Executive Sponsors Meeting
Major Project Updates

05/08/2017

Agenda

- Graduate Curriculum Modification
- OnBase 16 Upgrade *
- Add Cashnet Connectivity to Amazon Web Services
- Replace and Enhance Student Scheduling Software
- WBGU-TV & Agilon One Donor Data Workflow
- FMS 9.2 Upgrade
- Career Center RFQ
- Implement Avalon Multimedia System
- Create Electronic Meal Plan Change Form
- Upgrade to Max Galaxy
- Implement Lightspeed - Falcon Outfitters - ADDED
- Agilon One Upgrade
- Data Center Migration
- Musical Arts Ticketing System
- Implement POS for Dining Services
- Implement Student Dynamic Billing
- Phonathon Upgrade
- NORIS to SunGard Migration
- G Suite for Education
- HCM 9.2 Get Current
- Select Secure Email Solution
- Graduate College Form Automation
- GSW Online Placement App Update
- GSW Web App Revision - Distribute Placement Essays
- 25 Live Implementation
- ARTSC Test Scores from Perpetual Works
- Implement Faculty 180 Phase 1
- Student Refunding for Credit Card Payments
- Adobe Campaign Email Solutions
- 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
- Voter Identification Letter
- CSS 9.2 Upgrade
- Pharos Upgrade
- Graduate Contracting App Upgrade For GA T/L
- Winter Session Program

Graduate Curriculum Modifications

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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. This project was on hold until the end of the OnBase upgrade as the required functionality was not available in the previous OnBase version. The project was kicked-off last week and a new timeline and detailed specs are being reviewed by the Graduate College. The requested due date is early August in order to process the influx of modifications that come as fall semester begins.

Past Month's Key Accomplishments

- Project kick-off held
- New timeline and details specs created

Upcoming Milestones

- Project documentation approval
- Begin development

Not Yet Approved by the Graduate College

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															
On Trk	Project Planning	X	X													
Cmplt	Project Kick-Off		X													
	Analyze, Design, & Development															
On Trk	Create Project Design/Specifications Requirements		X	X												
Nt Strtd	Perform Development			X	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															★

OnBase 16 Upgrade

BGSU

Project Status: ★

Monthly Summary – May 1, 2017

OnBase v.16 became the production system on Sunday, April 23rd. Go-Live processes began at 6:00pm on Friday, 4/21, and continued with production solutons loaded on 4/22. Thanks to the functional users who came in on the weekend, the system was validated and returned to campus earlier than expected on Sunday evening. Overall the upgrade procedures were completed slightly ahead of the predicted timeline. Some small validation problems and the first week of production support brought minimal issues with only four outstanding at this time. These will be handled as production support tickets.

Past Month's Key Accomplishments

- Testing: User Acceptance Testing complete
- Testing: Re-work for problem resolution complete
- Communications: Campus communications complete
- Go-Live: System is in production.

Upcoming Milestones

- Project Closed

Project Milestones

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

Add CashNet Connectivity to Amazon WS

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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

- Added CashNet IP addresses for Amazon WS to BGSU Email Server
- Added CashNet IP addresses for Amazon WS to BGSU Firewall
- Security granted priority to transactions on new CashNet IP Addresses
- Completed all User Acceptance Testing in TRAIN environment.

Upcoming Milestones

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

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			
On Trk	Implement Go-Live Plan											X	
Nt Strtd	Update Knowledgebase												★

Replace and Enhance Student Scheduling Software

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

Due to changes at the previous software provider, it has become necessary to replace our existing student scheduling software with a new product, Schedule Builder by High Point. Schedule Builder is installed into our PeopleSoft environment and is currently being tested in our CSS environment. Reg&Records staff have been working through the bugs and differences in the products and reporting them to High Point for resolutions and feature requests. They are due to release an update exclusively for BGSU the week of May 1st to address many of the open issues. Additionally, we are working with High Point to develop a four-year degree planning software that will work for BGSU, followed by implementation of that product.

Past Month's Key Accomplishments

- Testing: User testing is underway.
- Development: The vendor is working on a point release of the product for BGSU.
- Development: BGSU and High Point are scoping a four-year degree planning product.

Upcoming Milestones

- 5/5/17: Release of Schedule Builder 2.0.1
- 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	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 Trk	Vendor Scoping and Negotiation								X	X	X	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)																										

WBGU-TV & Agilon One Donor Data Workflow

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

Our proposed plan has been approved by WBGU-TV, Controller's Office and University Advancement. The development specifications have been submitted to vendors. The new production migration date of 6/30/2017.

Past Month's Key Accomplishments

- Decision was made that Pledge premiums will not be recorded in FMS
- Met with GP and WBGU-TV to demo our proposed plan
- Plan has been approved by all stakeholders
- Development specifications has been completed and submitted to ACD and Agilon. The interface from Agilon to Allegiance has begun.

Upcoming Milestones

- Build new Oracle 12c databases for Agilon DEV and TEST databases
- Install Agilon upgrade v4.4.11 to both Agilon DEV and TEST. This release contains the needed changes for this project.
- Begin vendor file change testing
- Finish interface from Agilon to Allegiance

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
	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/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					
	Test																																					
Nt Strtd	Testing Round 1																																X	X	X	X		
Nt Strtd	Defect Resolution																																X	X	X	X		
Nt Strtd	Testing Round 2 (if needed)																																		X	X		
	Implement																																					
Nt Strtd	Production Migration																																				X	
Nt Strtd	Go-Live																																				X	★

FMS 9.2 Upgrade Project

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

PPD testing started on April 18th and ended on April 28th. The technical team will spend the week of May 1st – May 5th performing the Mock upgrade. This will allow us to test the go live activities and ensure the sequence and timing are correctly captured. The Functional areas will then perform high level validation activities to ensure the environment is stable. Planning continues for cutover weekend which begins May 26, 2017. The overall project is on target and trending green.

Past Month's Key Accomplishments

- **Environment:** Completed PPD build; completed PRD build for Mock.
- **Development:** Completed Grants Invoicing for Crystal to BI Publisher development; Continue to work on spreadsheet upload and email functionality (will not be ready for go-live).
- **Testing:** Completed PPD testing; issue tracking and resolution. There are still 6 issues that we continue to work on.
- **Project Management:** Planning for Mock and Go live continues.

Upcoming Milestones

- Perform Mock.
- Complete Elastic builds.
- Continue to finalize go live plan and track changes.
- Complete issue tracking and resolution.
- Go Live!

Project Milestones

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

Career Center RFQ

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

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

Past Month's Key Accomplishments

- Completed 5 demos with vendors
- Eliminated 1 vendor who could not provide student/counselor appointment process
- Completed the functional requirements for the RFQ
- Completed technical requirements for the RFQ
- Completed the pricing requirements for RFQ
- Submitted the RFQ to Purchasing

Upcoming Milestones

- Await the return of the RFQ's from vendors May 19th

Upcoming Events

- Awarding of the contract to a vendor June 1st

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			
Nt Strtd	Review the RFQ responses														X	X	
Nt Strtd	Select the final vendor																★

Implement Avalon Multimedia System

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

Library staff have created test scripts and are using them to assess the Avalon system. As they go, ITS developers are evaluating problem reports and fixing bugs in the installation. The project team has gained considerable experience with new technologies while getting Avalon into a stable configuration. The last major component not yet complete is the configuration of Wowza for media streaming. While the Library staff test functionality, ITS developers are evaluating the import process from Variations and the batch upload tool. As time allows in the project we will request integration for a Canvas LTI.

Past Month's Key Accomplishments

- Configuration: Wowza configuration in progress
- Testing: User testing begun
- Testing: Issue mitigation and re-work begun

Upcoming Milestones

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

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-2	Oct-9	Oct-16	Oct-23	Oct-30	Nov-6	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	Jan-8	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
	Initialization and Design																																					
Cmplt	Product and Technical Research	X	X	X	X	X																																
Cmplt	Define and Collect Requirements					X	X	X																														
Cmplt	Project Kickoff						X																															
Cmplt	Project Planning						X	X	X																													
	Development and Testing																																					
Cmplt	Install and Configure DEV Virtual Environment								X	X	X	X	X	X	X	X	X	X																				
Cmplt	ITS Unit Testing in DEV																		X	X	X	X	X	X														
Cmplt	Build and Configure TEST Environment														X	X	X	X	X	X	X	X																
At Rsk	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																						
Nt Strtd	Build and Configure PROD Environment																																		X	X	X	
Nt Strtd	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 – May 1, 2017

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

Past Month's Key Accomplishments

- Monitor development progress
- Transition DocuSign development to a new resource

Upcoming Milestones

- Monitor development progress
- Deliver web page and electronic signature functionality to the Functional Users on 5/15/2017 for UAT

Project Milestones

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

Upgrade to Max Galaxy

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

All configuration has been completed. We continue to test and train student employees. The project remains on schedule for the end of June

Past Month's Key Accomplishments

- Completed phone configuration and training sessions
- Completed on site training and development

Upcoming Milestones

- Complete testing
- Conduct student training
- Install new hardware

Project Milestones

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

Implement Lightspeed – Falcon Outfitters

BGSU

Project Status: YELLOW

Monthly Summary – May 1, 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 specifications and business process requirements are still being defined, however, the specification will include the following: new POS hardware (iPADs, credit card swipes, printers, scanners), decommission existing POS hardware (registers, drawers, etc), Lightspeed application configuration, decommission MBS, and integration with the University's ERP system to accommodate AP and customer creation. The due date is 6/30 to align with year-end activities, including inventory and financial reconciliation.

Past Month's Key Accomplishments

- Project kick-off
- Identifying high-level tasks and objectives

Upcoming Milestones

- Confirm and approve specifications and timeline
- Receive and configure hardware
- Configure software
- Develop interfaces into CSS and FMS
- User testing

Not Yet Finalized/Approved

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
	Week Number	1	2	3	4	5	6	7	8	9	10
	Initialize										
On Trk	Project Planning	X	X								
On Trk	Project Kick-Off	X	X								
	Analyze, Design, & Development										
On Trk	Perform Project Analysis		X	X							
Nt Strtd	Create Project Design/Specifications Requirements			X	X						
Nt Strtd	Prepare Hardware			X	X	X					
Nt Strtd	Perform Development			X	X	X	X	X	X	X	
	Test										
Nt Strtd	Create Test Schedule/Cycles							X	X	X	
Nt Strtd	Perform Testing						X				X
Nt Strtd	Perform Issue Resolution & Tracking										
	Implement										
Nt Strtd	Create Go-Live Plan								X	X	
Nt Strtd	Conduct Training		X							X	
Nt Strtd	Implement Go-Live Plan										★

Agilon One Upgrade

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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 enhancements and 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. Another large modification that 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 6/30.

Past Month's Key Accomplishments

- Agilon upgrade will be v4.4.11.
- Coordinated initial upgrade plan with Agilon and Andy Gross's team. 3 new Agilon environments are required. DEV, TEST will be built approx. 5/18. PROD to be built later.
- Plans for initial application upgrade have been started

Upcoming Milestones

- Finalize project plan and go-live date. Go-live date has been moved up to 6.30.
- Determine if staff training is necessary
- Kick-off meeting scheduled

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														
On Trk	Project Planning/Charter	X	X	X	X	X	X									
Nt Strtd	Project Kick-Off							X	X							
	Analyze, Design, & Development															
Nt Strtd	Configure Agilon Environments					X	X	X	X							
Nt Strtd	Design Project Plan					X	X	X	X							
Nt Strtd	Internal Staff Training							X	X	X	X					
	Test															
Nt Strtd	Create Test Scripts							X	X	X	X	X				
Nt Strtd	Round 1 Testing (DEV)											X	X	X		
Nt Strtd	Round 2 Testing (TEST)														X	X
Nt Strtd	Perform Issue Resolution & Tracking											X	X	X	X	X
	Implement															
Nt Strtd	Perform Communications to campus															X
Nt Strtd	Implement Go-Live															☆

Data Center Migration Project

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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: 95% completion.
Storage Project: 100% completion.
Physical Data Center Setup 100% completed
SPLUNK Project: 100% completed.
Application Migration: 25% 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 to plan application moves for those systems that will not be upgraded or newly added in 2017.
- Continue to move servers and cabinets out of Hayes.
- Continue to build out new servers at Buckeye.

Musical Arts Ticketing System

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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

- Final vendor selection
- Completion of project direction phase

Upcoming Milestones

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

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											
On Trk	Determine scope of solution												X	X	X	X							
On Trk	Implementation of solution														X	X	X	X	X	X			
Nt Strtd	Documentation of solution																		X	X	X	X	☆

Implement POS for Dining Services

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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

- Continue to perform project planning and organization
- Obtain project charter approval
- Merge vendor's project plan with BGSU project methodology
- Project kickoff completed

Upcoming Milestones

- Hardware/peripherals ordered and scheduled for early May delivery
- IP Addresses/Network Ports to be configured
- Gift Card Module left off SOW; prices to be negotiated
- Shipping costs and Extra On-site Support Trip prices to be negotiated

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												
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
Nt Strtd	QPS Remote Installation									X	X	X	X	X	X	X	X	X	X	X	X				
Nt Strtd	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			
Nt Strtd	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 – May 1, 2017

Design changes for the revamped PeopleSoft Account Summary Page within the Student Center have been finalized. The PeopleSoft project has been moved to CSSQNA where it will be tested by the staff from student financials. Portlet changes to reflect the new dynamic billing are in progress. Like the new PeopleSoft pages, the portlet modifications reflect a simpler design for ease of understanding. 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

- Development: Interface revisions complete
- Development: Portlet revisions underway
- Testing: QNA testing underway

Upcoming Milestones

- Completion of User Acceptance Testing in QNA – May 19th
- Migration to PPD – May 22nd

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						
On Trk	Update MyBGSU Portlet																								X	X	X	X							
Nt Strtd	Move Development to PPD																													X					
Nt Strtd	Final User Acceptance Testing																													X	X	X			
Nt Strtd	Creation of Tutorial Video																								X	X	X	X	X	X	X				
	Implementation																																		
Nt Strtd	Production Migration																																		X
Nt Strtd	Go-Live - System in Production																																		★

Phonathon Upgrade

BGSU

Project Status: YELLOW

Monthly Summary – May 1, 2017

The Phonathon upgrade project has started. We are currently working with the vendor to complete a signed contract. The project has been placed in a yellow status until we can complete a signed contract.

Past Month's Key Accomplishments

- Completed BGSU cloud application checklist

Upcoming Milestones

- Establish a signed contract
- Establish timeline with vendor

Timeline created after signed contract

NORIS to SunGard Migration

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

This past month Superion completed acquisition of SunGard Public. The BGSU team completed the design of the VPN to support the service. An RFQ was issued to begin the ordering process for new networking hardware. The client also identified that an additional services was needed to replace LEADS functionality that was part of the NORIS feature set. The client has identified a vendor. Work is beginning to identify networking requirements for that service.

Past Month's Key Accomplishments

- Network design completed, RFQ issues for new hardware
- Training location and dates identified
- Kick-off call with vendor was held
- Commenced configuration of BGSU PD in WCSO system

Upcoming Milestones

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

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														
On Trk	Review Migration Requirements				X	X	X	X	X	X					
On Trk	Identify Network Design/Hardware	X	X	X											
Cmplt	Identify Training Installation Requirements				X	X	X						X		
On Trk	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														
Nt Strtd	Implement Network Design								X	X	X				
Nt Strtd	SunGard Production Setup											X	X	X	
Nt Strtd	LEADS Production Setup											X	X	X	★

G Suite for Education

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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

- The OnBase project went live at the end of April. Now that the project is completed, the team can refocus on G Suite setup.
- Development resources have been assigned and have started work on provisioning information from PeopleSoft to G Suite.
- SSO integration started and is nearly completed.

Upcoming Milestones

- Use the test site to learn about how G Suite should be configured and administered.
- Complete SSO setup.
- Continue with PeopleSoft development.
- Create policies and procedures.

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											
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	
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 – May 1, 2017

HCM Get Current continues on track for the 7/28-7/30 go-live. Development items are continuing according to each item's planned schedule, including scope items previously part of the "Correct 9 Month Faculty Taxation" project. The handful of freeze breakers are also proceeding nicely. Our move to QNA was uneventful and QNA testing began as expected on 4/17. The functional users are doing well juggling the testing needs of simultaneous PeopleSoft upgrades. In the third week of QNA testing about half of the functional areas have started. Issue reporting has been typical for this kind of project with no show-stopping issues identified to date.

Past Month's Key Accomplishments

- Development: Freeze breakers and other development items continue on schedule
- Security: Production security applied to QNA for testing
- Testing: QNA testing underway

Upcoming Milestones

- 6/30/17: Completion of QNA integration testing
- 7/5/17: ITS smoke testing of PPD
- 7/10/17: Beginning of PPD testing
- 7/21/17: Completion of PPD testing

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																									
Cmplt	QNA Environment Build										X	X	X	X																		
Nt Strtd	PPD Environment Build																				X	X	X	X								
Nt Strtd	PRD Environment Build																								X	X	X	X				
	Development & Testing																															
Cmplt	Business Process Mapping				X	X	X	X	X	X	X	X																				
On Trk	Perform Development							X	X	X	X	X	X	X	X					X	X	X				X	X					
On Trk	QNA Testing																X	X	X	X	X	X	X	X	X	X	X	X				
Nt Strtd	PPD Testing																												X	X	X	
	Implement																															
Nt Strtd	Campus Communications																													X	X	X
Nt Strtd	Go-Live																															★

Select Secure Email Solution

BGSU

GREEN

Monthly Summary – May 1, 2017

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

Past Month's Key Accomplishments

- We worked with Cisco, our vendor, to start the configuration process. An admin account was established for the system administrator. Additional time is required to complete the user account set up.
- The Recipient Guide is a good resource for developing BGSU documentation.

Upcoming Milestones

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

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-15	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	Feb-26	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	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																													
On Hld	Configure Product (Infrastructure team)														X	X	X	X	X	X	X	X	X	X						
Nt Strtd	Develop Training Material																								X	X	X	X		
Nt Strtd	Install Software (client license)																												X	★

Graduate College Form Automation

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

The Graduate College Form Automation project's objective is to convert 27 of the Graduate College's forms into electronic forms with automated workflows and archival into OnBase. This project was kicked off recently and will require a number of business process review sessions with the Graduate College and Registration and Records in order to define the appropriate electronic form process. Once complete, detailed specifications and a timeline will be created.

Past Month's Key Accomplishments

- Project kick-off

Upcoming Milestones

- Business process review
- Creation of specifications and timeline

Timeline and Specifications Not Yet Finalized

GSW Online Placement App Update

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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 for Delivery 1 was completed in April and the project is currently in user testing with the goal of going live by the end of May. GSW has requested to push the dates out for Delivery 2 and the schedule will be reworked as appropriate (once the date change has been approved).

Past Month's Key Accomplishments

- Completed development for Delivery 1

Upcoming Milestones

- User testing for Delivery 1
- Go live for Delivery 1

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																										
Cmplt	Perform Development				X	X	X	X	X	X	X	X	X	X	X	X					X	X	X	X	X	X				
	Test																													
Cmplt	Create Test Plans															X														
On Trk	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)																													★

GSW - Distribute Placement Essays

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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. This process will be completed within the web application that already exists to allow students to complete their placement essays, and will use PeopleSoft data to link students to the appropriate instructor. Specifications and a timeline were created and, pending GSW approval, the due date will be early August to allow ample time for instructors to utilize the new functionality before the start of Fall semester.

Past Month's Key Accomplishments

- Project kick-off
- Project documents created

Upcoming Milestones

- Specification and timeline approval
- Development will begin

Not Yet Approved by GSW

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															
On Trk	Perform Project Analysis	X	X	X												
On Trk	Create Project Design/Specifications Requirements	X	X	X												
Nt Strtd	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: YELLOW

Monthly Summary – May 1, 2017

Unfortunately the team missed it's original target for implementing the first phase of the 25Live project. However, since that time we have been very successful building an interface server. User testing has commenced and most configuration options have been confirmed. A full scale integration test is scheduled for the week of May 8th. Development of confirmation notices is nearly complete. User review is expected to complete by May 9th. All activities are on track for the May 14th implementation of the interface. R25i will become the production service for classroom scheduling when CollegeNet completes its activities on May 15th.

Past Month's Key Accomplishments

- Test interface server completed
- User testing of interface server commenced
- Confirmation notices developed, user testing in progress
- Production interface server build commenced

Upcoming Milestones

- 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

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											
Nt Strtd	R25i Data Collection (HEI)																								X	X	X	X						
Nt Strtd	25Live Configuration																							X	X	X								
Nt Strtd	25Live Reports																												X	X	X	X	X	X
Nt Strtd	25Live Training (Core)																							X										
Nt Strtd	25Live Training (BGSU)																																	
	Test																																	
On Trk	R25i User Testing																X	X	X	X	X	X	X											
On Trk	R25i Report Testing																X	X	X	X	X	X	X											
On Trk	WebViewer Testing																X	X	X	X	X	X	X											
On Trk	Schedule25 Testing																																	
Nt Strtd	25Live User Testing																										X	X	X	X	X	X	X	X
Nt Strtd	25Live Report Testing																															X	X	X
Nt Strtd	25Optimizer Testing																											X	X	X	X	X	X	X
	Implement																																	
Nt Strtd	Create R25i Go-Live Plan																						X											
Nt Strtd	Implement R25i and CSS Interface																							X										
Nt Strtd	Create 25Live Go-Live Plan																																	
Nt Strtd	Implement 25Live Go-Live Plan																																	

ARTSC Test Scores from Perpetual Works

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

The College of Arts and Sciences needs an automated method for loading Foreign Language test scores from Perpetual Works into PeopleSoft CSS. Foreign Languages are a key part of the Arts and Sciences degree completion requirements. These test results will assist academic advisors in determining the foreign language placement information for each students. The Foreign Language Test Scores from Perpetual Works system must be validated before the data gets uploaded into PeopleSoft CSS.

Past Month's Key Accomplishments

- Project Request submitted by Marcus Sherrell.
- Project Request approved by ESC (ESC Priority 2).

Upcoming Milestones

- Not Started yet.

Project Timeline has not been determined yet.

Implement Faculty 180 Phase 1

BGSU

Project Status: YELLOW

Monthly Summary – May 1, 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. 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

- 6/16/17: FMS Data Acceptance
- 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 – May 1, 2017

The Office of the Bursar requested a new PeopleSoft CSS Interface to CashNet for Student Refunding for Credit Card Payments. This month we conducted a teleconference with OSU on 4/6 and identified the necessary CashNet configuration required to avoid double posting issue that we discovered last month. Created Project Charter and Project Plan. Chasity McCartney asked us to research automation of Housing Deposit Refunds as a part of this project. Currently, the housing deposit refunds are entered manually into PeopleSoft CSS based on an email from Residence Life. Meeting with Residence Life on 5/4 to discuss their refund process and possible automation options. Functional Specification is currently In-Progress.

Past Month's Key Accomplishments

- Teleconference with OSU: CashNet Refunds to Credit Card - 4/6
- Continued researching CashNet functionality: Refund to Credit Card
- Amended CashNet Contract for Student Refunding to CC - 4/28

Upcoming Milestones

- Meeting with Residence Life to discuss Housing Deposit Refunds 5/4.
- Create Project Charter / Project Timeline
- Identify Functional Requirements
- Go Live estimated to be Aug. 7th 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																						
On Trk	Perform Project Analysis							X	X	X													
Nt Strtd	Develop Scope Document									X	X												
Nt Strtd	Create Project Design/Specifications Requirements										X	X											
Nt Strtd	Perform CashNet Configuration / Unit Testing									X	X	X	X										
Nt Strtd	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	X	
Nt Strtd	Perform Issue Resolution & Tracking																X	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	Implement Go-Live Plan																					X	
Nt Strtd	Update Knowledgebase																					X	★

Adobe Campaign Email Solutions

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

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

Past Month's Key Accomplishments

- Complete scoping of the project and determine BGSU project team.
- Determine project kickoff date and attendees.
- Begin determining data feed requirements
- Hosted final Adobe Campaign demo with University Advancement
- Finalized Adobe PM and Tech Lead resourced for the engagement

Upcoming Milestones

- Complete project Kick off meeting
- Align Adobe and BGSU project schedules and finalize
- Finalize data feed requirements

Project Milestones

Status	Week Beginning (Sunday Date)	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**
	Initialize																				
On Trk	Project Planning	X	X	X																	
On Trk	Develop Scope Document			X	X	X															
Nt Strtd	Project Kick-Off					X															
	Analyze, Design, & Development																				
On Trk	Determine Data Requirements		X	X	X	X															
Nt Strtd	Create Project Design/Specifications			X	X	X	X	X	X												
Nt Strtd	Perform Development									X	X	X	X	X							
	Test																				
Nt Strtd	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																				★

New WRL Report for Foundation

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

This past month the team completed importing and validating the historical fund information from Agresso into (production) FMS. Now that the relevant data is available, development continues on the new reports in the WRL. An initial review meeting of the new reports is scheduled for May 11th. The team had met with SFA to discuss the possibility of using information from AcademicWorks on these new reports, however, if approved this will be a later phase of development. The project continues to trend green.

Past Month's Key Accomplishments

- Agresso Historical Information loaded into FMSPRD
- Report layouts were defined and development is progressing on new reports

Upcoming Milestones

- First iteration of reports are scheduled for review by the team on May 11th
- AcademicWorks – Import process finalized

Project Milestones

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

- Project planning is complete and the user has agreed to the project scope and charter
- Functional Specs are complete and a developer is assigned

Upcoming Milestones

- Development will take place the beginning of May
- QNA Testing scheduled for the middle of June
- 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										
Nt Strtd	Setup Row Level and T/L Secuirty (DEV)						X	X	X	X	X	X	X										
Nt Strtd	Unit Test (DEV)						X	X	X	X	X	X	X										
Nt Strtd	QNA Migration/Configuration										X												
	Test																						
Nt Strtd	Testing/Defect Resolution (QNA)											X	X	X	X	X	X						
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 – May 1, 2017

Just as hacking and phishing scams have become more sophisticated, security standards have elevated to provide greater protection to our data. Two Step Authentication via Duo software is a successful production system already in place for select critical ITS systems. The intention of this project is to extend that protection to components of BGSU's email solutions for all affiliates. The first step of logging in, password authentication, will remain unchanged. The second step will be a confirmation via Duo on either a mobile or touchtone phone. Details of which systems to be protected will be available after the project scope is fully defined.

Past Month's Key Accomplishments

- Project planning completed
- Project Kick Off meeting completed
- Project scope and deliverables completed
- Started analyze and design steps

Upcoming Milestones

- Complete Analyze, Design, & Development
- Create test scripts
- Start testing and collecting UAT signoffs from early adopters
- Start drafting communications per communications plan

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																	
On Trk	Perform Project Analysis		X	X														
Cmplt	Develop Scope Document			X	X													
On Trk	Create Project Design/Specifications Requirements			X	X													
Nt Strtd	Perform Development			X	X	X	X	X										
	Test																	
On Trk	Create Test Schedule/Cycles			X	X	X	X											
On Trk	Create Test Scripts				X	X	X											
Nt Strtd	Perform Testing							X	X	X	X							
Nt Strtd	Perform Issue Resolution & Tracking										X	X	X					
	Implement																	
Nt Strtd	Create Go-Live Plan												X	X				
Nt Strtd	Perform Communications to campus												X	X	X	X	X	
Nt Strtd	Implement Go-Live Plan																X	
Nt Strtd	Update Knowledgebase																X	★

Donor Wall Technology RFP

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

In coordination with the Capitol Campaign, BGSU is implementing a multimedia Donor display in the Bowen-Thompson Student Union that includes a physical wall space and a touchscreen interactive donor database. The project team has reviewed leveraging existing technology from our signage vendor, Four Winds, for the interactive donor database portion of this project. We are in the process of having the Statement of Work approved and will then begin working with Four Winds to gather the needed data and drafting how the touchscreen interface will operate. In tandem, the team is reviewing vendor solutions for the physical wall display.

Past Month's Key Accomplishments

- Reviewed of Four Winds SOW
- Performed reference checks
- Determined project direction (Four Winds over RFP)

Upcoming Milestones

- Sign Four Winds SOW
- Begin Four Winds solution
- Data and setup discovery
- Choose physical wall display vendor

Project Milestones

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

Update StarRez

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

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

Past Month's Key Accomplishments

- Held kick off meeting
- Completed project timeline

Upcoming Milestones

- Complete development

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																					
On Trk	Create Project Design/Specifications Requirements				X	X	X																		
Nt Strtd	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 – May 1, 2017

Structures to meet each Performance Metric are being developed, validated and migrated to Production in accordance with user requirements. Four Performance Metrics are currently in Production. Metrics 9 has been validated and is being prepped for Production. Metric 12 is in Development, outstanding questions for the Provost office have been answered and testing has begun for the transfer credits portion of the report. 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
- 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																																							

Voter Identification Letter

BGSU

Project Status: GREEN

Monthly Summary – May 1, 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. This past month, we met with Josh Lawrie and Saundra Smith from Residence Life to gather functional requirements. We also created a Project Charter and Project Plan for implementation. Functional Specification is in progress. Mike Addison has been assigned the developer.

Past Month's Key Accomplishments

- Met with Residence Life to gather functional requirements for request.
- Sent Request to SIC / ESC in April – ESC Approved 4/10/2017
- Created Project Charter
- Created Project Plan
- Created Functional Specifications

Upcoming Milestones

- Technical Specifications (5/3 – 5/10)
- Development / Unit Testing (05/18 – 6/16)
- User Testing 6/26 – 7/6 (QNA) and 07/10 – 07/14 (PPD)
- Implementation in Production CSS 07/16/2017

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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Initialize														
Cmplt	Project Planning	X	X												
Cmplt	Project Kick-Off		X												
	Analyze, Design, & Development														
Cmplt	Perform Project Analysis		X	X											
On Trk	Develop Scope Document			X											
Nt Strtd	Create Project Design/Specifications Requirements				X	X									
Nt Strtd	Perform Development						X	X	X	X					
	Test														
Nt Strtd	Create Test Schedule/Cycles									X	X				
Nt Strtd	Create Test Scripts										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	
Nt Strtd	Implement Go-Live Plan													X	
Nt Strtd	Update Knowledgebase														★

CSS 9.2 Upgrade

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

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

Past Month's Key Accomplishments

- Project Planning activities have started and the infrastructure build is in progress.
- Project kick-off meeting is scheduled for May 9, 2017.

Upcoming Milestones

- Continue to build the base project plan.
- Finalize the project timeline and testing cycles with Functional Leads after the kick-off.

- The project schedule and milestone are currently being developed and will not be finalized until after the formal project kick-off.

Pharos Upgrade

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

This project will be the combination of upgrading our current Pharos environment to 9.0 sp2 and migrating the servers to Buckeye. The upgrade is scheduled to be completed with a go-live of December 28, 2017.

Past Month's Key Accomplishments

- Completed build of test environment

Upcoming Milestones

- Install and 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																																			
On 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																																							
On Trk	Create Testing Scripts	X	X	X	X	X	X	X	X	X																														
Nt Strtd	Perform Testing in Test Environment										X	X	X	X	X	X	X	X	X	X	X	X	X																	
Nt Strtd	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 – May 1, 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 has been developed, tested, approved, and is ready for migration into Production on 5/4/17. Delivery 2 has been kicked-off with development beginning in early May with the goal of being moved into Production before August 1st.

Past Month's Key Accomplishments

- Delivery 1 testing complete
- Delivery 2 development cycle has begun

Upcoming Milestones

- Delivery 1 migration
- Delivery 2 development

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
	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/Kick-Off	X	X	X																														
	Analyze, Design, & Development																																	
Cmplt	Create Project Design/Specifications Requirements	X	X	X	X																													
Cmplt	Perform Development - Delivery 1					X	X	X	X	X	X																							
Cmplt	Business Process Documentation										X	X	X	X																				
Cmplt	Defect Resolution - Delivery 1												X	X																				
On Trk	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
Nt Strtd	Defect Resolution - Delivery 3																																	
	Test																																	
Cmplt	Perform Testing - Delivery 1											X	X	X																				
Cmplt	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																																	
On Trk	Go-Live (Delivery 1)																★																	
Nt Strtd	Go-Live (Delivery 2)																													★				
Nt Strtd	Go-Live (Delivery 3)																																	

Winter Session Program

BGSU

Project Status: GREEN

Monthly Summary – May 1, 2017

BGSU has decided to add a new session to the academic year called Winter Session. Winter Session will be 3 weeks in January and added to the academic calendar. The Winter Session Program will be made up of all system changes needed to support the addition of Winter Session to the Academic Calendar for Fall 2018. We are anticipating the creation of multiple projects to support this program. Business units are encouraged to submit their Winter Session project requests through the "Project Evaluation Request" form on the ITS portal. We will be reaching out to key stakeholders to help them facilitate this request.

Past Month's Key Accomplishments

- Identified ITS PM to facilitate the program

Upcoming Milestones

- Identify Stakeholders
- Send Voice of Customer Survey's to Stakeholders for requirements gathering

No schedule at this time