



Bi-Weekly Project Status Report
3/28/2014 – 4/11/2014

Submitted by Auxiliary Services, IT

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1 Discovery Project Summary

Priority	Project Name	Requestor	Description
1	TSP – Campus Cruiser Server Virtualization	Tony Mazza	Moving the Campus Cruiser to a virtualized environment.
1	TSP – Campus Cruiser Upgrade	Tony Mazza	Migrate the current Campus Cruiser environment to virtual platform
1	BKS – Hospital Gift Shop Point of Sale Implementation	Rehab Khouri	Research a 3 rd party proposed solution to take a remote payment via a terminal or a tablet
2	HSP – Traditions Website “Share Your Traditions” Phase II	Dirk De Jong	Project to implement new website functionality.
2	BKS – Mobile app for catalog	Dan Archer	Create a mobile app for catalog
2	BKS – EMBA UCP Website	Dan Archer	Create a new website only for EMBA without E-Commerce. EMBA students require a very customized UCP site
2	RAD – Assess Hotel Infrastructure Needs for Bigger Pipeline in Banquet Areas	Mark Ewalt	Ability to support large banquet reservation that will require wired/wireless access points.
3	TSP – Implement QR Functionality	Michelle Garcia	Begin using QR for marketing at Transportation locations.
3	HSP – Create a Mobile App	Kris Klinger	Create a mobile app for USC Hospitality
3	HOU – Mobile Website	Keenan Cheung	Implement a Mobile Website for USC Housing
Research	TSP – Automate DART	Chris Ravard	Automate DART that will provide scheduling, automated communication, reporting, GPS tracking and Mobile device/app connectivity – Met with David Donovan and he would like to put this project on hold for now. He will meet with Chris Ravard to define scope.
Research	TSP – Implement Online Chat	David Donovan	Implement Online Chat

Research	BKS – Student Scheduling Website (Ground Floor)	Gretchen Margolis	Create a new student scheduling website for ground floor (Gretchen Margolis)
Research	BKS – Student Scheduling Website (Customer Service)	Herman Duran	Create a new student scheduling website for customer service (Herman Duran)
Research	ACCT – Check Scanning	Greg Laporte	The University will no longer be supporting the scanning of checks. Departments will need to implement a solution which will fit their needs.
TBD	BKS – Redesign UCP website	Dan Archer	Redesign UCP website with the new architecture (new technology) due to the limitations of the existing website.
TBD	HOU Touchscreen – Upgrade WordPress	Keenan Cheung	WordPress has been upgraded since we launched the site. This update is highly recommended to include additional functionalities and fix possible bugs.
TBD	HOU – Upgrade WordPress	Keenan Cheung	WordPress has been upgraded since we launched the site. This update is highly recommended to include additional functionalities and fix possible bugs.
TBD	Update AS BU Hosted Order Pages with CyberSource Secure Acceptance connections (BKS, HOU, UCP, GH, ATH Camp)	Frank Juarez	CyberSource is going to be discontinuing the HOP connection method on September 30, 2014 and migrate to the Secure Acceptance connection method. Secure Acceptance is an upgraded version of our legacy HOP/SOP connection methods and will continue to outsource the transmission of customer credit card data and mitigate your PCI exposure. This new Secure Acceptance connection method is more secure, adheres to the most recent PCI requirements, is enhanced to support multiple languages and has been optimized for mobile devices (Smartphone/Tablets).
TBD	HSP – Create Bulk Payment process in CBORD	Dirk De Jong	Implement bulk payment process in CBORD using their sql server
TBD	UCP – Upgrade UCP server	Dan Archer	Due to PCI, upgrade UCP server (UCP, Student Scheduling & Fig Press)

TBD	IT – Use Shibboleth for IT Portal	Frank Juarez	Use single sign for IT Portal
TBD	IT – Create a new website for IT Portal	Frank Juarez	New website for IT
TBD	Design Studio – Create a new website for Design Studio	Sam Carter	New website for Design Studio
TBD	UCP – XANEDU Integration	David Akwimbi	Integrate XANEDU with UCP
TBD	TSP – IVR Project	Tony Mazza	Restore functionality to Transportation IVR
TBD	BKS – eCommerce for USC Flower Shop	Dan Archer/Jerry Wingate	Add eCommerce functionality to USC Flower Shop website
TBD	RAD – MICROS POS Upgrade	Mark Ewalt	Upgrade MICROS POS System Implemented at Rosso Oro's and McKay's

2 Active Project Summary

Project	Project Name	Status	Assessment
3	BKS – VR 19.2 Upgrade	On Target	Next Milestone – Schedule Kick-Off Meeting Target Project Completion Date – TBD
4	HSP – Annenberg Café POS Implementation	On Target	Next Milestone – Review Target Project Completion Date – 8/1/2014
5	HOU – Redo Dropdown Navigation	On Target	Next Milestone – Development Target Project Completion Date – 5/31/2014
6	BKS – Custom Banners	On Target	Next Milestone – Development Target Project Completion Date – 5/31/2014
7	BKS – Background Images	On Target	Next Milestone – Training Target Project Completion Date – 4/30/2014
8	RAD – Rosso Oro’s Online Ordering Vendor Replacement	On Target	Next Milestone – Review Target Project Completion Date – 6/31/2014
9	TSP – AQMD Survey 2014	On Target	Next Milestone – Testing Target Project Completion Date – 4/30/2014
10	SS – Replace CAPS Bulk Payment Process in CBORD	On Target	Next Milestone – Testing Target Project Completion Date – 6/30/2014
11	HOU – CP IRIS Registration Implementation	On Target	Next Milestone – Development Target Project Completion Date – 5/02/2014
12	COL - Transition Coliseum Merchant Services to Elavon	On Target	Next Milestone – Development Target Project Completion Date – TBD
13	COL – Legends POS PCI Compliance	On Target	Next Milestone – Development Target Project Completion Date – 10/1/2014
14	COL – Ticket Office PCI Compliance	On Target	Next Milestone – Development Target Project Completion Date – 10/1/2014
15	RAD – Zendesk Work Order for Maintenance	On Target	Next Milestone – Implementation Target Project Completion Date – 4/15/2014
16	COL –Upgrade Coliseum Back Office Network Infrastructure	On Target	Next Milestone – Development Target Project Completion Date – 10/01/2014
17	HOU – WAMS Server Implementation Phase II	Warning	Next Milestone – Implementation Target Project Completion Date – 11/30/2013
18	HOU – Housing Web Site Phase II Enhancements	On Target	Next Milestone – Development Target Project Completion Date – 4/30/2014
19	COL – New Website for Coliseum (Phase I)	On Target	Next Milestone – Development Target Project Completion Date – 4/30/2014

20	ASIT – Asset Management (Absolute Manage)	On Target	Next Milestone – Installation Target Project Completion Date – TBD
21	SS – MS 365 Email Implementation	On Target	Next Milestone – Review Target Project Completion Date – 6/31/2014
22	HSP – AS Business Unit Website NextGen Project Hospitality	On Target	Next Milestone – Development Target Project Completion Date – TBD
23	SS – Accounting Quali Purchasing/AP Payment Interfaces	On Target	Next Milestone – Testing Target Project Completion Date – 4/30/2014
24	HSP – Catering Webiste Phase II	On Target	Next Milestone – Review Target Project Completion Date – TBD

3 BKS – VR 19.2 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: Dan Archer	
Start Date: 4/14/2014	Target Completion Date: TBD	
<p>Ratex Business Solutions, Inc. has released a patch (19.2) upgrade for the VisualRATEX (VR) Point-of-Sales (POS) System implemented at the USC Bookstore.</p> <p>The VR 19.2 Release will address the following areas of the application</p> <ul style="list-style-type: none"> • UPG User Addition Issues • Report Generator Changes • New Release Numbering Process • New Features & Changes – New features and screen changes added to POS and VisualRATEX • New Screen – New screens added to VisualRATEX • Procedural Guide Updates • Bug Fixes <p>Ratex Business Solutions, Inc. has recently validated VisualRATEX Release 19.2 as the latest Payment Application for Data Security Standard</p>		
Accomplishments (for previous two weeks)		
<ul style="list-style-type: none"> • Project Approval 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • Identify project team members • Schedule Project Kick-Off 		
Open Issues		
<ul style="list-style-type: none"> • N/A 		

4 HSP – Annenberg 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: Dirk de Jong	
Start Date: 4/9/2014		Target Completion Date: 8/1/2014	
Implement Point-of-Sale Solution at the Annenberg School of Communication Café			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Project Approval 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Pending Approval for POS Purchase 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

5 HOU – Redo Dropdown Navigation

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: 4/7/2014		Target Completion Date: : 5/31/2014	
<p>Update dropdown navigation on Housing main site http://housing.usc.edu/</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Received PSD from Design Studio. 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Start development 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

6 BKS – Custom Banners

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala		Business Project Owner: Dan Archer	
Start Date: 4/14/2014		Target Completion Date: : 5/31/2014	
<p>Purpose of this project is to update Bookstore website to offer custom banners from FedEx.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Received PSD from Design Studio. • Received link from FedEx • Identified the placement of this link in navigation 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Start development 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

7 BKS – Background Images

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala		Business Project Owner: Dan Archer	
Start Date: 4/14/2014		Target Completion Date: : 4/30/2014	
<p>Replace background images for the bookstore website.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Received images from Design Studio. • Created a CMS for the bookstore to update the back ground images 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Prepare documentation for the Bookstore on how to use the CMS to update the background images and finish training 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

8 RAD – Rosso Oro’s Online Ordering Vendor Replacement

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: 2/15/2014		Target Completion Date: 6/31/2014	
<p>Currently the Radisson’s Rosso Oro’s Pizzeria has a website to schedule delivery of food to USC customers. Due to the external assessment of the PCI Compliance the credit card processing for the website has been shut down.</p> <p>The AS IT and Radisson team will be conducting a Request for Proposal process to find a replacement website vendor that integrates with its MICROS point of sales system and that can be implementing in a manner that reduces the overall complexity of the credit card processing environment.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Submitted RFI to USC Purchasing Discussed Vendor requirements with Purchasing 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Continued discussion with Purchasing to engage additional vendors 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

9 TSP – AQMD Survey 2014

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala	Business Project Owner: David Donovan
Start Date: 3/15/2014	Target Completion Date: 4/30/2014
Get Transportation website ready for AQMD Survey.	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • AQMD website launched • Sent email blast to employees 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • Pending end-user testing 	
Open Issues	
<ul style="list-style-type: none"> • N/A 	

10 SS – Replace CAPS Bulk Payment Process in CBORD

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala	Business Project Owner: Greg Laporte
Start Date: 3/15/2014	Target Completion Date: 6/30/2014
As CBORD will replace CAPS, implement bulk payment process in CBORD.	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • Access granted to the web team • Start reviewing tables, views and stored procedures to identify the data needed for bulk payment • Weekly call set up 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • Review database layout 	
Open Issues	
<ul style="list-style-type: none"> • N/A 	

11 HOU – CP IRIS Registration 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: Keenan Cheung
Start Date: 3/3/2014	Target Completion Date: 5/02/2014
<p>The purpose of this project is to upgrade the existing Summer Conference Application CP to a newer version, CP6, which will allow guests to register and pay for their stay during the summer at a USC Housing Facility through a new web function called IRIS Registration.</p> <p>IRIS Registration is a web based application that is hosted in the Cloud by a Microsoft product, Azure. IRIS Registration has integrated with a hosted, PCI Compliant platform from CyberSource called “Secure Acceptance” which has replaced the traditional Hosted-Order-Page solution</p> <p>**PCI Component of this application will be reviewed with Treasury and Compliance Office’s as it will be in scope for next year’s external compliance validation.**</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Received Treasury Office approval Upgraded SQL Database 	
Planned for Next Two Week	
<ul style="list-style-type: none"> Process CyberSource quote Continue configuration of CyberSource Gateway Install new CP client on end-users workstations 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

12 COL – Transition Coliseum & Sports Arena Merchant Services to Elavon

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Anjeanette Arakawa
Start Date: 2/24/2014	Target Completion Date: TBD
<p>During this transition, an assessment will be performed in order to determine the total number of Merchant IDs (MID) and Terminal IDs (TID) assigned to the Coliseum with the current service provider/processor, RBS World Pay. Once identified, the PMO will be working with Elavon through the Treasury Office to assign new MIDs for the Coliseum.</p> <p>In addition, the Coliseum has over two dozen Omni 3750 credit card terminals that they have purchased through RBS World Pay over the years that would need to be inspected by Elavon to determine compatibility and if a firmware upgrade will be necessary.</p> <p>If the terminals are not compatible or are out of support, a purchase of new terminals will be required to support the Ticketmaster sales through the ticket office and other venues where credit cards are accepted. (A separate project focusing on PCI Compliance of the Coliseum and the Sport Arena will be filed separately).</p> <p>**Note: The commission would like this transition to occur as soon as possible, but has not identified a deadline**</p> <p>**If transition does not occur on time, the MID can be revoked and the Coliseum will not have the ability to process credit cards**</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • Complete Pre-Qualification form • Treasury review and approval 	
Planned for Next Two Week	
<ul style="list-style-type: none"> • Complete new MID request form • Complete the purchase of handheld terminal request form 	
Open Issues	
<ul style="list-style-type: none"> • N/A 	

13 COL – Legends POS PCI Compliance

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Joe Furin	
Start Date: 3/3/2014		Target Completion Date: 10/1/2014	
<p>AS IT will assess the Payment Card Industry (PCI) Compliance of the current Point-of-Sale (POS) system provider, Legends, and hardware from NCR that is implemented at the USC Coliseum and Sports Arena. In addition, if necessary implement processes, procedures and or technical architecture required by the PCI-Counsel that is outlined in the PCI-Data Security Standards (DSS) document V 3.0.</p> <p>Self-Assessment-Questionnaire (SAQ) Level D V 3.0 will be utilized as a guide to evaluate the PCI Compliance of Legends implementation and the NCR hardware at the Coliseum and Sports Arena.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Schedule a face-to-face follow up • Discuss roles and responsibilities 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Face-to-Face meeting has been re-scheduled for May 13th • Prepare meeting agenda & list of deliverables required for this project 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

14 COL – Ticket Office PCI Compliance

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Joe Furin	
Start Date: 2/24/2014	Target Completion Date: 10/1/2014	
<p>AS IT will be evaluating the Payment Card Industry (PCI) Compliance of the Ticket Office credit card processing method at the Coliseum and the Sport Arena. During this assessment period, Ticket Office service level A-D will be determined, and based on the identified information, a PCI Data Security Standard (DSS) Self-Assessment-Questionnaire (SAQ) V 3.0 with corresponding level will be used to evaluate the Ticket Office credit card processing method.</p> <p>In addition, AS IT will review the existing server and hardware implementation by Ticketmaster and recommend a solution that will reduce the overall PCI exposure.</p> <p>Post assessment period, AS IT will implement processes, procedures, and/or technical infrastructure required by the PCI-Counsel to meet PCI Compliance.</p> <p>The areas in scope for this evaluation are the main Ticket Office located at the Sports Arena along with Gate 4 and Gate 19 located at the Coliseum.</p>		
Accomplishments (for previous two weeks)		
<ul style="list-style-type: none"> • Schedule a face-to-face meeting • Discuss Ticketmaster implementation at the Sport Arena • Discuss upgrades and system enhancements 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • Review Ticketmaster PCI Compliance documentation • Schedule second meeting to discuss current infrastructure and future upgrades 		
Open Issues		
<ul style="list-style-type: none"> • N/A 		

15 RAD - Zendesk Work Order for Maintenance

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Richard Vuong		Business Project Owner: Deepal Jayasooriya	
Start Date: 01/29/2014		Target Completion Date: 4/15/2014	
<p>Radisson Hotel wants a work order system set up for maintenance group. This will track all work maintenance work relating to hotel and meeting rooms, hotel building maintenance and items related to Rosso's and McKay's restaurants and kitchen. Radisson would like the WO to provide reports on a needed basis. This will be the main entry point for anyone within the Radisson organization to submit tickets for any maintenance fixes.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Continued to fix category filtering Tested site with Deepal and making any needed changes as request Deepal introduced site at soft launch on 4/11 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Finalized project on scheduled date of completion Need Radisson to confirm project completion Turn over site maintenance to Radisson 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

16 COL – Upgrade Coliseum Back Office Network Infrastructure

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: David Contreras		Business Project Owner: Joe Furin	
Start Date: 10/24/2013		Target Completion Date: 10/01/2014	
<p>The Coliseum/Sports Arena requires a review of the current infrastructure to run all necessary USC-Auxiliaries applications.</p> <p>This review will consist of both hardware infrastructure and software/applications in use and/or expected to be in use over the next 12 months.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Completed the Installation of 2nd Kronos time clock at Coliseum Yard House 			
Planned for Next Two Week			
<ul style="list-style-type: none"> NAS (Networked Attached Storage) device purchase and reception. – with management Approved 3/18/14 DAS requirement gathering will be conducted with Derek Thatcher and team. Internet Connectivity and Capacity testing to be conducted at the Sports Arena. ASIT/ITS Coliseum yard level site walk will be conducted Coliseum Wi-Fi proposals expected to be received from ITS/ASIT. 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

17 HOU – WAMS Server Implementation Phase II

Project Description		<input type="checkbox"/> On Target <input type="checkbox"/> Concern <input checked="" type="checkbox"/> Warning	
IT Project Manager: David Contreras		Business Project Owner: Heidi Scribner	
Start Date: 6/1/2013		Target Completion Date: 11/30/2013	
<p>Housing Services requests the upgrade of the current WAMS System to enhance door locks performance and reporting from the WAMS application.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> ASIT completed all Server Configurations required. Handed over to Stanley Hardware (Vendor) for completion of remaining tasks. 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Confirmation that Vendor has completed remaining tasks. Obtain System Acceptance from Housing (Heidi Scribner). Go Live 			
Open Issues			
<ul style="list-style-type: none"> Project awaiting vendor task completion. (Over 150 days past due) 			

18 HOU - Housing Web Site Phase II Enhancements

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 Chung	
Start Date: 2/25/2013		Target Completion Date: 4/30/2014	
<p>After the initial approval of the housing project and during QA, additional enhancements to the new website were requested. There are approximately 80 additional enhancements (including design enhancements) to make the user experience more user-friendly and seamless.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Working on resolving issues related to using the Illustrator file. 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Continue working on the remaining enhancements: <ul style="list-style-type: none"> Use Illustrator File for Interactive Map 			
Open Issues			
<ul style="list-style-type: none"> Target Completion Date is changed to 4/30/2014 due to resource availabilities. 			

19 COL – New Website for Coliseum (Phase I)

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala		Business Project Owner: Dan Stimmler	
Start Date: 7/11/2013		Target Completion Date: 4/30/2014	
<p>Create a new website for Coliseum that will replace http://www.lacoliseum.com and http://lacoliseumlive.com/joomla. This will be phase I of the website.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Met with users to review changes • CMS Training scheduled 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Complete CMS training • Update Box Office page once PSD is received 			
Open Issues			
<ul style="list-style-type: none"> • Waiting for content • Waiting for user review • Waiting for a new PSD for the box office page 			

20 ASIT – Asset Management (Absolute Manage)

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: David Contreras	Business Project Owner: Frank Juarez	
Start Date: 4/1/2013	Target Completion Date: TBD	
<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 		

21 SS – MS 365 Email Implementation Phase II

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Dan Stimmler
Start Date: 2/20/2013	Target Completion Date: 6/31/2014
<p>USC is in the process to migrate to the University email and calendaring systems to the Microsoft Office 365 cloud based services. The first phase of this project will be to migrate all faculty and staff the MS 365 environment. Future phases will include rolling out the Link collaboration tool and MS 365 SharePoint.</p> <p>Auxiliary Services has been identified as the 4th business unit that will migrate to the new environment. The first phase of this project will eliminate the auxiliary email domain and will have all users migrate to the new USC MS 365 tenancy.</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Phase I Identities all Organization & Branded Accounts 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Review Org Accounts with Business Units and determine ownership 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

22 HSP - AS Business Unit Website NextGen Project – Hospitality

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala		Business Project Owner: Kris Klinger	
Start Date: 10/4/2012		Target Completion Date: TBD	
<p>The current design of the core Auxiliary Services websites (Bookstore, Housing, Hospitality, and Transportation) is outdated. The purpose of this project is to re-write these websites to vastly improve the user experience and website functionality. Additionally, this project will integrate existing Auxiliary Services social media content into the websites and create complimentary apps for mobile computing platforms.</p> <p>The next phase of this project will address the Hospitality website.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> New proofs approved by Hospitality 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Waiting for PSDs to start development 			
Open Issues			
<ul style="list-style-type: none"> Waiting for PSDs 			

23 SS – Accounting Kuali Purchasing/AP Payment Interfaces

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala	Business Project Owner: Dave Racewicz
Start Date: 4/26/2011	Target Completion Date: 4/30/2014
<p>The Kuali suite of administrative software solutions is being developed by a consortium of universities, of which USC is a contributing partner. As a partner in the Kuali Foundation, USC is at the forefront of a new tool in Financial System software. ITS project teams are in the process of customizing Kuali Financial System (KFS) for USC, and releasing different components through phased roll-outs. In addition, paperless workflow processes are also being developed and released to the USC community.</p> <p>The purpose of this project is to identify candidate interfaces for the Purchasing/AP module and to convert the interfaces to use Kuali technologies.</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • Hospitality is live with the new Kuali Bulk Payment process. • Met with Business Operations – additional requirements are introduced to fix the issues with Kuali upload process and Cognos report. • Issues with the credits identified. ITS and Financial & Business Services changed the requirements related to how credits were included in the file. • Met with RBS to discuss the changes • Changes made to the hospitality process as discussed in the meeting. When the file was submitted to ITS, additional requirements were added. 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • Once RBS changes the VR process is changed, users will test • Make necessary changes for new requirements for Hospitality • Send another file to ITS for testing. 	
Open Issues	
<ul style="list-style-type: none"> • Unforeseen delays due to ongoing changes to requirements by ITS and Finance & Business Services • Due to the issues with ITS, additional requirements and fixes required by RBS, the target completion date is changed to 4/30 	

24 HSP – Catering Website Phase II

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Erika Chesley
Start Date: 8/15/2012	Target Completion Date: TBD
<p>The purpose of this project is to replace the current Room Service website with a new site that conforms to current design guidelines and provides Catering Services a more complete system with more accurate reporting. The current Room Service operation is managed through a third party service provider. While the services from that provider are adequate, they are also cumbersome, inefficient, and extremely labor-intensive.</p> <p>A major component of the new system will be the ability for customers to pay for an order at the time the order is placed rather than relying on Room Service delivery staff to collect payment on delivery.</p> <p>This project will be broken to 2 phases.</p> <p>Phase I: Design, program and launch the website with only Internal Requisition and cash as available tenders.</p> <p>Phase II: Validate PCI Certification, implement according to PCI-DSS-PA Standards and enable processing of credit cards.</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Began Phase II 	
Planned for Next Two Week	
<ul style="list-style-type: none"> Review PCI Related documents from CaterTrax 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

25 RAD – Upgrade Radisson in scope PCI hardware

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: 2/18/2013	Target Completion Date: TBD**COMPLETED**
<p>During a recent systems assessment, ASCIT identified various issues with Radisson PCI environment. ASCIT has suggested and advised of a major system upgrade requirement in order to bring the system into PCI compliancy.</p> <p>The system overhaul will address the flowing components in order to achieve PCI Compliance. Patch management, Antivirus, system monitoring, system back-up, back-up power supply, emergency power supply.</p> <ul style="list-style-type: none"> • Main PMS Server • Back-up PMS server • Interface Server • Power Supply • Disk Space • RAM <p>Once the the server is relocated, secured, and implemented according to E&Y recommendations. The entire process will reviewed by a qualified security assessor (QSA) and Report on Compliance</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • Complete Carlson PCI Self-Assessment-Questionnaire requirement remediations 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • N/A 	
Open Issues	
<ul style="list-style-type: none"> • N/A 	

26 SS - AS Business Unit Website NextGen Project - Transportation

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: 2/25/2013		Target Completion Date: 4/14/2014**COMPLETED**	
<p>The current design of the core Auxiliary Services websites (Bookstore, Housing, Hospitality, and Transportation) is outdated. The purpose of this project is to re-write these websites to vastly improve the user experience and website functionality. Additionally, this project will integrate existing Auxiliary Services social media content into the websites and create complimentary apps for mobile computing platforms.</p> <p>The second Phase of this project will be to re-write the Housing and Transportation websites.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> New website is launched on 4/7. 			
Planned for Next Two Week			
<ul style="list-style-type: none"> N/A 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

27 AS – PCI Qualified Security Assessor (QSA) Review

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: 9/18/2013		Target Completion Date: 3/28/2014**COMPLETED**	
<p>The University has been determined to be a Level 2 Merchant by the payment card brands. As the request of the payment cards USC has engaged Security Metrics to perform an assessment of all USC departments processing credit cards for payments.</p> <p>Auxiliary Services has 5 Business Units accepting credit cards (HSP, RAD, BKS, TRX, and HOU). AS participates in the USC PCI Working Group meeting chaired by the Treasury and the Office of Compliance that will schedule and track tasks and progress</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Completed final SAQ D remediations • All remediations have been completed. This project will remain open until the formal compliance communication from Security Metrics has been completed. • All remediation have been completed, Security Metrics is in the process of finalizing other schools/depts. compliance. • The USC Compliance Office is in the process of closing this year’s audit process 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • N/A 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

28 COL – Coliseum USCard Interface 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: Joe Furin	
Start Date: 9/18/2013		Target Completion Date: 12/18/2013**ON HOLD**	
<p>The Auxiliary Services organization has been assigned operational responsibility for the Los Angeles Memorial Coliseum and Sports Arena. Auxiliary Services has awarded the hospitality concession contract to Legends food service.</p> <p>The purpose of this project is to work with USC card services (USCard) and Legends to implement an USCard (blackboard transact) interface that will allow USCard to be accepted as a tender type for all POS stations.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Initiated Project 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Project Kickoff Planning 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

29 HSP – Agilysys POS System 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: Kris Klinger	
Start Date: 11/1/2012		Target Completion Date: **ON HOLD**	
<p>In 2012 Ernst and Young performed a Hospitality audit in which they noted that there were reporting errors in the Agilysys reports that leaves management unable to accurately analyze discounts, rebates, and voids information by employee to assess any trends/anomalies. The purpose of this project is to work with Agilysys to implement the necessary POS application changes that will correctly report the information produced in these reports.</p> <p>Agilysys has reported to Auxiliary Services that the latest release of their software will correct these issues. The purpose of this project is to work with Agilysys to implement and test the latest Agilysys software upgrade.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Discuss server upgrade and migration to USC VM PCI Cluster 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Distribute Server requirements to ITS and discuss installation timeline 			
Open Issues			
<ul style="list-style-type: none"> • ITS has not provided a timeline of the cluster availability. 4.4 Release does not support MS Server 2012 and the upcoming release 4.5 support that option. In addition, Agilysys proposed to upgrade the current version 4.1.6R2 to 4.3 which offers components for Operations and PCI add-on's as well. AS IT will be following up on the release notes. 			

30 ASCIT – Arc-Sight Log Depository Implementation

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sal Manzo	Business Project Owner: Frank Juarez
Start Date: 2/1/12	Target Completion Date: **ON HOLD**
<p>Implement System Log archival solution for Auxiliary Services.</p> <p>Arc-Sight will allow the storage of system logs for both archival and troubleshooting purposes. This will transfer the storage requirements from each local server/resource to a central depository.</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Project is on Hold 	
Planned for Next Two Week	
<ul style="list-style-type: none"> N/A 	
Open Issues	
<ul style="list-style-type: none"> Confirmation of access to view logs for devices directly feeding data to ArcSight Logger. Confirmation of ability to create alerting triggers. 	

31 TSP – Flex/AIS Integration for Internal Requisitions

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning
IT Project Manager: Todd Bloss	Business Project Owner: Noel Aguilar	
Start Date: 6/1/2009	Target Completion Date: **ON HOLD**	
<p>When parking permits are issued against interdepartment requisitions, the posting to both AIS and Flex is manual and managed separately. When permits are sold via payroll deductions or discretionary accounts, the process has been automated. Processing of permit sales by requisition needs to be automated in the same way as payroll and descretionary.</p>		
Accomplishments (for previous two weeks)		
<ul style="list-style-type: none"> • Project is still on current hold. • T2 upgrade to ver. 7.2 Completed. 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • N/A 		
Open Issues		
<ul style="list-style-type: none"> • Project in place, but on hold until mid-October. 		

32 Archived Project Summary

Priority	Project Name	Requestor	Description
N/P	HSP – Expand URBNMRKT Landing Page to Website	Hilary Cooper	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	Karen Calvo	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	AS HR – Automate Flow for Defensive Driving	Brooke Eggleston	Automate the process with ClarityNet
N/P	BKS – Mobile Applications for USC Bookstores	Dan Archer	Develop one or more applications using mobile technologies
N/P	SS – AUX Asset Management	Mark Ewalt	Implement asset tracking solution
N/P	HSP – Delphi CC Safeguard	Erika Chesley	Protect against unauthorized access or use of records or information which could result in harm or inconvenience to customer.
N/P	HSP – Web Online Ordering Application	Kris Klinger	Online Ordering Application
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.