Executive Sponsors Meeting
Major Project Updates

06/12/2017

Agenda

- Add Cashnet Connectivity to Amazon Web Services*
- FMS 9.2 Upgrade*
- Career Center RFQ*
- Implement Avalon Multimedia System
- Create Electronic Meal Plan Change Form
- CSS 9.0 Bundle 45 and Rework
- Upgrade to Max Galaxy*
- DocuSign for Capital Planning
- WBGU-TV & Agilon One Donor Data Workflow
- Agilon One Upgrade
- Musical Arts Ticketing System
- Implement POS for Dining Services
- Implement Student Dynamic Billing
- Auto Admit and Matriculate Grad Students
- Replace and Enhance Student Scheduling Software
- NORIS to SunGard Migration
- G Suite for Education
- HCM 9.2 Get Current
- Select Secure Email Solution
- Implement Lightspeed - Falcon Outfitters
- GSW - Distribute Placement Essays
- 25 Live Implementation
- Withdrawal Form Splash Page
- ARTSC Test Scores from Perpetual Works
- Implement Faculty 180 Phase 1
- Student Refunding for Credit Card Payments
- Adobe Campaign Email Solutions
- Graduate Curriculum Modification
- New WRL Report for Foundation
- Add Gender to Learning Community Query
- Duo for Email Opt-In
- Donor Wall Technology RFP
- Update StarRez
- Provost Performance Metrics
- GSW Online Placement App Update
- Voter Identification Letter
- Graduate College Form Automation
- CSS 9.2 Upgrade
- Pharos Upgrade
- Graduate Contracting App Upgrade For GA T/L
- Data Center Migration
- Business Process Review
- Winter Session Program

Add CashNet Connectivity to Amazon Web Services

BGSU

Project Status: ★

Monthly Summary – June 5, 2017

CashNet is migrating to Amazon Web Services as of May 21, 2017. In preparation for this migration, the Office of the Bursar requested that we add CashNet connectivity to Amazon Web Services as soon as possible to ensure that we do not lose any of the current functionality. This past month, we added the new CashNet AWS IP addresses to our BGSU Firewall and Email Server and gave priority to all CashNet transactions coming from these new IP addresses. We also completed all user testing of the connectivity to AWS Servers using the CashNet TRAIN test environment.
On 4/26, CashNet announced that they are delaying the migration to Amazon Web Service until May 21. (Original implementation was May 7.)

Past Month's Key Accomplishments

- Implemented CashNet Connectivity to Amazon Web Services on Sunday – May 21, 2017

Upcoming Milestones

- N/A

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-1	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21
	Week Number	**1**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**
	Initialize												
Cmplt	Project Planning		X	X									
Cmplt	Project Kick-Off			X									
	Analyze, Design, & Development												
Cmplt	Perform Project Analysis			X	X								
Cmplt	Update BGSU Firewall for CashNet connectivity to AWS			X	X	X	X						
Cmplt	Update BGSU Email Server for CashNet connectivity to AWS			X	X								
Cmplt	Modify Security Access to give priority to CashNet Transactions			X	X								
	Test												
Cmplt	Create Test Schedule/Cycles				X								
Cmplt	Create Test Scripts				X	X							
Cmplt	Perform User Testing of new CashNet Connectivity to AWS						X	X	X	X	X		
Cmplt	Perform Issue Resolution & Tracking						X	X	X	X	X		
	Implement												
Cmplt	Create Go-Live Plan								X	X			
Cmplt	Perform Communications to campus									X			
Cmplt	Conduct Training									X			
Cmplt	Implement Go-Live Plan											X	
Cmplt	Update Knowledgebase												★

FMS 9.2 Upgrade Project

BGSU

Project Status: ★

Monthly Summary – June 5, 2017

The move to production for the FMS 9.2 upgrade project was conducted May 26, 2017 – May 29, 2017. Technical Go Live activities began at 5PM on May 26th and lasted through noon on Saturday, May 27th. This was followed by functional configuration and then Systems Testing. The Go/No Go decision to proceed with integration was approved at 7PM on Saturday. Integration was performed and then integrated validation activities were conducted. Approval to successfully complete the upgrade was made at 9PM. Web Report Library changes were made on May 29th. Overall, the upgrade was highly successful. There were issues encountered and resolved during the cutover, and there are 11 open issues that are continuing to be work on post go live.

Past Month's Key Accomplishments

- **Environment:** Completed migration to PROD.
- **Development:** All development was completed.
- **Testing:** All issues were resolved prior to Go Live. There were 4 open items that were considered post Go Live activities.
- **Project Management:** Finalized schedule, resource, food, and all planning activities in preparation for Go Live. Performed Go Live activities.

Upcoming Milestones

- Complete Elastic build for PROD.
- Complete Project Closing processes and documentation

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
	Week Number	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
	Initialize																							
Cmplt	Project Planning and Startup																							
Cmplt	Project Kick-Off																							
	Environment Builds																							
Cmplt	DMO Server / Environment Build																							
Cmplt	DEV Server / Environment Build																							
Cmplt	QNA Server / Environment Build	X	X																					
Cmplt	PPD Server / Environment Build										X	X	X	X	X									
Cmplt	PROD Server / Environment Build															X	X	X	X					
	Analyze, Design, & Development																							
Cmplt	Business Process Mapping																							
Cmplt	Fit/Gap Sessions																							
Cmplt	Document Design and Configuration																							
Cmplt	Perform Development	X	X																					
	Test																							
Cmplt	Integration Testing				X	X	X	X	X	X	X	X	X	X										
Cmplt	PPD Testing															X	X	X						
Cmplt	Mock Testing																		X	X				
	Implement																							
Cmplt	Communication to Campus/Training																			X	X	X		
Cmplt	Training (if needed)																			X	X	X		
Cmplt	Go-Live																						★	

Career Center RFQ

BGSU

Project Status: ★

Monthly Summary – June 5, 2017

This is a project to replace the Career Center software as part of the Falcon Flight Plan for all students. Five vendors demos and 5 technical calls have been completed. The RFQ was completed and the finalist – HandShake selected.

Past Month's Key Accomplishments

- Opened the RFQ
- Received 5 RFQ returns
- Awarded the Contract to HandShake

Upcoming Milestones

- None

Project Milestones

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

Implement Avalon Multimedia System

BGSU

Project Status: YELLOW

Monthly Summary – June 5, 2017

The implementation of Avalon is trending yellow based on the original Go-Live date of June 1st. Testing and issue resolution are progressing steadily, but are slower-going than initially planned. On June 6th the project team will meet and evaluate our timeline with a new date for the actual production migration. Expectations are that we will still have Avalon ready for campus by fall semester. From a technical standpoint the TEST system is ready and functioning with the exception of the SFTP bulk upload drop box. Initial conversations with Accessibility Services are underway to ensure compliance with LTI integration standards.

Past Month's Key Accomplishments

- Configuration: Wowza configuration complete
- Testing: User testing in progress
- Testing: Issue mitigation and re-work in progress
- Development: Canvas LTI request begun

Upcoming Milestones

- 6/6/17: Project scheduling planning
- 8/21/17: Avalon content available to campus

Project Milestones

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

Create Electronic Meal Plan Change Form

BGSU

Project Status: GREEN

Monthly Summary – June 5, 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 has been rescheduled for 6/18/2017.

Past Month's Key Accomplishments

- DocuSign developer has been assigned to other production fixes
- Sys Admins have been recruited to assist with the build of a Buckeye server for the use of Rest API's to retrieve StarRez data

Upcoming Milestones

- Monitor development progress
- Deliver web page and electronic signature functionality to the Functional Users on 6/12/2017 for UAT

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-6	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	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	28	29	30	31	32	33	34	35	36	37
	Initialize																																		
Cmplt	Project Planning	X	X																																
Cmplt	Design Solution		X	X	X	X	X	X																											
Cmplt	Project Kick-Off		X																																
	Analyze, Design, & Development																																		
Cmplt	Finalize Technical Specs/Requirements						X	X	X	X																									
On Trk	Web Page Development				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
On Trk	DocuSign Configuration										X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
On Trk	Unit Test											X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Nt Strtd	UAT Migration/Configuration																											X	X						
	Test																																		
On Trk	Testing/Defect Resolution														X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Nt Strtd	Security Testing Migration/Configuration																																	X	
Nt Strtd	Testing/Defect Resolution																																	X	
	Implement																																		
Nt Strtd	Communication to Campus/Training																																X	X	
Nt Strtd	Production Configuration																																	X	X
Nt Strtd	Production Migration																																		★
Nt Strtd	Execute New Process																																		X

CSS 9.0 Bundle 45 and Rework

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Install CSS 9.0 Bundle 45 quarterly maintenance which contains 2017-2018 Financial Aid Regulatory Release 4 and several bug fixes. Over the past month, we applied CSS Bundle 45 into DMO / DEV and learned that Oracle Support identified a security vulnerability. Oracle strongly recommends that we apply a patch to PeopleTools in order to mitigate this security vulnerability. Within this project, we are applying PeopleTools 8.54.31 update along with CSS 9.0 Bundle 45. (During this same timeframe, HCM will also be updated to PeopleTools 8.54.31 to test and verify the integration between CSS and HCM.) CSS Bundle 45, PeopleTools 8.54.31 and the related CSS Rework for BGSU Customizations have been applied in DEV and QNA. User Acceptance Testing is currently in-progress in the QNA test environment.

Past Month's Key Accomplishments

- Applied CSS 9.0 Bundle 45 and PTools 8.54.31 in DMO / DEV / QNA
- Ran Compare Reports to identify BGSU Customization Rework Items
- Completed Development / Unit Testing for Rework Items - DEV
- Started User Acceptance Testing in CSSQNA - 05/22

Upcoming Milestones

- Complete User Acceptance Testing - June 16
- Update Knowledge Base.
- Apply CSS 9.0 Bundle 45 and Rework in Production CSS along with PeopleTools 8.54.31 in PROD CSS – June 18

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18
	Week Number	1	8	9	10	11	12	13	14	15	16
	Initialize										
Cmplt	Project Planning		X								
	Analyze, Design, & Development										
Cmplt	Perform Project Analysis			X							
Cmplt	Create Project Design/Specifications Requirements				X	X					
Cmplt	Perform Development				X	X					
	Test										
Cmplt	Create Test Schedule/Cycles					X					
Cmplt	Create Test Scripts					X					
On Trk	Perform Testing						X	X	X	X	
On Trk	Perform Issue Resolution & Tracking						X	X	X	X	
	Implement										
Cmplt	Create Go-Live Plan					X					
On Trk	Perform Communications to campus						X	X	X	X	
Nt Strtd	Update Knowledgebase									X	X
Nt Strtd	Implement Go-Live Plan										★

Upgrade to Max Galaxy

BGSU

Project Status: ★

Monthly Summary – June 5, 2017

Maximum Solutions Max Galaxy has been migrated to production.

Past Month's Key Accomplishments

- Completed testing
- Completed training
- Installed production POS devices
- Went live

Upcoming Milestones

Project Milestones

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

DocuSign for Capital Planning

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

This DocuSign for Capital Planning project's objective is to replace the existing PDF project request form for Capital Planning with an electronic form. The project's timeline and specifications were created and approved. Development of the solution will start this week and is expected to be completed the end of June.

Past Month's Key Accomplishments

- Project timeline and specifications completed
- Development has started

Upcoming Milestones

- Completion of development
- User testing

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Initialize														
Cmplt	Project Kick-Off	X													
	Analyze, Design, & Development														
Cmplt	Perform Project Analysis	X	X												
Cmplt	Create Project Design/Specifications Requirements		X	X	X	X									
Nt Strtd	Perform Development						X	X	X	X					
	Test														
Nt Strtd	Create Test Scripts									X					
Nt Strtd	Perform Testing										X	X			
Nt Strtd	Perform Issue Resolution & Tracking												X	X	
	Implement														
Nt Strtd	Implement Go-Live Plan														★

WBGU-TV & Agilon One Donor Data Workflow

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The pledge file format changes from ACD Direct has run in to a snag. The vendor indicated that there are a few field revisions that are requiring more programming time than originally thought. The new delivery date is now 6/22. Although this project will not be ready for production with the Agilon upgrade as originally thought, I believe we can get it completed shortly afterwards. I will estimate a 2 week delay. We are in a waiting stage for now. I will keep the project status GREEN.

Past Month's Key Accomplishments

- All development finalized
- Test plan approved

Upcoming Milestones

- Begin functional testing
- Finish interface file from Agilon One to Allegiance
- Finalize plans for allegiance ID's back to Agilon

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-23	Oct-30	Nov-6	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	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	30	31	32	33	34	35	36	37	38	39
	Initialize																																							
Cmplt	Project Planning/Charter	X	X	X																																				
Cmplt	Project Kick-Off			X																																				
	Analyze, Design, & Development																																							
Cmplt	Develop functional requirements			X	X	X	X	X	X	X	X	X	X	X																										
Cmplt	Tech Specs for Data Flows from ACD Direct to Agilon - file format changes for both vendors													X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Cmplt	Tech Specs for Data Flows from Agilon to Allegiance - in house written													X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
On Trk	Develop both interfaces																													X	X	X	X	X	X	X	X			
	Test																																							
Nt Strtd	Functional testing																																				X	X	X	
Nt Strtd	Resolving issues																																				X	X	X	
Nt Strtd	approval to migrate to production																																						X	
	Implement																																							
Nt Strtd	Production Migration																																							X
Nt Strtd	Go-Live																																							★

Agilon One Upgrade

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Agilon One, BGSU's system of record for alumni and donor data is due for its scheduled upgrade. Along with the myriad of product fixes expected with each release, this next upgrade includes a bug fix concerning umbrella events that the bursars office would like to be in place before the University begins to accept registrations for this years homecoming. This upgrade will bring is the new pledge import file matching functionality. This is needed for the WBGU-TV/Agilon donor data migration project. Go-live date has been moved up to June 29.

Past Month's Key Accomplishments

- Kick-off meeting completed
- Dev and TEST environments built on new servers
- New Oracle 12c databases built
- Smoke testing in DEV complete
- New Production migration date determined: June 29, 4am.

Upcoming Milestones

- Finalize functional testing
- Approvals to migrate to production
- Send out campus communications

Project Milestones

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

Musical Arts Ticketing System

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The College of Musical Arts box office contract with Choice ticketing system expires in July 2017. The box office is not satisfied with the current configuration of the Choice solution. BGSU will be running an RFP to review a university wide ticketing system solution to be implemented in 2019. To fill the box office needs between these dates, BGSU ITS and Purchasing assisted Musical Arts with a review of available options. Remaining with Choice Ticketing system and extending the contract is the chosen direction. The next step is to address pain points and have staff trained in the latest system enhancements.

Past Month's Key Accomplishments

- Formalize 2 year Choice extended contract
- Schedule Choice training for box office staff
- Map out areas of improvement
- Set improvement plan

Upcoming Milestones

- Choice Application upgrade scheduled for June 29
- Staff training scheduled for July 5-7
- Newer Box Office computers installed
- New Printer Bridge installed

Project Milestones

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

Implement POS for Dining Services

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

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

Past Month's Key Accomplishments

- Hardware/peripherals for July 1 Go-Live locations have arrived
- Screen/menu/tender configuration continues
- Connection to test network (Buckeye) continues
- Credit Card payment vendor paperwork to be sent by 6/12/17

Upcoming Milestones

- Starbucks Gift Card Module PCR approved and delivered
- July 1, 2017 Go-Live schedule created and shared with project team
- Resource plan created and share with all resources
- Request to Desktop Support for virus application installed on registers

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20
	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	X	X	X																			
Cmplt	Product Analysis		X	X	X	X	X	X																	
Cmplt	Project Kick-Off					X																			
	Analyze																								
On Trk	Project Team/Project Management Tracking		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
On Trk	Hardware/System Configuration		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
On Trk	Define and agree on success criteria						X	X	X	X	X	X	X	X	X										
On Trk	Finalize Technical/Functional Requirements						X	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	X	X							
	Testing																								
On Trk	Hardware/Related Peripherals							X	X	X	X	X	X	X	X	X	X	X	X	X					
On Trk	Server/Network					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
On Trk	QPS Remote Installation									X	X	X	X	X	X	X	X	X	X	X	X				
On Trk	Menu Definition										X	X	X	X	X	X	X	X	X	X	X	X			
Nt Strtd	ePOS Food Ordering Website										X	X	X	X	X	X	X	X	X	X	X	X			
On Trk	Custom Reports/Discount Function										X	X	X	X	X	X	X	X	X	X	X	X			
	Implement																								
On Trk	Define Implementation Calendar/Rollout Plan						X	X	X	X	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		X		X			
Nt Strtd	Implementation																	X	X				X	X	X
Nt Strtd	Communicate to Campus																X	X					X	X	★

Implement Student Dynamic Billing

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Design changes for the revamped PeopleSoft Account Summary Page within the Student Center is near complete. The PeopleSoft project is on track to be moved to PPD where it will be tested by the staff from student financials. The creation of a Tutorial Video has been completed and will be used during go live. The project is still tracking to have the new development in production prior to July 1st, when the billing cycle changes to the first of the month.

Past Month's Key Accomplishments

- Creation of Tutorial Video
- MyBGSU Portlet updates are complete
- No open issues

Upcoming Milestones

- Final User Acceptance Testing – June 16th
- Migration to PRD– June 18th
- Go-Live – System in production– June 18th
- First due date under the new billing – Aug. 1st

Project Milestones

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

Auto Admit and Matriculate for Graduate Students

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Automate the admission and matriculation process in PeopleSoft CSS for newly admitted graduate students. Graduate students apply for admission using the Slate system. Then Graduate Admissions reviews these application and admits graduate student within Slate. Once admitted, the Slate Interface copies the Graduate Admissions Application to OAR. Then the OAR Interface copies the Graduate Admissions Application into PeopleSoft CSS. Currently Graduate Admissions manually has to perform 2 additional steps in PeopleSoft CSS (Admission and Matriculation) before the newly admitted graduate students can register for classes. Implementation is scheduled for 7/3/2017.

Past Month's Key Accomplishments

- Development complete pending UAT results
- QNA Testing scheduled for next week

Upcoming Milestones

- CommGen jobs might be needed with the user's name
- New PPD/PRD queries will be created
- PPD Testing scheduled for the week of June 18th

Project Milestones

Status	Week Beginning (Sunday Date)	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Initialize														
Cmplt	Project Planning	X	X												
Cmplt	Design Solution		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	Query Development				X	X	X	X	X	X	X	X	X		
On Trk	Unit Test (DEV)						X	X	X	X	X	X	X		
On Trk	QNA Migration/Configuration									X	X				
	Test														
On Trk	Setup Row Level and T/L Secuirty (QNA)						X	X	X	X	X	X	X		
On Trk	Delivered Process Configuration (QNA)							X	X	X	X	X	X		
On Trk	Testing/Defect Resolution (QNA)									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		
Nt Strtd	Production Configuration													X	
Nt Strtd	Production Migration													★	
Nt Strtd	Execute New Process														X

Replace and Enhance Student Scheduling Software

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

All functional issues with the new semester-scheduling product, Schedule Builder, have been resolved. In the DEV environment testers have experienced performance lag which all parties hope to tune and resolve in QNA. The QNA move is expected to be complete the first week of June. An improvement in performance there is the final requirement to obtain sign-off from the project sponsors. High Point has developed a plan to address BGSU feature requests in both the short-term and long-term, with short-term changes already in place and the long-term improvements to be developed for v.2.0.2. All work is on track for production migration on 7/6/17.

Past Month's Key Accomplishments

- Environment: Migration to QNA is underway.
- Development: Short-term feature requests are configured.
- Development: The vendor is working on a second point release of the product for BGSU.

Upcoming Milestones

- 6/9/17: Migration to QNA
- 6/30/17: Completion of Schedule Builder testing
- 7/16/17: Schedule Builder Go-Live

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Replace Student Scheduling Software																										
Cmplt	Collect Requirements and Obtain Product	X	X	X	X	X		X																			
On Trk	Install Schedule Builder in DEV and Migrate to QNA						X	X												X	X						
On Trk	User Acceptance Testing										X	X	X	X	X	X	X	X	X	X	X	X	X				
Nt Strtd	Migrate to PPD																							X	X	X	
Nt Strtd	Schedule Builder Production Migration																										★
	Obtain Degree Planning Software																										
Cmplt	Gather Software Requirements		X	X	X	X	X	X																			
On Hld	Vendor Scoping and Negotiation								X	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)																										

NORIS to SunGard Migration

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Staff and dispatcher training needs were determined and the training sessions scheduled throughout June. Good progress was made on a historic data solution, but the final decision has not been made. Once determined, a plan for migrating this data will need to be set. Final work is being completed on the network set up in preparation for the migration to using the new product.

Past Month's Key Accomplishments

- Complete network/security configuration design
- Initiate discuss with NORIS and Superion regarding import of historical data
- May 15th vendor call to confirm timeline

Upcoming Milestones

- Final determination of historical data solution
- Termination of NORIS relationship
- Staff and dispatcher training
- Completion of implementation project

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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Initialize														
Cmplt	Project Planning	X	X	X											
Cmplt	Project Kick-Off				X										
	Analyze, Design, & Development														
Cmplt	Review Migration Requirements				X	X	X	X	X	X					
Cmplt	Identify Network Design/Hardware	X	X	X											
Cmplt	Identify Training Installation Requirements				X	X	X						X		
Cmplt	Identify Migration Steps							X	X	X					
On Trk	Identify Historical Records Maintenance				X	X	X	X	X	X					
	Training														
On Trk	SunGard Product Training											X	X		
On Trk	LEADS Product Training											X	X		
On Trk	Patrol Product Training											X	X		
	Implement														
On Trk	Implement Network Design								X	X	X				
On Trk	SunGard Production Setup											X	X	X	
On Trk	LEADS Production Setup											X	X	X	★

G Suite for Education

BGSU

Project Status: GREEN

Monthly Summary – June 5, 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

- Received a list of academic plans from Dan. Developers have used this information as the basis to generate the five provisioning files.
- Test accounts have been created for the functional team to use.
- SSO integration is completed.

Upcoming Milestones

- Use the test site to learn about how G Suite should be configured and administered.
- Continue with PeopleSoft development.
- Create policies and procedures.
- Plan rollout for College of Education.

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																													
Cmplt	Project Planning and Kick-Off activities	X	X	X	X	X	X	X	X																					
	Analyze, Design, & Development																													
Cmplt	Create BGSU Google Production and Test Domains	X	X	X	X	X	X	X	X	X																				
On Trk	Determine G Suite Requirements								X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
On Trk	Determine Administration and Policies								X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
	Test																													
On Trk	Functional Testing of Setup and Use																			X	X	X	X	X	X	X	X			
On Trk	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	
Nt Strtd	Determine Communications and Create Plan																								X	X				
Nt Strtd	Implement Go-Live Plan																													★

HCM 9.2 Get Current Project

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Development continues on outstanding items, freeze breakers, and scope items previously part of the "Correct 9 Month Faculty Taxation" project. However, Go-Live weekend for this implementation has been moved to October 13-15 to accommodate the release of HCM 9.2 PUM 23 on July 14th, which Oracle states is required before running payroll in calendar 2018. The functional leads have elected to continue QNA testing on the current PUM, and a QNA2 has been added to the project plan after the installation of PUM 23. Work specific to the HCM Get Current project is on delay while the same staff implement the HCM PeopleTools 8.54.31 security patch on 6/18/17.

Past Month's Key Accomplishments

- Development: Freeze breakers and other development items continue
- Planning: Schedule revised to accommodate PUM 23 and HCM PT 8.54.31 security patch

Upcoming Milestones

- 6/18/17: Migration of PT 8.54.31 security patch
- 6/30/17: Completion of Get Current QNA1 integration testing
- 7/14/17: Release of HCM 9.2 PUM 23
- 8/7/17: Beginning of Get Current QNA2

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	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
	Initialize																																					
Cmplt	Project Planning and Startup	X	X	X	X	X	X	X																														
Cmplt	Project Kick-Off								X																													
	Environment Builds																																					
Cmplt	DMO/DEV Environment Build			X	X	X	X																															
Cmplt	QNA Environment Build										X	X	X	X																								
Nt Strtd	PPD Environment Build																													X	X	X	X					
Nt Strtd	PRD Environment Build																																					X
	Development & Testing																																					
Cmplt	Business Process Mapping				X	X	X	X	X	X	X	X																										
On Trk	Perform Development							X	X	X	X	X	X	X	X					X	X	X					X	X	X	X	X							
On Hld	QNA1 Testing																X	X	X	X	X	X	X	X	X	X	X	X										
Nt Strtd	DEV update and QNA2 Refresh																														X	X	X					
Nt Strtd	QNA2 Testing																																	X	X	X	X	X
Nt Strtd	PPD Testing																																					
	Implement																																					
Nt Strtd	Campus Communications																																					
Nt Strtd	Go-Live																																					

Select Secure Email Solution

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

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

Past Month's Key Accomplishments

- Andy Gross has completed the product's configuration, working with the vendor, Cisco. The CRES portion has been configured and the ESA portion is in progress.
- The CRES Recipient Guide is a good resource for developing BGSU documentation.

Upcoming Milestones

- Working with HR to do set up for an individual license. We will document for others to use in the future.
- Communicate the availability of the service to areas on campus who may need to send secure emails.

Project Milestones

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

Implement Lightspeed – Falcon Outfitters

BGSU

Project Status: YELLOW

Monthly Summary – June 5, 2017

The Implement Lightspeed for Falcon Outfitters project's objective is to replace MBS, the current point-of-sale, inventory, and accounts payable gateway, and implement Lightspeed as a replacement system. The POS hardware (and iPads) have been received and are being setup/configured on-location. The integrations with CSS, FMS, ThirdShelf (loyalty vendor), and Shopify (ecommerce) are almost complete and ready to be tested by Falcon Outfitters. The credit card machines have not been received from the vendor who is currently behind. Per Falcon Outfitters, we will keep MBS in-place until the credit card machines have been received. A back-up plan has been identified to accommodate that potential outcome.

Past Month's Key Accomplishments

- Hardware and application configuration defined (development started)
- MBS hardware and legacy data decommissioning plan created
- Integration specifications and agreements finalized

Upcoming Milestones

- Falcon Outfitters staff training
- Completion of hardware/application configuration
- Completion of CSS, FMS, and third party integrations
- POS go-live 7/5

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Initialize															
Cmplt	Project Planning	X	X													
Cmplt	Project Kick-Off	X	X													
	Analyze, Design, & Development															
Cmplt	Perform Project Analysis		X	X												
Cmplt	Create Project Design/Specifications Requirements			X	X											
At Rsk	Configure Hardware and Lightspeed			X	X	X	X	X								
On Trk	Perform Development (Integrations)			X	X	X	X	X	X	X	X					
	Test															
On Trk	Perform Testing (Hardware and Lightspeed)							X	X	X	X					
Nt Strtd	Perform Testing (Integrations)										X	X	X			
Nt Strtd	Perform Issue Resolution & Tracking												X	X		
	Implement															
On Trk	Conduct Training		X						X	X				X		
Nt Strtd	Implement Go-Live Plan (Hardware and Lightspeed)											★				
Nt Strtd	Implement Go-Live Plan (Integrations)														★	
Nt Strtd	Decommision Legacy Processes and Hardware															★

GSW - Distribute Placement Essays

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The GSW - Distribute Placement Essays project's objective is to create a method to share student's GSW placement essays with their assigned GSW instructor ahead of the semester starting. The CSS portion of the development has been completed and the custom web application development has been started.

Past Month's Key Accomplishments

- Development started

Upcoming Milestones

- Completion of development
- User testing

Project Milestones

Status	Week Beginning (Sunday Date)	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**
	Initialize															
Cmplt	Project Kick-Off	X														
Cmplt	Project Planning	X	X													
	Analyze, Design, & Development															
Cmplt	Perform Project Analysis	X	X	X												
Cmplt	Create Project Design/Specifications Requirements	X	X	X												
On Trk	Perform Development				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															★

25 Live Implementation

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

This past month R25i was migrated to production and is now being used for classroom scheduling events. In preparation for the 25Live migration later this summer, the team attended a number of training sessions for the new application. A set of weekly meetings with the vendor have been scheduled with the team in order to configure the 25Live environment to suit the needs of BGSU. Decommission of the old R25 system has been started with backups of relevant data beforehand. The project is trending green.

Past Month's Key Accomplishments

- Complete user testing of interface server
- Complete user testing of confirmation notices
- Finalize Go-Live plan
- First phase moves to production on May 14th
- 25Live training sessions May 9th, 10th, and 11th

Upcoming Milestones

- 25Live configuration meetings scheduled
- R25 Decommission process started

Project Milestones

Status	Week Beginning (Sunday Date)	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	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	30	31	32	33
	Initialize																																	
Cmplt	Project Planning	X	X	X																														
Cmplt	Project Kick-Off				X																													
	Analyze, Design, & Development																																	
Cmplt	Review of Current State					X	X	X	X																									
Cmplt	Database Cleanup								X	X	X	X																						
Cmplt	Database Snapshot												X																					
Cmplt	R25i Test Environment Build																X																	
Cmplt	R25i Reports																X	X	X	X	X	X	X											
Cmplt	R25i Data Collection (HEI)																								X	X	X	X						
On Trk	25Live Configuration																							X	X	X								
On Trk	25Live Reports																												X	X	X	X	X	X
Cmplt	25Live Training (Core)																							X										
Nt Strtd	25Live Training (BGSU)																																	
	Test																																	
Cmplt	R25i User Testing																X	X	X	X	X	X	X											
Cmplt	R25i Report Testing																X	X	X	X	X	X	X											
Cmplt	WebViewer Testing																X	X	X	X	X	X	X											
Cmplt	Schedule25 Testing																																	
On Trk	25Live User Testing																										X	X	X	X	X	X	X	X
Nt Strtd	25Live Report Testing																															X	X	X
On Trk	25Optimizer Testing																											X	X	X	X	X	X	X
	Implement																																	
Cmplt	Create R25i Go-Live Plan																						X											
Cmplt	Implement R25i and CSS Interface																							X										
Nt Strtd	Create 25Live Go-Live Plan																																	
Nt Strtd	Implement 25Live Go-Live Plan																																	

Withdrawal Form Splash Page

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Academic Advisors want to add a mandatory meeting with students who are interested in withdrawing from the university. This meeting will provide an opportunity for the advisors to discuss any academic or financial implications with the student before processing the withdrawal. Registration and Records requested a new Withdrawal Splash Page within the CSS Withdrawal Process that will inform students that a mandatory advisor meeting must take place before the withdrawal will be approved / completed. This past month, we met with Sue Lau and Becky Cogswell to gather their functional requirements. A Project Charter and Project Plan have been created and are currently being reviewed by Sue and Becky.

Past Month's Key Accomplishments

- Met with Registration and Records to gather functional requirements.
- Created Project Charter and Project Plan for this project.

Upcoming Milestones

- Create Functional Specifications - 06/09/2017
- Perform Development and Unit Testing – 07/10 - 08/04
- Perform User Acceptance Testing – 08/07 – 08/25
- Project Go Live: 08/27/2017

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	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
	Week Number	1	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	Initialize																		
Cmplt	Project Planning		X																
Cmplt	Project Kick-Off		X																
	Analyze, Design, & Development																		
Cmplt	Perform Project Analysis			X	X	X													
On Trk	Develop Functional Specifications						X	X											
Nt Strtd	Create Technical Program Specifications											X	X	X	X				
Nt Strtd	Perform Development / Unit Testing											X	X	X	X				
	Test																		
Nt Strtd	Create Test Schedule/Cycles														X				
Nt Strtd	Create Test Scripts														X				
Nt Strtd	Perform Testing															X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking															X	X	X	
	Implement																		
On Trk	Create Go-Live Plan						X												
Nt Strtd	Perform Communications to campus																	X	
Nt Strtd	Update Knowledgebase																	X	X
Nt Strtd	Implement Go-Live Plan																		★

ARTSC Test Scores from Perpetual Works

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The College of Arts and Sciences requested an automated interface to load foreign language placement test scores from Perpetual Works CAPE (Computer Aided Placement Exam) into PeopleSoft CSS. Currently, the College of Arts and Sciences is placing students into college level foreign language classes based on the number of years of foreign language taken in high school. Starting with the Spring 2018, the College of Arts and Sciences is changing their foreign language course prerequisites based on placement test scores from Perpetual Works. On May 18, we met with Marcus Sherrell to gather functional requirements for this project. Marcus originally requested a due date of 08/01/2017 but is flexible to delay implementation until 09/17/2017 at the latest since Spring 2018 Registration begins October 2017.

Past Month's Key Accomplishments

- Met with Marcus Sherrell to gather Functional Requirements - 05/18

Upcoming Milestones

- Create Project Charter, Project Plan and Project Team
- Create Functional Specifications
- Setup New Test Score Types for 6 different foreign languages
- Create Technical Program Specifications
- Perform Development / Unit Testing in CSSDEV
- Perform User Acceptance Testing in CSSQNA and CSSPPD
- Implement in Production CSS - 09/17/2017

Project Time Line will be determined next month.

Implement Faculty 180 Phase 1

BGSU

Project Status: YELLOW

Monthly Summary – June 5, 2017

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. Only HCM data will be required for this pilot, although grants data from FMS will also be sent if ready. This project is listed as yellow due to requested changes in HR business processes that are needed by the software. Accommodating these changes will create a delay, but to meet the deadline data files may be sent manually this fall.

Past Month's Key Accomplishments

- Testing: HCM data validation in progress
- Development: FMS data mapping underway

Upcoming Milestones

- 6/30/17: HCM Data Acceptance
- 7/14/17: Completion of User Acceptance Testing
- 8/1617: Go-Live

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	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	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
	Initialization and Design																																				
Cmplt	Project Planning and Startup																																				
Cmplt	Establish Project Organization																																				
Cmplt	HCM Interface Data Mapping		X	X	X	X	X	X	X	X	X	X																									
On Trk	FMS Interface Data Mapping																			X	X	X	X	X	X	X	X	X	X	X							
	Development & Testing																																				
Cmplt	Create SFTP Interface			X	X	X	X																														
Cmplt	Perform HCM Development			X	X	X	X	X	X	X	X	X	X																								
Off Trk	HCM Data Validation												X	X	X	X	X	X																			
On Trk	Perform FMS Development																							X	X	X	X	X	X	X	X						
Nt Strtd	FMS Data Validation																											X	X	X	X	X					
Nt Strtd	QNA Testing																																X	X	X		
Nt Strtd	PPD Testing																																			X	
	Implementation																																				
Nt Strtd	Go-Live																																				★

Student Refunding for Credit Card Payments

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The Office of the Bursar requested a new PeopleSoft CSS Interface to CashNet for Student Refunding for Credit Card Payments. On 5/9, we met with Residence Life and Bursar Staff to discuss changes to housing deposit refunds to ensure that they were properly refunded back to credit card (whenever initial payment was made by credit card). Residence Life will continue to email a list of Housing Deposit Refunds to the Bursar's office and the refund coordinator will enter the housing deposit refunds into PeopleSoft CSS (instead of directly into CashNet) so that the housing deposit credit card refunds will be included on our interface file to CashNet. Completed Functional Specification and forwarded to PeopleSoft CSS Team.

Past Month's Key Accomplishments

- Met with Residence Life / Bursar – Housing Deposit Refunds 5/9
- Completed Functional Specification - 5/18
- Assigned to Mike Addison – PeopleSoft CSS Development

Upcoming Milestones

- PeopleSoft CSS Development Unit Testing – Due 07/02/2017
- Go Live - Sunday Aug. 6th 2017

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-1	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
	Week Number	1	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
	Initialize																						
Cmplt	Project Planning		X	X	X	X	X																
Cmplt	Project Kick-Off						X																
	Analyze, Design, & Development																						
Cmplt	Perform Project Analysis							X	X	X													
Cmplt	Create Project Design/Specifications Requirements										X	X											
Cmplt	Perform CashNet Configuration / Unit Testing										X	X	X										
On Trk	Perform ITS Development													X	X	X	X	X					
	Test																						
Nt Strtd	Create Test Schedule/Cycles															X							
Nt Strtd	Create Test Scripts															X	X						
Nt Strtd	Perform Testing																	X	X	X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking																	X	X	X	X	X	
	Implement																						
Nt Strtd	Create Go-Live Plan																				X		
Nt Strtd	Perform Communications to campus																				X	X	
Nt Strtd	Conduct Training																					X	
Nt Strtd	Update Knowledgebase																					X	X
Nt Strtd	Implement Go-Live Plan																					X	★

Adobe Campaign Email Solutions

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The project involves implementing a new bulk email 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. Over the past month, the two teams have engaged in multiple sessions to complete requirement gathering, develop data feed design and scope, subdomain planning, and finalizing business requirements. We identified some shortcomings on the original statement of work and drafted an addendum to address these. We should see significant progress from the development teams this month and data loaded into AC dev environment.

Past Month's Key Accomplishments

- Complete Kick-Off.
- Complete Adobe's Discovery Session and deliverables
- Finalized data feed requirements and started development
- Completed Adobe's Deliverability Questionnaire
- Sign-off on Adobe's Business Requirements Document (BRD)

Upcoming Milestones

- Process Addendum PO for inclusion of Scope changes
- Provide Sample data for Adobe to import to development environment
- Build Preference Page mock-up
- Delegate subdomain to Adobe
- Complete BGSU development of data feed process

Project Milestones

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

Graduate Curriculum Modifications

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The Graduate Curriculum Modifications project's objective is to make critical updates to the OnBase process to ensure the system matches the current Graduate Curriculum Modification business process. The project specifications and requirements have been fleshed out, documented, and approved. Development has begun and is scheduled to run through June.

Past Month's Key Accomplishments

- Project specifications created and approved
- Development has started

Upcoming Milestones

- Completion of development
- User testing

Project Milestones

Status	Week Beginning (Sunday Date)	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**
	Initialize															
Cmplt	Project Planning	X	X													
Cmplt	Project 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					
	Test															
Nt Strtd	Create Test Plan									X						
Nt Strtd	User Testing										X	X	X			
Nt Strtd	Perform Issue Resolution & Tracking													X	X	X
	Implement															
Nt Strtd	Implement Go-Live Plan															★

New WRL Report for Foundation

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

This past month the team reviewed the first draft of the new report format layouts. During the course of the meeting the team identified some changes and will be meeting to review the updated drafts in the next week. The team also worked with SFA to further the discussion concerning using data from AcademicWorks on these reports. The import of this information is something that is still needed, but will occur outside the scope of this project as and be made available for reports pertaining to the 17-18 academic year.

Past Month's Key Accomplishments

- Agresso Historical Information loaded into FMSPRD
- AcademicWorks – Import determination finalized

Upcoming Milestones

- Review of formulas being used in new reports
- Review updated report format layouts

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
	Initialize																																
Cmplt	Project Planning	X	X																														
Cmplt	Project Kick-Off			X																													
	Analyze & Design																																
Cmplt	Report Formats identified		X	X	X	X	X	X																									
Cmplt	Report Format Layouts				X	X	X	X																									
Cmplt	Project Charter						X	X																									
Cmplt	Agresso Historial Import							X	X	X	X	X	X																				
	Development																																
Cmplt	Report Formats Created										X	X	X	X	X																		
On Trk	Report Format Validation															X	X	X	X	X	X	X	X	X									
Nt Strtd	Report Format Rework																								X	X	X	X	X	X			
	Implement																																
Nt Strtd	Create Go-Live Plan																													X	X		
Nt Strtd	Conduct Training																														X	X	
Nt Strtd	Implement Go-Live Plan																																★

Add Gender to Learning Community Query

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The Learning Community leaders currently use a BGSU created web application that is connected to a CommGen process for the registration of students and notification of leaders who must approve or deny the registration request. This project will require the modification of an existing PeopleSoft CSS query and the corresponding view. The logic in the view must join to the Personal data table to retrieve the Gender field. Once it is part of the view's fields, it can be passed to CommGen to appear on an email to the leader. The dates for development, configuration and testing are indicated on the project schedule. Implementation is scheduled for 9/3/2017.

Past Month's Key Accomplishments

- Development complete pending UAT results
- QNA Testing on track
- User has changed the Word template, downloaded BI Publisher

Upcoming Milestones

- CommGen jobs will be created with the user's name
- New Communities will be created
- PPD Testing scheduled for the middle of August

Project Milestones

Status	Week Beginning (Sunday Date)	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**
	Initialize																						
Cmplt	Project Planning	X	X																				
Cmplt	Design Solution		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	Define Setup Table (DEV)		X	X	X	X	X	X	X	X													
On Trk	Query Development				X	X	X	X	X	X	X	X	X										
On Trk	Setup Row Level and T/L Secuirty (DEV)						X	X	X	X	X	X	X										
On Trk	Unit Test (DEV)						X	X	X	X	X	X	X										
On Trk	QNA Migration/Configuration									X	X												
	Test																						
On Trk	Testing/Defect Resolution (QNA)									X	X	X	X	X	X	X	X						
Nt Strtd	PPD Migration/Configuration																X	X	X	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																						★
Nt Strtd	Execute New Process																						X

Duo for Email Opt-in

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Over the past month the team has had numerous meetings to discuss the requirements and design for the Opt-in for Email webpage. The team introduced a slider type design that will allow a user to either not opt-in, opt-in with low, med, and high security benefits, and provide detail on what each option would provide the user. While we support various email clients today, we must look to the future evaluating risk and security best practice, and start to influence our user behavior and technology choices. This will entail decommissioning old email protocols in the near future. This next month, we'll be testing our Duo for Email opt-in webpage along with our various mobile and desktop clients.

Past Month's Key Accomplishments

- Completed Scope document
- Created test scripts and tracking
- Completed Duo for Email website landing page design requirements and handed off to development team

Upcoming Milestones

- Review recent scope change and integrate into website design
- Complete development of landing page / test
- Demo Duo for Email landing page
- Complete communication plan
- Draft communications

Project Milestones

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

Donor Wall Technology

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

A recognition wall (donor wall) will be located in the Bowen-Thompson Student Union, second floor. The site has been vetted by Capital Planning as an acceptable location. The wall will be comprised of installed panels and a high-definition screen, developed by FourWinds, an external vendor who specializes in this design and technology. BGSU's Marketing and Communication's group will develop the overall design and work with the vendor for its creation. University Advancement will provide the ongoing donor lists, biographies and images displayed electronically. ITS and FourWinds will design a process for ongoing content changes.

Past Month's Key Accomplishments

- Signed SOW and PO
- Identified FourWinds PM and project team
- Set Kick-off Date

Upcoming Milestones

- Project Kick-off Wednesday June 7th
- Requirements and Design session
- Review and Sign-off on scope

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17	17
	Initialize																			
On Trk	Project Planning	X	X																	
On Trk	Project Kick-Off		X																	
On Trk	Schedule Onsite Requirements & Design session		X																	
On Trk	mpletes Visual Communication Questionnaire		X	X																
	Information Gathering																			
Nt Strtd	Conducts Design Studio Session				X	X														
Nt Strtd	Creates Concept Statement				X	X	X													
Nt Strtd	Finalizes project timeline and rollout					X	X	X												
Nt Strtd	Approves concept statement						X	X												
	Build																			
Nt Strtd	Develop custom visual applications								X	X	X	X								
Nt Strtd	Complete functional and architectural QA of all apps								X	X	X	X								
Nt Strtd	Participate in application review call											X	X							
	Install																			
Nt Strtd	Implement FWI Infrastructure													X	X	X				
Nt Strtd	Complete visual communication network diagram													X	X					
Nt Strtd	Complete SQL server/Content Manager Install components													X	X	X				
	Educate / Closeout																			
Nt Strtd	Provide 4 hrs of remote training																X			
Nt Strtd	Deliver project closout document confirming all deliverables																X			X
Nt Strtd	Confirm all project deliverables have been accomplished																			★

Update StarRez

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The StarRez server requires StarCare support to install and configure our test application. StarCare would rather spend their resources migrating organizations to their cloud. BGSU had decided to remain on premise and are working with StarCare to complete the build of our test environment. However, StarCare has just sent over a discounted quote to move to the cloud. This new quote may change the scope of this upgrade.

Past Month's Key Accomplishments

- Completed project design and specification requirements.

Upcoming Milestones

- Complete development
- Begin Testing

Project Milestones

Status	Week Beginning (Sunday Date)	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
	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																						
	Analyze, Design, & Development																								
Cmplt	Perform Project Analysis			X																					
Cmplt	Create Project Design/Specifications Requirements				X	X	X																		
At Rsk	Perform Development						X	X	X	X	X	X													
	Test																								
Nt Strtd	Create Test Schedule/Cycles											X	X												
Nt Strtd	Create Test Scripts											X	X												
Nt Strtd	Perform Testing												X	X	X	X	X	X	X	X					
Nt Strtd	Perform Issue Resolution & Tracking																			X	X	x			
	Implement																								
Nt Strtd	Create Go-Live Plan																				X	X	x		
Nt Strtd	Perform Communications to campus																							x	
Nt Strtd	Conduct Training																						X	x	
Nt Strtd	Implement Go-Live Plan																								★

Provost Performance Metrics

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

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

Past Month's Key Accomplishments

- Community based learning metric now in Production catalog.
- Initial Contribution Margin has been completed and is being reviewed by Finance
- Transfer credits are being tested in the DW for the 60 units in two years report
- Created a "Deans' View" portion for each report to enable colleges the ability to drill into specific metrics within their respective colleges

Upcoming Milestones

- Approval of Contribution Margin and movement to Production
- Complete and validate Metric 12 for Production catalog
- Complete development of FTFT and FTIC cohorts (test planned for July 18th)
- Complete remaining experiential learning reports
- Present metrics to Deans for college use

Project Milestones

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

GSW Online Placement App Update

BGSU

Project Status: GREEN

Monthly Summary – June 5, 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. Delivery 1 development was completed, tested, and put into Production. Delivery 2 development is scheduled to start in early August to deliver additional functionality in October.

Past Month's Key Accomplishments

- Development completed
- Testing completed
- Deliver 1 put into Production

Upcoming Milestones

- Development for Delivery 2 scheduled for August

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-15	Jan-22	Jan-29	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
	Week Number	1	2	3	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
	Initialize																														
Cmplt	Project Planning/Kick-Off	X																													
	Analyze, Design, & Development																														
Cmplt	Create Project Design/Specifications Requirements	X	X	X																											
Cmplt	Perform Development (Delivery 1)				X	X	X	X																							
Nt Strtd	Perform Development (Delivery 2)				X	X	X	X															X	X	X	X	X				
	Test																														
Cmplt	Create Test Plans							X																			X				
Cmplt	Perform Testing (Delivery 1)								X	X	X																				
Nt Strtd	Perform Testing (Delivery 2)																											X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking											X																		X	X
	Implement																														
Nt Strtd	Go-Live (Delivery 1)												★																		
Nt Strtd	Go-Live (Delivery 2)																														★

Voter Identification Letter

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The Office of Residence Life has requested an automated method to generate a Voter Identification Letter for on-campus residents proof of precinct for voting in Wood County. Residence Life wants to provide a link within the Student Portal that allows the on-campus resident to print their own Voter Identification Letter on BGSU letterhead that contains the student's name (last and first), residence hall address, print date, and authorizing signatures. On 5/24, we asked Saundra Smith if the development schedule for this project could be moved out by a month due to some higher ESC priority projects. She agreed to the revised schedule since this project is not due until November 1. Mike Addison has been assigned the developer.

Past Month's Key Accomplishments

- Finalized Functional Specifications - 5/15
- Delayed Development to begin July 9 due to higher priority projects.
- Revised Project Plan due to other higher priority projects

Upcoming Milestones

- Development / Tech Specs / Unit Testing: 07/09 - 08/04
- User Testing in QNA and PPD: 08/07 - 08/25
- Implementation in PROD CSS: 08/27/2017

Project Milestones

Status	Week Beginning (Sunday Date)	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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Initialize																				
Cmplt	Project Planning	X	X																		
Cmplt	Project Kick-Off		X																		
	Analyze, Design, & Development																				
Cmplt	Perform Project Analysis		X	X																	
Cmplt	Create Functional Specifications / Requirements				X	X															
On Hld	Perform Development / Unit Testing													X	X	X	X				
	Test																				
Nt Strtd	Create Test Schedule/Cycles																				
Nt Strtd	Create Test Scripts															X	X				
Nt Strtd	Perform Testing																	X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking																	X	X	X	
	Implement																				
Nt Strtd	Create Go-Live Plan																		X		
Nt Strtd	Perform Communications to campus																		X	X	
Nt Strtd	Update Knowledgebase																			X	X
Nt Strtd	Implement Go-Live Plan																				★

Graduate College Form Automation

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

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. Given the number of forms to automate, a system to manage the electronic form creation process was created and the 1st round of forms to convert have been identified. Development is scheduled to begin this month.

Past Month's Key Accomplishments

- Project analysis complete
- Identified 1st round of forms to make electronic

Upcoming Milestones

- Start of development
- Start of user testing

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
	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
	Initialize																														
Cmplt	Project Planning	X	X																												
Cmplt	Project Kick-Off		X																												
	Analyze, Design, & Development																														
Cmplt	Perform Project Analysis		X	X	X	X																									
Cmplt	Create Project Design/Specifications Requirements		X	X	X	X																									
On Trk	Perform Development						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Test																														
Nt Strtd	Create Test Scripts						X	X	X																						
Nt Strtd	Perform Testing									X	X	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	X	X	X	X	X	
	Implement																														
Nt Strtd	Implement Go-Live Plan (Final Forms)																														★

CSS 9.2 Upgrade

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The CSS 9.2 is a technical upgrade that will consist of an application upgrade from CSS version 9.0 to version 9.2, a PeopleTools upgrade to 8.55 or later, Oracle database upgrade to 12.c, and a move of the physical infrastructure to Buckeye TeleSystems. The project team will also update Student Financial Item Types. All other business process improvements are outside the scope of this project and will be identified and evaluated as part of another project. Go Live is scheduled for December 8 – 10, 2017.

Past Month's Key Accomplishments

- Project Planning activities continue.
- The infrastructure build for DEMO and DEV is behind our anticipated target date. This could impact the development timeframe as well as the rest of the project if the environment is not available soon.
- Project kick-off meeting was held May 9, 2017.

Upcoming Milestones

- Continue to build the base project plan.
- Finalize the project timeline and testing cycles with Functional Leads.
- Functional Lead meetings scheduled to begin June 22nd. The focus will be to discuss the testing cycles and ensure testing plans are current.

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	Dec-10
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
	Initialize																																
On Trk	Project Planning and Startup	X	X	X	X	X	X	X	X																								
Cmplt	Project Kick-Off	X																															
	Environment Builds																																
On Trk	DMO Server / Environment Build	X	X	X	X	X	X																										
On Trk	DEV Server / Environment Build	X	X	X	X	X	X																										
Nt Strtd	QNA 1Server / Environment Build										X	X	X	X	X	X																	
Nt Strtd	PPD Server / Environment Build																		X	X	X	X	X	X									
Nt Strtd	PROD Server / Environment Build																									X	X	X	X				
	Analyze, Design, & Development																																
Nt Strtd	Perform Development						X	X	X	X																							
	Test																																
Nt Strtd	QNA 1 Systems & Integration Testing											X	X	X	X	X																	
Nt Strtd	QNA 2 Systems & Integration Testing																	X	X	X	X	X	X										
Nt Strtd	PPD Testing																								X	X	X	X					
Nt Strtd	Mock Testing																													X	X		
	Implement																																
Nt Strtd	Communication to Campus/Training																												X	X	X	X	X
Nt Strtd	Training (if needed)																												X	X	X	X	
Nt Strtd	Go-Live																																★

Pharos Upgrade

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

This project will be the combination of upgrading our current Pharos environment to 9.0 sp2 and migrating the servers to Buckeye. The project has fallen a little behind schedule due to changes in versions and additional features being considered. While the project is currently 1 week behind schedule, the stakeholders do have 3 months to test and are confident the testing can be completed in time.

Past Month's Key Accomplishments

- Installed pharos app on test servers
- Created testing scripts

Upcoming Milestones

- Configure pharos app on test servers
- Build production servers
- Begin testing test environment

Project Milestones

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

Graduate Contracting App Upgrade For GA T/L

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

The Graduate Contracting Application Upgrade project's objective is to streamline and update the existing Graduate Assistant contracting process in order to eliminate manual data updating/syncing and to increase reporting efficiency. Delivery 1 was moved into Production. Delivery 2 development has begun with the goal of being available for user testing by the end of June.

Past Month's Key Accomplishments

- Delivery 1 moved into Production
- Delivery 2 development started

Upcoming Milestones

- Delivery 2 development completion
- Delivery 2 testing

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	Nov-26
	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	46
	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	Defect Resolution - Delivery 1																																			
On Trk	Perform Development - Delivery 2					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	X	X	X	X					
Nt Strtd	Defect Resolution - Delivery 3																																X	X		
	Test																																			
Cmplt	Perform Testing - Delivery 1																																			
Cmplt	Testing Issue Resolution Delivery 1																																			
Nt Strtd	Perform Testing - Delivery 2													X	X	X																				
Nt Strtd	Testing Issue Resolution Delivery 2																X	X																		
Nt Strtd	Perform Testing - Delivery 3																															X	X	X		
Nt Strtd	Testing Issue Resolution Delivery 3																																		X	
	Implement																																			
Cmplt	Go-Live (Delivery 1)					★																														
Nt Strtd	Go-Live (Delivery 2)																		★																	
Nt Strtd	Go-Live (Delivery 3)																																			★

Data Center Migration Project

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

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 December 31, 2017. 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: 95% completion.
Data Center Interconnect Project: 100% completed.
Load Balancer/Content Switch Project: 95% completion.
Firewall Project: 95% completion.
New Servers Project: 100% completion.
Storage Project: 100% completion.
Physical Data Center Setup 100% completed
SPLUNK Project: 100% completed.
Application Migration: 30% completion.
Server Moves to Huntington: Activities on hold pending resolution to air conditioning and humidity issues at Huntington. 30% completion.

Overall: Most sub projects are now completed with the exception of a few small tasks. The majority of the uncompleted activities deal with training and documentation.

Upcoming Milestones

- Applications Team meetings continue to plan application moves for those systems that will not be upgraded or newly added in 2017.
- Greg Brown, Bridget Place and Robert Wise will help lead the projects to move the individual applications over to Buckeye.
- A schedule will be developed in the next 2 weeks to plan out the moves. Then meetings will be held with the end user departments and functional owners.
- Continue to move servers and cabinets out of Hayes.
- Continue to build out new servers at Buckeye.

Business Process Reviews

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Several business units that are primary users of the PeopleSoft environments will be going through consultant lead business process reviews. The consultants performing these reviews will look at 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 will take place in 2017 to prepare business units and ITS for functional improvement projects in 2018.

Past Month's Key Accomplishments

- HR Business Process Review started
- Grants Business Process Review consultant selected

Upcoming Milestones

- HR Business Process Review in progress
- Grants Business Process Review will be started
- CSS Business Process Review consultant selection

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-1	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
	Week Number	1	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	25	26	27	28	29	30	31	32	33	34	35	36
	Initialize																																				
Cmplt	HR Consultant selection	x	x	x	x	x																															
On Trk	HR Current state review (Discovery)									x	x	x	x	x	x	x																					
On Trk	HR Research business processes (Analysis)												x	x	x	x	x																				
On Trk	HR Proposal of Solutions (Recommendation)														x	x	x	x	x																		
Nt Strtd	SES Consultant selection																																				
Cmplt	SES Current state review (Discovery)		x	x																																	
Nt Strtd	SES Research business processes (Analysis)																																				
Nt Strtd	SES Proposal of Solutions (Recommendation)																																				
Cmplt	Grants Consultant selection		x	x	x	x	x	x	x	x	x	x																									
Nt Strtd	Grants Current state review (Discovery)																	x	x	x	x	x	x	x	x												
Nt Strtd	Grants Research business processes (Analysis)																				x	x	x	x	x	x											
Nt Strtd	Grants Proposal of Solutions (Recommendation)																						x	x	x	x	x	x									
On Trk	CSS Consultant selection										x	x	x	x	x	x	x	x	x	x	x	x	x														
Nt Strtd	CSS Current state review (Discovery)																										x	x	x	x	x	x	x	x			
Nt Strtd	CSS Research business processes (Analysis)																													x	x	x	x	x	x		
Nt Strtd	CSS Proposal of Solutions (Recommendation)																															x	x	x	x	x	x

Winter Session Program

BGSU

Project Status: GREEN

Monthly Summary – June 5, 2017

Over the past month, business units (BU's) have been meeting internally to discuss their process changes. ITS sent questionnaires to the functional leads in each BU to help initiate and drive these discussions in order gather requirements and determine scope. While we expect some areas to have no impact from a winter session, most business units will be affected. Through the month of June, functional leads will be evaluating and simulating system changes in our modeling environment and providing feedback to ITS. ITS will capture feedback and determine the best approach to handle these changes. BU's will have until October 1st to request ITS resources for winter session changes.

Past Month's Key Accomplishments

- Send VOC questionnaires to business unit functional leads
- Provide Modelling Environment for BU functional leads
- Set final date for BU's to request ITS resources

Upcoming Milestones

- Modeling environment testing
- Initial findings review from Modeling Env. Testing
- High-level program planning and design strategy meeting

No schedule at this time