

Bi-Weekly Project Status Report
3/25/2016 – 4/8/2016

Submitted by Auxiliary Services, IT

Submitted On 4/8/2016

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1 Discovery Project Summary

Project Name	BU	Requestor	Description	Priority
Coliseum Website -Phase6 Enhancements	COL	Joe Furin	Add new features such as photo gallery, photo albums, interactive discussion blog, history timeline, private events and tours page	1
USC Admin Ops (CAPS) Event Planning Website	Admin	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.	1
Add POS terminals to University Club and Camilleri Café	HSP	Dirk de Jong	IT portion of the project to have Hospitality operate the University Club and Calamari Café	1
AS IT Asset Management	ALL	Frank Juarez	Work with Business Units and Accounting to implement a Asset management program	1
Create a Mobile Website for Housing	HOU	Keenan Cheung	Implement a mobile website for USC Housing	1
Online Daily Reservation Edits/Deletes	TSP	Tony Mazza	Update Online Daily Reservation System so that users are able to edit and delete their existing reservations (with integration to T2)	1
Mobile app for catalog	BKS	Darren James	Create a mobile app for catalog	1
Additional USCard payment option on BKS website	BKS	Rehab Khouri	Add USCard payment option to the USC Bookstore website	2
Mobile Website	COL	Joe Furin	Create a mobile website for Los Angeles Memorial Coliseum & Sports Arena	2
Create a new website for AUX Careers	HR	Barbara Sladeck	The aux careers page on aux.usc.edu needs a revamp. Create a new website for AUX Careers.	2
Rewrite The Lab Website	HSP	Erika Chesley	Rewrite The Lab website using the same template as The Edmondson	2
Rewrite Moreton Fig Website	HSP	Erika Chesley	Rewrite Moreton Fig website to make it similar to the Edmondson	2
Implement Meeting Room tablets	HOU	Keenan Cheung	Mount tablets to each meeting room door so requesters can view availability	2
Custom Copyright Clearance Publishing Permission Processing Software upgrade	BKS	Darren James	Implement online solutions to replace current copyright clearance software that is windows based and will offer increased security and functionality	3

Redesign Gamble House Bookstore	BKS	Darren James	Since Gamble House has redesigned their website, they would like us to redesign to match their design	3
Create a Mobile App for Hospitality	HSP	Kris Klinger	Create a mobile app for USC Hospitality	3
AS Energy Consumption Data Repository	Admin	Mark Ewalt	Create a data repository to collect historical energy usage for historical/as hoc reporting purposes	3
AS – Add eCommerce to Figueroa Press	BKS	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
Update Fig Press Website	BKS	Tiffany Quon	Update Figueroa Press Website to add a section for upcoming Books	3
New Website for Trademarks & Licensing	Shared Services	Matt Curran	Create a new website for Trademarks & Licensing	TBD
Residential Dining Digital Signage	HSP	Dirk de Jong	Implement Digital Signage at all Residential Dining locations	TBD

2 Active Project Summary

Project	BU	Project Name	Status	Assessment
3	HSP	University Club POS Implementation	On Target	Target Project Completion Date – 6/30/2016
4	HSP	Camilleri Café POS Implementation	On Target	Target Project Completion Date – 6/30/2016
5	HOU	Replace Digital Signage	On Target	Target Project Completion Date – 6/30/2016
6	RAD	Migration of 100.4 channel	On Target	Target Project Completion Date – 6/30/2016
7	HSP	Sprinkles ATM Installation	On Target	Target Project Completion Date – 6/30/2016
8	RAD	Hotel Wireless Upgrade	On Target	Target Project Completion Date – 6/30/2016
9	BKS	Integration with Apple for Device Enrollment Program	On Target	Target Project Completion Date – 6/30/2016
10	HSP	Fertitta Café POS Implementation	On Target	Target Project Completion Date – 6/20/2016
11	ASIT	Disaster Recovery (DR) Planning	On Target	Target Project Completion Date – 12/31/2016
12	BKS	POS Vendor Selection Process (RFI)	On Target	Target Project Completion Date – *Q2 2016
13	AS	2016 Pre-Audit PCI Assessment	On Target	Target Project Completion Date – 4/30/2016
14	TSP	Replace T2 Payment Gateway	On Target	Target Project Completion Date – 6/30/2016
15	SS	AS DataMart Discovery Project	Concern	Target Project Completion Date – 6/30/15
16	HSP	Event Planning Website	On Target	Target Project Completion Date – 6/30/15
17	TSP	Update Transportation App for IOS and Android	On Target	Target Project Completion Date – 4/30/2016
18	SS	Kronos Timekeeping Scheduler Module Implementation	Concern	Target Project Completion Date – 6/20/2016
19	RAD	Delphi Implementation	On Target	Target Project Completion Date – TBD
20	RAD	Guestware Integration (CRM)	On Target	Target Project Completion Date – TBD

3 HSP – University Club POS Implementation

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala		Business Project Owner: Scott Reith	
Start Date: 04/12/2016		Target Completion Date: 6/30/2016	
<p>USC Hospitality will be managing University Club.</p> <p>Aux IT will be a member of a project team, which will be managed by USC Hospitality. The project team will oversee the progress and the completion of the project. Aux IT will be responsible for the identified and the assigned tasks that include POS hardware, office desktop and Kronos device implementation.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Attended a strategy meeting by Hospitality • Site tour to evaluate POS requirements 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Meet with the project team and review IT requirements for this project • Scope document • Hardware quote 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			
Milestones			
<ul style="list-style-type: none"> • N/A 			

4 HSP – Camilleri Cafe POS Implementation

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Sonali Bodiwala	Business Project Owner: Scott Reith	
Start Date: 04/12/2016	Target Completion Date: 6/30/2016	
<p>USC Hospitality will be taking over Camilleri Café.</p> <p>Aux IT will be a member of a project team, which will be managed by USC Hospitality. The project team will oversee the progress and the completion of the project. Aux IT will be responsible for the identified and the assigned tasks that include POS hardware, office desktop and Kronos device implementation.</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"> Meet with the project team and review IT requirements for this project Site walkthrough Scope document Hardware quote 		
Open Issues		
<ul style="list-style-type: none"> N/A 		
Milestones		
<ul style="list-style-type: none"> N/A 		

5 HOU – Replace Digital Signage

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala		Business Project Owner: Keenan Cheung	
Start Date: 04/1/2016		Target Completion Date: 6/30/2016	
<p>USC Housing currently uses Nano nation for their digital signage. They would like to migrate from Nano nation to another solution.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Set up a demo with 22 Miles • Quotes from 22 Miles received • PO created and sent to 22 Miles • Set up a kickoff meeting 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Create a scope document 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			
Milestones			
<ul style="list-style-type: none"> • N/A 			

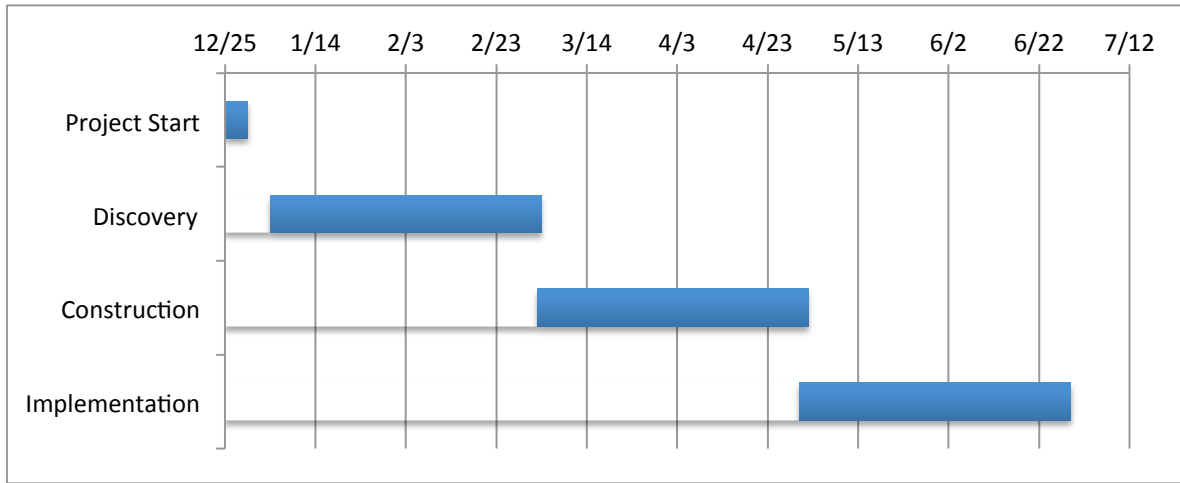
6 HOU – Migration of 100.4 channel

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Sonali Bodiwala	Business Project Owner: Deepal Jayasooriya	
Start Date: 04/1/2016	Target Completion Date: 6/30/2016	
<p>Currently, Radisson uses USC Housing’s Nano nation platform for channel 100.4. This channel is used in all the guest rooms as the primary channel when the TV is turned on. Because USC Housing has decided to replace Nano nation, Radisson will need to migrate to another solution.</p>		
Accomplishments (for previous two weeks)		
<ul style="list-style-type: none"> • Received quote from 22 Miles (vendor Radisson currently uses for their digital signage) • Sent quote to Deepal 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • Waiting for quote approval • Create PO 		
Open Issues		
<ul style="list-style-type: none"> • N/A 		
Milestones		
<ul style="list-style-type: none"> • N/A 		

7 HSP – Sprinkles ATM Installation

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Dirk De Jong	
Start Date: 12/25/2015		Target Completion Date: 6/30/2016	
<p>Hospitality is in the process of entering an agreement with Sprinkles Cupcakes to install a cupcake “ATM” in the outside entrance of the USC UPC Bookstore. The ATM will be a stand-alone unmanned (automated) Kiosk to dispense cupcakes 24x7.</p> <p>The initial phase of this project will install the Kiosk, address PCI requirements, and take credit cards as the only tender. USCard will be considered for a second phase implementation.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Met with ITS and received recommendation for Datacomm vendor and defined support requirements. • Met with Sprinkles to discuss implementation. 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Meet with DPS to discuss camera installation for ATM • Begin contract review • Set up meeting with USCard to define interface requirements 			
Open Issues			
<ul style="list-style-type: none"> • USC Hospitality is in the process of negotiating a signed agreement. A signed agreement will be necessary to begin the installation. 			

Milestones



8 RAD – Hotel Wireless Upgrade

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Dirk De Jong	
Start Date: 1/25/2015		Target Completion Date: 6/30/2016	
<p>The Radisson Midtown Hotel at USC has initiated a project to upgrade the wireless for their common areas, ballrooms, meeting rooms and guest rooms. The current wireless solution was installed 6 years ago and is outdated due to equipment obsolescence and increase consumer demand for wireless services.</p> <p>The Hotel has engaged two Wireless Vendors and will be asking USC ITS to submit a proposal. The scope of this project is to solicit and review proposals and replace the existing wireless system with a dedicated wireless network that has the capability to authenticate guests and charge for value added wireless access.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Received proposal for Wi-Fi installation (Vendor 2 – Hospitality Wi-Fi) • Received proposal for Wife installation (Vendor 3 – Aruba/ITS) • Received pricing for datacomm circuit (Los Nettos) • Met with team to review all proposals 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Meet with Aruba/Vector to discuss proposal revisions • Select Vendor • Define Service Level Agreements 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			
Milestones			
<ul style="list-style-type: none"> • TBD 			

9 BKS – Integration with Apple for Device Enrollment Program

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: 03/24/2016		Target Completion Date: 6/30/2016	
<p>The Device Enrollment Program (DEP) provides a fast, streamlined way to deploy the corporate-owned Mac or iOS devices, when purchased through USC Computer Store. The Device Enrollment Program simplifies initial setup by automating Mobile Device Management (MDM) enrollment and supervision of devices during activation, enabling the departments to manage the devices without touching them.</p> <p>The Computer Store would like to enable the DEP when departments purchase Mac devices. This will generate additional revenues for the computer store.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Met with another school to review workflow • Updated workflow and sent to Apple for their review 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Have Apple signoff on the workflow document 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			
Milestones			
<ul style="list-style-type: none"> • TBD 			

10 HSP – Fertitta Café POS 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: Deepal Jayasooriya	
Start Date: 03/21/2016		Target Completion Date: 6/20/2016	
<p>USC Hospitality will be opening a new retail venue Fertitta Café in the Marshall School of Business. Aux IT will be a member of a project team, which will be managed by USC Hospitality. The project team will oversee the progress and the completion of the project. Aux IT will be responsible for the identified and the assigned tasks that include POS hardware, office desktop and Kronos device implementation.</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"> • Meet with the project team and review IT requirements for this project • Site walkthrough • Scope document • Hardware quote 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			
Milestones			
<ul style="list-style-type: none"> • TBD 			

11 ASIT – Disaster Recovery Planning

Project Description ☒ On Target ☐ Concern ☐ 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"> • Test backup and restore functionality of file server cluster • Add Hyper-V server cluster agents • Add Hyper-V Virtual Machine agents • Add Monthly System Recovery backups for all agents (ongoing) 																			
Planned for Next Two Week																			
<ul style="list-style-type: none"> • Verify backup processing of Hyper-V cluster storage • Install agent on physical servers • Begin documentation 																			
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>1/1/16</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	1/1/16	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																	

12 BKS – POS Vendor Selection Process (RFI)

Project Description ☒ On Target ☐ Concern ☐ Warning																						
IT Project Manager: Frank Juarez	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																				
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Internal RFI Review	12/10	1/19																				
Vednot Selection																						
System Demo																						
Feedback Review & Vendor Selection																						
Finalize Vendor Selection Process																						

13 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: 4/30/2016	
<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"> Attended Onsite QSA audit for Coliseum Ticket Office 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Finalize remaining remediations 			
Open Issues			
<ul style="list-style-type: none"> N/A 			
Milestones			
<ul style="list-style-type: none"> N/A 			

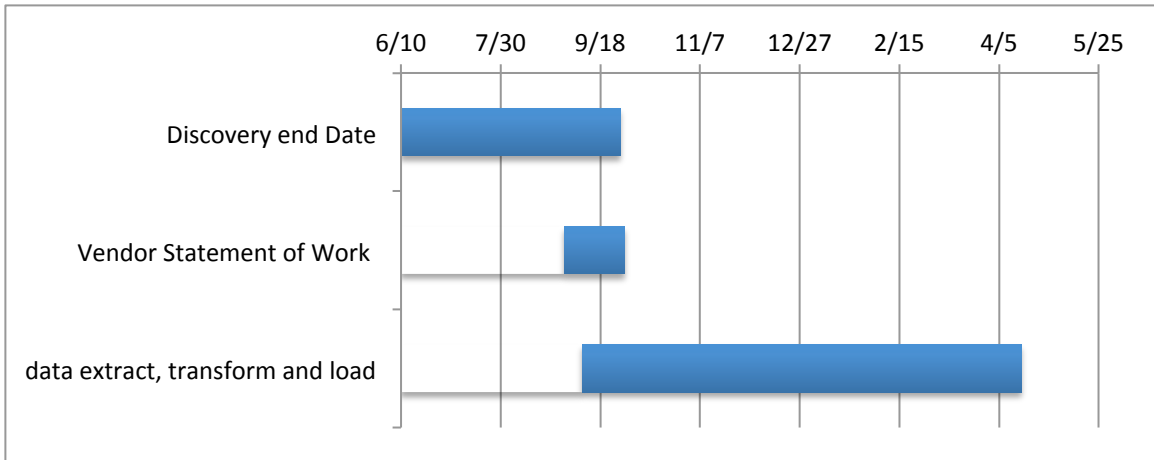
14 TSP – Replace T2 Payment Gateway

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: 6/30/2016	
<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"> Account set up on Cybersource Began creating the test account on CyberSource 			
Planned for Next Two Weeks			
<ul style="list-style-type: none"> Testing 			
Open Issues			
<ul style="list-style-type: none"> N/A 			
Milestones			
<ul style="list-style-type: none"> N/A 			

15 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: 6/30/2016	
<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"> • Met with Tapingo to finalize data extract requirement • Finalized Phase II SOW • Began configuring Production Azure environment 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • Receive Tapingo file for review • Set up nightly Agilysys file processing 		
Open Issues		
<ul style="list-style-type: none"> • Agilysys has not yet began daily updates with no target date identified 		

Milestones



16 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: 6/30/2016	
<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"> • Final scope document created and sent • Received mockups • Created power point for stakeholder presentation • Received PSDs from Design Studio 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Begin development 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			
Milestones			
<ul style="list-style-type: none"> • TBD 			

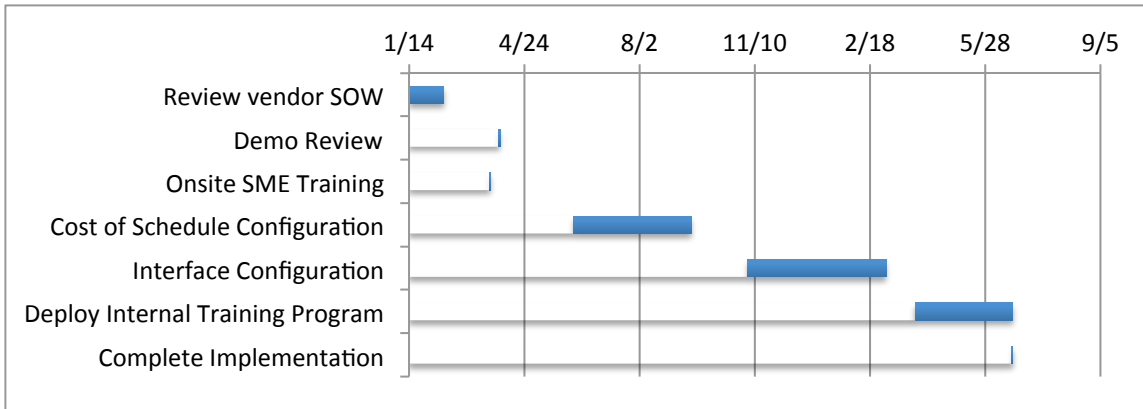
17 TSP – Update Transportation App for iOS and Android

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"> No Actions 																															
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																															
<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>Send iOS App to users to test</td> <td>8/18</td> <td>8/25</td> </tr> <tr> <td>iOS 9 and CMS changes</td> <td>9/1</td> <td>9/8</td> </tr> <tr> <td>Send iOS App to users to test</td> <td>9/15</td> <td>9/22</td> </tr> <tr> <td>work on user feedback</td> <td>9/29</td> <td>10/6</td> </tr> <tr> <td>Send iOS App to users to test</td> <td>10/13</td> <td>10/20</td> </tr> <tr> <td>Launch iOS App</td> <td>10/27</td> <td>11/3</td> </tr> <tr> <td>Begin Android Dev</td> <td>11/10</td> <td>11/17</td> </tr> <tr> <td>Send Android App to users to test</td> <td>11/24</td> <td>12/1</td> </tr> <tr> <td>Launch Android App</td> <td>12/8</td> <td>12/15</td> </tr> </tbody> </table>		Task	Start Date	End Date	Send iOS App to users to test	8/18	8/25	iOS 9 and CMS changes	9/1	9/8	Send iOS App to users to test	9/15	9/22	work on user feedback	9/29	10/6	Send iOS App to users to test	10/13	10/20	Launch iOS App	10/27	11/3	Begin Android Dev	11/10	11/17	Send Android App to users to test	11/24	12/1	Launch Android App	12/8	12/15
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18 SS – KRONOS Timekeeping – Scheduler Module Implementation

Project Description		<input type="checkbox"/> On Target <input checked="" type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala		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"> • Purchased additional Scheduler licenses • Received ‘break posting’ approval from compliance 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Schedule Installation of Scheduler Module into the Dev. • Schedule 7.0.8 production update • User Sign-Off • Implementation has been postponed 			
Open Issues			
<ul style="list-style-type: none"> • Schedule Module is pending to be installed in production 			

Milestones



19 RAD – Delphi Implementation

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning																			
IT Project Manager: Sonali Bodiwala	Business Project Owner: Dirk de Jong																		
Start Date: 12/1/2015	Target Completion Date: TBD																		
<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"> Requested updated quote to separate venues 																			
Planned for Next Two Week																			
<ul style="list-style-type: none"> Get updated quote from NewMarket Once a PO has is issued, the project will be moved to the “In Flight” category, scope document produced and a recurring meeting will be scheduled with project team members. 																			
Open Issues																			
<ul style="list-style-type: none"> N/A 																			
Milestones																			
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Discovery	1/10	2/19																	
Demo	2/19	2/19																	
User Requirements	2/19	3/10																	
Proposal Review	3/10	3/30																	

20 RAD – Guestware Integration (CRM)

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala	Business Project Owner: Deepal Jayasooriya
Start Date: 10/7/2015	Target Completion Date: TBD
<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"> Working with Guestware and Oracle to confirm hardware Met with Guestware to confirm VPN connectivity for the cloud version 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Meet with Oracle and review cloud vs. local implementation 	
Open Issues	
<ul style="list-style-type: none"> N/A 	
Milestones	
<ul style="list-style-type: none"> N/A 	

21 RAD – Information Digital Display 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: 3/31/2016**Completed**	
<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"> • AVI to complete installation and test the content. • All work is scheduled to be completed work by 2/28 • Training scheduled for the week of 2/28 • Go-Live 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • N/A 			
Open Issues			
<p>**Note**</p> <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. • The hotel will be updating the screen manually until the upgrade and interface issue is resolved. • Received approved to close the project. 			

22 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: Frank Juarez		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															
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Vendor SOW Review	7/27	8/16													
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23 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 			

24 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	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.