



***Bi-Weekly Project Status Report***  
***7/17/2015 – 8/14/2015***

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

***Submitted On 8/14/2015***

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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	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	Enhance Transportation website maps with safety Information	Tony Mazza	Add maps to websites containing safety information.
1	BKS – Additional payment option on BKS website	Rehab Khouri	Add USCard payment option to the USC Bookstore website
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
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	USC –Admin Ops (CAPS) Event Planning Website	Mark Ewalt	Rewrite the existing Event Planning Website, written by Admin Ops (CAPS), used by USG, FMS, DPS, Fire & Safety, USC Hospitality, USC Transportation, Campus Filming, Protocol & Events, and Student Affairs.
TBD	HOU – Integration with USCard and StarRez for Persona locks	Chris P.	Create a process to capture room card information from USCard to store in StarRez to make it available for Persona.
TBD	HOU – StarRez Web Server Upgrade	Maria Catindig	We will need to upgrade StarRez server from Windows 2003 to Windows 2008 in order to be able to implement the latest StarRez application and comply with PCI requirements since Microsoft does not provide security patches with Windows XP machines.

**2 Active Project Summary**

Project	Project Name	Status	Assessment
3	BKS – VR P2PE Pin Pad Implementation (EMV)	<b>On Target</b>	Target Project Completion Date – *Q3
4	TSP – Luke Pay Station Upgrade (EMV)	<b>On Target</b>	Target Project Completion Date – 12/1/2015
5	TSP – Fuel Station Dispenser Upgrade (EMV)	<b>On Target</b>	Target Project Completion Date – 10/1/2015
6	HSP – Agilysys POS System Upgrade	<b>On Target</b>	Target Project Completion Date – 9/11/2015
7	SS – AS DataMart Discovery Project	<b>On Target</b>	Target Project Completion Date – 8/30/15
8	HSP – Event Planning Website	<b>On Target</b>	Target Project Completion Date – *2016
9	BKS – Create a Mobile Friendly Website	<b>On Target</b>	Target Project Completion Date – 12/31/2015
10	BKS – Online Computer Store	<b>On Target</b>	Next Milestone – Development Target Project Completion Date – 9/18/2015
11	TSP – Update Transportation App for IOS and Android	<b>On Target</b>	Target Project Completion Date – 9/30/2015
12	SS – Kronos (Purchase & Implementation of addition time clocks)	<b>On Target</b>	Target Project Completion Date – 9/30/2015
13	SS – Kronos Timekeeping Scheduler Module Implementation	<b>On Target</b>	Target Project Completion Date – 12/18/2015
14	SS – Kronos Custom Time Edit Report	<b>On Target</b>	Target Project Completion Date – 9/30/2015
15	UCP – Create a new website for EMBA	<b>On Target</b>	Target Project Completion Date – 12/31/2015

**3 BKS – VR P2PE Pin Pad 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: Darren James</b>													
<b>Start Date: 7/27/2015</b>		<b>Target Completion Date: *Q3</b>													
<p>Ratex Business Solutions RBS has informed USC that they will be offering a modular Point-2-Point-Encryption (P2PE) solution for their Visual Ratex POS solution</p> <p>Some of the spoils of moving to P2PE solutions are the reduction of PCI scope and exposure. With the Implementation of P2PE pin pad terminals USC Bookstore will be able to reduce its PCI complexity from a Level D (most complex) to a medium level complexity</p>															
<b>Accomplishments (for previous two weeks)</b>															
<ul style="list-style-type: none"> <li>• Project Start</li> <li>• Meet with business unit to review proposal</li> </ul>															
<b>Planned for Next Two Week</b>															
<ul style="list-style-type: none"> <li>• Review feedback with the vendor and discuss implementation timeline</li> </ul>															
<b>Open Issues</b>															
<ul style="list-style-type: none"> <li>• N/A</li> </ul>															
<b>Milestones</b>															
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Vendor SOW Review</td> <td>7/27</td> <td>8/16</td> </tr> <tr> <td>Vision &amp; Scope Doc</td> <td>8/16</td> <td>9/5</td> </tr> <tr> <td>Implementation</td> <td>11/24</td> <td>12/14</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Vendor SOW Review	7/27	8/16	Vision & Scope Doc	8/16	9/5	Implementation	11/24	12/14
Milestone	Start Date	End Date													
Vendor SOW Review	7/27	8/16													
Vision & Scope Doc	8/16	9/5													
Implementation	11/24	12/14													

**4 TSP – Luke Pay-Station 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: Gabe Badillo</b>																
<b>Start Date: 7/27/2015</b>		<b>Target Completion Date: 12/1/2015</b>																
<p>With the upcoming Europay MasterCard Card (EVM) Liability shift USC Transportation has decided to upgrade the current dispensers with EMV ready card readers.</p> <p>EMV technology protects payments by generating a unique, one-time code needed for the transaction to be approved. This feature makes it virtually impossible to counterfeit cards, helping to eliminate fraud.</p>																		
<b>Accomplishments (for previous two weeks)</b>																		
<ul style="list-style-type: none"> <li>Project Start</li> </ul>																		
<b>Planned for Next Two Week</b>																		
<ul style="list-style-type: none"> <li>Meet with business unit to review proposal</li> </ul>																		
<b>Open Issues</b>																		
<ul style="list-style-type: none"> <li>N/A</li> </ul>																		
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Milestone	Start Date	End Date																
Vendor SOW Review	7/27	8/16																
Scope Doc	9/5	9/25																
Luke Pay Station Implementation	11/24	12/14																
EMV Reader Installation	1/23	2/12																

**5 TSP – Fuel Station Dispenser Upgrade**

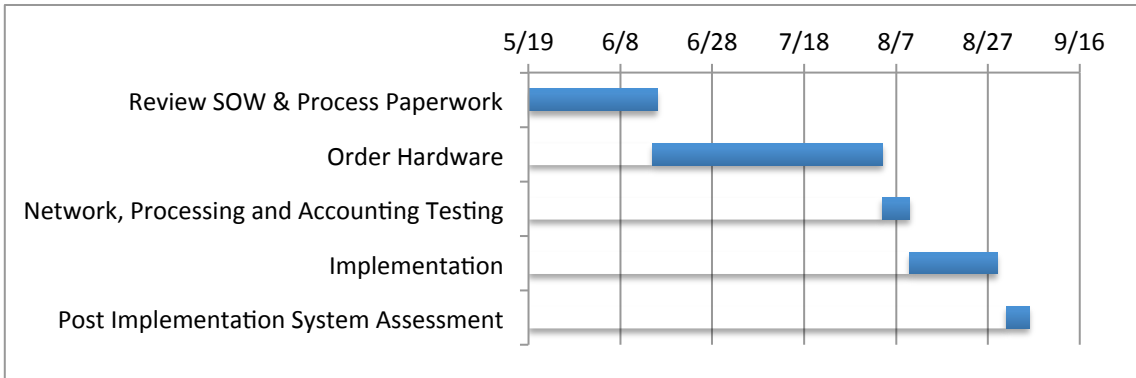
<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>																		
<b>IT Project Manager: Ruben Khudaverdyan</b>	<b>Business Project Owner: Michelle Garcia</b>																			
<b>Start Date: 6/30/2015</b>	<b>Target Completion Date: 10/1/2015</b>																			
<p>With the upcoming Europay MasterCard Card (EVM) Liability shift USC Transportation has decided to upgrade the current dispensers with EMV ready card readers.</p> <p>EMV technology protects payments by generating a unique, one-time code needed for the transaction to be approved. This feature makes it virtually impossible to counterfeit cards, helping to eliminate fraud.</p>																				
<b>Accomplishments (for previous two weeks)</b>																				
<ul style="list-style-type: none"> <li>Scheduled Professional Services from Fuel Force</li> <li>Processed payment requirements</li> </ul>																				
<b>Planned for Next Two Week</b>																				
<ul style="list-style-type: none"> <li>Delivery of the dispensers has been delayed.</li> <li>New Implementation date has been scheduled for Sept 24<sup>th</sup>.</li> </ul>																				
<b>Open Issues</b>																				
<ul style="list-style-type: none"> <li>N/A</li> </ul>																				
<b>Milestones</b>																				
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Discovery</td> <td>6/30</td> <td>7/10</td> </tr> <tr> <td>SOW Review</td> <td>7/20</td> <td>7/30</td> </tr> <tr> <td>Schedule Implementation</td> <td>7/30</td> <td>9/8</td> </tr> <tr> <td>Testing</td> <td>9/8</td> <td>9/18</td> </tr> <tr> <td>Go Live</td> <td>9/18</td> <td>9/28</td> </tr> </tbody> </table>			Milestone	Start Date	End Date	Discovery	6/30	7/10	SOW Review	7/20	7/30	Schedule Implementation	7/30	9/8	Testing	9/8	9/18	Go Live	9/18	9/28
Milestone	Start Date	End Date																		
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SOW Review	7/20	7/30																		
Schedule Implementation	7/30	9/8																		
Testing	9/8	9/18																		
Go Live	9/18	9/28																		



**6 HSP – Agilysys POS System 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: Dirk de Jong</b>	
<b>Start Date: 5/19/2015</b>		<b>Target Completion Date: 9/11/2015</b>	
<p>USC Hospitality has hosted the Agilysys POS solution on campus for several years across multiple retail and restaurant venues. To continue doing business and complying with industry standards such as PCI-DSS and Microsoft supported platforms, the governance committee has made a decision to upgrade the existing environment to a PCI supported platform, patch existing hardware up to date, implement a point-to-point-encrypted (P2PE) card processing method with the ability to process Europay, MasterCard, Visa (EMV) capable credit cards, and migrate the solution into a hosted data center environment that will be supported by the Agilysys technical team.</p> <p>The Agilysys upgrade project goals are to upgrade the current Agilysys Point-of-Sale (POS) terminals with additional random-access memory (RAM), Implement new server environment with Agilysys datacenter running IG 4.4.6, implement a local interface server for Blackboard communication, re-image all local POS terminals with POSReady 7, install and configure Ingenico P2PE modular terminals.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Received P2PE Terminals</li> <li>• Tested and configured payment tenders</li> <li>• Began implementation</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Complete Retail location implementation</li> <li>• Complete re-wiring of the Restaurants</li> <li>• Migrate restaurants to the hosted solution</li> <li>• Work with Agilysys on open issues</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

Milestones



7 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 Agilysys to discuss data access to our environment</li> <li>Met with Project Executive Sponsor to define progress and scope</li> </ul>													
<b>Planned for Next Two Week</b>													
<ul style="list-style-type: none"> <li>Conduct final interviews</li> <li>Meet with KRONOS to further discuss data extract methodologies</li> </ul>													
<b>Open Issues</b>													
<ul style="list-style-type: none"> <li>N/A</li> </ul>													
<b>Open Issues</b>													
<table border="1"> <caption>Project Milestones Gantt Chart</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Discovery end Date</td> <td>6/10</td> <td>8/29</td> </tr> <tr> <td>Vendor Statement of Work</td> <td>8/29</td> <td>9/18</td> </tr> <tr> <td>Logical DataMart Entity Relationship Diagram</td> <td>9/18</td> <td>10/8</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Discovery end Date	6/10	8/29	Vendor Statement of Work	8/29	9/18	Logical DataMart Entity Relationship Diagram	9/18	10/8
Milestone	Start Date	End Date											
Discovery end Date	6/10	8/29											
Vendor Statement of Work	8/29	9/18											
Logical DataMart Entity Relationship Diagram	9/18	10/8											

**8 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: *2016</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>Project approved by the Governance Committee.</li> </ul>																		
<b>Planned for Next Two Week</b>																		
<ul style="list-style-type: none"> <li>Meet with all the stakeholders for detailed requirements.</li> </ul>																		
<b>Open Issues</b>																		
<ul style="list-style-type: none"> <li>N/A</li> </ul>																		
<b>Milestones</b>																		
<table border="1"> <thead> <tr> <th>Task</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Gather requirements from all stakeholders</td> <td>8/24</td> <td>10/3</td> </tr> <tr> <td>Create Scope and Requirements documentation</td> <td>10/3</td> <td>10/23</td> </tr> <tr> <td>Work with Design Studio for wireframes and mockups</td> <td>10/23</td> <td>11/12</td> </tr> <tr> <td>Begin Development</td> <td>12/2</td> <td>12/22</td> </tr> </tbody> </table>				Task	Start Date	End Date	Gather requirements from all stakeholders	8/24	10/3	Create Scope and Requirements documentation	10/3	10/23	Work with Design Studio for wireframes and mockups	10/23	11/12	Begin Development	12/2	12/22
Task	Start Date	End Date																
Gather requirements from all stakeholders	8/24	10/3																
Create Scope and Requirements documentation	10/3	10/23																
Work with Design Studio for wireframes and mockups	10/23	11/12																
Begin Development	12/2	12/22																

**9 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>Development re-started</li> </ul>																		
<b>Planned for Next Two Week</b>																		
<ul style="list-style-type: none"> <li>Continue development</li> </ul>																		
<b>Open Issues</b>																		
<ul style="list-style-type: none"> <li>N/A</li> </ul>																		
<b>Milestones</b>																		
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Milestone	Start Date	End Date																
Development	8/11	10/10																
QA	10/10	10/30																
Bug fixes	10/30	11/19																
Go Live	11/19	12/9																

**10 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: 9/18/2015</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>Met with users to review tasks and timeline</li> </ul>																					
<b>Planned for Next Two Week</b>																					
<ul style="list-style-type: none"> <li>Continue Development</li> </ul>																					
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Users to review picklist to send content for email templates	8/26	8/26																			
Web Team to update email templates	8/31	9/10																			
Prep VR & Go Live	9/15	9/15																			

**11 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>Received feedback from Transportation and Design Studio</li> <li>Made changes to the app and sent for additional testing</li> <li>Update the iOS app so that campus cruiser hours are updated from the website</li> </ul>																					
<b>Planned for Next Two Week</b>																					
<ul style="list-style-type: none"> <li>Once iOS app is approved, send to iTunes App Store</li> <li>Start updating the android app</li> </ul>																					
<b>Open Issues</b>																					
<ul style="list-style-type: none"> <li>N/A</li> </ul>																					
<b>Milestones</b>																					
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Begin Android Dev	8/23	9/22																			
Send Android App to users to test	9/27	10/2																			
Launch Android App	10/7	10/7																			

**12 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: 9/30/2015</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 additional time-clocks needed for operations Housing and Hospitality</p>																		
<b>Accomplishments (for previous two weeks)</b>																		
<ul style="list-style-type: none"> <li>Completed Hospitality Kronos device installation location assessment.</li> </ul>																		
<b>Planned for Next Two Week</b>																		
<ul style="list-style-type: none"> <li>Complete the programming of Kronos devices for Housing and Go Live</li> <li>Receive approval for data/electrical installation</li> <li>Begin data/electrical installation for Hospitality</li> </ul>																		
<b>Open Issues</b>																		
<ul style="list-style-type: none"> <li>N/A</li> </ul>																		
<b>Milestones</b>																		
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Review Requirements</td> <td>3/27</td> <td>4/16</td> </tr> <tr> <td>Budget Approval</td> <td>4/16</td> <td>6/15</td> </tr> <tr> <td>Install Data/Electrical</td> <td>7/5</td> <td>9/23</td> </tr> <tr> <td>Go Live</td> <td>9/23</td> <td>10/13</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Review Requirements	3/27	4/16	Budget Approval	4/16	6/15	Install Data/Electrical	7/5	9/23	Go Live	9/23	10/13
Milestone	Start Date	End Date																
Review Requirements	3/27	4/16																
Budget Approval	4/16	6/15																
Install Data/Electrical	7/5	9/23																
Go Live	9/23	10/13																



**13 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: 12/18/2015</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>Completed a draft of the organizational map.</li> </ul>																											
<b>Planned for Next Two Week</b>																											
<ul style="list-style-type: none"> <li>Continue working with Kronos Application Consultant to build organizational maps. Once the structure is built, it will take approximately 40hrs to configure the Cost Of Schedules within Scheduler Module</li> <li>Work with Kronos consultant on Interface requirements</li> <li>Continue the development of the Auxiliaries Scheduler Training Program</li> </ul>																											
<b>Open Issues</b>																											
<ul style="list-style-type: none"> <li>N/A</li> </ul>																											
<b>Milestones</b>																											
<table border="1"> <caption>Milestone Schedule Data</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Review vendor SOW</td> <td>1/14</td> <td>2/5</td> </tr> <tr> <td>Demo Review</td> <td>3/5</td> <td>3/12</td> </tr> <tr> <td>Onsite SME Training</td> <td>3/5</td> <td>3/12</td> </tr> <tr> <td>Cost of Schedule Configuration</td> <td>6/13</td> <td>9/21</td> </tr> <tr> <td>Interface Configuration</td> <td>9/21</td> <td>11/10</td> </tr> <tr> <td>Deploy Internal Training Program</td> <td>9/21</td> <td>12/30</td> </tr> <tr> <td>Complete Implementation</td> <td>12/30</td> <td>2/18</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Review vendor SOW	1/14	2/5	Demo Review	3/5	3/12	Onsite SME Training	3/5	3/12	Cost of Schedule Configuration	6/13	9/21	Interface Configuration	9/21	11/10	Deploy Internal Training Program	9/21	12/30	Complete Implementation	12/30	2/18
Milestone	Start Date	End Date																									
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Cost of Schedule Configuration	6/13	9/21																									
Interface Configuration	9/21	11/10																									
Deploy Internal Training Program	9/21	12/30																									
Complete Implementation	12/30	2/18																									

**14 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: 9/30/2015</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>Identified changes that will need to be made in the report</li> <li>Received approval to proceed forward with the report</li> </ul>																					
<b>Planned for Next Two Week</b>																					
<ul style="list-style-type: none"> <li>Submit changes to the Kronos team for review</li> <li>Schedule refresh of the development database</li> </ul>																					
<b>Open Issues</b>																					
<ul style="list-style-type: none"> <li>N/A</li> </ul>																					
<b>Milestones</b>																					
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Requirements Review</td> <td>3/27</td> <td>4/16</td> </tr> <tr> <td>Product Design Review</td> <td>4/16</td> <td>6/15</td> </tr> <tr> <td>Product Testing</td> <td>6/15</td> <td>7/25</td> </tr> <tr> <td>Product Design II</td> <td>7/25</td> <td>9/3</td> </tr> <tr> <td>Review &amp; Implementation</td> <td>9/3</td> <td>10/13</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Requirements Review	3/27	4/16	Product Design Review	4/16	6/15	Product Testing	6/15	7/25	Product Design II	7/25	9/3	Review & Implementation	9/3	10/13
Milestone	Start Date	End Date																			
Requirements Review	3/27	4/16																			
Product Design Review	4/16	6/15																			
Product Testing	6/15	7/25																			
Product Design II	7/25	9/3																			
Review & Implementation	9/3	10/13																			

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: 12/31/2015</b>																
Create a new website for EMBA																		
<b>Accomplishments (for previous two weeks)</b>																		
<ul style="list-style-type: none"> <li>Tentatively scheduled for QA on 8/24</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>																		
<b>Milestones</b>																		
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Users to QA</td> <td>8/31</td> <td>9/10</td> </tr> <tr> <td>Receive final signoff</td> <td>9/15</td> <td>9/20</td> </tr> <tr> <td>Prepare production environment</td> <td>9/20</td> <td>9/30</td> </tr> <tr> <td>Go Live</td> <td>10/5</td> <td>10/10</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Users to QA	8/31	9/10	Receive final signoff	9/15	9/20	Prepare production environment	9/20	9/30	Go Live	10/5	10/10
Milestone	Start Date	End Date																
Users to QA	8/31	9/10																
Receive final signoff	9/15	9/20																
Prepare production environment	9/20	9/30																
Go Live	10/5	10/10																

**16 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: **Complete**</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>• Install to go-live 7/19</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>			

**17 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: **Complete**</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>• Customer signed off</li> <li>• USC Bookstore website was upgraded on 7/29.</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>			

**18 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: **Complete**</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> <li>• Go Live</li> </ul>	
<b>Planned for Next Two Weeks</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 – 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: **Complete**</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>• Server decommissioned.</li> </ul>		
<b>Planned for Next Two Weeks</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 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: **Complete**</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>USC Hospitality website (<a href="http://hospitality.usc.edu">http://hospitality.usc.edu</a>) is launched on 8/10 as scheduled.</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>			



21 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>			

**22 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>			

**23 Archived Project Summary**

Priority	Project Name	Requestor	Description
N/P	HSP – Expand URBNMRKT Landing Page to Website	Erika Chesley	Expand the existing single landing page for 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.

**Bi-Weekly Project Status Report**

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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.