & Design																																																																
Cmplt	Perform Project Analysis		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																																																	
Cmplt	Develop Scope Document										X	X	X	X	X	X																																																			
	Pilot Preparation																																																																	
Cmplt	Establish surveys														X	X	X	X	X	X	X	X																																												
Cmplt	Establish reporting hierarchy																	X	X	X	X	X																																											
Cmplt	Final testing																		X	X	X	X																																											
Cmplt	Identify participants for Fall 2017															X	X	X	X	X	X	X																																												
Cmplt	Create communication plan															X	X	X	X	X	X	X																																												
	Implement Pilot																																																																	
Cmplt	Communicate events and changes															X	X	X	X	X	X	X	X	X	X																																										
Cmplt	Prepare EvaluationKIT service																			X	X	X	X	X	X																																								
On Trk	Implement Spring 2018 Course Evaluations																																		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																
Nt Strtd	Review Spring 2018 pilot results																																																																
Nt Strtd	Implment Summer 2018 Course Evaluations																																																																	
Nt Strtd	Review Summer 2018 pilot results																																																																	
	Production Phase																																																																	
Nt Strtd	Review sub-account access																																											X	X	X	X	X	X	X																
Nt Strtd	Update Knowledgebase																																																		X	X													★

Adobe Campaign Email Solution

Project Status: ON HOLD

Monthly Summary – January 1, 2018

The project involves implementing a new email campaign utility for BGSU called Adobe Campaign (AC). AC 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. We recently worked with Adobe leadership to assign a new technical lead to get this project back on track. Due to the delays with Adobe leadership and their remediation plan, we have decided to put this project on hold. ITS leaders are evaluating a new vender to pick up and complete the implementation. Procurement is reviewing the new proposal.

Past Month's Key Accomplishments	Upcoming Milestones
• On hold	• On hold

RecTrac Upgrade

Project Status: ON HOLD

Monthly Summary – January 1, 2018

RecTrac software runs all aspects of Recreation and Wellness's business operations including access control, point of sale, membership and program registration, financial reconciling, and report generation. The current version of RecTrac is outdated and the vender Vermont Systems will not be developing functionality for the version BGSU is currently running. We facilitated a project kick-off and were drafting project charter and scope when the project was put on-hold to review RecTrac's cloud solution. ITS leaders will be working with the business to re-evaluate the business case.

Past Month's Key Accomplishments	Upcoming Milestones
• On hold	• On hold