

**FY12 Q1 Project Reviews**  
**July 26<sup>th</sup> and 27<sup>th</sup>, 2011**  
**W92-106 Back Bay A&B**

Project Review Goals

- To provide senior leadership an overview of IS&T's portfolio of work
- To provide status updates on individual projects with a focus on issues and risks
- To promote an environment of collaboration and transparency within IS&T

Projects Being Reviewed

Candidates for review were discussed by senior staff and prioritized. In general, the projects being reviewed meet one or more of the following criteria:

- Documented in the IS&T FY11 Operational Plan
- High visibility/high impact
- New work

The Project Review Team

IS&T extended senior staff are present at the reviews.

Project managers are encouraged to bring team members and project supporters for their individual presentations. FBCs also attend for the project presentations in their respective areas.

Project Review Process

Project Managers will have 15 minutes to present their project.

The discussion should include:

- A brief overview of the project's description
- Key milestones and dates
- Risks and issues that will impact the project's success, and
- Status of how the project is progressing in terms of project scope, project timeline and budget

To support the discussion, projects have an updated project snapshot from Daptiv. Project financials, which are reviewed on a quarterly basis by senior staff, are not part of the Project Reviews going forward.

The Project Review Sessions

The project reviews are being conducted during 2 1/2-day sessions in W92-106 Back Bay A&B. All participants are asked to refrain from using electronic devices during the reviews unless absolutely necessary.

Project Review Follow Up

Minutes from the project reviews will be documented and communicated out. The minutes will include accomplishments, themes and action items. Project managers are responsible for action items generated at the reviews, with status reports half way through the following quarter. Any status updates will be reviewed at the beginning of the next quarterly reviews.

**Tuesday July 26, 2011**  
**W92-106 Back Bay A&B**

<b>Lunch</b>	<b>All</b>	<b>12:00</b>	<b>20 minutes</b>
Welcome	Marilyn Smith and Pat Sheppard	12:20	10 minutes
AS: Enterprise Learning Phase II Implementation	Quintin Smith	12:30	15 minutes
AS: Hourly Student Appointment Automation Project - Discovery	Karon McCollin	12:45	15 minutes
AS: Pension Admin Change	Frank Quern	1:00	15 minutes
DM: Reporting & Forecasting Tool Phase II	Amon Horne	1:15	15 minutes
DM: DW Reporting Solution Implementation	Amon Horne	1:30	15 minutes
<b>Break</b>	<b>All</b>	<b>1:45</b>	<b>15 minutes</b>
ES: @Stellar Mobile/Stellar Mobile Web	Derek Jaeger	2:00	15 minutes
SE: Mobile Stellar	Justin Anderson	2:15	15 minutes
SE: Principles for Application User Interface	Justin Anderson	2:30	15 minutes
<b>Break</b>	<b>All</b>	<b>2:45</b>	<b>15 minutes</b>
SE: Daper Systems Integration	Myra Hope Eskridge/Jeff Reed	3:00	15 minutes
SE: IS&T Website Redesign and Service Catalog	Rich Murphy	3:15	15 minutes
CS: Hermes Upgrade	Oliver Thomas	3:30	15 minutes
CS: Long Term Athena Development	Oliver Thomas	3:45	15 minutes
Wrap Up	Marilyn Smith and Pat Sheppard	4:00	15 minutes

**503 AS: Enterprise Learning Phase II Implementation**

Last Update  
7/21/11  
4:41:56 AM

Timeline Status	Scope Status	Budget Status	Sponsor Status
Current			

**Project Information**

The project is intended implement a training needs identification and compliance management system by extending SAP standard functionality. The system will replace EHSWeb and serve as a foundation for similar requirements to other training departments e.g. OSP, VPF, Facilities, HR, IS&T.

**Core Team**

Project Manager	Project Sponsor
Quintin Smith	Bill VanSchalkwyk, Maraget-Ann Grey, Colleen Leslie

**IS&T Organizational Dependencies**

Dependencies	Handoffs
DM, SE	AS

**Key Dates**

	Original	Revised
Start Date	4/1/11	4/1/11
End Date	3/31/12	3/30/12

**Top Issues and Risks for the Project**

Issues	Current Owner	Status
In order to limit user visible changes and to benefit from the enhanced functionality, it was decided to upgrade to NW7.3, prior to year-end support pack upgrade, for the 8/29 go-live. This resulted in some technical challenges with the Content Player which is required for Web-based training, a non negotiable deliverable for the 8/29 go-live.		In Progress

Risks	Impact	Probability
EPI-USE consultant was scheduled to roll off two weeks before 8/29 go-live. Plans are put in place to have her roll-off two weeks after go-live.	Medium	Low
In order to maximize development time, the EL Project requested a parallel DEV system during the year end-support pack upgrade . This is an additional workload for R3-admin.	Medium	Low
Reporting requirements gathering in process. Some historic reporting from DW might not might be possible due to required data transfer of object relationship data to warehouse.	Large	Low

**Project Budget and Forecasts**

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
\$2,000,000.00	0	0	0

**Key Milestones and Deliverables**

#	Name	Begin	Original End	Rev. End	Task Status
1	Usability testing	5/25/11	6/22/11	6/22/11	Completed
3	Training support strategy	4/4/11	7/29/11		In Progress
4	Traincaster Content Migration	4/1/11	9/30/11		In Progress
5	Feeds development	4/11/11	8/19/11		In Progress
6	Completion of TNI Development for Usability	4/4/11	6/8/11	6/8/11	Completed
7	Phase I deferred items	4/1/11	6/29/11	6/29/11	Completed
8	Go-live without EHS	8/29/11	8/29/11		Not Started
9	EHS Data migration	4/1/11	9/29/11		In Progress

**Scope Status**

Additional requirements requested by Lincoln Laboratory. Focussing on "quick wins". Wary of scope creep.

**Budget/Resources Status**

**Sponsor Relationship Status**

**Project Timeline Status**

On track, doing BPP and Test Cases in parallel, less overlap would be preferred.  
Last minute decision to upgrade to NW7.3 brought some technical challenges.

#	Name	Begin	Original End	Rev. End	Task Status
10	Reporting	4/1/11	9/30/11		In Progress
11	EHS Testng	10/3/11	1/31/12		Not Started
12	Go-live with EHS	2/29/12	2/29/12		Not Started
13	Notifications	4/1/11	6/30/11	6/30/11	Completed
14	Integration Testing IIA	6/6/11	8/5/11		Not Started
15	How to?/What's new? Landing course	6/6/11	8/5/11		In Progress

**507 AS: Hourly Student Appointments - Prototype Phase**

**Execute & Control**

Last Update  
**7/21/11 6:34:57 PM**

	Timeline Status	Scope Status	Budget Status	Sponsor Status
Current				

**Project Information**

The project's goal is to fully automate the processing of Hourly-paid student appointment transactions. This involves:

1. Creating a new web-based data-entry form from which student administrators will create, change and terminate hourly-paid student positions
- 2) Enabling SAP workflow and creating an inbox accessible from the web to allow approvers to approve or reject transactions
- 3) Automating the saving of transactions to SAP
- 4) Developing an SAP transaction log to allow the HR-Pay service center to review and resolve errors
- 5) Providing statistics and reporting

Key Stakeholders:  
Student Financial Services  
Office of the Dean for Graduate Education  
International Students Office  
HR-Payroll Service Center

Co-Sponsor: Betsy Hicks

**Core Team**

Project Manager	Project Sponsor
	Gerard O'Toole

**IS&T Organizational Dependencies**

Dependencies	Handoffs
ES, SE	ES, SE

**Key Dates**

	Original	Revised
Start Date	5/2/11	5/2/11
End Date	8/31/11	8/31/11

**Top Issues and Risks for the Project**

**Issues Owner Current Status**

**Risks**

Risks	Impact	Probability
Current release of web dynpro does not adequately address accessibility standards. Good faith effort to implement standards is required to protect MIT.	Large	Low

**Project Budget and Forecasts**

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	0	0

**Key Milestones and Deliverables**

#	Name	Begin	Original End	Rev. End	Task Status
1	Code Infrastructure Changes	5/2/11	7/8/11	7/8/11	Completed
2	UI Design	5/2/11	8/31/11		In Progress
3	Code Create/Approve Appointment Prototype	5/9/11	6/22/11	6/22/11	Completed
4	Interface Development - Create Appointment	5/25/11	8/31/11		In Progress
5	Interface Development - Approve Appointment	5/25/11	7/22/11		In Progress
6	Code Workflow	5/31/11	8/5/11		In Progress
7	Code MITSIS feeds	6/17/11	7/25/11		In Progress
8	Develop Test Cases	6/17/11	8/31/11		In Progress
9	Usability - Expert Review	6/27/11	7/6/11	6/30/11	Completed
10	Sign-off: Create/Approve Appointment Prototype	6/30/11	6/30/11	7/11/11	Completed
11	Code SAP Batch Update Program	7/18/11	7/28/11		In Progress
12	Develop Training Plan	7/18/11	8/12/11		Not Started
13	Functional Test - Infrastructure Changes	7/25/11	8/9/11		Not Started
14	Functional Test - MITSIS to HSA feeds	7/25/11	8/19/11		Not Started
15	HSA-SAP Transaction Log	7/25/11	8/26/11		In Progress

**Scope Status**

On target to deliver functionality planned for the prototype phase.

Note 1: some test cases removed from this phase because we lost three months of test case development time due to not having a QA resource. (QA resource issue was resolved by extending the contract BA to assume QA role.)

Note 2: current plan is to move changes to existing programs to production prior to go-live. This strategy allows us to keep working through the development freeze.

**Budget/Resources Status**

On target.

Resources: Decision made to find a different WD4A consultant to coach the MIT developers. It was determined that the consultant was not the right fit for the job. Consultant's contract will end at the end of July, one month early. The goal is to find a replacement by early August. MIT developers have requested 3 months of coaching time. We only have one month remaining in the budget for the project.

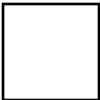
**Sponsor Relationship Status**

Excellent! Sponsor is very engaged.

**Project Timeline Status**

On target; however keeping an eye on a few tasks that missed initial due date or in danger of missing due date.

-MITSIS to HSA feeds - discovered performance issue and data not populated during unit test  
-Code create appointment - other tasks/projects outside HSA project could potentially cause us to miss due date



#	Name	Begin	Original End	Rev. End	Task Status
16	Code Update infotype func. module	8/1/11	8/31/11		Not Started
17	Develop UAT Plan	8/1/11	8/16/11		Not Started
18	Planning: Implementation Phase	8/22/11	8/31/11		Not Started
19	Prototype Phase Retrospective	8/31/11	8/31/11		Not Started
20	End Prototype Phase	8/31/11	8/31/11		Not Started

**481 AS: Pension Admin Change**

**Execute & Control**

Last Update  
7/18/11  
11:28:20 AM

Current	Timeline Status	Scope Status	Budget Status	Sponsor Status
Current				

**Project Information**

Activities associated with changing to a new Pension administrator.

Project being Managed in Three Areas:  
Benefits Office (TW Interfacing)  
TW (Pension Outsourcer)  
IS&T (SAP changes)

**Core Team**

Project Manager Frank Quern	Project Sponsor Alison Alden
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**IS&T Organizational Dependencies**

Dependencies	Handoffs
AS	AS

**Key Dates**

	Original	Revised
Start Date	11/1/10	10/1/10
End Date	8/1/11	9/1/11

**Top Issues and Risks for the Project**

**Issues Owner Current Status**

**Risks**

UAT of ESS on the TW System is 3 weeks behind schedule (was scheduled to start 6/23 - for 2 weeks, actual start 7/19).

**Impact Probability**  
Large Medium

**Project Budget and Forecasts**

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	\$7,150.00	\$24,420.00

**Key Milestones and Deliverables**

#	Name	Begin	Original End	Rev. End	Task Status
1	Analysis	10/1/10	2/15/11	2/15/11	Completed
2	Design	2/15/11	3/4/11	3/4/11	Completed
3	Development	3/4/11	3/18/11	3/18/11	Completed
4	UAT	6/1/11	7/13/11	7/13/11	Completed
5	Implementation	7/26/11	8/10/11		Not Started
6	TW Requirements Approved	11/29/10	12/30/10	1/27/11	Completed
7	MIT SAP Requirements Approved	3/1/11	3/1/11	2/4/11	Completed
8	1st Set of Test File to TW	3/14/11	3/14/11	3/14/11	Completed
9	Go-live with production feeds	9/1/11	9/1/11		Not Started
10	Go live with TW feed to SAP	8/25/11	8/25/11		Not Started
11	SIT Preparation	4/4/11	4/19/11	4/19/11	Completed
12	Unit Test	3/18/11	4/1/11	4/1/11	Completed
13	SIT	4/18/11	5/31/11	5/31/11	Completed
14	2nd Set of Test Files to TW	4/21/11	4/21/11	4/21/11	Completed
15	3rd Set of Test Files to TW	5/6/11	5/6/11	5/6/11	Completed
16	PP Testing	6/27/11	7/26/11		In Progress

**Scope Status**

Occasionally, new information is learned that impacts the project scope. These seem to have subsided but cannot be ruled out as new rulings from legal or regulatory bodies are presented.

**Budget/Resources Status**

**Sponsor Relationship Status**

Sponsor Relationship is good.

Steering Committee meetings being held monthly.  
Last status meeting held 6/8/2011.  
Next meeting is scheduled for 7/27/2011.

**Project Timeline Status**

The timeline is very aggressive given that requirements were signed 1 month late.

Go live date has been renegotiated to 8/10/2011 (with data effective 8/1/2011).

Update:  
Marking timeline as yellow due to TW ESS UAT beginning 3 weeks late (org start date 6/23; actual start date 7/19; original completion date scheduled for 7/8).

**422 DM: Reporting & Forecasting Tool (Raft) - Phase II**

**Execute & Control**

**Last Update**  
7/15/11  
12:39:55  
PM

	Timeline Status	Scope Status	Budget Status	Sponsor Status
Current				

Project Information		
<p>The RAFT (Reporting and Forecasting Tool) project provides a targeted tool for departments', labs and centers to view the financial health of particular cost objects at a particular point in time according to a user-defined collection of GL categories. Features include:</p> <ul style="list-style-type: none"> <li>• Development of user-friendly scenario and forecasting system that address PI resources, group resources and overall DLC resources.</li> <li>• Provide a comprehensive view of DLC resources that takes into account financial commitments, existing resources, staff, faculty and student appointments and support requirements.</li> <li>• Development of a forecasting and reporting that can be adapted for Institution-wide roll out</li> <li>• Develop basic modeling and forecasting using "what if" scenarios, hypothetical appointments and funding.</li> <li>• Download and/or create pre-defined reports</li> <li>• Demonstrate the integration of data from multiple sources. (including SAP, COEUS, and ESDS)</li> </ul> <p>This tool will help users to track the causes of variance against expectations. It is also useful for reporting the current financial status to primary investigators.</p> <p>Phase II includes: Extension and development of additional functionality to support departmental needs. This includes:</p> <ul style="list-style-type: none"> <li>• COEUS Proposal and Award Budgets</li> <li>* COEUS Rate integration</li> <li>• Ability to enter expense and person forecasts</li> <li>• Multiple what-if scenarios encompassing multiple projects/people per user</li> <li>• Ability to store and label search criteria for later reuse</li> <li>• Ability to define project years/periods</li> <li>• Additional collection of standard reports</li> </ul>		
Core Team		
Project Manager	Project Sponsor	
Amon Horne	Claude Canizares	
IS&T Organizational Dependencies		
Dependencies	Handoffs	
DM	CS	
Key Dates		
	Original	Revised
Start Date	2/22/10	3/1/10
End Date	1/31/11	10/24/11

Top Issues and Risks for the Project		
<b>Issues</b>		<b>Current Owner Status</b>
Resource constraints		
<p>The following resources are still open for the project:</p> <ul style="list-style-type: none"> <li>* Javascript/Jquery programmer (required)</li> <li>* PHP Programmer (preferred)</li> </ul> <p>Front-end development is being held until a resource for the first item is identified.</p> <p>Consultant candidates are in review</p> <p>Impact: Project Timeline Complete</p> <p>Scenario Functionality</p> <p>Users have confirmed that the scope for the scenario component is correct but have specific issues in regards to requirements need to review with Steering Committee + Testing Team &amp; Focus Groups</p> <p>Impact: Usability/Functional Match Overdue</p> <p>Testing Group concerns</p> <p>Members of the testing team have expressed concerns in that we are addressing Financial Analyst/Financial Officer needs before we address Primary Investigator(PI) concerns. This is due to the fact that we do not expect direct usage of the system by PIs until baseline forecast information (currently entered in Excel) is available in the product</p> <p>Impact: Expectations</p> <p>Remediation: Secondary review of scope and initial module deployments with steering committee (completed) and project sponsors. Overdue</p>		
Risks Impact Probability		
Project Budget and Forecasts		
	<b>Estimated Budget</b>	<b>Estimated Labor Cost</b>
	<b>Expenses</b>	<b>Total Actual Labor Cost</b>
	\$429,780.00	0
	0	0
Key Milestones and Deliverables		
<b>#</b>	<b>Name</b>	<b>Original Begin</b>
		<b>End</b>
		<b>Rev. End</b>
		<b>Task Status</b>
	Requirements	
1	Gathering	3/1/10
		4/7/10
		6/1/10
		Completed
2	Design	4/12/10
		5/31/10
		5/31/10
		Completed
	RAFT PI:	
3	Release 1.2	4/15/10
		4/15/10
		4/15/11
		Completed
4	Release 1	10/26/10
		10/26/10
		10/26/10
		Completed

Scope Status
<p>In review with sponsor/key stakeholders: * All scope for PII except for scenarios complete * Scenario functionality identified and confirmed with SC</p> <p>This item will get reviewed in release 3</p>
Budget/Resources Status
<p>Budget utilization is increased due to use of consultants.</p>
Sponsor Relationship Status
<p>On track. Strong Steering Committee support Strong core sponsor support</p>
Project Timeline Status
<p>Timeline pushed out due to: * Matching timeline with COEUS * Resource constraints</p> <p>Resource constraints have been resolved.</p>



#	Name	Begin	Original End	Rev. End	Task Status
	(Internal)				
5	Release 2 (Internal)	12/23/10	12/23/10	12/23/10	Completed
6	Release 3 (Internal)	4/22/11	4/22/11		Overdue
7	Scenarios Focus Group	5/2/11	5/10/11	7/21/11	Completed
8	Scenarios Development	5/9/11	5/30/11		Overdue
9	Scenarios Deployment	6/1/11	6/7/11		Overdue
10	Base Deployment Testing	5/9/11	5/9/11		Overdue
11	Internal Deployment/ Testing	6/6/11	6/6/11		Overdue
12	Client Onboarding process begins	6/13/11	6/28/11		Overdue
13	COEUS: Initial Public Deployment	7/1/11	7/1/11	7/21/11	Completed
14	External Deployment	9/1/11	9/1/11		Not Started
15	Accelerated Client training/ rollout	9/12/11	10/17/11		Not Started
16	Full Deployment RAFT Steady State Transition	10/24/11	10/24/11		Not Started

**505 DM: Reporting Solution Implementation**

**Execute & Control**

Last Update  
7/21/11  
2:23:32 AM

Timeline Status	Scope Status	Budget Status	Sponsor Status
Current			

Project Information		
Info not provided		
Core Team		
Project Manager	Project Sponsor Deb Leitch	
IS&T Organizational Dependencies		
Dependencies	Handoffs	
OI	OI	
Key Dates		
	Original	Revised
Start Date	7/18/11	7/18/11
End Date	6/30/12	4/2/12

Top Issues and Risks for the Project					
<b>Issues</b>				<b>Current Owner</b>	<b>Status</b>
Business-side availability					
Requires consistent communications with focus groups/users for success				Not Started	
Risks Impact Probability					
Project Budget and Forecasts					
Estimated Budget	Estimated Expenses	Estimated Labor Cost	Total Labor Cost	Actual Labor Cost	
0	0	0	0	0	
Key Milestones and Deliverables					
#	Name	Begin	Original End	Rev. End	Task Status
1	Form Focus Groups	7/18/11	9/30/11	9/30/11	Completed
2	Develop initial training/documentation	7/18/11	9/30/11		Not Started
3	Initial Configuration of Cognos Product	7/18/11	8/5/11		In Progress
4	Cognos environment in Production	10/3/11	10/3/11		Not Started
5	First Group of reports for each area are ready	10/3/11	1/2/12		Not Started
6	Initial training offered	10/3/11	1/2/12		Not Started
7	Develop basic report writing materials	10/3/11	1/2/12		Not Started
8	Second group of reports being developed for each focus group	10/3/11	1/2/12		Not Started
9	Next 1-2 focus groups identified and kicked off	10/3/11	1/2/12		Not Started
10	Report writing training available	1/2/12	4/2/12		Not Started
11	Catalog of pre-built reports continues to grow	1/2/12	3/29/12		Not Started

Scope Status
Budget/Resources Status
Base purchase of product completed
Sponsor Relationship Status
Project Timeline Status

**504 ES: @Stellar Mobile / Stellar Mobile Web**

**Last Update**  
Prepare 7/18/11  
12:14:20 PM

Current	Timeline Status	Scope Status	Budget Status	Sponsor Status
Current				

Project Information		
<p>This project has two distinct but related end goals:</p> <ol style="list-style-type: none"> <li>It will satisfy a significant user community requirement by developing and deploying a mobile web version of @Stellar, which displays personalized role-dependent course affiliation information for Stellar users (courses, enrollment info, etc).</li> <li>It will develop and deploy functionality to support additional Stellar-based mobile development, including the development of additional mobile web services as well as native mobile phone applications.</li> </ol>		
Core Team		
Project Manager Derek Jaeger	Project Sponsor Eamon Kearns	
IS&T Organizational Dependencies		
Dependencies ES	Handoffs ES	
Key Dates		
	Original	Revised
Start Date	7/18/11	7/18/11
End Date	9/2/11	9/1/11

Top Issues and Risks for the Project					
<b>Issues Owner Current Status</b>					
<b>Risks Impact Probability</b>					
Project Budget and Forecasts					
Budget	Estimated Expenses	Estimated Labor Cost	Total Labor Cost	Actual Labor Cost	
\$12,500.00	0	0	0		
Key Milestones and Deliverables					
#	Name	Begin	Original End	Rev. End	Task Status
1	Development begins	7/18/11	7/18/11	7/18/11	Completed
2	JSON interface defined	8/2/11	8/2/11		Not Started
3	JSON service from @Stellar webapp ready	8/23/11	8/23/11		Not Started
4	@Stellar mobile web page ready	8/29/11	8/29/11		Not Started
5	Deploy service	9/1/11	9/1/11		Not Started

Scope Status
Project is within planned scope as of 07.22.2011
Budget/Resources Status
Project is within planned budget as of 07.22.2011
Sponsor Relationship Status
Project Timeline Status
Project is within planned timeline as of 07.22.2011



RESOURCES

- FAQ
- User Guide
- CoursePicker
- Libraries Mini-site
- Training Videos
- Quick Start Training
- Contact Help Desk
- Request a Stellar site
- MIT Mobile iPhone App
- MIT Wiki Service

SITE ARCHIVES

- Class Sites 2010 - 2011
- Class Sites All Terms

STATS

**108**  
users on Stellar right now

**33**  
class sites for Summer 2011

Welcome to Stellar

Stellar is the platform for learning and course management serving the MIT community.

User Resources

- Go see [your stellar class sites](#)
- Download the [mit mobile iphone app](#)
- Read about [stellar next generation](#)
- Request your [stellar course sites](#)

Class Sites / 2010-2011

Lookup by subject number  Go

COURSE:	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	20	21A	21F	21H	21L	21M	21W	22
	24	CMS	CSB	ESD	HST	MAS	SP	STS	AS	MS	NS	PE	

Select your course ↑ then look for your term & subject below ↓



Sites List / All Terms

Past and current Stellar sites are also found on the **CLASS SITES** list.

Stellar CMS

- Information Services & Technology
- Stellar Terms of Service
- Request a Stellar site

Get Help

- FAQ
- User Guide
- Contact the Help Desk
- MIT Touchstone

Resources

- Supported Browsers
- Teaching With Technology
- Library E-Reserves
- WebSIS

Updates

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**Calendar** / Jul 18-Jul 24, 2011 Subscribe to Calendar (Beta)

Mon.18	Tue.19	Wed.20	Thursday.21	Fri.22	Sat.23	Sun.24
No events this week						

**Class Sites** / Summer 2011

There are no class sites for you on Stellar this term

Please contact [the Registrar](#) if this is incorrect.

**Project Sites**

**GBNGTEST** [GBNGTEST](#)

[Subject history](#) Role: **Unregistered Participant** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ 0 new items added since 07.14.2011 / 0 total

**EDU-TECH** [EDU-TECH](#)

[Subject history](#) Role: **Unregistered Participant** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ 0 new items added since 07.14.2011 / 16 total

**fac-lms** [on LMS](#)

[Subject history](#) Role: **Unregistered Participant** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ 0 new items added since 07.14.2011 / 47 total

**gb2009c** [C - Gradebook QA](#)

[Subject history](#) Role: **Unregistered Participant** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ 0 new items added since 07.14.2011 / 0 total

**stellar-ops** [stellar-ops](#)

[Subject history](#) Role: **Unregistered Participant** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ 0 new items added since 07.14.2011 / 1 total

**stellar-advisory** [Stellar Advisory Board](#)

[Subject history](#) Role: **Student** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ 0 new items added since 07.14.2011 / 42 total

Go to class: [EDU-TECH](#) [fac-lms](#) [gb2009c](#) [GBNGTEST](#) [mit-linux](#) [stellar-advisory](#) [stellar-ops](#) [testforarti](#)

**Calendar /** [Jul 18-Jul 24, 2011](#) [Subscribe to Calendar \(Beta\)](#)

Mon.18	Tue.19	Wed.20	Thursday.21	Fri.22	Sat.23	Sun.24
			No events this week			

**Class Sites /** [Summer 2011](#)

There are no class sites for you on Stellar this term

Please contact [the Registrar](#) if this is incorrect.

**Project Sites**

**GBNGTEST** [GBNGTEST](#)

[Subject history](#)

Role: **Unregistered Participant** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ **0 new items added** since 07.14.2011 / 0 total

**EDU-TECH** [EDU-TECH](#)

[Subject history](#)

Role: **Unregistered Participant** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ **0 new items added** since 07.14.2011 / 16 total

**fac-lms** [on LMS](#)

[Subject history](#)

Role: **Unregistered Participant** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ **0 new items added** since 07.14.2011 / 47 total

**gb2009c** [C - Gradebook QA](#)

[Subject history](#)

Role: **Unregistered Participant** / TA / Instructor / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ **0 new items added** since 07.14.2011 / 0 total

**stellar-advisory** [Stellar Advisory Board](#)

[Subject history](#)

Role: Student / TA / **Instructor** / Grader / Guest

**Materials / This Week**

No materials or announcements for this week

☆ **0 new items added** since 07.14.2011 / 42 total

### DAPER Systems Integration

IS&T Project Review: July 26, 2011

#### *Program Information*

DAPER has contracted with IS&T DCAD to map and analyze the existing processes and systems, explore options for systems integration, and to liaise between DAPER management and IS&T for best practices. The projects in the DAPER Systems Integration program represent workflows and collections of processes which span several, if not all, groups across DAPER. Each will be managed separately: defined by its own set of requirements and following its own timeline for completion.

Sponsor: Julie Soreiro

Business Liaison: Carrie Sampson Moore

IS&T DCAD Consultant: Myra Hope Eskridge

#### *Top Issues and Risks for the Program*

Issues:

1. Slate of projects requires a Program Manager to coordinate project interdependencies and timelines. Status: DCAD is partnering with Edgerock to fill the position

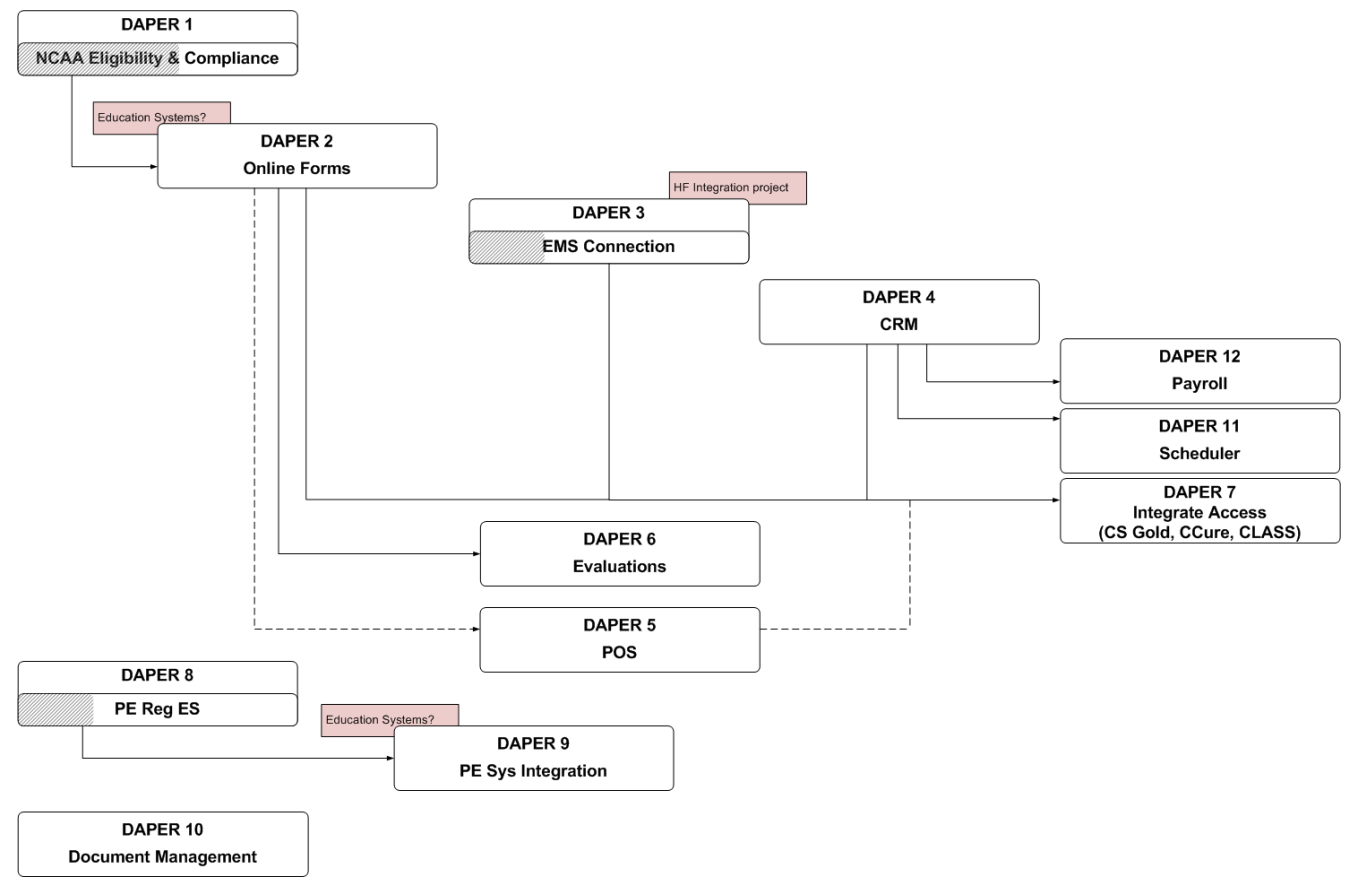
Risks:

#### *Status of All Projects*

1. **NCAA Eligibility & Compliance** – Upgrade or replace the existing FM5 Eligibility and Compliance database.– a. *Upgrade complete*; b. *Replacement/Enhancement discovery in process*
2. Online Forms - Facilitate student online forms submission for DAPER, Athletics, and MIT Medical workflow – *not started* – possible dependency on *Electronic Forms project in ES*
3. **EMS Connection** - Simplify facilities scheduling and integrate with Rec, P.E., and Athletic systems. – *discovery in process*
4. Contact Relationship Management (CRM) - Integrate DAPER “people” data, including team roster, compliance, and facilities. – *not started* – possible *Sharepoint solution*
5. Point of Sale - Streamline Point of Sale payment processing. – *not started*
6. Evaluations - Simplify and centralize all Program Evaluations processing.– *not started* – possible *Sharepoint solution*
7. Integrate Access (CSGold, CCure, etc.) with memberships– *not started*
8. **PE Reg ES** – complete the slated enhancements to PE Reg – *not started*
9. PE Systems Integration – integrate the PE Reg and PE Plan databases– *not started*
10. Document Management – store documentation for all systems and processes, including contracts, procedure manuals, and correspondence. – *not started* – possible *Sharepoint solution*
11. Scheduler - Centralize (where possible) the staff meeting schedulers. – *not started*
12. Payroll - Centralize (where possible) the multiple payroll systems in use at DAPER– *not started*



# DAPER Projects





## DAPER Projects

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- 1. NCAA Eligibility & Compliance** – Upgrade or replace the existing FM5 Eligibility and Compliance database.
- 2. Online Forms** - Facilitate student online forms submission for DAPER, Athletics, and MIT Medical workflow.
- 3. EMS Connection** - Simplify facilities scheduling and integrate with Rec, P.E., and Athletic systems.
- 4. Contact Relationship Management (CRM)** - Integrate DAPER “people” data, including team roster, compliance, and facilities.
- 5. Point of Sale** - Streamline Point of Sale payment processing.

## DAPER Projects, continued

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6. **Evaluations** - Simplify and centralize all Program Evaluations processing.
  7. **Integrate Access** (CSGold, CCure, etc.) with memberships
  8. **PE Reg SAIS** – complete the slated enhancements to PE Reg
  9. **PE Systems Integration** – integrate the PE Reg and PE Plan databases
  10. **Document Management** – store documentation for all systems and processes, including contracts, procedure manuals, and correspondence.
  11. **Scheduler** - Centralize (where possible) the staff meeting schedulers.
  12. **Payroll** - Centralize (where possible) the multiple payroll systems in use at DAPER
-

**482 SE: IS&T Website Redesign and Service Catalog**

**Execute & Control**

**Last Update**  
7/20/11  
5:05:56 PM

Current	Timeline Status	Scope Status	Budget Status	Sponsor Status

Project Information		
IS&T Website Redesign and Service Catalog		
Project Summary		
<p>The IS&amp;T Website Redesign and Service Catalog Project team will hire someone to redesign and develop templates for our website and service catalog in Drupal. The purpose of the site is to help the MIT community understand, get, and use IS&amp;T services. The website will also help to expand the IS&amp;T brand that promotes MIT's commitment to excellence. IS&amp;T is a service organization. Our website's look and feel should embody and directly reflect our mission of service provider and our vision of making IT easy for our customers and ourselves. It should support our vision of self-service. It should reflect the major themes of automation, mobility, simplification, de-customization, and removing pain points. The site's look and feel/design should focus on "What members of the MIT community want from IS&amp;T." The site design should revolve around the service catalog.</p>		
Core Team		
Project Manager	Project Sponsor	
Rich Murphy	Marilyn T. Smith & Barbara Goguen	
IS&T Organizational Dependencies		
Dependencies	Handoffs	
SE, CS	SE, CS	
Key Dates		
	Original	Revised
Start Date	11/1/10	11/1/10
End Date	3/23/12	3/20/12

Top Issues and Risks for the Project				
<b>Issues</b>		<b>Current Owner</b>	<b>Status</b>	
4 of 6 design firms have declined to respond primarily due to the implementation date. We extended the deadline and sent the RFP out to 4 additional firms.			Complete	
A scope change was approved to include expanded user interviews and to make a recommendation on the content location for "How to" content. This resulted in a budget increase of \$4,500.			Complete	
During the wire frame review we have noted that there is a need to have a non-technical writing resource available. This would be an external resource requirement and budget increase.			Not Started	
We have had issues with scheduling interview sessions with Faculty and Students. Oliver Thomas gracefully suggested we reach out to the Faculty Liaison group.			Complete	
<b>Risks</b>		<b>Impact</b>	<b>Probability</b>	
Budget resources		Medium	Medium	
Time line may be in jeopardy based on feedback from		Medium	Medium	
Project Budget and Forecasts				
<b>Budget</b>	<b>Estimated Expenses</b>	<b>Estimated Labor Cost</b>	<b>Total Actual Labor Cost</b>	
\$125,000.00	0	0	0	
Key Milestones and Deliverables				
<b>#</b>	<b>Name</b>	<b>Original Begin</b>	<b>Rev. End</b>	<b>Task Status</b>
1	Project Start	11/1/10	11/1/10	11/1/10 Completed
2	Define Steering Committee	12/1/10	12/1/10	12/1/10 Completed
3	Project kickoff with Steering Committee	1/27/11	1/27/11	1/27/11 Completed
4	Define Service Catalog	12/13/10	12/13/10	12/13/10 Completed
5	Create/ Update Service Catalog	1/3/11	1/3/11	4/22/11 Completed
6	RFP out to design firms	12/6/10	12/6/10	12/6/10 Completed
7	RFP back from design firms	1/14/11	1/14/11	1/14/11 Completed
8	Design firm selection	1/28/11	3/31/11	3/31/11 Completed
9	Complete all	4/4/11	4/29/11	4/29/11 Completed

Scope Status
Scope was increased to include analysis of the best location for "How To" and "User Generated" content.
Budget/Resources Status
Moth Design submitted a proposal \$85,500. There has been a subsequent increase in scope and budget of \$4,500. Bringing the total vendor cost to \$90,000. I feel we are still within the original estimate of \$125,000 which includes IS&T personnel time. We are examining the option and cost of adding a writing resource to the project.
Sponsor Relationship Status
Project Timeline Status
We feel we have a solid time line although it is extremely tight.

#	Name	Begin	Original End	Rev. End	Task Status
	requirement gathering meetings				
	Present and review creative brief and				
10	personas	5/2/11	5/20/11	5/4/11	Completed
	Sign off on				
11	personas	5/23/11	5/23/11	5/12/11	Completed
	Present sitemap and homepage				
12	wireframes	5/23/11	6/29/11	5/25/11	Completed
	Test wireframes in usability				
13	lab	7/4/11	8/5/11	6/1/11	Completed
14	R01: Design	8/11/11	8/11/11		Not Started
	R01: Design				Not Started
15	Feedback	8/11/11	8/19/11		Not Started
	R02: Design				Not Started
16	R02: Design	8/22/11	9/7/11		Not Started
	R02: Usability				Not Started
17	Usability	9/8/11	9/14/11		Not Started
	R03: Design				Not Started
18	R03: Design	9/15/11	9/28/11		Not Started
	R03: Design				Not Started
19	Feedback	9/29/11	10/3/11		Not Started
	R04: Final for review				Not Started
20	for review	10/4/11	10/19/11		Not Started
	R04: Final Edits				Not Started
21	Edits	10/20/11	10/28/11		Not Started
	Final Design for sign off				Not Started
22	for sign off	10/31/11	11/3/11		Not Started
	Sign Off				Not Started
23	Sign Off	11/4/11	11/10/11		Not Started
	Style Guide				Not Started
24	Delivered	11/11/11	11/24/11		Not Started
	Development begins				Not Started
25	begins	12/1/11	2/6/12		Not Started
	User Testing/				Not Started
26	Training	2/7/12	2/28/12		Not Started
	Content Load/Data				Not Started
27	Migration	2/29/12	3/19/12		Not Started
	Site				Not Started
28	Launches	3/20/12	3/20/12		Not Started

**488 CS: Hermes Upgrade**

**Initiate** Last Update  
1/24/11 3:09:53 PM

	Timeline Status	Scope Status	Budget Status	Sponsor Status
Current			None	

Project Information		
The version of Confluence (v.2.8.2) on which Hermes runs needs to be upgraded.		
NOTE: NOT FOR FEB 2011 PROJECT REVIEW. Intended as a placeholder only at this time. (Jan '11)		
Core Team		
Project Manager	Project Sponsor Barbara Goguen	
IS&T Organizational Dependencies		
Dependencies	Handoffs	
CS	CS	
Key Dates		
	Original	Revised
Start Date	7/1/11	7/1/11
End Date	10/28/11	10/28/11

Top Issues and Risks for the Project					
<b>Issues Owner Current Status</b>					
<b>Risks Impact Probability</b>					
Project Budget and Forecasts					
Budget	Estimated Expenses	Estimated Labor Cost	Total Labor Cost	Actual Labor Cost	
0	0	0	0	0	
Key Milestones and Deliverables					
#	Name	Begin	Original End	Rev. End	Task Status

Scope Status
Budget/Resources Status
None
Sponsor Relationship Status
Project Timeline Status

<b>Wednesday July 27, 2011</b>			
<b>W92-106 Back Bay A&amp;B</b>			
<b>Lunch</b>	<b>All</b>	<b>12:00</b>	<b>20 minutes</b>
Welcome	Marilyn Smith and Pat Sheppard	12:20	10 minutes
OI: Critical Network Security Controls	Tim McGovern/Paul Acosta	12:30	15 minutes
OI: Exchange 2010 Server Upgrade	Deborah Bowser/Rich Edelson	12:45	15 minutes
OI: Unity Transition	Dennis Baron	1:00	15 minutes
OI: Ubiquitous Indoor Coverage of Mobile	Taeminn Song	1:15	15 minutes
<b>Break</b>	<b>All</b>	<b>1:30</b>	<b>15 minutes</b>
OI: Remedy Change Management Implementation	Garry Zacheiss	1:45	15 minutes
ES: Digitizing Forms and Petitions Assessment	Zahida Taher	2:00	15 minutes
ES: Electronic Transcript Implementation	Madge Lewis	2:15	15 minutes
ES: Stellar NG Pilot	Derek Jaeger	2:30	15 minutes
<b>Break</b>	<b>All</b>	<b>2:45</b>	<b>15 minutes</b>
ES: Online Registration	Lakshmi Thanga-Raja	3:00	15 minutes
ES: Students Accounts Implementation	Lori Singer	3:15	15 minutes
ADMIN: Career Development Program	Steve Filipiak	3:30	15 minutes
FY11 Q4 Action Item Update	Pat Sheppard	3:45	15 minutes
Wrap Up	Marilyn Smith and Pat Sheppard	4:00	15 minutes

**466 OI: Critical Network Security Controls**

**Execute & Control**

**Last Update**  
7/20/11  
12:57:49 PM

Current	Timeline Status	Scope Status	Budget Status	Sponsor Status
Current				

**Project Information**

Assessment and implementation of critical network security controls (including log management, firewall, intrusion prevention/detection & firewall, and authenticated wireless security)

**Core Team**

Project Manager	Project Sponsor
Timothy McGovern	EVP

**IS&T Organizational Dependencies**

Dependencies	Handoffs
OI	OI

**Key Dates**

	Original	Revised
Start Date	7/1/10	7/1/10
End Date	1/31/12	1/31/12

**Top Issues and Risks for the Project**

**Issues**

A concern has surfaced that some unspecified number of current MITnet connected devices may not have sufficient support for continued, uninterrupted, operation under our new authenticated 802.1x design. Further investigation is required on this potential failure mode.

The first product presented by CISCO -- for a key component in our design -- was incompatible with our current network environment. MIT and Cisco have identified a suitable replacement to use until Cisco updates our original hardware. We expect to receive, install and begin testing within two weeks.

**Current Owner Status**

Complete

Complete

**Risks Impact Probability**

**Project Budget and Forecasts**

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	0	0

**Key Milestones and Deliverables**

#	Name	Begin	Original End	Rev. End	Task Status
1	Preliminary review	7/1/10	9/1/10	9/1/10	Completed
2	Recommendation on feasibility study	7/1/10	9/1/10	9/1/10	Completed
3	Technical evaluation & PILOT of network security products and Technical analysis	1/3/11	10/31/11		In Progress
4	Logging & Analysis System Installation	1/17/11	3/8/11	3/30/11	Completed
5	Roll-out of secure wireless	1/10/11	1/31/12		Not Started
6	Implement selected network security product	4/1/11	1/31/12		Not Started
7	Campus Wide Communications on Security Wireless	7/20/11	12/30/11		Not Started

**Scope Status**

Analyze, evaluate, and pilot network security products.  
Roll-out of secure wireless.  
Implement selected network security product(s).  
Select and implement log management tool.

**Budget/Resources Status**

**Sponsor Relationship Status**

**Project Timeline Status**

**465 OI: Exchange 2010 Server Upgrade and mailbox migration**      Prepare

Last Update  
7/21/11  
8:29:59 AM

	Timeline Status	Scope Status	Budget Status	Sponsor Status
Current				

Project Information		
Upgrade Exchange infrastructure to Exchange 2010 server to prepare for community mailbox migration.		
Core Team		
Project Manager Deborah Bowser	Project Sponsor EVP	
IS&T Organizational Dependencies		
Dependencies CS	Handoffs CS	
Key Dates		
	Original	Revised
Start Date	6/1/10	6/1/10
End Date	8/31/11	2/23/12

Top Issues and Risks for the Project						
Issues Owner Current Status						
Risks			Impact Probability			
Replace the SAN			Large	Medium		
There have been some staffing changes which has resulted in a timeline shift.			Medium	Medium		
Project Budget and Forecasts						
Budget	Estimated Expenses	Estimated Labor Cost	Total Labor Cost	Actual Labor Cost		
0	0	0	0	0		
Key Milestones and Deliverables						
#	Name	Begin	Original End	Rev. End	Task Status	
1	Set up Development Test Environment	6/3/11	7/15/11	6/3/11	Completed	
2	Migration Plan	6/3/11	7/29/11		In Progress	
3	Community Migration	8/1/11	8/17/11		Not Started	
4	Implement support model	6/3/11	2/23/12		In Progress	
5	Order New Hardware	6/1/10	6/1/10	6/1/10	Completed	
6	Training	6/1/11	8/1/11		Not Started	
7	Communications Plan	2/1/11	7/26/11		Not Started	
8	Documentation	4/1/11	7/29/11		Not Started	
9	Exchange POs moved to USC	11/5/10	11/5/10	11/5/10	Completed	
10	Install physical servers	5/13/11	5/13/11	5/13/11	Completed	
11	Install Windows Server 2008 R2	6/1/11	6/1/11	6/1/11	Completed	
12	Install Exchange Server 2010 Enterprise	6/1/11	6/27/11	6/27/11	Completed	
13	Configure Exchange 2010 Mailbox servers.	6/3/11	7/13/11	7/13/11	Completed	
14	Switch owa.exchange.mit.edu to	7/25/11	7/25/11		Not Started	
15	Support providers test period	7/18/11	7/22/11		In Progress	
16	Decommission Exchange	8/29/11	9/30/11		Not Started	

Scope Status
Upgrade the Exchange infrastructure to Exchange Server 2010 installed on new servers that are housed in the OC11 and W92 Data Centers. After the 2010 infrastructure is ready and tested, community mailbox migrations will begin to the new environment with minimal or no disruption.
Test period for support teams 7/18 - 7/22 Help Desk, DITR, Mobile Devices Email/Calendar advisory board
Community mailbox migration - 8/1 - 8/15
Communications: Work w/Communications team to ready community announcement including new features and time line to set expectations.
Include in: MIT Spotlight IS&T News MIT News Twitter
Documentation: Document the new features, changes to existing and issues found: Outlook Web App (OWA) Point to MS docs as needed. Update Hermes articles.
Training: Create Captivate demos for new OWA lynda.com MS site
Budget/Resources Status
Project is on budget.
Sponsor Relationship Status
Project Timeline Status
In order to correct a more critical issue within our SAN environment that supports Exchange and our entire virtualization environment the upgrade was delayed.
Our Exchange failures have been primarily related to failures of the SAN and before moving forward with an upgrade to Exchange server 2010 we need to stabilize our existing environment.
Key learning's from the BES upgrade and other migration efforts have highlighted the need for a measured approach.
Exchange 2010 Server upgrade = Q4 Mailbox migration = Q1



#	Name	Begin	Original End	Rev. End	Task Status
	Server 2007				
	Configure F5 rule and install legacy certificate	7/25/11	7/25/11		Not Started
17	Build and Configure Edge servers	7/12/11	7/14/11	7/14/11	Completed
18	CAS cutover	7/27/11	7/27/11		Not Started
19	Install McAfee on CAS	7/27/11	7/27/11		Not Started
20	Migrate support providers po box	7/27/11	7/29/11		Not Started
21	Set up Test accounts	7/18/11	7/19/11	7/19/11	Completed
22					

Milestones:  
Configured incoming hub connectors  
Configured CAS EWS

Milestones to reach:  
1) SCOM Upgrade and Agent install  
2) BackupExec upgrade on First node  
a. Upgrade using service account "exbackup.service"  
3) Edge Build and Configure  
4) F5 config for production  
5) CAS cutover  
6) BES RPC setup access to CAS servers  
7) OC11ExBES2 repair  
8) Install SP3 on OC11EXBES1  
9) TSM on H,C, E  
10) Install McAfee on the CAS

494 OI: Unity Transition

Execute & Control

Last Update  
4/25/11  
3:57:27 PM

Current	Timeline Status	Scope Status	Budget Status	Sponsor Status

Project Information		
The project encompasses migrating the MIT Community from legacy Octel and current iPeria and Sylanro users to the new Cisco Unity service for phone and voicemail.		
Core Team		
Project Manager Dennis Baron	Project Sponsor Mark Silis	
IS&T Organizational Dependencies		
Dependencies SE, CS, OI	Handoffs CS, OI	
Key Dates		
	Original	Revised
Start Date	1/3/11	1/3/11
End Date	6/30/11	8/31/11

Top Issues and Risks for the Project					
<b>Issues Owner Current Status</b>					
<b>Risks Impact Probability</b>					
Project Budget and Forecasts					
Estimated Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost		
0	0	0	0		
Key Milestones and Deliverables					
#	Name	Begin	Original End	Rev. End	Task Status
1	Install Servers System	1/3/11	2/28/11	1/3/11	Completed
2	Integration Pilot with 5ESS User	2/1/11	2/28/11	2/1/11	Completed
3	Documentation and Training	3/1/11	3/31/11	4/29/11	Completed
4	Provisioning Integration	2/1/11	3/31/11		Overdue
5	Email Integration	3/1/11	3/31/11		Overdue
6	5ESS Transitions	3/1/11	3/31/11	3/31/11	Completed
7	OpenSER Transitions	4/1/11	6/30/11		Overdue
8	Sylanro Transitions	7/1/11	7/29/11		Not Started
9		5/2/11	8/31/11		Not Started

Scope Status
Budget/Resources Status
Sponsor Relationship Status
Project Timeline Status
Transition from Iperia not expected to be completed until FY12Q1.

**483 OI: Ubiquitous Indoor Coverage of Mobile/Cellular Services**

**Execute & Control**

Last Update  
4/13/11  
4:25:28 PM

	Timeline Status	Scope Status	Budget Status	Sponsor Status
Current				

**Project Information**

Plan, prepare for and coordinate installation of equipments and network throughout the buildings used by MIT in Cambridge area to provide indoor coverage for cellular and mobile signals.

**Core Team**

Project Manager	Project Sponsor
Taeminn Song	Terry Stone

**IS&T Organizational Dependencies**

Dependencies	Handoffs
OI	OI

**Key Dates**

	Original	Revised
Start Date	7/1/10	7/1/10
End Date	8/31/13	12/2/13

**Top Issues and Risks for the Project**

**Issues Owner Current Status**

**Risks**

Risks	Impact	Probability
DAS equipments selected and deployed might not be effective.	Medium	Low
During the installation, findings of hazardous materials can create delays and sub-optimization of effective DAS.	Medium	Medium

**Project Budget and Forecasts**

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	0	0

**Key Milestones and Deliverables**

#	Name	Begin	Original End	Rev. End	Task Status
1	Develop business concepts and possible models	7/1/10	10/29/10	10/29/10	Completed
2	Develop/Negotiate contract	7/1/10	12/31/10	12/31/10	Completed
3	Contract/Agreement on DAS with AT&T	12/31/10	12/31/10	12/31/10	Completed
4	Survey buildings and develop preliminary plan for implementation	10/1/10	2/28/11	1/31/11	Completed
5	Phase 1 Survey and Data Collection	10/1/10	1/31/11	1/31/11	Completed
6	Phase 1 Design and Review	2/1/11	7/29/11		In Progress
7	Phase 1 Construction and Installation	1/3/11	9/30/11		In Progress
8	Phase 1 On-air Optimization	9/1/11	10/31/11		Not Started
9	Phase 1 Complete	10/31/11	10/31/11		Not Started
10	Phase 2 Survey and Data Collection	2/1/11	7/29/11		Not Started
11	Phase 2 Design and Review	2/1/11	8/31/11		Not Started
12	Phase 2 Construction and Installation	7/1/11	9/28/12		Not Started
13	Phase 2 On-air Optimization	9/3/12	10/30/12		Not Started

**Scope Status**

MIT provides project coordination. Installation and maintenance are to be done by the contract party and its vendor.

**Budget/Resources Status**

**Sponsor Relationship Status**

Positive.

**Project Timeline Status**

On schedule so far. Very aggressive schedule but AT&T wants to push the limit per their interest and visibility.

#	Name	Begin	Original End	Rev. End	Task Status
14	Phase 2 Complete	10/30/12	10/30/12		Not Started
15	Phase 3 Survey and Data Collection	1/1/13	4/30/13		Not Started
16	Phase 3 Design and Review	5/1/13	7/31/13		Not Started
17	Phase 3 Construction and Installation	6/3/13	9/30/13		Not Started
18	Phase 3 On-air Optimization	9/2/13	10/31/13		Not Started
19	Phase 3 Complete	10/31/13	10/31/13		Not Started
20	Project Review and Close-out	11/1/13	12/2/13		Not Started

**498 OI: Remedy Change Management Implementation**

**Execute & Control**

**Last Update**  
7/21/11  
3:32:37 PM

Current	Timeline Status	Scope Status	Budget Status	Sponsor Status

Project Information		
<p>This goal of this project is to explore the use of the BMC Remedy OnDemand Change Management module for use by IS&amp;T O&amp;I. Additional work includes exploration of the Asset Management, Incident Management, Problem Management, and Service Portfolio modules to assess how well they meet our existing needs with an eye towards future implementation.</p> <p>Having completed our proof-of-concept, we've chosen to move forward with the Remedy tool for managing our change processes, have completed a purchase, and are engaging in implementation tasks.</p>		
Core Team		
Project Manager Garry Zacheiss	Project Sponsor Mark Silis	
IS&T Organizational Dependencies		
Dependencies DM, CS, OI, Admin	Handoffs DM, CS, OI, Admin	
Key Dates		
	Original	Revised
Start Date	3/1/11	3/21/11
End Date	12/31/11	10/5/11

Top Issues and Risks for the Project					
Issues Owner Current Status					
Risks Impact Probability					
Project Budget and Forecasts					
Budget	Estimated Expenses	Estimated Labor Cost	Total Labor Cost	Actual Labor Cost	
0	0	0	0	0	
Key Milestones and Deliverables					
#	Name	Begin	Original End	Rev. End	Task Status
1	Evaluate Change Management module	3/21/11	5/2/11	5/2/11	Completed
2	Explore Asset Management functions	4/8/11	5/2/11	5/2/11	Completed
3	Explore Service Desk functions	4/8/11	5/2/11	5/2/11	Completed
4	Make "Go/No-Go" decision	5/6/11	5/6/11	5/6/11	Completed
5	Negotiate pricing	5/6/11	6/10/11	5/16/11	Completed
6	Execute PO	6/10/11	6/29/11	5/27/11	Completed
7	Vendor-led "On-boarding" process	7/1/11	10/5/11		In Progress
8	Map key O&I business processes	7/14/11	9/1/11		In Progress
9	Implement VPN tunnel	7/18/11	7/27/11		Not Started
10	Implement LDAP synchronization	7/27/11	8/8/11		Not Started
11	Implement Single Sign-On	7/27/11	8/9/11		Not Started
12	Vendor on-site for training, templating	8/9/11	8/9/11		Not Started
13	Configure standard Change templates	8/15/11	8/31/11		Not Started
14	System testing	9/1/11	9/8/11		Not Started
15	User acceptance testing	9/8/11	9/19/11		Not Started
16	Sign-off for service readiness	9/23/11	9/23/11		Not Started
17	Vendor transports final configuration to production	9/26/11	9/26/11		Not Started
18	Vendor training	9/27/11	10/5/11		Not Started

Scope Status
<p>We've chosen to scope this project very carefully, limiting the official implementation target to the change management module, but doing sufficient due diligence that we will end the project with certainty that we could do deploy the overall product stack if we chose to do so.</p>
Budget/Resources Status
<p>Estimated FTE is approximately 0.5 FTE (across a project team of approximately 7 people) for the duration of the PoC.</p> <p>For implementation, FTE is approximately 1.5 FTE, distributed across all of O&amp;I, as teams are trained and begin to incorporate the tool into their daily work.</p>
Sponsor Relationship Status
Project Timeline Status

#	Name	Begin	Original End	Rev. End	Task Status
					Started
19	O&I teams begin use	10/5/11	10/5/11		Not Started

**501 ES: Digitizing Forms and Petitions Assessment**

Execute & Control

Last Update  
7/20/11  
4:12:3 PM

Current	Timeline Status	Scope Status	Budget Status	Sponsor Status

Project Information		
<p>The objectives of the Assessment phase are:</p> <ul style="list-style-type: none"> <li>- Gather requirements for the 5 selected forms in each of the business areas</li> <li>- Map requirements to the capabilities of the OS workflow tool</li> <li>- Identify potential functionality across forms (landing page, messaging, notification)</li> <li>- Create prototype for 2 of the forms</li> <li>- Evaluate requirements and formulate options</li> </ul>		
Core Team		
Project Manager	Project Sponsor	
Zahida Taher	Mary Callahan, Eamon Kearns	
IS&T Organizational Dependencies		
Dependencies	Handoffs	
ES	ES	
Key Dates		
	Original	Revised
Start Date	1/17/11	1/17/11
End Date	7/31/11	8/31/11

Top Issues and Risks for the Project					
<b>Issues Owner Current Status</b>					
<b>Risks Impact Probability</b>					
Project Budget and Forecasts					
Estimated Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost		
0	0	0	0		
Key Milestones and Deliverables					
#	Name	Begin	Original End	Rev. End	Task Status
1	Create and Finalize Requirement Documents	1/17/11	6/17/11	6/17/11	Completed
2	Map requirements to Workflow tool	4/11/11	5/31/11	5/31/11	Completed
3	Review findings and approach with sponsors and Department Heads	7/18/11	8/31/11		In Progress

Scope Status
Scope for the project is defined and has buy-in from the sponsors
Budget/Resources Status
Project is in the Assessment phase. Project is within budget
Sponsor Relationship Status
Sponsors are engaged and are working with the team
Project Timeline Status
Project is in the Assessment phase, expected to be followed by an implementation phase
Work done to-date
- Created and reviewed requirement documents for Add/Drop, HASS Concentration, Credit Balance Authorization, Late Add/Drop and Graduate Student Petitions
- Mapped requirements to OS workflow capabilities matrix
- Created and reviewed prototype with the sponsors
Next Steps:
- Meet with Department Heads and review work done to-date and plan for moving forward (meetings to be setup by July end)

**476 ES: Electronic Transcript Implementation**

**Execute & Control**

**Last Update**  
7/20/11  
5:05:44 PM

Current	Timeline Status	Scope Status	Budget Status	Sponsor Status

**Project Information**

This project covers the implementation of a third party service to handle the request and delivery of electronic transcripts. This would allow both current and former students the ability to request and pay for an electronic copy of their transcript, which would be stored and delivered through a secure server using encryption and digital signatures for verification. The project was broken out into two phases, analysis and implementation. The analysis phase completed in October 2010 with the selection of a third party solution provider. As part of this implementation we will be automating transcript processing for the majority of orders thereby reducing manual labor in both the SSC and the Registrar's Office.

**Core Team**

Project Manager	Project Sponsor
Madge Lewis	Mary Callahan

**IS&T Organizational Dependencies**

Dependencies	Handoffs
ES	ES

**Key Dates**

	Original	Revised
Start Date	11/4/10	12/8/10
End Date	8/2/11	8/23/11

**Top Issues and Risks for the Project**

**Issues** **Current Owner Status**

Although not serious yet, it is becoming increasingly difficult to obtain stakeholder's time given his involvement in three other high priority projects. In addition, from mid-May through early June, Registrar resources will be much less available due to commencement and end of term activities. The project schedule is extremely tight with no available slack.

Potential need for additional testing days may require rescheduling user training for the week of 8/15 when the trainer is on vacation. Stakeholders have been informed.

The project sponsor wants a July implementation; the current schedule provides for deployment on 8/2 which will be satisfactory. However this means that testing must occur in July which puts it in direct conflict with other higher priority projects for the Registrar's office.

Madge Lewis Complete

**Risks** **Impact Probability**

Potential need for additional testing days may require user training to be rescheduled to a time when the trainer and some participants are on vacation.

Large High

**Project Budget and Forecasts**

Estimated Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	0	0

**Key Milestones and Deliverables**

#	Name	Begin	Original End	Rev. End	Task Status
1	Business Analysis	12/8/10	1/26/11	1/26/11	Completed
2	Design	1/24/11	5/9/11	7/13/11	Completed
3	Development	2/11/11	7/20/11		Overdue
4	QA	7/21/11	8/3/11		Not Started
5	User Testing	7/27/11	8/19/11		Not Started
6	Implementation	8/3/11	8/23/11		Not Started

**Scope Status**

No current scope issues.

**Budget/Resources Status**

No current budget issues.

**Sponsor Relationship Status**

Sponsor relationship is healthy.

**Project Timeline Status**

As of 7/21 we are migrating to TEST as planned and SIT will begin on schedule. Development is expected to complete by Monday 7/25 and UAT will start on 7/27 as planned. SFS has been engaged in the planning of UAT, training, and deployment.

However, we discovered within the last month that additional development is required in order to validate the integrity of the transcript data - a mission critical exercise - which will add 10 days of coding, plus time to run 78k transcripts and generate results. The volume and nature of the discrepancies will then determine the extent of effort required to clean up the data.

Given that, the stakeholders have agreed to move the go-live date out to 8/23. This allows 4 weeks for transcript validation work while keeping testing and training on track.

**464 ES: Stellar NG setup**

Last Update  
Close 1/26/11 3:40:56 PM

	Timeline Status	Scope Status	Budget Status	Sponsor Status
Current				

Project Information		
<p>This project covers the technical work and customer outreach/training/support effort involved in setting up the Stellar NG application for the Spring 2011 pilot. Departmental outreach included the following individuals (by department):</p> <p>Sciences: John Belcher Boleslaw Wyslouch George Stephans Krishna Rajagopal Barton Zwiebach</p> <p>Sloan: James Orlin Michael Braun Don Lessard</p> <p>SHASS: Alisa Braithwaite Wyn Kelley Rebecca Faery Diana Henderson James Howe Shankar Raman</p> <p>Engineering: Patrick Hale Dava Newman Chad Galts William Litant John Williams Chris Turman</p> <p>SA&amp;P: Caroline Jones Nasser Rabbat Ann Spirn James Wescoat</p> <p>Libraries/ESD: Steve Gass Elaine Mello Kevin Tierney</p> <p>Physical Education: Carrie Moore Meredith Volker</p> <p>We have exceeded our initial target of 10 evaluation course sites by 2: there are currently 12 confirmed courses for the Spring NG evaluation, encompassing some 250 expected users.</p>		
Core Team		
Project Manager Derek Jaeger	Project Sponsor MITSIS	
IS&T Organizational Dependencies		
Dependencies OI	Handoffs ES	
Key Dates		
	Original	Revised
Start Date	10/4/10 1/28/11	10/6/10 1/14/11

Top Issues and Risks for the Project						
<b>Issues Owner Current Status</b>						
<b>Risks Impact Probability</b>						
Project Budget and Forecasts						
Budget	Estimated Expenses	Estimated Labor Cost	Total Labor Cost	Actual Labor Cost		
\$154,000.00	\$154,000.00	0	0	0		
Key Milestones and Deliverables						
#	Name	Begin	Original End	Rev. End	Task Status	
1	Application setup and course import	10/6/10	10/26/10	10/26/10	Completed	
2	Building block setup	10/26/10	11/15/10	11/15/10	Completed	
3	Front-end and workflow setup	11/8/10	12/3/10	12/3/10	Completed	
4	Participant support training	12/22/10	1/14/11	1/14/11	Completed	

Scope Status	
Within scope.	
Budget/Resources Status	
Within budget.	
Sponsor Relationship Status	
Stakeholders have been apprised of goals and timeline.	
Project Timeline Status	
Within announced timeline.	



	Original	Revised
End Date		

**461 ES: Online Registration - Pilot Release**

Execute & Control

Last Update  
7/19/11  
11:44:1 AM

Current

Timeline Status	Scope Status	Budget Status	Sponsor Status

Project Information		
<p>The purpose of this project is to deliver a solution in FY '11 that will meet online registration requirements and focus on short term business needs. The Summer pilot has been successfully completed with 7 departments and over 600 students. Preparation is underway for an expanded Fall pilot that will include the same departments.</p> <p>The scope of the pilot release is:                      - Student - Access and Maintain Registration Selections                      - Student - Submit Registrations                      - Advisor - Access and Maintain Registration Selections                      - Advisor - Approve Registrations                      - Registrar - Online Registration Administration</p> <p>The scope of the August release is:                      - Advisor - Advisor Assignment                      - Advisor - Mobile Approval                      - Student - Mobile Submission</p>		
Core Team		
Project Manager	Project Sponsor	
Lori Singer	Mary Callahan and Eamon Kearns	
IS&T Organizational Dependencies		
Dependencies	Handoffs	
ES	ES	
Key Dates		
	Original	Revised
Start Date	8/16/10	8/16/10
End Date	8/31/11	8/31/11

Top Issues and Risks for the Project					
<b>Issues Owner Current Status</b>					
<b>Risks Impact Probability</b>					
Project Budget and Forecasts					
Budget	Estimated Expenses	Estimated Labor Cost	Total Labor Cost	Actual Labor Cost	
0	0	0	0	0	
Key Milestones and Deliverables					
#	Name	Begin	Original End	Rev. End	Task Status
1	Plan	8/16/10	9/7/10	9/7/10	Completed
2	Design	9/8/10	3/18/11	3/18/11	Completed
3	Development	12/6/10	4/4/11	4/4/11	Completed
4	QA	2/14/11	4/22/11	4/22/11	Completed
5	User Testing	4/11/11	5/2/11	5/2/11	Completed
6	Deployment	4/27/11	5/6/11	5/6/11	Completed
	Expanded Pilot - Plan	5/16/11	7/29/11		In Progress
	Expanded Pilot - Design	5/10/11	7/25/11		In Progress
	Expanded Pilot - Development	5/16/11	8/1/11		In Progress
	Expanded Pilot - QA	5/10/11	7/29/11		In Progress
	Expanded Pilot - UAT	7/12/11	8/5/11		In Progress
	Expanded Pilot - Training	6/13/11	8/1/11		In Progress
	Expanded Pilot - Launch	8/5/11	8/5/11		Not Started
	Expanded Pilot - Rollout and Support	8/1/11	8/31/11		Not Started

Scope Status
<p>There are additional enhancement and scope items that have been excluded from the Fall release due to scope, analysis and design and timeline considerations. Effort estimations will be completed after the go-live and discussions with the business will be ongoing to determine appropriate staffing and timeline for these items.</p>
Budget/Resources Status
<p>There are no budget or resource concerns.</p>
Sponsor Relationship Status
<p>There are no sponsor relationship concerns.</p>
Project Timeline Status
<p>Testing is going well yet the Bulk Advisor Assignment function may launch after Aug 5. The users have approved that, if this functionality isn't fully ready, it isn't needed for the initial launch.</p> <p>Status:                      - Mobile testing is in UAT                      - Advisor Assignment is in UAT                      - Bulk Advisor Assignment is in SIT</p>

**506 ES: Student Accounts Implementation**

Execute & Control

Last Update  
7/19/11  
1:23:39 PM

Current

Timeline Status	Scope Status	Budget Status	Sponsor Status

Project Information		
<p>In FY'11, the Student Accounts Requirements project was initiated to take an overall view of the existing business processes and systems to determine areas of improvement. The project team identified many areas of research to address and worked together with SFS to analyze areas of concern.</p> <p>For FY'12, the Student Accounts Implementation project will focus on two short-term projects to help reduce the manual effort required in SFS and technical research to identify future strategic projects.</p> <p>Projects:                      - Sponsor Billing Replacement                      - Charge Assessment Application                      - Technical Research of the Application of Payments and Statement Programs</p>		
Core Team		
Project Manager	Project Sponsor	
Lori Singer	Betsy Hicks	
IS&T Organizational Dependencies		
Dependencies	Handoffs	
ES	ES	
Key Dates		
	Original	Revised
Start Date	7/5/11	7/13/11
End Date	6/29/12	3/14/12

Top Issues and Risks for the Project					
<b>Issues Owner Current Status</b>					
<b>Risks Impact Probability</b>					
Project Budget and Forecasts					
Budget	Estimated Expenses	Estimated Labor Cost	Total Labor Cost	Actual Labor Cost	
0	0	0	0	0	
Key Milestones and Deliverables					
#	Name	Begin	Original End	Rev. End	Task Status
1	SB: Business Requirements	7/13/11	9/15/11		In Progress
2	SB: Functional Specifications	9/19/11	12/5/11		Not Started
3	SB: Technical Design	9/12/11	12/16/11		Not Started
4	SB: Development	12/19/11	2/3/12		Not Started
5	SB: QA	12/12/11	2/29/12		Not Started
6	SB: User Testing	3/1/12	3/9/12		Not Started
7	SB: Deployment	3/12/12	3/14/12		Not Started
8	SB: Launch	3/14/12	3/14/12		Not Started

Scope Status
Through the initial analysis, the scope of both implementation projects has been identified.
Budget/Resources Status
No budget or resource issues
Sponsor Relationship Status
SFS has assigned an internal resource to be our main contact on these projects.
Project Timeline Status
The first project to be addresses is the Sponsor Billing Replacement. The timeframes for Business Requirements and Functional Specifications have been set. The remaining timeframes are estimates and will be adjusted after the design is complete.
Both projects have a common Business Analyst who will start work on the Charge Assessment application after the design of the Sponsor Billing Replacement is complete

**485 ADMIN: Career Development Program**

**Execute & Control**

**Last Update**  
7/20/11  
4:24:53 PM

**Current**

Timeline Status	Scope Status	Budget Status	Sponsor Status

Project Information		
Develop and implement strategy allowing IS&T to recruit, develop, and retain key talent.		
Core Team		
Project Manager	Project Sponsor	
Steve Filipiak	Marilyn Smith / Alison Alden	
IS&T Organizational Dependencies		
Dependencies	Handoffs	
Admin	AS, ES, DM, SE, CS, OI, Admin	
Key Dates		
	Original	Revised
Start Date	9/1/10	1/3/11
End Date	6/30/11	12/17/12

Top Issues and Risks for the Project						
<b>Issues Owner Current Status</b>						
<b>Risks</b>						
This project is a "human driven" project and depends on staff availability, socialization and support.						
<b>Impact Probability</b>						
Large High						
Project Budget and Forecasts						
	<b>Estimated Budget</b>	<b>Estimated Expenses</b>	<b>Estimated Labor Cost</b>	<b>Total Actual Labor Cost</b>		
	0	0	0	0		
Key Milestones and Deliverables						
#	Name	Begin	Original End	Rev. End	Task Status	
1	Document Current State	1/3/11	2/22/11	2/22/11	Completed	
2	Develop Draft Job Families	4/25/11	5/26/11	5/26/11	Completed	
3	Create PM And BA Job Family Matrices	7/22/11	9/15/11		Not Started	
4	Map Employees To PM And BA Job Families	9/30/11	11/15/11		Not Started	
5	Create Remaining Job Family Matrices	11/15/11	5/16/12		Not Started	
6	Map Employees To Remaining Job Families And Levels	6/15/12	8/15/12		Not Started	
7	Create Career Paths For PM And BA	11/15/11	2/15/12		Not Started	
8	Roll Out PM And BA Career Paths	3/15/12	5/31/12		Not Started	
9	Create Career Paths For Remaining Job Families	10/15/12	12/17/12		Not Started	
10	Roll Out Remaining Career Paths	10/15/12	12/17/12		Not Started	

Scope Status
No change in scope.
Budget/Resources Status
Internal Resources. GIB funded.
Sponsor Relationship Status
No change.
Project Timeline Status
Change of scope and approach (using pilots) put project 2-3 months behind.

## **FY11 Q4 Action Item Update**

### ***AS: Global Template Proof of Concept***

- Separate out the short term improvements vs long term efforts, package the short term enhancements as its own project and present to sponsor: completed. Agreed upon scope of work to be completed for 9/1. All long term discussions are on hold

### ***AS: Request For Payment 1.1***

- RFP 1.1 went live 7/7

### ***CS: Concurrent Licensing with Keyserver Phase II***

- Need to identify product advocate/coordinator for Adobe: in progress
- Need release engineer resources in order to go to production: in progress
- Need to discuss distribution mechanisms and support in the larger context of software release processes: in progress

### ***OI: Virtual Desktop***

- Figure out what are the use cases and document: our intended initial use cases are 1) administrative desktops in selected areas TBD, and 2) public windows kiosks/cluster systems (such as Building 37 Windows cluster)

### ***OI: MITSIS/UA Infrastructure Upgrades***

- Need to provide Education Systems with outage schedule two weeks in advance where possible: in progress