

Executive Sponsors Meeting
03/13/2017

Major Project Updates

Agenda

- POS System Selection for Dining Services *
- Webcheckout Implementation *
- Academic Works Phase II
- Slate Phase IV *
- Donor Data Workflow Migration – Allegiance – Agilon Synergies
- Graduate Assistant Time & Labor Changes
- OnBase 16 Upgrade
- Falcon Info: Academic Financials *
- Falcon Info: Provost Performance Metrics
- Aetna Student Health File
- PeopleSoft Security Request Form Phase 2 *
- DocuSign eForm Enhancement *
- Modo – Phase 2 Enhancement *
- Automate FRD Matriculation
- Create Electronic Meal Plan Change Form
- CSS Bundle 44
- RFP for Electronic Transcripts
- Avalon Multimedia System
- Falcon Info: Agilon One Report Library
- Implement Student Dynamic Billing
- FMS 9.2 Upgrade
- G Suite for Education
- HCM 9.2 Get Current
- Select Secure Email Solution
- 25 Live Implementation
- Modifications to Contract Pay Status
- GSW Online Placement App Upgrade
- Graduate Contracting Application – Phase 2
- Implementation of Side Walk Hero
- Upgrade Ice Arena/Stroh to Max Enterprise
- New Foundation WRL Reports
- Police Department NORIS to SunGard Migration
- Student Refunds for Credit Card Payments
- Integrate CashNet into WorkNet
- RFQ for the new Career Center Software

POS System Selection for Dining Services

Project Status:



Monthly Summary – March 6, 2017

BGSU is requesting information from qualified vendors that can provide a Point of Sale System solution, primarily to be used by BG SU's Dining Services, but with the capability to possibly expand to the campus Bookstore. This project is to contact the vendor (Sequoia/Blackboard), and, if the system is acceptable, execute a contract by 3/1/2017.

Past Month's Key Accomplishments

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

Upcoming Milestones

- Analyze SOW, discounted price quotes, hardware
- Request review of documents by Business Operations Director
- Vendor will produce all remaining documents by 3/1/2017
- Contract signing to occur as soon as possible

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-30	Nov-6	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	Initialize																				
Cmplt	Project Planning	X	X																		
Cmplt	Product Analysis		X	X	X	X	X	X													
Cmplt	Project Kick-Off		X																		
	Analyze, Interview, & Document																				
Cmplt	Finalize Request for Information		X	X	X																
Cmplt	Schedule On-Campus Demonstration		X	X	X	X	X	X	X												
Cmplt	Evaluate Responses				X	X	X	X	X	X											
Cmplt	Define and agree on success criteria						X	X													
Cmplt	Finalize Technical/Functional Requirements						X	X	X	X	X	X	X	X	X	X	X	X	X		
Cmplt	Define Required Interfaces						X	X	X	X		X	X	X	X	X	X	X	X		
	Selection																				
Cmplt	Formalize Contract/Prices							X	X	X	X		X	X	X	X	X	X	X	X	X
Cmplt	Legal Services Review					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cmplt	Execute Contract									X	X			X	X	X	X	X	X	X	X
	Implement																				
Cmplt	Define Implementation Calendar/Project Plan						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cmplt	Determine Training Requirements							X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cmplt	Enterprise Configuration Recommendations								X	X	X	X	X	X	X	X	X	X	X	X	X
Nt Strtd	Site Survey												X	X			X	X	X		★

Webcheckout Implementation

Project Status:



Monthly Summary – March 6, 2017

The Webcheckout application is a successful production system that is currently being utilized by multiple departments on campus. The Webcheckout application went live on Jan. 17th. There was a post go live issue with SSO integration that was resolved the week of 2/27/16. On March 2nd the project team successfully migrated the Webcheckout SSO integration from test to production. The application is now fully functional and all functional departments are able to fully utilize the application. The teams have held their last meeting, and this project is considered to be closed

Past Month's Key Accomplishments

- Post Go live SSO integration issues were resolved the week of 2/27/17.

Upcoming Milestones

- 3/3/17: Project complete.

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-2	Oct-9	Oct-16	Oct-23	Oct-30	Nov-6	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Initialize																		
Cmplt	Project Planning	X	X	X	X	X												
Cmplt	Project Kick-Off					X												
Analyze, Design, & Development																		
Cmplt	Finalize Technical Specs/Requirements					X	X											
Cmplt	SSO Integration Development				X	X	X	X	X	X	X	X	X	X	X			
Cmplt	Patron Data Integration Development				X	X	X	X	X	X	X	X	X	X	X			
Cmplt	Department Equipment Inventory creation						X	X	X	X	X	X	X	X	X			
Cmplt	Department Inventory Import											X	X	X				
Cmplt	Department Training												X	X				
Test																		
Cmplt	Testing Round 1 (QNA)										X	X	X	X				
Cmplt	Defect Resolution (QNA)											X	X	X				
Cmplt	Testing Round 2 (QNA)											X	X	X				
Implement																		
Cmplt	Communication to Campus													X	X			
Cmplt	Production Configuration													X	X			
Cmplt	Go Live week																	★

Monthly Summary – March 6, 2017

Development efforts have continued for this project. During testing, a couple of issues were identified with the AcademicWorks API. After working with AcademicWorks engineering, we were able to resolve the issues and move into QNA. The overall processes work as intended, however, while in QNA a timing issue was identified that the team is currently working to resolve. Resources will not be available to resolve this issue until next week, so the go live date has been moved to March 19th. The project is trending yellow due to missing the initial go live date.

Past Month's Key Accomplishments

- API issues resolved
- First round of QNA testing completed

Upcoming Milestones

- Resolution of timing issues
- Second round of QNA Testing
- PPD Testing
- Go-Live

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	Mar-12	Mar-19
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Initialize																				
Cmplt	Information Gathering	X																		
Cmplt	Resource Gathering		X																	
Cmplt	Project Kick-Off		X																	
Analyze, Design, & Development																				
On Trk	Development		X	X	X	X	X	X	X	X	X	X	X	X	X	X				
On Trk	Migration to QNA																X	X		
Nt Strtd	Migration to PPD																			X
Test																				
On Trk	User Testing (Concurrent)																	X	X	
On Trk	Defect Resolution (Concurrent)																	X	X	
Implement																				
Nt Strtd	Production Migration																			X
Nt Strtd	Go Live - Process is now in production																			★

Monthly Summary – March 6, 2017

Slate – Phase IV is now complete. Unit testing, User Acceptance Testing (UAT) and associated documentation has been completed. This phase represents the final project phase of this project and all future issues that may arise will be treated as a separate project or break/fix issue based on the nature of the issue.

Past Month's Key Accomplishments

- Unit testing and User Acceptance Testing (UAT) have completed with all issues that are Slate – Phase IV
- All changes that have been identified as part of Phase IV have been moved to production with the exception of any item no longer being pursued e.g. Social Security validation
- Documentation has been updated in the Wiki

Upcoming Milestones

- None

Upcoming Events

- Grad College will continue to offer training sessions apart from ITS

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
	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	X												
Cmplt	Project Kick-Off	X	X												
	Analyze, Design, & Development														
Cmplt	Issue: International Students w/ Ohio Residency		X	X											
Cmplt	Issue: Applicants previous name(s) import into CSS		X	X											
Cmplt	Issue: SSN validation to SSA's standards			X	X										
Cmplt	Issue: CEEB code tables with Slate and CSS significantly different and are used for institution matching	X	X	X											
Cmplt	Issue: ISS requests logic in importing visa permits to CSS					X									
Cmplt	Issue: Summary GPA calculation import into CSS					X	X	X							
Cmplt	Issue: Creation of test score templates for Praxis2/licensure exams							X	X	X					
Cmplt	Issue: Automation of creation of secondary application for cert pgms									X	X	X			
Cmplt	Issue: Development of dashboard and funnel reports											X	X	X	X
	Test														
Cmplt	Testing		X	X	X	X	X	X	X	X	X	X	X	X	X
	Implement														
Cmplt	Continuous Communication & Training	X	X	X	X	X	X	X	X	X	X	X	X	X	★

Monthly Summary – March 6, 2017

A technical solution has been designed. The project team is currently working on agreeing to this solution. One agreed upon, the two vendors involved (Agilon One & ACD Direct) will be required to make these changes. At that time, a new timeline will be determined.

Past Month's Key Accomplishments

- No significant activity reported this month

Upcoming Milestones

- A meeting is scheduled with a smaller group of people to discuss the direction of the Allegiance/Agilon project (3/15 @ 1:30pm).
- Complete new process design by March 17
 - Roll out to stakeholders for feedback
 - Formalize plan
- Set new, realistic go-live plan by March 24

Upcoming Events

- Targeted completion date: TBD

Project Milestones

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

Monthly Summary – March 6, 2017

The Graduate Assistant Time and Labor Changes project's objective is to adjust the current setup in Time and Labor so certain groups of GAs will not be required to enter their time and have their supervisors approve their time on a bi-weekly basis in order to be paid. A short term solution was identified and delivered, being run manually by Payroll every two weeks. The long term solution's development has been completed and it has been tested/approved in QNA. The solution will be moved to PPD for the final round of testing. The project's due date was moved to 4/2 to accommodate changes to the long term solution, however, the project team is on track to deliver the solution into Production on 3/19 to beat the code freeze.

Past Month's Key Accomplishments

- Long term solution development completed
- Testing completed in QNA

Upcoming Milestones

- PPD testing
- Production migration/go-live (3/19)

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
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Initialize														
Cmplt	Project Kick-Off	X													
	Analyze, Design, & Development														
Cmplt	Design Solutions	X	X												
Cmplt	Produce Short Term Solution	X	X												
Cmplt	Develop Long Term Solution		X	X	X	X	X	X							
	Test														
Cmplt	Test Short Term Solution		X												
On Trk	Test Long Term Solution								X	X	X	X	X		
	Implement														
On Trk	Short Term Solution Used			X		X		X		X		X			
Nt Strtd	Full Solution Migration														★

Monthly Summary – March 6, 2017

Thanks to the efforts of the Digital Imaging team, ITS has completed initial testing on a version of OnBase 16 that is performing within our specifications. One work-around will be necessary to deploy with this version, but the effort lies in installation and will not present a burden or reduced functionality to the end user. DEV and TEST have both been refreshed and upgraded to our working version. Unit testing is underway with user acceptance testing to follow. Since we will be using a new kind of client with this version, a reference guide will be created and Unity Client demonstration has been scheduled for our principle testers.

Past Month's Key Accomplishments

- Testing: Verification of vendor solutions complete
- Environment: DEV and TEST refreshed and upgraded to newest version
- Communications: Functional testers notified of new timeline and expectations

Upcoming Milestones

- 3/6/17: Beginning of Unit Testing
- 3/27/17: Beginning of User Acceptance Testing
- 4/28/17: Go-Live

Project Milestones

Status	Week Beginning (Sunday Date)	On Hold	Sep-25	Oct-2	Oct-9	Oct-16	Oct-23	Oct-30	Nov-6	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23		
			15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initialize																																			
Cmplt	Project design and solution identification																																		
Cmplt	Testing design																																		
Cmplt	Unity client purchase																																		
Development																																			
Cmplt	Build DEV server environment																																		
Cmplt	Install OnBase 16 software						X	X																											
Cmplt	Develop Unity client package installer							X	X																										
On Trk	ITS Unit testing		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Testing																																			
Cmplt	Build TEST environment and configure network																																		
Cmplt	Install OnBase 16 software			X				X															X												
Nt Strtd	Migrate to TEST environment																												X						
Nt Strtd	Test Unity client installation																													X					
Nt Strtd	User Acceptance Testing																												X	X	X				
Implementation																																			
Cmplt	Build PROD server environment and configure network									X	X																								
On Trk	Install OnBase 16 software																										X	X							
Nt Strtd	Push Unity client installation																																		X
Nt Strtd	Enact campus communications plan																														X	X	X	X	X
Nt Strtd	Migrate to production																																		★

Monthly Summary – March 6, 2017

The project status is Complete. Student Revenue and Class Expense have been validated by finance and are in the Production environment. The 75/25 allocation split is now available and being reviewed by finance. P&L dashboard have been completed and is waiting final approval. All future work on the Academics Financials subject area will be considered production operations or will establish its own project.

Past Month's Key Accomplishments

- Migrated class expense to the production environment
- Established 75/25 split of revenue allocation
- Produced and reviewed initial P&L statement in accordance with Finance guidance

Upcoming Milestones

- Complete all data definition requirements to place current reports into the production catalog

Project Milestones

Status		Oct-2	Oct-9	Oct-16	Oct-23	Oct-30	Nov-6	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	
Project Timeline																									
Cmplt	Validate Student Class Revenue in DEV	X	X	X	X																				
Cmplt	Migrate Student Revenue to QNA				X	X	X																		
Cmplt	Student Reveune in Production						X	X	X	X	X	X	X												
Cmplt	Validate Class Expense in DEV	X	X	X	X	X	X	X	X	X	X														
Cmplt	Migrate Class Expense to QNA							X	X	X	X	X													
Cmplt	Class Expense in Production										X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Cmplt	Development of P&L Statement			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Cmplt	Complete Contribution Ratio Report										X	X	X	X	X	X	X	X	X	X	X	X	X	X	★

Monthly Summary – March 6, 2017

Structures to meet each Performance Metric are being developed, validated and migrated to Production in accordance with user requirements. Three Performance Metrics are currently in Production. Metrics 7 and 9 have been validated and are being prepped for Production. Metric 12 is in Development. Metrics are scheduled to be in production for use in the Fall 2017 term.

Past Month's Key Accomplishments

- Community Based Learning has been validated and is ready to migrate to PRD on March 23rd
- Initial Contribution Margin has been completed and is being reviewed by Finance
- 60 Credit hour reports are being developed
- Initial discussions for FTFT designation have begun

Upcoming Milestones

- Metric 7 placed in Production catalog
- Approval of Contribution Margin and movement to Production
- Complete and validate Metric 12
- Begin development of FTFT and FTIC cohorts for student retention
- Complete additional Experiential Learning reports

Project Milestones

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

Monthly Summary – March 6, 2017

This past month the vendor identified a few needed modifications to the test files we had provided for review. After making the modifications, it was determined that pushing out the migration date would benefit both BGSU and Aetna. During the past few weeks, both PPD and QNA testing were successfully completed on the BGSU side. Aetna, however, has been slow to complete their data validation. The project has been pushed to 3/19 go live in order to accommodate Aetna and the project is trending green.

Past Month's Key Accomplishments

- Second round of QNA testing
- PPD Testing
- First round of testing completed

Upcoming Milestones

- Aetna Validation Complete
- Go-Live

Project Milestones

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

PeopleSoft Security Request Form Phase 2

Project Status:

Monthly Summary – March 6, 2017

This project is an extension of an initial PeopleSoft security request form, with 8 additional changes. Over the past month we have completed this project on schedule.

Past Month's Key Accomplishments

- Migrated project to production
- Successfully completed the project.

Upcoming Milestones

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



Monthly Summary – March 6, 2017

The DocuSign BGSU eForm Enhancement project's objective is to provide additional user options and security measures to the electronic signature application, DocuSign. The development has been tested and approved by the functional departments and is now in Production. This project is now complete.

Past Month's Key Accomplishments

- Testing completed
- Production migration completed
- Project is live

Upcoming Milestones

- Project closure

Project Milestones

Status	Week Beginning (Sunday Date)	Jun-12	Jun-19	Jun-26	Jul-3	Jul-10	Jul-17	Jul-24	Jul-31	Aug-7	Aug-14	Aug-21	Aug-28	Sep-4	Sep-11	Sep-18	Sep-25	Oct-2	Oct-9	Oct-16	Oct-23	Oct-30	Nov-6	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26												
	Week Number	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42												
Initialize																																																			
Cmplt	Project Planning																																																		
Cmplt	Project Kick-Off	X	X	X																																															
Analyze, Design, & Development																																																			
Cmplt	Finalize Technical Specs/Requirements		X	X	X	X																																													
Cmplt	DocuSign BGSU Customization						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																											
Cmplt	User Interface Enhancements																							X	X	X	X	X	X	X	X	X	X	X	X	X															
Test																																																			
Cmplt	Testing - Round 1																																																		
Cmplt	Defect Resolution																																																		
Cmplt	Testing - Round 2																																																		
Implement																																																			
Cmplt	Go-Live																																																		

Monthly Summary – March 6, 2017

The Give to BGSU web pages were optimized for mobile delivery and linked with Modo. This will offer the donor the convenience of donating to BGSU directly from their mobile devices. This was also the last major deliverable of Phase 2 and this phase is now completed.

Past Month's Key Accomplishments

- Added GPA Calculator and Report It services.
- User testing and approval of Give/Donate to BGSU. This was migrated into production on March 2nd.
- Demo of EAB Guide app for a potential link from Modo..
- Move ASK BG and EAB decisions to Phase 3 since additional work / decisions are necessary before any Modo integrations are possible.

Upcoming Milestones

- Close Phase 2.
- Begin Phase 3 discussions.

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Initialize															
Cmplt	Project Planning	X	X	X	X	X									
Analyze, Design, & Development															
Cmplt	Determine Requirements	X	X	X											
Cmplt	Develop Design				X	X									
Cmplt	Perform Internal Development						X	X	X	X	X	X	X		
Cmplt	Build Content						X	X	X	X	X	X	X		
Test															
Cmplt	Functional Owner Testing of Content									X	X	X	X	X	
Cmplt	Issue Resolution									X	X	X	X	X	
Implement															
Cmplt	Perform Communications													X	X
Cmplt	Deploy to Production									X	X	X	X	X	X

Automate FRD Matriculation

Project Status: **YELLOW**

Monthly Summary – March 6, 2017

Create a PeopleSoft process to select incoming Freshmen for automatic matriculation based on their SOAR appointment dates. The process will reference a custom setup table for SOAR appointment dates, select all students within the specified date range and create a matriculation row on the Admissions Application Program stack. The delivered PeopleSoft matriculation process will then select those new rows and create a corresponding row on the records side of the system to indicate the students are ready for term enrollment. The dates for development, configuration and testing are indicated on the project schedule. Implementation is scheduled for 4/2/2017.

Past Month's Key Accomplishments

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

Upcoming Milestones

- QNA Testing re-scheduled for the month of March
- PPD Testing scheduled for the beginning of April
- Project on track for 4/2/17 Production Migration

Project Milestones

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

Create Electronic Meal Plan Change Form

Project Status: **GREEN**

Monthly Summary – March 6, 2017

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

Past Month's Key Accomplishments

- Receive approval from the Functional Users on the page design and application flow
- Implement calendar change for July 1 application usage

Upcoming Milestones

- Monitor development progress
- Deliver web page and electronic signature functionality to the Functional Users on 3/6/2017 for UAT

Project Milestones

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

Monthly Summary – March 6, 2017

PeopleSoft CSS 9.0 Bundle 44 maintenance contains the 2017-2018 Financial Aid Regulatory Release 3 and various bug fixes for all CSS Modules. During this past month, we completed the Development and Unit Testing for BGSU customization rework items. We also applied Bundle 44 maintenance (and rework) into QNA environment. User Acceptance Testing is currently in progress in QNA.

Past Month's Key Accomplishments

- Completed Development for BGSU Rework Items in DEV
- Applied Bundle 44 maintenance and Rework items in QNA
- Started User Acceptance Testing in CSSQNA on Feb 17
- Reviewed / Resolved outstanding user testing issues

Upcoming Milestones

- CSSQNA User Acceptance Testing ends Mar 10th
- CSSPPD Security Testing begins Mar 13th

Upcoming Events

- Go Live on schedule for Sunday Mar 19, 2017

Project Milestones

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

Monthly Summary – March 6, 2017

The Registrar's office desires to implement an electronic transcript solution for BGSU. This past month, potential vendors have had the opportunity to ask questions about the BGSU RFP process and what BGSU was looking for in a solution. The project team transparently answered all vendor questions through purchasing. RFP bid submittals and documents were due March 3. Three vendors submitted bids. The project team will now review these documents, determine which vendors will be invited to present a demonstration and ultimately determine a vendor to begin working with through the contract process.

Past Month's Key Accomplishments

- Vendor RFP questions & BGSU response
- Completion of RFP bidding process

Upcoming Milestones

- Narrow vendor pool
- Schedule vendor presentations
- Host vendor presentations
- Final vendor selection
- Begin working on Prices and contract
- Submit Project request for implementation

Upcoming Events

- Vendor Product Demos Week of March 12

Project Milestones

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

Monthly Summary – March 6, 2017

This month brought the completion of CAS SSO integration and the branding of our test system. Configuring the components of the Avalon system is taking longer than expected due to the necessity of integrating multiple open source solutions with limited avenues of support. The ITS team has a plan for completing the configuration, but it has been necessary to allocate resource time to more urgent priorities this month. As soon as we are ready, the functional leads from the library will begin looking at the system, followed by designing their testing plan for uploading and organizing content.

Past Month's Key Accomplishments

- Configuration: TEST environment branding complete
- Security: CAS for single sign on complete

Upcoming Milestones

- 3/20/17: User acceptance testing begins

Project Milestones

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

Monthly Summary – March 6, 2017

The project status is Green. Reporting team has met with Alumni to review requirements for the “Flexible” reporting capability. An ODS Database has been established to hold Agilon One data. Development of the Flexible reporting capability has begun and working sessions continue. Initial discussions of report security have taken place and a concept for folder security has been established.

Past Month’s Key Accomplishments

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

Upcoming Milestones

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

Project Milestones

Status		Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	
Project Timeline																								
Cmplt	Establish Agilon One DB in DEV	X																						
Cmplt	Establish initial requirements for Reports	X																						
On Trk	Development and review of Reports	X	X	X	X	X	X	X	X	X														
On Trk	Report folder security plan			X	X	X	X	X	X	X														
On Trk	Establish Agilon One DB in QNA							X	X	X	X													
On Trk	Report capability in QNA										X	X	X	X										
On Trk	Establish Agilon One DB in PRD														X	X	X							
On Trk	Report testing complete in QNA												X	X	X	X	X	X						
On Trk	Reports in PRD																		X	X	X	X	★	

Implement Student Dynamic Billing

Project Status: **GREEN**

Monthly Summary – March 6, 2017

The project continues on schedule as we have demonstrated a Prototype for the new billing interface to Executives, students and the controller's office over the last few weeks. Based on feedback about the prototype, interface revisions have been and will continue to be completed within the DEV environment. We plan to have the design finalized by March 10th.

Past Month's Key Accomplishments

- Design: refined design specifications based off of meetings with students, Executives and the controller's office
- Development: Interface revisions continued to make progress

Upcoming Milestones

- 3/10/17: Finalize Design
- 4/2/17: Move development to QNA

Project Milestones

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

Monthly Summary – March 6, 2017

The project team has entered the 6th (of 10) week in QNA testing and all functional areas are actively testing. 42% of the test scripts have been executed and there are 18 open issues that are being worked on. A significant hurdle was overcome this week when the SciQuest integration issues were resolved. The new workcenters are all fully functional in QNA and are being used throughout testing. The infrastructure team will begin building the PPD environment next week in preparation for PPD testing that will begin April 13th. The overall project is on target and trending green.

Past Month's Key Accomplishments

- **Environment:** Completed off-site configuration; loaded latest PUM image; begin Elastic Server build. Prepare for PPD build.
- **Development:** Continue with: Crystal to BI development (4 / 6 are completed); spreadsheet uploads; config documentation; pivot grids; email functionality setup; and new scope test script creation.
- **Testing:** Continue QNA testing; issue tracking and resolution.
- **Project Management:** Planning for Mock and tracking go live tasks.

Upcoming Milestones

- Continue to create configuration documentation.
- Begin PPD environment build.
- Install and test Elastic.
- Complete Crystal to BI Publisher development.
- Continue to build out go live plan and track changes.
- Complete QNA testing / issue tracking and resolution.

		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	
Week Number		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	
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	X	X																					
Nt Strtd	PPD Server / Environment Build															X	X	X	X										
Nt Strtd	PROD Server / Environment Build																				X	X	X	X					
Analyze, Design, & Development																													
Cmplt	Business Process Mapping																												
Cmplt	Fit/Gap Sessions																												
Cmplt	Document Design and Configuration		X	X	X	X																							
On Trk	Perform Development	X	X	X	X	X	X	X																					
Test																													
On Trk	Integration Testing								X	X	X	X	X	X	X	X	X	X	X										
Nt Strtd	PPD Testing																					X	X	X					
Nt Strtd	Mock Testing																										X		
Implement																													
Nt Strtd	Communication to Campus/Training																									X	X	X	
Nt Strtd	Training (if needed)																									X	X	X	
Nt Strtd	Go-Live																											★	

Monthly Summary – March 6, 2017

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

Past Month’s Key Accomplishments

- Creation of BGSU test domain that will be used for G Suite testing of administration, policies, and configuration.

Upcoming Milestones

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

Project Milestones

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

HCM 9.2 Get Current Project

Project Status: **GREEN**

Monthly Summary – March 6, 2017

The Get Current project will update our existing HCM 9.2 environment from image 13 to image 21 and upgrade our HCM PeopleTools to version 8.55. ITS has completed smoke testing in the DEV environment. Unit testing has begun and development is underway on the re-work items as well as two new pieces of functionality for the HCM Direct Deposit page. We have a code freeze date of March 19th. Staff are attempting to finish other production migrations prior to this date in order to limit the number of freeze breakers. The development efforts also include changes needed for the “Correct 9 Month Faculty Taxation” project.

Past Month’s Key Accomplishments

- **Environment:** DMO/DEV build complete
- **Development:** Code Freeze announced
- **Testing:** Functional review of test scripts underway
- **Testing:** DEV smoke tests complete, unit testing underway
- **Project Management:** Project Kickoff complete

Upcoming Milestones

- 3/19/17: Code Freeze in place
- 3/30/17: QNA smoke testing
- 4/3/17: QNA functional configuration
- 4/10/17: Integration testing begins

Project Milestones

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

Monthly Summary – March 6, 2017

Human Resources has a need to send sensitive data to (benefit) vendors in a secure, encrypted and timely manner. BGSU currently does not have a secure and reliable means to send this information. Products like Mimecast, ProofPoint, Cisco IronPort provide these services. If one of these products is implemented, other entities on campus, like Legal Counsel, the Controller's Office, and the Student Health Insurance Office, who have a need to send correspondence via secure email could benefit as well. The purpose of this project is to determine what viable solutions are available and to recommend a vendor and product that meets BGSU's needs.

Past Month's Key Accomplishments

- We distributed an RFQ to several resellers and were able to secure an agreement with Cisco's Registered Envelope Service for 100 licenses. ITS purchased and will own the licenses.

Upcoming Milestones

- Once the Infrastructure team completes their set up, we will work with HR to do the set up for an individual license. This set up will be documented so that it can be shared with others who express a business need for sending secure emails.
- Determine a way to 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
Week Number		1	2	3	4	5	6	7	8	9	10	11
Initialize												
Cmplt	Project Planning	X	X									
Cmplt	Project Kick-Off		X									
Determine Scope												
Cmplt	Determine Size of the Project		X	X								
Cmplt	Develop Scope Document			X								
Determine Suitable Product(s)												
Cmplt	Consider Products Available/Review Demos	X	X									
Cmplt	Provide Information for Quotes		X	X								
Cmplt	Choose Product				X							
Secure Product												
Cmplt	Secure Agreement and Funding					X	X					
Cmplt	Receive Product Licenses							X				
Install and Develop Training Documentation												
On Trk	Configure Product (server admin side)								X	X		
Nt Strtd	Install Software (client license)									X	X	
Nt Strtd	Develop Training Material										X	★

Monthly Summary – March 6, 2017

This past month the team finished cleaning up the Resource25 database. Before sending CollegeNet a copy of our data, we requested they complete the Security Questionnaire we mandate all vendors complete. Due to CollegeNet being in the middle of a SOC2 audit, we identified 15 key questions (out of 85) we requested they complete. After completing the requested NDA and reviewing the documentation we provided CollegeNet a copy of our data. Due to an internal miscommunication on CollegeNet's side, we were recently informed that the build of the test environment was never started. They are working to expedite things and the project is trending red.

Past Month's Key Accomplishments

- Database Cleanup Completed
- NDA modifications with CollegeNet
- Vendor training scheduled
- Preliminary SSO work continues

Upcoming Milestones

- Test environment created
- Series25 Installation
- User Testing

Project Milestones

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

Modifications to Contract Pay Status

Project Status: **GREEN**

Monthly Summary – March 6, 2016

The Modifications to Contract Pay Status project's objective is to create a method for HR and Payroll to adjust faculty member's contracts outside of the delivered functionality built into PeopleSoft. Development and QNA testing have been completed early in an effort to beat the upcoming code freeze. The project will be tested in PPD in the 5-8 business days with the goal of migrating on 3/19 (approximately 7 weeks early).

Past Month's Key Accomplishments

- Development completed
- QNA testing completed
- Development moved to PPD for testing

Upcoming Milestones

- Completion of PPD testing
- Production migration/go-live (3/19)

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
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Initialize																								
Cmplt	Project Planning	X																						
Cmplt	Project Kick-Off	X																						
Cmplt	Design Solution		X	X	X																			
Analyze, Design, & Development																								
Cmplt	Development of Custom Page		X	X	X	X	X	X	X	X														
Cmplt	Development of People Code and Messaging		X	X	X	X	X	X	X	X														
Cmplt	Development of Security Specs									X	X													
Cmplt	Project Documentation											X												
Test																								
Cmplt	Testing Round 1 (QNA)												X	X	X									
Cmplt	Defect Resolution (QNA)														X	X								
Cmplt	Testing Round 2 (QNA)															X	X	X						
On Trk	Testing (PPD)																			X	X	X	X	
Implement																								
Nt Strtd	Production Migration																							★

Monthly Summary – March 6, 2017

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

Past Month's Key Accomplishments

- Update the Application to meet BGSU branding guidelines and be mobile accessible.
- Add access for GSW to make updates to the website.

Upcoming Milestones

- Development continues through April

Project Milestones

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

Monthly Summary – March 6, 2017

The Graduate Contracting Application Upgrade project's objective is to streamline and update the existing Graduate Assistant contracting process in order to eliminate manual data updating/syncing in multiple system by SES and SFA. The project team met on 4 separate occasions to document the existing process and identify areas of improvement to be focused on within the scope of this project. The project documents were drafted which includes 16 items, from reporting to automation, and feedback is due by Friday (2/10) before development can begin.

Past Month's Key Accomplishments

- Reviewed Phase 1 Deliverables
- Mapped out Development Schedule
- Began Development

Upcoming Milestones

- Complete Development on Phase 1 Deliverables
- Begin User Testing for Phase 1 Deliverables

Project Milestones

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

Monthly Summary – March 6, 2017

ITS will implement Sidewalk Hero in lieu of the current MBS/Verba configurations for textbook adoption. A new interface with PeopleSoft CSS will send the necessary data to Sidewalk. Links will be changed on pertinent websites to point to the new vendor. This project is running on a compressed timeline in order to allow faculty to make book selections by 3/15. ITS developers have moved all PeopleSoft and web development into QNA for user testing, which is now complete. Falcon Outfitters will be handling all communication, training, and coordination with faculty and student groups.

Past Month's Key Accomplishments

- Development: CSS interfaces complete
- Configuration: TEST environment branding complete
- Testing: QNA functional testing complete.
- Security: CAS for single sign on complete

Upcoming Milestones

- March 10: Complete user acceptance testing in PPD
- March 12: Migrate to production

Project Milestones

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

Monthly Summary –March 6, 2017

The project has officially been kicked off and we are in the process of configuring the new Max Galaxy environment. This project is on track and has a go-live date of 6/29/17.

Past Month's Key Accomplishments

- Held kick off meetings
- Created project charter
- Created project plan
- Created project communication plan
- Held 4/11 phone training / configuration appointments

Upcoming Milestones

- No milestones to be completed in the month of March

Upcoming Events

- Attend 5 of the remaining 7 phone training / configuration apts.
- Review final steps of previous 4 training sessions.

Project Milestones

Status	Week Beginning (Sunday Date)	Feb-13	Feb-20	Feb-27	Mar-6	Mar-13	Mar-20	Mar-27	Apr-3	Apr-10	Apr-17	Apr-24	May-1	May-8	May-15	May-22	May-29	Jun-5	Jun-12	Jun-19	Jun-26	
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Initialize																						
Cmplt	Project Planning	X	X																			
Cmplt	Project Kick-Off		X																			
Analyze, Design, & Development																						
Cmplt	Perform Project Analysis		X	X																		
Cmplt	Develop Scope Document				X																	
On Trk	Create Project Design/Specifications Requirements				X	X																
On Trk	Perform Development					X	X	X	X	X												
Test																						
Nt Strtd	Create Test Scripts						X	X	X	X												
Nt Strtd	Perform Testing										X	X	X	X	X							
Nt Strtd	Perform Issue Resolution & Tracking															X	X	X	X			
Implement																						
Nt Strtd	Conduct Training																				X	
Nt Strtd	Implement Go-Live Plan																					★

New WRL Report for Foundation

Project Status: **GREEN**

Monthly Summary – March 6, 2017

The project has kicked off with the team meeting to determine the number and layout of the new report format. In order to display historical data for each fund, information from Agresso will need to be imported into FMS or directly into ODS. The team is working to identify the specific tables in Agresso that this historical information will be pulled from. The team is also working with Student Financial Aid to determine if information from AcademicWorks can be used in the new report formats. The project is trending green.

Past Month's Key Accomplishments

- Project Kickoff
- Number of reports identified
- Form layout examples created

Upcoming Milestones

- Agresso Historical Information Identified
- Start of report creation
- AcademicWorks usability meeting

Project Milestones

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

Monthly Summary – March 6, 2017

BGSU Public Safety uses a hosted system (NORIS) to record and manage incident reports, citations, accidents, etc. Both the Wood County Sheriff's Office and the BG Police department use a hosted system called SunGard to accomplish similar tasks. BGSU Public Safety migration to SunGard would allow all three agencies to share information and collaborate through the application, as well as a number of additional features not offered through NORIS. Along with the implementation of SunGard, historic records and current case records should be transferred out of NORIS and into SunGard, allowing BGSU Public Safety to retain pertinent information.

Past Month's Key Accomplishments

- Met with BGSU Public Safety to review current business process

Upcoming Milestones

- Determine success criteria & scope
- Determine timeline
- Signature of contract

Upcoming Events

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

Monthly Summary – March 6, 2017

Met with Leann Peiffer and Rhonda Montague to begin gathering functional requirements. At that meeting, Leann and Rhonda mentioned that they wanted to do some further research with current CashNet functionality and PeopleSoft CSS functionality related to credit card refunds before we can identify the scope for this project. Scheduled a follow-up meeting on Friday March 17 following the Electronic Financial Responsibility Agreement (EFRA) installation on Feb 19, Alliance Conference Feb 27-30, and scheduled vacations in March.)

Past Month's Key Accomplishments

- Project was Approved by SIC and ESC – Feb 2017
- Conducted Project Kickoff Meeting with functional area
- Started researching current CashNet / PeopleSoft CSS interface functionality related to credit card refunds.

Upcoming Milestones

- Follow-up meeting is scheduled for March 17.
- Create Project Charter
- Create Project Timeline

Upcoming Events

- Go Live estimated to be Aug. 7th 2017.

Project Timeline will be determined after the March 17 meeting.

Monthly Summary – March 6, 2017

The WorkNet CashNet Interface project has been created to allow employers to register and pay for Expo and internship / job fairs via worknet. The project has been kicked off and has an expected completion date of 6/29/17.

Past Month's Key Accomplishments

- Held kickoff meeting
- Completed project plan

Upcoming Milestones

- Completion of Design and Development 6/5/17

Upcoming Events

- Complete project analysis
- Complete creation of test environment

Project Milestones

Status	Week Beginning (Sunday Date)	Feb-20	Feb-27	Mar-6	Mar-13	Mar-20	Mar-27	Apr-3	Apr-10	Apr-17	Apr-24	May-1	May-8	May-15	May-22	May-29	Jun-5	Jun-12	Jun-19	Jun-26	Jul-3	Jul-10	Jul-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
Initialize																							
Cmplt	Project Planning	X	X																				
Cmplt	Project Kick-Off		X																				
Analyze, Design, & Development																							
On Trk	Perform Project Analysis		X	X																			
On Trk	Create test environment			X	X	X	X																
Nt Strtd	Perform Development					X	X	X	X	X													
Test																							
Nt Strtd	Create Test Schedule/Cycles					X	X																
Nt Strtd	Create Test Scripts						X	X	X	X													
Nt Strtd	Perform Testing										X	X	X	X									
Nt Strtd	Perform Issue Resolution & Tracking													X	X	X	X						
Implement																							
Nt Strtd	Create Go-Live Plan																			X			
Nt Strtd	Perform Communications to campus																				X		
Nt Strtd	Conduct Training																					X	X
Nt Strtd	Implement Go-Live Plan																						★

Monthly Summary – March 6, 2017

This is a project to replace the Career Center software as part of the Falcon Flight Plan for all students.

Past Month's Key Accomplishments

- Held the first two meetings with the Career Center and Academic Affairs office
- Created the Project Charter
- Created the Dashboard

Upcoming Milestones

- Delivery of the features and functions
- Delivery of the Technical Requirements

Upcoming Events

- Demos with vendors

Project Milestones

Status	Week Beginning (Sunday Date)	Feb-27	Mar-6	Mar-13	Mar-20	Mar-27	Apr-3	Apr-10	Apr-17	Apr-24	May-1	May-8	May-15	May-22	May-29	Jun-5	Jun-12
	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																	
On Trk	Develop technical requirements		X	X													
On Trk	Develop features and functional requirements		X	X	X												
On Trk	Create list of vendors and setup demos		X	X	X	X											
Nt Strtd	Host demos on campus			X	X	X	X	X	X	X	X						
Test																	
Nt Strtd	Create final list of questions for vendors										X						
Nt Strtd	Create the RFQ										X	X	X	X			
Nt Strtd	Review the RFQ responses														X	X	
Nt Strtd	Select the final vendor																★