

Bi-Weekly Project Status Report 1/13/2015 – 2/13/2015

Submitted by Auxiliary Services, IT

Submitted On 2/13/2015

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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	TSP – Update Android App	Michelle Garcia	Add HSC routes and additional functionality (metro, metrolink, LADOT integration, redesign)
1	TSP – Update IOS App	Michelle Garcia	Add HSC routes, additional functionality (metro, metrolink, LADOT integration, redesign, optimize for new Iphone 6)
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	ACCT – Check Scanning	ming 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.
1	1 TSP – Update maps Tony Mazza	Tony Mazza	Add maps to website showing similar map to housing for consistency.
2	HOU – Implement Meeting Room tablets		Mount tablets to each meeting room door so requesters can view availability
2	2 BKS – Mobile app for catalog Darren Jan	Darren James	Create a mobile app for catalog
2	BKS – Create separate websites for Stanford, San Fran State and others to replace OsCommerce BKS – Online Computer Store Darren James	Create separate websites for schools to offer functionality to replace OsCommerce	
2		Darren James	Offer Computer Store products online
2	UCP – Online Copyright Clearance Center	Darren James	Offer online solution to replace the current software that was initially written around 1990 in older version of VR, which now has limitations that either makes it impossible or difficult to incorporate new functions and to streamline daily functions with CCC.
2	HR – HR Website	Barbara Sladeck	Create a new website for HR

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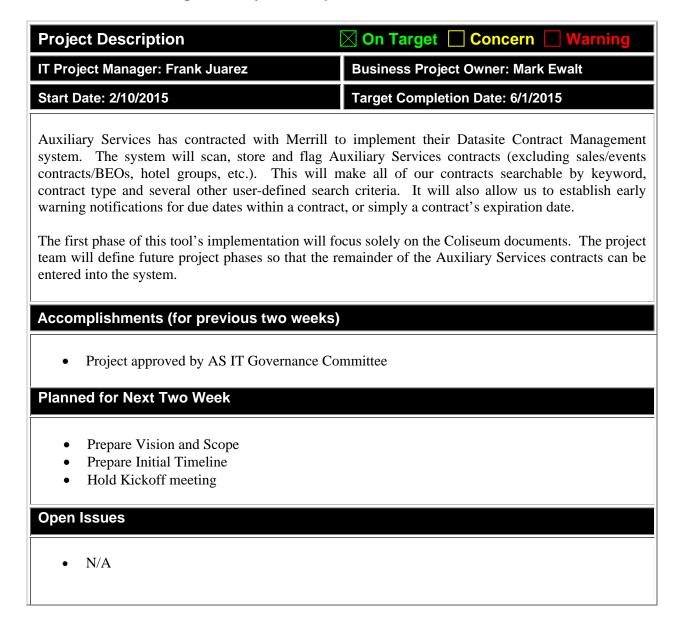
3	HSP – Create a Mobile App	Kris Klinger	Create a mobile app for USC Hospitality
3	HOU – Mobile Website	Keenan Cheung	Implement a Mobile Website for USC Housing
3	MonoPad Post Installation Support Plan	Keenan Cheung	Create a support plan for the installed Monopads
3	BKS – eCommerce for USC Flower Shop	Darren James /Jerry Wingate	Add eCommerce functionality to USC Flower Shop website
3	BKS – Electronic Shelf Tag	Shelf Darren James	Implement a system to use electronic merchandise tags
3	I House Bookstore	Gamble House website is changed with the new design so the bookstore would like to match the Gamble House bookstore website to the Gamble House website	

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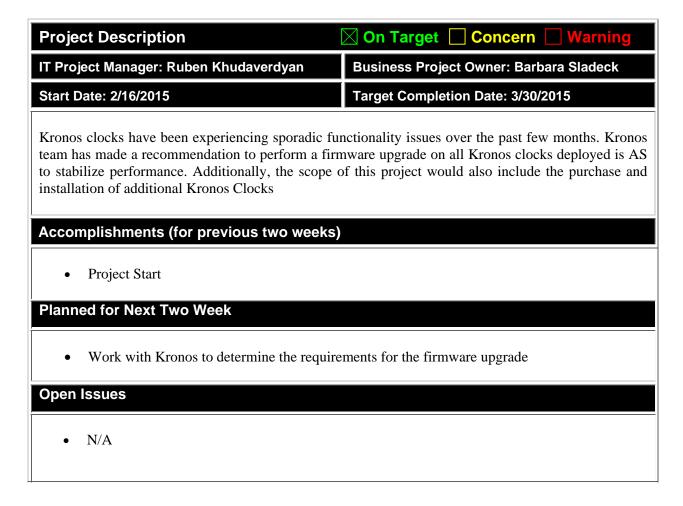
2 Active Project Summary

Project	Project Name	Status	Assessment
3	SS – Contract management System Implementation	On Target	Next Milestone – Project Start Target Project Completion Date – 6/1/2015
4	SS – Kronos Clock Firmware Upgrade	On Target	Next Milestone – Project Start Target Project Completion Date – 3/30/2015
5	SS – Kronos Scheduler Module Upgrade	On Target	Next Milestone – Project Start Target Project Completion Date – 3/31/2015
6	SS – 2014 External PCI Audit Support		Next Milestone – Development Target Project Completion Date – 6/30/2015
7	HOU – Enhance Housing Website maps with Safety Information	On Target	Next Milestone – Development Target Project Completion Date – 3/2/2015
8	BKS – Follett Textbook Transition (Schedule of Classes and OASIS)	On Target	Next Milestone – Development Target Project Completion Date – TBD
9	TSP – T2 Flex Credit Card Gateway Upgrade	On Target	Next Milestone – Implementation Target Project Completion Date – TBD
10	SS – AS IT Ticketing Payroll System (Zendesk) Implementation	On Target	Next Milestone – Development Target Project Completion Date – 2/15/2015
11	HSP – Catering Online Ordering Replacement Discovery	On Target	Next Milestone – Development Target Project Completion Date – TBD
12	HSP – MICROS Point-of-Sale System Implementation	Warning	Next Milestone – Development Target Project Completion Date – TBD
13	UCP – Create a new website for EMBA	On Target	Next Milestone – Development Target Project Completion Date – 3/31/2015
14	SS – Update CAPS Bulk Payment Process for Partial Payment Processing	On Target	Next Milestone – Sign-Off Target Project Completion Date – 3/31/2015
15	COL –Coliseum Food and Beverage PCI Pre-Audit Review	Concern	Next Milestone – Review Target Project Completion Date – 3/30/2015
16	SS – MS 365 Email Implementation Phase II	On Target	Next Milestone – Phase III Target Project Completion Date – 4/1/2015
17	HSP – AS Business Unit Website NextGen Project Hospitality	On Target	Next Milestone – Development Target Project Completion Date – 4/30/2015

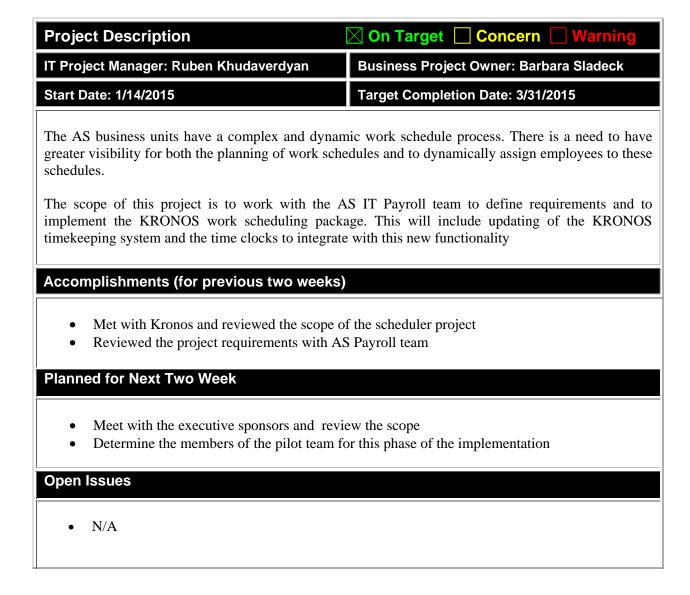
3 SS – Contract Management System Implementation



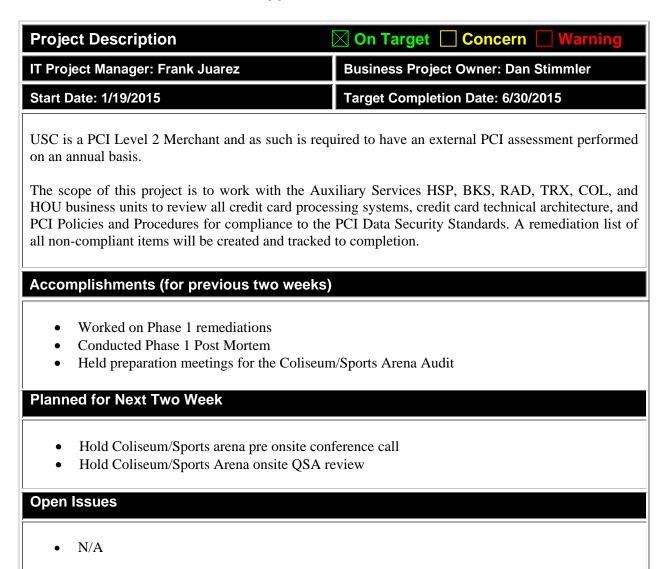
4 SS – KRONOS Clock Firmware Upgrade



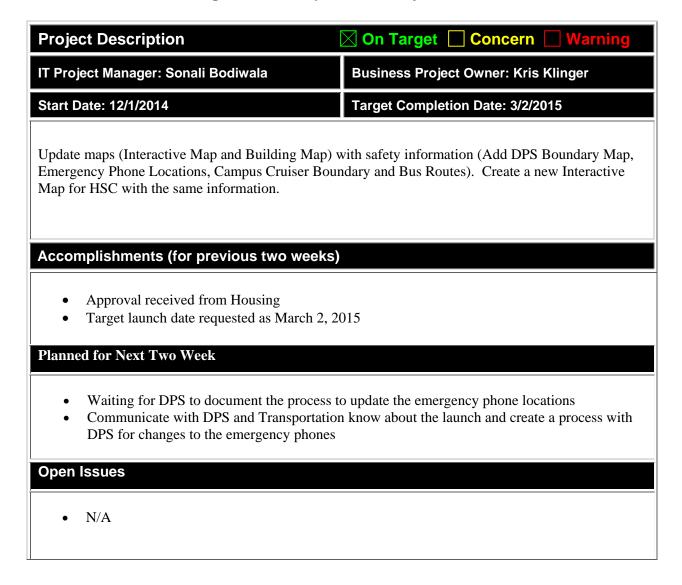
5 SS – KRONOS Timekeeping – Scheduling Module Implementation



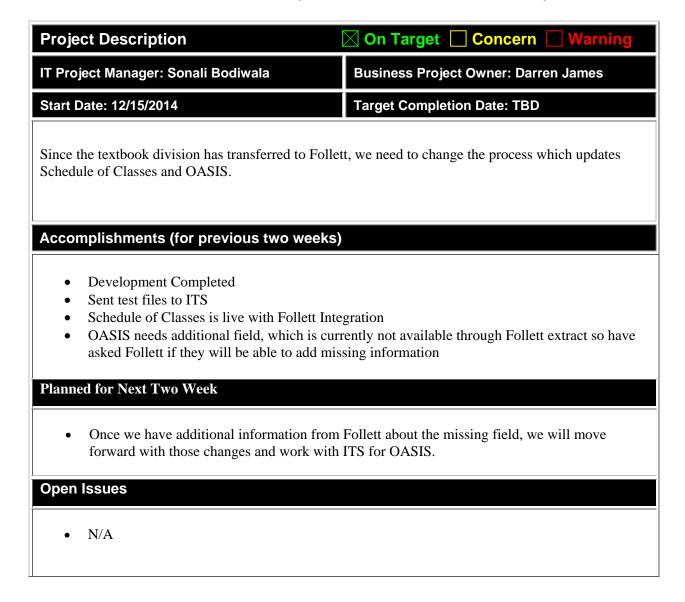
6 SS – 2014 External PCI Audit Support



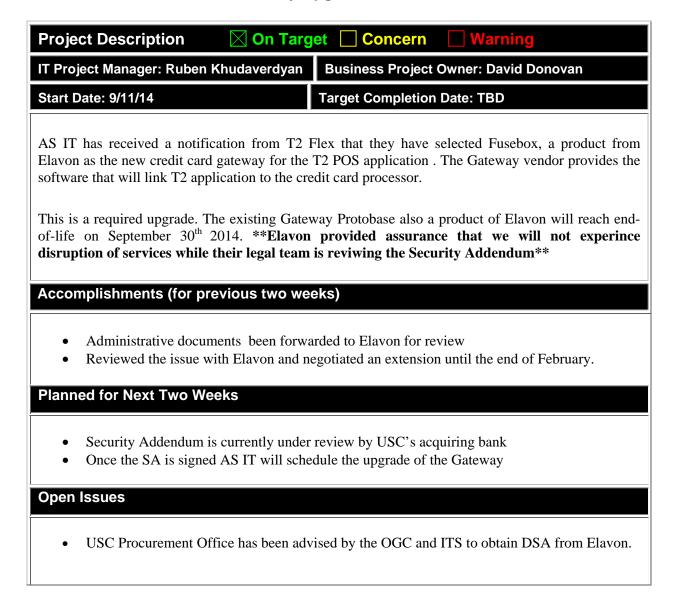
7 HOU – Enhance Housing Website maps with Safety Information



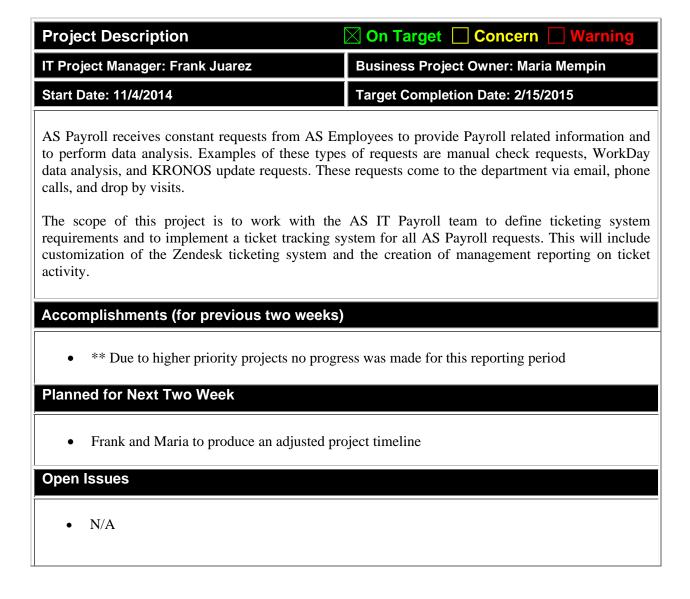
8 BKS – Follett Textbook Transition (Schedule of Classes and OASIS)



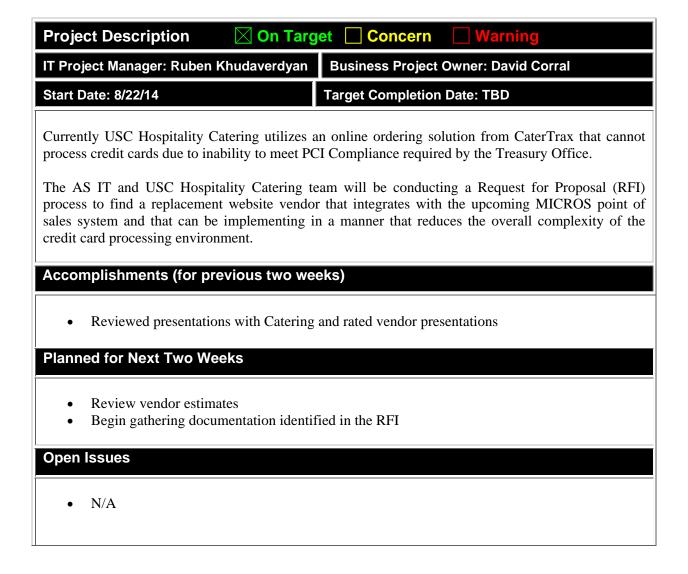
9 TSP – T2 Flex Credit Card Gateway Upgrade



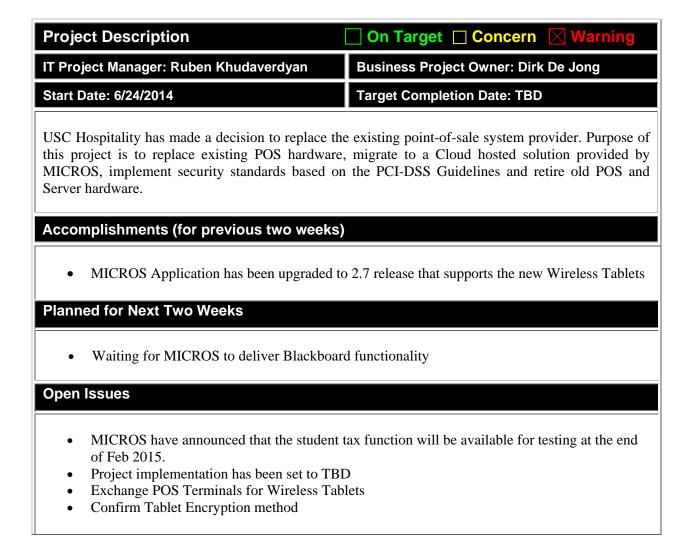
10 SS – AS IT Payroll Ticketing System (Zendesk) Implementation



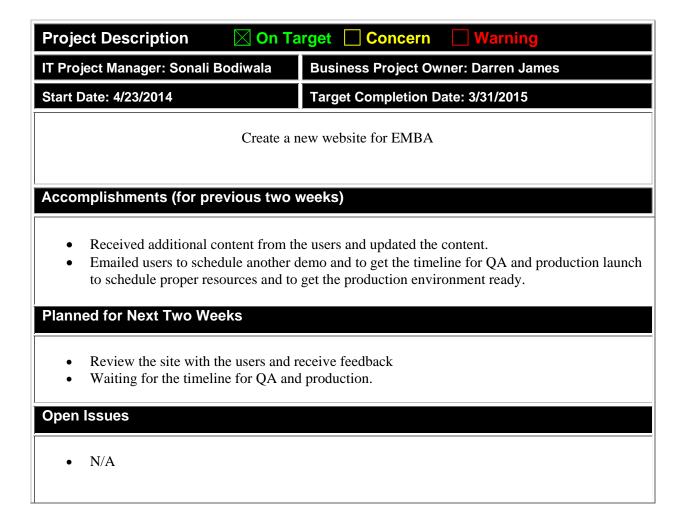
11 HSP – Catering Online Ordering Discovery



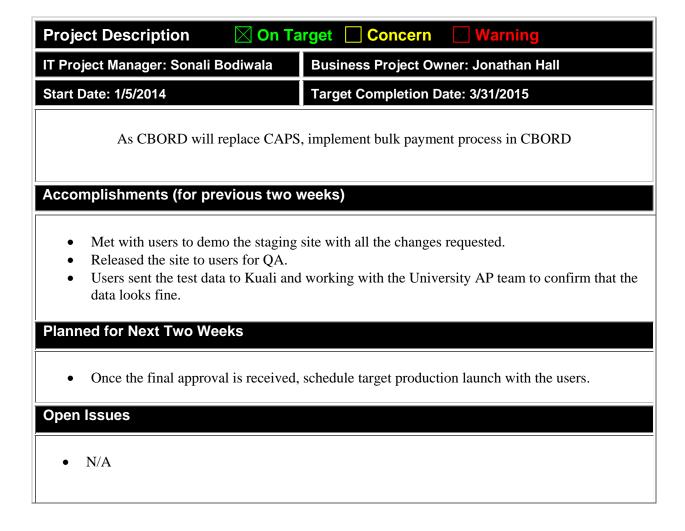
12 HSP – MICROS Point of Sale System Implementation



13 UCP - Create a new website for EMBA



14 SS - Update CAPS Bulk Payment Process for Partial Payment Processing



15 COL – Coliseum Food and Beverage PCI Pre-Audit Review



USC is a PCI Level 2 Merchant and as such is required to have an external PCI assessment performed on an annual basis. In 2013 the LA Memorial Coliseum and Sports Arena were excluded from the external audit based on the timing of the take-over date.

The scope of this project is to work with the USC Merchant Services, ITS, and Legends organization to determine level of PCI responsibility for the Coliseum and Sports Arena food and beverage concessions. Additionally, this project will review all concession credit card technical architecture, system and processes for compliance to the PCI DSS. A remediation list of all non-compliant items will be created and tracked to completion.

This project has been expanded to include the PCI pre-audit remediations for the Sports Arena

Accomplishments (for previous two weeks)

- Completed cabling for yard level concession stands
- Identified firewall and switch needs for Sports Arena

Planned for Next Two Week

- Order additional switches and firewalls for Sports Arena
- Begin implementation of new hardware
- Investigate need for physical key vault

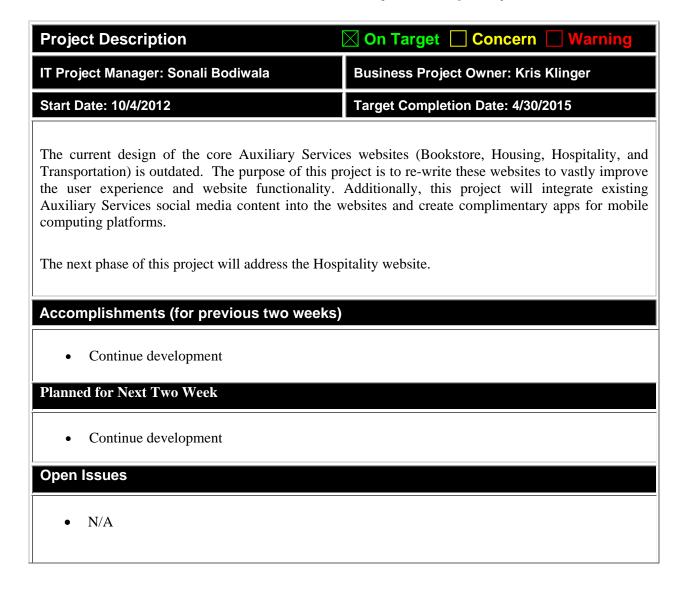
Open Issues

• During the walkthrough of the PCI Policies and Procedures the need to review the Sports Arena food and beverage operations was identified. The team will need to expedite the review and recommendations of the pre-audit remediation items.

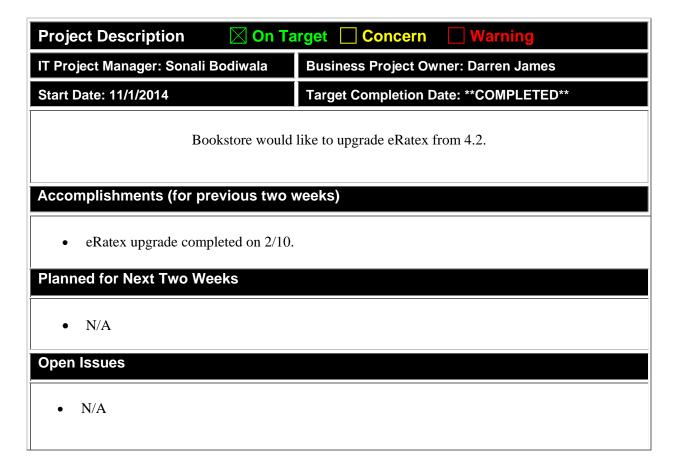
16 SS – MS 365 Email Implementation Phase II

Project Description	Concern Warning		
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Dan Stimmler		
Start Date: 2/20/2013	Target Completion Date: 4/1/2015		
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. Auxiliary Services has been identified as the 4 th 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.			
Accomplishments (for previous two week	s)		
Completed deletion of users email accounts			
Planned for Next Two Weeks			
 Delete remaining Organization Accounts Work with the Exchange Sys Admin and review remaining accounts in the Auxiliaries Exchange. Admin team for SYMPA training has been identified. Training will be scheduled during the second week in March. 			
Open Issues			
• N/A			

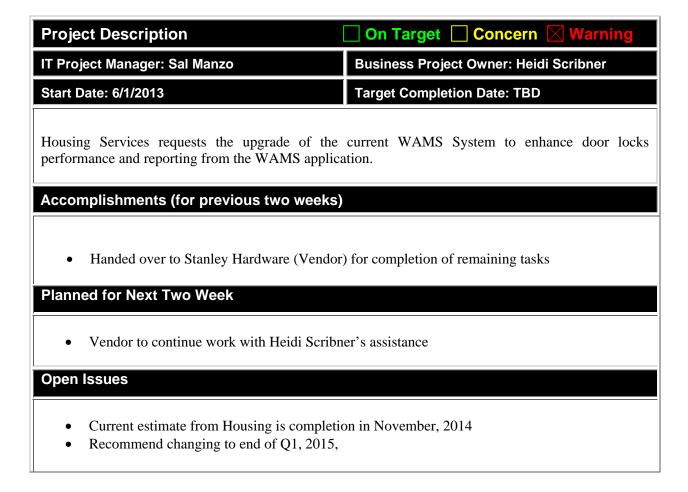
17 HSP - AS Business Unit Website NextGen Project – Hospitality



18 BKS – eRatex Upgrade from 4.2.1.1 to 4.2.1.3



19 HOU – WAMS Server Implementation Phase II



20 SS - Disaster Recovery Program



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.

AS IT Disaster Recovery Program Description

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.

Benefits

- 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)

- Continue configuration of replication sites
- Requested switch replacement configuration from ITS
- Replace faulty switch at Sunguard, AZ
- Continue replication testing and confirm functionality
- Begin initial Technical documentation

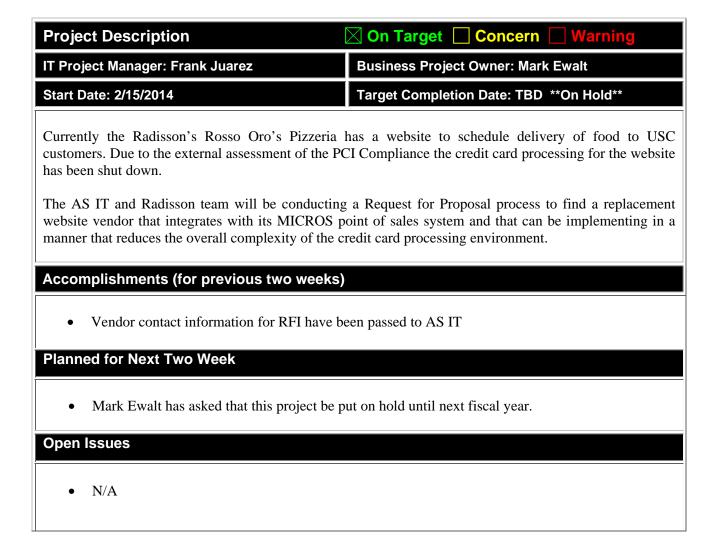
Planned for Next Two Week

• ** Due to project resource availability and higher priorities this project is being temporarily put on hold **

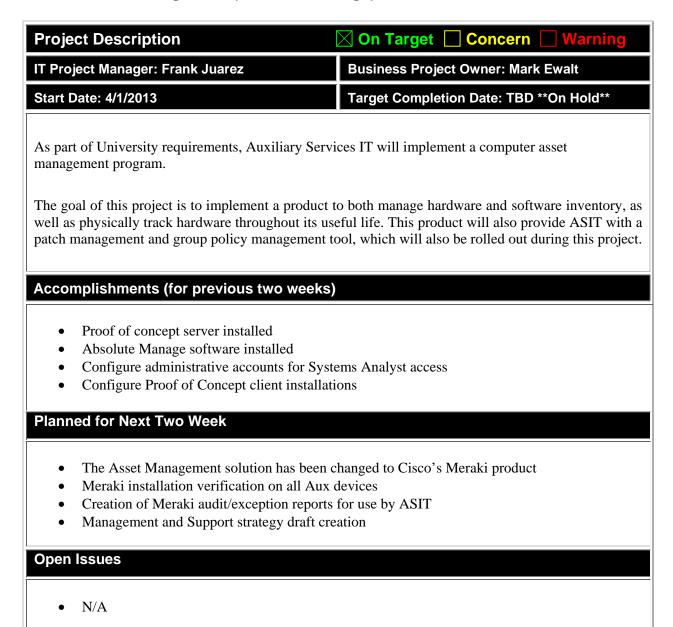
Open Issues

N/A

21 RAD - Rosso Oro's Online Ordering Vendor Replacement



22 ASIT – Asset Management (Absolute Manage)



23 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.

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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.