



***Bi-Weekly Project Status Report***  
***5/22/2015 – 6/05/2015***

***Submitted by Auxiliary Services, IT***

***Submitted On 6/05/2015***

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**1 Discovery Project Summary**

Priority	Project Name	Requestor	Description
1	TSP – Update maps	Tony Mazza	Add maps to website showing similar map to housing for consistency.
1	BKS – VR 19.3 Release Upgrade	Darren James	Upgrade Visual Ratex POS application to the 19.3 release
1	HSP – Firewall Migration	Dirk De Jong	Migrate the management of the HSP Point of Sales (POS) firewalls from ITS to AS IT
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 a mediation list to be prioritized by the COL
1	BKS – Additional payment option on BKS website	Rehab Khouri	Add USCard payment option to the USC Bookstore website
1	TSP – Luke Pay-Station Upgrade	Tony Mazza	Upgrade Luke Pay-Station Terminals
1	TSP – Online Daily Reservation Edits/Deletes	Tony Mazza	Update Online Daily Reservation System so that users are able to edit and delete their existing reservations (with integration to T2)
1	COL – Mobile Website	Joe Furin	Create a mobile website for Los Angeles Memorial Coliseum & Sports Arena
1	TSP – Fuel Station Dispenser Upgrade	Tony Mazza	Replace existing fuel station dispensers that will have the ability to accept EMV ready credit cards
2	HSP – Rewrite The Lab website	Erika Chesley	Rewrite The Lab website using the same template as The Edmondson
2	SS - USC Network Infrastructure Usage Policy pre-audit remediation (BKS, HSP, TSP, HOU, RAD)	Mark Ewalt	To prepare for upcoming University audit perform internal (AS IT) audit of remainder of business units for compliance to USC IT policy
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	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 – 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
3	AS Energy Consumption Data Repository	Mark Ewalt	Create a data repository to collect historical energy usage for historical/as hoc reporting purposes
TBD	TSP – Parking Meters EMV Retrofit	Tony Mazza	Upgrade existing parking meters for the ability to accept EMV ready credit cards.
TBD	BKS – Visual Ratex EMV Ready Pin Pad Implementation	Darren James	Implement EMV Ready Pin Pads

**2 Active Project Summary**

Project	Project Name	Status	Assessment
3	SS – AS DataMart Discovery Project	On Target	Next Milestone – Testing Target Project Completion Date – 8/30/15
4	BKS – Upgrade eRatex to 4.4	On Target	Next Milestone – Testing Target Project Completion Date – 6/30/15
5	HSP – Event Planning Website	On Target	Next Milestone – Development Target Project Completion Date – TBD
6	BKS – Create a Mobile Friendly Website	On Target	Next Milestone – Development Target Project Completion Date – TBD
7	BKS – Online Computer Store	On Target	Next Milestone – Development Target Project Completion Date – 6/30/2015
8	HOU – Translate Housing Website to Chinese	Concern	Next Milestone – Development Target Project Completion Date – 6/30/2015
9	TSP – Update Transportation App for IOS and Android	On Target	Next Milestone – Development Target Project Completion Date – TBD
10	SS – Contract Management System Implementation	On Target	Next Milestone – Development Target Project Completion Date – 6/1/2015
11	SS – Kronos (Purchase & Implementation of addition time clocks)	On Target	Next Milestone – Development Target Project Completion Date – 7/31/2015
12	SS – Kronos Timekeeping Scheduler Module Implementation	On Target	Next Milestone – Development Target Project Completion Date – 6/30/2015
13	SS – Kronos Custom Time Edit Report	On Target	Next Milestone – Development Target Project Completion Date – 6/30/2015
14	TSP – T2 Flex Credit Card Gateway Upgrade	On Target	Next Milestone – Implementation Target Project Completion Date – 8/15/2015
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 – 7/31/2015

## Bi-Weekly Project Status Report

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17	HSP – AS Business Unit Website NextGen Project Hospitality	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – 8/10/2015
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**3 SS – AS DataMart Discovery Project**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Frank Juarez</b>		<b>Business Project Owner: Mark Ewalt</b>	
<b>Start Date: 6/10/2015</b>		<b>Target Completion Date: 8/30/2015</b>	
<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>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Met with Data41 to discuss engagement</li> <li>• Received Statement of Work from Data41 and submitted to Purchasing</li> <li>• Scheduled initial interviews for consultant</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Continue with AS employee interviews</li> <li>• Schedule discussions with Vendors</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**4 BKS – Upgrade eRatex to 4.4**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>
<b>IT Project Manager: Sonali Bodiwala</b>	<b>Business Project Owner: Rehab Khouri</b>	
<b>Start Date: 06/01/2015</b>	<b>Target Completion Date: 6/30/2015</b>	
<p>To fix bugs identified during testing of the computer store project on existing eRatex version, we need to upgrade eRatex to 4.4 from 4.2.</p>		
<b>Accomplishments (for previous two weeks)</b>		
<ul style="list-style-type: none"> <li>• Notified RBS</li> <li>• Working with RBS to identify a date to upgrade the test site</li> </ul>		
<b>Planned for Next Two Week</b>		
<ul style="list-style-type: none"> <li>• Confirm the date with the bookstore about the test website upgrade</li> <li>• Once upgraded, send the test website to users to test</li> </ul>		
<b>Open Issues</b>		
<ul style="list-style-type: none"> <li>• N/A</li> </ul>		



**5 HSP – Event Planning Website**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Sonali Bodiwala</b>		<b>Business Project Owner: Erika Chesley</b>	
<b>Start Date: 5/15/2015</b>		<b>Target Completion Date: TBD</b>	
<p>Create a new website for Hospitality to manage event planning, to streamline the process. Events are created from Admin Ops website. Currently, hospitality manages these events manually through individual email client, which makes it difficult to audit/track events and missing information.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Met with users to gather requirements</li> <li>• Created a requirements &amp; functionality document</li> <li>• Sent the information to Design Studio to create mockups</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Begin development upon the approval of the mockups</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**6 BKS – Create a Mobile Friendly Website**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Sonali Bodiwala</b>		<b>Business Project Owner: Holly Bedwell</b>	
<b>Start Date: 5/1/2015</b>		<b>Target Completion Date: TBD</b>	
<p>With the recent changes on 4/21 to Google’s search engine, if a website is not ‘mobile friendly’, it may not show up on Google’s search results or may be displayed with lower score.</p> <p>The Scope of this project is to create a mobile friendly website for USC Bookstore.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>Continue development</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>Design Studio to send additional PSDs</li> <li>Start development</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			

**7 BKS – Online Computer Store**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Sonali Bodiwala</b>		<b>Business Project Owner: Rehab Khouri</b>	
<b>Start Date: 04/24/2015</b>		<b>Target Completion Date: 6/30/2015</b>	
<p>Computer Store would like to sell apple products online where customers will be required to enter a 10 digit USCID or the year they graduated for record purposes. At this time the gathered information will not be verified by the computer store.</p> <p>The look and feel will not change for the website in this phase.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>To fix a fee related bug on eRatex, we need to upgrade eRatex to 4.4.</li> <li>Added FAQ</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>Users to add products, images</li> <li>Users to update additional fields for USCID and Part Number search</li> <li>Users to update multi-store functionality configuration</li> <li>Users to add pick up locations</li> <li>Users to update content for 3 email templates</li> <li>Users to review the test site and provide feedback</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			

**8 HOU – Translate Housing Website to Chinese**

Project Description <input type="checkbox"/> On Target <input checked="" 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: 6/30/2015
<p>Housing would like offer Chinese translation of the website.</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> <li>• Additional batches sent for translation</li> <li>• Met with users to review</li> <li>• After meeting with the users it was agreed that IT will release the Chinese website to end users by 6/24 to test and the site will be pushed to production by 6/30 with the translated content. There may be some content waiting for the translator to be completed, which will be pushed as the translations are received.</li> </ul>	
Planned for Next Two Week	
<ul style="list-style-type: none"> <li>• Resolve issues with the translation</li> <li>• Send new batches for translation</li> <li>• Meetings scheduled for 6/15. During 6/15, we will decide if all content is not translated by then, push the Chinese website with what has been translated and update as additional content is translated.</li> </ul>	
Open Issues	
<ul style="list-style-type: none"> <li>• Due to the delay in getting the translations back, the target completion date is pushed to 6/30.</li> </ul>	

**9 TSP – Update Transportation App for iOS and Android**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Sonali Bodiwala</b>		<b>Business Project Owner: Tony Mazza</b>	
<b>Start Date: 3/1/2015</b>		<b>Target Completion Date: TBD</b>	
<p>Add HSC routes, additional functionality (metro, metrolink, LADOT integration, redesign, optimize for new devices)</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• After meeting with the users it was decided that this release will have the following features:</li> <li>• Update UPC routes</li> <li>• Update existing content (if needed)</li> <li>• Add Ridecell link</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Ridecell to send additional information</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**10 SS – Contract Management System Implementation**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Frank Juarez</b>		<b>Business Project Owner: Mark Ewalt</b>	
<b>Start Date: 2/10/2015</b>		<b>Target Completion Date: 6/1/2015</b>	
<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>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Additional documents have been added</li> <li>• Meetings with Merrill with the Coliseum staff has been suspended to allow the staff time to review the contracts and familiarize themselves with the system</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Meet with Stakeholders to plan Phase II</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**11 SS – KRONOS (Purchase & Implementation of additional time-clocks)**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Ruben Khudaverdyan</b>		<b>Business Project Owner: Barbara Sladeck</b>	
<b>Start Date: 3/27/2015</b>		<b>Target Completion Date: 7/31/2015</b>	
<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>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>Completed a walk-through for Housing location with data and electrical technician</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>Pending quote for data &amp; power to install 4 time-clock devices in Housing</li> <li>Pending approval and PO for the submitted quote for 7 time-clock devices</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			

**12 SS – KRONOS Timekeeping – Scheduler Module Implementation**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Ruben Khudaverdyan</b>		<b>Business Project Owner: Barbara Sladeck</b>	
<b>Start Date: 1/14/2015</b>		<b>Target Completion Date: 6/30/2015</b>	
<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>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>Scheduler Training is scheduled for June 25</li> <li>All attendees have been forwarded a meeting invite</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>Distribute agenda and training material</li> <li>Reserve a computer lab for the on-site training</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			



**13 SS – KRONOS Custom Time Edit Report**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Ruben Khudaverdyan</b>		<b>Business Project Owner: Barbara Sladeck</b>	
<b>Start Date: 3/27/2015</b>		<b>Target Completion Date: 6/30/2015</b>	
<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>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• The Product Design Document (PDD) has been reviewed and signed-off</li> <li>• Kronos began the development</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Product Testing</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

14 TSP – T2 Flex Credit Card Gateway Upgrade

<b>Project Description</b> <input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Ruben Khudaverdyan</b>	<b>Business Project Owner: David Donovan</b>
<b>Start Date: 9/11/14</b>	<b>Target Completion Date: 8/15/2015</b>
<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 30<sup>th</sup> 2014. <b>**Elavon provided assurance that we will not experince disruption of services while their legal team is reviwing the Security Addendum**</b></p>	
<b>Accomplishments (for previous two weeks)</b>	
<ul style="list-style-type: none"> <li>• Received fully executed documentation</li> <li>• Submitted merchant information to the new gateway provider</li> </ul>	
<b>Planned for Next Two Weeks</b>	
<ul style="list-style-type: none"> <li>• Schedule Implementation</li> </ul>	
<b>Open Issues</b>	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

**15 UCP – Create a new website for EMBA**

<b>Project Description</b> <input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Sonali Bodiwala</b>	<b>Business Project Owner: Darren James</b>
<b>Start Date: 4/23/2014</b>	<b>Target Completion Date: TBD</b>
Create a new website for EMBA	
<b>Accomplishments (for previous two weeks)</b>	
<ul style="list-style-type: none"> <li>Discussed the timeline with the users. The website will be released to users to QA in June</li> </ul>	
<b>Planned for Next Two Weeks</b>	
<ul style="list-style-type: none"> <li>Pending user feedback</li> <li>Waiting for the timeline for QA and production.</li> </ul>	
<b>Open Issues</b>	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

**16 SS – MS 365 Email Implementation Phase III**

<b>Project Description</b> <input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Ruben Khudaverdyan</b>	<b>Business Project Owner: Dan Stimmler</b>
<b>Start Date: 2/20/2013</b>	<b>Target Completion Date: 7/31/2015</b>
<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 4<sup>th</sup> 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>	
<b>Accomplishments (for previous two weeks)</b>	
<ul style="list-style-type: none"> <li>• Configured user accounts identified by TSP &amp; HSP</li> <li>• Completed the transition of accounts identified by Transportation</li> <li>• Updated TSP websites with new @usc.edu email address</li> </ul>	
<b>Planned for Next Two Weeks</b>	
<ul style="list-style-type: none"> <li>• Complete the transition of Hospitality accounts</li> <li>• Update HSP websites with new @usc.edu email addresses</li> </ul>	
<b>Open Issues</b>	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

**17 HSP - AS Business Unit Website NextGen Project – Hospitality**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Sonali Bodiwala</b>		<b>Business Project Owner: Kris Klinger</b>	
<b>Start Date: 10/4/2012</b>		<b>Target Completion Date: 8/10/2015</b>	
<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>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Continue development</li> <li>• Sent users a list of missing content</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Continue development</li> <li>• Meet with users to review missing content</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**18 SS – 2014 External PCI Audit Support**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Frank Juarez</b>		<b>Business Project Owner: Dan Stimmler</b>	
<b>Start Date: 1/19/2015</b>		<b>Target Completion Date: 6/30/2015 <b>**COMPLETED**</b></b>	
<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>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Held AS PCI Risk Management process</li> <li>• Submitted evidence to USC Merchant Services</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

19 SS – Disaster Recovery Program

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Frank Juarez</b>		<b>Business Project Owner: Mark Ewalt</b>	
<b>Start Date: 4/1/2014</b>		<b>Target Completion Date: 9/15/2014 **On Hold**</b>	
<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><b><u>AS IT Disaster Recovery Program Description</u></b></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><b><u>Benefits</u></b></p> <ul style="list-style-type: none"> <li>• Restoration of Servers.</li> <li>• Restoration of Network Storage devices</li> <li>• Restoration of critical Business Systems.</li> <li>• Re-provisioning of the Auxiliaries Local Area Network to meet the immediate business needs.</li> <li>• Minimize the down time during any disaster or critical outage.</li> </ul>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Continue configuration of replication sites</li> <li>• Requested switch replacement configuration from ITS</li> <li>• Replace faulty switch at SunGard, AZ</li> <li>• Continue replication testing and confirm functionality</li> <li>• Begin initial Technical documentation</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• ** Due to project resource availability and higher priorities this project is being temporarily put on hold **</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**20 RAD – Rosso Oro’s Online Ordering Vendor Replacement**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Frank Juarez</b>		<b>Business Project Owner: Mark Ewalt</b>	
<b>Start Date: 2/15/2014</b>		<b>Target Completion Date: TBD **On Hold**</b>	
<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>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>Vendor contact information for RFI have been passed to AS IT</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>Mark Ewalt has asked that this project be put on hold until next fiscal year.</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			



**21 ASIT – Asset Management (Absolute Manage)**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Frank Juarez</b>		<b>Business Project Owner: Mark Ewalt</b>	
<b>Start Date: 4/1/2013</b>		<b>Target Completion Date: TBD **On Hold**</b>	
<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>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Proof of concept server installed</li> <li>• Absolute Manage software installed</li> <li>• Configure administrative accounts for Systems Analyst access</li> <li>• Configure Proof of Concept client installations</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• The Asset Management solution has been changed to Cisco’s Meraki product</li> <li>• Meraki installation verification on all Aux devices</li> <li>• Creation of Meraki audit/exception reports for use by ASIT</li> <li>• Management and Support strategy draft creation</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**22 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 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	<b>Protect</b> 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.