Executive Sponsors Meeting
Major Project Updates

11/13/2017

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

Agenda

- Agilon One Report Library
- Donor Wall Technology*
- Graduate Curriculum Modification*
- ARTSC Test Scores from Perpetual Works*
- CSS 9.0 2018-2019 ISIR Patch *
- New WRL Report for Foundation*
- HCM 9.2 Get Current *
- Business Process Review
- Archive NORIS Police Data in OnBase
- AEM 6.3 Upgrade
- Fund balance interface FMS to One
- eCitation Software and Hardware Install
- OGC OnBase Implementation
- Graduate College Form Automation
- CSS 9.2 Upgrade
- FMS - PT 8.55.15 Security Patch
- Replace and Enhance Student Scheduling Software
- 25 Live Implementation
- EvaluationKit University-Wide Course Evaluation
- Pharos Upgrade
- Ohio eTutoring Collaborative Interface and SSO
- Student NonDegree Application Automation
- Graduate Contracting App Upgrade
- Falcon Club Analysis & Improvements
- Provost Performance Metrics
- Cisco CirQLive & Spark
- Adobe Campaign Email Solutions
- Career Center - Handshake
- Data Center Migration
- Implement Faculty 180 Phase 2
- Winter Session Program
- Modify Noel Levitz ERMS Interface

Agilon One Report Library

Project Status: GREEN

Monthly Summary – November 6, 2017

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

Past Month's Key Accomplishments

- Collected and verified requirements and outcomes for the DOD report
- Report has been developed in accordance with specifications
- Initial DOD report has been presented to advancement for testing and feedback

Upcoming Milestones

- DOD WRL report tested and validated by university advancement
- DOD WRL report is placed into Production and used by DODs
- Begin analysis and development of additional reports to be created from the WRL

Project Milestones

Status	Week Beginning (Sunday Date)	20-Aug	27-Aug	3-Sep	10-Sep	17-Sep	24-Sep	1-Oct	8-Oct	15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
On Trk	Phase one (DOD report)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	★																		
Cmplt	Collect Reoprt Requirements	X	X	★																																		
Cmplt	Development					X	X	X	X	X	X	★																										
On Trk	Test Report											X	X	X	X	X	X	X	X																			
Nt Strtd	Implement Report																			★																		
Nt Strtd	Phase Two (additional reports)																				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	★

Donor Wall Technology

Project Status: ★

Monthly Summary – November 6, 2017

A recognition wall (donor wall) will be located in the Bowen-Thompson Student Union, second floor. The site has been vetted by Capital Planning as an acceptable location. The physical wall will be comprised of installed panels and include high-definition touchscreen display. The "Donor Wall Technology" project will specifically deal with the digital sign development headed by our FourWinds Technology partner. We completed the development and final testing of the touchscreen solution. On October 10th the physical wall was installed along with the digital sign technology. Final smoke testing was completed by the team. The Donor Wall was unveiled at multiple events during homecoming week and was a success.

Past Month's Key Accomplishments

- UAT (User Acceptance Testing) of sign application and sign-off
- Mounting on physical wall Oct 10th
- Sign and Donor Wall unveiling during homecoming events October 12th and 13th

Upcoming Milestones

- Project Close-out with FourWinds vender scheduled for November 10th

Project Milestones

Status	Week Beginning (Sunday Date)	Owner	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
	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	Both	X	X																		
Cmplt	Project Kick-Off	FWI		X																		
Cmplt	Schedule Onsite Requirements & Design session	FWI		X																		
Cmplt	Completes Visual Communication Questionnaire	BGSU		X	X																	
	Information Gathering																					
Cmplt	Conducts Design Studio Session	FWI				X	X															
Cmplt	Creates Concept Statement	FWI				X	X	X														
Cmplt	Finalizes project timeline and rollout	Both					X	X	X													
Cmplt	Approves concept statement	BGSU						X	X	X	X	X	X	X	X	X						
	Build																					
Cmplt	Develop custom visual applications	FWI															X	X	X	X		
Cmplt	Complete functional and architectural QA of all apps	Both																		X	X	
Cmplt	Participate in application review call	Both																				
	Install																					
Cmplt	Implement FWI Infrastructure	FWI													X	X	X	X	X	X	X	
Cmplt	Complete visual communication network diagram	Both																	X	X	X	
Cmplt	Complete SQL server/Content Manager Install components	BGSU																	X	X	X	
	Educate / Closeout																					
Cmplt	Provide 4 hrs of remote training	FWI																			X	
Cmplt	Deliver project closout document confirming all deliverables	FWI																			X	X
Cmplt	Confirm all project deliverables have been accomplished	BGSU																				★

Graduate Curriculum Modification

Project Status: ★

Monthly Summary – November 6, 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 solution has been migrated to Production. Data conversion from the old system to the new was also completed and the new system is currently being used campus wide.

Past Month's Key Accomplishments

- Solution migrated to Production
- Data conversion completed

Upcoming Milestones

- Close project

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	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-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																							
Cmplt	Project Planning	X	X																					
Cmplt	Project 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							
	Test																							
Cmplt	Create Test Plan															X								
Cmplt	User Testing																X	X	X	X	X	X	X	
Cmplt	Perform Issue Resolution & Tracking																	X	X	X	X	X	X	
	Implement																							
Cmplt	Implement Go-Live Plan																							★

ARTSC Test Scores from Perpetual Works

Project Status: ★

Monthly Summary – November 6, 2017

The College of Arts and Sciences (ARTSC) requested an automated interface to load Foreign Language Placement Test Scores from WebCAPE Perpetual Works into PeopleSoft CSS. ARTSC plans to use these test scores as prerequisites for all foreign language courses starting with Spring Semester 2018 class registration. During the past month, we completed our User Acceptance Testing in CSSQNA and CSSPPD and installed this interface into Production CSS on Sunday 10/08/2017. After implementation, client successfully uploaded Historical Foreign Language Test Scores (from 06/01/2016 – current date) into Production CSS and scheduled the job to run on a daily basis at 6am to load additional Foreign Language Placement Test Scores from Perpetual Works. Client also verified student test scores in PeopleSoft CSS match test scores from Perpetual Works.

Past Month's Key Accomplishments

- Completed User Acceptance Testing in CSSQNA and CSSPPD – 10/6
- Installed Project into Production CSS – Sunday 10/08/2017
- Loaded Historical Test Scores into Production CSS – 10/09
- Scheduled Perpetual Works Test Score Load on daily basis – 10/9

Upcoming Milestones

- None

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	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
	Week Number	1	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	Perform Project Analysis		X	X	X	X	X																	
Cmplt	Develop Project Charter - Scope Document					X	X	X	X															
Cmplt	Create Functional Specification								X	X	X	X												
Cmplt	Perform Development / Unit Testing / Rework																X	X	X	X	X	X		
	Test																							
Cmplt	Create Test Schedule/Cycles												X											
Cmplt	Create Test Scripts												X											
Cmplt	Perform Testing																					X	X	
Cmplt	Perform Issue Resolution & Tracking																					X	X	
	Implement																							
Cmplt	Create Go-Live Plan																						X	
Cmplt	Perform Communications to campus																						X	
Cmplt	Update Knowledgebase																						X	
Cmplt	Implement Go-Live Plan																							★

CSS 9.0 2018-2019 ISIR Patch

Project Status: ★

Monthly Summary – November 6, 2017

We need to install CSS 9.0 2018-2019 ISIR Patch to process new Federal Student Aid Applications for 2018-2019 Aid Year. BGSU has already started to receive several new 2018-2019 ISIR files from Central Processing System (CPS). However, the ISIR Patch must be installed before Student Financial Aid can start uploading the new 2018-2019 ISIR files into PeopleSoft CSS. During the past month, we installed the ISIR Patch 23297311 into PeopleSoft CSS 9.0. We reviewed compare reports and determined that no additional BGSU Rework was required for this patch. John Eggenton submitted additional security items that must be added for several aid year specific items delivered with this patch. We migrated the patch into CSSQNA and CSSPPD, applied additional security access, and performed user acceptance testing the first week of October. This project was successfully installed into Production CSS on 10/8/2017.

Past Month's Key Accomplishments

- Downloaded 2018-2019 ISIR Patch into DMO, DEV, QNA, and PPD
- Applied additional SFA Security for 2018-2019 Aid Year
- Performed User Acceptance Testing in CSSQNA and CSSPPD
- Successfully installed project into Production CSS 9.0 on 10/08/2017.

Upcoming Milestones

- None

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	Sep-17	Sep-24	Oct-1	Oct-8
	Week Number	1	29	30	31	32
	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		
	Test					
Cmplt	Create Test Schedule/Cycles				X	
Cmplt	Create Test Scripts				X	
Cmplt	Perform Testing			X	X	
Cmplt	Perform Issue Resolution & Tracking			X	X	
	Implement					
Cmplt	Create Go-Live Plan				X	
Cmplt	Update Knowledgebase				X	
Cmplt	Implement Go-Live Plan					★

New WRL Report for Foundation

Project Status: ★

Monthly Summary – November 6, 2017

This past month the reports moved into production.

Past Month's Key Accomplishments

- New reports moved into production

Upcoming Milestones

Project Milestones

Status	Week Beginning (Sunday Date)	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15
	Week Number	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
	Initialize																									
Cmplt	Project Planning																									
Cmplt	Project Kick-Off																									
	Analyze & Design																									
Cmplt	Report Formats identified																									
Cmplt	Report Format Layouts																									
Cmplt	Project Charter																									
Cmplt	Agresso Historial Import																									
	Development																									
Cmplt	Report Formats Created	X																								
Cmplt	Report Format Validation		X	X	X	X	X	X	X	X	X															
Cmplt	Report Format Rework											X	X	X	X	X	X	X								
Cmplt	Executive Sponsor Review/Rework																		X	X	X	X	X			
	Implement																									
Cmplt	Create Go-Live Plan																						X	X	X	X
Cmplt	Conduct Training																								X	X
Cmplt	Implement Go-Live Plan																									★

HCM 9.2 Get Current Project

Project Status: ★

Monthly Summary – November 6, 2017

The HCM 9.2 Get Current and PeopleTools 8.55 upgrade took place over the weekend of October 13-14. The move to production was relatively quiet, with small issues creating an overall delay of 60 minutes in the original 17 hour schedule. These issues were resolved before moving forward with each phase. During post-go-live support, minor problems were discovered that are now either fixed or scheduled for resolution in upcoming migrations. BGSU's HCM implementation will be supported by Oracle through 2018.

Past Month's Key Accomplishments

- Move to Production: Cutover activities complete
- Support: Transferred to production support

Upcoming Milestones

- Project Closed

Project Milestones

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

Business Process Reviews

Project Status: GREEN

Monthly Summary – November 6, 2017

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

Past Month's Key Accomplishments

- HR BPR – 11 recommendations, 0 complete
- Grants BPR – 20 recommendations, 12 completed
- CSS BPR – 1 recommendation, 0 complete
- CSS BPR – consultant selection

Upcoming Milestones

- HR BPR – Maxient implementation to start
- Grants BPR – 12 Recommendation reviews to complete
- CSS BPR – Consultant selection to complete
- CSS BPR – Tuition Guarantee to start

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-1	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25
	Week Number	**1**	**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**	**64**	**65**
	Initialize																																			
Cmplt	HR BPR - Consultant selection	x																																		
Cmplt	HR BPR - Current state review (Discovery)																																			
Cmplt	HR BPR - Research processes (Analysis)																																			
Cmplt	HR BPR - Proposal (Recommendation)																																			
Nt Strtd	HR BPR - Enhancements (Implement Change)																			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)		x	x	x																															
On Trk	Grants BPR - Proposal (Recommendation)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	☆																		
On Trk	Grants BPR - Enhancements (Implement Change)										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
On Trk	CSS BPR - Consultant selection		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x																	
Nt Strtd	CSS BPR - Current state review (Discovery)																								x	x	x	x	x	x	x	x	x	x	x	x
Nt Strtd	CSS BPR - Research processes (Analysis)																																x	x	x	x
Nt Strtd	CSS BPR - Proposal (Recommendation)																																		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

Archive NORIS Police Data

Project Status: GREEN

Monthly Summary – November 6, 2017

The OnBase solution for the NORIS archive has been designed and approved by the BGSU Police Department. Due to difficulties obtaining data from NORIS, BGSU was allowed a free extension to our contract until November 10th. Training classes have been held for BGSU PD records and dispatch staff, with changes processed based on their feedback. The final database will be archived into the OnBase production system prior to NORIS's cutoff. Afterwards, functionality to allow court-ordered expungements will be designed and tested through OnBase test and production systems.

Past Month's Key Accomplishments

- Development: Schema analysis complete
- Development: OnBase solution complete
- Training: Training classes complete
- Testing: OnBase solution tested and approved

Upcoming Milestones

- 11/8/17: Migration to OnBase production
- 11/10/17: Removal of NORIS access
- 11/30/17: Implementation of expungement protocol

Project Milestones

Status	Week Beginning (Sunday Date)	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Initialization																
Cmplt	Project Planning and Startup	X	X														
Cmplt	Create Project Charter		X	X													
	Development & Testing																
Cmplt	Obtain Sample NORIS Database		X	X													
Cmplt	Develop and Demo OnBase Solution			X	X	X	X	X									
Cmplt	Obtain Design Signoff							X									
Cmplt	Move to TEST							X									
Cmplt	User Acceptance Testing								X	X	X	X					
	Implementation																
Cmplt	Switch NORIS to Read-only								X	X							
Cmplt	Obtain Final NORIS Database										X						
On Trk	Go-Live													★			
Nt Strtd	Add Expungement Functionality														X	X	X
On Trk	Complete Decommissioning Procedure				X	X								X	X	X	

AEM 6.3 Upgrade

Project Status: GREEN

Monthly Summary – November 6, 2017

The Adobe AEM (Adobe Experience Manager) upgrade project will upgrade AEM from version 6.1 to the latest release of version 6.3. This upgrade will allow BGSU to remain in agreement with our Managed Services Agreement with Adobe that requires us to be within 2 major releases to remain supported. ITS will work closely with Marketing & Communications to test the upgrade. The go live is scheduled for November 30, 2017. The project is currently trending green.

Past Month's Key Accomplishments

- Completed QNA testing and issue resolution.
- Adobe created the production environment and the team is working with vendor to ensure proper setup and functionality.
- Due to the delay in the start of testing and issues with the production environment setup, the project go live was moved to November 30.

Upcoming Milestones

- Complete PRD testing and issue resolution.
- Prepare for go live.
- Perform Communications.

Project Milestones

Status	Week Beginning (Sunday Date)	Jun-12	Jun-19	Jun-26	Jul-3	Jul-10	Jul-17	Jul-24	Jul-31	Aug-7	Aug-14	Aug-21	Aug-28	Sep-4	Sep-11	Sep-18	Sep-25	Oct-2	Oct-9	Oct-16	Oct-23	Oct-30	Nov-6	Nov-13	Nov-20	Nov-27
	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	X																				
Cmplt	Project Kick-Off			X																						
	Analyze, Design, & Development																									
Cmplt	Establish Test Instance		X	X						X	X	X	X													
Cmplt	Reapply Customizations									X	X	X	X													
Cmplt	Establish Test SSO											X	X	X												
	Test																									
Cmplt	Update Test Scripts									X	X	X														
Cmplt	Perform QNA Testing											X	X													
Cmplt	Perform QNA Issue Resolution & Tracking											X	X													
On Trk	Perform PPD Testing																				X	X	X	X	X	
On Trk	Perform PPD Issue Resolution & Tracking																				X	X	X	X	X	
	Implement																									
On Trk	Arrange Cutover with Adobe																					X				
Nt Strtd	Perform Communications to Campus of SSO Change																							X	X	
Nt Strtd	Implement Go-Live Plan																								X	★
Nt Strtd	Update Knowledgebase																									X

Fund balance interface FMS to ONE

Project Status: GREEN

Monthly Summary – November 6, 2017

This project is currently in the development stage. PeopleSoft FMS developer with the support of WRL staff have the logic needed to produce the required balance information. University Advancement and the ITS Auxiliary team are currently designing the integrated process to get the balance information into Agilon ONE. The go-live date has been moved from 11/19/17 to 12/17/17.

Past Month's Key Accomplishments

- FMS and WRL group have designed a working model
- File layout has been determined
- UA and Auxiliary team have customized the 'Fund' screen in the Agilon ONE DEV environment to hold the new balance information

Upcoming Milestones

- Mock-up of file to begin testing on the Agilon\Import side week of 11/6
- Roll out initial tests to Controller's office week of 11/13

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
	Initialize																																										
Cmplt	Project Planning	X	X												X	X	X	X	X	X	X	X																					
Cmplt	Project Kick-Off		X																				X																				
	Analyze, Design, & Development																																										
Cmplt	Perform Project Analysis		X	X	X	X	X	X																																			
Cmplt	Develop Scope Document				X	X	X	X	X	X	X	X																															
Cmplt	Create Project Design/Specifications Requirements												X	X	X	X	X	X	X																								
On Trk	Perform Development																			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							
	Test																																										
On Trk	Create Test Schedule/Cycles																																		X	X	X	X					
On Trk	Create Test Scripts																																		X	X	X	X					
On Trk	Perform Testing																																		X	X	X	X	X				
On Trk	Perform Issue Resolution & Tracking																																		X	X	X	X	X	X	X		
	Implement																																										
Nt Strtd	Create Go-Live Plan																																						X	X			
Nt Strtd	Perform Communications to campus																																						X	X			
Nt Strtd	Conduct Training																																						X	X	X	X	
Nt Strtd	Implement Go-Live Plan																																										★

eCitation Software and Hardware Install

Project Status: YELLOW

Monthly Summary – November 6, 2017

After repeated attempts to reach out to the vendor, the BGSU PD was able to receive a reasonable response. Technical questions have been answered, leaving the project team hopeful for a successful completion. We have agreed upon a new completion date of Dec. 15th however we will make our best effort for a date earlier.

Past Month's Key Accomplishments

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

Upcoming Milestones

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

Project Milestones

Status	Week Beginning (Sunday Date)	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Initialize															
Cmplt	Project Planning	X														
Cmplt	Project Kick-Off		X													
	Analyze, Design, & Development															
Cmplt	Perform Project Analysis			X												
Cmplt	Develop Scope Document			X												
Cmplt	Create Project Design/Specifications Requirements					X										
On Trk	Perform Development									X						
	Test															
Nt Strtd	Create Test Schedule/Cycles															
Nt Strtd	Create Test Scripts															
Nt Strtd	Perform Testing															
Nt Strtd	Perform Issue Resolution & Tracking															
	Implement															
Nt Strtd	Create Go-Live Plan															
Nt Strtd	Perform Communications to campus															
Nt Strtd	Conduct Training															
Nt Strtd	Implement Go-Live Plan															
Nt Strtd	Update Knowledgebase															★

OGC OnBase Implementation

Project Status: GREEN

Monthly Summary – November 6, 2017

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

Past Month's Key Accomplishments

- Started user testing his solution

Upcoming Milestones

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

Project Milestones

Status	Week Beginning (Sunday Date)	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3
	Week Number	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
	Initialize																															
Cmplt	Planning	X	X																													
Cmplt	Design		X																													
	Analyze, Design, & Development																															
Cmplt	Create workflow integration docs		X	X																												
Cmplt	Workout integrations with current process				X																											
Cmplt	Configure Studio WF				X	X																										
Cmplt	Unity Development					X	X	X	X	X																						
	Test																															
On Trk	User Testing																							X	X							
Nt Strtd	Defect Resolution																							X	X	X	X					
Nt Strtd	User Testing Round 2																									X	X	X	X			
Nt Strtd	Defect Resolution Round 2																												X	X	X	
	Implement																															
Nt Strtd	Go-Live																															★

Graduate College Form Automation

Project Status: GREEN

Monthly Summary – November 6, 2017

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. As of this date, 13 forms have been developed and moved into Production. There are two more rounds of forms to be developed; the first group has been started and the final group includes forms that cannot be developed until the vendor (DocuSign) fixes two bugs we discovered during this project.

Past Month's Key Accomplishments

- 10 additional forms moved into Production (total of 13)
- First forms submitted into Production by students/staff

Upcoming Milestones

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

Project Milestones

Status	Week Beginning (Sunday Date)	May-7	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
	Initialize																																		
Cmplt	Project Planning	X	X																																
Cmplt	Project Kick-Off		X																																
	Analyze, Design, & Development																																		
Cmplt	Perform Project Analysis		X	X	X	X																													
Cmplt	Create Project Design/Specifications Requirements		X	X	X	X																													
On Trk	Perform Development						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Test																																		
On Trk	Perform Testing									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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	
	Implement																																		
On Trk	Implement Go-Live Plan																					★		★		★		★			★				★

CSS 9.2 Upgrade

Project Status: GREEN

Monthly Summary – November 6, 2017

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

Past Month's Key Accomplishments

- **Environment:** Completed PPD build; started Mock
- **Development:** Resolved issues from end user testing; completed development identified during testing; started preparing for go-live activities.
- **Testing:** PPD testing started. Issues resolution performed. There are currently 10 Open and 4 in User Testing.

Upcoming Milestones

- Complete PPD functional testing.
- Complete technical Mock.
- Continue to develop Go Live and Resource plans.
- Final preparations for Go Live weekend.

Project Milestones

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

FMS 8.55.19 Security Patch

Project Status: GREEN

Monthly Summary – November 6, 2017

Oracle has released a security patch that needs to be applied to all PeopleSoft environments. The security patch has already been tested and migrated into CSS and HCM, and this project will apply the patch to FMS. The upgrade will begin October 2, 2017 and the patch will be migrated into production November 19, 2017.

Past Month's Key Accomplishments

- Stopped testing in QNA during the first week and received approval to install 855.19 which was just released (instead of 8.55.17).
- Created a new testing schedule.
- Completed the 1 development rework item.
- Weekly team meeting with technical and functional team.
- Functional review of testing scripts started.

Upcoming Milestones

- Continue Functional user testing in FMS92QNA.
- Continue Functional modification of test scripts for security patch testing.
- Perform issues resolution.

Project Milestones

Status	Week Beginning (Sunday Date)	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Initialize														
Cmplt	Project Planning	X	X	X	X	X									
Cmplt	Project Kick-Off		X												
	Analyze, Design, & Development														
Cmplt	Refresh FMS92DEV		X												
On Trk	Perform Development Rework			X			X								
	Test														
Cmplt	Create Test Schedule/Cycles			X	X			X	X						
On Trk	Modify Test Scripts			X	X	X	X	X	X	X					
Nt Strtd	Perform Testing					X	X	X	X	X	X	X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking					X	X	X	X	X	X	X	X	X	
	Implement														
Nt Strtd	Plan Go-Live													X	
Nt Strtd	Perform Communications to campus														X
Nt Strtd	Migrate to Production														★
Nt Strtd	Update Knowledgebase														x

Replace and Enhance Student Scheduling Software

Project Status: GREEN

Monthly Summary – November 6, 2017

With the receipt of Schedule Builder v.2.0.3, all architectural concerns which ITS felt posed an unnecessary risk to our PeopleSoft implementation have been addressed. The product has been migrated to CSS92QNA for functional evaluation of this version, which will move to production with the CSS upgrade on 12/9/17. Some issues have been discovered, with one remaining that does not have a fix supplied by the vendor. A resolution is expected in time to make the intended delivery date. This will be followed by resumption of product design on the software for four-year degree planning. The schedule for implementation of that new software will be determined at a later date.

Past Month's Key Accomplishments

- Environment: v.2.0.3 installed in CSS92QNA
- Testing: QNA functional testing nearing completion
- Testing: Issues resolution nearing completion

Upcoming Milestones

- 11/13/17: Sponsor's Review
- 11/17/17: Completion of CSS92QNA testing
- 12/9/17: Schedule Builder Go-Live

Project Milestones

Status	Week Beginning (Sunday Date)	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10
	Week Number	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
	Replace Student Scheduling Software																																			
Cmplt	Collect Requirements and Obtain Product																																			
Cmplt	Install Schedule Builder in DEV and Migrate to QNA							X	X			X	X	X	X	X	X	X	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	X	X	X	X	X	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																																			
On Hld	Vendor Scoping and Negotiation	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)																																			

25 Live Implementation

Project Status: GREEN

Monthly Summary – November 6, 2017

This past month, training continued for the 25Live reporting user group. Upon completion of a training session, users are invited to use the test system before attending an onboarding session.

Training continues and the project is trending green.

Past Month's Key Accomplishments

- Reporter training continues
- Training Documentation finished.

Upcoming Milestones

- Training Continues

Project Milestones

Status	Week Beginning (Sunday Date)	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19
	Week Number	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
	Initialize																				
Cmplt	Project Planning																				
Cmplt	Project Kick-Off																				
	Analyze, Design, & Development																				
Cmplt	Review of Current State																				
Cmplt	Database Cleanup																				
Cmplt	Database Snapshot																				
Cmplt	R25i Test Environment Build																				
Cmplt	R25i Reports																				
Cmplt	R25i Data Collection (HEI)																				
Cmplt	25Live Configuration																				
On Trk	25Live Training (Core)				X	X	X	X	X	X	X	X	X	X	X	X					
On Trk	25Live Training (BGSU)				X	X	X	X	X	X	X	X	X	X	X	X					
On Trk	25Live Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Test																				
Cmplt	R25i User Testing																				
Cmplt	R25i Report Testing																				
Cmplt	WebViewer Testing																				
Cmplt	Schedule25 Testing																				
Cmplt	25Optimizer Testing	X	X	X																	
Cmplt	25Live User Testing	X	X	X																	
On Trk	25Live Report Testing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Implement																				
Cmplt	Create R25i Go-Live Plan																				
Cmplt	Implement R25i and CSS Interface																				
Nt Strtd	Create 25Live Go-Live Plan																				
Nt Strtd	Implement 25Live Go-Live Plan																				

EvaluationKIT University-Wide Course Evaluations

Project Status: GREEN

Monthly Summary – November 6, 2017

Test project was executed with the planned configuration for the fall pilot. Four issues were then identified and reviewed with the vendor. One of the issues will require custom reporting. Another will require that the project be setup by 15th day to ensure timely delivery of the surveys. In November we are preparing the setup of the production account for the fall pilot.

Past Month's Key Accomplishments

- Successfully executed a test project
- Reviewed issues with the vendor

Upcoming Milestones

- Complete setup of the main BGSU EvaluationKIT account
- Build surveys for fall pilot
- Deploy project for fall pilot

Project Milestones

Status	Week Beginning (Sunday Date)	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	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																																	
Cmplt	Project Kick-Off	X																																	
	Analyze & Design																																		
Cmplt	Perform Project Analysis		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																		
Cmplt	Develop Scope Document										X	X	X	X	X	X																			
	Pilot Preparation																																		
Cmplt	Establish surveys														X	X	X	X	X	X	X	X													
Cmplt	Establish reporting hierarchy																	X	X	X	X	X													
Cmplt	Final testing																		X	X	X	X													
Cmplt	Identify participants for Fall 2017															X	X	X	X	X	X	X													
Cmplt	Create communication plan															X	X	X	X	X	X	X													
	Implement Pilot																																		
On Trk	Communicate events and changes															X	X	X	X	X	X	X	X	X	X										
On Trk	Prepare EvaluationKIT service																			X	X	X	X	X	X										
On Trk	Implement Fall 2017 course evaluations																									X	X	X	X						
Nt Strtd	Review pilot results																													X	X	X	X	X	
Nt Strtd	Update EvaluationKIT for Spring 2018 phase																																X	X	X
Nt Strtd	Commence communication planning for Spring 2018																																X	X	X
Nt Strtd	Update Knowledgebase																																	X	★

Pharos Upgrade

Project Status: GREEN

Monthly Summary – November 6, 2017

This project will be the combination of upgrading our current Pharos environment to 9.0 sp2 and migrating the servers to Buckeye. The pharos project is currently on schedule and tracking to complete by the end of 2017.

Past Month's Key Accomplishments

- Completed the creation of Go-Live plan
- Completed Training

Upcoming Milestones

- Complete testing
- Complete configuration of production 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																																			
Cmplt	Configure Test Environment					X	X	X	X																															
Cmplt	Build Production Environment									X	X	X	X	X	X	X	X	X	X	X	X	X	X																	
On Trk	Configure Production Environment																							X	X	X	X	X	X	X	X	X	X	X	X	X				
	Test																																							
Cmplt	Create Testing Scripts	X	X	X	X	X	X	X	X	X																														
On Trk	Perform Testing in Test Environment										X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
On Trk	Identity Management Testing										X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
On Trk	Perform Issue Resolution & Tracking																	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
	Implement																																							
Cmplt	Create Go-Live Plan																															X	X	X	X					
Nt Strtd	Perform Communications to campus																																						X	
Cmplt	Conduct Training																																					X	X	
Nt Strtd	Implement Go-Live Plan																																						X	★

Ohio eTutoring Collaborative Interface and SSO

Project Status: GREEN

Monthly Summary – November 6, 2017

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

Past Month's Key Accomplishments

- Security: SSO linkage moved to production
- Development: CSS query planning underway
- Testing: Student view testing begun

Upcoming Milestones

- 11/27/17: Test CSS student list query

Project Milestones

Status	Week Beginning (Sunday Date)	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Initialization																					
Cmplt	Project Planning and Startup	X	X	X																		
Cmplt	Conduct DiscoverY with Vendor			X	X	X	X															
	Development & Testing																					
Cmplt	Configure SSO for TEST			X	X	X	X															
At Rsk	Develop CSS Student List Query						X	X	X	X	X	X	X									
On Trk	Obtain CSS Query Access										X	X	X	X								
Nt Strtd	Upload Student Lists to TEST												X	X	X	X						
Nt Strtd	Verify TEST eTutoring functionality															X	X	X	X	X	X	
	Implementation																					
Cmplt	Configure SSO for PROD																		X	X	X	
Nt Strtd	Upload Student Lists to PROD																			X	X	
Nt Strtd	Go-Live																					★

Student NonDegree Application Automation

Project Status: GREEN

Monthly Summary – November 6, 2017

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

Past Month's Key Accomplishments

- Development: Webforms and OnBase workflow complete
- Testing: Approval review of design templates underway

Upcoming Milestones

- 11/13/17: Beginning of user testing

Project Milestones

Status	Week Beginning (Sunday Date)	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17
	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
	Initialization																										
Cmplt	Project Planning and Startup	X	X	X	X	X																					
Cmplt	Create Project Charter		X	X																							
	Development & Testing																										
Cmplt	Obtain Workflow Documents		X	X																							
Cmplt	Develop Graduate Webform						X	X	X	X	X	X	X	X	X	X	X	X	X								
Cmplt	Develop Undergraduate Webform						X	X	X	X	X	X	X	X	X	X	X	X	X								
Cmplt	Develop Graduate OnBase Workflow						X	X	X	X	X	X	X	X	X	X	X	X	X								
Cmplt	Develop Undergraduate OnBase Workflow						X	X	X	X	X	X	X	X	X	X	X	X	X								
On Trk	Obtain Design Signoff																			X	X						
Nt Strtd	Move to TEST																					X					
Nt Strtd	User Acceptance Testing																					X	X	X	X	X	
	Implementation																										
Nt Strtd	Go-Live																										★

Graduate Contracting App Upgrade

Project Status: GREEN

Monthly Summary – November 6, 2017

The Graduate Contracting Application Upgrade project's objective is to streamline and update the existing Graduate Assistant contracting process in order to eliminate manual data updating/syncing and to increase reporting efficiency. The last delivery for this project has been started, with development wrapping up mid-November. The go-live date has been scheduled for December 10th.

Past Month's Key Accomplishments

- Delivery 3 development started

Upcoming Milestones

- Delivery 3 user testing
- Final go-live

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-15	Jan-22	Jan-29	Feb-5	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10
	Week Number	1	2	3	4	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
	Initialize																																					
Cmplt	Project Planning/Kick-Off	X	X	X																																		
	Analyze, Design, & Development																																					
Cmplt	Create Project Design/Specifications Requirements	X	X	X	X																																	
Cmplt	Perform Development - Delivery 1																																					
Cmplt	Business Process Documentation																																					
Cmplt	Defect Resolution - Delivery 1																																					
Cmplt	Perform Development - Delivery 2					X	X	X	X	X	X	X	X	X	X	X																						
Cmplt	Defect Resolution - Delivery 2																X	X	X	X	X	X																
On Trk	Perform Development - Delivery 3																						X	X	X	X	X	X	X	X	X	X	X	X				
Nt Strtd	Defect Resolution - Delivery 3																																		X	X		
	Test																																					
Cmplt	Perform Testing - Delivery 1																																					
Cmplt	Testing Issue Resolution Delivery 1																																					
Cmplt	Perform Testing - Delivery 2															X	X	X																				
Cmplt	Testing Issue Resolution Delivery 2																			X	X	X	X															
Nt Strtd	Perform Testing - Delivery 3																					X												X	X	X		
Nt Strtd	Testing Issue Resolution Delivery 3																																		X	X	X	
	Implement																																					
Cmplt	Go-Live (Delivery 1)					★																																
Cmplt	Go-Live (Delivery 2)																										★											
Nt Strtd	Go-Live (Delivery 3)																																					★

Falcon Club Analysis & Improvements

Project Status: GREEN

Monthly Summary – November 6, 2017

The Falcon Club is a special designation given to donors of the Athletic Program through an annual membership and is used to attract key University donors. The process of signing up and tracking the members is currently not working well. In order to have a successful public campaign, the Falcon Club membership process must function well for all parties. The project was requested in order to evaluate and analyze the Falcon Club membership program with the goal of generating a number of suggested improvements. The approved updates will then be the foundation of a second project to implement those recommendations.

Past Month's Key Accomplishments

- Project Kick-off October 31st

Upcoming Milestones

- Schedule meetings with key stakeholders
- Start drafting current state processes

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
	Week Number	1	2	3	4	5	6	7	8	9	10
	Initialize										
Nt Strtd	Project Planning	X	X								
Nt Strtd	Develop Scope Document	X	X								
Nt Strtd	Project Kick-Off		X								
	Analyze, Design, & Development										
Nt Strtd	Determine Data Requirements Specifications			X	X	X	X	X			
Nt Strtd	Analyze & Design Workshops				X	X	X	X	X	X	
Nt Strtd	Develop Deliveable Documents							X	X	X	
	Present Findings										
Nt Strtd	Present Findings										★

Provost Performance Metrics

Project Status: GREEN

Monthly Summary – November 6, 2017

Structures to meet each Performance Metric are being developed, validated and migrated to Production in accordance with user requirements. Four Metrics are in Production with Metrics 2 and 9 completed. Metric 12 has a prototype and is awaiting verification that it meets the prescribed intent.. The Work has begin on metric 4. Data analysis is being conducted to determine if current source system data structures will enable reporting on PPM 4 Collaborative Research and Creative Activities.

Past Month's Key Accomplishments

- Completed validation of the FTIC/FTFT cohorts and the Retention and persistence reports.
- Developed prototype of the 60 units in two years report
- Began meetings to develop PPM 6 Global Immersion

Upcoming Milestones

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

Project Milestones

Status	Week Beginning (Sunday Date)	16-Jul	23-Jul	30-Jul	6-Aug	13-Aug	20-Aug	27-Aug	3-Sep	10-Sep	17-Sep	24-Sep	1-Oct	8-Oct	15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	14-Jan	21-Jan
	Week Number	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74
Cmplt	PPM 1: New Freshmen and Total Students																												
Cmplt	PPM 2: FTFT Retention	X	X	X	X	X	X	X	X	X	X	X	★																
Cmplt	PPM 3: Number of Graduates																												
Nt Strtd	PPM 4: Collaborative Research																												
On Trk	PPM 6: Global Immersion Experience																	X	X	X	X	X	X	X	X	X	X	X	★
Cmplt	PPM 7: Service Learning																												
Nt Strtd	PPM 8: Learning Communities																		X	X	X	X	X	X	X	X	X	X	★
Cmplt	PPM 9: Contributin Margin																												
On Trk	PPM 12: 60 Credits in two years	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	★							
Cmplt	PPM 14: SCHs Lost to DFW																												

Cisco CirQLive & Spark

Project Status: GREEN

Monthly Summary – November 6, 2017

The project is back on schedule as we have resolved security issues with SSO integration. CirQLive completed our security assessment tool and sent API documentation to pull authentication logs. Now that security has approved this project to move forward, we are finalizing a project plan. All CirQlive and ITS technical recourses have been identified and assigned for this project.

Past Month's Key Accomplishments

- Finalized Security Approval and started SSO integration
- CirQLive completed the security assessment tool and sent API documentation to pull authentication logs

Upcoming Milestones

- Complete formal project kick-off meeting
- Complete project Charter
- Complete project plan and timeline
- Complete SSO integration
- Complete CirQLive integration into Canvas

No schedule at this time

Adobe Campaign Email Solution

Project Status: GREEN

Monthly Summary – November 6, 2017

The project involves implementing a new email campaign utility for BGSU called Adobe Campaign (AC). AC is a hosted application that is highly configurable. It will replace the home-grown email utility that Marketing and Communications has used for years to send bulk emails. We recently worked with Adobe leadership to assign a new technical lead to get this project back on track. Due to the delays with Adobe leadership and their remediation plan, our new project due date is January 29, 2018. Throughout the next month, the Adobe technical lead will be facilitating a number of coaching sessions for the marketing team per our new project plan with goals of completing our 1st campaign - Zoom News.

Past Month's Key Accomplishments

- Worked with Adobe to review their new scope and hour estimations
- The marketing team had their first desk-side coaching session
- The team has drafted agenda's for the next coaching sessions

Upcoming Milestones

- Continue with desk-side coaching sessions
- We need to complete our 1st campaign – Zoom News
- Complete our technical Q&A testing

Project Milestones

Status	Week Beginning (Sunday Date)	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	Week Number	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
	Initialize																									
Cmplt	Project Planning																									
Cmplt	Develop Scope Document																									
Cmplt	Project Kick-Off																									
	Analyze, Design, & Development																									
Cmplt	Determine Data Requirements																									
Cmplt	Create Project Design/Specifications																									
On Trk	Perform Development	X									X	X	X	X	X	X	X	X	X	X						
	Test																									
On Trk	Create Test Plan/Scripts															X	X	X	X							
On Trk	Perform Testing																		X	X						
On Trk	Perform Issue Resolution & Tracking																			X			X	X	X	
	Implement																									
On Trk	Deskside Coaching - Develop and Deploy 3 Campaigns											X	X	X	X	X	X	X	X	X			X	X	X	X
Nt Strtd	Create Training Documentation															X	X	X	X							
Nt Strtd	Migrate Development to Production																			X						
Nt Strtd	Go-Live																			X			X	X	X	X

Career Center - Handshake

Project Status: GREEN

Monthly Summary – November 6, 2017

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

- Began the interface development based on Handshake record layout
- Discuss Career Center business processes for current vs. past students
- Discuss the Amazon file transmission processes with Handshake tech

Upcoming Milestones

- Develop a sample file for Handshake data acceptance
- Apply REST API process to interface
- Discuss transmission process with BGSU security team

Project Milestones

Status	Week Beginning (Sunday Date)	Jul-2	Aug-1	Aug-31	Sep-30	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
	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																								
On Trk	Set up the Job Fair and On Campus Events									X	X																								
On Hld	Launch Vendors																													X					
Nt Strtd	Perform Issue Resolution & Tracking									X	X	X	X	X	X	X	X	X																	
	Students																																		
On Trk	Determnine student attributes for the interface		X	X	X	X	X	X	X	X	X	X	X																						
On Trk	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																				
Nt Strtd	Submit and Confirm TEST student file to Handshake													X	X	X	X																		
Nt Strtd	Submit and Confirm FULL student file to Handshake													X	X	X	X	X	X	X															
Nt Strtd	Create and Test automated Student interface--DEV																			X	X	X													
Nt Strtd	Confirm automated interface--QNA																					X	X	X											
Nt Strtd	QNA Migration/Configuration																							X											
Nt Strtd	Confirm automated interface--PPD																							X	X	X									
Nt Strtd	PPD Migratino/Configuration																									X									
On Trk	Define security roles					X	X	X	X	X	X	X	X	X																					
Nt Strtd	Launch Students																																X	X	
Nt Strtd	Production Configuration																																X	X	
Nt Strtd	Production Migration																																	X	
Nt Strtd	Perform Issue Resolution & Tracking																		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Technical																																		
Cmplt	Whitelist the Handshake addresses	X																																	
On Trk	Connect SSO using CAS		X	X	X	X	X	X	X																										
Nt Strtd	Confirm SSO								X	X	X	X	X																						
Nt Strtd	Add Career Center Staff and Train									X	X	X	X	X	X																				
Nt Strtd	Project Completed																																	★	

Data Center Migration Project

Project Status: GREEN

Monthly Summary – November 6, 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 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: 95% completion.
New Servers Project: 100% completion.
Storage Project: 100% completion.
Physical Data Center Setup 100% completed
SPLUNK Project: 100% completed.
Application Migration: 35% completion.
Server Moves to Huntington: Activities on hold pending resolution to air conditioning and humidity issues at Huntington. 30% completion.

Overall: The Firewall Project is behind schedule and has a new expected completion date of November 24.

Progress continues to be made on moving those applications scheduled to be moved by the end of 2017. Planning is underway for identifying the next batch of systems/applications to move beginning January 2018.

Upcoming Milestones

- uAchieve, Titanium, Extron Global Viewer, STAT all in progress for migration.
- Continue Applications Managers meetings.
- Continue to work on the other 17 systems that will migrate in 2017.
- Continue planning on other migrations for 2018.

Implement Faculty 180 Phase 2

Project Status: GREEN

Monthly Summary – November 6, 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, concluding Phase 1. Phase 2 will now complete the development of FMS, CSS, and full HCM interfaces. Phase 2, wherein all colleges will use the Faculty180 for 2018-19 academic year, has begun with resource and interface planning.

Past Month's Key Accomplishments

- Testing: HCM and FMS data mapping under revision
- Development: CSS interface development begun

Upcoming Milestones

- 11/10/17: Completion of HCM and FMS data mapping
- 12/15/17: Completion of CSS data interface

Project Milestones

Status	Week Beginning (Sunday Date)	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-18	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	May-6	May-13	May-20	May-27
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
	Initialization and Design																																				
Cmplt	Project Planning and Startup	X	X																																		
On Trk	HCM Interface Data Mapping	X	X	X	X	X	X	X	X																												
Cmplt	CSS Interface Data Mapping	X																																			
On Trk	FMS Interface Data Mapping	X	X	X	X	X	X	X	X																												
	Development & Testing																																				
Cmplt	Create SFTP Interface	X																																			
Nt Strtd	HCM Data Validation									X	X	X	X																								
Nt Strtd	Perform HCM Development													X	X	X	X	X	X	X	X	X															
Nt Strtd	Perform FMS Development									X	X	X	X	X	X	X	X	X																			
Nt Strtd	FMS Data Validation																		X	X	X	X															
Nt Strtd	Perform CSS Development									X	X	X	X	X	X	X	X	X	X	X	X	X															
Nt Strtd	QNA Testing																						X	X	X	X	X	X	X	X							
Nt Strtd	PPD Testing																														X	X	X	X	X	X	
	Implementation																																				
Cmplt	Go-Live																																				★

Winter Session Program

Project Status: GREEN

Monthly Summary – November 6, 2017

ITS has asked the Business Unit leads (BU's) to determine what system changes they will require to implement Winter Session in the academic calendar. In order to provide adequate time for planning and resourcing this large scope of work, ITS set a deadline of October 1, 2017 for work requests. We currently have 5 projects requests. We've assigned project managers to work with BU leads an help analyze the amount of effort and formalize timelines by end of the year.

Past Month's Key Accomplishments

- 5 project requests have be formalized in Team Dynamix
- Project managers have been assigned to these projects
- Internal kick-off meeting with ITS leads and analysts

Upcoming Milestones

- PM's will continue to work with leads to discover changes needed
- Assessment of effort will help draft timelines
- Additional modeling in our test environment if needed

No schedule at this time

Modify Noel Levitz ERMS Interface

Project Status: GREEN

Monthly Summary – November 6, 2017

Student Financial Aid requested modifications to the Noel Levitz ERMS Interface (BGCC046) to select multiple Admit Terms (Summer and Fall instead of Fall only). In addition, we need to modify the way that we are populating USERDEF03, USERDEF11, and APPTYPE to perform more accurate analysis and produce performance reports of the incoming BGSU students. During the past month, we completed the Project Plan, Functional Specification, Technical Specifications, Development and Unit Testing in CSS92DEV and UAS. Due to the CSS 9.0 Development Freeze (as of 10/09), this project is only being developed in the CSS 9.2 environment. We are on-schedule for implementation on December 17, 2017.

Past Month's Key Accomplishments

- Create Project Charter and Project Plan – 10/06
- Create Functional Specification - 10/13
- Design Review with PeopleSoft CSS Team - 10/13
- Create Technical Specification – 10/31
- Complete Development and Unit Testing in CSS and UAS – 11/03

Upcoming Milestones

- Update Data Mapping Spreadsheet – 11/08
- Code Review – 11/06-11/07
- User Testing in CSS92QNA - 11/20 – 12/07
- User Testing in CSS92PPD - 12/11 - 12/14
- Install in Production CSS 9.2 - 12/17/2017

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17
	Week Number	1	30	31	32	33	34	35	36	37	38	39	40	41	42
	Initialize														
Cmplt	Project Planning		X	X											
Cmplt	Project Kick-Off			X											
	Analyze, Design, & Development														
Cmplt	Perform Project Analysis			X											
Cmplt	Create Functional Specifications				X										
Cmplt	Create Technical Specifications					X	X	X							
Cmplt	Perform Development / Unit Testing					X	X	X							
	Test														
Cmplt	Create Test Schedule/Cycles							X							
Cmplt	Create Test Scripts							X							
On Trk	Code Review								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	Conduct Training													X	
Nt Strtd	Update Knowledgebase														X
Nt Strtd	Implement Go-Live Plan														★