ITS Major Initiatives Status Summary

Health
Green - On Target, No Risk
Lime - On Target, Minimal Risk, Minor Concerns, Under Control
Yellow - Target in Jeopardy, Risks Being Managed, Unknowns Exist
Orange - Slightly Off Target, Several Risks or Unknowns
Red - Off Target, High Risk, Multiple Concerns

Highlights for the week ending April 25th, 2008.

Projects:

Digital Signage Project
(Customer: UMC / Project Manager: Ray Pauliks / Heath: `Green`)
- ❖ **Health**: Green. Project is in Close-out Phase.
- ❖ Met with Silver Beacon and Team to discuss follow-ups.
- ❖ **Next steps:** (1) Address follow-ups; (2) Meet with E Stone at WTC to develop estimate for Lewis Towers upgrade.

"Shared" Source of Truth Project
(Customer: LUC/LUMC incl. HR / Project Manager: Ray Pauliks / Health: `Yellow`)
- ❖ **Health**: Health continues to be Yellow. Testing is underway and appears to be working well in the development environment. Project logistics and clarification of the scope continue to be challenging.
- ❖ Testing continues with LUMC.
- ❖ Received counts from DBA Team; 411 have same person with ids at LUC and LUMC, 160 have 2 people sharing 1 id. Now need detail to begin addressing clean-up.
- ❖ Met with HR to discuss expectations. On or about 5/9, HR would like to be able to test Benefits Express.
- ❖ **Next steps:** (1) Receive detail data clean-up info from DBA Team; (2) Discuss how best to address clean-up effort; (3) Attempt to determine time frame for completion of clean-up; (4) Meet with Benefits Express to discuss requirements to meet HR testing needs.

Video Streaming Services
(Customer: ITS Pilot/ Project Manager: Ray Pauliks / Health: `Lime`)
- ❖ **Health**: Health continues to be Lime. Activities are underway.
- ❖ Exchanged emails with Team and Faculty member for piloting.
- ❖ **Next steps:** (1) Meet with Team to continue to develop and document; (2) Meet with team for a technical discussion about the windows media server; (3) Pilot with Faculty member?

BSR/SmartCall Upgrade
(Customer: Advancement / Project Manager: Jim Roberts / Health: `Lime`)
- ❖ Team continued work on use case scenarios and workflow documentation.
- ❖ Set up baseline database. Began planning and preparation for application database upgrade procedures.
- ❖ Began work on creation of Reports test scenarios.
- ❖ Reviewed SmartCall training options with BSR. Training is not likely available until late June or July and pricing is more expensive than anticipated.
- ❖ **Next steps:** (1) 4/25 QA strategy meeting; (2) Continue advance and SmartCall database upgrades in test environment.

RMS (Housing) application upgrade and Web Implementation
(Customer: Student Affairs / Project Manager: Jim Roberts / Health: `Orange`)
- ❖ **Health:** Project has unresolved issues regarding approach to functional configuration and maintenance and commitment to delivering project tasks in a timely fashion.
- ❖ Re-scheduled vendor configuration visit for August 27 -29.

ITS Major Initiatives Status Summary

- ❖ Re-emphasized necessity for the customer to take ownership of application administration duties.
- ❖ Continued working on annual re-application process workflow.
- ❖ **Next steps:** 5/1 status meeting to review annual reapplication workflow.

Blackboard Transaction System Upgrade
(Customer: Finance / Project Manager: Jim Roberts / Health: **Lime**)
- ❖ Met with internal ITS team to discuss scope of project and plan internal discovery tasks.
- ❖ Reviewed system architecture and testing considerations.
- ❖ **Next steps:** Meet to review complete lists of impacted applications, databases, interfaces, and reports.

Continuum Program Management
(Customer: Academic Affairs / Project Manager: Jim Roberts / Health: **Green**)
- ❖ Worked on minor issues related to last week's release.
- ❖ **Next steps:** (1) Schedule a website editing training meeting with customers.

PSS-312 Wellness Center Phase 2 – self service
(Customer: Student Affairs / Project Manager: Jim Roberts / Health: **Lime**)
- ❖ Contacted vendor regarding status of application enhancements and planning for self-service configuration.
- ❖ Next steps: n/a.

PCI Project
(Customer: Finance / Project Manager: Susan Cothern / Health: **Lime**)
- ❖ Completed edited Project Definition document, uploaded to network drive and sent to Stakeholders for review and signoff.
- ❖ Worked with Erik to complete known cost analysis justification for h/w and s/w requirements. Met with Jim S. to review.
- ❖ Scheduled meeting with department managers for 05/01/08 to kick off project and get resources assigned. Sent email with Agenda and Project Roadmap to Managers.
- ❖ Met with Web Dev Team Manager to discuss project requirements and scheduled meeting with Web Dev Team Manager and team designated resource to do independent kickoff meeting as they are not available for manager's meeting.
- ❖ In progress - PowerPoint for Manager's Meeting
- ❖ **Next steps:** (1) Meet with Managers, kickoff project for them and obtain assigned resources; (2) Schedule and hold kickoff meeting with assigned resources and begin discovery; (3) Based on discovery, begin populating scorecard (4) Edit known cost justification per Jim S.; (5) Meet with FI Sponsor and Stakeholders for project status review.

PII Project
(Customer: LUC / Project Manager: Susan Cothern / Health: **Lime**)
- ❖ Met with Joe to further understand project scope.
- ❖ Completed project plan and project lifecycle flow.
- ❖ Completed Project Definition Document – sent to Stakeholders for review and approval.
- ❖ Developed project lifecycle flow and posted to network drive.
- ❖ Scheduling kickoff meeting with data stewards.
- ❖ Reviewing collateral/presentation for Data Steward Kickoff meeting.
- ❖ Set meeting with CIO to gather Spider reporting requirements.
- ❖ **Next steps:** (1) Develop high level functional requirements doc; (2) Develop Task List/Scorecard; (3) Follow up to ensure Data Stewards have been assigned for pilot.

HEAT Project
(Customer: ITS / Project Manager: Susan Cothern / Health: **Lime**)
- ❖ Completed Project Definition Doc.
- ❖ Met with documentation team and project sponsor to review documentation requirements and set milestones.

- ❖ Reviewed LDAP requirements with various stakeholders and contacted vendor to gain further information.
- ❖ In progress – Task List/Scorecard.
- ❖ Met with ResNet Team lead to preview CallTrack and document requirements.
- ❖ High level .mpp – In progress.
- ❖ Assigned resources and set milestone for development of test scripts/Scheduling follow up meeting with resources to review requirements.
- ❖ Sending Project Definition Doc to Sponsors for review and approval.
- ❖ Scheduling recurring status review meetings.
- ❖ **Next steps:** (1) Complete .mpp; (2) Complete Tasklist/Scorecard; (3) Stakeholder/Admin Team Meeting; (4) Documentation collateral meeting; (5) Develop Documentation Gap Analysis in conjunction with documentation specialist; (6) Schedule meeting with Stakeholders to address LDAP/HEAT User Access issue; (7) Review scenario-based test scripts from original implementation; (8) Hold status review meetings.

Enterprise Imaging (ECM)
(Customer: LUC / Project Manager: Jim Sibenaller / Health: Green)
- ❖ Modifications to the recommendation presentation for the BRT meeting on 5/7 continue.
- ❖ ROI calculation were formulated and routed for discussion.
- ❖ **Next Steps:** 1) BRT discussion – 5/7, 2) Budget Approval, 3) Detailed planning steps

Architecture:

Architecture Review Board
(Committee Chair: Jim Sibenaller / Health: Lime)
- ❖ **Health**: The status will remain lime until the revised plan is approved by the CIO and ARB.
- ❖ The make-up of the EA Committee was reviewed and approved at the 4/23 Director's meeting. Communication pending the Director's.
- ❖ Reviewed initial Excel-based plan and created the initial and subsequently modified the plan after feedback from Excel-based review with Jim. Created dependencies and validated resource loading. Plan to be reviewed on 4/28.
- ❖ **Next steps:** 1) EAC membership communication, 2) EA Program Action Plan Finalization, 3) Resource balancing, 4) Deliverable creation, 5) Next meeting is pending.

Security:

VPN
(Security - PM: Joe Bazeley / Health: Green)
- ❖ There are 694 accounts on the VPN.
- ❖ There were 385 sessions this week, with an average session length of 107 minutes.
- ❖ Concurrent users peaked at 28 (of 250 licenses).
- ❖ The VPN had to be restarted several times this week. Applied a hotfix Friday morning which may resolve the issue.

Digital Millennium Copyright Act (DMCA)
(Security - PM: Joe Bazeley / Health: Green)
- ❖ Five reports were received this week. This year's total is at 116.
- ❖ Last year we had received 234 notices by the end of week 35, so we are 50% **below** that pace.
- ❖ If this pace continues, we will receive 123 notices this year.
- ❖ Several universities have noted an extremely large upswing in DMCA notices this week, which we have so far avoided. Indiana University has received over 200 notices this week alone.

Intrusion Detection System (IDS)

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(Security - PM: Joe Bazeley / Health: **Lime**)
- ❖ No update this week.
- ❖ Working to configure TCP ports for the management console.
- ❖ **Next steps**: Work out communication issue between management console and IDS.

Non-PIRG policies (other security policies)

(Security - PM: Joe Bazeley / Health: **Green**)
- ❖ Password standards document sent to intern for posting on the ITS web site. Closing item for now as there are no other policies currently being routed.

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