



***Bi-Weekly Project Status Report***  
***6/06/2015 – 6/19/2015***

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

***Submitted On 6/19/2015***

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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	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	BKS – VR 19.3 Upgrade	<b>On Target</b>	Next Milestone – Testing Target Project Completion Date – 7/21/15
4	SS – AS DataMart Discovery Project	<b>On Target</b>	Next Milestone – Testing Target Project Completion Date – 8/30/15
5	BKS – Upgrade eRatex to 4.4	<b>On Target</b>	Next Milestone – Testing Target Project Completion Date – 6/30/15
6	HSP – Event Planning Website	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – *TBD
7	BKS – Create a Mobile Friendly Website	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – 12/31/2015
8	BKS – Online Computer Store	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – 6/30/2015
9	HOU – Translate Housing Website to Chinese	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – 6/30/2015
10	TSP – Update Transportation App for IOS and Android	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – 9/30/2015
11	SS – Kronos (Purchase & Implementation of addition time clocks)	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – 7/31/2015
12	SS – Kronos Timekeeping Scheduler Module Implementation	<b>On Target</b>	Next Milestone – Implementation Target Project Completion Date – 6/30/2015
13	SS – Kronos Custom Time Edit Report	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – 6/30/2015
14	TSP – T2 Flex Credit Card Gateway Upgrade	<b>On Target</b>	Next Milestone – Implementation Target Project Completion Date – 8/15/2015
15	UCP – Create a new website for EMBA	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – *TBD
16	SS – MS 365 Email Implementation Phase III	<b>On Target</b>	Next Milestone – Development 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 BKS – VR 19.3 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: Keith Heberling</b>		<b>Business Project Owner: Darren James</b>	
<b>Start Date: 6/17/2015</b>		<b>Target Completion Date: 7/21/2015</b>	
<p>The purpose of this project is install the latest patch (19.3) on the Visual Ratex application</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Help kick-off meeting to discuss project</li> <li>• Emailed cash office to distribute VeriFone's</li> <li>• Emailed all documents to testers</li> <li>• Installed 19.3 patch into UPG</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Users to test UPG</li> <li>• Follow up with cash office</li> <li>• Hold conference call meeting</li> <li>• Finalize installation date</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**4 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>Scheduled and completed second round of interviews (Associate Director and Manager level )</li> <li>Contacted Agilysys and KRONOS vendors to discuss data connectivity options</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>Continue with AS employee interviews</li> <li>Schedule additional discussions with Vendors to finalize access connectivity options</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			



**5 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>• Test site upgraded</li> <li>• Completed preliminary IT testing</li> <li>• Working with RBS to identify a date to upgrade the production website</li> </ul>		
<b>Planned for Next Two Week</b>		
<ul style="list-style-type: none"> <li>• Meeting scheduled with the bookstore for 6/22 to review additional functionality available in eRatex 4.4</li> <li>• Bookstore will begin testing on 6/22</li> </ul>		
<b>Open Issues</b>		
<ul style="list-style-type: none"> <li>• N/A</li> </ul>		

**6 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>• Mockups created by Design Studio and sent for review to the directors.</li> <li>• Met with Admin Ops to review if integration is possible to avoid multiple data entry – AdminOps does not have any resources for integration so initially there will be multiple data entry</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>			

**7 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: 12/31/2015</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>The project was on hold due to eRatex upgrade on the test site</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>Begin development</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			

**8 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>• Due to eRatex 4.4 upgrade on test site, bookstore will need to re-enter custom field for USC Card, Shipping Options and test again.</li> <li>• Held a meeting with users on 6/18</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Users to add additional products, images</li> <li>• Users to update additional fields for USCID and Part Number search</li> <li>• Users to add pick up locations</li> <li>• Users to setup fee option</li> <li>• Users to update content for 3 email templates</li> <li>• Users to review the test site and provide feedback</li> <li>• Next meeting scheduled for 6/25</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

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

<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: Keenan Cheung</b>	
<b>Start Date: 2/4/2015</b>		<b>Target Completion Date: 6/30/2015</b>	
<p>Housing would like offer Chinese translation of the website.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<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>			
<b>Planned for Next Two Week</b>			
<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>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**10 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: 9/30/2015</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:                             <ul style="list-style-type: none"> <li>○ Update UPC routes</li> <li>○ Update existing content (if needed)</li> <li>○ Add Ridecell link</li> </ul> </li> <li>• Continue testing the app and resolve issues</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>			

**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>Processed quote for data &amp; power to install 4 time-clock devices in Housing</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>Complete data and electrical requirements to install Housing time-clocks</li> <li>Pending approval and PO for the submitted quote for 8 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>• Distributed agenda and training material</li> <li>• Reserved a computer lab for the on-site training</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Complete Kronos Scheduler 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> <li>• Sign-Off</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>• Pending feedback from Elavon to 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 that 3 days are not enough for testing</li> <li>• Waiting for user availability for July</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>Completed the transition of Hospitality accounts</li> <li>Updated HSP websites with new @usc.edu email addresses</li> </ul>	
<b>Planned for Next Two Weeks</b>	
<ul style="list-style-type: none"> <li>Begin the deletion of Aux Org accounts</li> <li>Server “clean up”</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>• Work with users and design studio for 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 – 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: **Completed**</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>• Weekly training meetings with the Vendor have concluded</li> <li>• All Coliseum documents have been loaded</li> <li>• Met with Stakeholders to determine next steps</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 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 **Closed**</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>Radisson Hotel has requested to close this project and will be moving forward with ha Tapingo implementation.</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>			

20 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>			



**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.