



Bi-Weekly Project Status Report
3/27/2015 – 4/10/2015

Submitted by Auxiliary Services, IT

Submitted On 4/10/2015

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1 Discovery Project Summary

Priority	Project Name	Requestor	Description
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.
1	HSP – Firewall Migration	Dirk De Jong	Migrate the management of the HSP Point of Sales (POS) firewalls from ITS to AS IT
1	HSP, BKS, TRX, COL, HOU PCI EMV (Pin and Chip) Implementation	Mark Ewalt	Assist in the purchase and implementation of the new PCI EMV technology mandated by the PCI DSS 3.1 standards
1	COL – USC Network Usage Infrastructure Policy Map and Gap	Joe Furin	To prepare for the upcoming University audit perform an internal assessment of adherence to USC policy and create remediation list to be prioritized by the COL
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	BKS – Online Computer Store	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
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
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
TBD	BKS – Additional payment option on BKS website	Darren James	Add USCard payment option to the USC Bookstore website

2 Active Project Summary

Project	Project Name	Status	Assessment
3	COL – Changes to the Coliseum Website	Concern	Next Milestone – Project Start Target Project Completion Date – 4/30/2015
4	HOU – Translate Housing website to Chinese	On Target	Next Milestone – Development Target Project Completion Date – 5/30/15
5	HSP – Food and Beverage Vendor Assignment Discovery	On Target	Next Milestone – Project Start Target Project Completion Date – 4/30/2015
6	TSP – Update Transportation App for IOS and Android	On Target	Next Milestone – Development Target Project Completion Date – TBD
7	SS – Contract management System Implementation	On Target	Next Milestone – Development Target Project Completion Date – 6/1/2015
8	SS – Kronos (Purchase & Implementation of addition clocks)	On Target	Next Milestone – Development Target Project Completion Date – TBD
9	SS – Kronos Clock Firmware Upgrade	On Target	Next Milestone – Development Target Project Completion Date – 4/22/2015
10	SS – Kronos Scheduler Module Upgrade	On Target	Next Milestone – Development Target Project Completion Date – TBD
11	SS – Kronos Custom Time Edit Report	On Target	Next Milestone – Development Target Project Completion Date – TBD
12	SS – 2014 External PCI Audit Support	On Target	Next Milestone – Development Target Project Completion Date – 6/30/2015
13	TSP – T2 Flex Credit Card Gateway Upgrade	On Target	Next Milestone – Implementation Target Project Completion Date – TBD
14	HSP – MICROS Point-of-Sale System Implementation	Warning	Next Milestone – Development Target Project Completion Date – TBD
15	UCP – Create a new website for EMBA	On Target	Next Milestone – Development Target Project Completion Date – TBD
16	SS – MS 365 Email Implementation Phase III	On Target	Next Milestone – Phase III Target Project Completion Date – TBD
17	HSP – AS Business Unit Website NextGen Project Hospitality	On Target	Next Milestone – Development Target Project Completion Date – 8/10/2015

3 COL – Changes to the Coliseum Website

Project Description <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala	Business Project Owner: Joe Furin
Start Date: 3/11/2015	Target Completion Date: 4/30/2015
<p>Coliseum team has requested following changes to the website:</p> <ol style="list-style-type: none"> 1) Add Avatars to Social Media 2) Change BG for 8 pages 3) Add Photo Gallery 4) Enlarged Lightbox for Seating Charts with Hover Zoom 5) Update Home Page to add Videos Section and create a new Videos page 6) News page (15 stories per page) 7) Email Subscription Pop Up on Home Page 	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> • The following requests were sent to users, approved and pushed to production: <ol style="list-style-type: none"> 1) Enlarged Lightbox for Seating Charts with Hover Zoom 2) Change approved background to the original background (Events page) 2) Add a new background for Sports Arena Seating Chart 3) Update header with a new tagline • The following requests were sent for design review: <ol style="list-style-type: none"> 1) Create a Videos Page 2) Update Home page with a featured video and a slider 3) Create a News page <p>Also, completed the online newsletter request form.</p>	
Planned for Next Two Week	
<ul style="list-style-type: none"> • Once design review is completed for the videos and the news page, send it for user review. • Design Studio to update the newsletter template and send new PSD to web team 	
Open Issues	
<ul style="list-style-type: none"> • Due to change of scope, target completion date is now changed to 4/30. • This change may also impact the hospitality project. 	

4 HOU – Translate Housing website to Chinese

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: 2/4/2015		Target Completion Date: 5/30/2015	
<p>Housing would like offer Chinese translation of the website.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Updated QA site with some translations completed by users; • Met with users to create a timeline • Translator identified 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Continue development • Update QA site with latest content from production • Have 3rd party contractors to translate few pages 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

5 HSP – Food and Beverage Vendor Assignment Discovery

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Kris Klinger	
Start Date: 2/10/2015		Target Completion Date: 4/30/2015	
<p>Auxiliary Services has contracted with Merrill to implement their Datasite Contract Management system. The system will scan, store and flag Auxiliary Services contracts (excluding sales/events contracts/BEOs, hotel groups, etc.). This will make all of our contracts searchable by keyword, contract type and several other user-defined search criteria. It will also allow us to establish early warning notifications for due dates within a contract, or simply a contract's expiration date.</p> <p>The first phase of this tool's implementation will focus solely on the Coliseum documents. The project team will define future project phases so that the remainder of the Auxiliary Services contracts can be entered into the system.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Project approved by the AS IT Governance Committee • Initial meeting with CAPS to discuss current Campus Event Permit process 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Meet with Hospitality to discuss their Food and Beverage Vendor approval process • Identify potential system solutions 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

6 TSP – Update Transportation App for iOS and Android

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Sonali Bodiwala		Business Project Owner: Tony Mazza	
Start Date: 3/1/2015		Target Completion Date: TBD	
<p>Add HSC routes, additional functionality (metro, metrolink, LADOT integration, redesign, optimize for new devices)</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Set up meeting with Transportation and Design Studio 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Set up a meeting with users to go over Syncromatics app review. 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

7 SS – Contract Management System Implementation

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Mark Ewalt	
Start Date: 2/10/2015		Target Completion Date: 6/1/2015	
<p>Auxiliary Services has contracted with Merrill to implement their Datasite Contract Management system. The system will scan, store and flag Auxiliary Services contracts (excluding sales/events contracts/BEOs, hotel groups, etc.). This will make all of our contracts searchable by keyword, contract type and several other user-defined search criteria. It will also allow us to establish early warning notifications for due dates within a contract, or simply a contract's expiration date.</p> <p>The first phase of this tool's implementation will focus solely on the Coliseum documents. The project team will define future project phases so that the remainder of the Auxiliary Services contracts can be entered into the system.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Agreement finalized and purchase completed • Scheduled initial training • Conduct systems administrator training 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Schedule and conduct COL user training 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

8 SS – KRONOS (Purchase & implementation of additional clocks)

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Barbara Sladeck	
Start Date: 3/27/2015		Target Completion Date: TBD	
<p>Through a recent audit report, it has been identified that there is a need to install additional Kronos clocks throughout the Hospitality and Housing business unit.</p> <p>The goals of this project are to assess, quote, and implement the amount of additional clocks needed for operations</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Project Start 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Pending feedback from Housing • Review the quote with accounting 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

9 SS – KRONOS Clock Firmware 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: Barbara Sladeck	
Start Date: 2/16/2015		Target Completion Date: 4/22/2015	
<p>Kronos clocks have been experiencing sporadic functionality issues over the past few months. Kronos team has made a recommendation to perform a firmware upgrade on all Kronos clocks deployed is AS to stabilize performance. Additionally, the scope of this project would also include the purchase and installation of additional Kronos Clocks</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Implementation will begin on Monday 4/13/2015 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Continue with the upgrade 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

10 SS – KRONOS Timekeeping – Scheduling Module 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: Barbara Sladeck	
Start Date: 1/14/2015		Target Completion Date: TBD	
<p>The AS business units have a complex and dynamic work schedule process. There is a need to have greater visibility for both the planning of work schedules and to dynamically assign employees to these schedules.</p> <p>The scope of this project is to work with the AS IT Payroll team to define requirements and to implement the KRONOS work-scheduling package. This will include updating of the KRONOS timekeeping system and the time clocks to integrate with this new functionality</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Request a quote for live training session and training material from Kronos Define Pilot group, which will serve as system testers prior to scheduling training session with Hospitality managers 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Review training proposal with the HSP team Schedule a follow up meeting with Kronos 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

11 SS – KRONOS Custom Time Edit Report

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Barbara Sladeck	
Start Date: 3/27/2015		Target Completion Date: TBD	
<p>Sr. Management has requested a custom time edit report to be built by the Kronos team.</p> <p>The scope of this project is to review the requirements found in the audit report and contract Kronos professional services for development.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Project Start 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Schedule a meeting with the audit consultant and Kronos Developer to review the scope and the details of the report 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

12 SS – 2014 External PCI Audit Support

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Dan Stimmler	
Start Date: 1/19/2015		Target Completion Date: 6/30/2015	
<p>USC is a PCI Level 2 Merchant and as such is required to have an external PCI assessment performed on an annual basis.</p> <p>The scope of this project is to work with the Auxiliary Services HSP, BKS, RAD, TRX, COL, and HOU business units to review all credit card processing systems, credit card technical architecture, and PCI Policies and Procedures for compliance to the PCI Data Security Standards. A remediation list of all non-compliant items will be created and tracked to completion.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> Continued work on Phase I remediation items Held Coliseum/Sports Arena pre QSA visit conference call (USC internal) Held Coliseum Pre-Visit QSA conference call 			
Planned for Next Two Week			
<ul style="list-style-type: none"> Conduct Housing pre QSA visit conference call (internal) Coliseum/Sports Arena onsite audit Housing onsite audit 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

13 TSP – T2 Flex Credit Card Gateway 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: David Donovan
Start Date: 9/11/14	Target Completion Date: TBD
<p>AS IT has received a notification from T2 Flex that they have selected Fusebox, a product from Elavon as the new credit card gateway for the T2 POS application . The Gateway vendor provides the software that will link T2 application to the credit card processor.</p> <p>This is a required upgrade. The existing Gateway Protobase also a product of Elavon will reach end-of-life on September 30th 2014. **Elavon provided assurance that we will not experince disruption of services while their legal team is reviwing the Security Addendum**</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> OGC is reviewing the latest revisions of the Terms and Conditions and Security Addendum from Elavon 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Pending Elavon feedback 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

14 HSP – MICROS Point of Sale System Implementation

Project Description		<input type="checkbox"/> On Target <input type="checkbox"/> Concern <input checked="" type="checkbox"/> Warning	
IT Project Manager: Ruben Khudaverdyan		Business Project Owner: Dirk De Jong	
Start Date: 6/24/2014		Target Completion Date: TBD	
<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"> Pending delivery of the Blackboard Student Tax functionality. 			
Planned for Next Two Weeks			
<ul style="list-style-type: none"> Student Tax function is being tested by MICROS QA 			
Open Issues			
<ul style="list-style-type: none"> MICROS have announced that the student tax function will be available for testing at the end of Feb 2015. Project implementation has been set to TBD Exchange POS Terminals for Wireless Tablets Confirm Tablet Encryption method 			

15 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: TBD
Create a new website for EMBA	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> No feedback is received from users about timeline for QA and target launch date. 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Pending user feedback Waiting for the timeline for QA and production. 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

16 SS – MS 365 Email Implementation Phase III

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: TBD
<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"> Completed SYMPA training Began the deletion of Aux org accounts 	
Planned for Next Two Weeks	
<ul style="list-style-type: none"> Continue working with the BU and deleting the remaining of the Aux Org Accounts 	
Open Issues	
<ul style="list-style-type: none"> N/A 	

17 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: 8/10/2015	
<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 users to review Residential Dining Menus. • The project was delayed due to Coliseum changes. The delay was approved by the Governance Committee on 3/10/2015. 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • Continue development once Housing Translation or Coliseum project is completed. 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

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

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Maria Mempin	
Start Date: 11/4/2014		Target Completion Date: 4/31/2015**COMPLETED**	
<p>AS Payroll receives constant requests from AS Employees to provide Payroll related information and to perform data analysis. Examples of these types of requests are manual check requests, WorkDay data analysis, and KRONOS update requests. These requests come to the department via email, phone calls, and drop by visits.</p> <p>The scope of this project is to work with the AS IT Payroll team to define ticketing system requirements and to implement a ticket tracking system for all AS Payroll requests. This will include customization of the Zendesk ticketing system and the creation of management reporting on ticket activity.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> All items completed 			
Planned for Next Two Week			
<ul style="list-style-type: none"> N/A 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

19 COL – Coliseum Food and Beverage PCI Pre-Audit 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: Joe Furin	
Start Date: 9/15/2014		Target Completion Date: ** COMPLETED**	
<p>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.</p> <p>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.</p> <p>This project has been expanded to include the PCI pre-audit remediations for the Sports Arena</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> All items completed this project. 			
Planned for Next Two Week			
<ul style="list-style-type: none"> N/A 			
Open Issues			
<ul style="list-style-type: none"> N/A 			

20 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: **On Hold**	
<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"> • Vendor to continue work with Heidi Scribner’s assistance 		
Open Issues		
<ul style="list-style-type: none"> • Current estimate from Housing is completion in November, 2014 • Recommend changing to end of Q1, 2015, 		

21 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 **On Hold**	
<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"> • 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 		
Planned for Next Two Week		
<ul style="list-style-type: none"> • ** Due to project resource availability and higher priorities this project is being temporarily put on hold ** 		
Open Issues		
<ul style="list-style-type: none"> • N/A 		

22 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 			

23 ASIT – Asset Management (Absolute Manage)

Project Description		<input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez		Business Project Owner: Mark Ewalt	
Start Date: 4/1/2013		Target Completion Date: TBD **On Hold**	
<p>As part of University requirements, Auxiliary Services IT will implement a computer asset management program.</p> <p>The goal of this project is to implement a product to both manage hardware and software inventory, as well as physically track hardware throughout its useful life. This product will also provide ASIT with a patch management and group policy management tool, which will also be rolled out during this project.</p>			
Accomplishments (for previous two weeks)			
<ul style="list-style-type: none"> • Proof of concept server installed • Absolute Manage software installed • Configure administrative accounts for Systems Analyst access • Configure Proof of Concept client installations 			
Planned for Next Two Week			
<ul style="list-style-type: none"> • The Asset Management solution has been changed to Cisco’s Meraki product • Meraki installation verification on all Aux devices • Creation of Meraki audit/exception reports for use by ASIT • Management and Support strategy draft creation 			
Open Issues			
<ul style="list-style-type: none"> • N/A 			

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Priority	Project Name	Requestor	Description
N/P	HSP – Expand URBNMRKT Landing Page to Website	Erika Chesley	Expand the existing single landing page for URBNMRKT into a complete, standalone website.
N/P	ADM – Automate Payroll Feed from Payroll to Accounting	Dave Racewicz	Automate the process so the feed from AIS is automatically converted into the data HR, the Controllers, and the Directors can use.
N/P	BKS – Sales Tax Table Integration Project	Marissa Tan	The ability to modify the backend so the process will update the sales tax according to shipper's zip code for the states we can collect sales tax.
N/P	BKS – Mobile Applications for USC Bookstores	Darren James	Develop one or more applications using mobile technologies
N/P	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.