



Bi-Weekly Project Status Report
8/29/2014 – 9/12/2014

Submitted by Auxiliary Services, IT

Submitted On 9/12/2014

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1 Discovery Project Summary

Priority	Project Name	Requestor	Description
1	HSP – Vendor Electronic Signature Workflow Platform	Kris Klinger	Automate the (AS) process to add a vendor to the approved HSP vendor list
1	ACCT – Add Partial Payment Processing to Bulk Payment to CBOARD	Greg Laporte	ITS will add a new functionality to bulk payment for partial processing. This project will involve upgrading AS CBOARD bulk payment process to incorporate these changes
1	TSP – Update Android App	Michelle Garcia	Add HSC routes and upgrade PhoneGap
1	TSP – Update IOS App	Michelle Garcia	Add HSC routes, upgrade PhoneGap, optimize for new Iphone9s)
1	TSP – Campus Cruiser Enhancements	Michelle Garcia	Online and Dispatch upgrades
1	BKS – Mobile friendly Website	Holly Bedwell	Create a Mobile friendly Website for USC Bookstore
1	BKS – Figueroa Press Website	Mark Ewalt	Reskin Figueroa Press website
1	ACCT – Check Scanning	Greg Laporte	The University no longer offers scanning solution. Currently, checks are scanned manually. Accounting would like to implement an effective solution (ITS – Laserfiche/RBS/Other) to remedy this process.
2	HSP – Traditions Website “Share Your Traditions” Phase II	Dirk De Jong	Project to implement new website functionality.
2	BKS – Mobile app for catalog	Darren James	Create a mobile app for catalog
2	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
2	HR – HR Website	Barbara Sladeck	Create a new website for HR
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
3	MonoPad Post Installation Support Plan	Keenan Cheung	Create a support plan for the installed Monopads
3	BKS – eCommerce for USC Flower Shop	Darren James /Jerry Wingate	Add eCommerce functionality to USC Flower Shop website
3	BKS – Electronic Shelf Tag	Darren James	Implement a system to use electronic merchandise tags
TBD	BKS – eRATEX upgrade from 4.2 to 4.3	Holly Bedwell	BKS has some customizations that RBS will only fix if we upgrade to eRATEX 4.3
TBD	HOU –Room Wizard tablets	Keenan Cheung	Mount tablets to each meeting room door so requesters can view availability

2 Active Project Summary

Project	Project Name	Status	Assessment
3	HSP – Catering Online Ordering Replacement Discovery	On Target	Next Milestone – Development Target Project Completion Date – TBD
4	HSP – Create a New Website for The Edmondson	On Target	Next Milestone – Development Target Project Completion Date – 10/31/2014
5	SS – Auxiliary Services 2014 PCI Pre-Assessment	On Target	Next Milestone – Review Target Project Completion Date – 12/31/2014
6	BKS – Create a Student Scheduling Website for Ground Floor	On Target	Next Milestone – Sign-Off Target Project Completion Date – 9/30/2014
7	HSP – MICROS Point-of-Sale System Implementation	Concern	Next Milestone – Development Target Project Completion Date – 1/30/2015
8	RAD – Upgrade MICROS/Opera Credit Card Gateway	Warning	Next Milestone – Implementation Target Project Completion Date – 9/26/2014
9	RAD – Increase Internet Bandwidth in Banquet Areas	On Target	Next Milestone – Testing Target Project Completion Date – 11/1/2014
10	COL – Coliseum Server Replacement/Virtualization (NAS Installation)	Warning	Next Milestone – Review Target Project Completion Date – 9/1/2014
11	SS – Disaster Recovery Program	On Target	Next Milestone – Development Target Project Completion Date – 7/30/2014
12	TSP – IVR Project	On Target	Next Milestone – Go Live Target Project Completion Date – 10/1/2014
13	UCP – Create a new website for EMBA	On Target	Next Milestone – Development Target Project Completion Date – 10/15/2014
14	HOU – Upgrade – CyberSource	On Target	Next Milestone – Go Live Target Project Completion Date – 9/30/2014
15	BKS – Custom Banners	On Target	Next Milestone – Development Target Project Completion Date – 9/30/2014
16	SS – Replace CAPS Bulk Payment Process in CBORD	Concern	Next Milestone – Sign-Off Target Project Completion Date – 10/31/2014
17	COL – Ticket Office PCI Compliance	On Target	Next Milestone – Review Target Project Completion Date – 10/1/2014
18	COL – Upgrade Coliseum Back Office Network Infrastructure	On Target	Next Milestone – Review Target Project Completion Date – 10/01/2014
19	HOU – WAMS Server Implementation Phase II	Warning	Next Milestone – Implementation Target Project Completion Date – 11/30/2013
20	SS – MS 365 Email Implementation Phase II	On Target	Next Milestone – Phase II Target Project Completion Date – 11/01/2014

21	HSP – AS Business Unit Website NextGen Project Hospitality	Concern	Next Milestone – Development Target Project Completion Date – TBD
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3 HSP – Catering Online Ordering Discovery

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: 8/22/14	Target Completion Date: TBD
<p>Currently USC Hospitality Catering utilizes an online ordering solution from CaterTrax that cannot process credit cards due to inability to meet PCI Compliance required by the Treasury Office.</p> <p>The AS IT and USC Hospitality Catering team will be conducting a Request for Proposal (RFI) process to find a replacement website vendor that integrates with the upcoming 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"> Forwarded product PCI requirements to USC Purchasing 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Begin compiling RFI with the business unit and work with USC Purchasing for vendor selection 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

4 HSP – Create a new website for The Edmondson

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 Kilnger
Start Date: 8/4/2014	Target Completion Date: 10/31/2014
Create a new website for The Edmondson	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • Proof is approved for the website • Photo shoot is scheduled for pictures for website 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • Waiting for necessary assets from Design Studio. 	
Open Issues	
<ul style="list-style-type: none"> • N/A 	

5 SS – Auxiliary Services 2014 PCI Pre-Assessment

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: 7/09/2014	Target Completion Date: 12/31/2014						
<p>Assess Auxiliary Services credit card processing business units and gather required information necessary for the PCI Audit. Additionally, review credit card handling procedures with business operations and prepare them for the audit.</p> <p>The review will include</p> <table> <tbody> <tr> <td>* USC Housing</td> <td>* USC Bookstore</td> </tr> <tr> <td>* USC Radisson</td> <td>* USC Transportation</td> </tr> <tr> <td>* USC Coliseum & Sports Arena</td> <td>* USC Hospitality</td> </tr> </tbody> </table>		* USC Housing	* USC Bookstore	* USC Radisson	* USC Transportation	* USC Coliseum & Sports Arena	* USC Hospitality
* USC Housing	* USC Bookstore						
* USC Radisson	* USC Transportation						
* USC Coliseum & Sports Arena	* USC Hospitality						
Accomplishments (for previous two weeks)							
<ul style="list-style-type: none"> Project Start Created a repository for the 2014 audit located at Auxiliary Services 2014 PCI Pre-Assessment PCI Dashboard/Checklist has been created 							
Planned for Next Two Weeks							
<ul style="list-style-type: none"> Continue gathering documentation Schedule internal review 							
Open Issues							
<ul style="list-style-type: none"> N/A 							

6 BKS – Create a Student Scheduling Website for Ground Floor

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala	Business Project Owner: Gretchen Margolis
Start Date: 7/21/2014	Target Completion Date: 9/30/2014
<p>Create a new student scheduling website for ground floor (for Gretchen Margolis). This project is to mirror the functionality of the existing scheduling website. No enhancements to the website required.</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Followed up with Gretchen about testing. 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Waiting on user signoff 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

7 HSP – MICROS Point of Sale System 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: 6/24/2014	Target Completion Date: 1/30/2015
<p>USC Hospitality has made a decision to replace the existing point-of-sale system provider. Purpose of this project is to replace existing POS hardware, migrate to a Cloud hosted solution provided by MICROS, implement security standards based on the PCI-DSS Guidelines and retire old POS and Server hardware.</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Completed Vison & Scope Doc Completed Prod and Test Mid-Server Build Ordered Firewalls 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Submit VAR information to the MICROS POS gateway provider Schedule site surveys for locations that utilize KP 	
Open Issues	
<ul style="list-style-type: none"> MICROS has extended the Cloud provisioning for additional 6 weeks due to a PCI recertification process required by Oracle (Oracle recently acquired MICROS http://www.oracle.com/us/corporate/oracle-fact-sheet-079219.pdf) 	

8 RAD – Upgrade Radisson Hotel MICROS & Opera Credit Card Gateway

Project Description <input type="checkbox"/> On Target <input type="checkbox"/> Concern <input checked="" type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Mark Ewalt
Start Date: 7/4/2014	Target Completion Date: 9/26/2014
<p>AS IT has received a notification from Carlson Rezidor Hotel Group that they have selected Merchant Link as the new credit card gateway vendor. The Gateway vendor provides the software that will link Opera to the credit card processor.</p> <p>This is a required upgrade as the existing Gateway Protobase will reach end-of-life on September 30th. **If the upgrade is not complete before September 30th, the hotel will not be able to process credit cards**</p> <p>Merchant Link software leads the industry and will provide the capability for improved credit card processing in the future. Merchant Link's software is called Transaction Vault – a proven, cost-effective tokenization solution. As a cloud-based tokenization solution, Transaction Vault ensures that stored payment data is completely removed from the local IT environment.</p> <p>(Tokenization is the process of replacing sensitive data with unique identification symbols that retain all the essential information about the data without compromising its security.)</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • Project Start • Documentation has been submitted to Merchant 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • Reviewed ACH requirements with Merchant Link and Treasury Office. • Need to submit additional information from Merchant Link for approval • Schedule the upgrade 	
Open Issues	
<ul style="list-style-type: none"> • Merchant Link requires ACH Authorization (banking information to authorize monthly payments) to schedule the upgrade. USC Merchant Services has been asked to review whether this information can be shared with Merchant Link 	

9 RAD – Increase Internet Bandwith in Banquet Areas

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sal Manzo	Business Project Owner: Mark Ewalt
Start Date: 7/4/2014	Target Completion Date: 11/1/2014
Radisson is requesting to look at the capability to offer internet service to their prospective client in all meeting rooms and Grand Ballroom.	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Completed walk-through of Grand Ballroom for connectivity. Identified potential data jacks that could be used to provide connectivity 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Upon approval from Hotel management, will have all data jacks in Grand Ballroom, identified, tagged and labeled for potential future use 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

10 COL - Coliseum Server Replacement/Virtualization (NAS Installation)

Project Description		<input type="checkbox"/> On Target <input type="checkbox"/> Concern <input checked="" type="checkbox"/> Warning	
IT Project Manager: Sal Manzo		Business Project Owner: Joe Furin	
Start Date: 5/15/2014		Target Completion Date: 9/1/2014	
<p>Replace current aging systems with a new server infrastructure, designed around a combination virtualization solution and network based storage solution allowing future integration with Auxiliaries general virtualization and disaster recovery processes.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> No action taken 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Transfer updated ADP VM to Coliseum Server for final test 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

11 SS – Disaster Recovery Program

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

Open Issues

- N/A

12 TSP – IVR Project

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: David Donovan	
Start Date: 5/1/2014		Target Completion Date: 10/01/2014	
<p>Transportation requests the replacement of their existing Telecommunication IVR (Integrated Voice Response System) with a new system that will provide increased uptime, redundancy along with Call Center creation and management, and also the ability to customize messages, route calls and integrate such features as SMS texting, voice callbacks amongst others.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Conducted Kick-Off meeting to discuss scope and implementation • Completed phase 2 Avaya/Windstream software and professional services order • Conducted Design meetings with Enghouse • Completed implementation plan/schedule for Enghouse System • Confirmed Windstream Statement of Work • Confirmed Winstream (ITS-Avaya) Professional Services Installation timeline 			
Planned for Next Two Weeks			
<ul style="list-style-type: none"> • Complete racking of Avaya AES Server • Complete Avaya AES Server installation/configuration (Windstream) • Complete configuration of Enghouse Communication Server • Complete installation of new music on hold for Transportation • Conduct preliminary testing of new communications system. Confirm proposed go-live date for week of 9/15/14. 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

13 UCP – Create a new website for EMBA

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala	Business Project Owner: Darren James
Start Date: 4/23/2014	Target Completion Date: 10/31/2014
Create a new website for EMBA	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • Met with the users for an update. • Continue development 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • Continue development 	
Open Issues	
<ul style="list-style-type: none"> • N/A 	

14 HOU – StarRez – Upgrade CyberSource

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: 4/23/2014	Target Completion Date: 9/30/2014
<p>The Hosted Order Page will be End of Life on September 2014. Migrate Hosted Order Page to Secure Acceptance platform.</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> All testing completed 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Schedule Go Live 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

15 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: Darren James		
Start Date: 4/14/2014		Target Completion Date: : 9/30/2014		
<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"> • Met with all stakeholders to discuss open issues • Design Studio to send description, price etc. to Bookstore • Design Studio to work with Matt Curran 				
Planned for Next Two Week				
<ul style="list-style-type: none"> • Add custom fields after they are available on the website 				
Open Issues				
<ul style="list-style-type: none"> • N/A 				

16 SS – Replace CAPS Bulk Payment Process in CBORD

Project Description <input type="checkbox"/> On Target <input checked="" 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: 10/31/2014
As CBORD will replace CAPS, implement bulk payment process in CBORD	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • After users tested the site and sent the files to ITS, ITS had additional date related changes and invalid data in CBORD • Updated the process for date changes • Asked Accounting to fix the data in CBORD 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • Once data is fixed in CBORD, backup production DB to test so accounting can test again. • Receive user approval and signoff 	
Open Issues	
<ul style="list-style-type: none"> • Waiting for user testing. Target Completion Date missed due to delay with user testing. Target Completion Date is changed to 10/31/2014 assuming user testing is completed in time 	

17 COL – Ticket Office PCI Compliance

Project Description ☒ On Target ☐ Concern ☐ 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 process 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 process.</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"> Completed Vison and Scope document Network Segmentation Reviewed. A separate DSL network is managed by Ticketmaster at the Coliseum Ticket Office 	
Planned for Next Two Week	
<ul style="list-style-type: none"> Scheduled a meeting with Ticket Office staff and review PCI-DSS guidelines and business best practices 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

18 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: Sal Manzo		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"> No action taken (transitioning to new IT PM) 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Determine current status and deliverables. Holding below as placeholders. Coliseum Wi-Fi proposals expected to be received from ITS/ASIT pending completion of additional site walk and infrastructure testing 2nd Site walk with Aruba, ASIT and ITS will be conducted 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

19 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: Sal Manzo		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"> • Handed over to Stanley Hardware (Vendor) for completion of remaining tasks 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Expected completion will be 9/30/14 per Heidi S. • Verifying above with vendor 			
Open Issues			
<ul style="list-style-type: none"> • Vendor has been reengaged in project. • Vendor has estimated completion for 9/30/14. 			

20 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: 11/1/2014
<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"> Initiated the pilot for decommission Auxiliaries IT staff username@auxiliaries.usc.edu , username@bookstore.usc.edu, username@trojanservices.usc.edu and related exchange email accounts 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Complete Org Account creation and migrate corresponding auxiliaries accounts 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

21 HSP - AS Business Unit Website NextGen Project – Hospitality

Project Description		<input type="checkbox"/> On Target	<input checked="" 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"> Met with Hospitality and Design Studio to review approved proofs New proofs from 8/1 are sent to Hospitality This project is prioritized after The Edmondson website 				
Planned for Next Two Week				
<ul style="list-style-type: none"> Waiting for final approvals and PSDs to start development 				
Open Issues				
<ul style="list-style-type: none"> N/A 				

22 BKS – Gamble House – CyberSource Upgrade

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala	Business Project Owner: Darren James
Start Date: 7/4/2014	Target Completion Date: 9/30/2014**COMPLETED**
<p>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).</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Gamble House website is updated with Cybersource Secure Acceptance Form on 9/2. 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> N/A 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

23 TSP – Automate Dart

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: 4/23/2014	Target Completion Date: TBD**COMPLETED**
TSP is seeking a technology based solution to improve the service.	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> Phase 1 is completed 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> N/A 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

24 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: 8/31/2014**COMPLETED**
<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"> • Bookstore: Live on 8/29. • Hospitality: Live with all changes 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> • N/A 	
Open Issues	
<ul style="list-style-type: none"> • N/A 	

25 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: TBD **On Hold**	
<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"> Vendor contact information for RFI have been passed to AS IT 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Mark Ewalt has asked that this project be put on hold until next fiscal year. 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

26 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: Frank Juarez	
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 			

27 Archived Project Summary

Priority	Project Name	Requestor	Description
N/P	HSP – Expand URBNMRKT Landing Page to Website	Erika Chesley	Expand the existing single landing page for URNBMRKT 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	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.
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.