



Bi-Weekly Project Status Report
11/06/2015 – 12/04/2015

Submitted by Auxiliary Services, IT

Submitted On 12/04/2015

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1 Discovery Project Summary

Priority	Project Name	Requestor	Description
1	COL – Coliseum Website – Phase6 Enhancements	Joe Furin	Add new features such as photo gallery, photo albums, interactive discussion blog, history timeline, private events and tours page
1	TSP - Enhance Transportation website maps with safety Information	Tony Mazza	Add maps to websites containing safety information.
1	TSP – Online Daily Reservation Edits/Deletes	Tony Mazza	Update Online Daily Reservation System so that users are able to edit and delete their existing reservations (with integration to T2)
1	BKS – Mobile app for catalog	Darren James	Create a mobile app for catalog
1	HSP – Delphi Software Upgrade	Scott Reith	Upgrade existing Delphi catering application and add Customer Relationship Management (CRM)
1	HOU – Printer Account Management	Keenan Cheung	Authenticate Housing students and manage print services in Housing customer service location.
1	TSP – T2 POS Purchase and Implementation for the entrance gates	Chris Wilson	Purchase and deploy new POS terminals provided by T2
2	BKS – Additional USCard payment option on BKS website	Rehab Khouri	Add USCard payment option to the USC Bookstore website
2	COL – Mobile Website	Joe Furin	Create a mobile website for Los Angeles Memorial Coliseum & Sports Arena
2	HSP – Rewrite The Lab website	Erika Chesley	Rewrite The Lab website using the same template as The Edmondson
2	HSP – Rewrite Moreton Fig Website	Erika Chesley	Rewrite Moreton Fig website to make it similar to the Edmondson
2	HOU – Implement Meeting Room tablets	Keenan Cheung	Mount tablets to each meeting room door so requesters can view availability
3	UCP – Online Copyright Clearance Center	Darren James	Offer online solution to replace the current software that was initially written around 1990 in older version of VR, which now has limitations that either makes it impossible or difficult to incorporate new functions and to streamline daily functions with CCC.

3	HSP – Create a Mobile App	Kris Klinger	Create a mobile app for USC Hospitality
3	HOU – Create a Mobile Website	Keenan Cheung	Implement a Mobile Website for USC Housing
3	BKS – Redesign Gamble House Bookstore	Darren James	Gamble House website is changed with the new design so the bookstore would like to match the Gamble House bookstore website to the Gamble House website
3	AS Energy Consumption Data Repository	Mark Ewalt	Create a data repository to collect historical energy usage for historical/as hoc reporting purposes
3	AS – Add eCommerce to Figueroa Press	Darren James	Currently Figueroa Press users USC Bookstore’s eCommerce website to purchase books from Fig Press website. Figueroa Press would like to add eCommerce functionality to their website.
3	BKS – Update Fig Press Website	Tiffany Quon	Update Figueroa Press Website to add a section for upcoming Books
TBD	USC –Admin Ops (CAPS) Event Planning Website	Mark Ewalt	Rewrite the existing Event Planning Website, written by Admin Ops (CAPS), used by USG, FMS, DPS, Fire & Safety, USC Hospitality, USC Transportation, Campus Filming, Protocol & Events, and Student Affairs.
TBD	HOU – Integration with USCard and StarRez for Persona locks	Chris P.	Create a process to capture room card information from USCard to store in StarRez to make it available for Persona.
TBD	HOU – Reuse the student authentication middleware to enable web HBO GO access	Keenan Chang	Duplicate the Shibboleth middleware authentication process to give students HBO GO access on the web and mobile devices
TBD	SS – New Website for Trademarks & Licensing	Matt Curran	Create a new website for Trademarks & Licensing

2 Active Project Summary

Project	Project Name	Status	Assessment
3	RAD – Hotel Technology Improvement Plan	On Target	Target Project Completion Date – *Q1 2016
4	RAD – Information Digital Display	On Target	Target Project Completion Date – *Q1 2016
5	AS – 2016 Pre-Audit PCI Assessment	On Target	Target Project Completion Date – 3/30/2016
6	RAD – Guestware Integration (CRM)	On Target	Target Project Completion Date – 1/15/2016
7	BKS – POS Vendor Selection Process (RFI)	On Target	Target Project Completion Date – *Q1 2016
8	TSP – Replace T2 Payment Gateway	On Target	Target Project Completion Date – *TBD
9	HSP – ZenDesk Marketing Request System	On Target	Target Project Completion Date – 12/31/2015
10	TSP – Luke Pay Station Upgrade (EMV)	On Target	Target Project Completion Date – 12/11/2015
11	SS – AS DataMart Discovery Project	Concern	Target Project Completion Date – 12/30/15
12	HSP – Event Planning Website	On Target	Target Project Completion Date – *2016
13	BKS – Create a Mobile Friendly Website	On Target	Target Project Completion Date – 1/15/2016
14	BKS – Online Computer Store	On Target	Target Project Completion Date – 1/15/2016
15	TSP – Update Transportation App for IOS and Android	On Target	Target Project Completion Date – 1/15/2016
16	SS – Kronos Timekeeping Scheduler Module Implementation	On Target	Target Project Completion Date – 1/22/2016
17	UCP – Create a new website for EMBA	On Target	Target Project Completion Date – 2/29/2016

3 RAD – Hotel Technology Improvement Plan

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Dirk de Jong	
Start Date: 12/1/2015	Target Completion Date: *Q1 2016	
<p>Carlson Hotel group has advised Radisson Hotels of various technological changes the hotel will need to perform in order to stay current with the product life cycle, security and PCI-DSS Compliance.</p> <p>The improvement plant includes Upgrade of the Opera PMS to maintain security and PCI certification, Microsoft Browser Upgrade and replacement of the credit card readers with EMV ready hardware.</p>		
Accomplishments (for previous two weeks)		
<ul style="list-style-type: none"> Project Start 		
Planned for Next Two Week		
<ul style="list-style-type: none"> Review requirements with Opera for the application upgrade 		
Open Issues		
<ul style="list-style-type: none"> None 		
Milestones		
<ul style="list-style-type: none"> Recently Initiated 		

4 RAD – Information Digital Display

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Dirk de Jong	
Start Date: 12/1/2015		Target Completion Date: *Q1 2016	
<p>Radisson Hotel has contracted with '22 Miles' who will be responsible for implementing digital signage which would replace the exist paper printed informational boards. The new digital signage displays will enhance the delivery of the information and improve the overall customer experience.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Viewed system demo 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Review the technical architecture with Opera and how the digital signage will integrate with Opera PMS 			
Open Issues			
<ul style="list-style-type: none"> None 			
Milestones			
<ul style="list-style-type: none"> Recently initiated 			

5 AS – 2016 Pre-Audit PCI Assessment

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Frank Juarez	Business Project Owner: Dan Stimmler	
Start Date: 11/1/2015	Target Completion Date: 3/30/2016	
<p>USC is considered a level 2 Merchant and as such is required to complete an annual Payment Card Industry (PCI) yearly assessment by an external Qualified Security Assessor.</p> <p>The scope of this project is to work with all credit card processing Business Units (BKS, COL, HOU, HSP, RAD, TRX) and ensure that any new credit card processes are appropriately documented and follow PCI data security standards. Ensure all new 3.1 PCI Data Security Standards are being followed and that all PCI recurring processes are also being followed as documented and reported in previous years</p>		
Accomplishments (for previous two weeks)		
<ul style="list-style-type: none"> • Project kickoff meeting held • Established methodology for PCI requirement review 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • Set up recurring project meeting schedule 		
Open Issues		
<ul style="list-style-type: none"> • N/A 		
Milestones		
<ul style="list-style-type: none"> • N/A 		

6 RAD – Guestware Integration (CRM)

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Deepal Jayasooriya
Start Date: 10/7/2015	Target Completion Date: 1/15/2016
<p>Radisson Hotel has decided to implement a Customer Relationship Management (CRM) software from Guestware in order to improve the overall guest experience</p> <p>AS IT will be working with the vendors to implement the solution while maintaining PCI Compliance.</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Met with the NetOps team and review the technical requirements. Reviewed the integration requirements with the vendor. 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Radisson is reviewing the Guestware quote submitted by Oracle Pending direction from Radisson on the hardware purchase what will be needed for this project. 	
Open Issues	
<ul style="list-style-type: none"> N/A 	
Milestones	
<ul style="list-style-type: none"> TBD 	

7 BKS – POS Vendor Selection Process (RFI)

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																						
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Darren James																						
Start Date: 11/2/2015		Target Completion Date: *Q1 2016																						
<p>USC Bookstore has requested Auxiliary Services IT to create and submit a request for information (RFI) to USC Purchasing to replace the existing Point of Sale Solution that is currently being supported by Ratex Business Solutions.</p> <p>The first phase of this project will be the vendor selection process, which will be based on the feedback received from the RFI.</p>																								
Accomplishments (for previous two weeks)																								
<ul style="list-style-type: none"> No changes since previous update 																								
Planned for Next Two Weeks																								
<ul style="list-style-type: none"> Review the RFI with AS IT and add additional requirements if needed. Resubmit the RFI to USC Procurement Office. 																								
Open Issues																								
<ul style="list-style-type: none"> N/A 																								
Milestones																								
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>RFI Created</td> <td>11/10</td> <td>12/10</td> </tr> <tr> <td>Internal RFI Review</td> <td>12/10</td> <td>12/25</td> </tr> <tr> <td>Vendor Selection</td> <td></td> <td></td> </tr> <tr> <td>System Demo</td> <td></td> <td></td> </tr> <tr> <td>Feedback Review & Vendor Selection</td> <td></td> <td></td> </tr> <tr> <td>Finalize Vendor Selection Process</td> <td></td> <td></td> </tr> </tbody> </table>				Milestone	Start Date	End Date	RFI Created	11/10	12/10	Internal RFI Review	12/10	12/25	Vendor Selection			System Demo			Feedback Review & Vendor Selection			Finalize Vendor Selection Process		
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System Demo																								
Feedback Review & Vendor Selection																								
Finalize Vendor Selection Process																								

8 TSP – Replace T2 Payment Gateway

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala		Business Project Owner: Michelle Garcia	
Start Date: 9/9/2015		Target Completion Date: *TBD	
<p>Currently we use T2’s payment gateway for payments from the website (T2). We have been notified by T2 that their product will have an end of life soon. This project is to replace T2 payment gateway with CyberSource</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Waiting for the CyberSource account Because of the delay with CyberSource, the target completion date is moved. 			
Planned for Next Two Weeks			
<ul style="list-style-type: none"> Get a confirmation from PMO that the CyberSource account is setup. 			
Open Issues			
<ul style="list-style-type: none"> PMO has not received any update from CyberSource. Unless the account is setup, we cannot move forward. CyberSource Legal team in reviewing contact changes requested by USC 			
Milestones			
<ul style="list-style-type: none"> N/A 			

9 HSP – ZenDesk Marketing Request System

Project Description ☒ On Target ☐ Concern ☐ Warning																						
IT Project Manager: Frank Juarez	Business Project Owner: Erika Chesley																					
Start Date: 6/10/2015	Target Completion Date: 12/31/2015																					
<p>The USC Hospitality Marketing organization is responsible to provide marketing services for all Hospitality units. Currently requests come via email, phone calls, or verbally and are manually tracked.</p> <p>The purpose of this project is to implement an automated ticketing system for USC Hospitality that will be used by the Hospitality shared services teams; Marketing and Systems Support. When fully implemented this project will provide Marketing and Systems support with an automated ticketing system to track requests in a database, log service request activity, and provide reporting for all active and closed tickets.</p>																						
Accomplishments (for previous two weeks)																						
<ul style="list-style-type: none"> License utilization decision made by Business Project Owner 																						
Planned for Next Two Week																						
<ul style="list-style-type: none"> Modify system to use new project license methodology Re-test system 																						
Open Issues																						
<ul style="list-style-type: none"> N/A 																						
Milestones																						
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Scope and Initial Timeline</td> <td>7/1</td> <td>7/21</td> </tr> <tr> <td>Vendor SOW</td> <td>7/21</td> <td>8/10</td> </tr> <tr> <td>System Configuration</td> <td>8/30</td> <td>12/28</td> </tr> <tr> <td>Training</td> <td>10/9</td> <td>10/9</td> </tr> <tr> <td>User Acceptance Test</td> <td>10/9</td> <td>10/29</td> </tr> <tr> <td>Implementation</td> <td>10/29</td> <td>12/28</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Scope and Initial Timeline	7/1	7/21	Vendor SOW	7/21	8/10	System Configuration	8/30	12/28	Training	10/9	10/9	User Acceptance Test	10/9	10/29	Implementation	10/29	12/28
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Vendor SOW	7/21	8/10																				
System Configuration	8/30	12/28																				
Training	10/9	10/9																				
User Acceptance Test	10/9	10/29																				
Implementation	10/29	12/28																				

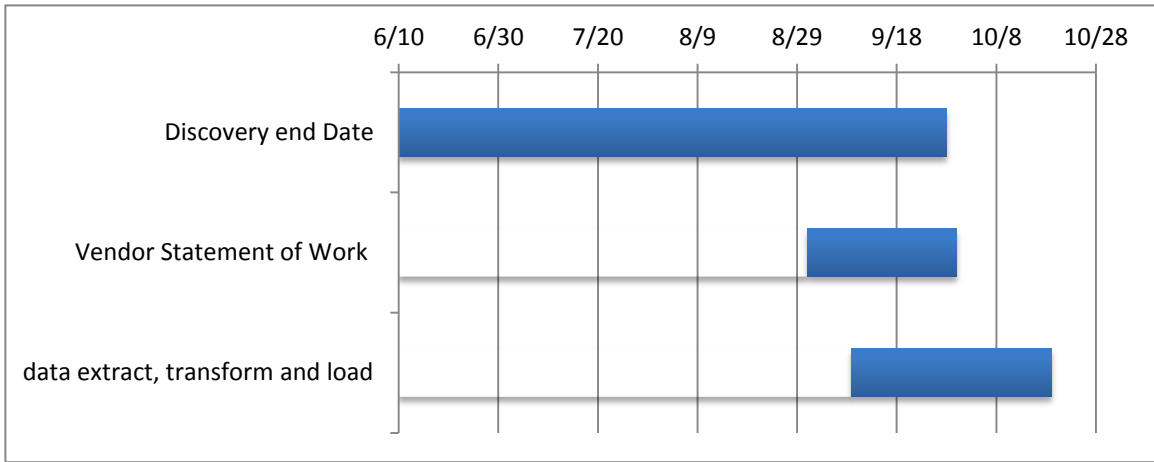
10 TSP – Luke Pay-Station Upgrade

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Gabe Badillo																
Start Date: 7/27/2015		Target Completion Date: 12/11/2015																
<p>With the upcoming Europay MasterCard Card (EVM) Liability shift USC Transportation has decided to upgrade the current dispensers with EMV ready card readers.</p> <p>EMV technology protects payments by generating a unique, one-time code needed for the transaction to be approved. This feature makes it virtually impossible to counterfeit cards, helping to eliminate fraud.</p>																		
Accomplishments (for previous two weeks)																		
<ul style="list-style-type: none"> Completed Parking Center Installation 																		
Planned for Next Two Week																		
<ul style="list-style-type: none"> During the project, it was identified that two terminals will require Solar Panels adaptors. Quote for the additional panels have been received and have been submitted for processing. Order Solar Panel adaptors. Complete the upgrade of the remaining terminals. 																		
Open Issues																		
<ul style="list-style-type: none"> N/A 																		
Milestones																		
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Milestone	Start Date	End Date																
Vendor SOW Review	7/27	8/10																
Scope Doc	8/10	9/5																
Luke Pay Station Implementation	11/24	12/11																
EMV Reader Installation	1/3	1/10																

11 SS – AS DataMart Discovery Project

Project Description		<input type="checkbox"/> On Target <input checked="" type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Mark Ewalt	
Start Date: 6/10/2015		Target Completion Date: 12/30/2015	
<p>Auxiliary Services management has expressed a desire to create a flexible reporting environment that will take data from Auxiliary Services source systems and load it into a flexible reporting data environment.</p> <p>The scope of this project is to work with a consulting organization (Data41) to perform discovery on the various data sources for Auxiliary Services and to create a detailed plan and tools recommendation to build an Auxiliary Services DataMart Reporting environment. The initial target data sources for the first phase of this project are the Agilysys POS, KRONOS timekeeping, and CAPS cost of goods system.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Development Environment documentation • KRONOS download configured (manual) 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Create intermediate data structures for Extract, Transform and Load • Publish updated phase 1 project plan 			
Open Issues			
<ul style="list-style-type: none"> • Discovery has highlighted data availability issues for many of the source systems. Team to resolve availability issues or re-scope project. 			

Milestones



12 HSP – Event Planning Website

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																
IT Project Manager: Sonali Bodiwala	Business Project Owner: Angela DiBenedetto															
Start Date: 5/15/2015	Target Completion Date: *2016															
<p>Create a new website for Hospitality to manage event planning, to streamline the process. Events are created from Admin Ops website. Currently, hospitality manages these events manually through individual email client, which makes it difficult to audit/track events and missing information.</p>																
Accomplishments (for previous two weeks)																
<ul style="list-style-type: none"> Created scope and requirements document Reviewed with some owners Met with EMS team to review changes needed and to discuss API 																
Planned for Next Two Week																
<ul style="list-style-type: none"> Meet with the remaining owners to get their sign off on the scope document After final signoff from the owners, send the scope document to all stakeholders Send the document to Design Studio for wireframes once scope is approved 																
Open Issues																
<ul style="list-style-type: none"> N/A 																
Milestones																
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Task</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Gather requirements from all stakeholders</td> <td>8/24</td> <td>11/12</td> </tr> <tr> <td>Create Scope and Requirements documentation</td> <td>11/12</td> <td>12/2</td> </tr> <tr> <td>Work with Design Studio for wireframes and mockups</td> <td>12/2</td> <td>12/22</td> </tr> <tr> <td>Begin Development</td> <td>12/22</td> <td>1/11</td> </tr> </tbody> </table>		Task	Start Date	End Date	Gather requirements from all stakeholders	8/24	11/12	Create Scope and Requirements documentation	11/12	12/2	Work with Design Studio for wireframes and mockups	12/2	12/22	Begin Development	12/22	1/11
Task	Start Date	End Date														
Gather requirements from all stakeholders	8/24	11/12														
Create Scope and Requirements documentation	11/12	12/2														
Work with Design Studio for wireframes and mockups	12/2	12/22														
Begin Development	12/22	1/11														

13 BKS – Create a Mobile Friendly Website

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																						
IT Project Manager: Sonali Bodiwala	Business Project Owner: Holly Bedwell																					
Start Date: 5/1/2015	Target Completion Date: 1/15/2016																					
<p>With the recent changes on 4/21 to Google’s search engine, if a website is not ‘mobile friendly’, it may not show up on Google’s search results or may be displayed with lower score.</p> <p>The Scope of this project is to create a mobile friendly website for USC Bookstore.</p>																						
Accomplishments (for previous two weeks)																						
<ul style="list-style-type: none"> Due to resource availability at the bookstore for additional testing, identified another resource to assist with functional testing. 																						
Planned for Next Two Week																						
<ul style="list-style-type: none"> Receive feedback from the bookstore if there are any functional issues. 																						
Open Issues																						
<ul style="list-style-type: none"> Resource availability at the bookstore 																						
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<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Development</td> <td>8/11</td> <td>10/10</td> </tr> <tr> <td>QA</td> <td>10/10</td> <td>10/30</td> </tr> <tr> <td>Bug fixes</td> <td>10/30</td> <td>11/19</td> </tr> <tr> <td>QA after bug fixes</td> <td>11/19</td> <td>12/9</td> </tr> <tr> <td>Prepare Live Environment</td> <td>12/9</td> <td>12/29</td> </tr> <tr> <td>Go Live</td> <td>12/29</td> <td>1/18</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Development	8/11	10/10	QA	10/10	10/30	Bug fixes	10/30	11/19	QA after bug fixes	11/19	12/9	Prepare Live Environment	12/9	12/29	Go Live	12/29	1/18
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QA	10/10	10/30																				
Bug fixes	10/30	11/19																				
QA after bug fixes	11/19	12/9																				
Prepare Live Environment	12/9	12/29																				
Go Live	12/29	1/18																				

14 BKS – Online Computer Store

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																			
IT Project Manager: Sonali Bodiwala	Business Project Owner: Rehab Khouri																		
Start Date: 04/24/2015	Target Completion Date: 1/15/2016																		
<p>Computer Store would like to sell apple products online where customers will be required to enter a 10 digit USCID or the year they graduated for record purposes. At this time the gathered information will not be verified by the computer store.</p> <p>The look and feel will not change for the website in this phase.</p>																			
Accomplishments (for previous two weeks)																			
<ul style="list-style-type: none"> Bookstore working with RBS to resolve issue (related to serial number) 																			
Planned for Next Two Week																			
<ul style="list-style-type: none"> Waiting for Bookstore to finish testing 																			
Open Issues																			
<ul style="list-style-type: none"> Delay with RBS and availability at the bookstore due to holiday rush 																			
Milestones																			
<table border="1"> <thead> <tr> <th>Task</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Users to add/edit content in UPG</td> <td>8/11</td> <td>10/30</td> </tr> <tr> <td>Users to fulfill orders in UPG</td> <td>10/30</td> <td>11/19</td> </tr> <tr> <td>Users to review picklist to send content for...</td> <td>11/19</td> <td>12/9</td> </tr> <tr> <td>Web Team to update email templates</td> <td>12/9</td> <td>12/29</td> </tr> <tr> <td>Prep VR & Go Live</td> <td>12/29</td> <td>1/18</td> </tr> </tbody> </table>		Task	Start Date	End Date	Users to add/edit content in UPG	8/11	10/30	Users to fulfill orders in UPG	10/30	11/19	Users to review picklist to send content for...	11/19	12/9	Web Team to update email templates	12/9	12/29	Prep VR & Go Live	12/29	1/18
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Prep VR & Go Live	12/29	1/18																	

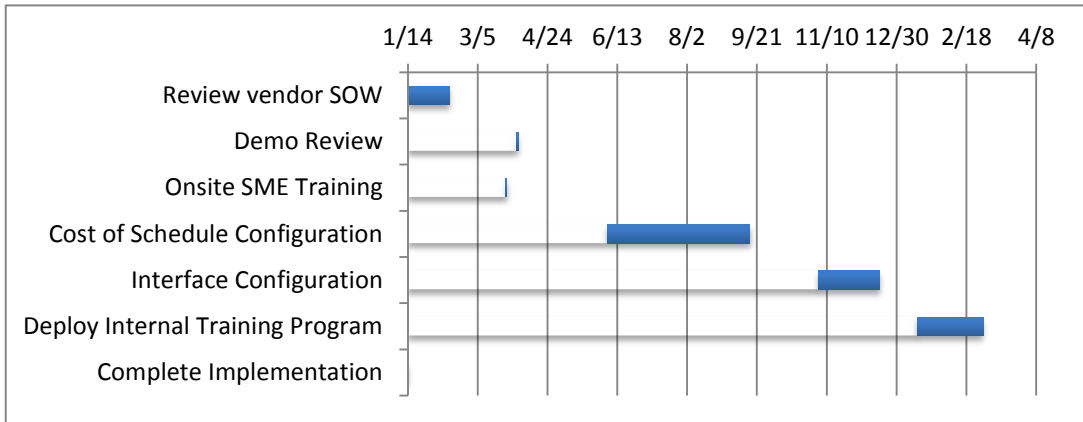
15 TSP – Update Transportation App for iOS and Android

Project Description ☒ On Target ☐ Concern ☐ Warning	
IT Project Manager: Sonali Bodiwala	Business Project Owner: Tony Mazza
Start Date: 3/1/2015	Target Completion Date: 1/15/2016
Add HSC routes, additional functionality (metro, metrolink, LADOT integration, redesign, optimize for new devices)	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • iOS app sent for user testing • Android development completed • IT testing android App 	
Planned for Next Two Week	
<ul style="list-style-type: none"> • Receive signoff from users to launch iOS app • Once iOS app is approved, send to iTunes App Store • Release android app to users to test and get their signoff 	
Open Issues	
<ul style="list-style-type: none"> • N/A 	
Milestones	
<p>8/18/15 9/7/15 9/27/15 10/17/15 11/6/15 11/26/15 12/16/15 1/5/16 1/25/16</p> <ul style="list-style-type: none"> Send iOS App to users to test iOS 9 and CMS changes Send iOS App to users to test work on user feedback Send iOS App to users to test Launch iOS App Begin Android Dev Send Android App to users to test Launch Android App 	

16 SS – KRONOS Timekeeping – Scheduler Module Implementation

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Barbara Sladeck	
Start Date: 1/14/2015		Target Completion Date: 1/22/2016	
<p>The AS business units have a complex and dynamic work schedule process. There is a need to have greater visibility for both the planning of work schedules and to dynamically assign employees to these schedules.</p> <p>The scope of this project is to work with the AS IT Payroll team to define requirements and to implement the KRONOS work-scheduling package. This will include updating of the KRONOS timekeeping system and the time clocks to integrate with this new functionality</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Reviewed Interface changes and schedule a follow up discussion • HSP Pilot team has reviewed the pilot and identified issues during the initial test. The unit cannot fully test the pilot until the interface work has been completed • Reviewed the implementation timeline with the training team and will publish a tentative implementation schedule. 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Schedule a follow up meeting with the Interface consultant and review the requirements • Review ongoing changes with the application consultant • Prepare a training schedule 			
Open Issues			
<ul style="list-style-type: none"> • Interface changes need to be fully implemented prior to the Hospitality team can begin testing again. 			

Milestones



17 UCP – Create a new website for EMBA

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning 																									
IT Project Manager: Sonali Bodiwala	Business Project Owner: Darren James																								
Start Date: 4/23/2014	Target Completion Date: 2/29/2016																								
Create a new website for EMBA																									
Accomplishments (for previous two weeks)																									
<ul style="list-style-type: none"> No Changes since the previous update 																									
Planned for Next Two Weeks																									
<ul style="list-style-type: none"> Web tem to start working on resolving issues 																									
Open Issues																									
<ul style="list-style-type: none"> N/A 																									
Milestones																									
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>IT to fix the look and feel for the download...</td> <td>10/10</td> <td>10/10</td> </tr> <tr> <td>IT to fix the large file size issue</td> <td>10/10</td> <td>10/10</td> </tr> <tr> <td>IT to fix Safari/IE/Chrome/Firefox look and...</td> <td>11/19</td> <td>11/19</td> </tr> <tr> <td>Users to QA - includes testing front end, back...</td> <td>12/29</td> <td>2/7</td> </tr> <tr> <td>Receive final signoff</td> <td>2/7</td> <td>2/7</td> </tr> <tr> <td>Prepare production environment</td> <td>2/7</td> <td>2/7</td> </tr> <tr> <td>Go Live</td> <td>2/7</td> <td>2/7</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	IT to fix the look and feel for the download...	10/10	10/10	IT to fix the large file size issue	10/10	10/10	IT to fix Safari/IE/Chrome/Firefox look and...	11/19	11/19	Users to QA - includes testing front end, back...	12/29	2/7	Receive final signoff	2/7	2/7	Prepare production environment	2/7	2/7	Go Live	2/7	2/7
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Prepare production environment	2/7	2/7																							
Go Live	2/7	2/7																							

18 SS – KRONOS (Purchase & Implementation of additional time-clocks)

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Barbara Sladeck	
Start Date: 3/27/2015		Target Completion Date: **Completed**	
<p>Through a recent audit report, it has been identified that there is a need to install additional Kronos clocks throughout the Hospitality and Housing business unit.</p> <p>The goals of this project are to assess, quote, and implement additional time-clocks needed for operations Housing and Hospitality</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Completed electrical Installation Completed data activation 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Complete Kronos clock installation and registration 			
Open Issues			
<ul style="list-style-type: none"> N/A 			
Milestones			

19 BKS – VR P2PE Pin Pad Implementation

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning													
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Darren James													
Start Date: 7/27/2015		Target Completion Date: Q3 **On Hold**													
<p>Ratex Business Solutions RBS has informed USC that they will be offering a modular Point-2-Point-Ecryption (P2PE) solution for their Visual Ratex POS solution</p> <p>Some of the spoils of moving to P2PE solutions are the reduction of PCI scope and exposure. With the Implementation of P2PE pin pad terminals USC Bookstore will be able to reduce its PCI complexity from a Level D (most complex) to a medium level complexity</p>															
Accomplishments (for previous two weeks)															
<ul style="list-style-type: none"> • Project Start • Meet with business unit to review proposal 															
Planned for Next Two Week															
<ul style="list-style-type: none"> • Review feedback with the vendor and discuss implementation timeline 															
Open Issues															
<ul style="list-style-type: none"> • N/A 															
Milestones															
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Vendor SOW Review</td> <td>7/27</td> <td>8/16</td> </tr> <tr> <td>Vision & Scope Doc</td> <td>8/16</td> <td>9/5</td> </tr> <tr> <td>Implementation</td> <td>12/14</td> <td>1/3</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Vendor SOW Review	7/27	8/16	Vision & Scope Doc	8/16	9/5	Implementation	12/14	1/3
Milestone	Start Date	End Date													
Vendor SOW Review	7/27	8/16													
Vision & Scope Doc	8/16	9/5													
Implementation	12/14	1/3													

20 SS – Disaster Recovery Program

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Mark Ewalt	
Start Date: 4/1/2014		Target Completion Date: 9/15/2014 **On Hold**	
<p>Currently the AS IT team backs up data from our storage devices and file servers to a local SAN device located in the Carol Little building. Although having data backups gives us some capability for recovering any lost data it does not give us the ability to recover data and resume systems operations if the Carol Little building or the ITS data center is compromised or unable to function due to local emergencies effecting its operations.</p> <p><u>AS IT Disaster Recovery Program Description</u></p> <p>This program will limit the disruption to our Auxiliaries organization in the wake of a disaster or other critical outage. This plan once fully implemented will allow the organization to quickly resume mission-critical functions, and minimize the negative effects of a disaster. These file servers; storage devices and other critical system will be located at our offsite co-location facility located in Arizona.</p> <p><u>Benefits</u></p> <ul style="list-style-type: none"> • Restoration of Servers. • Restoration of Network Storage devices • Restoration of critical Business Systems. • Re-provisioning of the Auxiliaries Local Area Network to meet the immediate business needs. • Minimize the down time during any disaster or critical outage. 			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Continue configuration of replication sites • Requested switch replacement configuration from ITS • Replace faulty switch at SunGard, AZ • Continue replication testing and confirm functionality • Begin initial Technical documentation 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • ** Due to project resource availability and higher priorities this project is being temporarily put on hold ** 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

21 ASIT – Asset Management (Absolute Manage)

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Mark Ewalt	
Start Date: 4/1/2013		Target Completion Date: TBD **On Hold**	
<p>As part of University requirements, Auxiliary Services IT will implement a computer asset management program.</p> <p>The goal of this project is to implement a product to both manage hardware and software inventory, as well as physically track hardware throughout its useful life. This product will also provide ASIT with a patch management and group policy management tool, which will also be rolled out during this project.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Proof of concept server installed • Absolute Manage software installed • Configure administrative accounts for Systems Analyst access • Configure Proof of Concept client installations 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • The Asset Management solution has been changed to Cisco’s Meraki product • Meraki installation verification on all Aux devices • Creation of Meraki audit/exception reports for use by ASIT • Management and Support strategy draft creation 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

22 Archived Project Summary

Priority	Project Name	Requestor	Description
N/P	AS – Radio System Discovery Project (HSP, BKS, HOU, TSP, RAD, COL)	Mark Ewalt	DPS is discontinuing support of the current radio system. Perform discovery to determine usage of system by AS BU’s and suggest replacement projects.
N/P	COL – USC Network Usage Infrastructure Policy Map and Gap	Joe Furin	To prepare for the upcoming University audit perform an Internal assessment of adherence to SC policy and create a remediation list to be Prioritized by the COL
N/P	AS - USC Network Infrastructure Usage Policy pre-audit remediation (BKS, HSP, TSP, HOU, RAD)	Mark Ewalt	To prepare for upcoming University audit perform internal (AS IT) audit of remainder of business units for compliance to USC IT policy
N/P	HR – HR Website	Barbara Sladeck	Create a new website for HR
N/P	BKS – Create separate websites for Stanford, San Fran State and others to replace OsCommerce	Darren James	Create separate websites for schools to offer functionality to replace OsCommerce
N/P	RAD – Rewrite Rosso’s Website	Erika Chesley	Rewrite Rosso’s website to make it similar to the Edmondson
N/P	HSP – Rewrite Traditions Website	Erika Chesley	Rewrite Traditions website to make it similar to the Edmondson
N/P	HSP – Rewrite McKay’s Website	Erika Chesley	Rewrite McKay’s website to make it similar to the Edmondson
N/P	HSP – Rewrite UrbnMrkt Website	Erika Chesley	Rewrite McKay’s website to make it similar to the Edmondson
N/P	HSP – Expand URBNMRKT Landing Page to Website	Erika Chesley	Expand the existing single landing page for URBNMRKT into a complete, standalone website.
N/P	ADM – Automate Payroll Feed from Payroll to Accounting	Dave Racewicz	Automate the process so the feed from AIS is automatically converted into the data HR, the Controllers, and the Directors can use.
N/P	BKS – Sales Tax Table Integration Project	Marissa Tan	The ability to modify the backend so the process will update the sales tax according to shipper’s zip code for the states we can collect sales tax.

N/P	BKS – Mobile Applications for USC Bookstores	Darren James	Develop one or more applications using mobile technologies
N/P	TSP – Interactive displays at UPC Bus Stops	Michelle Garcia	Implement KIOSKs at selected bus stops displaying bus route information
N/P	Create/Update Commencement Website	Mark Ewalt	Create a new website or update the bookstore website to streamline ordering from Herf Jones for Commencement
N/P	BKS – Figueroa Press Rewrite	Mark Ewalt	Rewrite of Figueroa Press website.
N/P	TSP – Implement QR Functionality	Michelle Garcia	Begin using QR for marketing at Transportation locations.
N/P	HSP – Norris Healthcare Center POS Implementation	Kris Klinger	Implement POS solution at the NHC
N/P	ASIT – Arc-Sight Log Depository Implementation	Frank Juarez	Implement System Log archival solution for Auxiliary Services.
N/P	COL – Coliseum USCard Implementation	Joe Furin	Implement a process to accept USCard at the Coliseum
N/P	TSP – Flex/AIS Integration for IR	Noel Aguilar	When parking permits are issued against interdepartmental requisitions, the posting to both AIS and Flex is manual and managed separately.