

**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](mailto:dkblake@ksu.edu)).*

**Project Name:** Grade Posting via KSOL to SIS      **Date:** 02/03/2005 – As Submitted by JWS.

**Submitted By:** John W. Streeter,  
Director of the Information Systems Office  
2-4758 [jws@ksu.edu](mailto:jws@ksu.edu)

**1. Points of Contact**

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

Position	Name and Department	Phone	E-mail
Project Sponsor(s)	Beth Unger, Monty Nielsen, and Rob Caffey	2-6520 2-6254 2-2507	<a href="mailto:beth@ksu.edu">beth@ksu.edu</a> , <a href="mailto:Nielsen@ksu.edu">Nielsen@ksu.edu</a> , & <a href="mailto:rcaffey@ksu.edu">rcaffey@ksu.edu</a>
Project Manager	Shirly Unekis and Loren Wilson	2-7850 2-2561	<a href="mailto:sau@ksu.edu">sau@ksu.edu</a> and <a href="mailto:Lorenw@ksu.edu">Lorenw@ksu.edu</a>
Functional Lead	Gunile DeVault and Sharon Hauck	2-6254 2-6321	<a href="mailto:gunile@ksu.edu">gunile@ksu.edu</a> & <a href="mailto:hauck@ksu.edu">hauck@ksu.edu</a>
Technical Lead	Shirly Unekis and Loren Wilson	2-7850 2-2561	<a href="mailto:sau@ksu.edu">sau@ksu.edu</a> & <a href="mailto:Lorenw@ksu.edu">Lorenw@ksu.edu</a>

**2. Business Problem**

*Provide a brief description of the business problem.*

The K-State Online (KSOL) learning management system collects student academic progress statistics in an Electronic Grade Book and provides a focused online environment for faculty/student interaction for learning management. Faculty would like to utilize KSOL to transfer final grades electronically to the Student Information System (SIS) as a more efficient and effective means of reporting final grades than the current manual process.

**3. Statement of Work**

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

The project would require the Office of Mediated Education (OME) staff to develop web based user interfaces within KSOL to allow faculty, or their designee, the option of either posting grades already contained in the KSOL Grade Book, or entering grades directly into KSOL. ISO Application Development Services (ADS) staff would need to modify existing, and develop new, batch programs to transfer and post grades from KSOL to SIS. Electronically transferring and posting grades from KSOL to SIS will eliminate the need for faculty, or their designee, to manually transcribe grades to final grade sheets, and reduce the number of grades needing to be keyed into SIS by the Registrar’s Office/Enrollment Services staff. Registrar’s Office/Enrollment Services staff will continue to perform the current manual final grade post process, utilizing revised SIS batch processing jobs which will account for grades posted via KSOL, for weekly Short Course Grade Posting, End of Semester Grade Posting, and weekly Late Grade Reporting (only from end of semester until the beginning of classes for the new Semester).

**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.*

1. Provide faculty, or their designee, with the ability to copy final grades contained in the KSOL Grade Book to an electronic grade roster, then review and confirm them for transfer to SIS for posting.
2. Provide faculty, or their designee, with the option to directly enter final grades into an electron grade roster within KSOL, review and confirm them for transfer to SIS for posting.
3. Minimize the changes and disruption of the current manual final grade sheet processes and procedures.
4. Allow faculty the option of using the current manual final grade sheet process, or posting final grades into KSOL for both short courses and semester grades, for at least one or two semesters before mandating the use of KSOL.
5. Develop these facilities as described in the Conceptual Design for Final Grade Posting via KSOL to the extent possible.

**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			
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.

<b>Strategic Planning Themes (From the 1999-2001 Strategic Planning Committee)</b> See: <a href="http://www.ksu.edu/provost/planning/index.htm">http://www.ksu.edu/provost/planning/index.htm</a> .	
1. Support recruitment, retention, and professional development of high quality faculty.	X
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.	
6. Enhance a diverse and multicultural environment.	
7. Enhance the international emphases.	
8. Define the university's role in mediated learning.	X
9. Contribute to the state's economic development and environmental health.	
<b>University Aspirations (From the "Review of Tuition Principles" PowerPoint Presentation)</b> See: <a href="http://www.ksu.edu/vpaf/">http://www.ksu.edu/vpaf/</a>	
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.	
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.	
<b>IT Strategies (from annual IT Management and Budget Report to the State of Kansas)</b>	
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.	X
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.	X
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.	X

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.	X
15. Develop and maintain integrated information structure and access.	
16. Seek additional funding sources.	
17. Encourage a teamwork approach and enhance staff education.	X

## 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	12/04	01/05
Planning	01/05	02/05
Implementation	03/05	1/06

### 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/cmis](http://www.ksu.edu/infotech/cmis)) for a list of current IT contacts. Add additional lines if needed.

Name of Resource	New Resource	Estimated Person Hours
Shirly Unekis		100
Shu Mei Lin		245
Laura Oesterhaus		245
Loren Wilson		100
OME Development Staff		650
iTAC Training Staff Time		83
Faculty/instructor training time (1381*.5)		690
Gunile DeVault		100
Sharon Hauck		480
Tammie Campbell		120
Elaine Heller		120
Betty Jennings		100
Susanne Wilson		100
<b>Grand Total – Estimated Hours</b>		<b>3,133</b>

## 9. Total Estimated Costs by Fiscal Year

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

Fiscal Year	Type of Expenditures	Est. Low	Est. High
FY 2005	Existing Salaries at estimated standard cost rates including miscellaneous supplies and expense	\$155,100	\$189,550
FY 2006	Existing Salaries at estimated standard cost rates including miscellaneous supplies and expense	\$ 14,100	\$ 17,200
<b>Grand Total – Estimated Costs</b>		<b>\$169,200</b>	<b>\$206,750</b>

Note: The above analysis includes costs based entirely upon the direct utilization of existing staff. Due to changes in State of Kansas reporting effective 1/1/05, section 9 includes estimated standard costs for existing direct staff time of 3,133 hours @ \$60 = \$187,980 Total Standard Costs. (The estimated low and high figures range from \$169,182 to \$206,778). \$102,600 of the existing resource costs are expected to come from Administrative Departments and Colleges; \$87,380 of these existing resource costs are expected to come from VPAST and Other IT Units.

The \$60/direct labor hour standard costs rate is a very preliminary estimate of the full costs applicable to direct labor hours. The rate has been intentionally set high enough to include such things as the indirect cost of general supervision and policy determination time and miscellaneous supplies expenses, so that they do not have to be estimated separately. The standard hourly rate does not include direct costs for such things as major extraordinary out of pocket expenditures, which would have to be identified separately.

## 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	\$
IT Departments	\$
Central IT (VPAST)	\$
Separate Project Funds	\$
Other: (Describe)	\$
Don't Know	\$
<b>Grand Total</b>	<b>\$</b>

## 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:

Other major projects that must follow this project:

This project will not encompass the KSOL-OSS Interface(s) associated with similar interaction for the LASER OSS (student system); so developing those interfaces will be a project that must follow this one.

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

1. LASER Oracle Student System (OSS) training, configuration participation, and functional testing
2. LASER Oracle Student System (OSS) report development for the Registrar's Office (est. 400 reports)
3. Computrition Project
4. Legacy Database Project
5. Changes to legacy systems to comply with House Bill 2937 (SID/SSN Project)

## 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.*

Faculty, or their designee, would have to continue to submit final grades manually until LASER OSS is in production, even faculty who use the Grade Book feature of KSOL.

The attractive availability of Final Grade Posting Features in KSOL would be delayed to some future release.

## 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.*

Changes to the SIS batch processes will no longer be used when SIS is decommissioned in 2+ years; however, many of the KSOL components are expected to continue to be used after LASER OSS is in production.

#### 14. Other Information

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

This project has been identified by the Vice Provost for Academic Services as a strategic priority for Kansas State University. Formal endorsement is being requested of the Executive Computing Committee, which includes Provost Nellis and Vice Presidents Rawson and Krause. This project will enhance the functional capabilities of the KSOL learning management system and its attractiveness to K-State faculty and other potential KSOL/AXIO customers.

A Conceptual Design Document has been compiled by John Streeter and Loren Wilson and shared with the VPAST, OME, Registrar, and ADS staff describes the proposed technical modifications to KSOL and SIS.

A preliminary task list with time estimates has been developed for ISO participation by Shirley Unekis.

A preliminary task list with time estimates has been developed for OME participation by Loren Wilson.

A preliminary task list with time estimates has been developed for Registrar's Office by Monty Nielsen, Gunile DeVault and John Streeter.