

Bi-Weekly Project Status Report
2/26/2016 – 3/11/2016

Submitted by Auxiliary Services, IT

Submitted On 3/11/2016

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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	HSP – Add POS terminals to University Club and Calamari Café	Dirk de Jong	Purchase and implement necessary POS hardware for HSP operations.
1	BKS – Apple DEP Integration	Rehab Khouri	Integrate RBS with Apple’s Device Enrollment Program
1	AS IT Asset management	Frank Juarez	Work with Business Units and Accounting to implement a Asset management program
1	HOU - Create a Mobile Website for Housing	Keenan Cheung	Implement a mobile website for USC Housing
1	HSP/BKS – Sprinkles ATM Installation	David Corral/Fabian Garcia	Work with Sprinkles to install a walk up “ATM” (Kiosk) to sell cupcakes outside the Bookstore. This is a joint venture between the HSP and BKS
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	HOU – Printer Account Management	Keenan Cheung	Authenticate Housing students and manage print services in Housing customer service location.
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	HR – Create a new website for AUX Careers	Barbara Sladeck	The aux careers page on aux.usc.edu needs a revamp. Create a new website for AUX Careers.
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	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 – 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	AS IT – Disaster Recovery (DR) Planning	On Target	Target Project Completion Date – 12/31/2016
4	AS – Auxiliaries IT Business Continuity Plan (BCP)	On Target	Target Project Completion Date – 3/31/2016
5	RAD – Delphi Implementation	On Target	Target Project Completion Date – *Q2 2016
6	RAD – Information Digital Display Implementation	Concern	Target Project Completion Date – 3/31/2016
7	BKS – POS Vendor Selection Process (RFI)	On Target	Target Project Completion Date – *Q2 2016
8	AS – 2016 Pre-Audit PCI Assessment	On Target	Target Project Completion Date – 3/30/2016
9	TSP – Replace T2 Payment Gateway	Concern	Target Project Completion Date – *TBD
10	SS – AS DataMart Discovery Project	Concern	Target Project Completion Date – 4/30/15
11	HSP – Event Planning Website	On Target	Target Project Completion Date – 3/31/2016
12	BKS – Create a Mobile Friendly Website	On Target	Target Project Completion Date – 4/30/2016
13	BKS – Online Computer Store	On Target	Target Project Completion Date – 4/30/2016
14	TSP – Update Transportation App for IOS and Android	On Target	Target Project Completion Date – 4/30/2016
15	SS – Kronos Timekeeping Scheduler Module Implementation	On Target	Target Project Completion Date – 6/20/2016
16	RAD – Guestware (CRM) Integration	On Target	Target Project Completion Date – Q3

3 ASIT – Disaster Recovery Planning

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																			
IT Project Manager: Salvador Manzo	Business Project Owner: Frank Juarez																		
Start Date: 1/1/16	Target Completion Date: 12/31/16																		
<p>As part of the University’s global Business Continuity Planning initiative, develop and test a data recovery plan for primary services and storage. Phases include – (1) deploying and testing a global backup solution for ASIT servers, (2) deploying and testing a remote monthly backup replication system at the SunGard Arizona facility, and (3) testing bare metal restore capabilities.</p>																			
Accomplishments (for previous two weeks)																			
<ul style="list-style-type: none"> • Add storage to backup solution • Install agents for primary file server cluster 																			
Planned for Next Two Week																			
<ul style="list-style-type: none"> • Test backup and restore functionality of file server cluster • Add Hyper-V server cluster agents • Verify backup processing of Hyper-V cluster storage • Prioritize line of business, non-clustered servers for agent deployment • Publish line of business, non-clustered servers projected agent deployment calendar (3/18 target) 																			
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>Install and onfigure local storage</td> <td>1/1/16</td> <td>7/19/16</td> </tr> <tr> <td>Deploy and test server agents</td> <td>1/1/16</td> <td>7/19/16</td> </tr> <tr> <td>Install and configure Sungard backup</td> <td>1/1/16</td> <td>7/19/16</td> </tr> <tr> <td>Install and configure SEP Bare Metal</td> <td>7/19/16</td> <td>2/4/17</td> </tr> <tr> <td>Long Term Planning</td> <td>7/19/16</td> <td>4/15/19</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Install and onfigure local storage	1/1/16	7/19/16	Deploy and test server agents	1/1/16	7/19/16	Install and configure Sungard backup	1/1/16	7/19/16	Install and configure SEP Bare Metal	7/19/16	2/4/17	Long Term Planning	7/19/16	4/15/19
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Long Term Planning	7/19/16	4/15/19																	

4 AS – Auxiliaries IT Business Continuity Plan (BCP)

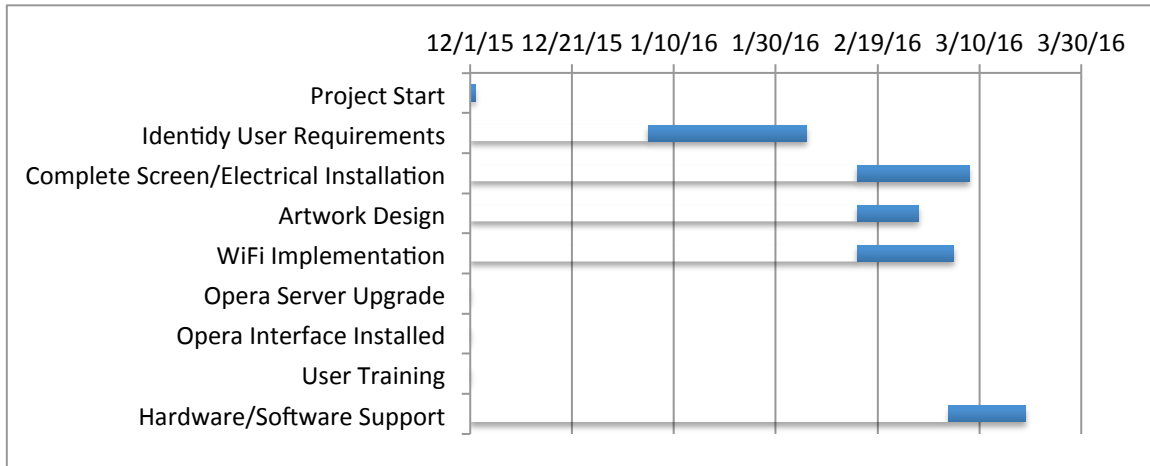
Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Mark Ewalt	
Start Date: 2/29/2016	Target Completion Date: 3/31/2016	
<p>University has recently passed an initiative for departments to create a business continuity plan (BCP) and an IT disaster recovery plan (DRP).</p> <p>The Purpose of this project is to prepare and update documentation that would support the overall Aux BCP.</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 existing BCP Begin updating documentation Meet with business units and review their BCP 		
Open Issues		
<ul style="list-style-type: none"> N/A 		
Milestones		
<ul style="list-style-type: none"> TBD 		

5 RAD – Delphi 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: Dirk de Jong																			
Start Date: 12/1/2015		Target Completion Date: *Q2 2016																			
<p>The Radisson Mid-Town Hotel has requested AS IT to implemented a Delphi catering solution. In addition, the scope of the implementation will extend to University Park and Health & Science Campuses. The project will involve the implementation of one catering solutions that would be visible to other catering departments within USC Hospitality.</p>																					
Accomplishments (for previous two weeks)																					
<ul style="list-style-type: none"> Received quote from Newmarket International 																					
Planned for Next Two Week																					
<ul style="list-style-type: none"> Pending budget review from the hotel Received Delphi/Opera Interface quote from Oracle Aux IT to review the quote with Oracle regarding hardware clarification. 																					
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>Project Start</td> <td>12/1</td> <td>1/10</td> </tr> <tr> <td>Discovery</td> <td>1/10</td> <td>2/19</td> </tr> <tr> <td>Demo</td> <td>2/19</td> <td>2/19</td> </tr> <tr> <td>User Requirements</td> <td>2/19</td> <td>3/10</td> </tr> <tr> <td>Proposal Review</td> <td>3/10</td> <td>3/30</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Project Start	12/1	1/10	Discovery	1/10	2/19	Demo	2/19	2/19	User Requirements	2/19	3/10	Proposal Review	3/10	3/30
Milestone	Start Date	End Date																			
Project Start	12/1	1/10																			
Discovery	1/10	2/19																			
Demo	2/19	2/19																			
User Requirements	2/19	3/10																			
Proposal Review	3/10	3/30																			

6 RAD – Information Digital Display Implementation

Project Description <input type="checkbox"/> On Target <input checked="" 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: 3/31/2016
<p>With the need to replace the existing “Informational Stands” that display daily meeting, conference and banquet rooms information, Radisson Hotel contracted with AVI and 22Miles to implement digital signage software that would allow the hotel staff to manage the information via digital screens. Additionally, AVI has been contracted as well to install the necessary hardware for the digital display. 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"> • Completed Digital Screen and electrical Installation • Completed & Tested Switch and AP Installation • Approved Portrait Content • Installed signage software on user desktops • Install A/V on media players 	
Planned for Next Two Week	
<ul style="list-style-type: none"> • AVI will complete media player installation and test Wi-Fi and content • 22Miles will be conducting training for users who will be managing the system. • The hotel is looking into implementing a catering solution ‘Delphi’ from Newmarket Int. that offers an interface between the catering module and the signage software. Aux IT and the hotel will be reviewing the details with both Newmarket and 22Miles. 	
Open Issues	
<ul style="list-style-type: none"> • Received Opera PMS upgrade quote from Oracle, but the upgrade is not yet released due to bugs identified in the system. • Oracle is recommending to move Opera PMS to SaaS under Oracle support. • The hotel will need a Carlson approval to keep the Opera server on premise. Carlson has initiated a request to their senior management for the approval. • The hotel will be updating the screen manually until the upgrade and interface issue is resolved. 	
Milestones	



7 BKS – POS Vendor Selection Process (RFI)

Project Description ☒ On Target ☐ Concern ☐ Warning																						
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Darren James																					
Start Date: 11/2/2015	Target Completion Date: *Q2 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"> Completed the RFI based on new requirements. 																						
Planned for Next Two Weeks																						
<ul style="list-style-type: none"> Complete review of the new RFI and submit it to USC Purchasing 																						
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>1/19</td> </tr> <tr> <td>Vednot 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	1/19	Vednot Selection			System Demo			Feedback Review & Vendor Selection			Finalize Vendor Selection Process		
Milestone	Start Date	End Date																				
RFI Created	11/10	12/10																				
Internal RFI Review	12/10	1/19																				
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System Demo																						
Feedback Review & Vendor Selection																						
Finalize Vendor Selection Process																						

8 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"> • Successfully completed Pre-Audit Conference call for Transportation • Began working on remediation items for the Bookstore, Radisson, and Hospitality units 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • On site audit meeting for Transportation • Begin planning for Phase 3 Audit proceedings 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			
Milestones			
<ul style="list-style-type: none"> • N/A 			

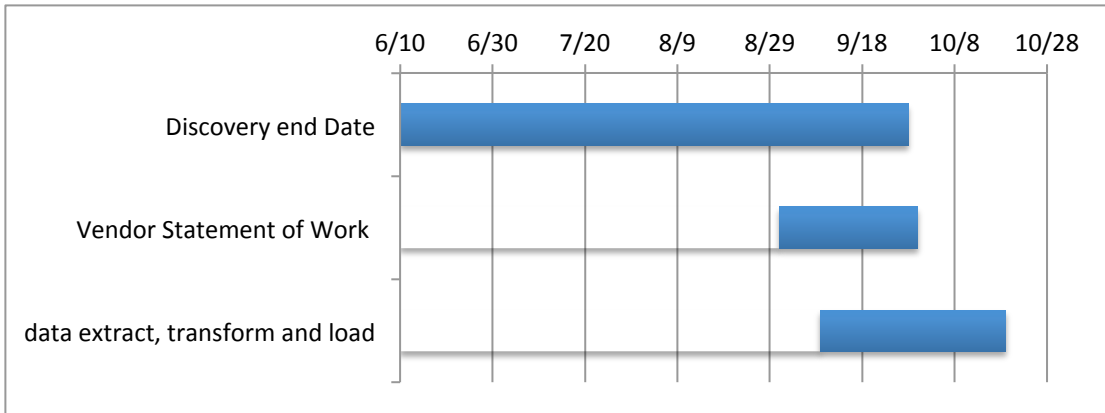
9 TSP – Replace T2 Payment Gateway

Project Description <input type="checkbox"/> On Target <input checked="" 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"> • USC Legal provided feedback to Cybersource; the document is in the second round for review. • Cybersource has decided to seek one University wide contract vs. departmental contract. In addition, Cybersource has been non-responsive to several emails initiated by IT and the Procurements Office. • Because of the delay with CyberSource, the target completion date is moved. Ruben will continue to work with the Procurement Office and get this action remediated, but in the meantime, we will set up a meeting with T2 to review other options. 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • Waiting for the CyberSource account. • Set up a meeting with T2. 	
Open Issues	
<ul style="list-style-type: none"> • 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 	

10 SS – AS DataMart Discovery Project

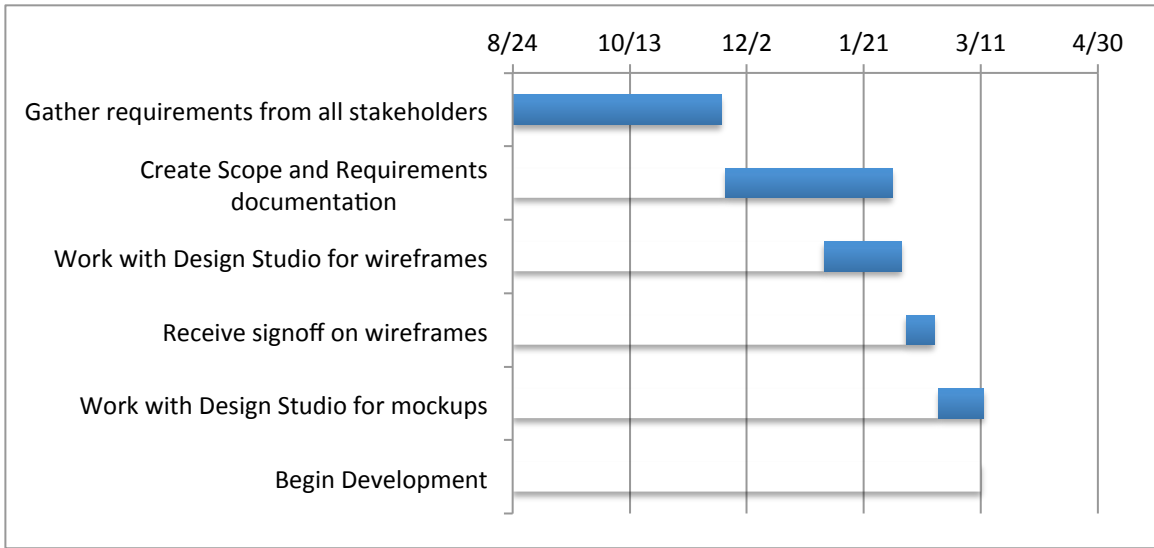
Project Description <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez	Business Project Owner: Mark Ewalt
Start Date: 6/10/2015	Target Completion Date: 4/30/2016
<p>Auxiliary Services management has expressed 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"> • Received updated POC estimates from Data41 • Received data samples from Tapingo • Assigned resources from ITS to complete VPN connection for Production Azure 	
Planned for Next Two Week	
<ul style="list-style-type: none"> • Meet with Tapingo to finalize data extract requirement • Implement Tapingo ETL in development environment • Receive SOW from Data41 for phase II 	
Open Issues	
<ul style="list-style-type: none"> • ITS has reassigned resources for the Azure USCNet connectivity to other projects. These resources are needed to complete the secure connection for our production server implementation • Agilysys has not yet began daily updates with no target date identified 	

Milestones



11 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: 3/21/2016	
<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"> Received map of Hahn Plaza from FMS. 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Go-Live date is scheduled for 3/21 			
Open Issues			
<ul style="list-style-type: none"> N/A 			
Milestones			
<ul style="list-style-type: none"> N/A 			



12 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: 4/30/2016																						
<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"> Because, there are 2 projects packaged together (Online Computer Store & Mobile Site), after discussing with the bookstore, both of these projects to go live together to avoid any issues. 																								
Planned for Next Two Week																								
<ul style="list-style-type: none"> Work with the Bookstore to get the Computer Store online. 																								
Open Issues																								
<ul style="list-style-type: none"> N/A 																								
Milestones																								
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Milestone	Start Date	End Date																						
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QA	9/30	10/14																						
Bug fixes	10/14	11/19																						
QA after bug fixes	11/19	2/27																						
Prepare Live Environment	4/17	4/17																						
Go Live	4/17	4/17																						

13 BKS – Online Computer Store

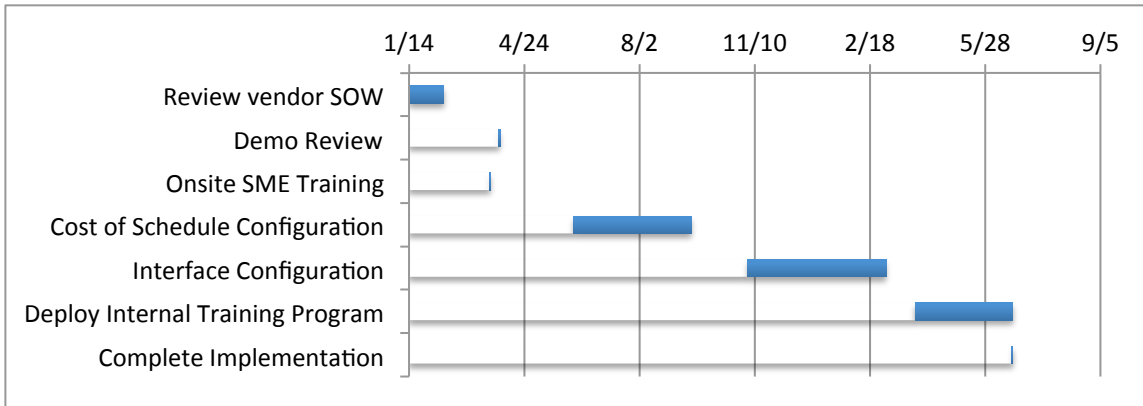
Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																						
IT Project Manager: Sonali Bodiwala	Business Project Owner: Rehab Khouri																					
Start Date: 04/24/2015	Target Completion Date: 4/30/2016																					
<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"> RBS issues resolved related to serialization Target launch date is changed to 4/30 as requested by the bookstore. 																						
Planned for Next Two Week																						
<ul style="list-style-type: none"> Go-Live date is scheduled for 3/21 																						
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>Milestone</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>11/19</td> </tr> <tr> <td>Users to review picklist to send content for Web Team to update email templates</td> <td>8/11</td> <td>11/19</td> </tr> <tr> <td>RBS to resolve bug related to serial numbers</td> <td>11/19</td> <td>1/8</td> </tr> <tr> <td>Users to fulfill orders in UPG</td> <td>1/8</td> <td>4/17</td> </tr> <tr> <td>Get User Signoff</td> <td>4/17</td> <td>6/6</td> </tr> <tr> <td>Prep VR & Go Live</td> <td>6/6</td> <td>6/6</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Users to add/edit content in UPG	8/11	11/19	Users to review picklist to send content for Web Team to update email templates	8/11	11/19	RBS to resolve bug related to serial numbers	11/19	1/8	Users to fulfill orders in UPG	1/8	4/17	Get User Signoff	4/17	6/6	Prep VR & Go Live	6/6	6/6
Milestone	Start Date	End Date																				
Users to add/edit content in UPG	8/11	11/19																				
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Users to fulfill orders in UPG	1/8	4/17																				
Get User Signoff	4/17	6/6																				
Prep VR & Go Live	6/6	6/6																				

14 TSP – Update Transportation App for iOS and Android

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																															
IT Project Manager: Sonali Bodiwala	Business Project Owner: Tony Mazza																														
Start Date: 3/1/2015	Target Completion Date: 4/30/2016																														
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"> TSP user started testing the app 																															
Planned for Next Two Week																															
<ul style="list-style-type: none"> Set up a meeting with user to review the feedback and make necessary changes 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"> Due to resource availability, the target completion date is moved to 4/30 																															
Milestones																															
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Launch Android App	12/8	12/15																													

15 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: 6/20/2016	
<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"> • Updated Kronos application to a supported version of Java in Dev. • Pilot Team tested the downgrade of Firefox and Java • Provided Implementation Timeline 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • Continue testing the Interface • Install and test Firefox 41 and Java update on Aux Payroll Team machines and test the application including the issue related to the software crashing. • Review proposed implementation timeline. • Submit the proposed break posting schedule to compliance for review and approval • Testing and user Sign-Off • First location Go-Live is scheduled for 3/28/2016 		
Open Issues		
<ul style="list-style-type: none"> • N/A 		
Milestones		



16 RAD – Guestware Integration (CRM)

Project Description ☒ On Target ☐ Concern ☐ Warning																
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Deepal Jayasooriya															
Start Date: 10/7/2015	Target Completion Date: *Q3															
<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"> Quote received for cloud option 																
Planned for Next Two Weeks																
<ul style="list-style-type: none"> Meet with the hotel and compare cloud vs. hosted option 																
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>SOW Review</td> <td>1/18</td> <td>1/28</td> </tr> <tr> <td>Budget Review</td> <td>1/18</td> <td>3/28</td> </tr> <tr> <td>Schedule Implementation</td> <td>-</td> <td>-</td> </tr> <tr> <td>Implementation Complete</td> <td>-</td> <td>-</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	SOW Review	1/18	1/28	Budget Review	1/18	3/28	Schedule Implementation	-	-	Implementation Complete	-	-
Milestone	Start Date	End Date														
SOW Review	1/18	1/28														
Budget Review	1/18	3/28														
Schedule Implementation	-	-														
Implementation Complete	-	-														

17 TSP – T2 Point-of-Sale Deployment

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: 12/12/2015		Target Completion Date: **Completed**																
<p>During the past several years USC Transportations has been utilizing a “home built” Point-of-Sale (POS) system at the UPC and HSC Gate entrances. With the need to replace existing cash registers and the non-supported POS terminal, USC Transportation has made a decision to purchase complete POS terminals from T2.</p> <p>The scope of this project is to purchase Point-of-Sale terminals from T2, have NetOps team inspect the hardware, inventory and install the necessary software on the terminals. Terminals will be deployed based on a scheduled accepted by the business unit.</p>																		
Accomplishments (for previous two weeks)																		
<ul style="list-style-type: none"> Project Complete 																		
Planned for Next Two Week																		
<ul style="list-style-type: none"> N/A 																		
Open Issues																		
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Milestone	Start Date	End Date																
Purchase and take delivery of the hardware	12/12/2015	1/31/2016																
Build a deployment schedule	1/31/2016	2/10/2016																
Testing	2/10/2016	2/20/2016																
Completed POS Deployment	2/20/2016	3/1/2016																

18 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-Encryption (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"> • **Reviewing other POS solutions** 													
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>11/24</td> <td>12/14</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Vendor SOW Review	7/27	8/16	Vision & Scope Doc	8/16	9/5	Implementation	11/24	12/14
Milestone	Start Date	End Date											
Vendor SOW Review	7/27	8/16											
Vision & Scope Doc	8/16	9/5											
Implementation	11/24	12/14											

19 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 			

20 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.