

FY08 Q3 Quarterly Project Summary and Update

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Bookstore

- 1) **Project Initiative:** WinPrism System Accounts Receivable and Membership Module Upgrade – Module upgrade to current software for POS system to implement an accounts receivable module as well as establish a customer membership program.
 - **Project Sponsor:** Dave Hoyt
 - **Target Start Date:** 04/15/2008
 - **Quarterly Activity:** Research & Planning Phase; the proposal has been reviewed by Organizational Effectiveness and feedback has been given to the project sponsor
 - **Next Steps:** The proposal will be sent to reviewer's for approval once feedback is incorporated

- 2) **Project Initiative:** Textbook Express - Provide students with one click textbook shopping for during the registration process with the opportunity for them to have a complete list of required books for printing and reference.
 - **Project Sponsor:** Tristy Hillestad
 - **Start Date:** revised – 02/01/2008
 - **Target Completion Date:** 03/30/2008
 - **Quarterly Activity:** Implementation Phase; collaborating with UTS to resolve academic term code barriers.
 - **Next Steps:** Nebraska Books will provide a test site for the project.

Business and Financial Affairs

- 1) **Project Initiative:** Business Continuity Planning Web Tool – Shareware application created by UC Berkeley to provide a better method for creating, maintaining, and storing Business Continuity Plans.
 - **Project Sponsor:** Scott Wiggans
 - **Start Date:** 12/01/2007
 - **Target Completion Date:** 07/01/2008
 - **Quarterly Activity:** Project Deployment Phase; Infrastructure groups are entering continuity plans as part of the 2008 update process.
 - **Next Steps:** Several product enhancements have been identified which will be prioritized into a Phase II release likely in the summer.

Campus Safety/Parking Services

- 1) **Project Initiative:** Digital Video Recording Update – Replace and upgrade the infrastructure for the current University security system, including a long-term data storage solution.
 - **Project Sponsor:** Steven Fay
 - **Start Date:** 11/12/2007
 - **Target Completion Date:** 07/01/2008
 - **Quarterly Activity:** Implementation Phase; Installation of equipment has begun
 - **Next Steps:** System installation will continue over the next few months.

Facilities Management

- 1) **Project Initiative:** Work Order System and Preventative Maintenance – Support the ability to submit and track work orders online.
 - **Project Sponsor:** Jeff Bemelen; Scott Schrage; David White
 - **Start Date:** 05/01/2005
 - **Target Completion Date:** TBD
 - **Quarterly Activity:** Implementation Phase; equipment information has been entered into a database that is necessary to create and deploy the preventative maintenance processes and procedures
 - **Next Steps:** Continue to move forward operationally

Fisher Early Learning Center

- 1) **Project Initiative:** ProCare Database – Central database used to track enrollment, attendance, health records, family and child data, and billing information for children attending Fisher Early Learning Center.
 - **Project Sponsor:** Julie Dooley
 - **Start Date:** 01/05/2008
 - **Target Completion Date:** Revised: 05/01/08
 - **Quarterly Activity:** Implementation Phase; software has been installed
 - **Next Steps:** Upload student information into database

Human Resources

- 1) **Project Initiative:** HR Workflow – Integrate and utilize the Banner Workflow and electronic approval applications into the HR hiring, transferring, and separations business processes.
 - **Project Sponsor:** Dick Gartrell
 - **Start Date:** 07/01/2006
 - **Target Completion Date:** TBD
 - **Quarterly Activity:** Proposal Phase; HR workflow committee finalized the proposed process for MHOTs incorporating Banner workflow
 - **Next Steps:** Create MHOT workflow using MHOT proposed process with UTS regarding; begin creating MBTH proposed process incorporating workflow

Office of Research and Sponsored Projects

- 1) **Project Initiative:** Research Compliance Database – Implement an electronic method to submit, track, and review the scientific, regulatory, and compliance information required for the safe conduct of human subjects research, animal subjects research and proper handling of biosafety issues.
 - **Project Sponsor:** Fran Solano; Sylk Sotto
 - **Start Date:** 01/29/2007
 - **Target Completion Date:** 06/30/2008
 - **Quarterly Activity:** Project Deployment Phase; e-Protocol training is in progress and research applications are being entered into the e-Protocol system.
 - **Next Steps:** Continue entering all research protocol applications into e-Protocol system upon renewal of applications.
- 2) **Project Initiative:** Regulatory and Research Ethics Web based education – Partner with CITI to utilized hosted system through web modules to deliver and track compliance of regulatory

training conducted by the Office of Research and Sponsored Programs and Environmental Health and Safety.

- **Project Sponsor:** Sylk Sotto; Chris Short
- **Start Date:** 03/24/2008
- **Target Completion Date:** 03/31/2008
- **Quarterly Activity:** Implementation Phase; Membership agreement has been signed and vendor is assisting with configuring the web tool for DU
- **Next Steps:** Continue with implementation and begin training users for new system.

Purchasing

- 1) **Project Initiative:** ACH Vendor Payments process – Use ACH to automate the payment process for vendors
 - **Project Sponsor:** Scott Holtz
 - **Start Date:** 01/09/2008
 - **Target Completion Date:** 08/01/2008
 - **Quarterly Activity:** Implementation Phase; project has been revisited after being on hold since March 2007; the ACH email has been tested successfully
 - **Next Steps:** Continue testing with six vendors that are scheduled to have payments processed in mid-April

Quick Copy

- 1) **Project Initiative:** Xerox Copier – Replace current Quick Copy copier with new copier that will incorporate a web interface for placing orders.
 - **Project Sponsor:** Tristy Hillestad; Gina Harris
 - **Target Start Date:** 04/28/2008
 - **Target Completion Date:** 05/05/2008
 - **Quarterly Activity:** Proposal Phase; new technology proposal sent to reviewers for approval
 - **Next Steps:** Begin implementation pending approval of proposal

Student Life

- 1) **Project Initiative:** OptimalResume – Comprehensive, web-based application for students [and alumni] to create, present, and manage resumes.
 - **Project Sponsor:** Mary Michael Hawkins
 - **Target Start Date:** 06/16/2008
 - **Target Completion Date:** 07/30/2008
 - **Quarterly Activity:** Proposal Phase; project has been approved.
 - **Next Steps:** Implementation will begin in June.

Student Residences

- 1) **Project Initiative:** Nagel Hall Security System – Install card swipe technology to provide resident students with access to their suite/apartment space in Nagel Hall.
 - **Project Sponsor:** Mike Hiskey
 - **Target Start Date:** 02/01/2008
 - **Target Completion Date:** 07/15/2008
 - **Quarterly Activity:** Proposal Phase; project has been approved.
 - **Next Steps:** Implementation will begin as part of the Nagel Hall construction project tentatively in late April or early May.

UTS – Department of Web Development

- 1) **Project Initiative:** Serena Collage - Content Management System - Provide an enterprise-wide solution to managing DU's online presence and ensure it is consistent with the DU Branding Initiative.
 - **Project Sponsor:** Yvonne Carlson, Chip Diffendaffer; Chris Stewart
 - **Start Date:** 04/21/2006
 - **Target Completion Date:** TBD
 - **Quarterly Activity:** Project Deployment Phase; Working with AHSS, GSIS, and GSSW to complete a full website redesign and add websites to Serena Collage
 - **Next Steps:** Continue the implementation of Serena Collage throughout the University, beginning with the academic units. Begin discovery phase with other units which will include a project brief and plan. Redesign of the DU homepage is in the planning stage.