Executive Sponsors Meeting
Major Project Updates

05/14/2018

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

Agenda

- Slate for Undergraduate Admissions*
- Change Course Materials Software to Verba*
- BPR- Tuition Guarantee*
- Design and Construction Workflow Conversion*
- HCM 9.2 Get Current 2018*
- Winter Session Modifications for Student Financial Aid
- Winter Session Modifications for GA Contracting
- Winter Session Modifications for Rec Well
- Winter Session Modifications for Faculty Contracting
- Winter Session Modifications for Student Financials
- Winter Session Modifications for Dining Services
- Winter Session Program
- Business Process Reviews
- BPR - Maxient HCM Interface
- Data Center Migration Project
- Replace and Enhance Student Scheduling Software
- Graduate Contracting App Upgrade
- Adobe Campaign Email Solutions
- Agilon One Report Library
- Move Remaining Continuing Ed Contracts
- NSC Interface Modifications
- HEI Interfaces and Modifications
- Automate Agilon One Access
- Cisco CirQLive & Spark
- Career Center - HandShake
- HBO Go SSO and Apogee Interface
- Upgrade CBORD FSS
- Enterprise Training System RFI
- Graduate College Form Automation
- Cloud - StarRez 10.4
- Electronic Transcripts
- Lenel Access Control
- Create Financial Aid Reporting Environment
- Implement Faculty 180 Phase 2
- LiveText Pilot for the College of EDHD
- EvaluationKIT University-Wide Course Evaluation
- Annual Donor Reports - Phase 2

Slate for Undergraduate Admissions

Project Status: ★

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

- Completed development changes
- Tested in CSS92QNA and CSS92PPD.
- Slate mapping of fields continues by the Admissions team.

Upcoming Milestones

- Prepare for Phase 2 activities to begin.

Project Milestones

Status	Week Beginning (Sunday Date)	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**
	Initialize																		
Cmplt	Project Planning	X	X	X	X	X	X	X	X	X	X	X	X						
Cmplt	Project Kick-Off	X																	
	Analyze, Design, & Development																		
Cmplt	Perform Project Analysis						X	X	X	X	X								
Cmplt	Create Project Design/Specifications Requirements								X	X	X	X	X	X	X				
Cmplt	Perform Development									X	X	X	X	X	X				
	Test																		
Cmplt	Create Test Scripts										X	X	X	X	X				
Cmplt	Perform Testing										X	X	X	X	X	X	X	X	
Cmplt	Perform Issue Resolution & Tracking										X	X	X	X	X	X	X	X	
	Implement																		
Cmplt	Create Go-Live Plan															X	X		
Cmplt	Perform Communications to campus															X	X	X	X
Cmplt	Conduct Training																		X
Cmplt	Implement Go-Live Plan																		★
Cmplt	Update Knowledgebase																		X

Change Course Materials Software to Verba

Project Status: ★

Monthly Summary – May 7, 2018

The Change Course Materials Software to Verba project's objective is to replace the existing course materials adoption and comparison application (Sidewalk Hero) with Verba Connect and Compare, prompted by Verba's acquisition and subsequent shutdown of Hero. The project team developed, tested, and implemented the new Verba system ahead of Hero's shutdown date, as well as introducing expanded functionality as a Phase 2. The full system functionality is now live and the Library has been directly interacting with Faculty related to course material adoptions using Verba.

Past Month's Key Accomplishments

- Development completed
- Testing completed
- Phase 2 go-live completed

Upcoming Milestones

- Project closure

Project Milestones

Status	Week Beginning (Sunday Date)	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
	Initialize										
Cmplt	Project Planning	X									
Cmplt	Project Kick-Off	X									
	Analyze, Design, & Development										
Cmplt	Create Project Design/Specifications Requirements	X	X								
Cmplt	Perform Development	X	X	X							
Cmplt	Perform Phase 2 Development					X	X	X	X		
	Test										
Cmplt	Perform Testing			X	X						
Cmplt	Perform Phase 2 Testing								X	X	X
	Implement										
Cmplt	Perform Communications to campus				X						
Cmplt	Conduct Training				X						
Cmplt	Implement Go-Live Plan				★						
Cmplt	Implement Phase 2 Go-Live Plan										★

BPR – Tuition Guarantee

Project Status: ★

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

- Completed UAT in CSS92QNA and CSS92PPD for the StarRez bio demo interface.

Upcoming Milestones

- Continue discussing how to use the system to address transfer students.
- Pick up Phase 2 in September/October 2018.

Project Milestones

Status	Week Beginning (Sunday Date)	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**
	Initialize																					
Cmplt	Project Planning	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cmplt	Project Kick-Off		X																			
	Analyze, Design, & Development																					
Cmplt	Perform Project Analysis		X	X																		
Cmplt	Pop Select for populating the student group				X	X																
Cmplt	Customize process to load student groups				X	X																
Cmplt	Create query to remove students from student groups									X	X											
Cmplt	Update Student Financials account summary page													X	X	X	X	X	X	X	X	
Cmplt	Update StarRez bio demo interface													X	X	X	X	X	X	X	X	
	Test																					
Cmplt	Perform Testing				X	X				X	X	X		X	X	X	X	X	X	X	X	
Cmplt	Perform Issue Resolution & Tracking				X	X				X	X	X		X	X	X	X	X	X	X	X	
	Implement																					
Cmplt	Migrate to Production					X				X	X	X				X						X

Design & Construction Workflow Conversion

Project Status: ★

Monthly Summary – May 7, 2018

The Design & Construction Workflow Conversion project's objective is to redesign the database that stores building drawings and other capital project documents to better match the current Design & Construction business process. Development, user testing, and approvals were completed near the end of April. The solution was migrated into Production May 3rd and 4th. The new system is live and usable for the internal Design and Construction staff, as well as the list of users who have been given permission to view various building and project drawings.

Past Month's Key Accomplishments

- Development has been completed
- Testing has been completed
- Go-live plan completed

Upcoming Milestones

- Project closure

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Initialize																												
Cmplt	Project Kick-Off	X																											
	Analyze, Design, & Development																												
Cmplt	Create Project Design/Specifications Requirements	X	X	X	X	X																							
Cmplt	Develop Sandbox Solution		X	X	X	X																							
Cmplt	Perform Development						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X								
	Test																												
Cmplt	Perform Testing																					X	X	X	X	X			
Cmplt	Perform Issue Resolution & Tracking																								X	X	X	X	
	Implement																												
Cmplt	Implement Go-Live Plan																												★

HCM 9.2 Get Current 2018

Project Status: ★

Monthly Summary – May 7, 2018

On the weekend on May 4-5, HCM PeopleTools was upgraded to 8.56 and HCM 9.2 PUM image 25 installed. Minimal issues were encountered with the move to production. This implementation used a new inline methodology where each environment was upgraded in place. Approaching the Get Current in this manner eliminated many configuration issues usually encountered when switching between servers. Included with the update was the introduction of the Fluid interface to three self-service functions: Benefits Summary, Current Leave Balance, and View Paycheck.

Past Month's Key Accomplishments

- Testing: HCMQNA testing complete
- Environment: HCMPPD upgraded
- Testing: HCMPPD testing complete
- Move to Production: Cutover activities complete

Upcoming Milestones

- Project closed

Project Milestones

Status	Week Beginning (Sunday Date)	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**
	Initialize																		
Cmplt	Project Planning and Startup	X	X	X	X	X	X												
Cmplt	Project Kick-Off							X											
	Environment Builds and Upgrades																		
Cmplt	FIX Environment Build						X												
Cmplt	DEV Environment Upgrade						X												
Cmplt	QNA Environment Upgrade										X								
Cmplt	PPD Environment Upgrade															X			
	Development & Testing																		
Cmplt	Perform Development						X	X	X	X									
Cmplt	Fluid Pilot Development						X	X	X	X	X	X	X	X	X				
Cmplt	QNA Testing and Rework										X	X	X	X	X	X			
Cmplt	PPD Testing and Rework															X	X	X	
	Implement																		
Cmplt	Campus Communications																X	X	X
Cmplt	Go-Live																		★

Winter Session Mods - Student Financial Aid

Project Status: GREEN

Monthly Summary – May 7, 2018

Beginning in January 2019, BGSU is adding an optional Winter Session within Spring Semester 2019 to provide additional and flexible academic opportunities for students to study abroad, conduct research, or take an additional class. Federal and State Financial Aid will be available to students taking classes during Winter Session. However, Institutional Scholarships will not be available during Winter Session. Student Financial Aid has requested some modifications to their business processes within PeopleSoft CSS to accommodate Winter Session. During the past month, Financial Aid encountered more issues during User Acceptance Testing for FA Term Session (Project 1). The project was returned to development for additional rework to resolve issues. Financial Aid completed User Testing in QNA and PPD and we installed Project 1 into Production CSS 4/22/2018. At the end of April, ITS and Financial Aid performed User Testing for Archive FA Term (Project 2). Project 2 is scheduled for implementation on 5/13/2018.

Past Month's Key Accomplishments

- Performed User Testing in QNA / PPD for **FA Term Session** (Project 1)
- Installed **FA Term Session (Project 1) into PROD CSS** -4/22/2018
- Performed User Testing in QNA / PPD for **Archive FA Term** (Project 2)

Upcoming Milestones

- **Install Archive FA Term (Project 2) into PROD CSS – 5/13/2018**

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	Initialize																														
Cmplt	Project Planning	X	X	X																											
Cmplt	Project Kick-Off	X																													
	Analyze, Design, & Development																														
Cmplt	Perform Project Analysis			X	X	X																									
Cmplt	Create Functional Specification					X	X																								
Cmplt	Create Technical Specifications (Project 1)							X	X	X	X	X	X	X	X	X															
Cmplt	Perform Development / Unit Testing (Project 1)							X	X	X	X	X	X	X	X	X															
Cmplt	Perform Rework following User Testing (Project 1)																				X	X	X	X	X	X	X				
Cmplt	Create Technical Specifications (Project 2)																		X	X	X										
Cmplt	Perform Development / Unit Testing (Project 2)																		X	X	X										
	Test																														
Cmplt	Create Test Schedule/Cycles															X															
Cmplt	Create Test Scripts															X															
Cmplt	Perform User Testing (Project 1)																X	X	X	X	X	X		X	X	X	X				
Cmplt	Perform Issue Resolution & Tracking (Project 1)																X	X	X	X	X	X		X	X	X	X				
Cmplt	Perform User Testing (Project 2)																											X	X	X	
Cmplt	Perform Issue Resolution & Tracking (Project 2)																											X	X	X	
	Implement																														
Cmplt	Create Go-Live Plan																							X							
Cmplt	Update Knowledgebase																														
Cmplt	Implement Go-Live Plan (Project 1)																											★			
On Trk	Implement Go-Live Plan (Project 2)																														★

Winter Session Mods for GA Contracting

Project Status: GREEN

Monthly Summary – May 7, 2018

The Winter Session Modifications to GA Contracting project's objective is to update the custom web application and impacted processes to accommodate Winter Session Graduate Assistant contracting. Phase 2 development was completed a month early and user testing has begun. Both Student Employment Services and the Graduate College will work through their test scripts and provide feedback to ITS, mostly likely ahead of the mid-June testing deadline.

Past Month's Key Accomplishments

- Completed Phase 2 development

Upcoming Milestones

- User testing

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-5	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8	Jul-15	Jul-22	Jul-29
	Week Number	**1**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**
	Initialize																															
Cmplt	Project Planning	X																														
Cmplt	Develop Scope Document																															
Cmplt	Project Kick-Off																															
	Analyze, Design, & Development																															
Cmplt	Create Project Design/Specifications																															
Cmplt	Perform Development - Phase 1																															
Cmplt	Perform Development - Phase 2						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
	Test																															
Cmplt	Perform Testing - Phase 1		X																													
Cmplt	Perform Issue Resolution & Tracking - Phase 1		X																													
On Trk	Perform Testing - Phase 2																			X	X	X	X	X	X	X						
Nt Strtd	Perform Issue Resolution & Tracking - Phase 2																										X	X	X	X	X	
	Implement																															
Cmplt	Go-Live - Phase 1			★																												
Nt Strtd	Go-Live - Phase 2																															★

Winter Session Mods for Rec Well

Project Status: GREEN

Monthly Summary – May 7, 2018

The Winter Session Modifications for Recreation and Wellness project's objective is to review and update the existing interface into Rec Trac to accommodate the required changes due to adding Winter Session, including systematically assigning Rec passes to students who are taking Winter Session courses, however, removing passes from students who are taking traditional Spring semester courses without Winter Session classes. This project officially kicked-off in April and the high level Charter and Timeline were approved by Rec Well with development scheduled to start in early June.

Past Month's Key Accomplishments

- Project documentation completed and approved

Upcoming Milestones

- Development

Project Milestones

Status	Week Beginning (Sunday Date)	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8	Jul-15	Jul-22	Jul-29	Aug-5	Aug-12	Aug-19	Aug-26	Sep-2	Sep-9	Sep-16	Sep-23	Sep-30	Oct-7
	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
	Initialize																											
Cmplt	Project Planning	X	X																									
Cmplt	Project Kick-Off		X																									
	Analyze, Design, & Development																											
On Trk	Perform Project Analysis			X	X	X																						
On Trk	Develop Scope Document			X	X	X																						
Nt Strtd	Create Project Design/Specifications Requirements						X	X	X																			
Nt Strtd	Perform Development									X	X	X	X	X	X	X	X	X	X	X	X	X						
	Test																											
Nt Strtd	Create Test Scripts																				X	X						
Nt Strtd	Perform Testing																						X	X	X			
Nt Strtd	Perform Issue Resolution & Tracking																									X	X	X
	Implement																											
Nt Strtd	Implement Go-Live Plan																											★

Winter Session Mods for Faculty Contracting

Project Status: GREEN

Monthly Summary – May 7, 2018

The Winter Session Modifications to Faculty Contracting project's objective is to develop an electronic method of creating, signing, and approving faculty contracts for Winter session, similar to the process used in Summer semester. Technical development has continued this month, focusing on updates required to contract Faculty over Winter Session. Development is expected to wrap up before the end of June.

Past Month's Key Accomplishments

- OnBase and HCM development has continued

Upcoming Milestones

- Continued development
- User testing

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-26	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8	Jul-15	Jul-22	Jul-29	Aug-5	Aug-12	Aug-19	Aug-26
	Week Number	**1**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**	**40**
	Initialize																														
Cmplt	Project Planning	X																													
Cmplt	Develop Scope Document																														
Cmplt	Project Kick-Off																														
	Analyze, Design, & Development																														
Cmplt	Create Project Design/Specifications																														
On Trk	Perform Development		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X									
	Test																														
Nt Strtd	Perform Testing																						X	X	X	X					
Nt Strtd	Perform Issue Resolution & Tracking																										X	X	X	X	
	Implement																														
Nt Strtd	Go-Live																														★

Winter Session Mods for Student Financials

Project Status: GREEN

Monthly Summary – May 7, 2018

Beginning in January 2019, BGSU is adding an optional Winter Session within Spring Semester 2019 to provide additional and flexible academic opportunities for students to study abroad, conduct research, or take an additional class. The Bursar's Office has requested several new Equation Engine processes to correctly assess student fees for Spring Semester 2019 (with separate line item(s) for Winter Session) and avoid excess credit fees where appropriate. During the past month, we performed Non-Integrated testing in QNA for the new Winter Session Equation Engine processes. We also performed Integrated Testing in QNA between the Bursar's Office, Registration and Records, Student Financial Aid and FMS GL Accounting. On 5/1, Rhonda Montague asked to install this project into Production CSS earlier than originally planned (June 17, 2018 instead of Nov 18, 2018) so that the Equation Engines and Setup Tables could be copied from Production into Test environments as we refresh environments for future testing. See the revised Project Schedule below. The remaining integrated testing with other user offices (Housing, Dining, Student Health Insurance, and Parking and HR) was moved to a separate project that includes an "End to End" test for the entire Winter Session Program.

Past Month's Key Accomplishments

- Completed "Non-Integrated" Test in CSS92QNA 4-2 – 4/13
- Completed "Integrated" Test in CSS92QNA (SF, SR, SFA, FMS) 5/4

Upcoming Milestones

- User Testing in CSS92PPD – 5/21 – 6/15
- Implementation – 06/17/2018

Project Milestones

Status	Week Beginning (Sunday Date)	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17
	Week Number	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**
	Initialize																				
Cmplt	Project Planning																				
Cmplt	Project Kick-Off																				
Cmplt	Modelling - Winter Session Enrollment/Assessment	X																			
Cmplt	Modelling - Develop New Equation Engine(s)	X																			
	Analyze, Design, & Development																				
Cmplt	Perform Project Analysis																				
Cmplt	Develop Project Charter																				
Cmplt	Create Project Plan																				
Cmplt	Create Functional Specifications	X	X	X	X	X															
Cmplt	Perform Development / Unit Testing					X	X	X	X												
	Testing																				
Cmplt	Create Test Scripts																				
On Trk	User Testing in CSS92QNA									X	X	X	X	X	X						
Nt Strtd	Refresh CSS92PPD from Production															X					
Nt Strtd	User Testing in CSS92PPD																X	X	X	X	
	Implement																				
Nt Strtd	Create Go-Live Plan																X				
Nt Strtd	Implement Go-Live Plan																				★
Nt Strtd	Update Knowledgebase																				X

Winter Session Mods for Dining Services

Project Status: GREEN

Monthly Summary – May 7, 2018

The Winter Session Modifications for Dining Services project's objective is to develop a systematic process to accommodate meal plan and residence hall sign-up for BGSU's Winter Session. The project team has spent the previous weeks refining the project scope and finalizing a timeline. This project is highly dependent on the StarRez Cloud Move project, requiring flexibility while the details are being finalized. This past month, a draft scope and timeline were created and will be reviewed by members of Dining Services and Residence Life. Once approved, development resources will be assigned/begin working on the project.

Past Month's Key Accomplishments

- Project documents have been created

Upcoming Milestones

- Approval of project documentation
- Development

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13
	Initialize													
Cmplt	Project Planning/Kick-Off	X	X											
	Analyze, Design, & Development													
Cmplt	Create Project Design/Specifications Requirements		X	X	X	X								
On Trk	Review/Approve Project Documentation						X	X		X				
On Trk	Perform Configuration								X	X	X			
Nt Strtd	Perform Development								X	X	X			
Nt Strtd	Config/Developoment Placed into BB Transact										X	X		
	Test													
Nt Strtd	Perform Testing											X	X	
Nt Strtd	Issue Tracking/Resolution													
	Implement													
Nt Strtd	Go-Live													★

DRAFT - To Be Finalized This Month

Winter Session Program

Project Status: GREEN

Monthly Summary – May 7, 2018

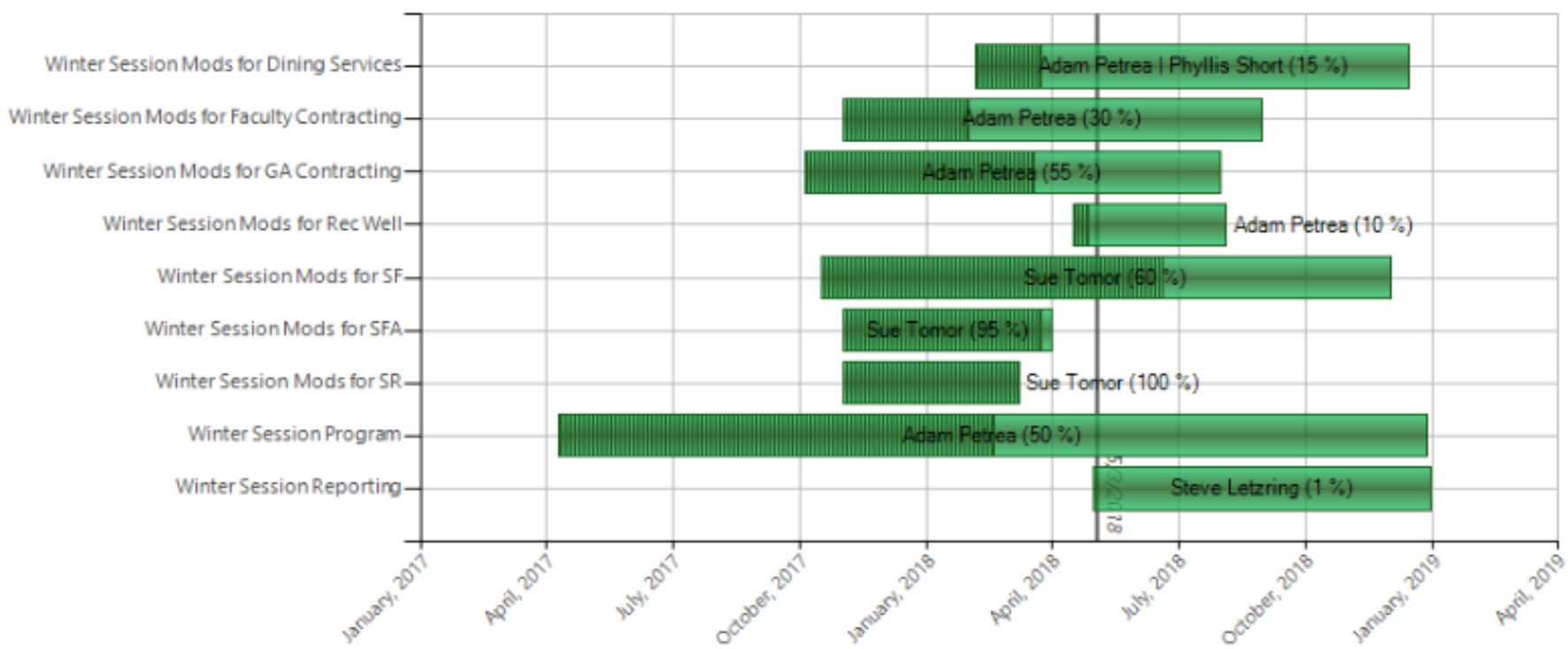
As part of BGSU's decision to create a new Winter Session between the Fall and Spring semester, ITS has been collaborating with a number of offices across campus to ensure that both new and existing business processes are built to accommodate the new session. There are now 8 active Winter Session projects that are required to produce the necessary system and business process changes. As the individual projects are being developed, tested, and put into Production, the wider Winter Session Program team is working to develop an integrated, end-to-end test plan to ensure that all Winter Session related changes and processes work as expected.

Past Month's Key Accomplishments

- Project scope and timeline for Winter Session Mods for Recreation and Wellness completed and approved
- The Winter Session Reporting project has begun, working primarily with the Controller's Office, to determine how Winter Session will be reported on at an institutional level

Upcoming Milestones

- The project team is working to define the scope and timing of the end-to-end tests
- We are working to coordinate the Dining Services project request with the Amazon Web Services and StarRez cloud upgrade



Business Process Reviews

Project Status: GREEN

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

- HR BPR – 11 recommendations, 0 complete
- Grants BPR – 32 recommendations, 20 completed
- CSS BPR – 1 recommendation, 0 complete

Upcoming Milestones

- HR BPR – Maxient implementation project complete
- HR BPR – RFP for enterprise wide training system
- Grants BPR – Multiple smaller project work
- Grants BPR – Start planning for Grants Portal
- CSS BPR – Review additional needs
- FA BPR – Vendor contracting

Project Milestones

Status	Week Beginning (Sunday Date)	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8	Jul-15	Jul-22	Jul-29	Aug-5	Aug-12	Aug-19	Aug-26	Sep-2	Sep-9	Sep-16	Sep-23	Sep-30	Oct-7	Oct-14	Oct-21	Oct-28	Nov-4	Nov-11	Nov-18	Nov-25	Dec-2	Dec-9
	Week Number	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102
	Initialize																																				
Cmplt	HR BPR - Consultant selection																																				
Cmplt	HR BPR - Current state review (Discovery)																																				
Cmplt	HR BPR - Research processes (Analysis)																																				
Cmplt	HR BPR - Proposal (Recommendation)																																				
On Trk	HR BPR - Enhancements (Implement Change)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Cmplt	Grants BPR - Consultant selection																																				
Cmplt	Grants BPR - Current state review (Discovery)																																				
Cmplt	Grants BPR - Research processes (Analysis)																																				
Cmplt	Grants BPR - Proposal (Recommendation)																																				
On Trk	Grants BPR - Enhancements (Implement Change)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Cmplt	CSS BPR - Consultant selection																																				
On Trk	CSS BPR - Current state review	x	x	x	x	x	x	x	x	x	x	x	x																								
Nt Strtd	CSS BPR - Research processes													x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
Nt Strtd	CSS BPR - Proposal																							x	x	x	x	x	x	x	x	x	x	x	x	x	x
On Trk	CSS BPR - Enhancements (Implement Change)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

BPR - Maxient HCM Interface

Project Status: GREEN

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

- Functional User Training Session Dates and Topics have been Set
- All Interface Testing has been Completed
- Maxient has approved the Configuration Packet and Letter Templates

Upcoming Milestones

- Interface will be migrated to Production CSS on May 13, 2018
- Complete communication configuration with imbedded links

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6
	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**
	Initialize																									
Cmplt	Project Planning	X	X	X	X																					
Cmplt	Design Solution		X	X	X																					
Cmplt	Project Kick-Off			X																						
	Analyze, Design, & Development																									
Cmplt	Finalize Technical Specs/Requirements		X	X	X	X	X	X	X	X	X															
Cmplt	Process Development				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Cmplt	Unit Test (DEV)						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Cmplt	QNA Migration/Configuration														X	X	X	X	X	X	X	X				
	Test																									
Cmplt	Setup Row Level and T/L Secuirty (QNA)								X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Cmplt	Delivered Process Configuration (QNA)								X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Cmplt	Testing/Defect Resolution (QNA)									X	X	X	X	X			X	X	X	X	X	X	X			
Cmplt	PPD Migration/Configuration																	X	X	X	X	X	X			
Cmplt	Testing/Defect Resolution (PPD)																			X	X	X	X			
	Implement																									
On Trk	Communication to Campus/Training																			X	X	X	X	X	X	X
On Trk	Production Configuration																					X	X	X	X	X
On Trk	Production Migration																									★
On Trk	Execute New Process																									X

Data Center Migration Project

Project Status: GREEN

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

ACI Project: 100% completion.
Data Center Interconnect Project: 100% completed.
Load Balancer/Content Switch Project: 100% completed.
Firewall Project: 100% completion.
New Servers Project: 100% completion.
Storage Project: 100% completion.
Physical Data Center Setup 100% completed
SPLUNK Project: 100% completed.
Application Migration: 52% completion.
Server Moves to Huntington: Activities on hold pending resolution to air conditioning and humidity issues at Huntington. 30% completion.

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

Upcoming Milestones

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

Replace and Enhance Student Scheduling Software

Project Status: GREEN

Monthly Summary – May 7, 2018

Schedule Builder v.2.0.3 was installed successfully on December 10th. Discussions have been re-opened with High Point Mobile, the Schedule Builder vendor, to develop a custom application for BGSU. After scope planning with High Point, functional leads from Registration and Records and Academic Advising met to discuss product design details. The team is now reconciling BGSU's needs and wants against the architectural and contractual possibilities of the desired timeline. The executive direction given is to have the software designed, built, and installed for usage in Fall 2018.

Past Month's Key Accomplishments

- Procurement: Price negotiations underway
- Procurement: Technical specifications under review

Upcoming Milestones

- Execute software contract to develop Degree Planner

Project Milestones

Status	Week Beginning (Sunday Date)	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8	Jul-15	Jul-22	Jul-29	Aug-5
	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
	Replace Student Scheduling Software																																			
Cmplt	Collect Requirements and Obtain Product																																			
Cmplt	Install Schedule Builder in DEV and Migrate to QNA																																			
Cmplt	User Acceptance Testing																																			
Cmplt	Migrate to PPD																																			
Cmplt	Schedule Builder Production Migration	★																																		
	Obtain Degree Planning Software																																			
Cmplt	Gather Software Requirements		X	X	X	X	X	X																												
At Rsk	Vendor Scoping and Negotiation								X	X	X	X	X	X	X	X	X	X	X																	
On Trk	Technical Development																			X	X	X	X	X	X	X	X	X								
Nt Strtd	Product Delivery																											★								
	Implement Degree Planning Software																																			
Nt Strtd	Install Product in DEV																											X								
Nt Strtd	Migrate to QNA																												X							
Nt Strtd	User Acceptance Testing																												X	X	X	X	X			
Nt Strtd	Migrate to PPD																																	X	X	
Nt Strtd	Go-Live - System in Production																																			★

Graduate Contracting App Upgrade

Project Status: YELLOW

Monthly Summary – May 7, 2018

The Graduate Contracting Application Upgrade project's objective is to streamline and update the existing Graduate Assistant contracting process in order to eliminate manual data updating/syncing and to increase reporting efficiency. While progress is being made on the final two web report library reports, this last portion of phase 3 development is running 3-4 weeks behind the initial schedule based on competing priorities and resource constraints. The project team expects to move one of the remaining reports into Production on May 10th, with the final report following near the end of May.

Past Month's Key Accomplishments

- WRL development continues
- User testing continues

Upcoming Milestones

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

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-15	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29
	Week Number	1	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
	Initialize																														
Cmplt	Project Planning/Kick-Off	X																													
	Analyze, Design, & Development																														
Cmplt	Create Project Design/Specifications Requirements	X																													
Cmplt	Perform Development - Delivery 1																														
Cmplt	Business Process Documentation																														
Cmplt	Perform Development - Delivery 2																														
At Rsk	Perform Development - Delivery 3		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
	Test																														
Cmplt	Perform Testing - Delivery 1																														
Cmplt	Testing Issue Resolution Delivery 1																														
Cmplt	Perform Testing - Delivery 2																														
Cmplt	Testing Issue Resolution Delivery 2																														
At Rsk	Perform Testing - Delivery 3						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
At Rsk	Testing Issue Resolution Delivery 3																		X	X	X	X	X	X	X	X	X	X	X	X	X
	Implement																														
Cmplt	Go-Live (Delivery 1)																														
Cmplt	Go-Live (Delivery 2)																														
At Rsk	Go-Live (Delivery 3)																														★

Adobe Campaign Email Solution

Project Status: YELLOW

Monthly Summary – May 7, 2018

The project involves implementing a new email campaign utility for BGSU called Adobe Campaign (AC). AC is a hosted application that is highly configurable. It will replace the home-grown email utility that Marketing and Communications has used for years to send bulk emails. After being unable to move forward with Adobe, we have moved to a new implementation partner. We recently kicked off the new engagement and have begun the process of reviewing our current environment.

Past Month's Key Accomplishments

- Complete ETL and Campaign testing
- Migrated ETL and CSS processes to production
- Vendor on-site for training/knowledge transfer

Upcoming Milestones

- Refresh Stage Environment
- Configure Marketing and IT accounts
- Send our first campaign (Zoom News)
- Close project

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3
	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	X																	
Cmplt	Project Kick-Off			X																			
	Analyze, Design, & Development																						
Cmplt	Review Current Setup of ACS			X	X	X																	
Cmplt	Update Data Workflows as needed					X	X	X															
On Trk	Develop Campaigns							X	X	X	X	X	X	X	X	X	X	X					
	Test																						
Cmplt	Test Data Import Process						X	X	X	X	X												
At Rsk	Test Subscription Center									X	X	X	X										
Cmplt	Test Camapgin Workflows									X	X			X	X		X	X					
Cmplt	Perform Issue Resolution & Tracking											X	X		X	X		X	X				
	Implement																						
Cmplt	Create Go-Live Plan				X	X	X	X	X														
On Trk	Knowledge Transfer							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
On Trk	Implement Go-Live Plan																						★

Agilon One Report Library

Project Status: GREEN

Monthly Summary – May 7, 2018

Reports are being designed for self-service use from the Web Report Library. The first report, the DOD self-service report, has been completed and is being implemented. Specifications are now being collected for a series of reports that will be created for additional departments across campus in accordance with the approved template used to create the DOD report.

Past Month's Key Accomplishments

- DOD report has been completed and training has been conducted
- Initial discussion for the requirements of additional reports has begun

Upcoming Milestones

- Receive requirements for the additional departmental reports
- Build additional reports within the Web Report Library in accordance with the standards established by the DOD report

When the requirements for Phase Two and Three are received, we will proceed with a new project time line and an appropriate end date for the remainder of the project.

Project Milestones

Status	Week Beginning (Sunday Date)	8-Oct	15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr	6-May	13-May	20-May	27-May	3-Jun	10-Jun	17-Jun	24-Jun	1-Jul
	Week Number	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
Cmplt	Phase one (DOD report)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	★																	
Cmplt	Collect Report Requirements																																							
Cmplt	Development	X	X	X	★																																			
Cmplt	Test Report				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																		
Cmplt	Implement Report																						★																	
On Trk	Phase Two (additional 2 reports)																													X	X	X								
Cmplt	Collect Report Requirements																													X	X	★								
On Trk	Development																															X	X	X	★	X	X	X	X	★
On Trk	Test Report																																			X	X	★		
Not Started	Implement Report																																					X	X	★
Not Started	Phase Three (additional 5 reports)																																X	X	X	X	X	X	X	★
Not Started	Collect Report Requirements																																X	X	★					
Not Started	Development																																		X	X	X	★		
Not Started	Test Report																																					X	★	
Not Started	Implement Report																																							★

Move Remaining Continuing Ed Contracts

Project Status: YELLOW

Monthly Summary – May 7, 2018

The Move Remaining Continuing Ed Contracts to OnBase project's objective to update the existing Continuing Education contract process to allow Firelands and the Ice Arena to contract electronically via OnBase, creating a consistent BGSU business process for all colleges/departments. The solution was completed, tested, and approved by 3 of the 4 departments required for sign-off. The Provost's Office raised a question related to the contracting language used for the past 2 years in Continuing Education contracts, prompting both HR and the Provost's Office for engage General Counsel for advice related to all Continuing Education contracts. The project team has paused their go-live procedures pending this review.

Past Month's Key Accomplishments

- Rework development has been completed

Upcoming Milestones

- General Counsel review of all Continuing Education contracts' language
- Potential changes depending on review findings

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-15	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29
	Week Number	**1**	**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																								
Cmplt	Project Kick-Off	X																								
	Analyze, Design, & Development																									
Cmplt	Perform Project Analysis	X																								
Cmplt	Create Project Design/Specifications Requirements	X																								
Cmplt	Perform Development		X	X	X	X																				
	Test																									
Cmplt	Create Test Scripts/Training Doucmentation					X	X																			
Cmplt	Develop Training						X	X																		
Cmplt	Perform Testing							X	X	X	X	X	X									X	X	X	X	
At Rsk	Perform Issue Resolution & Tracking													X	X	X	X	X	X	X	X	X	X	X	X	
	Implement																									
At Rsk	Project Go-Live																									★

NSC Interface Modifications

Project Status: GREEN

Monthly Summary – May 7, 2018

Registration and Records requested several changes to the National Student Clearinghouse (NSC) Enrollment Interface to maintain compliance with Federal Financial Aid Reporting. They requested changes to resolve data issues with Enrollment Status, Graduate Information, Foreign Addresses, and Program Data. In order to maintain more than 90% compliance as an institution, Registration and Records is making manual updates to the current NSC Interface to resolve the data issues. We need to modify the NSC Enrollment Interface to accurately report financial aid data to National Student Loan Data System (NSLDS) and avoid manual corrections to the interface file. During the past month, we completed all Development and Unit Testing. This development took 5 extra weeks to complete due to the complexity of the NSC Enrollment Interface program. Sue Lau approved the additional development time to complete all requested modifications. The project is currently in QNA for User Acceptance Testing but is in the queue behind HEI Reporting and Transcript testing. User Testing will be equally complex so Sue Lau has asked us to delay implementation until June 17.

Past Month's Key Accomplishments

- Completed CSS Development / Unit Testing – 4/27/2018
- Migrated Project to QNA for User Acceptance Testing – 5/3/2018

Upcoming Milestones

- User Acceptance Testing 5/14/2018- 06/14/2018
- Implementation in Production CSS – 06/17/2018

Project Milestones

Status	Week Beginning (Sunday Date)	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17
	Week Number	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
	Initialize																				
Cmplt	Project Planning																				
Cmplt	Project Kick-Off																				
	Analyze, Design, & Development																				
Cmplt	Perform Project Analysis																				
Cmplt	Develop Scope Document																				
Cmplt	Create Functional Specifications	X																			
Cmplt	Perform Development / Unit Testing		X	X	X	X	X	X	X	X	X	X	X	X	X						
	Test																				
Cmplt	Create Test Schedule/Cycles										X	X									
Cmplt	Create Test Scripts												X	X	X						
On Trk	Perform User Testing															X	X	X	X	X	
On Trk	Perform Issue Resolution & Tracking															X	X	X	X	X	
	Implement																				
Nt Strtd	Create Go-Live Plan																		X		
Nt Strtd	Perform Communications to campus																			X	
Nt Strtd	Implement Go-Live Plan																				★
Nt Strtd	Update Knowledgebase																				X

HEI Interfaces and Modifications

Project Status: GREEN

Monthly Summary – May 7, 2018

The Higher Education Information (HEI) System is a comprehensive relational database that includes student enrollment, course, financial aid, personnel, facilities, and financial data which is submitted by Ohio's colleges and universities. This data is used for a variety of purposes that include: reporting on higher education outcomes, funding formula, financial aid program support, policy analysis, and strategic planning. As of Fall Semester 2017, the Ohio Department of Higher Education released new File Layouts for several HEI Interfaces and BGSU needs to modify the following files: 1) AP – Academic Program, 2) AC – Alternative Credit, 3) CN – Course Enrollment, 4) CU – Credit Update, 5) DC – Degrees / Certificates Earned, 6) SE – Student Entrance, 7) SN – Student Enrollment and 8) ST – Course Sections Taught. In addition, we need to modify the corresponding point in time extracts (HEI DEMO and HEI CRSE) that are used when building the HEI Interface files. Registration and Records identified 2 additional HEI Interface Files that need to be modified to resolve outstanding issues: OC – Off Campus Course Sections and CI – Course Inventory.

Past Month's Key Accomplishments

- Completed Functional Spec Documentation (ST, DC) – 4/5/2018
- Completed Development (DEMO/CRSE AP CU CN DC OC SE SN ST)
- Started Development but still In-Progress (AC)
- Started User Testing but still In-Progress (DEMO/CRSE, SE, SN, DC)
- Installed HEI "AP" into Production CSS – 4/22/2018

Upcoming Milestones

- Finish Development and Unit Test (AC) – 4/30/2018
- Finish User Acceptance Test (DEMO/CRSE, SE, SN, DC) - 5/13/2018
- Finish User Acceptance Test (AC CU CN OC ST) – 6/14/2018
- Implementation into Production CSS – 06/17/2018

Project Milestones

Status	Week Beginning (Sunday Date)	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17
	Week Number	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Initialize																				
Cmplt	Project Planning																				
Cmplt	Project Kick-Off																				
	Analyze, Design, & Development																				
Cmplt	Perform Project Analysis	X	X																		
Cmplt	Create Project Charter	X	X	X																	
Cmplt	Create Project Design / Functional Specifications	X	X	X	X	X	X	X	X	X											
On Trk	Perform Development / Unit Testing		X	X	X	X	X	X	X	X	X	X	X	X	X	X					
	Test																				
Cmplt	Create Test Schedule/Cycles				X																
Cmplt	Create Test Scripts				X																
On Trk	Perform User Testing				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
On Trk	Perform Issue Resolution & Tracking				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Implement																				
Nt Strtd	Create Go-Live Plan																		X		
Nt Strtd	Implement Go-Live Plan																				★
Nt Strtd	Update Knowledgebase																				X

Automate Agilon One Access

Project Status: GREEN

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

- Completed build of workflow
- Created custom groups

Upcoming Milestones

- Test workflow
- Test group access
- Perform go-live plan

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3
	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	X																														
Cmplt	Project Kick-Off	X																														
	Analyze, Design, & Development																															
Cmplt	Design Automation workflow		X	X	X	X	X	X	X	X	x	x																				
Cmplt	Determine Group configuration		X	X	X	X	X	X	X	X	x	x																				
Cmplt	Build workflow												X	X	X	X	X	X	X	X	X	X	X									
Cmplt	Create custom groups												X	X	X	X	X	X	X	X	X	X	X									
	Test																															
On Trk	Test Workflow																							X	X	X	X	X	X	X		
On Trk	Test group access																							X	X	X	X	X	X	X		
	Implement																															
Nt Strtd	Create Go-Live Plan																														x	
Nt Strtd	Perform Communications to campus																															x
Nt Strtd	Implement Go-Live Plan																															★

Career Center - Handshake

Project Status: GREEN

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

- Amazon S3 File Transmission Process Created and Tested
- QNA testing completed by the Career Center Subject Matter Expert
- Career Center and Student Employment Staff Training Begun

Upcoming Milestones

- Documentation for CSS Auto-Sync Data Feed Process Testing by User
- Plan for migration to PPD
- Launch Student Process for Handshake with new Portal Links

Project Milestones

Status	Week Beginning (Sunday Date)	Jul-2	Aug-1	Aug-31	Sep-30	Oct-30	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
	Initialize																																		
Cmplt	Project Planning	X	X																																
Cmplt	Project Kick-Off		X																																
	Vendors																																		
Cmplt	Load Vendors from Symplicity		X							X																									
Cmplt	Set up Third Party Credit Card - Stripe		X								X																								
Cmplt	Set up the Job Fair and On Campus Events									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X									
On Hld	Launch Vendors																													X					
On Trk	Perform Issue Resolution & Tracking									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Students																																		
Cmplt	Determnine student attributes for the interface		X	X	X	X	X	X	X	X	X	X	X	X	X	X																			
Cmplt	Create Test student file				X	X	X	X	X	X	X																								
On Trk	Determine/Configure Transmission Method					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Cmplt	Submit and Confirm TEST student file to Handshake										X	X	X	X	X	X	X																		
Cmplt	Submit and Confirm FULL student file to Handshake													X	X	X	X	X	X	X	X	X	X	X	X										
Cmplt	Create and Test automated Student interface--DEV																			X	X	X	X	X	X	X	X	X	X	X	X				
Cmplt	Confirm automated interface--QNA																								X	X	X	X	X	X	X				
Cmplt	QNA Migration/Configuration																				X	X	X	X	X										
On Trk	Confirm automated interface--PPD																								X	X	X	X	X	X	X	X	X		
On Trk	PPD Migration/Configuration																									X	X	X	X	X	X	X	X	X	
Cmplt	Define security roles/ Cloud Assessment					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
On Trk	Launch Students																																X	X	
On Trk	Production Configuration																																X	X	
Nt Strtd	Production Migration																																	X	
On Trk	Perform Issue Resolution & Tracking																		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Technical																																		
Cmplt	Whitelist the Handshake addresses	X																																	
Cmplt	Connect SSO using CAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																		
Cmplt	Confirm SSO								X	X	X	X	X	X	X	X	X																		
On Trk	Add Career Center Staff and Train									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Nt Strtd	Project Completed																																	★	

Cisco CirQLive & Spark

Project Status: GREEN

Monthly Summary – May 7, 2017

The project is currently on schedule. We ran into a few issues with CirQLive integration into the WebEx production environment. We are currently working with Cisco to troubleshoot these issues. Testing has been completed and our stakeholders have signed off on the move to the production environment. The team has completed technical documentation and training videos. Face to face training will be built into already established WebEx training within the CFE as well.

Past Month's Key Accomplishments

- Completed Testing
- Finished Go-Live Plan
- Training materials have been created

Upcoming Milestones

- Implement Go-Live Plan
- Update Knowledgebase

Project Milestones

Status	Week Beginning (Sunday Date)	On Hold	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13
	Week Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Initialize																								
Cmplt	Project Planning	X																							
Cmplt	Project Kick-Off	X																							
	Analyze, Design, & Development																								
Cmplt	Create Project Design/Specifications Requirements	X	X	X	X																				
Cmplt	Develop Charter					X																			
Cmplt	SSO Intergration						X	X	X	X															
Cmplt	Install LTI Configuration into Canvas Test										X	X	X												
	Test																								
Cmplt	Create Test Schedule/Cycles													X	X										
Cmplt	Create Test Scripts													X	X										
Cmplt	Perform Testing															X	X	X	X	X	X				
Cmplt	Perform Issue Resolution & Tracking															X	X	X	X	X	X				
	Implement																								
Cmplt	Create Go-Live Plan																X	X	X						
Cmplt	Perform Communications to campus																					X			
Cmplt	Conduct Training																			X	X				
Off Trk	Implement Go-Live Plan																					X	X	X	X
On Trk	Update Knowledgebase																								★

HBO Go SSO and Apogee Interface

Project Status: GREEN

Monthly Summary – May 7, 2018

The Infrastructure team is already working on a single sign on integration with Apogee for HBO Go. Along with the single sign on, they will require a daily sftp file upload of the usernames of all students who live on campus. A custom interface to select all residential students for the current term, format the data needed for the HBO Go system (Apogee) and define a secure process to transmit the data. The ITS team has developed the backend data feed to Apogee from the CSS environment, successfully tested, and promoted the code to production on 3/4. The final steps of this project is to complete testing of the authentication sign-out process.

Past Month's Key Accomplishments

- Final validation for the file transmission process has been approved by the Apogee technical resource.
- BGSU is scheduled to be migrated to the HBO site based on successful testing.

Upcoming Milestones

- Apogee will migrate the SSO process to production in time for HBO's July QA sprint.
- Final smoke testing and soft launch production scheduled for May 18, 2018

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20
	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
	Initialize																										
Cmplt	Project Planning	X	X																								
Cmplt	Project Kick-Off			X																							
	Analyze, Design, & Development																										
Cmplt	Perform Project Analysis				X	X	X	X																			
Cmplt	Develop Scope Document					X	X	X																			
Cmplt	Create Project Design/Specifications Requirements						X	X	X																		
Cmplt	Perform Development								X	X	X	X	X														
	Test																										
Cmplt	Create Test Schedule/Cycles							X	X	X	X																
Cmplt	Create Test Scripts								X	X	X																
Cmplt	Perform Testing										X	X	X	X	X	X											
On Trk	Perform Issue Resolution & Tracking SSO												X	X	X	X	X	X	X	X	X	X	X	X	X		
	Implement																										
Cmplt	Create Production Go-live Plan														X												
Cmplt	Migration of Custom Interface to production															★											
Cmplt	Smoke testing of authentication sign-off																X	X	X	X	X	X	X	X			
On Trk	Update Knowledgebase																				X	X	X	X	X	X	★

Upgrade CBORD FSS

Project Status: GREEN

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

- Test Scripts have been executed successfully
- No issues reported with the Upgrade Version

Upcoming Milestones

- Upgrade the application
- Install the application on all desktops
- Test Handheld Devices with the Upgraded Application

Project Milestones

Status	Week Beginning (Sunday Date)	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
	Initialize																																
Cmplt	Project Planning								X	X	X	X	X	X	X																		
Cmplt	Project Kick-Off													X																			
	Analyze, Design, & Development																																
Cmplt	Build Test Environment																X	X	X	X	X	X	X	X	X	X							
Cmplt	Determine Interface Revisions									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X								
Cmplt	Configure Test Environment									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							
On Trk	Build Production Environment									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
On Trk	Configure Production Environment																							X	X	X	X	X	X	X	X	X	X
	Test																																
Cmplt	Create Testing Scripts													X	X	X	X	X	X	X	X	X	X										
On Trk	Configure Application on Dining Desktops																						X	X	X	X	X	X	X	X	X	X	X
On Trk	Perform Issue Resolution & Tracking																						X	X	X	X	X	X	X	X	X	X	X
	Implement																																
On Trk	Create Go-Live Plan																													X	X	X	X
Nt Strtd	Perform Communications to campus																															X	
On Trk	Conduct Training																														X	X	
Nt Strtd	Implement Go-Live Plan																															X	★

Enterprise Training System RFI

Project Status: GREEN

Monthly Summary – May 7, 2018

The Enterprise Training System RFI project's objective is to review the wider institutional needs of a University-wide training platform by gathering requirements and determining which vendors offer an appropriate solution/application. Four vendors have responded to the RFI, providing the team with confirmation that a number of acceptable systems exist. Pending confirmation of next steps, the team anticipates submitting an RFP, reviewing the responses, and selecting an ideal system for implementation.

Past Month's Key Accomplishments

- RFI responses received

Upcoming Milestones

- Final RFI evaluation
- Begin process of submitting the RFP
- Selection of system based on RFP responses

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13
	Initialize													
Cmplt	Project Planning/Kick-Off	X	X											
	Analyze, Design, & Development													
Cmplt	Create Project Design/Specifications Requirements		X	X	X									
Cmplt	Submit RFI/Vendors Respond					X	X							
On Trk	Evaluate Responses							X	X	X	X			
On Trk	Pursue RFQ if Required										X	X	X	
Nt Strtd	Final Vendor Selection													★

Graduate College Form Automation

Project Status: GREEN

Monthly Summary – May 7, 2018

The Graduate College Form Automation project's objective is to convert 20+ of the Graduate College's forms into electronic forms with automated workflows and archival into OnBase. The DocuSign vendor bug fixes were completed and the BGSU ITS team completed the development of the final five forms. The Graduate College has been testing these forms and anticipates approval in time to migrate them to production on May 10th.

Past Month's Key Accomplishments

- DocuSign bugs resolved
- Final 5 forms developed

Upcoming Milestones

- Final user testing
- Form go-live
- Project closure

Project Milestones

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

Cloud - StarRez 10.4

Project Status: GREEN

Monthly Summary – May 7, 2018

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 10.4. This version is a web-based platform and fully supported by the StarCare cloud.

Past Month's Key Accomplishments

- Completed testing scripts
- Created testing scripts

Upcoming Milestones

- Perform development – being completed by vendor
- Complete testing
- Go - live

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10
	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																						
Cmplt	Perform Project Analysis			X																			
Cmplt	Create Project Design/Specifications Requirements				X	X	X																
Off Trk	Perform Development						X	X	X	X	X	X	X	X									
	Test																						
Cmplt	Create Test Schedule/Cycles												X										
Cmplt	Create Test Scripts												X										
On Trk	Perform Testing												X	X	X	X	X	X	X	X			
Nt Strtd	Perform Issue Resolution & Tracking																			X	X		
	Implement																						
Nt Strtd	Create Go-Live Plan																				X	X	
Nt Strtd	Perform Communications to campus																					X	
Nt Strtd	Conduct Training																						X
Nt Strtd	Implement Go-Live Plan																						★

Electronic Transcripts

Project Status: GREEN

Monthly Summary – May 7, 2018

This project will establish the TranscriptsPlus service from Credentials Solutions to automate the ordering and processing of transcript requests, including outsourcing the printing and mailing of transcripts. This is a hosted, online application that will provide BGSU students and alumni with the ability to order transcripts onlilne 24 hours a day and 365 days a year. There will be an interface with PeopleSoft CSS in order to validate the record. This project is on schedule and trending green.

Past Month's Key Accomplishments

- CSS92QNA testing completed and migrated to CSS92PPD.
- Planned communications and started Campus Updates.
- Completed vendor training with the Reg and Records team.
- Prepared web site changes for Alumni and order status links and information.

Upcoming Milestones

- Complete CSS92PPD testing and approve for migration to PROD.
- Complete Website changes.
- Implement cutover plan.

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

Lenel Access Control

Project Status: GREEN

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

- Research: Campus Ops current-state process analysis underway
- Documentation: Campus Ops process flow documentation underway
- Research: Residence Life current-state process analysis underway
- Documentation: Residence Life process flow documentation underway

Upcoming Milestones

- May 31: Completion of current-state process mapping and documentation

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**
	Initialize and Design																							
Cmplt	Project Planning and Startup	X	X	X																				
Cmplt	Assemble Project Team			X	X																			
Cmplt	Project Kick-Off				X																			
Cmplt	Obtain Shared Administration Agreement					X	X	X	X															
	Research and Analysis																							
Cmplt	Research RFID Card Specifications				X	X	X																	
On Trk	Engage Lenel for Consultation				X	X	X	X	X	X	X	X	X	X										
On Trk	Conduct Current Process Documentation									X	X	X	X	X	X	X	X	X						
	Recommendations																							
Nt Strtd	Document Future-State Process Flows																		X	X	X	X	X	
Nt Strtd	Present Conclusions																							★

Create Financial Aid Reporting Environment

Project Status: GREEN

Monthly Summary – May 7, 2018

This project will replace the Noel Levitz system with in-house reporting capability. A Financial Aid ODS will be established and populated with data currently being sent to Noel Levitz. Reports will be created using Crystal Reports that mirror the information currently being provided by Noel Levitz.

Past Month's Key Accomplishments

- Defined all cells for report
- Completed initial table structure
- Began the development of sample reports
- Reverse engineered and verified RNL computations
- Finalized table design
- Built tables in ODS Test

Upcoming Milestones

- ETL initial load of archive data
- Move ETL jobs to Talend Enterprise Edition
- Test sample reports
- Initiate weekly cycle run

Project Milestones

Status	Week Beginning (Sunday Date)	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr	6-May	13-May	20-May	27-May	3-Jun	10-Jun	17-Jun	24-Jun	1-Jul	8-Jul	15-Jul	22-Jul	29-Jul	5-Aug
	Week Number	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69
Cmplt	Collect all RNL inputs	X	X	★																				
Cmplt	Develop and Test Sample Reports	X	X	X	X	X	★																	
Cmplt	Complete Table Design				X	X	X	X	★															
Cmplt	Build Schema in ODS Test	★																						
Cmplt	Build Tables in ODS Test								X	X	X	★												
Cmplt	Add STRM to Temp Table in CSS	X	X	X	X	X	★																	
On Trk	Establish ETL weekly run cycles											X	★											
On Trk	Initial load of archive data on desktop												X	X	★									
On Trk	Write reports in Crystal												X	X	X	X	★							
Cmplt	Establish Talend environment at Buckeye						X	X	X	X	X	X	X	X	X	X	★							
On Trk	Move ETL jobs to Talend Enterprise															X	X	X	★					
On Trk	Validate Report Data																X	X	X	★				
On Trk	Build Schema in ODS PRD						X	X	X	X	X	X	X	X	X	X	★							
Not Started	Migrate jobs and table definitions																			X	X	★		
Not Started	Migrate Reports to PRD																			X	X	★		
Not Started	Schedule reports to run in WRL																					X	X	★

Implement Faculty 180 Phase 2

Project Status: GREEN

Monthly Summary – May 7, 2018

Faculty 180 will unite faculty activity tracking, promotion, tenure, and other paper-based processes under one piece of software. This will create an efficiency for the University and standardize these business processes across colleges. Led from the academic side by PJ Mays, the College of Business has been selected for the 2017-18 academic year pilot, concluding Phase 1. Phase 2 will now complete the development of CSS and full HCM interfaces; all colleges will use Faculty180 for 2018-19 academic year. Finally, Phase 3 will provide for the decommissioning and archival of Digital Measures and the Cincinnati eRPT system.

Past Month's Key Accomplishments

- Testing: Completion of PPD testing
- Development: HCM and CSS interfaces moved to production
- Training: Faculty training sessions underway

Upcoming Milestones

- 8/30/18: Final training session

Project Milestones

Status	Week Beginning (Sunday Date)	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jul-22	Jul-29	Aug-5	Aug-12	Aug-19	Aug-26
	Week Number	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	44	45	46	47	48	49
	Initialization and Design																																	
Cmplt	Project Planning and Startup																																	
Cmplt	HCM Interface Data Mapping																																	
Cmplt	CSS Interface Data Mapping																																	
Cmplt	FMS Interface Data Mapping																																	
	Development & Testing																																	
Cmplt	Create SFTP Interface																																	
Cmplt	HCM Data Validation	X	X	X																														
Cmplt	Perform HCM Development				X	X	X	X	X	X	X	X																						
Cmplt	Perform FMS Development	X	X	X	X	X	X	X	X																									
Cmplt	FMS Data Validation									X	X	X	X																					
Cmplt	Perform CSS Development	X	X	X	X	X	X	X	X	X	X	X	X																					
At Rsk	QNA Testing													X	X	X	X	X	X	X														
On Trk	PPD Testing																	X	X	X														
	Implementation																																	
Nt Strtd	Go-Live																				★													
Nt Strtd	Faculty Training																			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

LiveText Pilot for the College of EDHD

Project Status: RED

Monthly Summary – May 7, 2018

The Spring pilot for the College of EDHD did not take place. The vendor is researching how to provide seamless integration from Canvas to LiveText/Watermark. If a solution can be found, then the pilot will take place in Fall 2018. This project is off schedule and a new schedule will need to be created, if we are able to proceed. ITS tasks associated with establishing SSO integration, development activities, and Canvas LTI setup have all been completed and we are ready to support the pilot.

Past Month's Key Accomplishments

- SSO is completed and issues have been resolved.
- Waiting on vendor to resolve Canvas / LiveText pass through that requires students to enter a Via password upon initial login.
- Pilot has been moved to Fall 2018 pending vendor resolution of integration.

Upcoming Milestones

- Participate in discussions with vendor to determine how to access Via without having the student enter a password upon initial login.

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**
	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										
	Test																				
Cmplt	Add LTI to Canvas Test							X													
Cmplt	Perform LTI and CSS92QNA/PPD Testing								X	X	X	X	X								
Off Trk	Perform Issue Resolution & Tracking								X	X	X	X	X	X	X	X					
	Implement																				
Cmplt	Migrate to LTI to Canvas Production										★										
Cmplt	Migrate development to CSS Production												★								
Nt Strtd	Update Knowledgebase															X					

EvaluationKIT University-Wide Course Evaluations

Project Status: GREEN

Monthly Summary – May 7, 2018

The project completed its first full pilot. Response rate was a fantastic 69.62%. A couple of features were requested by departments which will be implemented during the summer pilot. Otherwise the Spring pilot was viewed as a success. Communications were distributed outlining the mission and scope of the new service. Data collection for the Fall 2018 implementation is underway with a deadline of May 31st.

Past Month's Key Accomplishments

- Completed Spring 2018 pilot
- The outline of the new program was communicated by Dr. William Balzer to Department Chairs and Directors
- The Office of Academic Assessment requested information from Department Chairs and Directors needed setup for the Fall 2018 implementation

Upcoming Milestones

- Implement Summer 2018 pilot
- Identify processes for departmental and instructor access to data
- Identify future role for existing EvaluationKIT subaccounts

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8	Jul-15	Jul-22	Jul-29	Aug-5	Aug-12	Aug-19
	Week Number	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
	Initialize																																	
Cmplt	Project Planning																																	
Cmplt	Project Kick-Off																																	
	Analyze & Design																																	
Cmplt	Perform Project Analysis																																	
Cmplt	Develop Scope Document																																	
	Pilot Preparation																																	
Cmplt	Establish surveys																																	
Cmplt	Establish reporting hierarchy																																	
Cmplt	Final testing																																	
Cmplt	Identify participants for Fall 2017																																	
Cmplt	Create communication plan																																	
	Implement Pilot																																	
Cmplt	Communicate events and changes																																	
Cmplt	Prepare EvaluationKIT service																																	
Cmplt	Implement Spring 2018 Course Evaluations				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X															
On Trk	Review Spring 2018 pilot results								X	X	X	X	X	X	X	X	X	X	X	X	X													
On Trk	Implement Summer 2018 Course Evaluations																	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Nt Strtd	Review Summer 2018 pilot results																															X	X	X
	Production Phase																																	
On Trk	Review sub-account access																		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nt Strtd	Update Knowledgebase																														X	X	X	★

Annual Donor Reports - Phase 2

Project Status: GREEN

Monthly Summary – May 7, 2018

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

Past Month's Key Accomplishments

- 2st draft of new enhanced reports created and reviewed

Upcoming Milestones

- Development continues

Project Milestones

Status	Week Beginning (Sunday Date)	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10
	Week Number	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**
	Initialize																	
Cmplt	Project Planning																	
Cmplt	Project Kick-Off																	
	Analyze, Design, & Development																	
Cmplt	Perform Project Analysis																	
Cmplt	Develop Scope Document																	
Cmplt	Create Project Design/Specifications Requirements																	
On Trk	Perform Development	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Test																	
Nt Strtd	Create Test Schedule/Cycles																	X
Nt Strtd	Perform Testing																	
Nt Strtd	Perform Issue Resolution & Tracking																	
	Implement																	
Nt Strtd	Create Go-Live Plan																	
Nt Strtd	Conduct Training																	
Nt Strtd	Perform Communications to end users																	
Nt Strtd	Implement Go-Live Plan																	