

ITS Executive Steering Committee (ITESC)

Agenda and Materials
January 31, 2013



Agenda

- Lawson Transistion Update – Michelle/Kevin
- Maxxess System Update – Ashley / Cheryl
- Overview of Unified Communication and Lync – Jeff/Dan
- HSD Email Update – Dan



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Lawson Transition Update

January 31, 2014



Preparing people to lead extraordinary lives

Background on Project

- **Project Goal:** Migrate the Lawson (and Kronos) system from the current LUHS support to LUC ITS, including migration of the technology, data, and ITS support.
- Project team consisting of members from LUC Finance, HR, ITS and LUMC IT has been meeting bi-monthly for almost a year.
- Initial tasks included:
 - Creating a project schedule and capital budget
 - Providing a recommendation for a legal agreement regarding the historical data left in each Lawson database.
 - Designing the technical architecture and procuring the necessary hardware and software to host these systems at LUC.



Project Timeline

Task Name	Lawson & Kronos Transition Time Line															
	Q4 13			Q1 14			Q2 14			Q3 14			Q4 14			
	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Project preparation, Kick-off Meeting, Project Approval	→															
Copy Lawson & Kronos databases to LUC Environment				→												
Work with Kronos Professional Services on Technical Configuration					→											
Work with Lawson Professional Services on creation of Test environment							→									
Test Kronos Application				→												
Kronos Go Live							◆									
Test Lawson Applications								→								
Work with Lawson Professional Services on creation of Prod environment										→						
Receiving & Delivery Implementation								→								
Lawson Go Live														◆		

Our specific Go Live date for Lawson is Tuesday, May 27th, with conversion taking place over Memorial Day weekend.



Lawson – Progress & Status

- During two onsite engagements, ITS worked with Infor consultant to build both a Dev/Test and Production Lawson environment at the University.
 - Major Tasks Completed During Engagements:
 - Installation & configuration of web servers
 - Installation & configuration of application servers
 - Installation & configuration of Lawson Core Architecture and Lawson Portal application
 - Converted LUC users
 - Set up LDAP security for Lawson (Active Directory instead of Novell)
 - Items Contributing to Complexity:
 - Unix to Windows conversion
 - Separating customized programs and reports used solely by LUMC
 - Identifying LUC users to convert



Lawson – Progress & Status

- Functional application testing has begun and will continue through March.
 - Detailed test plan created with owner and due date assigned for each functional task.
 - Testing “leads” assigned for GL, AP, PR, PO and HR functional areas.
 - Significant progress made in Purchasing, Finance, and Payroll. Expect AP to finish in first week of February with HR to follow by end of month.
 - All issues tracked in a log on BOX. Any items of significance are reviewed during our bi-weekly meeting.



Lawson – Progress & Status

- Interface testing is a large and complex effort.
 - Our first task was to create a detailed inventory which identifies the purpose, source, target, and owner for each interface.
 - A high-level testing timeframe was agreed upon to test interfaces in the following functional areas:
 - Finance/GL and LUC Web Apps – January/mid-February
 - AP, PR, PO* – end of February
 - Benefits & HR* – end of March
 - **Some interface testing depends on external banks and vendors*



Lawson – Progress & Status

- There are three process issues that require change:
 - Determine how to handle parking and fitness center deductions that are expensed to different companies.
 - For example, LUMC receives all of the revenue for parking at LUMC, including the HSD employee deductions. And vice versa, LUC receives all of the revenue from the Fitness Center deductions, including the LUMC employee deductions.
 - LUC and LUMC staff or non-clinical faculty that charge a portion of their salary to the other company.
 - The LUMCP Faculty physicians that have both a clinical and academic appointment and may charge some of their salaries to LUC. Additionally, they receive LUC Benefits which are recorded to the LUC General Ledger.

Discussions are in progress on how to handle these situations after the databases are split. Goal is to have options documented and presented to decision-makers by mid-March.



Lawson – Progress & Status

- Receiving & Delivery Analysis
 - HSD Receiving currently supported by Trinity staff. Conversion will result in one of two options:
 - Continue existing operations with Trinity staff using separate handhelds and terminals for HSD deliveries.
 - ***University establish their own receiving function at the HSD campus at Dock 4 or other identified space.***
 - MSCM Licenses and handheld devices purchased
 - Next Steps:
 - Operational analysis provided by Canon Business Svcs On Feb 11/12, 2014
 - Development of logistical and budgetary considerations
 - Final setup of handheld devices and relevant testing of MSCM Application



Next Steps...

- Testing and issue resolution
- Refine cutover timing and go live tasks
 - Three refreshes and one “mock go-live” scheduled
- BCDR planning and testing
- Continue to prepare ITS to support Lawson
 - FTE Hiring
 - Knowledge transfer sessions with LUMC IT



Questions



Agenda

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Progress with ITS' Maxxess Investigation

Ashley Walcott

January 31, 2014



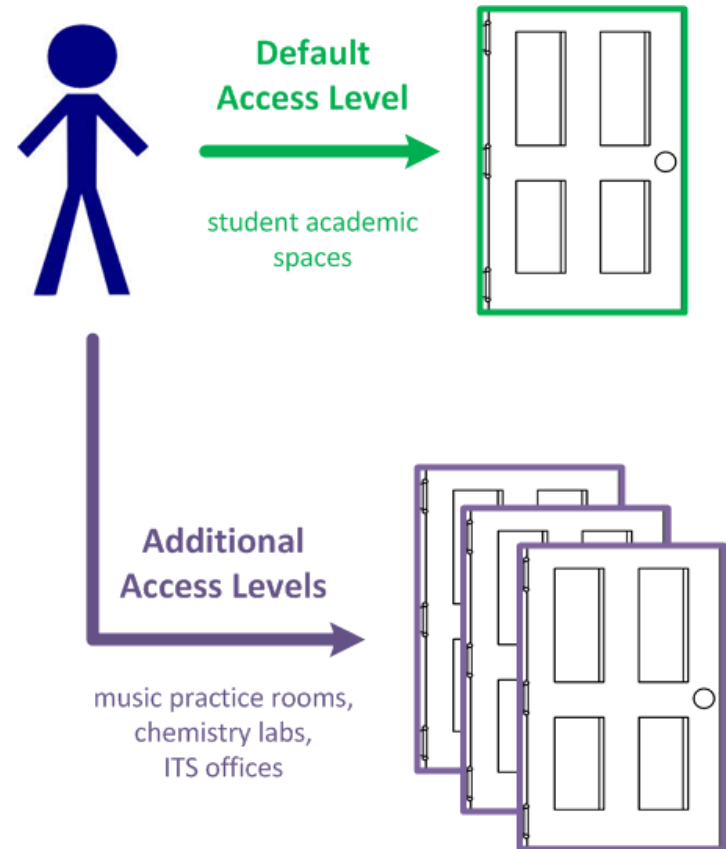
Maxxess: Where We Started

- Request from Dept. of Fine and Performing Arts (DFPA) to improve process of granting access to spaces for arts students
- Originated as a manual process
- Results:
 - Long turnaround time
 - Inaccuracies
 - A lot of menial work by DFPA and Campus Safety



How Maxxess Works

- “**Access level**” – a set of doors that can be opened at a particular time
- A person is defined a *default* access level
- A person also can be defined *additional* access levels
- DFPA’s issue: finding an efficient way to assign (and un-assign) students to additional access levels for arts courses/activities



Early Improvements for DFPA

- Campus Safety and DFPA cleaned up the current number of DFPA access levels
- Campus Safety gave DFPA access to Maxxess
- ITS produced a data extract from LOCUS in a more efficient format



Other Issues We Identified

- Some spaces accessed via PIN pads
 - Appx. 30 total in Norville, Damen, Mundelein
 - PIN management is cumbersome, not secure
 - Norville PIN pads not connected to Maxxess
- 275 access levels set up in Maxxess
- Other departments using customized access levels, manual intervention



Additional Opportunities for Research

- Understanding the Maxxess hardware architecture and network
- Understanding our test system for Maxxess and how to make good use of it
- Understanding how other departments use access levels, and developing effective, efficient space access plans



Recommendations for Future Work

(p. 1)

- Implement an automatically-generated PIN assignment system
 - Develop a web application for personal PIN management
- Modify Norville PIN pads to make them compatible with Maxxess network
 - Or replace them with card readers
- Further reduce the number of access levels across the university, and reform them into more efficient units



Recommendations for Future Work (p. 2)

- Develop automated data feeds from LOCUS to Maxxess to grant access by course enrollment
- Develop automated data feeds from LUC's Security Log to Maxxess to automatically grant access based on approved requests
- Develop web application interface to Maxxess to allow departments to manage access to their own spaces



Recommendations for Future Work (p. 3)

- Develop and distribute reports of Maxxess usage data
 - Use Maxxess’s pre-packaged suite of reports
 - Connect LUC’s BI tools to Maxxess database
- Ensure that a business continuity/disaster recovery plan for Maxxess is implemented



Questions?



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Unified Messaging and Lync

- Unified Messaging
 - Voice Mail integration with email
 - Access Voice Mail via Outlook
 - Outlook Voice Access
 - Access Voice Mail
 - Listen to, forward or replay to email
 - Listen to calendar information



Unified Messaging and Lync

- Lync
 - Instant Messaging
 - Voice Conferencing
 - Video Conferencing
 - Web Conferencing



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HSD Migration Update

- Migration Weekend - March 28
- Preparation Underway
- Communication Plan
- LUC / LUHS Mail Integration
- Issues – Legal Hold



2014 ITESC Schedule

Jan. 31, 2013 – Friday, 12:00 – 2:00 PM

- Lawson System Update – Michelle/Kevin
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April 3, 2014 - Thursday, 1:30-3:30 PM

- BCDR Update
- DWBI Update/Demo
- Change Management Update

May 15, 2014 - Thursday, 1:30-3:30 PM

- Technology Briefing
- BCDR Update

June 26, 2013 - Thursday, 1:30-3:30 PM

- Project Portfolio Prioritization

August 14, 2014 - Thursday, 1:30-3:30 PM

- “Near Complete” Project Updates

October 9, 2014 - Thursday, 1:30-3:30 PM

- Subcommittee Reports
- Major Projects Status Reviews
- BCDR

December 11, 2014 - Thursday, 1:30-3:30 PM

- Project Portfolio Prioritization
- Technology Scorecards

