Executive Sponsors Meeting
Major Project Updates

02/12/2018

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

Agenda

- Pharos upgrade*
- Student NonDegree Application Automation*
- Ohio eTutoring Collaborative Interface and SSO*
- Library Cloud Migration*
- OGC OnBase Implementation*
- Winter Session Program
- Winter Session Mods for Financial Aid
- Winter Session Mods for Student Records
- Winter Session Mods for GA Contracting
- Winter Session Mods for Faculty Contracting
- Winter Session Mods for Student Financials
- BPR- Tuition Guarantee
- BPR - Maxient HCM Interface
- BPR - CSS
- DCM - Huntington Data Center Move
- Replace and Enhance Student Scheduling Software
- eCitation Software and Hardware Install
- Cisco CirQLive & Spark
- Adobe Campaign Email Solutions
- Fund balance interface FMS to One
- Implement Home Town Ticketing
- Grad Contracting App Upgrade For Graduate Assistant T/L
- Design and Construction Workview Conversion
- Liferay Portal RFP for Managed Services
- Agilon ONE - Implement Prospects by Manager Module
- Provost Performance Metrics
- Ally Implementation
- Falcon Club Analysis and Improvements
- Move Remaining Continuing Ed Contracts to OnBase
- Slate Implementation - Undergraduate Admissions
- Cisco ACS to ISE migration
- NSC Interface Modifications
- Graduate College Form Automation
- Automate Agilon One Access
- Agilon One Report Library
- HEI Interfaces and Modifications
- HBO Go SSO and Interface for Apogee
- Library OCLC Tipasa Migration
- Career Center - HandShake
- Upgrade CBORD FSS
- HCM 9.2 Get Current 2018
- CLOUD-StarRez 10.2
- Lenel Access Control - Analysis and Recommendations
- Electronic Transcripts
- Implement Faculty 180 Phase 2
- LiveText Pilot for the College of EDHD
- EvaluationKit University-Wide Course Evaluation
- Annual Donor Reports - Phase 2

Pharos Upgrade

Project Status: ★

Monthly Summary – February 5, 2018

This project ran into an issue post go-live. We have random users that are experiencing issues authenticating via the Omega 150's. We are working with support to troubleshoot the issue.

Past Month's Key Accomplishments

- Completed go-live activities.

Upcoming Milestones

- n/a

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																	
Cmplt	Configure Production Environment																							X	X	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																														
Cmplt	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						
Cmplt	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						
Cmplt	Perform Issue Resolution & Tracking																	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													
Cmplt	Perform Communications to campus																																				X	X	X	
Cmplt	Implement Go-Live Plan																																						X	★

Student NonDegree Application Automation

Project Status: ★

Monthly Summary – February 5, 2018

The Student NonDegree Application Automation project has eliminated two paper-based forms: The Guest Student application and the Graduate NonDegree application. Both were converted from a .pdf to a webform which triggers an OnBase workflow. After thorough testing by the Registrar's staff, these forms went into production on January 18th. Within hours, a dozen potential students had found these forms and submitted them through the electronic workflow.

Past Month's Key Accomplishments

- Testing: User acceptance testing completed
- Migration: New forms moved to production

Upcoming Milestones

- Project Complete

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	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
	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	X	X												
Cmplt	Develop Undergraduate Webform						X	X	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	X	X												
Cmplt	Develop Undergraduate OnBase Workflow						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Cmplt	Obtain Design Signoff																					X	X										
Cmplt	Move to TEST																							X	X								
Cmplt	User Acceptance Testing																								X	X	X	X	X	X	X	X	
	Implementation																																
Cmplt	Go-Live																																★

Ohio eTutoring Collaborative Interface and SSO

Project Status: ★

Monthly Summary – February 5, 2018

BGSU has now implemented online tutoring services through the Ohio eTutoring Collaborative. The Collaborative uses a platform created and maintained by a state agency in Connecticut. The Learning Commons will continue to upload student account data each semester. Single Sign On/Single Log Off will be required to make access secure. The system is now production-ready and available.

Past Month's Key Accomplishments

- Testing: Platform testing complete
- Configuration: Functional configuration complete

Upcoming Milestones

- Project Complete

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															
Cmplt	Develop CSS Student List Query						X	X	X	X	X	X	X									
Cmplt	Obtain CSS Query Access										X	X	X	X								
Cmplt	Upload Student Lists to TEST												X	X	X	X						
Cmplt	Verify TEST eTutoring functionality															X	X	X	X	X	X	
	Implementation																					
Cmplt	Configure SSO for PROD																		X	X	X	
Cmplt	Upload Student Lists to PROD																			X	X	
Cmplt	Go-Live																					★

Library Cloud Migration

Project Status: ★

Monthly Summary – February 5, 2018

BGSU University Libraries uses the Innovative Sierra application to manage library assets for the BGSU community. The Sierra application server is currently setup within the ITS datacenter. BGSU has worked with Innovative on a path to migrate to a vendor-hosted solution. This will allow ITS to decommission the physical hardware and upgrade to a streamlined version of the application that will greatly increase the efficiency of library staff. This cloud migration will also lay the groundwork for additional projects.

Past Month's Key Accomplishments

- Project Go-Live

Upcoming Milestones

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
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**
	Initialize											
Cmplt	Project Planning	X	X									
Cmplt	Project Kick-Off			X								
	Analyze, Design, & Development											
Cmplt	Perform Project Analysis		X	X								
Cmplt	Create Project Design/Specifications Requirements			X	X	X						
Cmplt	Test Environment Built			X	X	X						
Cmplt	SSO Configuration			X	X	X	X	X	X	X		
	Test											
Cmplt	Create Test Schedule/Cycles					X	X	X	X	X		
Cmplt	Create Test Scripts					X	X	X	X	X	X	
Cmplt	Perform Testing					X	X	X	X	X	X	X
Cmplt	Perform Issue Resolution & Tracking					X	X	X	X	X	X	X
	Implement											
Cmplt	Create Go-Live Plan										X	X
Cmplt	Perform Communications to campus										X	X
Cmplt	Implement Go-Live Plan											
Cmplt	Update Knowledgebase											★

OGC OnBase Implementation

Project Status: ★

Monthly Summary – February 5, 2018

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

- Complete testing and issues resolution
- Users have signed off on the changes
- Migrate the solution to production
- Convert all data to the new solution

Upcoming Milestones

- N/A

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	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
	Week Number	9	10	11	12	13	14	15	16	17	18	19	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49
	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																														
Cmplt	User Testing													X	X	X	X	X	X	X											
Cmplt	Defect Resolution													X	X	X	X	X	X	X	X	X									
Cmplt	User Testing Round 2																						X	X	X	X					
Cmplt	Defect Resolution Round 2																									X	X	X			
	Implement																														
Cmplt	Go-Live																														★

Winter Session Program

Project Status: GREEN

Monthly Summary – February 5, 2018

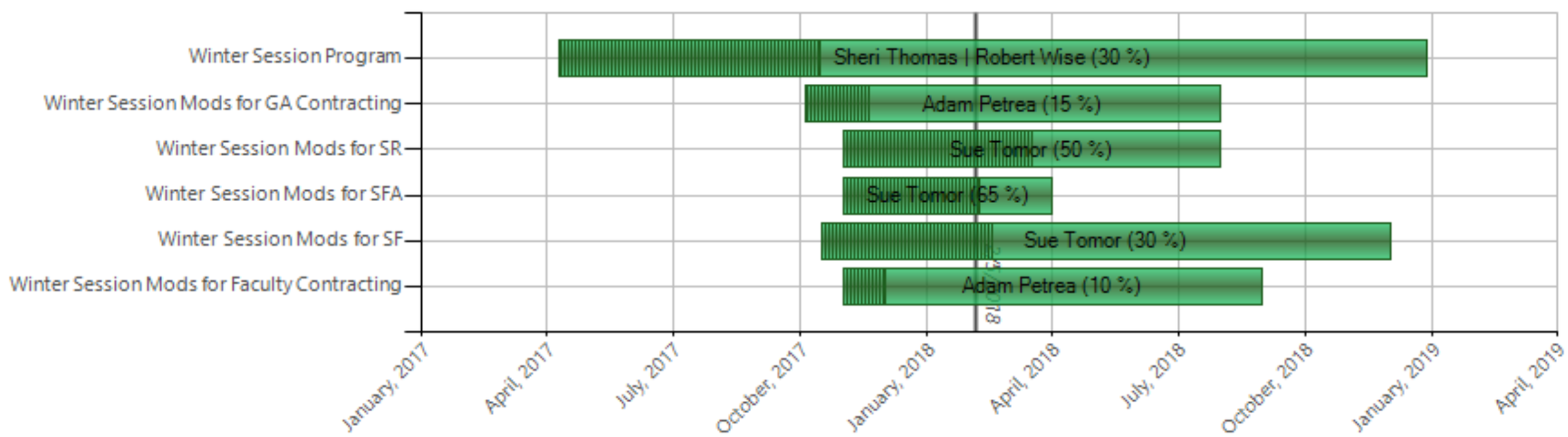
ITS has asked the Business Unit leads (BU's) to determine what system changes they will require to implement Winter Session in the academic calendar. The Winter Session Program has been created to track the 5 projects submitted so far from the BU's. All projects have initiated and are at various stages. This past month the leads have been utilizing the new modeling environment to simulate systems changes. We've been notified of an additional project to be added to the program for dining services and Blackboard systems. We are gathering the details to be entered as a project in our management solution.

Past Month's Key Accomplishments

- Dining Services has submitted a project to review changes required in Blackboard for meal downloads and charges
- 9.2 modeling environment available for simulating system changes

Upcoming Milestones

- Teams to continue modeling changes in CSS92MDL environment
- Gather requirements from Dining Services around Blackboard changes and assign PM



Winter Session Mods - Student Financial Aid

Project Status: YELLOW

Monthly Summary – February 5, 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 past month, we completed development for the new FA Term by Session but have not started the modifications to Archival of FA Term data. Development has taken longer than originally expected due to CSS production support issues and complexity of this project. We decided to separate the CSS Development into two projects: 1) FA Term By Session and 2) Archival of FA Term data. Development/Unit Testing are now complete for Project 1 - FA Term by Session and QNA Testing will begin on 02/07. Development for Archival of FA Term data will not start until 02/19 due to other winter session projects. (FA will not archive any FA Term data for Spring 2019 Winter Sessions until 2020 at the earliest). Financial Aid has been notified about the schedule changes.

Past Month's Key Accomplishments

- Created Technical Specifications (Project 1) - FA Term By Session
- Completed Development/Unit Testing (Project 1) - FA Term By Session
- Completed Security Review (Project 1) - FA Term By Session

Upcoming Milestones

- User Testing (Project 1) – FA Term by Session – 02/07 – 03/02
- Implementation (Project 1) – FA Term by Session – **03/04/2018**
- Development (Project 2) - Archive FA Term - 02/19 – 2/28
- Implementation (Project 2) – Archive FA Term data - **03/25/2018**

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	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	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	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								
Nt Strtd	Create Technical Specifications (Project 2)																			X	X				
Nt Strtd	Perform Development / Unit Testing (Project 2)																			X	X				
	Test																								
Cmplt	Create Test Schedule/Cycles																X								
Cmplt	Create Test Scripts																X								
On Trk	Perform User Testing (Project 1)																	X	X	X	X				
On Trk	Perform Issue Resolution & Tracking (Project 1)																	X	X	X	X				
Nt Strtd	Perform User Testing (Project 2)																					X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking (Project 2)																					X	X	X	
	Implement																								
Cmplt	Create Go-Live Plan																X								
Nt Strtd	Implement Go-Live Plan (Project 1)																					★			
Nt Strtd	Update Knowledgebase																							X	
Nt Strtd	Implement Go-Live Plan (Project 2)																								★

Winter Session Mods for Student Records

Project Status: GREEN

Monthly Summary – February 5, 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. Registration and Records has requested several modifications to the Student Records business processes in PeopleSoft CSS to accommodate Winter Session. During the past month, we completed the Functional Specification (Phase 1 and Phase 2). In addition, the Web Team and PeopleSoft CSS have completed all Development and Unit Testing for Phase 2 for Class Search and Message Catalog modifications. User Testing for Phase 2 is currently In-Progress in CSS92QNA. We are on schedule to complete the remaining Phase 2 modifications for Class Search and Message Catalog entries by March 4, 2018.

Past Month's Key Accomplishments

- Completed Functional Spec (Phase 1 and 2) – 1/4/2018
- Completed Development / Unit Testing (Phase 2) - 1/31/2018
- User Testing (Phase 2) is In-Progress

Upcoming Milestones

- User Testing (Phase 2) – 03/01/2018
- Implement (Phase 2) – 03/04/2018

Project Milestones

Status	Week Beginning (Sunday Date)	Mar-5	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
	Week Number	1	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
	Initialize																			
Cmplt	Project Planning		X	X	X	X	X													
Cmplt	Project Kick-Off		X																	
Cmplt	Project Analysis			X	X															
	Phase 1 - Setup 11 new SESSION_CODE																			
Cmplt	Create Functional Specification			X																
Cmplt	Create Technical Specification				X															
Cmplt	Perform Development				X															
Cmplt	Perform User Testing				X	X														
Cmplt	Perform Issue Resolution & Tracking				X	X														
Cmplt	Implement Go-Live Plan - Phase 1							★												
	Phase 2 - Class Search / Message Catalog																			
Cmplt	Create Functional Specification						X	X			X									
Cmplt	Create Technical Specification										X	X	X							
Cmplt	Perform Development (Web Team)										X	X	X	X	X					
Cmplt	Perform Development (PSoft CSS Team)										X	X	X	X	X					
On Trk	Perform User Testing															X	X	X	X	
On Trk	Perform Issue Resolution & Tracking															X	X	X	X	
Nt Strtd	Implement Go-Live Plan - Phase 2																			★

Winter Session Mods to GA Contracting

Project Status: GREEN

Monthly Summary – February 5, 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 1 of this project, which enables colleges to create electronic GA contracts, was tested by Student Employment Services and the Graduate College, then moved into Production. Phase 2 planning has started and development of the technical solution is on schedule.

Past Month's Key Accomplishments

- Phase 1 user testing completed
- Phase 1 moved to Production

Upcoming Milestones

- Phase 2 development

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	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8	Jul-15	Jul-22	Jul-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	29	30	31	32	33	34	35	36	37	38	39
	Initialize																																							
Cmplt	Project Planning	X	X																																					
Cmplt	Develop Scope Document		X	X																																				
Cmplt	Project Kick-Off				X																																			
	Analyze, Design, & Development																																							
Cmplt	Create Project Design/Specifications			X	X																																			
Cmplt	Perform Development - Phase 1					X	X	X	X																															
On Trk	Perform Development - Phase 2												X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X										
	Test																																							
Cmplt	Perform Testing - Phase 1									X	X																													
Cmplt	Perform Issue Resolution & Tracking - Phase 1									X	X																													
Nt Strtd	Perform Testing - Phase 2																														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 to Faculty Contracting

Project Status: GREEN

Monthly Summary – February 5, 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. The remaining policy decisions between Faculty Affairs, General Counsel, and OSAP have been determined, related to contract wording and the ability for faculty to swap Winter Session and Spring Semester classes. The technical project work is now beginning, starting with OnBase development, then moving to HCM..

Past Month's Key Accomplishments

- Remaining policy decisions have been made

Upcoming Milestones

- Development begins

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	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	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
	Initialize																																								
Cmplt	Project Planning	X	X																																						
Cmplt	Develop Scope Document		X	X																																					
Cmplt	Project Kick-Off			X																																					
	Analyze, Design, & Development																																								
Cmplt	Create Project Design/Specifications			X	X	X	X	X	X	X	X																														
On Trk	OnBase Development											X	X	X	X	X	X	X																							
Nt Strtd	HCM Development																		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 – February 5, 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 created the Project Charter and received signoff on the project scope and high level timeline. Registration and Records modelled the creation of 4 new courses Winter Session 2019 and enrolled students in these classes. ITS created 3 new Equation Engines for Winter Session (for Instructional, General, and Non-Resident fees). The Bursar's Office modelled Fee Assessment for Spring 2019. Spring Fees were correctly assessed (for Winter and Non-Winter Sessions) as expected. Modelling for Winter Session 2019 continues until 2/9. We are on schedule for completion of the project by Sunday 11/18/2018.

Past Month's Key Accomplishments

- Completed Project Charter - 1/26/2018
- Created Project Plan – 1/24/2018
- Modelled Winter Session - Enrollment / Fee Assessment in CSS92MDL

Upcoming Milestones

- Model Winter Session Enrollment / Fee Assessment 01/22 – 02/9
- Functional Specification 02/12 – 2/28
- Development / Unit Testing 03/05 - 03/30
- Initial "Non-Integrated" User Testing (CSS92QNA) 04-02 – 04/13
- Initial "Integrated" User Testing (CSS92QNA) 4/16 - 5/15
- Implementation – 11/18/2018

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	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
	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	43	44	45	46	47
	Initialize																																															
Cmplt	Project Planning	X	X	X																																												
Cmplt	Project Kick-Off			X																																												
On Trk	Modelling - Winter Session Enrollment/Assessment				X	X	X																																									
On Trk	Modelling - Develop New Equation Engine(s)				X	X	X																																									
	Analyze, Design, & Development																																															
Cmplt	Perform Project Analysis	X	X																																													
Cmplt	Develop Project Charter			X	X	X																																										
Cmplt	Create Project Plan				X	X																																										
On Trk	Create Functional Specifications						X	X	X	X																																						
Nt Strtd	Perform Development / Unit Testing										X	X	X	X																																		
	Testing																																															
Nt Strtd	Create Test Scripts																																															
Nt Strtd	User Testing QNA - with "Test" Data														X	X	X	X	X	X	X																											
Nt Strtd	Production CSS - Enrollment for Winter Session																																										X	X	X	X	X	X
Nt Strtd	Final Integrated Testing QNA - with "Real" Winter Data																																											X	X	X	X	
	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																																															★

BPR – Tuition Guarantee (ITS Tasks)

Project Status: GREEN

Monthly Summary – February 5, 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.

Past Month's Key Accomplishments

- Participated in business office meetings to discuss the requirements for implementing the Falcon Tuition Guarantee program.
- Participated in communications meetings to various campus groups.
- Migrated into production the query to remove student groups.
- Continued testing student groups as a means to manage the process.

Upcoming Milestones

- Continue to determine implications on StarRez.
- Update the StarRez bio demo interface to provide cohort information.
- Continue to work on updating Student Financials account summary page to show student group information to students.

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	Apr-29	May-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	Jul-1
	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																															
On Trk	Project Planning	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	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																					
On Trk	Update Student Financials account summary page									X	X	X																				
Nt Strtd	Update StarRez bio demo interface																															
	Test																															
On Trk	Perform Testing				X	X				X	X	X																		X	X	X
On Trk	Perform Issue Resolution & Tracking				X	X				X	X	X																		X	X	X
	Implement																															
On Trk	Migrate to Production					X				X	X	X																				X

BPR - Maxient HCM Interface

Project Status: GREEN

Monthly Summary – February 5, 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

- Continue the interface development based on Maxient's record layout
- Continue the setup packet development for submission to Maxient

Upcoming Milestones

- Submit a TEST file to Maxient with no edit/process errors
- Discuss the file transmission processes with ITS Security team
- Schedule a second session with Dean of Students for assistance

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
	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																	
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											
On Trk	Process Development				X	X	X	X	X	X	X	X	X	X								
On Trk	Unit Test (DEV)						X	X	X	X	X	X	X	X								
On Trk	QNA Migration/Configuration												X	X								
	Test																					
On Trk	Setup Row Level and T/L Secuirty (QNA)								X	X	X	X	X	X								
On Trk	Delivered Process Configuration (QNA)								X	X	X	X	X	X								
On Trk	Testing/Defect Resolution (QNA)									X	X	X	X	X			X	X	X	X	X	X
Nt Strtd	PPD Migration/Configuration													X	X		X	X	X	X	X	X
Nt Strtd	Testing/Defect Resolution (PPD)													X	X					X	X	X
	Implement																					
Nt Strtd	Communication to Campus/Training																			X	X	X
Nt Strtd	Production Configuration																					X
Nt Strtd	Production Migration																				★	
Nt Strtd	Execute New Process																				X	

Business Process Reviews

Project Status: GREEN

Monthly Summary – February 5, 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, 13 completed
- CSS BPR – 1 recommendation, 0 complete

Upcoming Milestones

- HR BPR – Maxient implementation project work
- Grants BPR – Multiple smaller project work
- CSS BPR – Tuition Guarantee project work
- HR BPR – Start RFI for enterprise wide training system

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-1	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	Jun-10	Jun-17	Jun-24	Jul-1	Jul-8	Jul-15	Jul-22	Jul-29	Aug-5
	Week Number	1	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	75	76	77	78	79	80	81	82	83	84
	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)																																					
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																																					
Nt Strtd	CSS BPR - Current state review (Discovery)							x	x	x	x	x	x	x	x	x	x	x	x	x	x	x																
Nt Strtd	CSS BPR - Research processes (Analysis)															x	x	x	x	x	x	x	x	x	x	x	x											
Nt Strtd	CSS BPR - Proposal (Recommendation)																	x	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

Data Center Migration Project

Project Status: GREEN

Monthly Summary – February 5, 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: 44% 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 Applications Managers meetings.
- 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 – February 5, 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

- Training: Schedule Builder instructional video published
- Planning: Tentative timeline designed
- Planning: Scope planning underway

Upcoming Milestones

- 4/10/18: 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																												
On Trk	Vendor Scoping and Negotiation								X	X	X	X	X	X	X	X	X	X	X																	
Nt Strtd	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																																			★

eCitation Software and Hardware Install

Project Status: YELLOW

Monthly Summary – February 5, 2018

Due to the limited availability of resources, the installation of the SQL Database has not yet been completed. This completion has been targeted for the week of February 14th.

Past Month's Key Accomplishments

- Received documentation and server configuration requirements
- Established revised timeline for project completion

Upcoming Milestones

- Configuration 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)	Jun-29	Jul-6	Jul-13	Jul-20	Jul-27	Aug-3	Aug-10	Aug-17	Aug-24	Aug-31	Sep-7	Sep-15	Jan-12	Jan-19	Jan-26	Feb-2	Feb-9	Feb-16	Feb-23	Mar-2	Mar-9	Mar-16	Mar-23
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	29	30	31	32	33	34	35	36	37	38	39
	Initialize																							
Cmplt	Project Planning	X																						
Nt Strtd	Project Kick-Off												X											
	Analyze, Design, & Development																							
Nt Strtd	Perform Project Analysis																							
Nt Strtd	Develop Scope Document																							
Nt Strtd	Create Project Design/Specifications Requirements																							
Nt Strtd	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																						★	

Cisco CirQLive & Spark

Project Status: GREEN

Monthly Summary – February 5, 2018

The project is currently back on schedule. We were able to configure the SSO integration last month and are currently working on installing the LTI configuration within the Canvas test environment. We have finalized a project schedule and plan to go live with CirQLive at the beginning of the summer semester.

Past Month's Key Accomplishments

- Completed SSO integration
- Continued to collect final documentation as we start to integrate CirQLive into the Canvas test environment

Upcoming Milestones

- Install LTI Configuration into Canvas Test
- Perform Testing
- Create Go-Live Plan

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															
On Trk	Install LTI Configuration into Canvas Test										X	X	X												
	Test																								
Nt Strtd	Create Test Schedule/Cycles													X	X										
Nt Strtd	Create Test Scripts													X	X										
Nt Strtd	Perform Testing															X	X	X	X	X	X				
Nt Strtd	Perform Issue Resolution & Tracking															X	X	X	X	X	X				
	Implement																								
Nt Strtd	Create Go-Live Plan																X	X	X						
Nt Strtd	Perform Communications to campus																					X			
Nt Strtd	Conduct Training																			X	X				
Nt Strtd	Implement Go-Live Plan																					X	X	X	X
Nt Strtd	Update Knowledgebase																								★

Adobe Campaign Email Solution

Project Status: YELLOW

Monthly Summary – February 5, 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

- Signed SOW with new implementation partner, M2
- Project taken off hold
- Project kickoff call
- Began Reviewing Current Setup

Upcoming Milestones

- Update project plan to reflect review findings
- Address any gaps found in transition
- Begin building first campaign

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																						
On Trk	Project Planning	X	X	X	X	X																	
Cmplt	Project Kick-Off			X																			
	Analyze, Design, & Development																						
On Trk	Review Current Setup of ACS			X	X	X																	
Nt Strtd	Update Data Workflows as needed					X	X	X															
Nt Strtd	Develop Campaigns							X	X	X	X	X	X	X	X	X	X	X					
	Test																						
Nt Strtd	Test Data Import Process						X	X	X	X	X												
Nt Strtd	Test Subscription Center									X	X	X	X										
Nt Strtd	Test Camapgin Workflows									X	X			X	X		X	X					
Nt Strtd	Perform Issue Resolution & Tracking											X	X		X	X		X	X				
	Implement																						
On Trk	Create Go-Live Plan				X	X	X	X	X														
Nt Strtd	Knowledge Transfer							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nt Strtd	Implement Go-Live Plan																						★

Fund balance interface FMS to ONE

Project Status: YELLOW

Monthly Summary – February 5, 2018

The review in FMSQNA identified a need for changes to the FMS export process. The first change was identified and successfully applied. A second change was identified at the end of January. This change was implemented and is currently under user review. We are planning to move the project to FMSPPD by February 7th for final review. Production migration has been rescheduled for February 19th.

Past Month's Key Accomplishments

- Reviewed the FMS export data in Agilon One Test
- Corrected the issue whereby an incomplete set of FMS funds were in the selection logic
- Corrected the issue where funds for unrestricted Agilon funds should report principal as spendable

Upcoming Milestones

- Complete review in FMSQNA
- Commence review in FMSPPD
- Finalize business process documentation
- Complete project documentation for production migration

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	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18
	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	43	44	45	46	47	48	49	50	51
	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																																	
At Rsk	Perform Development																			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X								X	X						
	Test																																																			
At Rsk	Create Test Schedule/Cycles																																			X	X	X														
Cmplt	Create Test Scripts																																			X	X	X														
At Rsk	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																																																			
Cmplt	eate Go-Live Plan																																						X	X						X	X					
Nt Strtd	Implement Go-Live Plan																																																			★

Implement Home Town Ticketing

Project Status: GREEN

Monthly Summary – February 5, 2018

EMS has started to drop support of the Regics application, leading Conference and Event Services to search for an alternative solution.
Home Town Ticketing will be working with BGSU to develop an event registration and ticketing application. This new system will be "white label" and customized with BGSU branding. Home Town Ticketing will be performing all development for this new application, which will allow BGSU Staff to focus on learning the application and how it can best be used at the university.

Past Month's Key Accomplishments

- Kickoff Meeting
- Hardware purchased
- Development Started
- Training completed

Upcoming Milestones

- Development completed
- Go Live

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
	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	X												
Cmplt	Develop Scope Document			X	X											
On Trk	Create Project Design/Specifications Requirements			X	X	X										
On Trk	Perform Development					X	X	X	X	X	X	X	X	X	X	X
	Test															
Nt Strtd	Create Test Schedule/Cycles															
Nt Strtd	VP/President Review															
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															

Graduate Contracting App Upgrade

Project Status: GREEN

Monthly Summary – February 5, 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. Phase 3 of development continues as the remaining 3 WRL reports are being completed. The first 2 reports are in user testing, and the final report is beginning the development stage. The project end-date was extended to the end of the month in February to accommodate additional development and testing.

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	Jan-22	Jan-29	Feb-5	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	Feb-4	Feb-11	Feb-18	Feb-25
	Week Number	1	2	3	4	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59
	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	Perform Development - Delivery 2					X	X	X	X																																	
On Trk	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		
	Test																																									
Cmplt	Perform Testing - Delivery 1																																									
Cmplt	Testing Issue Resolution Delivery 1																																									
Cmplt	Perform Testing - Delivery 2								X	X	X	X																														
Cmplt	Testing Issue Resolution Delivery 2												X	X	X	X																										
On Trk	Perform Testing - Delivery 3																										X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
On Trk	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)																																									★

Design & Construction Workflow Conversion

Project Status: GREEN

Monthly Summary – February 5, 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. The OnBase technical development has continued, working closely with Design and Construction resources to ensure the redesigned database fits their current business process. Development is expected to wrap-up in mid-February, allowing some additional time for user testing and defect resolution before the solution is moved into Production

Past Month's Key Accomplishments

- Development continues

Upcoming Milestones

- Completion of development
- User testing
- Production migration

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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	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														
On Trk	Perform Development						X	X	X	X	X	X	X	X	X	X	X	X		
	Test																			
Nt Strtd	Perform Testing																	X	X	X
Nt Strtd	Perform Issue Resolution & Tracking																		X	X
	Implement																			
Nt Strtd	Implement Go-Live Plan																			★

Liferay Portal RFP for Managed Services

Project Status: GREEN

Monthly Summary – February 5, 2018

The Liferay Portal RFP for Managed Services project's objective is to determine the best course of action to update Liferay, BGSU's portal software, in order to stay supported (potentially transition to off-premise hosting), either using Liferay, a 3rd party, or BGSU resources. Specifications and RFP documents were created and additional information from vendors was received. The team is currently analyzing the results of the information received to make a strategic decision by the end of the month.

Past Month's Key Accomplishments

- Specifications and RFP created
- Information received from vendors

Upcoming Milestones

- Analysis of information
- Vendor selection/product decision

Project Milestones

Status	Week Beginning (Sunday Date)	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
	Initialize								
Cmplt	Project Planning	X	X						
Cmplt	Develop Scope Document	X	X						
Cmplt	Project Kick-Off	X	X						
	Analyze, Design, & Development								
Cmplt	RFP Creation		X						
Cmplt	RFP Available for Response			X	X				
On Trk	Analyze Portal Options					X	X	X	
	Implement								
Nt Strtd	Vendor Selection								★

Agilon ONE – Prospects by Manager

Project Status: GREEN

Monthly Summary – February 5, 2018

The Alumni and Development Office has requested modifications to the Agilon ONE System to ensure that Agilon ONE reports are accurate, trustworthy and meets the needs of the Advancement Office as well as a multitude of other offices across. We need to ensure that the "Prospects by Manager" report accurately displays the Total Counts of Individuals and/or Households assigned to each Director of Development (DoD) and that all former gift officers are removed from this report. During the past month, we created the Project Charter, Project Plan, and User Testing Scripts. We performed initial data cleanup in Prospect Management Module (Agilon ONE Test Environment) and found that the Prospect Assignment works "as delivered" and resolves issues with inaccurate assignment counts. We no longer need to assign prospects in the Relationships module and sync the data over to the Prospects by Manager module. We do not need additional user training in Agilon ONE. Kyle Crawford identified 18 objects in Agilon ONE to be modified to use Prospect Management data. Development is complete. Data Cleanup and Testing is In-Progress in "Test" environment..

Past Month's Key Accomplishments

- Turned OFF Custom "Sync" process in Agilon ONE "Test" - 1/16/2018
- Completed Development for 18 objects in Agilon ONE – 1/19/2018
- Performed Data Cleanup (for 4 DoD) in Agilon ONE "Test" - 2/5/2018
- User Testing in Agilon ONE "Test"

Upcoming Milestones

- User Testing in Agilon ONE "Test" – 2/21/2018
- Turn OFF Custom "Sync" process in Prod Agilon ONE – 2/26/2018
- Perform Data Cleanup (for 2 DoD) in Production Agilon ONE - 2/27
- Implement Development Mods in Prod Agilon ONE - 2/28
- Verify Production System and Close Project – 3/1/2018

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
	Week Number	1	2	3	4	5	6	7	8	9	10
	Initialize										
Cmplt	Project Planning	X	X								
Cmplt	Project Kick-Off		X								
	Analyze, Design, & Development										
Cmplt	Perform Project Analysis	X	X								
Cmplt	Create Project Charter		X	X	X						
Cmplt	Perform Development/Unit Testing - Agilon ONE "Test"			X	X						
	Test										
Cmplt	Create Test Schedule/Cycles			X							
Cmplt	Create Test Scripts			X	X						
Cmplt	Turn OFF Custom "Sync" process - Agilon ONE "Test"			X							
On Trk	Perform Data Cleanup - Agilon ONE "Test"			X	X	X	X				
On Trk	Perform User Acceptance Testing				X	X	X	X	X		
	Implement										
Nt Strtd	Create Go-Live Plan								X		
Nt Strtd	Turn OFF Custom "Sync" process - Agilon ONE "PROD"									X	
Nt Strtd	Perform Data Cleanup - Agilon ONE "PROD"									X	
Nt Strtd	Install Development Mods - Agilon ONE "PROD"									X	
Nt Strtd	Verify Agilon ONE "PROD"									X	
Nt Strtd	Close Project in Team Dynamix										★

Provost Performance Metrics

Project Status: GREEN

Monthly Summary – February 5, 2018

Structures to meet each Performance Metric are being developed, validated and migrated to Production in accordance with user requirements. Five metrics are available in the Data Warehouse report catalog. Metric 12 has been validated and is being moved to the production folder. It has been determined that Study Abroad data may be exported from Terra Dotta into the Data Warehouse. This will be the last metric developed in this stage. Learning communities may be addressed at a later date. Work to tie out all academics financials data to the University's General Ledger is ongoing. It is not likely that PPM 4 will be deliverable from the DW.

Past Month's Key Accomplishments

- Validated PPM 12 and begun migration to Production
- Established that study abroad data may be exported and reported on in the Data Warehouse. Began developing plan to complete PPM 6
- Continued work to demonstrate Academic Financials tie out to the General Ledger

Upcoming Milestones

- Move PPM 12 to the production report catalog
- Export study abroad data from Terra Dotta and develop reports for Global Immersion
- 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	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar
	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	75	76	77	78	79	80	81	82
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																																				
Not doing	PPM 4: Collaborative Research (Unlikely from the DW)																																				
On Trk	PPM 6: Global Immersion Experience															X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cmplt	PPM 7: Service Learning																																				
Not doing	PPM 8: Learning Communities																																				
On Trk	PPM 9: Contributin Margin	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
On Trk	PPM 12: 60 Credits in two years	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	★					
Cmplt	PPM 14: SCHs Lost to DFW																																				

Ally Implementation

Project Status: GREEN

Monthly Summary – February 5, 2018

This project requests assistance implementing Ally, a course content accessibility application. Ally integrates directly into Canvas and reviews course content and uploaded documents, looking at accessibility and usability issues in course material. The system will provide an accessibility score to the faculty member per document, along with recommendations to make it more accessible. It also converts electronic documents into a number of file types, including, audio, ePub, electronic braille, and tagged PDF. Administrators of the system will also receive access to reports and dashboards, providing an institutional view of accessibility status of all courses within Canvas.

Past Month's Key Accomplishments

- Completed loading of pilot group courses
- Completed pilot group training

Upcoming Milestones

- Complete pilot group testing
- Complete testing
- Complete sync of all BGSU courses

Project Milestones

Status	Week Beginning (Sunday Date)	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**	**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																									
Cmplt	Project Kick-Off	X																									
	Analyze, Design, & Development																										
Cmplt	Provide API Token to blackboard		X	X	X																						
Cmplt	Submit requset to sync Canvas to live events					X	X	X	X																		
On Trk	Sync BGSU courses to Ally									X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Cmplt	Configure Production Environment											X	X	X	X	X	X	X	X								
	Test																										
Cmplt	Receive Ally Training											X	X	X													
On Trk	Perform Testing																			X	X	X	X	X	X		
Cmplt	Pilot Group training																			X	X	X	X	X	X		
On Trk	Pilot Group Testing																	X	X	X	X	X	X	X	X		
	Implement																										
Nt Strtd	Perform Communications to campus																									X	
Nt Strtd	Implement Go-Live Plan																										★

Falcon Club Analysis and Improvements

Project Status: GREEN

Monthly Summary – February 5, 2018

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 project was requested in order to evaluate and analyze the Falcon Club membership program with the goal of generating a number of suggested improvements. We facilitated a number of discovery sessions and documented current processes. The core team reviewed a draft of recommendations, at which time; the team was concerned we had not addressed the underlying issues. We have revisited the approach and have focused our efforts around identifying and defining the current membership rules as they apply to each of the business units.

Past Month's Key Accomplishments

- Draft of recommendations presented to core project team
- Working with sponsor to revisit approach around defining FC rules

Upcoming Milestones

- Schedule time with each business unit to review FC membership rules
- Document additional sub processes for payroll deduction, member email update process, and FC Membership Packet process
- Update project documentation accordingly
- Revisit due date

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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Initialize																				
Cmplt	Project Planning	X	X																		
Cmplt	Develop Scope Document	X	X																		
Cmplt	Project Kick-Off		X																		
	Analyze, Design, & Development																				
Cmplt	Determine Data Requirements Specifications			X	X	X	X	X													
Cmplt	Analyze & Design Workshops				X	X	X	X	X	X	X	X	X	X							
On Trk	Develop Deliveable Documents													X	X	X	X	X	X	X	
	Present Findings																				
Nt Strtd	Present Findings																				★

Move Remaining Continuing Ed Contracts

Project Status: GREEN

Monthly Summary – February 5, 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 application was tested and approved by HR and Firelands, however, the Ice Arena discovered an existing issue with employee data that would need to be addressed before this development could be moved to Production. Due to this rework, the project end-date was extended to the end of March to allow for additional development and user confirmation of the changes being made.

Past Month's Key Accomplishments

- User testing completed

Upcoming Milestones

- Issue resolution based on user testing feedback
- Users to confirm resolution

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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	Initialize																								
Cmplt	Project Planning	X																							
Cmplt	Project Kick-Off	X	X																						
	Analyze, Design, & Development																								
Cmplt	Perform Project Analysis	X	X																						
Cmplt	Create Project Design/Specifications Requirements	X	X																						
Cmplt	Perform Development			X	X	X	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								
On Trk	Perform Issue Resolution & Tracking																	X	X	X	X	X	X	X	
	Implement																								
Nt Strtd	Project Go-Live																								★

Slate for Undergraduate Admissions

Project Status: GREEN

Monthly Summary – February 5, 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 currently on schedule and trending green.

Past Month's Key Accomplishments

- Admissions attended the required LaunchPad training.
- Todd Glick assigned as developer. Development discussion started.
- Admissions team began addressing the tasks in the roadmap.
- Regular team meetings scheduled.

Upcoming Milestones

- Begin development of the Slate database.
- Proceed through the roadmap tasks.

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																		
On Trk	Project Planning	X	X	X	X	X	X	X	X	X	X	X	X						
Cmplt	Project Kick-Off	X																	
	Analyze, Design, & Development																		
On Trk	Perform Project Analysis						X	X	X	X	X								
On Trk	Create Project Design/Specifications Requirements								X	X									
On Trk	Perform Development									X	X	X	X	X					
	Test																		
Nt Strtd	Create Test Scripts										X	X	X	X	X				
Nt Strtd	Perform Testing										X	X	X	X	X	X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking										X	X	X	X	X	X	X	X	
	Implement																		
Nt Strtd	Create Go-Live Plan															X	X		
Nt Strtd	Perform Communications to campus															X	X	X	X
Nt Strtd	Conduct Training																		X
Nt Strtd	Implement Go-Live Plan																		★
Nt Strtd	Update Knowledgebase																		X

Cisco ACE to ISE Migration

Project Status: GREEN

Monthly Summary – February 5, 2018

BGSU's current wireless authentication and network management solution is nearing end-of-life and will need to be migrated to Cisco's new solution, ISE. The functionality of authentication will remain the same for users, as the systems are used to authenticate wireless access and handles firewall and network authentication. Over the past month, the SOW was signed and the vender (Presidio) transitioned the project from sales team to services team and assigned resources. Presidio facilitated a kick-off meeting and will be on-site for a 4 hour engineering and design session.

Past Month's Key Accomplishments

- SOW signed
- Held an internal discovery meeting and allocated resources
- Kick-off meeting with Presidio Friday 2/2
- Scheduled systems engineering and planning session

Upcoming Milestones

- System engineering and planning session Monday 2/5
- Once planning session takes place, we should have a better idea on timing for project schedule
- System engineering report signed by BGSU in order to begin Execution Phase

Project Milestones

Status	Week Beginning (Sunday Date)	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
	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																
Cmplt	Develop Scope Document			X	X	X													
Cmplt	Project Kick-Off							X											
	Analyze, Design, & Development																		
On Trk	Determine Design Requirements								X	X	X								
On Trk	Create Project Design/Specifications									X	X	X	X						
On Trk	System Engineering Report Signed												X						
	Test																		
Nt Strtd	Create Test Plan/Scripts												X	X	X				
Nt Strtd	Perform Testing													X	X				
Nt Strtd	Perform Issue Resolution & Tracking													X	X	X			
	Implement																		
Nt Strtd	Plan Implementation													X	X	X			
Nt Strtd	Deliver Documentation																X		
Nt Strtd	Go-Live																	★	
																	April 7th		

NSC Interface Modifications

Project Status: GREEN

Monthly Summary – February 5, 2018

Registration and Records requested several changes to the National Student Clearinghouse (NSC) 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 Record is making manual updates to the current NSC Interface to resolve these data issues. We need to modify the NSC 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 the Project Charter and received approval from the project sponsors 1/16/2018. In addition, we had to revise the original project timeline shown in the charter due to resource constraints on the PeopleSoft CSS Development team. The revised target implementation date is 05/6/2018. The revised timeline was approved by Sue Lau.

Past Month's Key Accomplishments

- Completed Project Charter and approved by Sponsors – 01/16/2018
- Completed Functional Specifications – 1/31/2018
- Assigned to CSS Development Team - 1/31/2018

Upcoming Milestones

- Development and Unit Testing 02/12/2018 – 03/16/2018
- User Acceptance Testing 03/26/2018- 05/03/2018
- Implementation in Production CSS – 05/06/2018

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	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**
	Initialize																							
Cmplt	Project Planning	X	X	X	X	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 Functional Specifications							X	X	X	X													
Nt Strtd	Perform Development / Unit Testing											X	X	X	X	X	X							
	Test																							
Nt Strtd	Create Test Schedule/Cycles											X	X											
Nt Strtd	Create Test Scripts													X	X	X								
Nt Strtd	Perform User Testing																X	X	X	X	X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking																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																							X
Nt Strtd	Update Knowledgebase																							★

Graduate College Form Automation

Project Status: GREEN

Monthly Summary – February 5, 2018

The Graduate College Form Automation project's objective is convert 20+ of the Graduate College's forms into electronic forms with automated workflows and archival into OnBase. As of this date, 23 forms have been developed and are currently being used by students and staff. BGSU is working with the vendor, DocuSign, to fix a number of application bugs that are preventing the team from moving forward on the 4 remaining forms. Due to this, the project end-date was extended to give the vendor enough time to update their application.

Past Month's Key Accomplishments

- 3 additional electronic forms moved to Production

Upcoming Milestones

- DocuSign to complete bug fixes
- Development of the 4 remaining forms
- User testing of remaining forms

Project Milestones

Status	Week Beginning (Sunday Date)	May-7	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	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29
	Week Number	1	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	49	50	51	52
	Initialize																																						
Cmplt	Project Planning	X																																					
Cmplt	Project Kick-Off																																						
	Analyze, Design, & Development																																						
Cmplt	Perform Project Analysis																																						
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	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	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	X	
	Implement																																						
On Trk	Implement Go-Live Plan							★			★			★				★							★		★												★

Automate Agilon One Access

Project Status: GREEN

Monthly Summary – February 5, 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 design of workflow
- Completed creation of new security group configuration

Upcoming Milestones

- Build automation workflow
- Create custom user groups and apply permissions

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
	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 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																	
On Trk	Build workflow												X	X	X	X	X	X	X	X	X	X							
On Trk	Create custom groups												X	X	X	X	X	X	X	X	X	X							
	Test																												
Nt Strtd	Test Workflow																							X	X	X			
Nt Strtd	Test group access																							X	X	X			
	Implement																												
Nt Strtd	Create Go-Live Plan																										x		
Nt Strtd	Perform Communications to campus																											x	
Nt Strtd	Implement Go-Live Plan																												★

Agilon One Report Library

Project Status: GREEN

Monthly Summary – February 5, 2018

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

- Met with Advancement to review requested modifications created during testing
- Added Lists of Values (LOV) that were requested and returned to advancement for final testing

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	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	X	X	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	★

HEI Interfaces and Modifications

Project Status: GREEN

Monthly Summary – February 5, 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) CI – Course Inventory, 5) DC – Degrees / Certificates Earned, 6) SE – Student Entrance, 7) SN – Student Enrollment and 8) ST – Course Sections Taught. In addition we also need to modify the corresponding point in time extracts (HEI DEMO and HEI CRSE) that are used when building the 8 interface files. During the past month, we created the Project Charter and scheduled a meeting for 2/8 for review and approval by project sponsors. In November, we received initial Functional Specifications from Registration and Records. However, this document contains several design issues involving new HEI fields and data does not exist in PeopleSoft CSS.

Past Month's Key Accomplishments

- Completed Project Charter – 2/2/2018
- Received additional functional requirements from Sue Lau for the new fields that currently do not exist in PeopleSoft CSS – 2/1/2018.

Upcoming Milestones

- Functional Specification – 02/28/2018
- Development and Unit Testing – 3/31/2018
- User Acceptance Testing – 5/3/2018
- Implementation in Production CSS – 05/6/2018 (Firm Date)

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
	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																						
On Trk	Perform Project Analysis					X	X	X	X	X	X	X	X										
On Trk	Create Project Charter						X	X	X	X													
On Trk	Create Project Design / Functional Specifications								X	X	X	X											
Nt Strtd	Perform Development / Unit Testing												X	X	X	X	X						
	Test																						
Nt Strtd	Create Test Schedule/Cycles														X								
Nt Strtd	Create Test Scripts															X							
Nt Strtd	Perform User Testing															X	X	X	X	X	X	X	
Nt Strtd	Perform Issue Resolution & Tracking															X	X	X	X	X	X	X	
	Implement																						
Nt Strtd	Create Go-Live Plan																				X		
Nt Strtd	Implement Go-Live Plan																						X
Nt Strtd	Update Knowledgebase																						★

HBO Go SSO and Apogee Interface

Project Status: GREEN

Monthly Summary – February 5, 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. Over the past month, the ITS team has developed the backend data feed to Apogee from the CSS environment and successfully tested in Apogee and BGSU's test environments. The teams are finalizing production SSO testing and will be ready to complete final production testing.

Past Month's Key Accomplishments

- Development and testing of CSS data extraction and sftp file uploads to Apogee are compete
- SSO testing initiated and is 75% complete
- Apogee has finalized their test/dev environment testing with our data and are ready to move to production

Upcoming Milestones

- Complete SSO testing prior to migrating to production
- CSS team to promote code to production
- Apogee migration and final testing in production

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
	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	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													
On Trk	Perform Testing										X	X	X	X	X	X								
On Trk	Perform Issue Resolution & Tracking												X	X	X	X								
	Implement																							
Nt Strtd	Create Go-Live Plan																X	X	X					
Nt Strtd	Perform Communications to campus																			X	X	X		
Nt Strtd	Implement Go-Live Plan																						X	
Nt Strtd	Update Knowledgebase																						X	★

Library OCLC Tipasa Migration

Project Status: GREEN

Monthly Summary – February 5, 2018

Tipasa is a new cloud-based solution provided by our existing library vender OCLC. This solution streamlines the inter library loan process which will reduce the number of manual steps required to process loan requests made by BGSU students and staff, as well as requests made by other libraries. Project involves a 6-8 week migration of data from Illiad to Tipasa. ITS security team has reviewed the initial cloud authentication requirements and cleared for moving forward. A BGSU PM has been assigned and we are awaiting the project kick-off by OCLC's implementation services team.

Past Month's Key Accomplishments

- BGSU and OCLC's teams reviewed both parties SSO requirements and are comfortable moving forward
- Facilitated a call with the sponsor Mark Strang for background and project scoping questions
-

Upcoming Milestones

- OCLC's Implementation services team will schedule and facilitate a project kick-off meeting
- Create project plan
- Finalize resources

No Schedule at this time

Career Center - Handshake

Project Status: GREEN

Monthly Summary – February 5, 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

- Discuss the application with the Security team—Cloud Assessment form
- Finalize the academic data sent in the student file
- Continue to apply REST API process to the interface

Upcoming Milestones

- Define the transmit process with BGSU server team
- Plan for migration to QNA
- Send a full file to Handshake

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																								
On Trk	Set up the Job Fair and On Campus Events									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												
	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														
Cmplt	Submit and Confirm TEST student file to Handshake										X	X	X	X	X	X	X																		
On Trk	Submit and Confirm FULL student file to Handshake													X	X	X	X	X	X	X	X														
On Trk	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	X	X	X											
Nt Strtd	Confirm automated interface--PPD																							X	X	X									
Nt Strtd	PPD Migratino/Configuration																									X									
On Trk	Define security roles/ Cloud Assessment					X	X	X	X	X	X	X	X	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	
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												
Nt Strtd	Project Completed																																	★	

Upgrade CBORD FSS

Project Status: GREEN

Monthly Summary – February 5, 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

- Hold the project kickoff meeting
- Set project expectations with the vendor for a self-install, including assistance if needed

Upcoming Milestones

- Complete the development of test/production application environments
- Complete the development of test scripts for all system touchpoints
- Discuss the system architecture with the server and security teams

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																																
On Trk	Project Planning								X	X	X	X	X	X	X																		
Cmplt	Project Kick-Off													X																			
	Analyze, Design, & Development																																
On Trk	Build Test Environment																X	X	X	X	X	X	X	X	X								
On Trk	Determine Interface Revisions									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X								
On Trk	Configure Test Environment									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										
Nt Strtd	Configure Production Environment																							X	X	X	X	X	X	X	X	X	X
	Test																																
On Trk	Create Testing Scripts													X	X	X	X	X	X	X	X												
Nt Strtd	Configure Application on Dining Desktops																		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nt Strtd	Interface Testing: Chartwells/Sequoia to CBORD																		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nt Strtd	Perform Issue Resolution & Tracking																		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Implement																																
Nt Strtd	Create Go-Live Plan																													X	X	X	X
Nt Strtd	Perform Communications to campus																															X	
Nt Strtd	Conduct Training																														X	X	
Nt Strtd	Implement Go-Live Plan																															X	★

HCM Get Current 2018 Project

Project Status: GREEN

Monthly Summary – February 5, 2018

As defined by Oracle, the "get current" process involves updating an implementation to its latest incremental version tethered with a PeopleTools upgrade. Within BGSU's business processes, the spring semester is the best time for major work in the HCM environment; in 2018 the HCM Get Current will update our environment to PUM image 25 and PeopleTools 8.56, with a move to production the weekend of May 4th. This implementation will use a new inline methodology where each environment is upgraded in place. Depending on concurrent development, the PeopleSoft Testing Framework may be used for QNA testing, and 2-4 Fluid pages may be activated in HCM.

Past Month's Key Accomplishments

- Planning: Project methodology designed and approved
- Development: PUM image 25 obtained from Oracle
- Planning: Project timeline drafted

Upcoming Milestones

- 2/5/18: HCM Code Freeze begins
- 2/14/18: Project Kickoff
- 3/12/18: Beginning of QNA testing

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	May-6
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Initialize																			
Cmplt	Project Planning and Startup	X	X	X	X	X	X													
Nt Strtd	Project Kick-Off							X												
	Environment Builds and Upgrades																			
On Trk	FIX Environment Build						X													
Nt Strtd	DEV Environment Upgrade						X													
Nt Strtd	QNA Environment Upgrade										X									
Nt Strtd	PPD Environment Upgrade															X				
	Development & Testing																			
Nt Strtd	Perform Development						X	X	X	X										
Nt Strtd	Fluid Pilot Development						X	X	X	X										
Nt Strtd	QNA Testing and Rework										X	X	X	X	X	X				
Nt Strtd	PPD Testing and Rework															X	X	X		
	Implement																			
Nt Strtd	Campus Communications																X	X	X	
Nt Strtd	Go-Live																		★	
Nt Strtd	Post-Go-Live Support																			X

Cloud-StarRez 10.4

Project Status: GREEN

Monthly Summary – February 5, 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 project planning
- Held project kick-off meeting
- Performed project analysis

Upcoming Milestones

- Create design requirements
- Perform development

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	Jun-17	Jun-24	Jul-1
	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																							
Cmplt	Project Kick-Off		X																							
	Analyze, Design, & Development																									
Cmplt	Perform Project Analysis			X																						
On Trk	Create Project Design/Specifications Requirements				X	X	X																			
On Trk	Perform Development						X	X	X	X	X	X														
	Test																									
Nt Strtd	Create Test Schedule/Cycles											X	X													
Nt Strtd	Create Test Scripts											X	X													
Nt Strtd	Perform Testing												X	X	X	X	X	X	X	X						
Nt Strtd	Perform Issue Resolution & Tracking																			X	X	X				
	Implement																									
Nt Strtd	Create Go-Live Plan																					X	X	X		
Nt Strtd	Perform Communications to campus																								X	
Nt Strtd	Conduct Training																							X	X	
Nt Strtd	Implement Go-Live Plan																									★

Lenel Access Control - Analysis and Recommendations

Project Status: GREEN

Monthly Summary – February 5, 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	Upcoming Milestones
• Planning: Project charter signed • Planning: Vendor contact initiated	• 2/15: Project Kickoff

Schedule to be determined

Electronic Transcripts

Project Status: GREEN

Monthly Summary – February 5, 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

- Began installing RoboRegistrar and establishing SSO/SSL.
- Development has not started as all resources are currently working on other projects. No scheduled start at this time.
- Registration & Records supplied the requested information for the vendor to begin working on template setup.

Upcoming Milestones

- Complete RoboRegistrar installation.
- Complete SSO and SLO setup.
- Modify transcript template.
- Perform development.
- Create communications plan.
- Participate in vendor training/setup of environment.

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
	Week Number	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**
	Initialize																				
Cmplt	Project Planning	X	X																		
Cmplt	Project Kick-Off		X																		
	Analyze, Design, & Development																				
On Trk	Perform Project Analysis		X	X								X	X								
Nt Strtd	Develop Scope Document												X	X							
Nt Strtd	Create Project Design/Specifications Requirements												X	X							
Nt Strtd	Perform Development												X	X	X	X	X				
	Test																				
Nt Strtd	Create Test Schedule/Cycles									X	X										
Nt Strtd	Create Test Scripts									X	X	X	X								
Nt Strtd	Perform Testing																	X	X	X	X
Nt Strtd	Perform Issue Resolution & Tracking																	X	X	X	X
	Implement																				
Nt Strtd	Create Go-Live Plan															X	X				
Nt Strtd	Perform Communications to campus															X	X	X	X	X	
Nt Strtd	Conduct Training																		X	X	X
Nt Strtd	Implement Go-Live Plan																				X
Nt Strtd	Update Knowledgebase																				★

Implement Faculty 180 Phase 2

Project Status: GREEN

Monthly Summary – February 5, 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 FMS, CSS, and full HCM interfaces; all colleges will use Faculty180 for 2018-19 academic year. Final development for all interfaces is nearly complete and ready for QNA testing.

Past Month's Key Accomplishments

- Development: HCM interface development complete
- Development: CSS interface development in progress
- Testing: HCM interface migrated to QNA
- Testing: FMS interface awaiting validation

Upcoming Milestones

- 2/15/18: Completion of PeopleSoft development
- 2/23/18: Beginning of QNA testing

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																																		
Cmplt	HCM Interface Data Mapping	X	X	X	X	X	X	X	X																												
Cmplt	CSS Interface Data Mapping	X																																			
Cmplt	FMS Interface Data Mapping	X	X	X	X	X	X	X	X																												
	Development & Testing																																				
Cmplt	Create SFTP Interface	X																																			
Cmplt	HCM Data Validation									X	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	X																			
Off Trk	FMS Data Validation																		X	X	X	X															
On Trk	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																																				
Nt Strtd	Go-Live																																				★

LiveText for the College of EDHD

Project Status: GREEN

Monthly Summary – February 5, 2018

The College of EDHD would like to implement a LiveText pilot for the Spring 2018 term. LiveText assists in synchronizing program area coordinator's activities for continuing program approvals with accreditors and internal reviewers. This project would include Canvas LTI and PeopleSoft CSS integration.

Past Month's Key Accomplishments

- Kick-off with vendor and BGSU resources held on January 3, 2018.
- ITS resources include Todd Glick and Don Schumacher.
- This project will be led by College of EDHD resources with ITS involvement for Canvas LTI and CSS integration only. We will also establish SSO/SLO processes.
- Functional team meetings to develop hierarchy.

Upcoming Milestones

- Determine development scope.
- Perform development.
- Implement Canvas LTI integration in test and production.
- Perform SSO/SLO tasks.
- Participate in functional/vendor led discussions.
- Create project plan under schedule of EDHD timeline.

The project plan is currently being developed.

EvaluationKIT University-Wide Course Evaluations

Project Status: GREEN

Monthly Summary – February 5, 2018

Courses and enrollments for the Spring pilot were imported. Survey dates were assigned based on the assigned session code for the class. A final review of the Spring 2018 pilot data is scheduled for February 12th. The first set of surveys will launch on February 16th.

Past Month's Key Accomplishments

- Imported courses and enrollments
- Assigned course-level survey dates
- Commenced series of open-house events

Upcoming Milestones

- Deploy Spring 2018 pilot
- Identify Summer 2018 pilot participants
- Import courses and enrollment for Summer 2018 pilot
- Review Spring 2018 results

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	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	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	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	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																																																																		
Cmplt	Communicate events and changes															X	X	X	X	X	X	X	X	X	X																																											
Cmplt	Prepare EvaluationKIT service																			X	X	X	X	X	X																																									
On Trk	Implement Spring 2018 Course Evaluations																																		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																
Nt Strtd	Review Spring 2018 pilot results																																						X	X	X	X	X	X	X	X	X	X	X	X	X														
Nt Strtd	Implment Summer 2018 Course Evaluations																																						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	Review Summer 2018 pilot results																																																																X	X
	Production Phase																																																																	
Nt Strtd	Review sub-account access																																											X	X	X	X	X	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 – February 5, 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

- Meeting to determine feasibility of using AcademicWorks data on the enhanced reports
- Development Started

Upcoming Milestones

- Development continues

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
	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	X												
Cmplt	Develop Scope Document			X	X											
On Trk	Create Project Design/Specifications Requirements			X	X	X										
On Trk	Perform Development					X	X	X	X	X	X	X	X	X	X	X
	Test															
Nt Strtd	Create Test Schedule/Cycles															
Nt Strtd	VP/President Review															
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															