# Executive Sponsors Meeting
# Major Project Updates

03/12/2018

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

# Agenda



- Fund balance interface FMS to One*
- Implement Home Town Ticketing*
- Agilon ONE - Prospects by Manager*
- Winter Session Program
- Winter Session Mods to GA Contracting
- Winter Session Mods for Student Records*
- Winter Session Mods for Financial Aid
- Winter Session Mods for Student Financials
- Winter Session Mods to Faculty Contracting
- Business Process Review
- BPR - Maxient HCM Interface
- BPR- Tuition Guarantee
- DCM - Huntington Data Center Move
- HCM 9.2 Get Current 2018
- Cisco CirQLive & Spark
- Replace and Enhance Student Scheduling Software
- Design and Construction Workflow Conversion
- Provost Performance Metrics
- eCitation Software and Hardware Install
- Ally Implementation
- Grad Contracting App Upgrade
- Ally Implementation
- Grad Contracting App Upgrade
- Slate Implementation - Undergraduate Admissions
- Cisco ACS to ISE migration
- Falcon Club Analysis and Improvements
- Adobe Campaign Email Solutions
- Graduate College Form Automation
- Automate Agilon One Access
- Agilon One Report Library
- NSC Interface Modifications
- HEI Interfaces and Modifications
- HBO Go SSO and Interface for Apogee
- Library OCLC Tipasa Migration
- Career Center - HandShake
- Upgrade CBORD FSS
- CLOUD-StarRez 10.2
- Lenel Access Control - Analysis and Recommendations
- Electronic Transcripts
- Implement Faculty 180 Phase 2
- LiveText Pilot for the College of EDHD
- Create Financial Aid Reporting Environment
- EvaluationKit University-Wide Course Evaluation
- Annual Donor Reports - Phase 2

# Fund balance interface FMS to ONE



**Project Status:** ★

**Monthly Summary – March 5, 2018**

Testing was completed and the project migrated to production status on February 19th.

| Past Month's Key Accomplishments | Upcoming Milestones |
|---|---|
| • Completed testing of the FMS export process<br>• Migrated the project to production status | • N/A |

## Project Milestones

| Status | Week Beginning (Sunday Date) | Mar-5 | 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 | 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 | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Project Analysis | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Develop Scope Document | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Project Design/Specifications Requirements | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Development | | X | X | X | X | X | X | X | | | | | | | | X | X | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Test Schedule/Cycles | | | | | | X | X | X | | | | | | | | | | | | | | |
| Cmplt | Create Test Scripts | | | | | | X | X | X | | | | | | | | | | | | | | |
| Cmplt | Perform Testing | | | | | | 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 | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Go-Live Plan | | | | | | | | | X | X | | | | | | X | X | | | | | |
| Cmplt | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | ★ |

# Implement Home Town Ticketing



**Project Status:** ★

**Monthly Summary – March 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**

- Home Town Ticketing is now live at BGSU

**Upcoming Milestones**

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-7 | Jan-14 | Jan-21 | Jan-28 | Feb-4 | Feb-11 | Feb-18 |
|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| | **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 | | | |
| Cmplt | Create Project Design/Specifications Requirements | | | X | X | X | | |
| Cmplt | Perform Development | | | | | X | X | |
| | **Test** | | | | | | | |
| Cmplt | Perform Testing | | | | | X | X | |
| Cmplt | Perform Issue Resolution & Tracking | | | | | X | X | |
| | **Implement** | | | | | | | |
| Cmplt | Create Go-Live Plan | | | | | | X | |
| Cmplt | Conduct Training | | | | | | X | |
| Cmplt | Implement Go-Live Plan | | | | | | | ★ |

# Agilon ONE – Prospects by Manager



**Project Status:** ★

**Monthly Summary – March 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 meet the needs of the Advancement Office as well as a multitude of other offices. 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 completed all user testing in the Agilon ONE "Test" environment. We have officially turned OFF the custom "Sync" process in Production Agilon ONE since that functionality is no longer needed. We have started to utilize the delivered Prospect Assignment Module within Agilon ONE and have completed the initial Data Cleanup in Production for 4 DODs. Kyle Crawford installed the corresponding changes to Agilon ONE Interfaces and Dashboards. The data cleanup efforts for the remaining DOD's will continue over the next few months in Production Agilon ONE. This project is 100% complete.

**Past Month's Key Accomplishments**

- Completed User Testing in Agilon ONE "Test" – 2/21/2018
- Performed Data Cleanup (for 2 DoD) in Production Agilon ONE - 2/27
- Implemented Development for 18 Objects in Prod Agilon ONE - 2/28
- Verified Production System and Close Project – 3/1/2018

**Upcoming Milestones**

- N/A

## 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 | | | | | | | |
| Cmplt | Perform Data Cleanup - Agilon ONE "Test" | | | X | X | X | X | | | | |
| Cmplt | Perform User Acceptance Testing | | | | X | X | X | X | X | | |
| | **Implement** | | | | | | | | | | |
| Cmplt | Create Go-Live Plan | | | | | | | | X | | |
| Cmplt | Turn OFF Custom "Sync" process - Agilon ONE "PROD" | | | | | | | | | X | |
| Cmplt | Perform Data Cleanup - Agilon ONE "PROD" | | | | | | | | | X | |
| Cmplt | Install Development Mods - Agilon ONE "PROD" | | | | | | | | | X | |
| Cmplt | Verify Agilon ONE "PROD" | | | | | | | | | X | |
| Cmplt | Close Project in Team Dynamix | | | | | | | | | | ★ |

# Winter Session Program

6

**Project Status:** GREEN

**Monthly Summary – March 5, 2018**

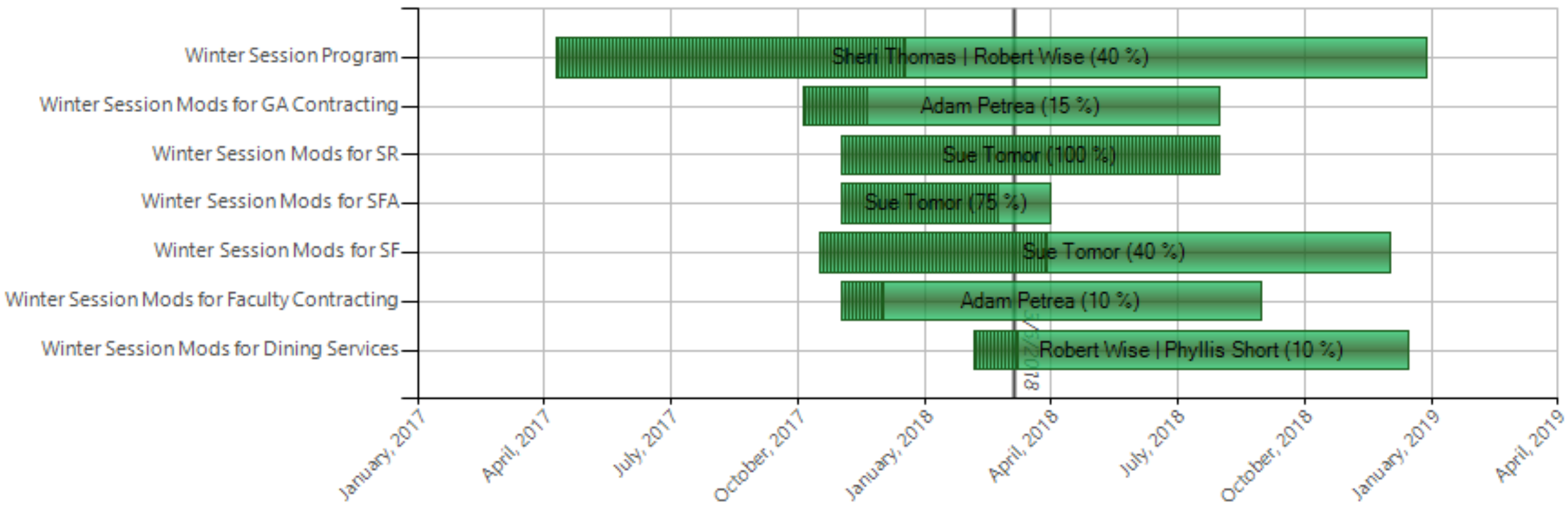
ITS has asked the Business Unit leads (BU's) to determine what system changes they will require to implement Winter Session in the academic calendar. The Winter Session Program has been created to track the 6 projects submitted so far from the BU's. All projects have initiated and are at various stages. This past month, we completed our first project within the program for Student Records and we are in the final testing phase for the Student Financial Aid project. This coming month both faculty and GA contracting projects will ramp up and see more progress.

**Past Month's Key Accomplishments**

- Winter Session Mods for Student Records project is complete
- Internal meeting with Dining Services to review project request

**Upcoming Milestones**

- Teams to continue modeling changes in CSS92MDL environment
- We are working to coordinate the Dining Services project request with RecTrac Cloud Implementation project and Tuition Guarantee project timelines as this could impact duplication of efforts / re-work
- Winter Session Mods for Student Financial Aid should be completed by March 18th



# Winter Session Mods to GA Contracting



**Project Status:** GREEN

**Monthly Summary – March 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 2 has begun, focusing on the identification of existing processes and reports that will need to be updated due to the changes required in implementing Winter Session. In mid-March, HR will work on creating the new EMPL Class and HCM development will begin, followed closely by user testing.

**Past Month's Key Accomplishments**

- Began Phase 2 development

**Upcoming Milestones**

- Complete development
- User testing

## 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 | 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 | 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 | | | | | | | | | | |
| | **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 for Student Records



**Project Status:** ★

**Monthly Summary – March 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 all User Testing for the Phase 2 modifications for Class Search / Message Catalog entries in CSS92QNA and CSS92PPD. We recently installed the PeopleSoft CSS modifications on Sunday 3/4. This project is 100% complete.

**Past Month's Key Accomplishments**

- Completed User Testing in QNA and PPD (Phase 2) – 2/28/2018
- Implemented Phase 2 Modifications 3/4/2018

**Upcoming Milestones**

- None

## 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| | **Initialize** | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | X | X | X | | | | | | | | | | | | | |
| 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 | | | | | |
| Cmplt | Perform User Testing | | | | | | | | | | | | | | X | X | X | X | |
| Cmplt | Perform Issue Resolution & Tracking | | | | | | | | | | | | | | X | X | X | X | |
| Cmplt | Implement Go-Live Plan - Phase 2 | | | | | | | | | | | | | | | | | | ★ |

# Winter Session Mods - Student Financial Aid



**Project Status:** GREEN

**Monthly Summary – March 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 the past month, we started the User Acceptance Testing for FA Term Session. Financial Aid is currently performing some additional System Integration testing with Registration & Records to ensure that all enrollment changes are correctly reflected on the new FA Term Session. In addition, we modified the FA Term Archival process to include the additional FA Term Session record. (Note: Financial Aid will not archive any FA Term data for Spring 2019 until 2021 at the earliest). We are back on schedule and are planning to migrate both projects into Production CSS on Sunday March 18, 2018.

**Past Month's Key Accomplishments**

- Performed User Testing (Project 1) – FA Term Session – In Progress
- Created Technical Specifications (Project 2) – Archive FA Term
- Completed Development/Unit Testing (Project 2) – Archive FA Term

**Upcoming Milestones**

- Code Review (Project 2) – 3/7/2018
- Finish QNA Testing (Project 1 and 2) - 3/09/2018
- Finish PPD Testing (Project 1 and 2) - 3/15/2018
- Implementation (Project 1 and 2) - **03/18/2018**

## Project Milestones

| Status | Week Beginning (Sunday Date) | Oct-22 | Oct-29 | Nov-5 | Nov-12 | Nov-19 | Nov-26 | Dec-3 | Dec-10 | Dec-17 | Dec-24 | Dec-31 | Jan-7 | Jan-14 | Jan-21 | Jan-28 | Feb-4 | Feb-11 | Feb-18 | Feb-25 | Mar-4 | Mar-11 | Mar-18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | X | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Project Analysis | | | X | X | X | | | | | | | | | | | | | | | | | |
| Cmplt | Create Functional Specification | | | | | X | X | | | | | | | | | | | | | | | | |
| Cmplt | Create Technical Specifications (Project 1) | | | | | | | X | X | X | X | X | X | X | X | X | | | | | | | |
| Cmplt | Perform Development / Unit Testing (Project 1) | | | | | | | X | X | X | X | X | X | X | X | X | | | | | | | |
| Cmplt | Create Technical Specifications (Project 2) | | | | | | | | | | | | | | | | | | X | X | X | | |
| Cmplt | Perform Development / Unit Testing (Project 2) | | | | | | | | | | | | | | | | | | X | X | X | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Test Schedule/Cycles | | | | | | | | | | | | | | | X | | | | | | | |
| Cmplt | Create Test Scripts | | | | | | | | | | | | | | | X | | | | | | | |
| On Trk | Perform User Testing (Project 1) | | | | | | | | | | | | | | | | X | X | X | X | X | | |
| On Trk | Perform Issue Resolution & Tracking (Project 1) | | | | | | | | | | | | | | | | X | X | X | X | X | | |
| On Trk | Perform User Testing (Project 2) | | | | | | | | | | | | | | | | | | | | X | X | |
| On Trk | Perform Issue Resolution & Tracking (Project 2) | | | | | | | | | | | | | | | | | | | | X | X | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Go-Live Plan | | | | | | | | | | | | | | | | | | | X | | | |
| Nt Strtd | Update Knowledgebase | | | | | | | | | | | | | | | | | | | | | | ★ |
| Nt Strtd | Implement Go-Live Plan (Project 1) | | | | | | | | | | | | | | | | | | | | | | ★ |
| Nt Strtd | Implement Go-Live Plan (Project 2) | | | | | | | | | | | | | | | | | | | | | | |

# Winter Session Mods for Student Financials



**Project Status:** GREEN

**Monthly Summary – March 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, the Bursar's Office finished modelling of Fee Assessment for Spring 2019 using the new Winter Session Equation Engine Processes. Spring Fees were correctly assessed (for Winter and Non-Winter Sessions) as expected. The Bursar's Office identified a couple of additional Equation Engines that were needed during modelling. We are currently documenting each Equation Engine process and copying them into the other Test Environments for further user testing. We are on schedule for an implementation on Sunday 11/18/2018.

**Past Month's Key Accomplishments**

- Completed Modelling for Winter Session Fee Assessment – 2/9/2018
- Completed Functional Specifications for the new Equation Engines

**Upcoming Milestones**

- 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
- "Real" Winter Session Enrollments begin – Oct 15, 2018
- Final System Integration Testing - with "Real" Winter Session Enrollment
- 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 | 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** | **41** | **42** | **43** | **44** | **45** | **46** | **47** |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | X | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Modelling - Winter Session Enrollment/Assessment | | | | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | 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 | X | | | | | | | | | | | | | | | | | |
| On Trk | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Winter Session Mods to Faculty Contracting



**Project Status:** GREEN

**Monthly Summary – March 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 new contract language and format has been approval by Faculty Affairs and General Counsel. The development team has begun the process of identifying the existing processes and reports that will need to be updated as part of the Winter Session implementation. Following that effort, the OnBase and HCM development will begin, followed by user testing.

**Past Month's Key Accomplishments**

- Contract language and format approved
- Development has begun

**Upcoming Milestones**

- Continued development
- User testing

## 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 | 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 | 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 | Perform Development | | | | | | | | | | | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Business Process Reviews



**Project Status:** GREEN

**Monthly Summary – March 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, 16 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 – RFI for enterprise wide training system

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-7 | Jan-14 | Jan-21 | Jan-28 | Feb-4 | Feb-11 | Feb-18 | Feb-25 | Mar-4 | Mar-11 | Mar-18 | Mar-25 | Apr-1 | Apr-8 | Apr-15 | Apr-22 | Apr-29 | May-6 | May-13 | May-20 | May-27 | Jun-3 | Jun-10 | Jun-17 | Jun-24 | Jul-1 | Jul-8 | Jul-15 | Jul-22 | Jul-29 | Aug-5 | Aug-12 | Aug-19 | Aug-26 | Sep-2 | Sep-9 | Sep-16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 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 | 85 | 86 | 87 | 88 | 89 | 90 |
| | Initialize | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | HR BPR - Consultant selection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | HR BPR - Current state review (Discovery) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | HR BPR - Research processes (Analysis) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | HR BPR - Proposal (Recommendation) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | HR BPR - Enhancements (Implement Change) | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | 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 | 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 | X |

# BPR - Maxient HCM Interface



**Project Status:** GREEN

**Monthly Summary – March 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**

- Test File submitted to Maxient
- Submit the preliminary setup packet to Maxient for Evaluation
- Migrate the project to QNA for UAT

**Upcoming Milestones**

- Receive approval from Project Team/Vendor for Startup Packet Config
- Complete UAT, move to PPD
- Complete communication configuration with imbedded links

## Project Milestones

| Status | Week Beginning (Sunday Date) | Nov-19 | Nov-26 | Dec-3 | Dec-10 | Dec-17 | Dec-24 | Dec-31 | Jan-7 | Jan-14 | Jan-21 | Jan-28 | Feb-4 | Feb-11 | Feb-18 | Feb-25 | Mar-4 | Mar-11 | Mar-18 | Mar-25 | Apr-1 | Apr-8 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | X | X | X | X | | | | |
| On Trk | Unit Test (DEV) | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | | | | |
| On Trk | QNA Migration/Configuration | | | | | | | | | | | | | | X | X | X | X | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Setup Row Level and T/L Secuirty (QNA) | | | | | | | | X | X | X | X | X | X | X | X | X | X | | | | |
| On Trk | Delivered Process Configuration (QNA) | | | | | | | | X | X | X | X | 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 |
| Nt Strtd | Testing/Defect Resolution (PPD) | | | | | | | | | | | | | | | | | | | 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 | |

# BPR – Tuition Guarantee (ITS Tasks)



**Project Status:** GREEN

**Monthly Summary – March 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.
- Updated the StarRez bio demo interface to provide cohort information.
- Updated Student Financials account summary page to show student group information to students. In CSS92QNA for testing.

**Upcoming Milestones**

- Have StarCare map the new field and test the bio demo interface with the new field.
- Continue to test the account summary page.
- Continue discussing how to use they system to address transfer 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** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | 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 | | | | | | | | | | | | | | | | |
| On Trk | Update StarRez bio demo interface | | | | | | | | | | | | | X | X | X | | | | | | | | | | | | | | | | |
| | **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 | | | | | | | | | | | | | | | | |

# Data Center Migration Project



**Project Status:** GREEN

**Monthly Summary – March 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:** 48% 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.

# HCM Get Current 2018 Project



**Project Status:** GREEN

**Monthly Summary – March 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**

- Development: HCMFIX environment established
- Testing: HCMDEV unit testing complete
- Development: Re-work items complete
- Development: Fluid pages under investigation

**Upcoming Milestones**

- 3/12/18: Beginning of QNA testing
- 4/16/18: Beginning of PPD 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 | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | | | | | X | | | | | | | | | | | | |
| | **Environment Builds and Upgrades** | | | | | | | | | | | | | | | | | | | |
| Cmplt | FIX Environment Build | | | | | | X | | | | | | | | | | | | | |
| Cmplt | DEV Environment Upgrade | | | | | | X | | | | | | | | | | | | | |
| On Trk | QNA Environment Upgrade | | | | | | | | | | X | | | | | | | | | |
| Nt Strtd | PPD Environment Upgrade | | | | | | | | | | | | | | | X | | | | |
| | **Development & Testing** | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Development | | | | | | X | X | X | X | | | | | | | | | | |
| On Trk | 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 |

# Cisco CirQLive & Spark



**Project Status:** GREEN

**Monthly Summary – March 5, 2017**

The project is currently on schedule. We completed the LTI configuration within the Canvas test environment. We have finalized our testing group as we begin testing this month.

**Past Month's Key Accomplishments**

- LTI Configuration into Canvas Test has been installed
- Created a testing plan and identified the testing group

**Upcoming Milestones**

- 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 | | | | | | | | | | | | | | | |
| Cmplt | Install LTI Configuration into Canvas Test | | | | | | | | | | X | X | X | | | | | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Create Test Schedule/Cycles | | | | | | | | | | | | | X | X | | | | | | | | | | |
| On Trk | 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 | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Replace and Enhance Student Scheduling Software



**Project Status:** GREEN

**Monthly Summary – March 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**

- 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Design & Construction Workflow Conversion



**Project Status:** GREEN

**Monthly Summary – March 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 is completing this week, allowing Design & Construction to start one month of system testing. Based on the feedback from D&C, a few weeks of issue resolution are planned, followed by migrating the solution to Production

**Past Month's Key Accomplishments**

- Development continues

**Upcoming Milestones**

- Completion of development
- User testing

## Project Milestones

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

# Provost Performance Metrics



**Project Status:** GREEN

**Monthly Summary – March 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 academic 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. The move to PRD revealed the need for rework and a decision by the DGC. The enrollment being looked at will be locked on the 15th day of the fall term to prevent data from changing as students add and drop classes
- 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) | 22-Oct | 29-Oct | 5-Nov | 12-Nov | 19-Nov | 26-Nov | 3-Dec | 10-Dec | 17-Dec | 24-Dec | 31-Dec | 7-Jan | 14-Jan | 21-Jan | 28-Jan | 4-Feb | 11-Feb | 18-Feb | 25-Feb | 4-Mar | 11-Mar | 18-Mar | 25-Mar | 1-Apr | 8-Apr | 15-Apr | 22-Apr | 29-Apr | 6-May | 13-May | 20-May | 27-May | 3-Jun | 10-Jun | 17-Jun | 24-Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **61** | **62** | **63** | **64** | **65** | **66** | **67** | **68** | **69** | **70** | **71** | **72** | **73** | **74** | **75** | **76** | **77** | **78** | **79** | **80** | **81** | **82** | **83** | **84** | **85** | **86** | **87** | **88** | **89** | **90** | **91** | **92** | **93** | **94** | **95** | **96** |
| Cmplt | PPM 1: New Freshmen and Total Students | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | PPM 2: FTFT Retention | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | 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 | ★ |
| 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 | ★ | | | | | | | | |
| Cmplt | PPM 14: SCHs Lost to DFW | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

# eCitation Software and Hardware Install



**Project Status:** YELLOW

**Monthly Summary – March 5, 2018**

During our last technical call, the Windows Server Team and the vendor were able to successfully configure the database server. As a result, the desktop computer and mobile devices have been setup and are ready to go into production. Training has been scheduled for the week of March 4th.

**Past Month's Key Accomplishments**

- Successful configuration of the server(s)
- Successful setup of the desktop and mobile clients

**Upcoming Milestones**

- Training
- Move to production/Go-Live (March 17th)

## 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 | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | | | | | | | | | | X | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Project Analysis | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Develop Scope Document | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Project Design/Specifications Requirements | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Development | | | | | | | | | | | | | | | | X | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Test Schedule/Cycles | | | | | | | | | | | | | | | | | | | X | | | | |
| Cmplt | Create Test Scripts | | | | | | | | | | | | | | | | | | | X | | | | |
| Cmplt | Perform Testing | | | | | | | | | | | | | | | | | | | | X | | | |
| On Trk | Perform Issue Resolution & Tracking | | | | | | | | | | | | | | | | | | | | X | | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Go-Live Plan | | | | | | | | | | | | | | | | | | | | X | | | |
| On Trk | Conduct Training | | | | | | | | | | | | | | | | | | | | X | | | |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Update Knowledgebase | | | | | | | | | | | | | | | | | | | | | | ★ | |

# Ally Implementation



**Project Status:** GREEN

**Monthly Summary – March 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 testing
- Completed pilot group testing
- Completed sync of all BGSU courses

**Upcoming Milestones**

- Turn Ally on for all courses
- Perform communication plan

## 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 | | | | | | | | | | | | | | | | | | |
| Cmplt | 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 | | | | | | | | | | | | | |
| Cmplt | Perform Testing | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | | |
| Cmplt | Pilot Group training | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | | |
| Cmplt | Pilot Group Testing | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Perform Communications to campus | | | | | | | | | | | | | | | | | | | | | | | | | X | |
| On Trk | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Graduate Contracting App Upgrade



**Project Status:** GREEN

**Monthly Summary – March 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. One report has been migrated to Production, one remaining in user testing, and the final report is in development.

**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 | Sep-17 | Sep-24 | Oct-1 | Oct-8 | Oct-15 | Oct-22 | Oct-29 | Nov-5 | Nov-12 | Nov-19 | Nov-26 | Dec-3 | Dec-10 | Dec-17 | Dec-24 | Dec-31 | Jan-7 | Jan-14 | Jan-21 | Jan-28 | Feb-4 | Feb-11 | Feb-18 | Feb-25 | Mar-4 | Mar-11 | Mar-18 | Mar-25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | 1 | 2 | 3 | 4 | 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/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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Testing - Delivery 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Testing Issue Resolution Delivery 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Testing - Delivery 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Testing Issue Resolution Delivery 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Perform Testing - Delivery 3 | | | | | | | | | | | | | X | X | X | X | X | 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 | X | X | X | X | X |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Go-Live (Delivery 1) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Go-Live (Delivery 2) | | | | | | ★ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Go-Live (Delivery 3) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Slate for Undergraduate Admissions



**Project Status:** GREEN

**Monthly Summary – March 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**

- Development analysis and modifications underway to determine which existing UAS files to send to Slate.
- Identification of new development for core data and test scores.
- Slate mapping of fields in progress.

**Upcoming Milestones**

- Continue setup and configuration of the Slate database.
- Complete development activities.
- 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** | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | |
| Cmplt | Project Kick-Off | X | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Project Analysis | | | | | | X | X | X | X | X | | | | | | | | |
| On Trk | Create Project Design/Specifications Requirements | | | | | | | | X | X | X | X | X | X | X | | | | |
| On Trk | Perform Development | | | | | | | | | X | X | X | X | X | X | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | |
| On Trk | Create Test Scripts | | | | | | | | | | X | X | X | X | X | | | | |
| 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** | | | | | | | | | | | | | | | | | | |
| 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 – March 5, 2018**

BGSU's current wireless authentication and network management solution is nearing end-of-life and needs 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. We facilitated a design and planning session with the vendor's engineers and BGSU team. The servers have been provisioned and the Presidio engineers have performed a couple of tasks to get a better understanding of our environment in order to produce the System Engineering Report that will be the final approvals to move forward with implementation phase. Installation and testing should be completed this month with cut-over planned for the week of March 19th.

**Past Month's Key Accomplishments**

- Held a design and planning session with Presidio engineers and BGSU team
- 5 servers were provisioned and handed over to infrastructure team
- Presidio and BGSU worked together for a discover session on the ACS systems and prepared servers for software installation

**Upcoming Milestones**

- System engineering report signed by BGSU in order to begin Implementation Phase due by 3/5
- Implementation of ISE solution with wireless pilot to start 3/6
- Wireless cutover planned for week of 3/19

## 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** | | | | | | | | | | | | | | | | | | |
| Cmplt | Determine Design Requirements | | | | | | | | X | X | X | | | | | | | | |
| Cmplt | Create Project Design/Specifications | | | | | | | | | X | X | X | X | | | | | | |
| On Trk | System Engineering Report Signed | | | | | | | | | | | | X | | | | | | |
| | **Deployment Phase** | | | | | | | | | | | | | | | | | | |
| On Trk | Installation and Wireless Pilot | | | | | | | | | | | | X | X | X | | | | |
| On Trk | Perform Issue Resolution & Tracking | | | | | | | | | | | | | X | X | | | | |
| On Trk | Wireless Cutover | | | | | | | | | | | | | | ★ | | | | |
| | **Eduroam Implementation** | | | | | | | | | | | | | | | | | | |
| On Trk | Communication plan | | | | | | | | | | | | | | X | X | | | |
| On Trk | Planning eduroam integration | | | | | | | | | | | X | X | X | X | X | | | |
| Nt Strtd | eduroam Pilot | | | | | | | | | | | | | | | X | X | | |
| Nt Strtd | eduroam Go-Live | | | | | | | | | | | | | | | | | ★ | |

# Falcon Club Analysis and Improvements



**Project Status:** GREEN

**Monthly Summary – March 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. Over the past month, we took a different approach by defining and drafting a list of rules or terms for becoming a Falcon Club member. We are meeting with the 3 key groups involved to review these rules. This information will be the key drivers and inputs to start the framework for a future project to develop a membership website.

**Past Month's Key Accomplishments**

- John Ellinger and I met with Bob Moosbrugger and Dan Meyer to present a list of Falcon Club member rules/terms that we drafted as part of our new approach
- Multiple edits were made to the draft of terms
- John Ellinger and I meet with Becky Kocher, Chris Hansen, & Jenny Wensink from advancement to review the draft of FC Terms and gain their insight and input
- We've asked M&C to create some mockup websites for this new approach

**Upcoming Milestones**

- John and I will be meeting with the Controller's Office next to present the list of FC Rules/Terms
- Continue working on website mockups with information we gain through meetings
- Next steps will be determined

## Project Milestones

| Status | Week Beginning (Sunday Date) | Oct-22 | Oct-29 | Nov-5 | Nov-12 | Nov-19 | Nov-26 | Dec-3 | Dec-10 | Dec-17 | Dec-24 | Dec-31 | Jan-7 | Jan-14 | Jan-21 | Jan-28 | Feb-4 | Feb-11 | Feb-18 | Feb-25 | Mar-4 | Mar-11 | Mar-18 | Mar-25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | Develop Scope Document | X | X | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | X | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Determine Data Requirements | | | 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 | X | X | X | |
| | **Present Findings** | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Present Findings | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Adobe Campaign Email Solution



**Project Status:** YELLOW

**Monthly Summary – March 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**

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

**Upcoming Milestones**

- Start testing of data load/ETL
- Start testing of Campaigns
- Schedule move to production
- Vendor on-site for training/knowledge transfer

## Project Milestones

| Status | Week Beginning (Sunday Date) | Jan-7 | Jan-14 | Jan-21 | Jan-28 | Feb-4 | Feb-11 | Feb-18 | Feb-25 | Mar-4 | Mar-11 | Mar-18 | Mar-25 | Apr-1 | Apr-8 | Apr-15 | Apr-22 | Apr-29 | May-6 | May-13 | May-20 | May-27 | Jun-3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| | **Initialize** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | X | X | X | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | X | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Review Current Setup of ACS | | | X | X | X | | | | | | | | | | | | | | | | | |
| Off Trk | Update Data Workflows as needed | | | | | X | X | X | | | | | | | | | | | | | | | |
| On Trk | Develop Campaigns | | | | | | | X | X | X | X | X | X | X | X | X | X | X | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | 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 | | | | | | | | | | | | | | |
| On Trk | Knowledge Transfer | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | ★ |

# Graduate College Form Automation



**Project Status:** GREEN

**Monthly Summary – March 5, 2018**

The Graduate College Form Automation project's objective is to convert 20+ of the Graduate College's forms into electronic forms with automated workflows and archival into OnBase. 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. The bug fixes are expected to be ready in April.

**Past Month's Key Accomplishments**

- Working with DocuSign on bug fixes in order to complete the remaining forms

**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 | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Number | 1 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | |
| | **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 |
| 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 |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Implement Go-Live Plan | | | ★ | | | ★ | | | ★ | | | | ★ | | | | | | | ★ | | ★ | | | | | | | | | | | |

# Automate Agilon One Access



**Project Status:** GREEN

**Monthly Summary – March 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 | X | | | | | | |
| On Trk | Create custom groups | | | | | | | | | | | | X | 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 – March 5, 2018**

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

**Past Month's Key Accomplishments**

- DOD report has been completed and reviewed by alumni
- Initial discussion for the requirements of additional reports has begun

**Upcoming Milestones**

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

## 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** |
| Cmplt | Phase one (DOD report) | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | ★ | | | | | | | | |
| Cmplt | Collect Reoprt Requirements | X | X | ★ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Development | | | | | X | X | X | X | X | X | ★ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Test Report | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | |
| On Trk | Implement Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ | | | | | | | | |
| On Trk | Phase Two (additional reports) | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | ★ |

# NSC Interface Modifications



**Project Status:** GREEN

**Monthly Summary – March 5, 2018**

Registration and Records requested several changes to the National Student Clearinghouse (NSC) Enrollment Interface to maintain compliance with Federal Financial Aid Reporting. They requested changes to resolve data issues with Enrollment Status, Graduate Information, Foreign Addresses, and Program Data. In order to maintain more than 90% compliance as an institution, Registration and Records is making manual updates to the current NSC Interface to resolve these data issues. We need to modify the NSC Enrollment Interface to accurately report financial aid data to National Student Loan Data System (NSLDS) and avoid manual corrections to the interface file. During the past month, we started Development and Unit Testing for the custom table to track Coop Courses. We also had to revise the implementation by 1 week to avoid conflicts with the HCM Get Current project on May 6, 2018. The revised target implementation date is 05/13/2018 which was approved by Sue Lau.

**Past Month's Key Accomplishments**

- CSS Development / Unit Testing (In Progress) – 30% Complete

**Upcoming Milestones**

- Development and Unit Testing 02/12/2018 – 03/16/2018
- User Acceptance Testing 03/26/2018- 05/10/2018
- Implementation in Production CSS – 05/13/2018

## 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 | 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** |
| | **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 | | | | | | | | | | | | | | |
| On Trk | Perform Development / Unit Testing | | | | | | | | | | | X | X | X | X | X | X | | | | | | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Test Schedule/Cycles | | | | | | | | | | | X | X | | | | | | | | | | | | |
| On Trk | Create Test Scripts | | | | | | | | | | | | | X | X | X | | | | | | | | | |
| Nt Strtd | Perform User 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 | | | |
| Nt Strtd | Perform Communications to campus | | | | | | | | | | | | | | | | | | | | | | X | | |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | | | X |
| Nt Strtd | Update Knowledgebase | | | | | | | | | | | | | | | | | | | | | | | | ★ |

# HEI Interfaces and Modifications



**Project Status:** GREEN

**Monthly Summary – March 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) CU – Credit Update, 5) DC – Degrees / Certificates Earned, 6) SE – Student Entrance, 7) SN – Student Enrollment and 8) ST – Course Sections Taught. In addition, we need to modify the corresponding point in time extracts (HEI DEMO and HEI CRSE) that are used when building the HEI Interface files. Registration and Records identified 2 additional HEI Interface Files that need to be modified to resolve outstanding issues: OC – Off Campus Course Sections and CI – Course Inventory.

**Past Month's Key Accomplishments**

- Revised Project Charter and Sign-Off – 2/20/2018
- Identified source data source for several new HEI fields
- Received revised Functional Requirements – 2/28/2018
- Created Functional Specifications for: CI, AP, DEMO/CRSE
- Completed Development / Unit Testing: CI, AP, DEMO/CRSE)

**Upcoming Milestones**

- Functional Requirements from Reg and Records (HEI ST)
- Complete Functional Specifications (SE, SN, AC, CN, OC, CU, DC)
- Development and Unit Testing – 4/30/2018
- User Acceptance Testing – 5/10/2018
- Implementation in Production CSS – 05/13/2018 (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 | 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 | X | X | X | X | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | X | | | | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Perform Project Analysis | | | | | X | X | X | X | X | X | | | | | | | | | | | | | |
| Cmplt | Create Project Charter | | | | | | X | X | X | X | X | X | | | | | | | | | | | | |
| On Trk | Create Project Design / Functional Specifications | | | | | | | | X | X | X | X | X | X | X | X | X | | | | | | | |
| On Trk | Perform Development / Unit Testing | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | | | |
| | **Test** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Test Schedule/Cycles | | | | | | | | | | | | X | | | | | | | | | | | |
| Cmplt | Create Test Scripts | | | | | | | | | | | | X | | | | | | | | | | | |
| On Trk | Perform User Testing | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | |
| On Trk | Perform Issue Resolution & Tracking | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | X | |
| Nt Strtd | Implement Go-Live Plan | | | | | | | | | | | | | | | | | | | | | | | X |
| Nt Strtd | Update Knowledgebase | | | | | | | | | | | | | | | | | | | | | | | ★ |

# HBO Go SSO and Apogee Interface



**Project Status:** GREEN

**Monthly Summary – March 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. The ITS team has developed the backend data feed to Apogee from the CSS environment, successfully tested, and promoted the code to production on 3/4. The final steps of this project is to complete testing of the authentication sign-out process.

**Past Month's Key Accomplishments**

- Development of custom interface, testing of CSS data extraction, and sftp file uploads to Apogee are complete and have been promoted to production on 3/4
- Server team revamped their SSO strategy and will start testing the new approach

**Upcoming Milestones**

- Complete authentication testing
- Apogee needs to finish their integration work with our prod data and get us into HBO's June QA sprint.
- Final smoke testing and soft launch production testing last week of June

## 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 | | | | | | | | | | | | | |
| Cmplt | Perform Testing | | | | | | | | | | X | X | X | X | X | X | | | | | | | | |
| On Trk | Perform Issue Resolution & Tracking SSO | | | | | | | | | | | | X | X | X | X | X | X | | | | | | |
| | **Implement** | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Production Go-live Plan | | | | | | | | | | | | | | | | X | X | X | | | | | |
| Cmplt | Migration of Custom Interface to production | | | | | | | | | | | | | | | X | | | | | | | | |
| On Trk | Smoke testing of authentication sign-off | | | | | | | | | | | | | | | | X | X | X | X | X | | | |
| Nt Strtd | Update Knowledgebase | | | | | | | | | | | | | | | | | | | | | | | ★ |

# Library OCLC Tipasa Migration



**Project Status:** GREEN

**Monthly Summary – March 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 led by OCLC's Services team. ITS has been asked to assist with the SSO and patron load process for authentication purposes. The rest of the data migration will be handled by OCLC. Over the past month, we've supplied OCLC with required questionnaires and attended their IT session. We are working on identifying the patron data needed by the library to build into the process.

**Past Month's Key Accomplishments**

- Library completed SurveyMonkey questionnaire and selected authentication method
- OCLC's Implementation services team facilitated a authentication session for IT staff
- Library gathering patron data requirements

**Upcoming Milestones**

- OCLC configures authentication in test environment
- BGSU develops patron load process
- BGSU loads patron data and gets reviewed by OCLC

## 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Week Number** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| | **Initialize** | | | | | | | | | | | | | | | | | | |
| Cmplt | Project Planning | X | X | X | X | | | | | | | | | | | | | | |
| Cmplt | Develop Scope Document | | | X | X | X | | | | | | | | | | | | | |
| Cmplt | Project Kick-Off | | | | | | | | | | | | | | | | | | |
| | **Analyze, Design, & Development** | | | | | | | | | | | | | | | | | | |
| On Trk | Determine Data Requirements | | | | | | X | X | X | | | | | | | | | | |
| On Trk | Create Project Design/Specifications | | | | | | | | X | X | X | X | | | | | | | |
| Nt Strtd | Perform Development | | | | | | | | | | X | 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 | | | | | |
| | **Implement** | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Plan Migration | | | | | | | | | | | | | X | | | | | |
| Nt Strtd | Create Training Documentation | | | | | | | | | | | | | | X | X | | | |
| Nt Strtd | Migrate Development to Production | | | | | | | | | | | | | | | X | X | X | |
| Nt Strtd | Go-Live | | | | | | | | | | | | | | | | | | ★ |

# Career Center - Handshake



**Project Status:** GREEN

**Monthly Summary – March 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**

- Completed Cloud Assessment form reviewed by BGSU Security
- QNA testing by the Student Records Subject Matter Expert
- Continue to apply REST API process to the interface

**Upcoming Milestones**

- Define the transmit process
- Plan for migration to QNA
- User to complete academic data mapping process in 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 | X | X | X | | | | | | | | | |
| On Hld | Launch Vendors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| On Trk | Perform Issue Resolution & Tracking | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | |
| | **Students** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Determnine student attributes for the interface | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create Test student file | | | | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Determine/Configure Transmission Method | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | |
| 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 | X | X | X | X | | | | | | | | | | |
| On Trk | Create and Test automated Student interface--DEV | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | | | | | | | | | | |
| Nt Strtd | Confirm automated interface--QNA | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | | | | | | | | |
| On Trk | QNA Migration/Configuration | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | | | | | | | | | | |
| Nt Strtd | Confirm automated interface--PPD | | | | | | | | | | | | | | | | | | | | | | | | X | 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 | 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 | X | X | X | | | | | | | | | |
| Nt Strtd | Project Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ★ | |

# Upgrade CBORD FSS



**Project Status:** GREEN

**Monthly Summary – March 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**

- Select the CBORD Upgrade Application version
- Complete the testing scripts

**Upcoming Milestones**

- Complete the development of test/production application environments
- Begin the testing of test scripts for all system touchpoints
- Install the chosen version of the application on all desktops

## 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 | X | X | | | | | | | | | | |
| Nt Strtd | Configure Application on Dining Desktops | | | | | | | | | | | | | | | | | | | | | | 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 |
| Nt Strtd | Perform Issue Resolution & Tracking | | | | | | | | | | | | | | | | | | | | | | 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 | ★ |

# Cloud-StarRez 10.4



**Project Status:** GREEN

**Monthly Summary – March 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**

- 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 | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | 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 – March 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**

- Planning: Project kickoff complete
- Research: RFID card specifications complete
- Research: Discussions opened with Lenel for potential assistance

**Upcoming Milestones**

- 3/19: Beginning of current-state process documentation

## Project Milestones

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

# Electronic Transcripts



**Project Status:** GREEN

**Monthly Summary – March 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**

- Finalizing RoboRegistrar server configuration.
- Development has started.
- Discussed ATC options. R&R to evaluate and decide upon which direction to take.
- Working with the vendor on FTP process.

**Upcoming Milestones**

- Complete RoboRegistrar installation.
- Complete SSO and SLO setup.
- Complete development.
- Create communications plan.
- Participate in vendor training/setup of environment.
- Determine rollout schedule.

## 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 | | | | | | | | |
| Cmplt | Develop Scope Document | | | | | | | | | | | | 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 Schedule/Cycles | | | | | | | | | X | X | | | | | | | | | | |
| Nt Strtd | Create Test Scripts | | | | | | | | | X | X | X | X | | | | | | | | |
| Nt Strtd | Perform Testing | | | | | | | | | | | | | | | | | | X | X | X |
| Nt Strtd | Perform Issue Resolution & Tracking | | | | | | | | | | | | | | | | | | X | X | X |
| | **Implement** | | | | | | | | | | | | | | | | | | | | |
| Nt Strtd | Create Go-Live Plan | | | | | | | | | | | | | | | X | 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 – March 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 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: CSS interface development complete
- Testing: CSS interface migrated to QNA
- Testing: HCM interface migrated to PPD
- Development: FMS interface cancelled

**Upcoming Milestones**

- 3/18/18: HCM interface move to production
- 4/3/18: First training session

## 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 | | | | | | | | | | | | | | | | | | | |
| Cmplt | FMS Data Validation | | | | | | | | | | | | | | | | | | X | X | X | X | | | | | | | | | | | | | | | |
| Cmplt | Perform CSS Development | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | |
| On Trk | QNA Testing | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | | | | | | | |
| 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 – March 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**

- Development performed and migrated to CSS92QNA. Ready for user testing. Functional manually uploaded these into LiveText.
- LTI configured in Canvas Test. User testing being performed.
- Participated in College of EDHD information session. Will use March/April for the Pilot to conduct assessments.

**Upcoming Milestones**

- Migrate development to PROD.
- Migrate Canvas LTI to PROD on 3/1.
- Perform SSO/SLO tasks.
- Participate in functional/vendor led discussions.

## Project Milestones

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

# Create Financial Aid Reporting Environment



**Project Status:** GREEN

**Monthly Summary – March 5, 2018**

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

**Past Month's Key Accomplishments**

- Developed project plan
- Build Schema in ODS Test
- Began developing and collecting list of RNL inputs
- Began the development of sample reports
- Began reverse engineering RNL computations

**Upcoming Milestones**

- Complete the collection of all inputs
- Replicate all RNL computations
- Test sample reports
- Finalize table design
- Begin Building tables in ODS Test

## Project Milestones

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

# EvaluationKIT University-Wide Course Evaluations



**Project Status:** GREEN

**Monthly Summary – March 5, 2018**

The project completed course evaluations for classes ending in the first 8 week session. The project sponsor is surveying the participants to learn what elements were successful. This information will be used to refine the process for future sessions.

The next session ends April 30th. Those evaluations will start on April 16th. Planning for Summer 2018 pilot is underway and begins implementation in late April.

**Past Month's Key Accomplishments**

- Completed course evaluations for first 8 week session

**Upcoming Milestones**

- Survey participants to refine best practice
- Implement remaining evaluations for Spring 2018
- 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 | 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 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Develop Scope Document | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Pilot Preparation** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Establish surveys | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Establish reporting hierarchy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Final testing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Identify participants for Fall 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Create communication plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Implement Pilot** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Communicate events and changes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cmplt | Prepare EvaluationKIT service | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Trk | Implement Spring 2018 Course Evaluations | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | |
| On Trk | Review Spring 2018 pilot results | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | |
| Nt Strtd | Implement Summer 2018 Course Evaluations | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | |
| Nt Strtd | Review Summer 2018 pilot results | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X |
| | **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 – March 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**

- Development Started

**Upcoming Milestones**

- Development continues
- 1st draft of new enhanced reports created

## 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 | | | | | | | | | | | | X | X | X | X |
| 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 | | | | | | | | | | | | | | | |