

PROJECT SUBMISSION FORM
For Central Management Information Systems Projects

Instructions: Complete this form and e-mail it along with any requested documents to the chair of the CMIS Advisory Committee: Diana Blake (dkblake@ksu.edu).

Project Name: **Date:**

Submitted By:

1. Points of Contact

Indicate the individuals responsible for sponsoring, planning, and implementing this project.

| Position | Name and Department | Phone | E-mail |
|-----------------|---------------------|----------|--|
| Project Sponsor | Larry Moeder | 532-4679 | larrym@ksu.edu |
| Project Manager | Tanya McGee | 532-4686 | tanyap@ksu.edu |
| Functional Lead | Tanya McGee | 532-4686 | tanyap@ksu.edu |
| Technical Lead | Della Cook | 532-4786 | dmb@ksu.edu |

2. Business Problem

Provide a brief description of the business problem.

Student Financial Assistance needs to install, test, and move to production the necessary programs and database changes related to financial aid processing for the 2005-2006 academic year. We will not be able to award or disburse aid correctly without regulatory updates installed to our system, FAMS.

3. Statement of Work

Describe the overall goal of the project. The statement should be short, precise, and clear.

To provide financial aid to students in an efficient and timely manner.
A smooth and streamlined update to our system, without the hint that a major update has occurred.

4. Project Objectives

Provide a brief list of what the project is to accomplish (maximum of 5 objectives). Along with the statement of work, the objectives define the boundaries (scope) of the project. Objectives may be both short and long term.

A high level objective: Continuation of processing stream-lined federal aid despite yearly changes, such as:

- schema changes to databases that impact processing FFEL student loans, Pell Grants, Perkins Loans, etc.
- developing yearly logic to request information from the student to continue the aid processing
- updating KATS so that students have on-line access to review their account
- loading of financial aid data from the Department of Education
- developing individual student budgets/COA, which lead to the financial aid award package
- developing electronic initiatives to notify students to review KATS for more information about their aid
- disbursing \$120 million in federal aid to individual student accounts

5. Regulatory or Policy Changes Driving This Project

If this project is a result of a regulatory or policy change, place an "x" in the appropriate column below. Attach a separate document (e.g., Federal or State statute), or provide a URL to a website that can provide detailed information about the regulatory or policy change.

| | Federal Government | State of Kansas | Board of Regents |
|--|---------------------------|------------------------|-------------------------|
| Regulatory www.fsadownload.ed.gov/docsStudentAidGateway.htm | X | | |
| Policy | | | |

6. Institutional and Information Technology Strategies

Place an "x" next to each statement to indicate how this project aligns with university or IT strategies.

| Strategic Planning Themes (From the 1999-2001 Strategic Planning Committee) See: http://www.ksu.edu/provost/planning/index.htm . | |
|--|---|
| 1. Support recruitment, retention, and professional development of high quality faculty. | |
| 2. Strengthen the learning and teaching environment. | X |
| 3. Enhance the quality of graduate and research programs. | |
| 4. Develop the library infrastructure. | |
| 5. Develop the Information Technology infrastructure. | X |
| 6. Enhance a diverse and multicultural environment. | |
| 7. Enhance the international emphases. | |
| 8. Define the university's role in mediated learning. | |
| 9. Contribute to the state's economic development and environmental health. | X |
| University Aspirations (From the "Review of Tuition Principles" PowerPoint Presentation) See: http://www.ksu.edu/vpaf/ | |
| 1. Become a Top 10 Land Grant university as a composite of all three categories of our mission - teaching, research and extension. | |
| 2. Retain K-State's traditional enrollment pattern even though student costs may increase. | X |
| 3. Provide competitive compensation packages for all employees. | |
| 4. Provide a level of Other Operating Expense support consistent with K-State's status as a doctoral research-extensive university. | |
| 5. Maximize financial flexibility at all levels within the university. | X |
| IT Strategies (from annual IT Management and Budget Report to the State of Kansas) | |
| 1. Leverage information assets to serve faculty, staff, and students. | X |
| 2. Move to a networked system with capability to support the clients as the user access device. | |
| 3. Create a system of information assets that are well organized on centrally managed Oracle relational databases. | |
| 4. Create tools and sources of information to allow users to do most of their computing without assistance. | |
| 5. Make information available widely on the campus. | |
| 6. Provide remote monitoring and maintenance of IT systems. | |

| | |
|---|--|
| 7. Expand continuing professional education through use of the Internet. | |
| 8. Purchase commercial products when they exist and create tools to bridge the time until commercial products are available. | |
| 9. Identify the most critical university facilities and their IT resources to facilitate recovery and increase awareness of the business risks of IT service outages. | |
| 10. Maintain and advance the reliability, redundancy, and recoverability of the information technology infrastructure. | |
| 11. Enhance user assistance and support. | |
| 12. Empower the user and expand the user base with an increasing variety of computing and telecommunication tools, capability, and interfaces. | |
| 13. Encourage mediated instruction, distance learning, e-tech transfer, digital library functionals, and e-life-long learning. | |
| 14. Establish policies to guide the access, use, organization, confidentiality, and integrity of information assets. | |
| 15. Develop and maintain integrated information structure and access. | |
| 16. Seek additional funding sources. | |
| 17. Encourage a teamwork approach and enhance staff education. | |

7. Estimated Project Schedule

Provide estimated start and end dates for each major phase of the project. Dates may overlap. See definitions of project phases below.

| Project Phases | Est. Start Date (Mo./Yr) | Est. End Date (Mo./Yr) |
|-----------------------|-------------------------------------|-----------------------------------|
| Concept | 10/2004 | 12/2004 |
| Planning | 10/2004 | 02/2005 |
| Implementation | 11/2004 | 10/2005 |

Definition of Project Phases

Concept: Establishes the conceptual view and general definition of the project and includes the CMIS Advisory Committee submission, review, and approval process. Include the estimated time to prepare and submit the Project Submission form to CMIS.

Planning: Activities include developing a detailed Project Plan/Work Breakdown Structure (WBS). The Project Plan/WBS should define the tasks and estimate the time, cost, and resource requirements for the project.

Implementation: Includes project start-up, execution, and close-out activities described below.

*During project **start-up** the Project Team is formed, a kick-off meeting is conducted, and requirements are reviewed. The Project Plan/WBS should be finalized and approved by the Project Sponsor, Steering Committee, and Executive Computing Committee as appropriate.*

*Upon receipt of necessary approvals, the Project Team **executes** the Project Plan/WBS. Project activities are tracked, monitored, and communicated. The Project Plan/WBS is reviewed and updated on a regular basis. Activities also include change control, risk management, and issue identification.*

***Close-out** activities include user acceptance of project deliverables, conducting a lessons learned session, completion of project documentation, and celebration of project completion.*

8. Functional and Technical Resources

Indicate all functional and technical resources and estimated person hours required for this project. List the names of the resources, not the position title, unless the name of the resource is unknown. Include new positions if needed and place an "x" in the "New Resource" column. For assistance with technical resource estimates contact the appropriate IT unit. See the CMIS website (www.ksu.edu/infotech/cmisi) for a list of current IT contacts. Add additional lines if needed.

| Name of Resource | New Resource | Estimated Person Hours |
|---|--------------|------------------------|
| Tanya McGee | | 204 |
| Robert Gamez | | 50 |
| Ben Kohl | | 180 |
| Nancy Merz | | 180 |
| Linda Burgess | | 75 |
| Janet Flanary | | 17 |
| Reva Bright | | 17 |
| Other SFA Staff | | 25 |
| Della Cook | | 190 |
| Karen Noffsinger | | 50 |
| Delaine Kleiner | | 30 |
| Maggie McGurk-Kramer | | 35 |
| Mike Ediger | | 15 |
| Jim Keating and/or other Perkins/HPSL staff members | | 32 |
| Grand Total – Estimated Hours | | 1100 |

9. Out-of-Pocket Costs

Provide estimated out-of-pocket costs by fiscal year and indicate types of expenditures (e.g., hardware, software licensing, consulting services, etc.). Add additional lines if needed.

| Fiscal Year | Type of Expenditures | Est. Low | Est. High |
|--------------------------------------|----------------------|-----------|-----------|
| FY | n/a | \$ | \$ |
| FY | | \$ | \$ |
| FY | | \$ | \$ |
| Grand Total – Estimated Costs | | \$ | \$ |

10. Project Funding

If this project has out-of-pocket costs indicate source(s) and amount of funding.

| Source of Funds | Amount |
|--------------------------------------|-----------|
| Administrative Department or College | \$ n/a |
| IT Department | \$ n/a |
| Central IT (VPAST) | \$ n/a |
| Separate Project Funds | \$ n/a |
| Other: (Describe) | \$ n/a |
| Don't Know | \$ |
| Grand Total | \$ |

11. Project Dependencies and Relationships

List other major projects that must either precede or follow this project. Also list other projects, if done concurrently, which could result in an over-commitment of resources.

Other major projects that must precede this project:

n/a

Other major projects that must follow this project:

n/a

Other major projects, if done concurrently, could result in an over-commitment of resources:

Several members of this project are also committed to the LASER project and the Legacy Database Project. These 2 projects, in conjunction with this proposed project, will require concurrent work to each project.

Also, although not an official project as of yet, there is the potential that SIS and FAMS will require a change to the Student Identification Number. This potential project would change the SID to a non-Social Security Number.

12. Risks and/or Consequences

Briefly describe the risks and/or consequences of not doing this project, or if the project cannot be completed within the estimated timeframe indicated in Section 7. Include impact on operations, students, staff, other systems, etc.

If this project was not completed, Kansas State University would not be able to provide Federal Financial Assistance to any student. This translates into \$90 million in FFEL loans (including school as lender), \$12.5 million in Pell Grants, and \$4.9 million in campus based aid programs.

These figures do not include institutional or state aid.

13. Planned System Retirement

If this project will have a major impact on a system that is planned for retirement within the next two years, explain why this change must be completed prior to system retirement.

Although OSS is slated to come up within the next couple of years, we need to be able to maintain day-to-day operations. The federal regulatory and general system updates will enable us to continue at the current level of service to our students.

14. Other Information

Provide any other information you feel is important about this project.

n/a

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