Executive Sponsors Meeting Major Project Updates

12/11/2017



Agenda

- Agilon One Report Library
- Provost Performance Metrics
- AEM 6.3 Upgrade*
- Archive NORIS Police Data in OnBase*
- eCitation Software and Hardware Install
- OGC OnBase Implementation
- CSS 9.2 Upgrade
- > FMS PT 8.55.19 Security Patch
- Fund Balance Interface FMS to One
- > 25 Live Implementation
- Pharos upgrade
- Design and Construction Workview Conversion
- > Falcon Club Analysis and Improvements
- Grad Contracting App Upgrade For Graduate Assistant T/L
- Library Cloud Migration
- Modify Noel Levitz ERMS Interface
- Move Remaining Continuing Ed Contracts to OnBase
- Ohio eTutoring Collaborative Interface and SSO
- > Student NonDegree Application Automation
- Cisco CirQLive & Spark

- Ally Implementation
- Graduate College Form Automation
- Maxient HCM Interface
- Automate Agilon One Access
- HBO Go SSO and Apogee Interface
- Career Center HandShake
- Upgrade CBORD FSS
- Implement Faculty 180 Phase 2
- Data Center Migration
- Business Process Reviews
- BPR- Tuition Guarantee
- Replace and Enhance Student Scheduler
- Winter Session Program
- > WSP Winter Session Mods to GA Contracting App & HCM
- > WSP Winter Session Mods for Student Financial Aid
- WSP Winter Session Mods for Registration and Records
- EvaluationKit University-Wide Course Evaluation
- > Adobe Campaign Email Solutions
- > RecTrac Upgrade 3.1.6

Agilon One Report Library

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

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

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

								P	rc	oje	ct	N	lile	es	toı	ne	S																					
Status	Week Beginning (Sunday Date)	20-Aug	27-Aug	3-Sep	10-Sep	17-Sep	24-Sep	1-0ct	8-0ct	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		15-Apr	22-Apr	29-Apr
	Week Number	1	2	3	4	5	6	7	8	9			12	13	14	15									24	25	26	27	28	29	30				34	35	36	37
On Trk	Phase one (DOD report)	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Χ	Х	Х	Х	Х	Χ	*																		
Cmplt	Collect Reoprt Requirements	Х	Х	*																																		1
Cmplt	Development					Х	Х	Х	Х	Х	Х	*																										$\overline{}$
On Trk	Test Report											Х	Х	Χ	Х	Х	Х	Х	Χ																			<u> </u>
Nt Strtd	Implement Report																			*																		
Nt Strtd	Phase Two (additional reports)																				Х	Х	Х	Х	Χ	Х	Х	Х	Х	Х	Х	Х	х	х	х	х	Х	*

Provost Performance Metrics

Project Status:

GREEN

Monthly Summary - December 4, 2017

Structures to meet each Performance Metric are being developed, validated and migrated to Production in accordance with user requirements. Six metrics have been completed. Metric 12 is in User Acceptance Testing and is waiting verification that it meets the prescribed intent. Analysis is being conducted to determine if the data to report on Metrics 4, 6, and 8 exist in the University source system. We will determine if Terra Dotta data can be imported into PeopleSoft through an interface for Metric 6 after the CSS 9.2 upgrade is complete. It is not likely that PPM 4 will be deliverable from the DW.

Past Month's Key Accomplishments

- Presented prototype of the 60 units in two years report and are waiting for feedback
- Began meetings to develop PPM 6 Global Immersion

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

								P	ro	je	ct	M	lile	es	toı	ne	S																				
Status	Week Beginning (Sunday Date)	16-Jul	23-Jul	30-Jul	6-Aug	13-Aug	20-Aug	27-Aug	3-Sep	10-Sep	17-Sep	24-Sep	1-0ct	8-0ct	15-0ct	22-0ct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar
	Week Number	47	48	49	50	51	52														66	67			70									79	80	81	82
Cmplt	PPM 1: New Freshmen and Total Students																																				
Cmplt	PPM 2: FTFT Retention	Х	Х	Х	Х	Х	Х	Х	Х	X	X	X	*																								
Cmplt	PPM 3: Number of Graduates																																				
	PPM 4: Collaborative Research (Unlikely																																				
Nt Strtd	from the DW)																																				,
On Trk	PPM 6: Global Immersion Experience															Х	Х	Х	Х	Х	Х	Χ	Х	Χ	Х	Х	Х	Х	Χ	Х	Х	Χ					
Cmplt	PPM 7: Service Learning																																				
Nt Strtd	PPM 8: Learning Communities																								Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х		
Cmplt	PPM 9: Contributin Margin																																				
On Trk	PPM 12: 60 Credits in two years	Х	Х	Х	Х	Х	Х	Х	Х	X	X	X	X	X	Х	Х	Х	Х	Х	Х	Х	*															
Cmplt	PPM 14: SCHs Lost to DFW																																				

AEM 6.3 Upgrade

Project Status:



Monthly Summary - December 4, 2017

The Adobe AEM (Adobe Experience Manager) upgrade project will upgrade AEM from version 6.1 to the latest release of version 6.3. This upgrade will allow BGSU to remain in agreement with our Managed Services Agreement with Adobe that requires us to be within 2 major releases to remain supported. ITS will work closely with Marketing & Communications to test the upgrade. AEM 6.3 was migrated into production on November 30, 2017 and this project is now completed.

Past Month's Key Accomplishments

- · Finished user testing of PPD.
- Resolved issues that needed to be resolved to proceed with go live.
- Created go live plan.
- Performed migration activities to Production hardware on 11/29.
- Performed post go live issue resolution.

Upcoming Milestones

· Project is completed.

	P	ro	je	ct	M	ile	st	or	ne:	S													
Status	Week Beginning (Sunday Date)	Jun-11	Jun-18	Jun-25	Jul-2	Jul-9	Jul-16	Jul-23	08-Inc	9-gny	Aug-13	Aug-20	Aug-27	은-dəS 검	01-dəS 4	71-dəS 5	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5
	Week Number	1	2	3	4	5	6	7	8	9		11	12	13	14	15	16	17			20		
	Initialize																						
Cmplt	Project Planning	Х	Х	Х	Х	Х																	
Cmplt	Project Kick-Off			Х																			
	Analyze, Design, & Development																						
Cmplt	Establish Test Instance		Х	Х						Х	Х	Х	Х	Х									
Cmplt	Reapply Customizations									Х	Х	Х	Х	Х									
Cmplt	Establish Test SSO											Х	Х	Х									
	Test																						
Cmplt	Update Test Scripts									Х	Χ	Х											
Cmplt	Perform QNA Testing													Х	Х	Х	Х	Х					
Cmplt	Perform QNA Issue Resolution & Tracking	<u> </u>	<u> </u>											Х	Х	Х	Х	Х			\bigsqcup		
Cmplt	Perform PPD Testing																			Х	Х	Х	
Cmplt	Perform PPD Issue Resolution & Tracking																			Χ	Х	Х	
	Implement																						
Cmplt	Arrange Cutover with Adobe	↓	<u> </u>				<u> </u>												Χ		Ш		
Cmplt	Perform Communications to Campus of SSO Change																				igsqcut	Х	
Cmplt	Implement Go-Live Plan	<u> </u>	<u> </u>																		\bigsqcup		Х
Cmplt	Update Knowledgebase																						*

Archive NORIS Police Data

Project Status:



Monthly Summary - December 4, 2017

The OnBase solution for the NORIS archive moved to production on November 8th and is in use by BGSU Police Department staff and officers. Over the past month, ITS has finished development of the additional functionality that was necessary to complete the solution, but was not needed prior to the official shutdown of NORIS. That enhanced functionality has been tested and approved, and was moved to production during the standard migration on December 7th.

Past Month's Key Accomplishments

- Development: OnBase expungement functionality complete
- Testing: OnBase expungement functionality tested and approved

Upcoming MilestonesProject closed

Project Milestones

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

eCitation Software and Hardware Install

Project Status:

GREEN

Monthly Summary - December 4, 2017

After repeated attempts to reach out to the vendor, the BGSU PD was able to receive a reasonable response. Technical questions have been answered, leaving the project team hopeful for a successful completion. Due to the limited availability of resources, the installation of the SQL Database has not yet been completed. This completion has been targeted for the week of December 11th.

Past Month's Key Accomplishments

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

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

	Project	M	ile	st	or	ne	S											
Status	Week Beginning (Sunday Date)	Sep-10	Sep-17	Sep-24	0ct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Initialize																	
Cmplt	Project Planning	Х																
Cmplt	Project Kick-Off		Χ															
	Analyze, Design, & Development																	
Cmplt	Perform Project Analysis			Χ													Ш	
Cmplt	Develop Scope Document			Χ													Ш	
Cmplt	Create Project Design/Specifications Requirements					Х											Ш	
On Trk	Perform Development													Χ				
	Test																	
Nt Strtd	Create Test Schedule/Cycles																Ш	
Nt Strtd	Create Test Scripts																Ш	
Nt Strtd	Perform Testing																	
Nt Strtd	Perform Issue Resolution & Tracking																	
	Implement																	
Nt Strtd	Create Go-Live Plan																	
Nt Strtd	Perform Communications to campus																	
Nt Strtd	Conduct Training																Ш	
Nt Strtd	Implement Go-Live Plan																	
Nt Strtd	Update Knowledgebase																	*

OGC OnBase Implementation

Project Status:

YELLOW

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

· Started user testing this solution

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

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Status	Week Beginning (Sunday Date)	May-7	May-14	May-21	May-28		Jun-11	Jun-18	Jun-25	Jul-2	9-Inf	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	0ct-1		Oct-15		Oct-29	Nov-5	Nov-12		Nov-26	Dec-3
	Week Number Initialize	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Cmplt	Planning	Х	Х																													
Cmplt	Design Analyze, Design, & Development		Χ																													
Cmplt	Create workflow integration docs		Χ	Х																												
	Workout integrations with current process Configure Studio WF				X	X																							\vdash	\dashv		
	Unity Development				Λ.	Х	Х	Χ	Χ	Χ																						
Off Trk	Test User Testing																							Х	Х							
Nt Strtd	Defect Resolution																							Х	Х	_	Х					
	User Testing Round 2 Defect Resolution Round 2																									X	X	X	X	Х	Х	\blacksquare
	Implement																															
Nt Strtd	Go-Live																															*

CSS 9.2 Upgrade

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

- Environment: Completed Mock
- Development: Development: Resolved issues from end user testing; completed development identified during testing; continued preparing for go-live activities.
- **Testing:** PPD testing completed. Issues resolution completed. There is 1 minor issue logged with Oracle.
- Project Management: Go live planning activities.

- Finalize Go Live and Resource plans.
- · Final preparations for Go Live weekend.
- Conduct final roll call for approval to proceed.
- Perform Go Live activities starting at 5pm on December 8.

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

FMS PT 8.55.19 Security Patch

Project Status:

GREEN

Monthly Summary - December 4, 2017

Oracle has released a security patch that needs to be applied to all PeopleSoft environments. The security patch has already been tested and migrated into CSS and HCM, and this project will apply the patch to FMS. The upgrade will begin October 2, 2017 and the patch will be migrated into production December 17, 2017.

Past Month's Key Accomplishments

- · Functional team completed QNA testing.
- ITS applied the patch to FMS92PPD.
- ITS smoke tested FMS92PPD.

- Begin FMS92PPD testing 12/4 12/15.
- · Perform issues resolution.
- Prepare for migration into production on 12/17.

	Project Mil	es	stc	n	es										
Status	Week Beginning (Sunday Date)	Sep-17	Sep-24	0ct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Initialize														
Cmplt	Project Planning	Х	Χ	Χ	Х	Χ									
Cmplt	Project Kick-Off		Χ												
	Analyze, Design, & Development														
Cmplt	Refresh FMS92DEV		Χ												
Cmplt	Perform Development Rework			Χ			Χ								
	Test														
Cmplt	Create Test Schedule/Cycles			Χ	Χ			Χ	Χ						
Cmplt	Modify Test Scripts			Χ	Х	Χ	Χ	Χ	Χ	Χ					
On Trk	Perform Testing					Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	
On Trk	Perform Issue Resolution & Tracking					Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	
	Implement														
On Trk	Plan Go-Live												Χ	Х	
Nt Strtd	Migrate to Production														*
Nt Strtd	Update Knowledgebase														Х

Fund Balance Interface FMS to ONE

Project Status:

YELLOW

Monthly Summary - December 4, 2017

This project continues to be in the development stage. PeopleSoft FMS developer with the support of WRL staff have the logic needed to produce the required balance information. University Advancement and the ITS Auxiliary team are currently designing the integrated process to get the balance information into Agilon ONE. The plan is to be in test mode by 12/8. The go-live date continues to be 12/17 but is at risk.

Past Month's Key Accomplishments

- · Configuration and development are progressing
- Built new user group in Agilon One DEV to hold new balance information

- Begin testing by 12/8
- Create business process documentation
- Prepare project documentation for production migration

Status	Week Beginning (Sunday Date)	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-18	Jun-25	Jul-2	9-Inf	Jul-16	Jul-23	00-100 A110-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	0ct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-26	Dec-3	
	Week Number	1	2	3	4	5	6	7	8	9 1	10	11 1	2 1	3 14	1 15	16	17	18	19 2	20 2	1 22	2 23	24	25	26	27	28	29	30	31	32 :	33 3	34 :	35 3	6 3	7 38	39	40	4
	Initialize																																						
Cmplt	Project Planning	X	Х											X	X	Х	Х	Х	Х	x x																			
Cmplt	Project Kick-Off		Х																		X																		
	Analyze, Design, & Development																																						
Cmplt	Perform Project Analysis		Х	Х	Х	х	х	Х																															
Cmplt	Develop Scope Document				х	х	х	Х	Х	Х	x	х																											
Cmplt	Create Project Design/Specifications Requirements											;	x x	(x	(X	Х	Х	х																					
At Rsk	Perform Development																		х	x x	(x	X	Х	Х	Х	Х	Х	Х	х	х	X Z	x >	x 2	x ;	x x				
	Test																																						
At Rsk	Create Test Schedule/Cycles						\perp						\perp	\perp					\perp												\perp	\perp		x 2	x x				
At Rsk	Create Test Scripts						\perp						\perp	\perp					\perp												\perp	\perp		x 2	x x				L
At Rsk	Perform Testing						_																								\perp	\perp		x 2	x x	(x			L
At Rsk	Perform Issue Resolution & Tracking																														\perp	\perp		x 2	x x	(X	Х	Х	L
	Implement																																						
On Trk	Create Go-Live Plan													\perp																	\perp	\perp	\perp	\perp	\perp	X	X		
Nt Strtd	Perform Communications to campus																																			X	X		

25 Live Implementation

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Training continues and the project is trending green.

Past Month's Key Accomplishments

• Reporter training continues

- Training Completed
- Project Closure

	Proje							_												
Status	Week Beginning (Sunday Date)	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	0ct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	53 Dec-3	Dec-10	Dec-17
	Week Number	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55
	Initialize																			
Cmplt	Project Planning																			
	Project Kick-Off																			
	Analyze, Design, & Development																			
Cmplt	Review of Current State																			
Cmplt	Database Cleanup																			
Cmplt	Database Snapshot																			
Cmplt	R25i Test Environment Build																			
Cmplt	R25i Reports																			
Cmplt	R25i Data Collection (HEI)																			
Cmplt	25Live Configuration																			
On Trk	25Live Training (Core)	Х	Χ	Χ	Χ	Χ	Х	Х	Χ	Х	Χ									
On Trk	25Live Training (BGSU)	Х	Χ	Χ	Χ	Χ	Х	Χ	Χ	Χ	Χ									
On Trk	25Live Reports	Х	Χ	Χ	Χ	Χ	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	Χ	X	Χ	Χ
	Test																			
Cmplt	R25i User Testing																			
Cmplt	R25i Report Testing																			
	WebViewer Testing																			
-	Schedule25 Testing																			
Cmplt	25Optimizer Testing																			
Cmplt	25Live User Testing							_												
On Trk	, s	Х	Χ	Χ	Χ	Χ	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	Х	Χ
	Implement																			
Cmplt	Create R25i Go-Live Plan	$oxed{oxed}$							Ш											
Cmplt	Implement R25i and CSS Interface	$oxed{oxed}$							Ш											
Nt Strtd	Create 25Live Go-Live Plan	$oxed{oxed}$							Ш											
Nt Strtd	Implement 25Live Go-Live Plan																			*

Pharos Upgrade

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

- · Completed testing
- Completed OIM testing
- Created go-Live plan

- Complete configuration of production environment
- · Perform Mock Go-Live
- Perform campus communications
- Implement Go-Live

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Status		Apr-2	Apr-9	Apr-16	Apr-23	Apr-30	Мау-7	May-14	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	6-Inc	Jul-16	Jul-30	4ug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17
Otatas	week beginning (Sunday Date)						_	_	_	_	-							_	_	_	-	_	_	-				_			_		_	_	_
	Week Number	1	2	3	4	5	6	7 8	9	10	11	12	13	14	15 1	6 17	18	19	20 2	21 2	2 2	3 24	25	26	27	28	29 3	0 3	1 3	2 33	34	35	36 3	7 3	8 :
	Initialize																													4				Щ	
Cmplt	Project Planning	X																																\bot	4
Cmplt	Project Kick-Off	X																																	\perp
	Analyze, Design, & Development																																		
Cmplt	Build Test Environment		Х	Х	Х																														
Cmplt	Configure Test Environment					Х	Х	$X \mid X$																											
Cmplt	Build Production Environment								X	Х	x	Х	Х	Х	x x	(x	X	X	X	x >	x L														
On Trk	Configure Production Environment																				X	(X	X	x	Х	Х	X .	x >	K X	<	X	Х	X	X	
	Test																																		
Cmplt	Create Testing Scripts	Х	Х	х	х	Х	Х	x x	X																										
Cmplt	Perform Testing in Test Environment									Х	х	Х	Х	Х	хχ	Х	X	X	X	x >	х х	X	Х	Х	Х	Х	X Z	x >	ΚX	< x	X				Т
Cmplt	Identity Management Testing									Х	X	Х	Х	Х	ΧX	(X	X	X	X	x >	x x	(X	Х	Х	Х	Х	X Z	x)	ΚX	< x	X				
Cmplt	Perform Issue Resolution & Tracking															Х	Х	Х	X	x >	x x	X	Х	Х	Х	Х	X Z	x >	ΚX	< X	X				
	Implement																																		
Cmplt	Create Go-Live Plan)	(X	< x	X				
On Trk	Perform Communications to campus																																X	ΧХ	〈
It Strtd	Implement Go-I ive Plan																																	7	χ .

Design & Construction Workflow Conversion

Project Status:

GREEN

Monthly Summary - December 4, 2017

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 technical development started with the creation of a Sandbox environment for D&C to review in an effort to collect additional business requirements and specifications. With further input from D&C, the development of the final solution has begun and should be ready to test by mid-January.

Past Month's Key Accomplishments

- Project kick-off
- · Sandbox environment created
- D&C testing of Sandbox has begun
- Solution development has begun

- · Continued development
- User testing

	Project	M	ile	st	or	ne	S											
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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Initialize																	
Cmplt	Project Kick-Off	Χ																
	Analyze, Design, & Development																	
Cmplt	Create Project Design/Specifications Requirements	Χ	Χ	Χ	Χ	Χ												
Cmplt	Develop Sandbox Solution		Χ	Χ	Χ	Χ												
On Trk	Perform Development						Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ				
	Test																	
Nt Strtd	Create Test Scripts													Χ				
Nt Strtd	Perform Testing														Χ	Χ	Χ	
Nt Strtd	Perform Issue Resolution & Tracking															Χ	Χ	
	Implement																	
Nt Strtd	Implement Go-Live Plan																	*

Falcon Club Analysis and Improvements

Project Status:

GREEN

Monthly Summary - December 4, 2017

The Falcon Club is a special designation given to donors of the Athletic Program through an annual membership and is used to attract key University donors. The 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 facilitated a discovery session where the full team helped map out the Falcon Club membership process. We've also documented opportunities within the process that could be improved or need to be reviewed further for clarity. Our next session will dive deeper into these issues in order to find root cause and improvement recommendations.

Past Month's Key Accomplishments

- · Created project charter and project plan
- Facilitated a 2 hour discovery session with full team participation
- Created a current state process flow out of our discovery session
- Drafting a Failure Mode and Effects Analysis document

- Complete FMEA with full team participation
- Q&A session with another university's athletic club (TBD)
- Document findings for presentation of improvements

	Project Milestor	1es	8								
Status	Week Beginning (Sunday Date)	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24
	Week Number	1	2	3	4	5	6	7	8	9	10
	Initialize										
Cmplt	Project Planning	Х	Χ								
Cmplt	Develop Scope Document	Х	Χ								
Cmplt	Project Kick-Off		Χ								
	Analyze, Design, & Development										
On Trk	Determine Data Requirements Specifications			Χ	Χ	Χ	Χ	Χ			
On Trk	Analyze & Design Workshops				Χ	Χ	Χ	Χ	Χ	Χ	
On Trk	Develop Deliveable Documents							Χ	Χ	Χ	
	Present Findings										
Nt Strtd	Present Findings										*

Graduate Contracting App Upgrade

Project Status:

GREEN

Monthly Summary - December 4, 2017

The Graduate Contracting Application Upgrade project's objective is to streamline and update the existing Graduate Assistant contracting process in order to eliminate manual data updating/syncing and to increase reporting efficiency. Phase 3 HCM, CSS, and web app development has been completed and user testing is wrapping up this week with the goal of migrating those development items 12/17. Phase 3 WRL reports are still in development and will go into Production independently from the rest of the development, aiming for a 12/21 migration date.

Past Month's Key Accomplishments

- Delivery 3 development complete (HCM, CSS, web app)
- · User testing started

- Complete Delivery 3 user testing (WRL)
- · Complete user testing
- Production migration

									P	ro	je	ct	M	ile	st	on	ies	S																			
Status	Week Beginning (Sunday Date)	Jan-15	Jan-22	Jan-29	Feb-5	Apr-30	May-7	May-14	May-21	May-28	Jun-4	Jun-11	Jun-18	Jun-25	Jul-2	6-Inc	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-18	Dec-3	Dec.10	Dec-10
	Week Number	1	2	3	4	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32 3	33	34 3	35 3	6 37	38	39	40	41	42	43	44 4	5 46	<mark>47</mark> د	4	
	Initialize																																				
Cmplt	Project Planning/Kick-Off	Χ	Х	Χ																																	
	Analyze, Design, & Development																																				
Cmplt	Create Project Design/Specifications Requirements	Х	Х	Х	Х																																
Cmplt	Perform Development - Delivery 1																																				
Cm plt	Business Process Documentation																															Ш		\bot		4	
Cmplt	Perform Development - Delivery 2					Х	Х	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х																Ш		\bot		4	_
n Trk	Perform Development - Delivery 3																						Х	Х	X)	X	Х	Х	Х	Х	Х	Х	X X	x x	X	_	
	Test																																				
Cmplt	Perform Testing - Delivery 1																															Ш		丄		4	_
Cmplt	Testing Issue Resolution Delivery 1																									\perp						\sqcup				4	_
Cmplt	Perform Testing - Delivery 2															Х	Х	Х	Х													\sqcup				4	_
Cmplt	Testing Issue Resolution Delivery 2							Ш								_				Х	Х	X	Х	\perp		\bot						$\displaystyle ightarrow $	\bot	\bot		4	_
	Perform Testing - Delivery 3																					_					-	_		_		\sqcup	X X	x x	_	_	-
On Trk	Testing Issue Resolution Delivery 3																																\bot	\bot	X	X	X
	Implement																																				
	Go-Live (Delivery 1)		_		_	*		\sqcup								_		_		_		_	4	_			_	_		_		\vdash		+		4	_
-	Go-Live (Delivery 2)		_				_															_	_			*	_	_	_	_		igwdapsilon	\bot	\perp		4	_
lt Strtd	Go-Live (Delivery 3)																									\perp	\perp									4	

Library Cloud Migration

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

· Project kicked off

- · Test Environment build complete
- · Testing Started

	Project Milestor	ne	S							
Status	Week Beginning (Sunday Date)	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31
	Week Number	1	2	3	4	5	6	7	8	9
	Initialize									
Cmplt	Project Planning	Χ	Χ							
Cmplt	Project Kick-Off			Χ						
	Analyze, Design, & Development									
Cmplt	Perform Project Analysis		Χ	Χ						
Cmplt	Create Project Design/Specifications Requirements			Χ	Χ	Χ				
On Trk	Test Environment Built			Χ	Χ	Χ				
On Trk	SSO Configuration			Χ	Χ	Х	Χ			
	Test									
On Trk	Create Test Schedule/Cycles					Х	Χ			
On Trk	Create Test Scripts					Χ	Χ	Χ		
On Trk	Perform Testing					Χ	Χ	Χ	Χ	
On Trk	Perform Issue Resolution & Tracking					Χ	Χ	Χ	Χ	
	Implement									
Nt Strtd	Create Go-Live Plan							Χ	Χ	
Nt Strtd	Perform Communications to campus							Χ	Χ	Χ
Nt Strtd	Implement Go-Live Plan									Χ

Modify Noel Levitz ERMS Interface

Project Status:

GREEN

Monthly Summary - December 4, 2017

Student Financial Aid requested modifications to the Noel Levitz ERMS Interface (BGCC046) to select multiple Admit Terms (Summer and Fall instead of Fall only). In addition, we need to modify the way that we are populating USERDEF03, USERDEF11, and APPTYPE to perform more accurate analysis and produce performance reports of the incoming BGSU students. During the past month, we completed Code Review and updated our Data Mapping user documentation. User Acceptance Testing is currently in progress in CSS92QNA. There has only been one outstanding testing issue found during User Acceptance Testing. Issue resolution is currently in progress. We are on-schedule for implementation into Production CSS on Sunday December 17, 2017.

Past Month's Key Accomplishments

- Updated Noel Levitz ERMS Data Mapping Spreadsheet 11/08
- Completed Code Review 11/06-11/07
- User Acceptance Testing started in QNA 11/20 (75% complete)

- Resolve User Testing Issue 12/5
- User Testing in CSS92QNA 11/20 12/07
- User Testing in CSS92PPD 12/11 12/14
- Install in Production CSS 9.2 12/17/2017

	Project Mil	es	stc	n	es										
Status	Week Beginning (Sunday Date)	Mar-5	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	77
	Week Number	1	30	31	32	33	34	35	36	37	38	39	40	41	4
	Initialize														
Cmplt	Project Planning		Х	Χ											L
Cmplt	Project Kick-Off			Χ											
	Analyze, Design, & Development														L
Cmplt	Perform Project Analysis			Χ											L
Cmplt	Create Functional Specifications				Χ										
Cmplt	Create Technical Specifications					Χ	Χ	Χ							
Cmplt	Perform Development / Unit Testing					Χ	Χ	Χ							
	Test														
Cmplt	Create Test Schedule/Cycles							Χ							
Cmplt	Create Test Scripts							Χ							ſ
Cmplt	Code Review								Х						Γ
On Trk	Perform User Testing								Х	Χ	Χ	Χ	Χ		Γ
On Trk	Perform Issue Resolution & Tracking								Х	Χ	Χ	Χ	Χ		Γ
	Implement														
Nt Strtd	Create Go-Live Plan													Χ	Γ
Nt Strtd	Perform Communications to campus													Χ	ſ
Nt Strtd	Conduct Training													Χ	Γ
Nt Strtd	Update Knowledgebase														
Nt Strtd	Implement Go-Live Plan														

Move Remaining Continuing Ed Contracts

Project Status:

GREEN

Monthly Summary - December 4, 2017

The Move Remaining Continue Ed Contracts to OnBase project's objective to update the existing Continuing Education contract process to allow Firelands and the Ice Arena to contract electronically via OnBase, creating a consistent BGSU business process for all colleges/departments. The business process analysis has been completed and the development and training documentation should be complete next week, allowing for an early January production migration date.

Past Month's Key Accomplishments

- · Business process analysis complete
- Development started

- · Complete development
- · Complete user testing
- Production migration

	Project Miles	stc	n	es									
Status	Week Beginning (Sunday Date)	Oct-15	Oct-22	Oct-29	9-voN	Nov-12	61-voN	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12
	Initialize												
Cmplt	Project Planning	Х											
Cmplt	Project Kick-Off	Х	Χ										
	Analyze, Design, & Development												
Cmplt	Perform Project Analysis	Х	Χ										
Cmplt	Create Project Design/Specifications Requirements	Χ	Χ										
On Trk	Perform Development			Χ	Χ	Χ	Χ	Χ	Х	Χ			
	Test												
On Trk	Create Test Scripts/Training Doucmentation							Χ	Х	Χ			
Nt Strtd	Perform Testing										Χ	Χ	
Nt Strtd	Perform Issue Resolution & Tracking										Χ	Χ	
	Implement												
Nt Strtd	Conduct Training										Χ	Χ	
Nt Strtd	Project Go-Live												*

Ohio eTutoring Collaborative Interface and SSO

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

Development: CSS query completeTesting: Student view testing begun

Upcoming Milestones

• 12/29/17: eTutoring Go-Live

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

Student NonDegree Application Automation

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

- Development: Webforms and OnBase workflow under final revision
- Testing: Approval review of design templates underway

Upcoming Milestones

• 12/28/17: Go-Live

		P	rc	oje	ect	t N	Vil	e	st	or	ie	S																	
Status	Week Beginning (Sunday Date)	Jun-25	Jul-2	9-Inc	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31
	Week Number	1	2	3	4	5	6	7	8				12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Initialization																												
Cmplt	Project Planning and Startup	X	X	X	Х	Х																							
Cmplt	Create Project Charter		Х	X																									
	Development & Testing																												
Cmplt	Obtain Workflow Documents		Х	X																									
Cmplt	Develop Graduate Webform						Х	Х	Х	Χ	Χ	Χ	Χ	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ								
Cmplt	Develop Undergraduate Webform						Х	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ								
Cmplt	Develop Graduate OnBase Workflow						Х	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ								
Cmplt	Develop Undergraduate OnBase Workflow						Х	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ								
At Rsk	Obtain Design Signoff																					Χ	Χ						
Nt Strtd	Move to TEST																							Χ					
Nt Strtd	User Acceptance Testing																							Χ	Χ	Χ	Χ	Χ	
	Implementation																												
Nt Strtd	Go-Live																												*

Cisco CirQLive & Spark

Project Status:

GREEN

Monthly Summary - December 4th, 2017

The project is on schedule as we continue to work on SSO integration. This is one of the most important pieces of this project as we cannot continue the setup of CirQLive until this has been completed. The SSO integration was put on hold for a few weeks as other projects took precedence based on timelines. We will be able to start the CirQLive integration into Canvas as soon as the SSO integration has been completed.

Past Month's Key Accomplishments

Our team has been working with CirQLive to complete SSO integration.
This has been on hold while other projects took precedence over this
one. Over the last week we have made good progress with this
integration.

- Complete SSO integration
- Complete CirQLive integration into Canvas
- Finish project timeline

Ally Implementation

Project Status:

GREEN

Monthly Summary - December 4, 2017

This project requesting 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 project kick-off
- · Completed project planning
- Provided Blackboard with required API token

- Sync desired BGSU courses
- Receive Admin training
- Complete configuration of production environment.

	Projec	t N	/il	es	to	ne	es												
Status	Week Beginning (Sunday Date)	0ct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Initialize																		
Cmplt	Project Planning	Х																	
Cmplt	Project Kick-Off	Х																	
	Analyze, Design, & Development																		
Cmplt	Provide API Token to blackboard		Х	Χ	Χ														
Cmplt	Submit requset to sync Canvas to live events					Χ	Χ	Χ	Χ										
On Trk	Sync BGSU courses to Ally									Χ	Χ	Χ	Χ	Χ	Х	Χ	Χ	Х	Χ
On Trk	Configure Production Environment											Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ
	Test																		
Nt Strtd	Receive Ally Training											Χ	Χ	Χ					
Nt Strtd	Perform Testing												Χ	Χ	Х	Χ			
Nt Strtd	Pilot Group training															Χ	Χ		
Nt Strtd	Pilot Group Testing																	Χ	Χ
	Implement																		
Nt Strtd	Perform Communications to campus													Χ	Х	Χ	Χ	Х	Х
Nt Strtd	Implement Go-Live Plan																		Χ

Graduate College Form Automation

Project Status:

GREEN

Monthly Summary - December 4, 2017

The Graduate College Form Automation project's objective is to convert 20+ of the Graduate College's forms into electronic forms with automated workflows and archival into OnBase. As of this date, 13 forms have been developed and moved into Production with 3 additional forms moving in this week. BGSU is working with the vendor, DocuSign, to fix a number of application bugs that are preventing the team from moving forward on 4 electronic forms. Due to this, the end date has been extended into February.

Past Month's Key Accomplishments

• 13 total forms in Production with 3 additional forms going in this week

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

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Status	Week Beginning (Sunday Date)	May-7	Jun-25	Jul-2	6-Inf	Jul-16	Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4
	Week Number	1	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
	Initialize																																		
Cmplt	Project Planning	Х																																	
Cmplt	Project Kick-Off																																		
	Analyze, Design, & Development																																		
Cmplt	Perform Project Analysis																																		
Cmplt	Create Project Design/Specifications Requirements										\Box																								
On Trk	Perform Development		Х	Х	Х	Х	Χ	Х	Χ	Χ	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	X	Х	Х	Χ	Χ	Х	Х	Χ	Χ	
	Test																																		
On Trk	Perform Testing			Х	Х	Х	Х	Х	Χ	Х	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	Χ	Χ	Χ	Х	Х	Х	Χ	Х	Х	Х	Χ	Х	Х	Χ	Χ	
On Trk	Perform Issue Resolution & Tracking			Х	Х	Х	Х	Х	Χ	Х	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	Х	Х	Х	Χ	Χ	Х	Х	Χ	Χ	
	Implement																																		
On Trk	Implement Go-Live Plan															*			*			*				*					*				*

Maxient HCM Interface

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

- · Formulate the project team and discuss the project timeline
- · Schedule the project kickoff meeting
- · Review the fields provided by Maxient and adapt them for HR use

- Begin the interface development based on Maxient's record layout
- Submit a TEST file to Maxient with no edit/process errors
- Discuss the file transmission processes with ITS Security team

	Pro	oje	ec	t	Mi	ile	st	OI	ne	S												
Status	Week Beginning (Sunday Date)	Nov-19	Nov-26	Dec-3	. Dec-10		Dec-24	Dec-31	Jan-7	Jan-14				Feb-11	Feb-18	Feb-25	. Mar-4	Mar-11	Mar-18	Mar-25		Apr-8
	Week Number Initialize	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Ou Tule		V	V	Х	Х																	
On Trk On Trk	Project Planning Design Solution	Х	X	X	X														H			H
On Trk	Project Kick-Off		_	X	^											\vdash			\vdash			
OII II K	Analyze, Design, & Development																					
On Trk	Finalize Technical Specs/Requirements		Х	Х	Х	Х	Х	Х	Х	Χ	Х											
Nt Strtd	Process Development				Х	Х	Χ	Х	Х	Χ	Х	Χ	Χ	Χ								
Nt Strtd	Unit Test (DEV)						Χ	Х	Х	Χ	Х	Χ	Χ	Χ								
Nt Strtd	QNA Migration/Configuration												Χ	Χ								
	Test																					
Nt Strtd	Setup Row Level and T/L Secuirty (QNA)						Χ	Χ	Х	Χ	Х	Χ	Χ	Χ								
Nt Strtd	Delivered Process Configuration (QNA)							Χ	Χ	Χ	Χ	Χ	Χ	Χ								
Nt Strtd	Testing/Defect Resolution (QNA)									Χ	Χ	Χ	Χ	Χ			Χ	Χ	Χ	Χ	Χ	Χ
Nt Strtd	PPD Migration/Configuration													Χ	Χ		Χ	Χ	Χ	-		
Nt Strtd	Testing/Defect Resolution (PPD)													Χ	Χ				Ш	Χ	Χ	Χ
	Implement																					
Nt Strtd	Communication to Campus/Training																		Ш	Х	Χ	_
Nt Strtd	Production Configuration																		Ш			Χ
Nt Strtd	Production Migration										Щ								Ш		*	Ш
Nt Strtd	Execute New Process																		Ш		Χ	

Automate Agilon One Access

Project Status:

GREEN

Monthly Summary - December 4, 2017

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 project planning
- · Completed project kick-off

- Design automation workflow
- Determine group/role configuration.

	P	ro	je	ct	M	ile	st	or	es	5														
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
	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	Х																						
Cmplt	Project Kick-Off	Х																						
	Analyze, Design, & Development																							
On Trk	Design Automation workflow		Χ	Х	Χ	Χ	Χ	Χ	Х	Х														
On Trk	Determine Group configuration		Χ	Х	Χ	Χ	Χ	Χ	Х	Х														
Nt Strtd	Build workflow									Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ						
Nt Strtd	Create custom groups									Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ						
	Test																							
Nt Strtd	Test Workflow																		Х	Χ	Χ	Χ		
Nt Strtd	Test group access																			Χ	Χ	Χ		
	Implement																							
Nt Strtd	Create Go-Live Plan																				Χ	Χ		
Nt Strtd	Perform Communications to campus																					Χ	Х	
Nt Strtd	Implement Go-Live Plan																							*

HBO Go SSO and Apogee Interface

Project Status:

GREEN

Monthly Summary - December 4, 2017

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. A site must be defined from where the data could be retrieved on a regular basis. We held a discovery session with the project sponsor and the project was assigned an analyst to lead the development work.

Past Month's Key Accomplishments

- Held a discovery session with project sponsor
- Request for ITS analyst was made and analyst assigned
- Creating necessary requirements documentation

- · Kick-off meeting with team
- · Complete project plan

	F	ro	je	ct	M	ile	st	or	ne	S													
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
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14						20	21	22
	Initialize																						
On Trk	Project Planning	X	X																				<u> </u>
On Trk	Project Kick-Off			Х																			
	Analyze, Design, & Development																						
Nt Strtd	Perform Project Analysis				Х	Х	Χ	Х															<u> </u>
Nt Strtd	Develop Scope Document						Χ	Х															<u> </u>
Nt Strtd	Create Project Design/Specifications Requirements						Χ	Х	Χ														
Nt Strtd	Perform Development								Χ	Χ	Χ	Χ											
	Test																						
Nt Strtd	Create Test Schedule/Cycles							Х	Χ	Χ	Χ												1
Nt Strtd	Create Test Scripts								Χ	Χ	Χ												_
Nt Strtd	Perform Testing									Χ	Χ	Χ	Χ	Χ	Χ								<u></u>
Nt Strtd	Perform Issue Resolution & Tracking												Χ	Χ	Χ	Χ							L
	Implement																						
Nt Strtd	Create Go-Live Plan																Χ	Χ	Χ				
Nt Strtd	Perform Communications to campus																			Χ	Χ	Χ	<u> </u>
Nt Strtd	Implement Go-Live Plan																						Х
Nt Strtd	Update Knowledgebase																						Х

Career Center - Handshake

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

- · Continue the interface development based on Handshake record layout
- Upload the TEST student file to Handshake with no edit/process errors
- Discuss the Amazon file transmission processes with Handshake tech

- · Create a full student file to be submitted to Handshake
- Apply REST API process to interface
- Discuss transmission process with BGSU security team

						ı	Pro	oje	ect	t N	<u> 1il</u>	es	to	ne	es																		
Status	Week Beginning (Sunday Date)	Jul-2	Aug-1	Aug-31	Sep-30	Oct-30	Nov-6	Nov-13	Nov-20	Nov-27	Dec-4	Dec-11	Dec-18	Dec-25	Jan-1	7au-8 15 1	Jan-22	Jan-29	Feb-5	Feb-12	Feb-19	թ Feb-26	Mar-5	Mar-12	Mar-19	Mar-26	Apr-2	Apr-9	Apr-16	05 Apr-23	Apr-30	May-7	May-14
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 1	6 1	7 18	19	20	21	22	23	24	25	26	27	28	29	30	31	32 3	33 3
	Initialize																																
Cmplt	Project Planning	Х	Х																														
Cmplt	Project Kick-Off		Х																														
	Vendors																																
Cmplt	Load Vendors from Symplicity		Х							Х																							
Cmplt	Set up Third Party Credit Card - Stripe		Х								Х																						
On Trk	Set up the Job Fair and On Campus Events									Х	Х																						
On Hld	Launch Vendors																												Х				
On Trk	Perform Issue Resolution & Tracking									Х	Х	Х	Х	Х	Х	X X	()	(
	Students																																
On Trk	Determnine student attributes for the interface		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х																				
Cmplt	Create Test student file				Х	Х	Х	Х	Х	Х	Х																						
On Trk	Determine/Configure Transmission Method					Х	Х	Х	Х	Х	Х	Х	Х	Х	Х																		
On Trk	Submit and Confirm TEST student file to Handshake										Х	Х	Х	Х	Х	X 2	X																
Nt Strtd	Submit and Confirm FULL student file to Handshake													Х	Х	X X	< >	(X	X														
Nt Strtd	Create and Test automated Student interfaceDEV																		X	X	Х												
Nt Strtd	Confirm automated interfaceQNA																				Х	Х	Х										
Nt Strtd	QNA Migration/Configuration																						Х										
Nt Strtd	Confirm automated interfacePPD																						Х	Х	Х								
Nt Strtd	PPD Migratino/Configuration																								Х								
On Trk	Define security roles					X	Х	Х	Х	Х	Х	Х	Х	Х																			
Nt Strtd	Launch Students																															X 2	Х
Nt Strtd	Production Configuration																															X 2	Х
Nt Strtd	Production Migration																																Х
Nt Strtd	Perform Issue Resolution & Tracking																	Х	X	X	Х	Х	Χ	Х	Х	Χ	Х	Х	Х	Х	Х	X	x >
	Technical																																
Cmplt	Whitelist the Handshake addresses	Х																											I				
On Trk	Connect SSO using CAS		Х	Х	Х	Х	Х	Х	Х																								
On Trk	Confirm SSO								Х				Х																				
On Trk	Add Career Center Staff and Train									Х	Х	Х	Х	Х	Х																		
Nt Strtd	Project Completed																																*

Upgrade CBORD FSS

Project Status:

GREEN

Monthly Summary - December 4, 2017

This is a project to upgrade the CBORD Food Service Suite software. This third-party application is use 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 user is requesting the upgrade and thorough testing be accomplished by the May, 2018 graduation.

Past Month's Key Accomplishments

- · Formulate the project team and discuss the project timeline
- Schedule the project kickoff meeting
- Review the project tasks for the upgrade/interface revisions

- Begin the interface development based on Maxient's record layout
- Submit a TEST file to Maxient with no edit/process errors
- Discuss the file transmission processes with ITS Security team

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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	00
	Week Number	1	2	3	4	5		7	8	9		11		13				17								25	26	27	28	29	30	31	3
	Initialize																																
On Trk	Project Planning	X							Χ	Χ	X																	Ш		Ш	$ \bot $		_
Nt Strtd	Project Kick-Off									Χ																		Ш		Ш			
	Analyze, Design, & Development																																
Nt Strtd	Build Test Environment																											Ш			\Box		
Nt Strtd	Determine Interface Revisions: Chartwells/Sequoia									Χ	Х	Х	X	Х	Χ	Χ	Χ																
Nt Strtd	Configure Test Environment									Χ	X	Х	X	Х	Χ	Χ	Χ											Ш			ightharpoonup		L
Nt Strtd	Build Production Environment									Χ	X	Х	X	Х	Χ	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ					Ш		igspace	$ \bot $		_
Nt Strtd	Configure Production Environment																							Χ	Χ	Χ	Χ	Х	Χ	Х	Χ	Χ	
	Test																																
Nt Strtd	Create Testing Scripts								Χ	Χ	X	Х	X	Х	Χ													Ш		Ш	$ \bot $		
Nt Strtd	Perform Testing in Test Environment										Х	Х	Х	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	Χ	Χ	Х	Χ	Х	Χ	Χ	
Nt Strtd	Interface Testing: Chartwells/Sequoia										X	Х	X	Х	Χ	Х	Χ	Χ	Χ	Χ		Χ	Χ		-	\vdash	Χ	Х	Χ	Х	Χ	Χ	
Nt Strtd	Perform Issue Resolution & Tracking																	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	Χ	Χ	Х	Χ	Х	Χ	Χ	2
	Implement																																
Nt Strtd	Create Go-Live Plan																											Ш		Х	Χ	Χ)
Nt Strtd	Perform Communications to campus																											Ш		\square	ightharpoonup	Χ	_
Nt Strtd	Conduct Training																													\square	Χ	Χ	
Nt Strtd	Implement Go-Live Plan																															Χ	*

Implement Faculty 180 Phase 2

Project Status:

GREEN

Monthly Summary - December 4, 2017

Faculty 180 will unite faculty activity tracking, promotion, tenure, and other paper-based processes under one piece of software. This will create an efficiency for the University and standardize these business processes across colleges. Led from the academic side by PJ Mays, the College of Business has been selected for the 2017-18 academic year pilot, concluding Phase 1. Phase 2 will now complete the development of FMS, CSS, and full HCM interfaces. Phase 2, wherein all colleges will use the Faculty180 for 2018-19 academic year, has begun with resource and interface planning.

Past Month's Key Accomplishments

- Testing: HCM interface development under revision
- Development: CSS interface development begun

Upcoming Milestones

• 12/15/17: Completion of HCM data validation

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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	Мау-6	May-13	May-20	May-27
	Week Number	1	2	3		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27 2	28 2			31	32	33	34	35	36
	Initialization and Design																																				
Cmplt	Project Planning and Startup	Х	Х																																		
Cmplt	HCM Interface Data Mapping	Х	Χ	Χ	Х	Х	Х	Х	Х																												
Cmplt	CSS Interface Data Mapping	Х																																			
Cmplt	FMS Interface Data Mapping	Х	Χ	Х	Х	Х	Х	Х	Х																												
	Development & Testing																																				
Cmplt	Create SFTP Interface	Х																																			
On Trk	HCM Data Validation									Х	Х	X	Х																								
On Trk	Perform HCM Development													Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ															
On Trk	Perform FMS Development									Х	Х	X	Χ	Χ	Χ	Χ	Χ	Χ																			
Nt Strtd	FMS Data Validation																		Χ	Χ	Χ	Χ															
On Trk	Perform CSS Development									Х	Х	X	Х	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ											\Box				
Nt Strtd	QNA Testing																						Χ	Χ	Χ	Χ	Χ	Х	Х	Х							
Nt Strtd	PPD Testing																														Χ	Χ	Χ	Χ	Χ	Χ	
	Implementation																																				
Nt Strtd	Go-Live																																				*

Data Center Migration Project

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

ACI Project: 100% completion.

Data Center Interconnect Project: 100% completed.

Load Balancer/Content Switch Project: 100% completed.

Firewall Project: 95% completion.

New Servers Project: 100% completion.

Storage Project: 100% completion.

Physical Data Center Setup 100% completed

SPLUNK Project: 100% completed.

Application Migration: 35% completion.

Server Moves to Huntington: Activities on hold pending resolution to air

conditioning and humidity issues at Huntington. 30% completion.

Overall: The Firewall Project is behind schedule.

Progress continues to be made on moving those applications scheduled to be moved by the end of 2017. Planning is underway for identifying the next batch of systems/applications to move beginning January 2018. However, more attention needs to be paid to this effort in order to ensure appropriate resources are reserved for working on migrating applications over.

- uAchieve, Media Beacon, OnBase database all successfully migrated.
- · Began migrating SSO.
- Continued work on other applications that are in UAT.
- Continue Applications Managers meetings.
- Continue to work on the other 17 systems that will migrate in 2017.
- 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.

Business Process Reviews

Project Status:

GREEN

Monthly Summary - December 4, 2017

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

Past Month's Key Accomplishments

- HR BPR 11 recommendations, 0 complete
- Grants BPR 32 recommendations, 12 completed
- CSS BPR 1 recommendation, 0 complete
- CSS BPR Consultant selection complete

- HR BPR Maxient implementation to start
- Grants BPR Set priority & begin work
- CSS BPR Tuition Guarantee to start

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Status	Week Beginning (Sunday Date)	Jan-1	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	rep-18	Feb-25	Mar-4	Mar-11	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	Мау-6
	Week Number	1	37	38	39								47 4	48 <mark>4</mark>	9 5	0 51	52	53	54	55	56	57									67	68	69	70	71
	Initialize																																		
Cmplt	HR BPR - Consultant selection	Х										\perp															\perp		┸						
Cmplt	HR BPR - Current state review (Discovery)											\perp															\perp		┸						
Cmplt	HR BPR - Research processes (Analysis)											\perp															\perp		丄	┸		Ш			
Cmplt	HR BPR - Proposal (Recommendation)											\perp															\perp		丄	┸		Ш			
On Trk	HR BPR - Enhancements (Implement Change)											\perp)	X X	Х	Х	Х	Х	Х	Х	х	Х	x :	х	x 2	x >	хх	(x	х	X	х	Х	Х	Х
Cmplt	Grants BPR - Consultant selection																										\perp		\perp						
Cmplt	Grants BPR - Current state review (Discovery)											\perp															\perp		丄	┸		Ш			
Cmplt	Grants BPR - Research processes (Analysis)											\perp	\perp														\perp		丄	┸		Ш			
Cmplt	Grants BPR - Proposal (Recommendation)		х	Х	Х	х	Х	х	х	х	х	x 7	$\langle \rangle$														\perp		丄	┸		Ш			
On Trk	Grants BPR - Enhancements (Implement Change)					Х	Х	х	Х	х	х	х	х	x >	X X	(x	Х	х	Х	Х	х	Х	Х	x 2	х	x 2	x >	хх	Х	х	X	х	х	Х	Χ
Cmplt	CSS BPR - Consultant selection		х	Х	Х	х	Х	х	х	х	х	х	х	х													\perp		丄	┸		Ш			
Nt Strtd	CSS BPR - Current state review (Discovery)											\perp							Х	Х	Х	Х	Х	x :	х	x Z	x >	x x	Х	Х	Х	х			
Nt Strtd	CSS BPR - Research processes (Analysis)											\perp					\perp										x >	х х	X	х	х	Х	Х	Х	Х
Nt Strtd	CSS BPR - Proposal (Recommendation)											\perp					\perp										\perp	х	x	х	х	х	Х	Х	Х
On Trk	CSS BPR - Enhancements (Implement Change)										х	х	х	x x	x x	(x	Х	Х	Х	х	х	х	Х	x 2	x L	x 2	x)	x x	<u> </u>	<u> </u>	x	х	Х	Х	х

BPR – Tuition Guarantee (ITS Tasks)

Project Status:

GREEN

Monthly Summary - December 4, 2017

The University is in the process of performing a review on the benefits of establishing a Tuition Guarantee program that 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. A proposal will be submitted to the Board at the December meeting for approval. If approved, ITS will need to 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 a tuition guarantee program.
- Development created a query to identify students placed in a cohort.
 Tested this and will migrate to production 12/31.
- Worked with the functional areas to begin testing using student groups as a means to manage the process.

Upcoming Milestones

- Continue to test using student groups.
- · Determine implications on StarRez.
- Once Board approves, determine ITS tasks for meeting the requirements outlined in the plan.

A detailed schedule of activities will be developed once the plan is approved by the Board and ITS tasks are identified.

Replace and Enhance Student Scheduler

Project Status:

GREEN

Monthly Summary - December 4, 2017

With the receipt of Schedule Builder v.2.0.3, all architectural concerns which ITS felt posed an unnecessary risk to our PeopleSoft implementation have been addressed. The product has been migrated through all PeopleSoft environments and tested. All outstanding issues open with the vendor have been closed. Schedule Builder will be moved to production in conjunction with the CSS 9.2 upgrade the weekend of 12/8 – 12/11. This will be followed by resumption of product design on the software for four-year degree planning. The schedule for implementation of that new software will be determined at a later date.

Past Month's Key Accomplishments

- Environment: v.2.0.3 installed in CSS92PPD
- · Testing: QNA functional testing complete
- Testing: PPD functional testing complete
- · Testing: Issues resolution complete
- · Communications: Instructional video design underway

Upcoming Milestones

• 12/9/17: Schedule Builder Go-Live

Project Milestones Jul-23 Jul-30 Aug-6 Aug-13 Aug-27 Sep-10 Sep-17 Sep-24 Oct-1 Oct-8 Oct-22 Status Week Beginning (Sunday Date) 28 29 30 31 **Week Number** Replace Student Scheduling Software Collect Requirements and Obtain Product $x \mid x \mid x \mid x \mid x \mid x$ | x | x | x | x | x | x | x x $X \mid X$ Install Schedule Builder in DEV and Migrate to QNA **Cmplt** Х Χ Χ Χ Χ Χ Χ Χ Х Χ Х $X \times X \times X \times X$ User Acceptance Testing Cmplt Migrate to PPD Schedule Builder Production Migration Nt Strtd **Obtain Degree Planning Software** Gather Software Requirements Cmplt Χ Vendor Scoping and Negotiation On HId Technical Development (TBD) Nt Strtd Product Delivery (TBD) mplement Degree Planning Software Install Product in DEV (TBD) Nt Strtd Migrate to QNA (TBD) Nt Strtd User Acceptance Testing (TBD) Nt Strtd Migrate to PPD (TBD) Nt Strtd Go-Live - System in Production (TBD)

Winter Session Program

Project Status:

GREEN

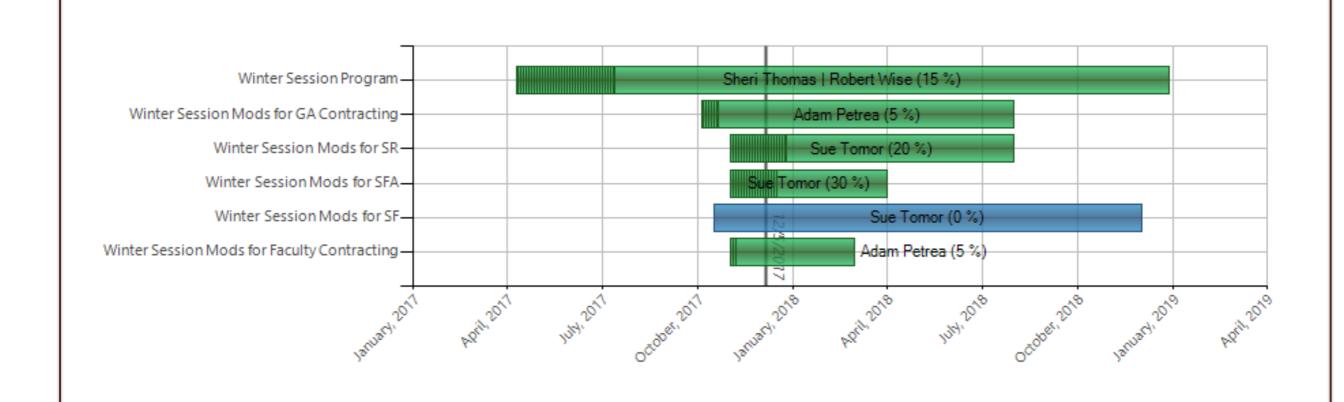
Monthly Summary - December 4, 2017

ITS has asked the Business Unit leads (BU's) to determine what system changes they will require to implement Winter Session in the academic calendar. The Winter Session Program has been created to track the 5 projects submitted so far from the BU's. Project kick-offs have taken place with all but one of the projects and the process of gathering requirements, creating charters, and scoping the work has begun. Due to the CSS 9.2 upgrade completing by end of year, we plan for development work to start after early January along with a newly created 9.2 modeling environment.

Past Month's Key Accomplishments

- Project kick-offs were completed for 4 out of 5 projects
- Project Charter and scoping was completed for Winter Session GA Contracting, Winter Session Mods for SFA, and Winter Session Mods for Student Records
- Scheduled ITS to create a new CSS 9.2 modeling environment

- PM's will continue to complete project charters and requirements gathering
- Kick-off remaining Winter Session Mods for Student Financials (SF)
- Create a new modeling environment based on upgraded CSS 9.2 production to allow business units to test changes



Winter Session Mods to GA Contracting

Project Status:

GREEN

Monthly Summary - December 4, 2017

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. This will be accomplished in two phases; 1) update the web contracting application to allow Winter Session GA contracting, and 2) create a new EMPL class for those GAs in HCM, identify the downstream impacts, and adjust the impacted systems/process appropriately. The project specifications and Charter have been approved and development is beginning this week to meet the mid-January date for phase 1.

Past Month's Key Accomplishments

- · Specifications created
- Charter approved
- Project plan developed

- · Development beginning
- User testing

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Status	Week Beginning (Sunday Date)	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	Mar-4	Mar-11	Mar-25	Apr-1	Apr-8	Apr-15	Apr-22	Apr-29	Мау-6	May-13	May-20	May-27	Jun-3	Jun-10	Jun-17	Jun-24	35 3	Jul-0	31 -inc	32-IUC
	Week Number	1	2	3	4	5	6	7	8	9 1	0 1	1 12	13	14	15	16	17	18 1	19 2	0 21	1 22	2 23	24	25	26	27	28	29	30	31	32	33	34	35 3	6 3	7 3	8 :
	Initialize																																				
Cmplt	Project Planning	Х	X																																		┙
Cmplt	Develop Scope Document		X	Х																																	\perp
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	Analyze, Design, & Development																																				
Cmplt	Create Project Design/Specifications			Х	Х					\perp																											\perp
On Trk	Perform Development - Phase 1					Χ	Х	Х	Х																									\perp	\perp	丄	丄
Nt Strtd	Perform Development - Phase 2											Х	Х	Х	Х	Х	Х	X :	x >	(X	X	Х	Х	Х	Х	Χ	Х	Х								┸	ᆚ
	Test																																				
Nt Strtd	Perform Testing - Phase 1							Ш		_	X																							\perp		ᆚ	\bot
Nt Strtd	Perform Issue Resolution & Tracking - Phase 1		<u> </u>					Ш		X :	X _		_		Ш					\perp					Ш									\perp		_	\bot
Nt Strtd	Perform Testing - Phase 2																												Χ	Х	Х	Х		\perp			4
Nt Strtd	Perform Issue Resolution & Tracking - Phase 2																																Χ	X X	()	()	X
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Nt Strtd	Go-Live - Phase 1		_					Ш		\perp	<u>*</u>		_		\sqcup			\perp		\perp	\perp				Ш									\bot	\perp	\bot	4
Nt Strtd	Go-Live - Phase 2																																				7

Winter Session Mods for SFA

Project Status:

GREEN

Monthly Summary - December 4, 2017

Beginning in January 2019, BGSU is adding an optional Winter Session within Spring Semester 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. Over the past month, we have created the Project Charter and Project Plan and have received signoff from the project sponsors. We also created a Functional Specification and reviewed it with Student Financial Aid for approval. PeopleSoft CSS Development is currently in progress. This project is scheduled to be implemented into Production CSS on Sunday 02/04/2018.

Past Month's Key Accomplishments

- Completed Project Charter 11/21/2017
- Completed Project Plan 11/30/2017
- Collected Functional Requirements
- Created Functional Specifications 12/01/2017

- Create Technical Specifications 12/01/2017 01/05/2018
- Development and Unit Testing 12/01/2017 01/05/2018
- User Testing 01/10/2018 02/02-2018
- Implementation 02/04/2018

	Project	M	ile	st	or	ne	S											
Status	Week Beginning (Sunday Date)	Mar-5	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4
	Week Number	1	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49
	Initialize																	
Cmplt	Project Planning		Χ	Χ	Χ													
Cmplt	Project Kick-Off		Χ															
	Analyze, Design, & Development																	
Cmplt	Perform Project Analysis				Χ	Χ	Χ											
Cmplt	Create Functional Specification						Χ	Χ										
On Trk	Create Technical Specifications								Χ	Χ	Χ	Х	Х					
On Trk	Perform Development / Unit Testing								Χ	Χ	Χ	Χ	Χ			$oxed{oxed}$		
	Test																	
Nt Strtd	Create Test Schedule/Cycles											Χ						
Nt Strtd	Create Test Scripts											Х	Χ					
Nt Strtd	Perform User Testing													Χ	Χ	Х	Χ	
Nt Strtd	Perform Issue Resolution & Tracking													Χ	Χ	Х	Χ	
	Implement																	
Nt Strtd	Create Go-Live Plan																Χ	
Nt Strtd	Perform Communications to campus																Χ	
Nt Strtd	Update Knowledgebase																	
Nt Strtd	Implement Go-Live Plan																	*

Winter Session Mods for SR

Project Status:

GREEN

Monthly Summary - December 4, 2017

Beginning in January 2019, BGSU is adding an optional Winter Session within Spring Semester 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 process within PeopleSoft CSS to accommodate Winter Session. During the past month, we have created a Project Charter and received approval from the project sponsors. We also defined an implementation timeline and created a Project Plan. We have decided to install this project in two phases: Phase 1 – Setup 11 New SESSION_CODEs in CSS related to Winter Session; Phase 2 – Modify Class Search and add new Comm Gen Email Notification regarding Winter Session. Plan to install Phase 1 on 12/10/2017 and Phase 2 will be installed 03/04/2018.

Past Month's Key Accomplishments

- Created Project Charter and received sponsor signoff 11/30/2017
- Created Project Plan (with 2 Phases for Impl) 12/1/2017
- Completed Development /Technical Specs for Phase 1 -11/23/2017
- Completed User Acceptance Testing for Phase 1 12/4/2017

- Implement Phase 1 (with CSS 9.2 Upgrade) 12/10/2017
- Create Functional Spec for Phase 2 12/15/2017
- Perform Development / Unit Testing for Phase 2 01/19/2018
- User Testing for Phase 2 02/23/2018
- Implement Phase 2 03/04/2018

	Proje	ct	M	ile	st	or	ne	S												
Status	Week Beginning (Sunday Date)	Mar-5	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28	Feb-4	Feb-11	Feb-18	Feb-25	
	Week Number	1	36	37	38	39	40	41	42	43	44	45			48	49	50	51	52	,
	Initialize																			
Cmplt	Project Planning		Х	Х	Χ	Х	Χ											Ш		L
Cmplt	Project Kick-Off		Х															Ш		
Cmplt	Project Analysis			Х	Χ													Ш		
	Phase 1 - Setup 11 new SESSION_CODE																			١
Cmplt	Create Functional Specification			Х														\Box		I
Cmplt	Create Technical Specification				Χ															
Cmplt	Perform Development				Χ															
Cmplt	Perform User Testing				Χ	Х														
Cmplt	Perform Issue Resolution & Tracking				Χ	Х														
Cmplt	Implement Go-Live Plan - Phase 1							*										Ш		
	Phase 2 - Class Search / New Comm Gen Proce	SS																		
On Trk	Create Functional Specification						Χ	Χ												
Nt Strtd	Create Technical Specification								Х	Χ	Χ							Ш		
Nt Strtd	Perform Development (Web Team)								Х	Χ								Ш		
Nt Strtd	Perform Development (PSoft CSS Team)								Х	Χ	Χ	Χ	Χ	Χ	Χ					
Nt Strtd	Perform User Testing															Χ	Х	Х	Χ	
Nt Strtd	Perform Issue Resolution & Tracking															Χ	Х	Х	Χ	
Nt Strtd	Implement Go-Live Plan - Phase 2																			

EvaluationKIT University-Wide Course Evaluations

Project Status:

ON HOLD

Monthly Summary - December 4, 2017

The November pilot for Firelands College did not occur as planned. It was discovered that there is specific language in the faculty contract regarding course evaluations for Firelands faculty. The pilot did not plan presenting those questions in the survey. The service can support the delivery of those questions. However the discovery date did not provide sufficient time to complete a setup and report distribution plan in time for fall evaluations. The project now has an "On Hold" status pending decisions on the Spring 2018 pilot.

Past Month's Key Accomplishments

- Learned that Firelands faculty require specific questions for course evaluation surveys
- Received approval to move forward with a Spring 2018 pilot
- Confirmed University-level evaluation questions are to be used for developmental purposes

- Build project for Spring 2018 pilot
- Complete required department/college surveys for pilot

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Status	Week Beginning (Sunday Date)	Jun-11	Jun-18	Jun-25	JuF2			Jul-23	Jul-30	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	0ct-1	0ct-8	Oct-15	0ct-22	0ct-29	Nov-12	Nov-19	97-\oN 1 25	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20 2	21 2	2 2	3 24	25	26	27	28	29	30	31	32	33	34
	Initialize																																	
Cmplt	Project Planning	X																																
Cmplt	Project Kick-Off	X																																
	Analyze & Design																																	
Cmplt	Perform Project Analysis		X	X	X	X	X	Х	Χ	Х	Х				$\overline{}$	X	X																	
Cmplt	Develop Scope Document										X	Χ	Χ	Χ	X	X																		
	Pilot Preparation																																	
Cmplt	Establish surveys														Х	X	X	X	Х	_	_	X										$ \bot $		
Cmplt	Establish reporting hierarchy																	X	Х	-	-	X		\perp	\perp							\rightarrow	$ _ $	
Cmplt	Final testing																		Х	_	-	X										\dashv		
Cmplt	Identify participants for Fall 2017															X	X	X	Х	-	-	X										\dashv		
Cmplt	Create communication plan															X	Х	X	Х	X	X	X										$ \bot $		
	Implement Pilot																																	
On Trk	Communicate events and changes															X	X	X	Х	-	-	_	()	X								\dashv		
On Trk	Prepare EvaluationKIT service																			Х	X	X	()	X	_							\dashv	\Box	
On Trk	Implement Fall 2017 course evaluations																				\perp				X	X	X	Х				\dashv		
Nt Strtd	Review pilot results	\perp																			\perp			\perp	\perp				Х	X	_	X	Χ	
Nt Strtd	Update EvaluationKIT for Spring 2018 phase	\perp																			\perp			\perp	\perp						-	Х	Χ	Χ
Nt Strtd	Commence communication planning for Spring 2018																				\perp			\perp	\perp							Х	Χ	Χ
Nt Strtd	Update Knowledgebase																																Х	*

Adobe Campaign Email Solution

Project Status:

ON HOLD

Monthly Summary - December 4, 2017

The project involves implementing a new email campaign utility for BGSU called Adobe Campaign (AC). AC is a hosted application that is highly configurable. It will replace the home-grown email utility that Marketing and Communications has used for years to send bulk emails. We recently worked with Adobe leadership to assign a new technical lead to get this project back on track. Due to the delays with Adobe leadership and their remediation plan, our new project due date is January 29th 2018. After our first session with new Adobe technical lead, we have decided to put this project on hold. ITS leaders are evaluating how we move forward.

Past Month's Key Accomplishments On hold

Upcoming Milestones

On hold

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Status	Week Beginning (Sunday Date)	Aug-6	Aug-13	Aug-20	Aug-27	Sep-3	Sep-10	Sep-17	Sep-24	Oct-1	Oct-8	Oct-15	Oct-22	Oct-29	Nov-5	Nov-12	Nov-19	Nov-26	Dec-3	Dec-10	Dec-17	Dec-24	Dec-31	Jan-7	Jan-14	Jan-21	Jan-28
	Week Number	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
	Initialize																										
Cmplt	Project Planning																										
Cmplt	Develop Scope Document																										
Cmplt	Project Kick-Off																										
	Analyze, Design, & Development																										
Cmplt	Determine Data Requirements																										
Cmplt	Create Project Design/Specifications																										
On Trk	Perform Development	X	X									Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ						
	Test																										
On Trk	Create Test Plan/Scripts																Χ	Χ	Χ	Χ							
On Trk	Perform Testing																			Χ	Х						
On Trk	Perform Issue Resolution & Tracking																				Х			Χ	X	Х	
	Implement																										
On Trk	Deskside Coaching - Develop and Deploy 3 Campaigns												Χ	Χ	Χ	Χ	Χ	Χ	Χ	Х	Х			Χ	Х	Х	Χ
Nt Strtd	Create Training Documentation																Χ	Χ	Χ	Χ							
Nt Strtd	Migrate Development to Production																				Χ						
Nt Strtd	Go-Live																				Х			Χ	Х	Х	X

RecTrac Upgrade

Project Status:

ON HOLD

Monthly Summary - December 4, 2017

RecTrac software runs all aspects of Recreation and Wellness's business operations including access control, point of sale, membership and program registration, financial reconciling, and report generation. The current version of RecTrac is outdated and the vender Vermont Systems will not be

On hold	Past Month's Key Accomplishments	On hold	Upcoming Milestones
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