

**INFORMATION RESOURCES DEPARTMENT**

3/27/2012

**ACTIVE PROJECT REPORT - FY12**

#	PROJECT NAME	EXPECTED BENEFIT (OWNER DEPARTMENT)	VENDOR PRODUCT	PROJECT LEAD	PROJECT SME	PROJECT STATUS	DUE DATE	% COMPLETE
#12100	LYNC-I	Unified Communications Environment (IR)	MicroSoft Lync	Don Davis	David Holmes	In Process	7/18/12	35%
#12103	eLearning	Integrated course and learning software (SOM)	Blackboard eLearning	Darren Crone	Darren Crone	In Process	1/31/13	20%
#12106	ECSN	ECSN Cable Plant Refresh (IR)	none	David Nguyen	Tim Harrison	In Process	3/1/12	50%
#12107	SOM-Wire	SOM Infrastructure Refresh (IR)	none	David Nguyen	Tim Harrison	In Process	3/1/12	10%
#12108	ExLibris	ExLibris Library Management System (Library)	ExLibris Voyager	Dana Smith	Jean Vik	In Process	5/31/12	50%
#12111	u.Achieve	Degree Audit Software (Registrar)	Red Lantern u.Achieve	Jennifer McDowell	Jennifer McDowell	In Process	9/30/12	30%
#12112	StarRez	Housing Management System (Residential Life)	StarRez	Ryan White	Pam McElrath	In Process	5/1/12	10%
#12114	Viawest	Data Center Lease space (IR)	Viawest Data Center	David Holmes	John Patterson	In Process	2/15/12	95%
#12115	DR-BC	Disaster Recover Plan Retool (IR)	None	David Holmes	x	In Process	8/31/12	10%
#12118	Infoblox	Network Management Appliance & control (IR)	Infoblox	Aaron Simpson	x	In Process	3/10/12	60%
#12119	Backup	Enterprise Backup Solution-(IR)	None	David Holmes	David Holmes	In Process	3/31/13	15%
#12121	CrashPlan	Desktop Backup Solution (IR)	CRASHPLAN	David Holmes	x	In Process	8/31/12	50%
#12125	Budget Sys	Budget System Customization (Finance)	MS Access	Jeri Hale	Jerrie Lipple	In Process	04/01/12	75%
#12126	Avow	Transcript Production Software (Registrar)	Avow	Dana Smith	Liz Samuel	In process	04/01/12	30%
#12128	Jonsson	Re-locate Jonsson Data Center	none	David Holmes	Don Davis	In Process	06/01/12	15%

**INFORMATION RESOURCES DEPARTMENT**

3/27/2012

**PENDING PROJECT INVENTORY REPORT - FY12**

#	PROJECT NAME	EXPECTED BENEFIT (OWNER DEPARTMENT)	VENDOR PRODUCT	PROJECT LEAD	PROJECT SME	PROJECT STATUS	DUE DATE	% COMPLETE
#12101	OnBase	Enterprise Document Imaging (IR)	Hyland OnBase	Sue Taylor	x	On Hold	TBD	
#12104	Office 365	Hosting for MS OFFICE (UTSys)	MS Office 365 Cloud Computing	David Holmes	x	x	x	
#12107	SOM-Wire	SOM Infrastructure Refresh (IR)	none	David Nguyen	Tim Harrison	In Process	3/1/12	10%
#12109	MyEdu	MyEdu Implementation (UTSys)	MyEdu	X	Sheila Pineres	x	x	
#12110	Point & Click	Electronic Health Records Management (Health Center)	Point & Click Solutions	Lea Aubrey	Lea Aubrey	On Hold	5/31/12	
#12116	AD Power	AD Data Center Power Capacity Increase (IR)	none	David Holmes	Nick Adqueda	Not Begun	5/31/13	
#12122	no name	Cyber Infrastructure (UTSys)	TBD	X	x	x	x	
#12123	Strategic IR	Strategic IT Road Map (UTSys)	Price Waterhouse Cooper	Jim Gary	x	On Hold	x	
#12129	Locks	Door Security System	C-cure 9000	X	X	X	03/31/12	
#12130	CHEM	Hazardous Materials Inventory System (EHS)	UNHCEMS Software	Kathy White	x	x	x	
#12131	IR-GP	IR-GP Server Environment	N/A	David Holmes	Vernon McCardle	Not Begun	x	
#12132	Echo 360	Lecture Capture Application (SOM)	Echo 360, Inc.	x	x	Not Begun	x	
#12133	eCert FTP	Re-design of FTP topology protocol for e-Cert	x	David Holmes	x	0	x	

#12100	Unified Communications Environment (IR)		LYNC-I	Date Completed:		Today is: 3/27					
Executive Sponsors	Jim Gary		Vendor	MicroSoft Lync		Due Date: 7/18/12					
						Due In: ## days					
Project Manager	Don Davis		SME	David Holmes							
Project Team											
Budget:	\$250,000	Status:	In Process	Stage:	Analyze	Priority	Important	% Complete	35%	Docs	yes
<b>General Description; Scope Statement; Success Criteria:</b>											
<p><b>GENERAL DESCRIPTION:</b> Microsoft Lync (Unified Communications) - UTD's specific interest is to implement a unified communication and collaboration environment supporting a variety of communication capabilities. Lync will integrate IM, email, mobile communications, audio/video conferencing, telephony and other modes in a single environment. UTD will replace obsolete switched telephony with Lync integrated VoIP telephony. Lync will facilitate federated relationships with other organizations and it will support branch relationships with other organizations. Lync will also support collaborative functions associated with conferencing, live meetings, etc. which will all be evaluated.</p> <p><b>SCOPE STATEMENT:</b> The ultimate business objective of this project is to have one telephony system on the campus, LYNC and/or LYNC-Avaya. However, the project has two phases. Phase I is the complete removal of all Nortel equipment from the system and replacing it with Lync or Avaya. Nortel products are no longer supported and the University is at risk using it. A second objective with phase I is to have a workable fail-over plan in case the Nortel equipment fails before completion of phase I. Phase II is to complete the installation of all features of LYNC and analyze the possible removal all Avaya equipment and convert totally to LYNC. This project is phase I only; Phase II will be documented separately.</p> <p><b>SUCCESS CRITERIA:</b> The project is complete when all Nortel equipment is removed from the system and telephone service now available to the University community is at least matched with the installation of LYNC or Avaya. The project is a success if the telephony service is significantly better and there was no significant disruption in the completion of phase I. Phase II should not begin until phase I is substantially completed.</p>											

9/21/11-Taken from Jim's email: We are in early pilot phase for testing, "substantial" deployment is hoped by winter break.

10/12/11-Meeting with Jim on Budget: Jim stated that we need a **detailed analysis** on the cost of this project. We must get the cost right for the budget.

10/17/11-In our director's meeting I reviewed the project and the role of project manager. Don had just finished talking about Lync. I asked if Don was the Project Manger. Answer: yes.

12-12-11-Director's meeting: Don reported that the testing had gone well; Jim asked if we could get all of IR on Lync to provide further testing. **It still isn't clear what the scope of this pro**

1/23/12-Meeting with Jim: I stated that this project needs a clear scope statement. Jim provided the phase I & II descriptions above. As of this date, there is no fail-over plan if the Nortel equipment fails. Additionally, some of the infrastructure in place at certain buildings is very much under requirements for supporting LYNC. After Jim, I talked at length to David Holmes about this project. We identified a project team and set a meeting for the next day with David, Don and me. I stated that we must identify the project objectives, tasks related to those objectives, timeline and owners of each task. I also stated that we must have regular meetings on this project to keep it moving.

2/1/12-Project meeting: Don reported that he was coming up with a timeline; Jim had stated that some of Phase II could be worked on; all agreed that Phase I is the priority. Discussion of a DR plan identified a solution if a Nortel switch crashed. Don said he should have a timeline in the next two or three days. It was delivered a few days later.

2/20/12-In the Director's Meeting: Jim asked Don about the DR plan. Don said that the autcodes were in and installed and that he was told we could actually make Lync available to everyone. I stated that switching landline numbers to a cell phone was the DR plan when we talked last, but Don said the Lync solution could be better and installed quickly. All anyone

#12101	Enterprise Document Imaging (IR)	OnBase	Date Completed:		Today is: 3/27
Executive Sponsors	Jim Gary	Vendor	Hyland OnBase	Due Date:	TBD
				Due In: ##	days
Project Manager	Sue Taylor	SME	x		
Project Team					
Budget:	\$200,000	Status:	On Hold	Stage:	Plan
				Priority:	Needed
				% Complete:	0%
				Docs	yes
<b>General Description; Scope Statement; Success Criteria:</b>					
<b>GENERAL DESCRIPTION:</b> OnBase is a software application used to capture, index and retrieve documents. At UTD, this is an enterprise solution to managing documents.					
<b>SCOPE STATEMENT:</b>					
<b>SUCCESS CRITERIA:</b>					

9/21/11-Taken from Jim's email: I believe we are deferring Hyland's return to work on "phase II" deployments until later this Fall.

9/26/11-Email sent to Sue asking for description of project.

10/5/11-Email from Sue to Patrick Haughton and John Patterson (Yesterday I asked Sue about the cost of the project): Good morning Patrick and John, As you know, over the past months, there has significant discussion about upgrading the OnBase environment to serve the entire campus. I know that you have been working on gathering hardware specifications for this project. We are now down to the wire to present cost information to executive management for consideration and approval. Would you please send me the cost for upgrading the environment as we have discussed no later than end of day Thursday? I do understand that there is concern regarding where the servers will be physically located and that we will need to talk further about that. I have copied Dr. Gary, David and Gordon to keep them informed as to the status of the project at this time and also for the need for further discussion about server location. Thanks in advance for your time and effort to pull the information together. I look forward to hearing from you soon.

11/17/11-Discussion with Sue: Sue said that this project is in the pre-planning stage; it must be approved by the executive committee and that hasn't happened. She said it actually isn't a project yet. I subsequently put it on the pending list.

2/1/12-In the IRSS meeting: Sue reported that this project was being assessed by the executive committee.

3/5/12-Director's meeting: Sue reported that the vendor was to supply technical specs. Project not yet kicked off, but it could happen soon.

3/27/12-In the Director's Meeting: Sue reported that the contract was almost completed and this should become an active project soon.

#12102 Cisco VideoConf (IR) Date Completed: 10/13/2011 Today is: 3/27

Executive Sponsors Don Hicks (EPPS); Dan Dochler (SOM)

Vendor One Vision; TFE Connect

Due Date: 9/30/12

Due In: 0 days

Project Manager Steve Hodo

SME Don Hicks

Budget:

Status: Complete

Stage: Implementation

Priority: Needed

% Complete: 100%

Docs: no

**General Description:**

Cisco Telepresence/HD-videoconferencing; funding from president

9/21/11-Taken from Jim's email: multi-part implementation, which is just finishing and moving inot challenging pilot/"early adopter" status with SOM being the early adopters; We will shortly want to propose a new FTE manager postion for the service.

10/12/11-In the IRSS meeting today; Jim stated that this project was completed. There needs to be some additional dialogue on what that means.

UAT not written, but user has approved payment

**COMPLETE**

#12103 Integrated course and learning software (SOM) eLearning Date Completed: Today is: 3/27

Executive Sponsors Jim Gary; Academic Senate

Vendor Blackboard eLearning

Due Date: 1/31/13

Due In: ## days

Project Manager Darren Crone

SME Darren Crone

Project Team Aaron, Corrine,

Budget: \$495,639

Status: In Process

Stage: develop

Priority Important

% Complete 20%

Docs yes

**General Description; Scope Statement; Success Criteria:**

**GENERAL DESCRIPTION:** In Blackboard Learn™, Release 9.1, there are exciting new social learning and teaching tools that foster more logical, visually impactful, and active learning opportunities for students, helping them stay connected to their educational experience 24 hours a day. Wikis enable active collaboration around course content and group projects. Users collaborate on a document using only a web browser. Educators can see the process and evolution of the work and even participate. Furthermore, educators can see each participant's contributions and grade accordingly. Easily integrate rich media learning content using Web 2.0 resources from YouTube, SlideShare, and Flickr. Faculty can deliver more engaging course content in a convenient and powerful way by searching, finding, and inserting in a few clicks. Blackboard has added an accessible wrap around the YouTube player to make it accessible to everyone. The integration of the Blackboard Connect\* platform provides students the alerts and notifications they need to better manage academic priorities and course deadlines. Students can stay informed of vital course-specific updates and deadlines through the familiar Blackboard Learn interface.

**SCOPE STATEMENT:**

**SUCCESS CRITERIA:**

9/21/11-Taken from Jim's email: This will be the Big Deal when it gets going, now in early planning and just past RFP-award.

9/21/11-Met with Blackboard and UTD staff to review products and finalize details of the project so Blackboard can prepare a Statement of Work. Target is to get the SOW approved through OGC by December 2011. Work would start in January.

9/23/11-Met with IR staff (Corinne, Debra, Aaron) and Darren Crone (PM) to discuss general project management issues. Identified major steps of the project outside of the SOW of Blackboard. Other issues will be identified when SOW is delivered and Blackboard introduces their Project Manager. Also, same day, communicated with Andy Wisner of Blackboard.

10/24/11-Sent an email to Darren asking about status: His response: "Things are going well. We are getting the contract finalized now. Until that happens we are in a bit of a holding pattern. Should be good to go by Thanksgiving as far as contract approval. Thank you for checking in." Dr. Darren Crone is Director of eLearning. Earlier, I asked Jim about PM for this project. He said that Darren should be PM.

12/12/11-Director's Meeting: Jim said that this project will definitely rotate to SOM for budget year 13. However, for the remainder of this year, it's undecided. He would like to

#12104	Hosting for MS OFFICE (UTSys)		Office 365	Date Completed:		Today is: 3/27					
Executive Sponsors	Jim Gary		Vendor	MS Office 365 Cloud Computing		Due Date: <input checked="" type="checkbox"/>					
						Due In: ## days					
Project Manager	David Holmes		SME	x							
Project Team											
Budget:	\$0	Status:	<input checked="" type="checkbox"/>	Stage:	<input checked="" type="checkbox"/>	Priority	Needed	% Complete	<input checked="" type="checkbox"/>	Docs	no
<b>General Description; Scope Statement; Success Criteria:</b>											
<b>GENERAL DESCRIPTION:</b> This is Microsoft's cloud hosting for the OFFICE suite; Being negotiated as a shared service from the system level; will include share point; student email; AV conferencing; Will be shared between institutions.											
<b>SCOPE STATEMENT:</b>											
<b>SUCCESS CRITERIA:</b>											

9/21/11-Taken from Jim's email: Early evaluation stage; Dec for next significant action.

11/15/11-Discussion with David: David said that this is being negotiated at the System level

1/18/12-Leah reported that the group at the system level has not been able to reach agreement on the contract. Still negotiating.

3/5/12-Director's meeting: Jim reported that signing of the contract was imminent. Right. We've heard this before.

3/27/12-In the Director's Meeting: Cloud computing was discussed and what UTD would do about this software. The contract is not yet signed.

#12105	Enterprise Reporting Software - Finish Out (IR)	OBIEE	Date Completed:		Today is: 3/27
Executive Sponsors	Jim Gary	Vendor	Oracle EPM/OBIEE	Due Date:	9/30/12
				Due In:	0 days
Project Manager	Gordon Allen	SME	Reda Bernoussi		
Project Team	James Ratcliff; Ginger; iOLAP; Robert; Keith				
Budget:	none	Status:	Complete	Stage:	Implement
				Priority:	Urgent
				% Complete:	92%
				Docs:	yes

**General Description:**

Enterprise reporting application developed along with the PeopleSoft conversion. A data warehouse application. OBIEE is to be the primary reporting tool for the UTD campus community although it is not considered the only or absolute tool.

10/31/11-On approximately this date the following issues were outstanding: (1) The auditors were using the system to validate the financial reports; (2) We needed to do a trunc and reload of the transaction tables; (3) Data needs to be validated by the users. These are approximately in sequence and bottom line, this project is in a hold pattern because of the needs in the finance group. October 31st was to be the closing date for the project and the date UTD-IR took over the control of OBIEE. This obviously didn't happen. Further, the 31st was the date I was supposed to focus on my real job, Program Management. So I substantially became disconnected from the project and the completion of the remaining action items went to Sue. At the end of six weeks, there was still a number of issues outstanding. Different issues, but little progress had been made to complete this project.

11/14/11-Meetings this week: The trunc and reload still has not been done. Several meetings this week called by Sue established next week as the period for this event. The new issue delaying it is moving the DW to the test server and verifying the data. Once the trunc and reload is finished, UAT must be completed.

11/21/11-In the director's meeting: Sue reported that validation of data had taken place Thursday and Friday, but some problems were identified; she said testing must continue.

12/14/11-Meeting with iOLAP: This meeting began with the iOLAP team including Mike to discuss the status of the SOW-Phase II. After an hour of discussion, it was clear that there was still a significant amount of work to be done. The meeting closed with several assignments to be completed by 12/21/11, which was supposed to be the end of the extended engagement of iOLAP. After the meeting, Sue, Mike P. and I went to my office to discuss going forward. After another hour of discussion, the decision was made to stick with the 21st deadline and let the iOLAP people go. The exception was Christine. She is working with users on data validation which still has a way to go. She will stay on for a while; how long is yet to be determined. While a substantial amount of financial data has been validated, there is still work to be done on HR, payroll, procurement, grants, budget, property.

1/4/12-In the IRSS meeting: I posed the question of the status of this project; Jim and Sue both said that it should be considered complete.

**COMPLETE**

#12106	ECSN Cable Plant Refresh (IR)		ECSN	Date Completed:		Today is: 3/27					
Executive Sponsors	Jim Gary		Vendor	none	Due Date:	3/1/12					
					Due In: -26 days						
Project Manager	David Nguyen		SME	Tim Harrison							
Project Team											
Budget:	\$0	Status:	In Process	Stage:	x	Priority	x	% Complete	50%	Docs	no
<b>General Description; Scope Statement; Success Criteria:</b>											
<b>GENERAL DESCRIPTION:</b> This is the installation of fiber cabling in the Engineering and Computer Science north building.											
<b>SCOPE STATEMENT:</b>											
<b>SUCCESS CRITERIA:</b>											

- 11/15/11-Discussion with David: He said this is a Network project.
- 1/19/12-Talk with Steve Hodo: He said this was nearing completion. Suggested I talk with Tim Harrison to get a more detailed status.
- 2/15/12-Talk with Steve Hodo: He said he thought it was almost finished, but to wait until the new director arrives.
- 3/27/12-Discussion with David: He said the scope of this project is likely to change. Discussion to follow.

#12107	SOM Infrastructure Refresh (IR)		SOM-Wire	Date Completed:		Today is: 3/27					
Executive Sponsors	Jim Gary		Vendor	none	Due Date:	3/1/12					
					Due In: -26 days						
Project Manager	David Nguyen		SME	Tim Harrison							
Project Team											
Budget:	\$420,000	Status:	In Process	Stage:	Analysis	Priority	Important	% Complete	10%	Docs	no
<b>General Description; Scope Statement; Success Criteria:</b>											
<b>GENERAL DESCRIPTION:</b> This is installation or refresh of the cabling in the SOM-add fiber and wireless											
<b>SCOPE STATEMENT:</b>											
<b>SUCCESS CRITERIA:</b>											

11/15/11-Discussion with David: He said this is a network project.

2/15/12-Talked to Steve Hodo: He said he wasn't sure of the status, but thought it was moving along.

3/27/12-Discussion with David: He said that the scope of this project is likely to change; however, proceeding is dependent on some current budget issues.

#12108	ExLibris Library Management System (Library)	ExLibris	Date Completed:		Today is: 3/27
Executive Sponsors	Jim Gary	Vendor	ExLibris Voyager	Due Date:	5/31/12
				Due In:	65 days
Project Manager	Dana Smith	SME	Jean Vik		
Project Team	Tahmoures Elyasi; Leah Teusch; Amos Gouaux; Jeri Hale				
Budget:		Status:	In Process	Stage:	Develop
		Priority:	Needed	% Complete:	50%
				Docs:	yes
<b>General Description; Scope Statement; Success Criteria:</b>					
<p><b>GENERAL DESCRIPTION:</b> The Library has decided to move to Voyager Direct which is a hosted version. We are also implementing Primo which is the ExLibris discovery layer for the library catalogue. They have decided to enter their Early Adopter Program and will be a part of the development team before its implementation December 2013. This is an upgrade and enhancement of the products that we already own.</p> <p><b>SCOPE STATEMENT:</b> Convert Voyager currently hosted on a UTD server to a externally hosted application and add Primo to functionality.</p> <p><b>SUCCESS CRITERIA:</b></p>					

9/13/12-Email from Tahmoures Elyasi: The following is the block we are having trouble with, can you please show us how to do what you mentioned? Even if you can give us an example of syntax, then we can adopt it to our code. Your help is greatly appreciated. *(scripts followed)*

9/15/11-Email response from Amos Gouaux: I hate to be so blunt, but this is totally wrong, and shows that either you didn't read the outline I gave you, or you have no idea what you are doing. We will attempt to provide you with some sample code, but the harsh reality is that with our group having two vacancies, we really are not able to do coding projects for departments at this time. Perhaps Info Security has resources to help in this endeavour.

9/21/11-email from Gloria J Vik: Provost has approved upgrade; Jean sent email to Jim; Jim's response, "Thanks for the notice, Jean. I'm cc'ing Gordon Allen, who recently signed on as IR's director for Project Management, and will help as needed with this effort to keep us collectively on track"; Jean's response, "Thanks, Jim. I will keep his name in my records as the contact person."

11/22/11-Spoke with Jean Vik: She said they were planning to convert to the vendor hosting January 10-13. All they need is a complete backup just prior to that conversion. She said she had dealt with Nigel Nazir in the past, but that Aaron Simpson had taken over. I asked if there was anything else she needed from us; she said no. Looks like pretty simple requirements. Sent an email to Aaron.

11/23/11-In the IRSS meeting: Leah said that there were some security issues and that they may not make the January deadline.

12/7/11-This project was moved to JIRA as an active project; it's not complete as of this date; notes may still be kept here

12/19/11-Email from Jean Vik to me: Gordon, Here is the last thing we tried. According to Tahmoures the authentication adaptor fails when returning the DN to bind to LDAP. My staff has stopped trying to get this to work since we are upgrading Voyager to version 8 in January and they want to use the new Patron Directory Service that is available in that version. I have a feeling we will need some of the same information we have been asking for to configure any of these API's to work with the local setup. Any help you can give to get this project completed will be greatly appreciated.

1/18/12-IRSS Meeting: Leah stated that this project was on hold and that the completion date is extended to May 21st. The problem is that much of the concern from IS was not accommodated, especially as it relates to authentication and transfer of data to an outside host.

2/15/12-In the IRSS meeting: I reported that this project was on hold; Peggy Attari from IS (attending the meeting for Leah) stated that this project was complete. I said I would talk to Jean Vik and get it straight. Later in the day, Jeri sent an email to several people: Library System is being migrated to a hosted solution. Apparently single signon through Portal is not a requirement, because Leah and company have already set up authentication to LDAP. However, I would assume library system feeds from Campus Solutions and HCM will be required. Contact is Jean Vic. Dana responded: , we already provide a feed from Orion but it needs to be slightly modified. The go-live date for the upgrade is currently set for the week of May 21st. Between now and then, they will be removing the SSNs from their database. We have been asked by Leah to fill the SSN field with blanks. This is JIRA PMPS-1404 and it is currently in progress by Alex. It has been unit tested in DCSDEV and Alex will contact Jean Vic about further testing. Then later I received a response from Jean: We missed the window we had to make the migration in January. Our Library Management System will have to be down for four days while the migration to Voyager Direct is completed. That is why the project has been delayed until May 21st. I am working with the ExLibris project manager and we are currently migrating the bibliographic data and testing it. We have worked with Aaron and Amos and Brian McElroy to complete the security issues. The Primo installation is also almost complete and we are entering the testing phase.

#12109	MyEdu Implementation (UTSys)	MyEdu	Date Completed:		Today is: 3/27
Executive Sponsors	Jim Gary	Vendor	MyEdu	Due Date:	x
				Due In: ##	days
Project Manager	X	SME	Sheila Pineres		
Project Team					
Budget:		Status:	x	Stage:	x
		Priority:	x	% Complete:	x
				Docs	yes
<b>General Description; Scope Statement; Success Criteria:</b>					
<p><b>GENERAL DESCRIPTION:</b> MyEdu is a common communication platform to be used by all institutions for student management (Degree Planner &amp; Advisor, Integrated Schedule Planner, Credit management System, Student-Faculty Hub, College Explorer &amp; On-boarding, College Financial Planner, Graduate and Medical School Platform). This is a system wide initiative (see email from Margaret Knox in Jim's email dtd-9/23/11@2:08pm).</p> <p><b>SCOPE STATEMENT:</b></p> <p><b>SUCCESS CRITERIA:</b></p>					

9/21/11-Email from Jim: UTD is to appoint a local liaison by 9/30/11.

10/18/11-Email forwarded by Jim: With free easy-to-use degree planning, credit management, workload tracking and social applications specifically designed around students' needs, MyEdu brings together students, parents, advisers and faculty to help students manage their academic career. Additionally, MyEdu enables students to significantly lower their education costs by avoiding additional semesters and reducing textbook purchases and living expenses. By shortening the time to graduation, MyEdu tools will increase students' earning potential by allowing them to enter the workforce sooner.

1/3/12-Quick discussion with Jim: Sheila Pineres has been appointed to be the UTD rep for this project at the system level. Meetings scheduled for January will determine next steps.

#12110	Electronic Health Records Management (Health Center)	Point & Click	Date Completed:		Today is: 3/27
Executive Sponsors	Sue Sherbet	Vendor	Point & Click Solutions	Due Date:	5/31/12
				Due In:	65 days
Project Manager	Lea Aubrey	SME	Lea Aubrey		
Project Team					
Budget:		Status:	On Hold	Stage:	Plan
		Priority:	Mandatory	% Complete:	5%
				Docs:	yes
<b>General Description; Scope Statement; Success Criteria:</b>					
<p><b>GENERAL DESCRIPTION:</b> Compliance issue: All medical records will be electronic by January, 2014. Point &amp; Click is software that provides that service to the Student Health Center. Hosted at UTD. Extensive evaluation of the software has occurred on the user side. The software will interface with Peoplesoft and adds many more features that are currently available; Implementation should start by September 2012.</p> <p><b>SCOPE STATEMENT:</b></p> <p><b>SUCCESS CRITERIA:</b></p>					

9/26/11-Met with Sue Sherbet, Lea Coakley, Sue Taylor, Paul Watson and others to discuss timing and how to get started. It is presumed that this software will be hosted locally, not by the vendor. Application is paid out of student health fee and Sue needs to know the cost of the project so she can get it in the budget for next year. The records at the health center that will be automated are not HIPPA or FERPA records making it a little easier to comply.

10/26/11-Sent email to Lea Coakley asking for status of project. Her response: "Thanks for following up. We are in the process of requesting funds to purchase the Point and Click software. I will be in touch when the process is further along." Lea is Director of the Student Health Center.

12/1/11-Met with Sue Sherbet: I asked where the project was; she said that the funding was being arranged and that she felt that was just a formality. Not much to do until that happens, but there will be a need for considerable IR support once the software is purchased.

12/7/11-This project was moved to JIRA; it's not complete as of this date; notes may still be kept here

2/9/12-Email from Sue Sherbet: Still working out funding; should know something soon.

3/27/12-Kick off meeting: Sue Shubert called a meeting to discuss step of this project needed to proceed. IS still has some issues with the contract. The team is being organized and the project should become active soon. Several action items were identified in the meeting. The following is the email from Sue about the meeting: Thanks to those of you who were able to attend yesterday's meeting about our Point and Click (PNC) software implementation project. Leah and I discovered that we do not have a redlined version of the contract like we thought. I will try to get it to Maggie as soon as we can. In the meantime. Leah has provided the attached version that includes notes from the vendor survey. Also, I apologize for

#12111	Degree Audit Software (Registrar)		u.Achieve	Date Completed:		Today is: 3/27					
Executive Sponsors	Jim Gary		Vendor	Red Lantern u.Achieve	Due Date:	9/30/12					
					Due In: ##	days					
Project Manager	Jennifer McDowell		SME	Jennifer McDowell							
Project Team	Laurie Harness, Shella Hayes, Debra Leiter, Aaron Simpson, Dana Smith, Jeff Smith, Richard Sullins, Richard Williams										
Budget:		Status:	In Process	Stage:	Analysis	Priority	Needed	% Complete	30%	Docs	yes
<b>General Description; Scope Statement; Success Criteria:</b>											
<p><b>GENERAL DESCRIPTION:</b> u.achieve houses UTD's Transfer Articulation and Degree program information. The TA Tables are used to find transfer equivalencies for incoming transfer admits prior to admission and to award credit to those current students who study off campus for a semester. The Degree program tables house our catalog requirements for each undergraduate degree. These two tables work in concert to certify undergraduates for degree completion via a web based application called DARSweb. Additionally, the TA and Degree program information is passed to u.select which allows prospective students to browse our degree requirements and serves double duty allowing current UTD students to browse courses they may want to take off campus and see how those courses will transfer back.</p> <p><b>SCOPE STATEMENT:</b></p> <p><b>SUCCESS CRITERIA:</b></p>											

9/28/11-A second meeting to discuss basic PM needs. Present were Debra Leiter; Aaron Simpson; Eric Lavin; and others. Will discuss specifics of project once we meet with vendor.

10/11/11-In a meeting of project people with College Source: Notes from Eric-Thank you everyone for the Q&A session yesterday with the College Source team. Just wanted to follow up to see if there are any additional questions that you might have? I am working on the following; Enhancements to the SQR/Transfer Bridge and the PS to u.achieve interface, identify functional needs and address the scope of these requests from the technical side. Will send a list in a day or two. Reach out to similar institutions to review server requirements related to self-service and u.achieve. Please let me know what you need and I will reach out to College Source for another pre kickoff meeting if we deem it necessary.

10/26/11-Ask for status from Erick. His response: "Things are in motion, we are waiting on a consensus so we have an idea of what/how many servers will be required in order to allow the operation to move smoothly as well as scale up as the University grows."

12/7/11-This project was moved to JIRA; it's not complete as of this date; notes may still be kept here

2/9/12-email from Jennifer Mcdowell: The project is severely behind. We had a major setback in fall 2011 (October – December 2011) due to server sizing decisions, purchase and installation of servers. We were supposed to be happily implemented by now (February 1st was the go live date). Currently, our DBA team is working with the vendor in the installation of the software and appropriately executing areas of access. From the functional standpoint, we have been tasked with a project to review interface logic and provide branding for the self service portion. We have also been asked to give a "new" go live date. Our vendor believes the middle of summer is a realistic expectation. Once we give them the go ahead on the new go live date, they will provide us with an updated project plan. I will share that with you when we receive it. She said Dana and Debbie were her main contacts.

2/14/12-Discussion with David: Received a project plan (vendor version) from Jennifer; David reported that disagreements with the vendor were taking a lot of extra time.

2/17/12-Email form Jennifer: Received a new "project plan" for the vendor.

2/20/12-Dana asked some questions about scripts with the new project plan. Setn an email to team asking about timeline.

#12112	Housing Management System (Residential Life)	StarRez	Date Completed:		Today is: 3/27
Executive Sponsors	Sue Sherbet	Vendor	StarRez	Due Date:	5/1/12
				Due In:	35 days
Project Manager	Ryan White	SME	Pam McElrath		
Project Team	Dana Smith; Debbie Leiter; Paul Schmel; Andrea Clark				
Budget:		Status:	In Process	Stage:	Analyzes
				Priority:	Needed
				% Complete:	10%
				Docs:	yes
<b>General Description; Scope Statement; Success Criteria:</b>					
<b>GENERAL DESCRIPTION:</b> Purchase and installation of student housing software, StarRez. Hosting will be at UTD and internet interface will be needed. Extensive testing of the software capability has been conducted on the user side. Data will come from old system. Objective is to limit the scope to make the deadline.					
<b>SCOPE STATEMENT:</b>					
<b>SUCCESS CRITERIA:</b>					

9/26/11-Met with Sue Sherbet, Sue Taylor, Paul Watson and others to discuss timing and how to get started. It is presumed that this software will be hosted locally, not by the vendor for security reasons. Paul said that we are going to "piggyback" off the Pan-Am contract and work up a compliant legal version that we can place without having to bid this out. I will work that side while others deal with the vendor survey and technical compliance. I don't think this will take very long a week or so to be ready to go.

12/1/11-Met with Sue Sherbet; Ryan White; Pam McElrath; David Holmes; Sue Taylor in the Student Services building and discussed the project. Leah has disallowed vendor hosting. The contract is ready to be executed. We talked about the scope of the project and the project team. Sue S. was insistent about making the 5/1/12 deadline so they could use the software for the approaching fall semester. There will be an internet interface; David talked about some of the issues related to obtaining a server. Next steps are order the software; David contact StarRez; Ryan send me a paragraph stating scope of the project.

12/7/11-This project was moved to JIRA; it's not complete as of this date; notes may still be kept here

12/9/11-Spoke with David briefly; he said nothing was moving on obtaining server; will check on it for our meeting next week.

12/16/11-Project meeting (David): Regular meetings were set; project sizing (Freshmen only for summer conference reservations; 1200 beds + 600 beds); Ryan to set up demo with vendor; question of authentication module purchased; no credit card payments; no payments of any kind on the apps; task, get identified vulnerabilities to the team; no email blasts will be used; task, get all tech docs to team; there is a data feed of all admitted applicants; issue, use a separate test environment-does vendor provide us with; Issue: is the encryption data passed; Issue: data needing extract, is available?; JIRA assign analyst-Dana

1/19/12-Project Meeting: StarRez gave a demo of the product to the project team. After a functional walkthrough the application, several questions had been cleared up. Then Debbie asked several technical questions; most were covered, but there were still some loose ends. At the end of the meeting, Ryan asked me about completing the project profile that StarRez needs. I completed it for the technical side with David's help and sent it to Ryan the next day for him to finish and send to StarRez.

1/23/12-Email from David: The project profile has a hardware section. I am expecting to utilize virtual machines for the system with the exception of a database server and that will

need to be a physical server. There should be a server for Test and Production under normal circumstances. I believe we are awaiting some clarification about software licensing that will possibly impact our order for database server(s). I have AIS staff preparing the order in the next day or two. I'll have it made for one server. We'll double it if a second is required. Have we gotten feedback from the vendor regarding licensing?

2/9/12-Email: Several emails in late January and early February related to the licensing of a test server and the architecture of the StarRez environment. An additional license was purchased for the test server. Discussion between Debbie Leiter, Ryan White and Mike Green of StarRez resolved the architecture issues. As of this date, most of the issue of environment have been worked out with only incidental issues remaining.

3/7/12-Email from Andrea: The servers are close to being completely built. We are ready for software and installation guides. Looking at the original vendor project plan, this is when the project was to start and it would take 6-8 months. That presumably means this project is behind the timeline.

3/27/12-Discussion with David and Debbie: The installation of StarRez has taken excessive time to resolve. Debbie said AIS was ready to install; here is her email to Mike Green: Thanks

#12113 Titanium Implementation (Counseling Center) Date Completed: Today is: 3/27

Executive Sponsors Sue Sherbet

Vendor

Due Date: 8/31/12

Due In: 0 days

Project Manager David Holmes

SME

Budget: Status: Complete Stage: Implementation Priority Needed % Complete 100% Docs yes

General Description:

10/18/11-Email I sent: As Jim said, it has been a challenging summer campus wide. I spoke with our system staff about completing this request. Glen said that the virtualization of the server should be completed sometime next week. The remaining work of loading the application should be completed in the following week. So, it looks like the schedule for delivery is around two week (11/4/11). I'll check back next week to verify that we haven't run into any further delays. Hope this information helped.

11/22/11-David sent me an email saying the project was completed

COMPLETE

#12114	Data Center Lease space (IR)	Viawest	Date Completed:		Today is: 3/27
Executive Sponsors	Jim Gary	Vendor	Viawest Data Center	Due Date:	2/15/12
				Due In:	-41 days
Project Manager	David Holmes	SME	John Patterson		
Project Team					
Budget:	\$450,000	Status:	In Process	Stage:	Implement
		Priority:	Needed	% Complete:	95%
				Docs:	yes
<b>General Description; Scope Statement; Success Criteria:</b>					
<p><b>GENERAL DESCRIPTION:</b> Viawest is a data center close to the IR location in which UTD has arranged for leasing space for racks, servers and SANs. The space leased will house 40 racks. The leased data center space is to provide data center space for research faculty and some administrative locations and to ultimately to consolidate the multiple data centers across the campus into a single location. Taking it one step further, the ultimate goal is to build a data center for UTD, but this project applies only to the 40 racks leased initially. (four phases; 10 racks; each phase 6 mo.) Because this project include four sets of ten racks over two years, implementation will last for that length of time. The due date will be changed in 6 mo</p> <p><b>SCOPE STATEMENT:</b> This project is limited to installing the racks, making them active and available to various groups. The project does not include actually relocating various groups to</p> <p><b>SUCCESS CRITERIA:</b> When all racks are installed, functional and available.</p>					

11/10/11-Met with David: Cost estimate is being developed; \$450K is for lease. David said original estimate was for 80 racks, but Jim reduced it to 40 probably because of cost. IS had this project originally, Jim influenced having it moved to IR. Additional rack space will be needed going forward, but will not be part of this project.

11/15/11-Met with David: I asked David if there was a scope statement for this project; he said no. He explained that this move was to be an interim step and that the ultimate goal was to build a data center for UTD to house all needs. This interim step was to last for two years, but he said it will be much longer. He explained his strategy on how to approach movement to Viawest; there are two groups; IR and all others. He said for IR who supports missing critical applications, we should set up a duplicate site to what we have in AD and replicate between the two sites until the Viawest site is functioning properly; then switch the support of AD to Viawest. This has three advantages; provides an opportunity to refresh hardware; replication & minimalizes conversion time. He told me that the project was still very much in the planning stage. I told him I would try to write a statement of scope for all to see and approve.

11/23/11-In the IRSS Meeting David's Report: He said he has poled several departments on use of the Viawest space and gotten general interest with some specifically saying they were not interested. He also reported that space at ARDC is also an option and not near as expensive as Viawest. I asked about insurance and Jim said that that had been worked out through UT System.

12/8/11-Discussion with David: He gave me a listing of hard dollar costs to install 10 racks and the lease costs stated in the contract. I sent Jim a budget analysis email.

12/24/12-Discussion with David: David reported that the racks will be delivered Friday at 8am and installation will begin immediately. He said all racks will be positioned by 2/2/12. The racks will have power on the same date. Active communications implementation is yet to be determined.

2/1/12-Racks are delivered; wiring is being installed; Viawest will be part of the enterprise backup solution.

3/13/12-Discussion with David: Some final testing on the initial 10 racks remains, but the first phase is substantially completed.

#12115	Disaster Recover Plan Retool (IR)		DR-BC	Date Completed:		Today is: 3/27
Executive Sponsors	Jim Gary		Vendor	None		Due Date: 8/31/12
Project Manager	David Holmes		SME	x		Due In: ## days
Project Team	John Patterson; network; larry elmor (ardc)					
Budget:	\$200,000	Status:	In Process	Stage:	Plan	Priority: Important
% Complete	10%	Docs	yes			
<b>General Description; Scope Statement; Success Criteria:</b>						
<p><b>GENERAL DESCRIPTION:</b> This was originally a replacement for the disaster recovery plan for the IBM computer that was discontinued; the need is to re-establish a disaster recovery plan for servers which replaced the mainframe and support mission critical system. To do that means to build system redundancy and fail-over capabilities in some off site location. That location is ARDC. UTD will lease 320SF of floor space there and build the necessary environment for DRBC. Generally that involves build out of floor and communications equipment and installation of servers and SANs necessary to cover mission critical systems in AD.</p> <p><b>SCOPE STATEMENT:</b> Aside from failover capability for mission critical systems, some other systems will reside here</p> <p><b>SUCCESS CRITERIA:</b> When we actually have fail over capability of mission critical systems</p>						

11/15/11 - Discussion with David: He said this was not moving; needs a statement of scope; whose servers are we going to back up; what are we going to back up.

2/9/12-Discussion with David: We reviewed the scope of this project as stated above. There are two budget items currently for this project; DR=\$100,000 and ARDC modifications=\$100,000. That should cover the make ready of the floor space. Purchasing the servers and SANs is not allocated in the budget at this time. A decision should be made about what systems are mission critical. For sure, this includes systems supported in AD: mobile communications, email & IM, eLearning (which will drop off once it is outsourced), LDAP and AD-DNS. Other systems to be considered for example are UTD-PD; data stores, DW/OSPA, fsaATLAS, C-cure and others. The cost for leasing the floor space is \$125/sf. (125\*320=\$40K of continuing cost) Power usage in this setup is estimated for 15 racks. (10\*365\*24\*.086=\$7,534 continuing cost)

3/13/12-Discussion with David: Network presence accounted for; next step is to identify equipment that will move to this location.

#12116	AD Data Center Power Capacity Increase (IR)	AD Power	Date Completed:		Today is: 3/27
Executive Sponsors	Jim Gary	Vendor	none	Due Date:	5/31/13
Project Manager	David Holmes	SME	Nick Adqueda	Due In: ##	days
Project Team	John Patterson; Walter Welch; Steve Lyles				
Budget:	\$150,000	Status:	Not Begun	Stage:	Plan
Priority	urgent	% Complete	0%	Docs	no
<b>General Description; Scope Statement; Success Criteria:</b>					
<p><b>GENERAL DESCRIPTION:</b> Power usage to support the machine room in the MP/AD building is maxed out. It currently runs around 90% all the time. This puts in jeopardy several mission critical systems supported by this machine room including email, IM, telephony, PD, and door access. This project is about adding a third power distribution unit (PDU) and re-configuring the wiring set up in the machine room in the MP/AD building. Additionally, the generator that backs up this area must also be upgraded to support the additional power requirements and there will likely be some building modifications.</p> <p><b>SCOPE STATEMENT:</b></p> <p><b>SUCCESS CRITERIA:</b></p>					

12/1/11-Meeting with David: He explained all of the issues related to this project including the bigger picture of replication, no down time, cut over and cost. There are several other issues related to this one including usage of Viawest space. When asked about the status, he said it is still very much in the planning stage. I asked what was the next step, he said scope and budget (project is probably under budgeted at \$150K). I told him I would discuss it with Jim.

2/9/12-Meeting with David: Aside from other issues not yet decided, the issue of avoiding significant down time while upgrading this location is critical to the transparency of the user community. The current DR/BC plan which allows for redundancy capability with mission critical systems will eliminate this problem. Once in place, the AD location can be upgraded in several categories. That may be beyond the scope of power upgrade. I still need to discuss this with Jim.

3/27/12-Discussion with David: He said that the power issue is becoming critical and we will need to move some equipment; the budget issues is holding this, but should be resolved soon.

#12117	Virtual Server Environmental Expansion (IR)	VM Ware	Date Completed:	3/15/12	Today is: 3/27
Executive Sponsors	Jim Gary	Vendor	VM Ware	Due Date:	7/1/12
				Due In: 0 days	
Project Manager	John Patterson	SME	several + DBAs		
Project Team	Glen Van Noy; Andrea Clark; Aaron Simpson; EAS Reps by application				
Budget:	\$200,000	Status:	Complete	Stage:	develop
		Priority:	Needed	% Complete:	95%
				Docs:	no

**General Description; Scope Statement; Success Criteria:**

**GENERAL DESCRIPTION:** This project is to upgrade the IR supported server environment (primarily AD) to a virtual environment using VM Ware operating software. VM Ware has negotiate an agreement with UT System and the software will be made available through this access.

**SCOPE STATEMENT:** This project includes all compatible servers; meaning the server can be virtualized. Some can't because of the software they house.

**SUCCESS CRITERIA:** When all identified servers are functioning properly in a virtual environment with improved performance and better space utilization.

12/13/11-Meeting with David: He explained the details of this project. The scope is limited to the virtualization of IR supported servers using the VM Ware software. This software cost has been negotiated at the UT System level and is being passed on to member institutions. It should be noted that MS Hyper V (a competing product) is also being negotiated with UT System, but it may be 18 months before this materialized. This product would provide cost savings in addition to technological improvements of virtualization. That will be a separate project and is not related to this project. David speculated that that scope may change depending on the demand for virtualization. We talked about whether virtualizing the AD machine room would mitigate the power supply problem (Project #12116). David said his information was that there was no savings in power requirements resulting from virtualization.

2/14/12-Discussion with David: The team has been appointed and each server is being addressed; this involves interviewing the data owner for the server and determining whether the applications supported by the server are compatible with virtualization. This process is well underway.

3/13/12-Discussion with David: Project almost finished; some bundles and license updates still remain, but they should be completed shortly.

**COMPLETE**

#12118	Network Management Appliance & control (IR)		Infoblox	Date Completed:		Today is: 3/27					
Executive Sponsors	Jim Gary		Vendor	Infoblox	Due Date:	3/10/12					
					Due In: -17 days						
Project Manager	Aaron Simpson		SME	x							
Project Team	Bruce Nunn; John Boslooper										
Budget:	\$40,000	Status:	In Process	Stage:	develop	Priority	Needed	% Complete	60%	Docs	no
<b>General Description; Scope Statement; Success Criteria:</b>											
<b>GENERAL DESCRIPTION:</b> Installation of a network management device to monitor and control traffic primarily for Unix and Linux systems. Once installed, work with various departments on installing the capability in their environment.											
<b>SCOPE STATEMENT:</b>											
<b>SUCCESS CRITERIA:</b>											

12/13/11-Discussion with David: The initial setup is from UTD team; once completed, Infoblox will come on site and complete the installations. David said that initial setup was very close and we should be inviting Infoblox on site something in January.

2/14/12-Discussion with David: Vendor has been on location this week and details are being worked out for implementation. David said this project actually effects all servers except telephone endpoint. He said completion is expected on schedule.

3/13/12-Discussion with David: Initial testing did not go well; Some critical testing issue have arrisen and are being worked out. The final rollout plan will need to be re-assessed once the identified issues have been resolved.

#12119	Enterprise Backup Solution-(IR)	Backup	Date Completed:		Today is: 3/27
Executive Sponsors	Jim Gary	Vendor	None	Due Date:	3/31/13
				Due In: ##	days
Project Manager	David Holmes	SME	David Holmes		
Project Team	David Fenner; Katy Luther; Bobby Trimble;				
Budget:	\$780,000	Status:	In Process	Stage:	analysis
		Priority:	Urgent	% Complete:	15%
				Docs:	yes
<b>General Description; Scope Statement; Success Criteria:</b>					
<b>GENERAL DESCRIPTION:</b> This project will produce an enterprise backup facility for data backup. It is an integrated network of four initial platforms; AD; CBH; VW; ARDC connected with cross-transmission capability in all combinations of traffic. The initial installation will facilitate CBH by connecting to VW.					
<b>SCOPE STATEMENT:</b> Limited to developing the backup capability in all four locations. Does not include actually connecting various departments to this service.					
<b>SUCCESS CRITERIA:</b> The ultimate objective is to provide a consistent; stable backup solution for the campus.					

10-13-11-Meeting with John Patterson: We talked about where the project is; answer: nothing done. Action going forward will be to have an organizational meeting after David returns. One point made by John was that scope discussion in the past suggested that backup was a service to be provided to the entire campus. John said if that is true, \$800,000 will not be enough. I advised Jim by email. We must get the cost right for the budget analysis.

10-17-11-In the director's meeting: I went over the role of project manager and suggested several people for several projects. John Patterson was agreed to as PM is David is OK with it.

11-10-11-Discussion with David: David said this has been on the schedule for 5 years, but was continually pushed back because of money.

11-15-11-Met with David: David elaborated on what this project actually is; There are three backup solutions in place today, NetBackup; GSM & Legato. He said the scope of this project was backup for IR, IS and selected others, but that ultimately, it was to be for all campus. He said that money had been allocated in the past but was used up before this project could get started. I told him that money was going to be in place this time. He said it is very much in the pre-planning stage. We need a statement of scope for this project.

1/23/12-Meeting with Jim & David: This project has taken on a much larger scope due to several factors. The original scope was, "This is the provision of a data backup capability for IR & IS servers by consolidating the three backup systems currently being used into one. Some business affairs and academic affairs (administration) may be included. Net backup will likely be the chosen system for the consolidation." This was to be accomplished using NetBackup. However, the demand for backup facilities has continued to grow campus wide. The need at CBH has reached the critical stage. What turned this project in a different direction was becoming aware that both UTA and ARDC have available storage space that UTD can use. Preliminary discussion have indicated that using this resource could be accomplished. So, in a meeting with Jim today (and later with David) the decision was made that IR will

#12120 PeopleSoft Project Date Completed: 1/4/12 Today is: 3/27

Executive Sponsors Jim Gary; Calvin Jamison

Vendor PeopleSoft

Due Date: 9/30/12

Due In: 0 days

Project Manager Sue Taylor; Wanda Mizutowid

SME Reda Bernoussi

Project Team

Budget: a lot Status: complete Stage: Implementation Priority: Urgent % Complete: 90% Docs: yes

**General Description:**

9/15/11-Discussion with Sue: I asked Sue if this project was technically still open; she said yes. I'll need to get this better clarified later. As of now, the HR area is still having considerable problems; those problems are related to incomplete development and testing which implies that the project is not completed.

12-7-11-In the IRSS meeting: I brought up the point that I was not going to remove this project until someone said it was completed. Jeri said it was causing problems because people thought we were still in installation; Sue said it shouldn't be closed until Dr. Jamison and Dr. Gary said so. I said I'd continue to pursue and answer. The comment was made to maybe close this and add remaining issues as separate projects.

1/4/12-In the IRSS meeting: I posed the question of the status of this project; Jim and Sue both said that it should be considered complete.

**COMPLETE**

#12121	Desktop Backup Solution (IR)		CrashPlan	Date Completed:		Today is: 3/27					
Executive Sponsors	Jim Gary		Vendor	CRASHPLAN	Due Date:	8/31/12					
					Due In: ##	days					
Project Manager	David Holmes		SME	x							
Project Team											
Budget:	\$50,000	Status:	In Process	Stage:	Development	Priority	Needed	% Complete	50%	Docs	yes
<b>General Description; Scope Statement; Success Criteria:</b>											
<p><b>GENERAL DESCRIPTION:</b> This project is the provision of a desktop backup solution for 1000 desktops. Today, there is no enterprise level backup solution. The ultimate goal is to provide this for all of UTD, but the initial project is limited by the 1000 Crash Plan licenses already purchased. Ideally, this project will be completed before any further licenses are added.</p> <p><b>SCOPE STATEMENT:</b> limited to having the system available for use by 1000 people</p> <p><b>SUCCESS CRITERIA:</b> functional status of 1000 licenses</p>											

11/10/11-Discussion with David: Currently there is a prototype project underway to validate this as an enterprise solution. UT-SA and UT-Austin are both using this software; David plans to talk to both as part of the initial project. This project is still in the planning stage. Decisions need to be made on how much data needs storing and what equipment that will require. Also, David said there needs to be a Desktop Storage Manager, a new position, to manage this on an on going basis. David said this was originally an IS project, but Jim moved it to IR. I suggested that the timeline was too short.

11/15/11-Met with David: He said the prototype was going well and was confined to IR staff. He said the project was in the analysis stage, but was only 10% complete. I think it's still in the planning stage so I didn't change it. This one also needs a statement of scope.

2/9/12-Discussion with David: Servers are ordered; working on implementation plan; pending issue is who will support the roll out. David prepared a recommendation, no response to date

2/14/12-Discussion with David: He said Jim has accepted his recommendation (see document). TCS will support implementation. Hardware should arrive by 3/15.

3/13/12-Discussion with David: Waiting on delivery of equipment; then will work with first 1000 licenses.

3/20/12-Discussion with David: Equipment is here; competition with available people; with moving anything into AD. Next step, set up equipment. Still debating support to community.

3/26/12-Discussion with David: David sent out a revised roll out plan based on discussion with Don. 3/26/12 email

#12122 Cyber Infrastructure (UTSys) no name Date Completed:  Today is: 3/27

Executive Sponsors

Vendor

Due Date:

Due In: ## days

Project Manager

SME

Project Team

Budget:

Status:

Stage:

Priority

% Complete

Docs

**General Description; Scope Statement; Success Criteria:**

**GENERAL DESCRIPTION:**

**SCOPE STATEMENT:**  
**SUCCESS CRITERIA:**

#12123	Strategic IT Road Map (UTSys)		Strategic IR	Date Completed:		Today is: 3/27					
Executive Sponsors	Jim Gary		Vendor	Price Waterhouse Cooper		Due Date: <input type="checkbox"/> x Due In: ## days					
Project Manager	Jim Gary		SME	<input type="checkbox"/> x							
Project Team	<input type="text"/>										
Budget:	UTSys	Status:	On Hold	Stage:	<input type="checkbox"/> x	Priority	UTSys	% Complete	<input type="checkbox"/> x	Docs	no
<b>General Description; Scope Statement; Success Criteria:</b>											
<b>GENERAL DESCRIPTION:</b> UTSys has hired Price Waterhouse Cooper to make an assessment of needs for IT system wide and into the future. A "roadmap" will then be developed to guide forward actions. Each institution will be represented in the roadmap. It is a given that functionality common to all institutions will be a given platform for the roadmap.											
<b>SCOPE STATEMENT:</b>											
<b>SUCCESS CRITERIA:</b>											

1/20/12-Friday meeting with Jim/ARDC: Jim went over his visit to Austin. The Roadmap project is about to get underway. All institutions will be interviewed, but not much time is allocated to visits. Jim is the rep for UTD. He asked the directors for any high level input on the questions PWC will ask. I gave him a suggestion.

this should probably be removed from the project list; while it is active, it's unclear what UTD's involvement is or whether it involves any real activity at this point. Talk to Jim

#12124 Track and Report System (International Student Services) Foreign St Date Completed: Today is: 3/27

Executive Sponsors Jim Gary

Vendor SunGuard (FSA Atlas)

Due Date: 2/21/12

Due In: 0 days

Project Manager Debie Leiter

SME Christen Casey

Project Team Andrea Clark

Budget:	\$25,000	Status:	complete	Stage:	Inplement	Priority:	Mandate	% Complete:	100%	Docs:	no
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**General Description; Scope Statement; Success Criteria:**

**GENERAL DESCRIPTION:** This is a server application system from SunGuard called FSA Atlas which is software that tracks and reports on **foreign students**. A new generation of existing software. Includes new OS, new database, hardware. An overhaul.

**SCOPE STATEMENT:**

**SUCCESS CRITERIA:**

1-23-12: I asked Debbie Leiter for a status report: Her response: The test environment has been rebuilt and the most current version of fsaATLAS has been installed. The users have completed their testing. IR is waiting on a date to be established by the International Student's Office for upgrading the production server.

2/14/12-Discussion with David: He reported that this project is almost completed.

3/13/12-Discussion with David; system is installed and project is completed

**COMPLETE**

#12125	Budget System Customization (Finance)		Budget Sys	Date Completed:		Today is: 3/27					
Executive Sponsors	Wanda Mizutowicz		Vendor	MS Access	Due Date:	4/1/12					
					Due In:	5 days					
Project Manager	Jeri Hale		SME	Jerrie Lipple							
Project Team	John Harralson; Dave Gaarder										
Budget:		Status:	In Process	Stage:	Implement	Priority	Mandatory	% Complete	75%	Docs	yes
<b>General Description; Scope Statement; Success Criteria:</b>											
<b>GENERAL DESCRIPTION:</b> The FY11 budget system (Horizon) can not be used going forward. Brian Cartee has suggested UTD consider the PeopleSoft Budget Bolt-On product as a solution to the integration of the budget process into the PeopleSoft environment. After a review of that option and several others, the conclusion was that there was simply not enough time to install a new system. The following decision made to develop a temporary system using MS access or other expedient and available applications. In order to keep on the normal budget cycle timeline. This project is to develop and implement that temporary solution (which may become permanent if it works well).											
<b>SCOPE STATEMENT:</b> Develop an application with existing tools to meet the current budget cycle timeline.											
<b>SUCCESS CRITERIA:</b> The budget process proceeds without significant disruption.											

1/3/12-Email from Jeri: She is contacting UTHSCSA who uses this product; So far the discussion is strictly preliminary.

1/25/12-JIRA request from Jerrie Lipple Development of MS Access and advanced Excel workbooks for FY13 budget development. This will be a 2-3 phase project which involves the following actions: 1. develop Access tables and pull data from PeopleSoft 2. develop baseline budget and payroll spreadsheets that can be sent to executive levels for budget development 3. load data from executive departments back into the Access database 4. develop reports required by UT System 5. test data loads for Sept 1 budget roll. Dave Gaarder is the subject matter expert on the functional side. Jeri Hale is the subject matter expert for MS Access.

2/14/12-Email from Jeri Hale to Glen Van Hoy: Glen, Thanks for your email. I'm out today with a bug -- go figure I messed up my first chance to work with you! Anyway -- Here is an overview of what we are doing. Since Budget Horizon is now out of commission, IR is working with the Budget Office to create an MS Access/Excel Budget Prep solution for this year and possibly next. Since we don't have sharepoint, we opted to use something everyone knows how to use -- MS directories -- to control the workflow for the project. The project has three phases, and there will be a complete set of directories for each phase. Each phase's directory set will include around 60 directories for all of the campus department groups (schools, administrative departments, etc.), "drop boxes," and a "Final" directory. Here is the process flow for each phase: 1. The Budget Prep Team will create and distribute the appropriate worksheet (Excel spreadsheet) into each department's directory. These individual department directories will act as "work folders" for each department (e.g., IR, EPPS, SOM, Finance) to store, process, and back up their own Budget Prep worksheets. 2. Budget preparers in the departments will complete their worksheets and get approval from executive leadership. 3. Budget preparers will then copy their completed worksheets, along with scanned approval documents, into the appropriate "drop box" folder (academic departments to Provost drop box, administrative departments to the Budget Office drop box). 4. Drop box recipients will make their own copy of the spreadsheets. Originals will remain in the drop boxes. 5. All spreadsheets will be moved to "FINAL" folder for the phase. The data from the spreadsheets will be loaded into a database. where it will be reviewed.

#12126	Transcript Production Software (Registrar)		Avow	Date Completed:		Today is: 3/27					
Executive Sponsors	Karen Jarrell		Vendor	Avow	Due Date:	4/1/12					
					Due In:	5 days					
Project Manager	Dana Smith		SME	Liz Samuel							
Project Team	Jeri Hale; Scott Simpson; Alex Nestor; Leah Teutsch; Paul Schmehl; Jennifer McDowell, Mike Brown; Wray Weldon; R										
Budget:		Status:	In process	Stage:	Develop	Priority	Important	% Complete	30%	Docs	no
<b>General Description; Scope Statement; Success Criteria:</b>											
<b>GENERAL DESCRIPTION:</b> A student or former student can enter a website (AVOW); order a transcript; pay \$10; receive transcript electronically.											
<b>SCOPE STATEMENT:</b> Limited to functionality above; does not include all AVOW features. Finished project is to be a seamless electronic process.											
<b>SUCCESS CRITERIA:</b> When the seamless process works											

1/6/12-Email from Sue: Karen Jarrell (Asst Provost & Registrar) stated that a kick off meeting had been held. Following is the email dated 1/5/12: All, First, just in case you are confused, this is for the new transcript production software. We had a kickoff meeting this morning and there are documents coming our way which may or may not be of interest to you. This will be a two-phase project where we charge for transcripts beginning March 1, 2012 (hence, why Jenni and Cary are copied) and soon begin the integration to PSoft for full-service ordering and e-delivery. If I have missed anyone you think needs to be part of this project, please let me know. If you choose to assign this task to someone better suited for successful completion, please let me know. We hope to have this software implemented, tested, validated, and live by April 1, 2012.

1/18/12-IRSS Meeting: Jeri reported that there was a meeting on this today; Leah stated that it is state law that alumni may not cost the University in any way, so whatever is done with this system must be cost free to UTD.

2/1/12-In the IRSS meeting: Sue reported on this project; She said Dana was the project manager. Working with registrar.

2/14/12-Discussion with Dana: This project is in two phases; phase one is a partial implementation where much of the interface is handled by hand. Phase II is full implementation. Northwestern University is supplying code to handle phase II. Authentication is handled in phase II. The payment process is handled completely in Avow and outside of our environment. The completion dates are phase I; 2/29/12 and phase II; 4/1/12. This project is for both phases.

2/14/12-Email from Dana: I have attached the specification document that Jeri Hale wrote for the AVOW project. We also received the code yesterday from Northwestern University that Jeri requested. One thing in the specification document has changed. At the last AVOW meeting on Wednesday, February 8, we agreed to go live with Phase 1 without the Self-Registration StudentCheck WebService, but with the understanding that we will be able to implement it at any time when we are ready. Phase 1 go live is March 1, 2012 and Phase 2

#12127 Global Facilities Management System AiM Date Completed: 2/10/12 Today is: 3/27

Executive Sponsors Rick Dempsey

Vendor AssetWorks

Due Date: 2/26/12

Due In: 0 days

Project Manager Vernon McCardle

SME Monnie Cates

Project Team Richard Marler; Laurie Harness; Debbie Leiter; Willie Brown; Jorge Portillo

Budget: FM Status: Complete Stage: Implement Priority: Important % Complete: 100% Docs: yes

**General Description; Scope Statement; Success Criteria:**

**GENERAL DESCRIPTION:** This is a new generation to the existing system in use. AIM. Initially it will be used to track work orders and parts inventory, but will have added functionality later.

**SCOPE STATEMENT:**

**SUCCESS CRITERIA:**

2/14/12-Conversation with Vernon: The project was completed.

**COMPLETE**

#12128	Re-locate Jonsson Data Center	Jonsson	Date Completed:		Today is: 3/27
Executive Sponsors	Jim Gary	Vendor	none	Due Date:	6/1/12
				Due In:	66 days
Project Manager	David Holmes	SME	Don Davis		
Project Team	Aaron; Glen; Scott e; IS; Facilities; David Rude				
Budget:	x	Status:	In Process	Stage:	Plan
		Priority	Mandatory	% Complete	15%
				Docs	yes
<b>General Description:</b>					
(From David Holmes): The administration has determined that the time has come for IR to vacate the JO server center. I would like to organize a project team/work group to begin planning this activity. The target date for accomplishment is June 1, 2012. There will be implications relative to moving equipment and implications relative to the infrastructure of the JO center and also the center(s) where equipment will be moved to. I initially anticipate meeting for a hour every two weeks up until the middle of April at which time we can determine if the meetings need to become weekly until project accomplishment.					

1/23/12-Meeting with David: He informed me the Provost wants the space in Jonsson and that IR has been asked to locate somewhere else. That means moving the server room in Jonsson and the computer lab help desk area. The target date is around June 1st of this year.

2/15/12-In the IRSS meeting: Don pointed out that the computer lab is not moving; only the data center.

3/13/12-Discussion with David: Still identifying owners of equipment; next is to determine what is retired, what is virtualized and what is just relocated. Then must determine where equipment goes on the campus. Also, working with facilities on constructin of structure for switches. This will likely go past the deadline, but won't cause a problem since immediate use of the facility is not scheduled.

#12129 Door Security System Locks Date Completed: Today is: 3/27

Executive Sponsors X

Vendor C-cure 9000

Due Date: 3/31/12

Due In: 4 days

Project Manager X

SME X

Project Team X

Budget: X Status: X Stage: X Priority X % Complete 0% Docs no

**General Description:**

by end of march 31; C-cure 9000 (door security system) upgrade of campus plus adding new resident hall.

#12130	Hazardous Materials Inventory System (EHS)		CHEM	Date Completed:		Today is: 3/27					
Executive Sponsors	x		Vendor	UNHCEMS Software	Due Date:	x					
					Due In: ##	days					
Project Manager	Kathy White		SME	x							
Project Team	x										
Budget:	x	Status:	x	Stage:	x	Priority	x	% Complete	x	Docs	yes
<b>General Description; Scope Statement; Success Criteria:</b>											
<b>GENERAL DESCRIPTION:</b> This is a new application for Environmental and Health Safety that will be used to monitor and track hazardous materials on the campus. The application will											
<b>SCOPE STATEMENT:</b>											
<b>SUCCESS CRITERIA:</b>											

2/23/12-Conversation with David: Kathy White contacted David about this application. The software is leased from the University of New Hampshire for an annual self-hosted, single site license free of \$9,995. The software is open source meaning there is no accompanying maintenance agreement. Kathy White is Safety Manager in EHS. (x6111)

#12131	IR-GP Server Environment		IR-GP	Date Completed:		Today is: 3/27					
Executive Sponsors	Jim Gary		Vendor	N/A		Due Date: <input checked="" type="checkbox"/>					
						Due In: ## days					
Project Manager	David Holmes		SME	Vernon McCardle							
Project Team	Glen Van Noy, John Patterson, Richard Marler, DeEdra McIntosh, Dana Smith, Jeri Hale, Vernon McCardle										
Budget:	<input checked="" type="checkbox"/>	Status:	Not Begun	Stage:	Plan	Priority	Needed	% Complete	<input checked="" type="checkbox"/>	Docs	no
<b>General Description; Scope Statement; Success Criteria:</b>											
<b>GENERAL DESCRIPTION:</b> The server PSF01 in EAS supports a wide variety of applications and data including FTP files run from ARDC. The hardware is old and parts for the server are no longer supported by the vendor. Additionally, there hasn't been much forethought on how the server is configured or managed. It needs to be replaced. Replacing it will require careful coordination with various users (payroll for example) and schedules. The plan is to incorporate this server into the group of servers maintained and supported by AIS within IRs normal standards.											
<b>SCOPE STATEMENT:</b> Eliminate the vulnerabilities of setup for the UTDPF01 server											
<b>SUCCESS CRITERIA:</b>											

2/23/12-Discussion with David: He said this was a rollout of the budget discussion yesterday. The general consensus was that we can not stay on a server that is out of date.

3/2/12-Project planning meeting: Discussed was the need to replace the server, risk if we didn't, impact on EAS (FTP files, scripts, time) and a staged approach. David Holmes led the meeting. A decision was made to look at relocating documentation on the server since it was not dynamic and to look at the scripts and determine the least disruptive path to changing the server. The primary issue was impact on EAS workload. And, whether we could just switch out the boxes without all of the "redesign". Sue asked if there were any policies on server setup. I think it's mostly about best practice. There was very little discussion about next steps beyond moving documentaiton. Future meetings were not discussed.

3/6/12-emails: Vernon asked the question about just substituting the box with the same names avoiding rewrite of scripts. David gave a long answer about why the server needed to be changed, but didn't answer the question. This is beginning to look like an impasse or jurisdictional issue. The problem that must get resolved is replacing the old server. All other issues are secondary at this point.

3/7/12-email response to Vernon's question: yes, we could just change the box and not the name. But, that does solve anything in the vulnerabilities of the setup. Next step is to set up a project meeting to follow up on issues discussed in first meeting.

#12132	Lecture Capture Application (SOM)	Echo 360	Date Completed:		Today is: 3/27
Executive Sponsors	x	Vendor	Echo 360, Inc.	Due Date:	x
				Due In: ## days	
Project Manager	x	SME	x		
Project Team	Darren Crone; Caroline Crossley; Aaron Simpson				
Budget:	x	Status:	Not Begun	Stage:	Plan
				Priority	x
				% Complete	x
				Docs	no
<b>General Description; Scope Statement; Success Criteria:</b>					
<b>GENERAL DESCRIPTION:</b>					
<b>SCOPE STATEMENT:</b>					
<b>SUCCESS CRITERIA:</b>					

2/23/12-email from David: This is the "project" I was referring to. I didn't know it was going on or that it was at this level. Aaron tells me this is a real project in and of itself. It involves videos of lectures. Potentially lots of imaging and thus lots of storage. The videos would be accessible by way of eLearning. We have other things to work on and so Aaron won't go to this but it is likely the project will take substance. Previous email Caroline to David: I told Darren that I would not consider myself the point person for Lecture Capture on campus but I am very interested in seeing how UTA is implementing this on their campus. I thought it might be appropriate to include someone from IR on this trip, perhaps Aaron Simpson? What are your thoughts? The plan thus far is to meet at UTA at 10a. next Friday. Previous email Darren to Caroline: Are you the point person for Lecture Capture for UTD? I am thinking about attending this – would you like to go? In my research, Echo 360 and Tegrity are the best products out there. The last time we spoke you indicated that a committee was looking at Echo360 and other solutions as possible lecture capture, distance/blended learning solutions. I know I have sent you reference information before but had an idea for a possible site visit to UTA to view their expansive Echo360 deployment and discussions how it is being used across their campus. Is this something that would be of value to you? I want to be a resource to provide you avenues to learn more about how institutions are using this technology in various ways to advance teaching and learning. UTA has realized a double digit percentage increase in student retention that their VP of Education and DL has largely attributed to their use of Echo360. Like you, they are a University who is moving towards Tier One status and retention is at the top of their list. As a result, they moved to a site license of Echo360 mid last year and are heavily expanding it into classrooms. This is a good example to look at regarding the challenges and successes of scaling a lecture capture solution across an institution. I will be in Dallas next Thu-Fri and will be happy to setup either an onsite or virtual meeting with UTA. If next week doesn't work then we can certainly target another time for later this spring.

#12133 Re-design of FTP topology protocol for e-Cert **eCert FTP** Date Completed:  Today is: 3/27

Executive Sponsors

Vendor

Due Date:

Due In: ## days

Project Manager

SME

Project Team

Budget:

Status:

Stage:

Priority

% Complete

Docs

**General Description; Scope Statement; Success Criteria:**

**GENERAL DESCRIPTION:** This came form David Holmes certification for time and effort reporting for grants and contracts

**SCOPE STATEMENT:**

**SUCCESS CRITERIA:**

meeting today 3/13