

# Bi-Weekly Project Status Report 2/13/2015 – 2/27/2015

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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 – 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	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	TSP – Update maps	Tony Mazza	Add maps to website showing similar map to housing for consistency.
2	HOU – Implement Meeting Room tablets	Keenan Cheung	Mount tablets to each meeting room door so requesters can view availability
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	RKS - Online Computer	Offer Computer Store products online	
2	UCP – Online Copyright Clearance Center		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
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

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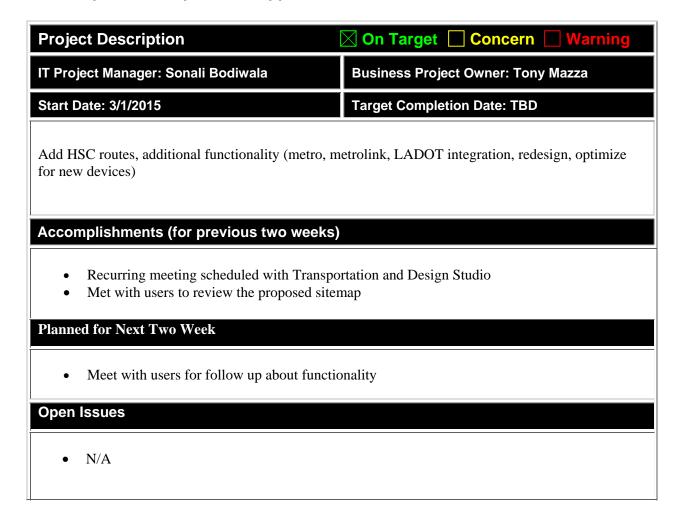
3	MonoPad Post Installation Support Plan	Keenan Cheung	ng Create a support plan for the installed Monopads	
3	BKS – eCommerce for USC Flower Shop	Darren James /Jerry Wingate	Add eCommerce functionality to USC Flower Shop website	
3	BKS – Electronic Shelf Tag	Darren James	Implement a system to use electronic merchandise tags	
3	BKS – Redesign Gamble House Bookstore	Darren James	Gamble House website is changed with the new design so the bookstore would like to match the Gamble House bookstore website to the Gamble House website	

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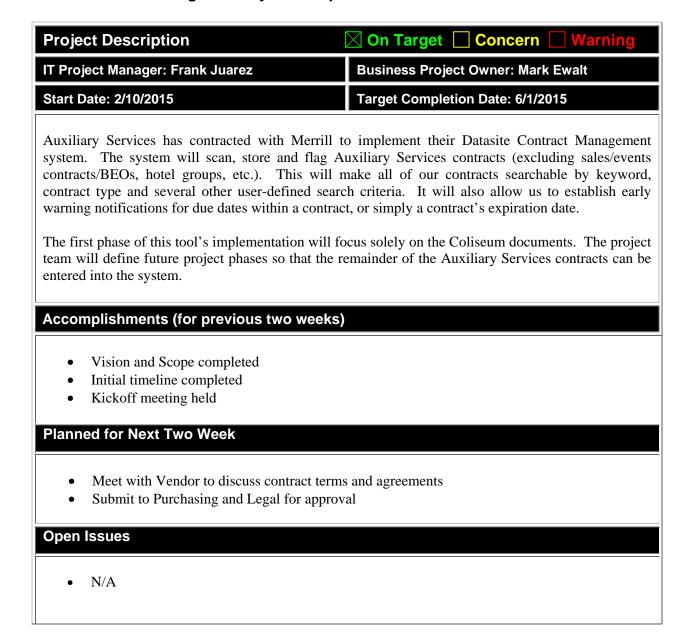
# 2 Active Project Summary

Project	Project Name	Status	Assessment
3	TSP – Update Transportation App for IOS and Android	On Target	Next Milestone – Project Start Target Project Completion Date – TBD
4	SS – Contract management System Implementation	On Target	Next Milestone – Project Start Target Project Completion Date – 6/1/2015
5	SS – Kronos Clock Firmware Upgrade	On Target	Next Milestone – Project Start Target Project Completion Date – 3/30/2015
6	SS – Kronos Scheduler Module Upgrade	Concern	Next Milestone – Project Start Target Project Completion Date – 3/31/2015
7	SS – 2014 External PCI Audit Support	On Target	Next Milestone – Development Target Project Completion Date – 6/30/2015
8	TSP – T2 Flex Credit Card Gateway Upgrade	On Target	Next Milestone – Implementation Target Project Completion Date – TBD
9	SS – AS IT Ticketing Payroll System (Zendesk) Implementation	Concern	Next Milestone – Development Target Project Completion Date – 2/15/2015
10	HSP – Catering Online Ordering Replacement Discovery	On Target	Next Milestone – Development Target Project Completion Date – TBD
11	HSP – MICROS Point-of-Sale System Implementation	Warning	Next Milestone – Development Target Project Completion Date – TBD
12	UCP – Create a new website for EMBA	On Target	Next Milestone – Development Target Project Completion Date – 3/31/2015
13	COL –Coliseum Food and Beverage PCI Pre-Audit Review	Concern	Next Milestone – Review Target Project Completion Date – 3/30/2015
14	SS – MS 365 Email Implementation Phase III	On Target	Next Milestone – Phase III Target Project Completion Date – 4/1/2015
15	HSP – AS Business Unit Website NextGen Project Hospitality	On Target	Next Milestone – Development Target Project Completion Date – 4/30/2015

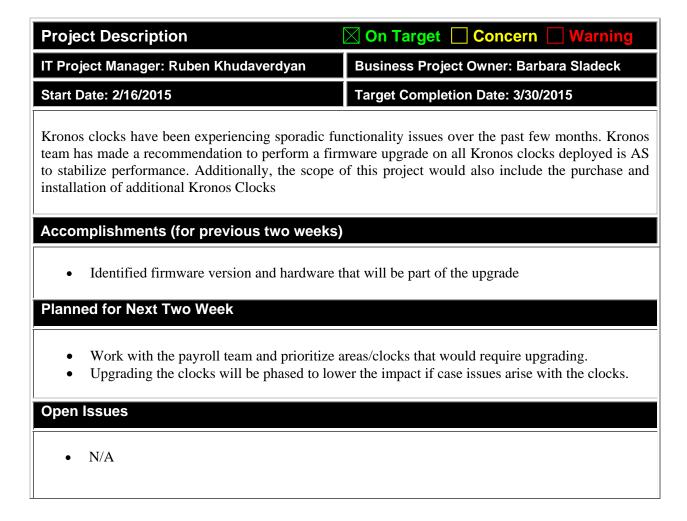
# 3 TSP – Update Transportation App for iOS and Android



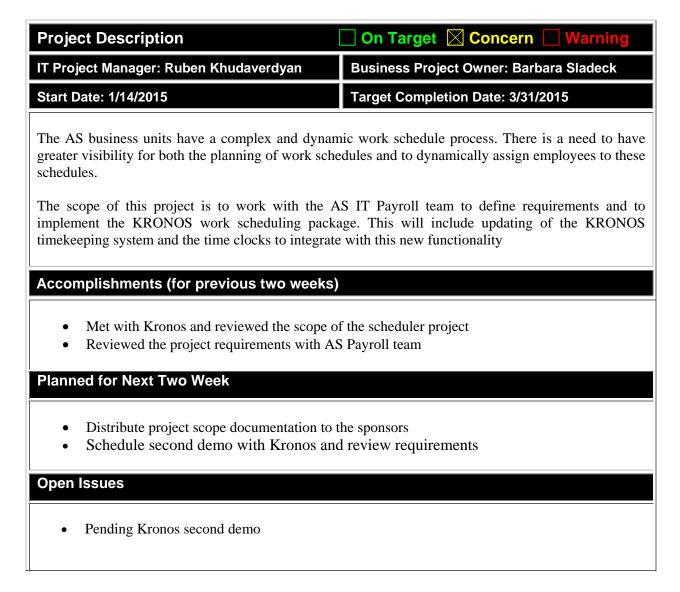
# 4 SS – Contract Management System Implementation



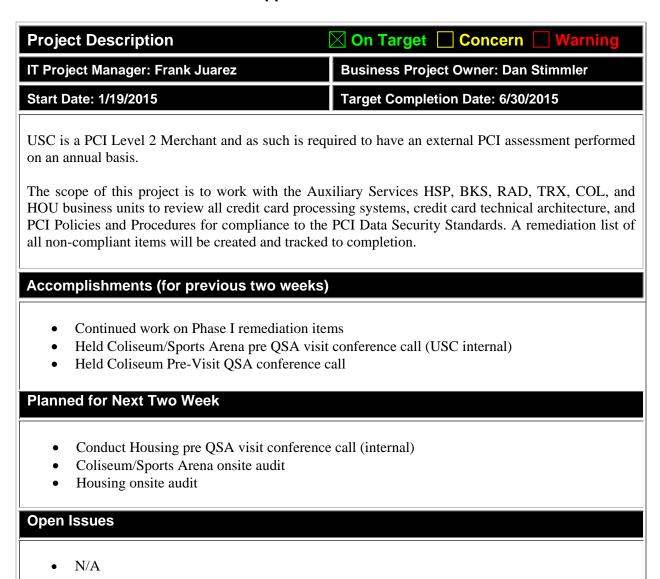
# 5 SS - KRONOS Clock Firmware Upgrade



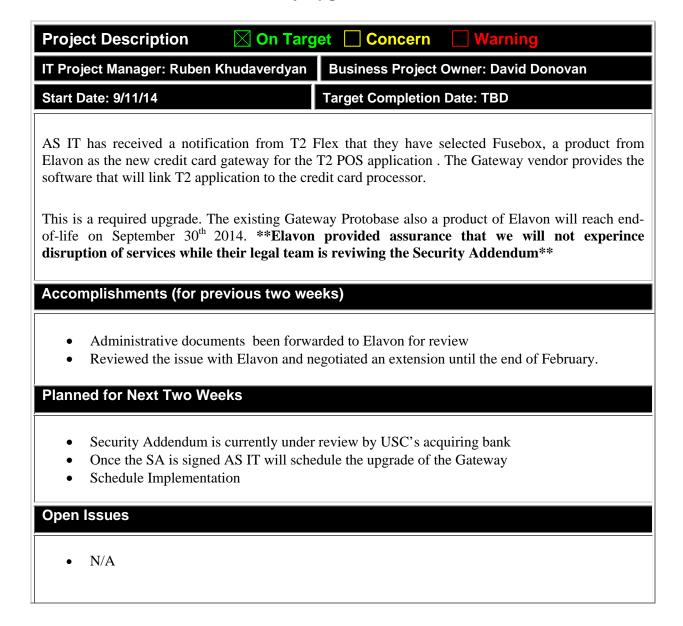
# 6 SS – KRONOS Timekeeping – Scheduling Module Implementation



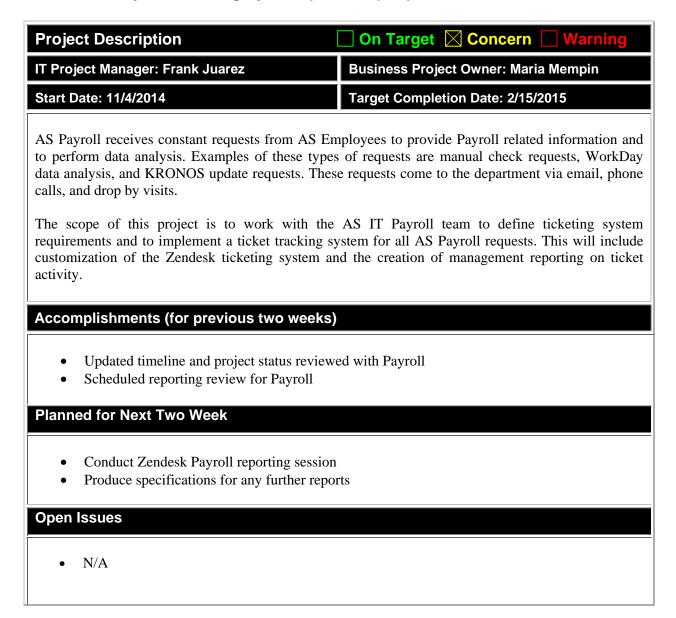
# 7 SS – 2014 External PCI Audit Support



# 8 TSP – T2 Flex Credit Card Gateway Upgrade



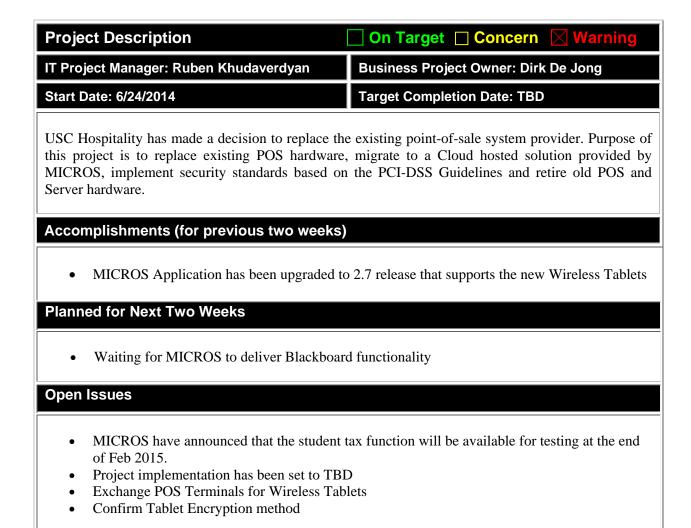
# 9 SS – AS IT Payroll Ticketing System (Zendesk) Implementation



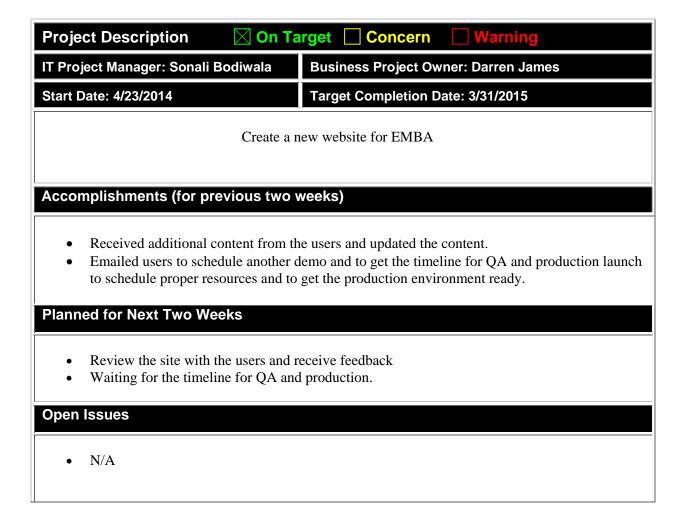
# 10 HSP – Catering Online Ordering Discovery

Project Description				
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: David Corral			
Start Date: 8/22/14	Target Completion Date: TBD			
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.  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.				
Accomplishments (for previous two weeks)				
Reviewed vendor demo				
Planned for Next Two Weeks				
Proposal Review				
Open Issues				
• N/A				

## 11 HSP – MICROS Point of Sale System Implementation



#### 12 UCP - Create a new website for EMBA



#### 13 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)**

- Received firewalls for the Sports Arena POS workstations
- Reviewed Key Vault alternatives

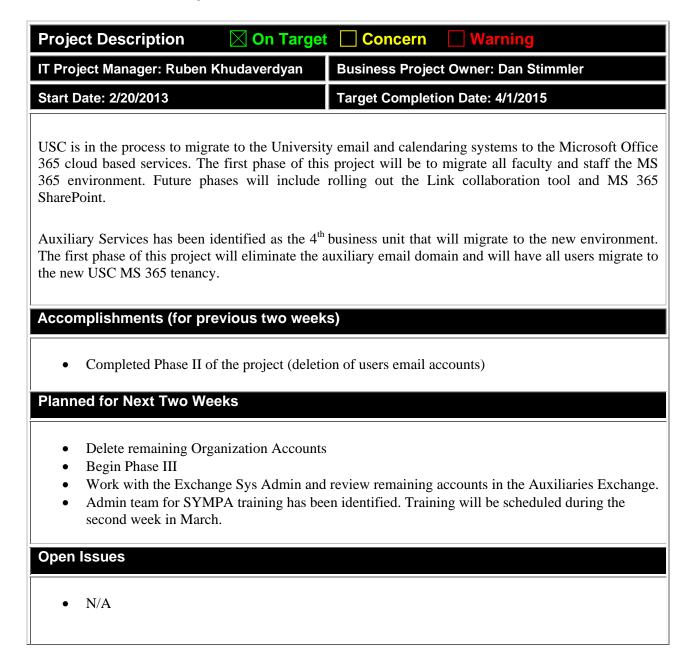
#### **Planned for Next Two Week**

- Install additional firewalls
- Create site visit audit log (manual)

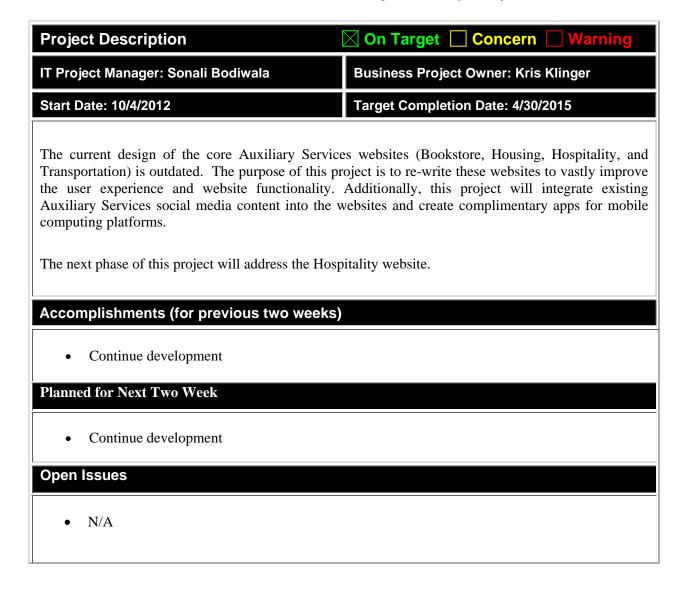
#### **Open Issues**

• 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.

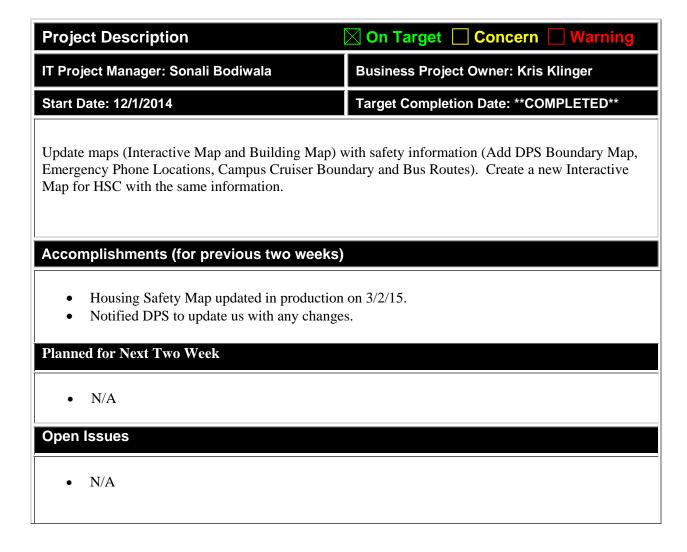
# 14 SS – MS 365 Email Implementation Phase III



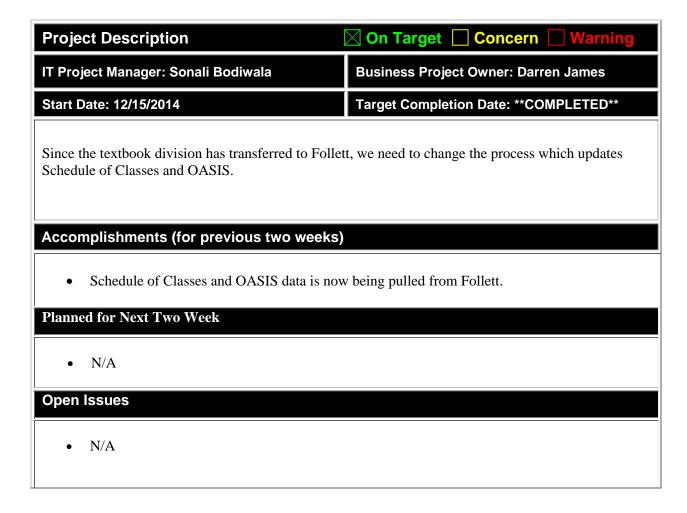
## 15 HSP - AS Business Unit Website NextGen Project – Hospitality



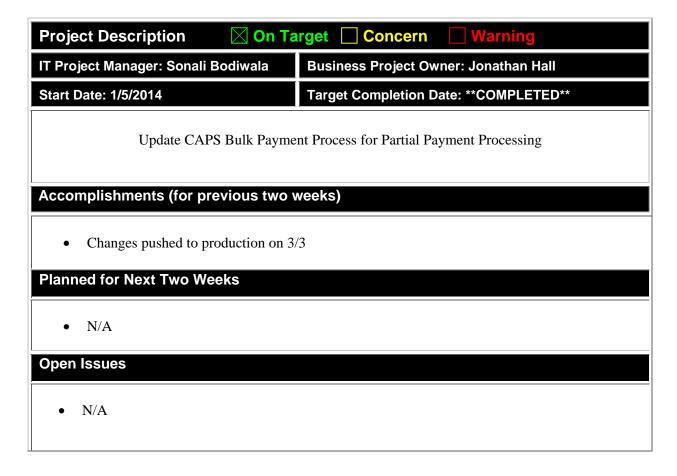
# 16 HOU – Enhance Housing Website maps with Safety Information



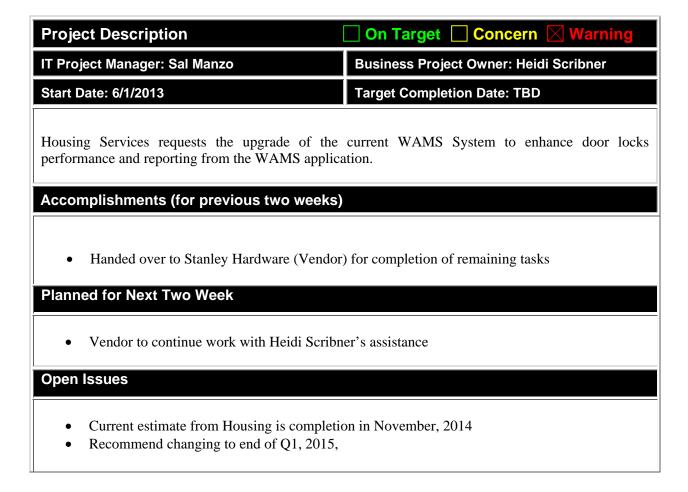
# 17 BKS – Follett Textbook Transition (Schedule of Classes and OASIS)



# 18 SS - Update CAPS Bulk Payment Process for Partial Payment Processing



## 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

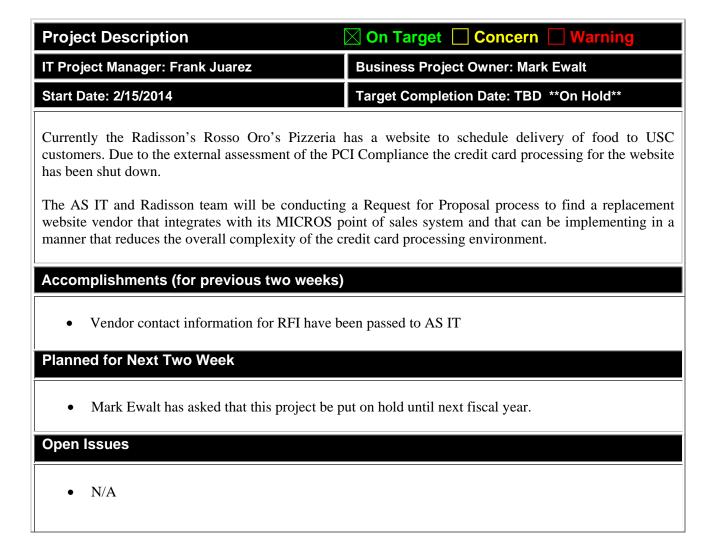
#### **Planned for Next Two Week**

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

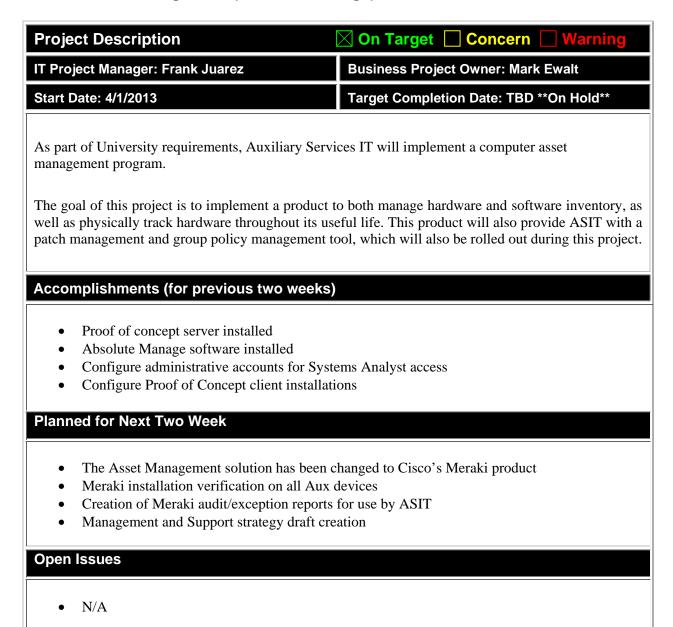
#### **Open Issues**

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.