

PROJECT SUBMISSION FORM
For Central Management Information Systems Projects

Instructions: Complete this form and e-mail it, and any other 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	Gary Leitnaker	2-6277	geleit@ksu.edu
Project Manager	Jennifer Gehrt	2-1886	jgehart@ksu.edu
Functional Lead	Patsy Havenstein	2-1883	patsv@ksu.edu
Technical Lead	John Letourneau	2-0645	jml@ksu.edu

2. Business Problem

Provide a brief description of the business problem.

In order to stay current on PeopleSoft supported releases, K-State must upgrade to this release. In order to remain current on a supported release, upgrading approximately every two years is required.

3. Statement of Work

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

Upgrade our current PeopleSoft HRMS 8 SP1 release to a new release PeopleSoft HCM (Human Capital Management) 8.8 SP 1. Upgrade PeopleTools from 8.19 to 8.44 to get on the most current supported tools release.

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. Upgrade to this new release and perform all development for the LASER project, the K-State Portal Pilot, and the Transaction Hub project on the upgraded release instead of on our current release and the new release simultaneously.
2. Analyze and continue to eliminate K-State modifications to the core product as much as possible and/or re-work modifications to have less impact on future upgrades. The new release has several pieces of functionality that should eliminate or minimize some of our current modifications.

5. Regulatory or Policy Mandate

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, university policy, etc.), or provide a URL to a website that can provide detailed information about the regulatory or policy change.

	Federal	State	University
Regulatory	None	None	N/A
Policy	None	None	None

6. Institutional and Information Technology Strategies

Briefly describe how this project relates to K-State’s institutional and IT strategic direction. Refer to the CMIS website (www.ksu.edu/infotech/cmisis) for information on K-State’s institutional and IT strategies.

<p><i>Alignment with institutional strategies:</i></p> <p>Workflow enhancements in this release will allow us to continue to improve information and university-wide efficiencies.</p> <p><i>Alignment with IT strategies:</i></p> <p>The main feature of the PeopleTools 8.4x release was to improve integration and PeopleSoft introduced the Integration Broker in this toolset. This positions K-State to use the latest technology that PeopleSoft delivers to develop integration with university systems, including the Transaction Hub.</p> <p><i>Note: The integration of HRIS with LASER, the Transaction Hub, and the K-State Portal may require the acquisition of consulting services that have not been identified in any of these three other projects nor is directly related to this upgrade project so is not included in the out-of-pocket project costs in #9.</i></p> <p>The PeopleSoft Query tool is greatly enhanced to allow users to develop more efficient and better queries.</p> <p>PeopleTools 8.4x provides for new system monitoring tools.</p>
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7. Estimated Project Schedule

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

Project Phases	Est. Start Date (Mo./Yr)	Est. End Date (Mo./Yr)
Concept	12/03	1/04
Planning	12/03	05/04
Implementation	05/04	10/04

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. Estimate the time required to prepare and submit the Project Submission form to CMIS, plus two weeks for CMIS to review and render a decision.

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 type and number of resources (e.g., functional expert, application programmer, database administrator, system administrator, etc.). 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/cmisis) for a list of current IT contacts. Add additional lines if needed.

Type of Resource	Number of Resources	New Resource	Estimated Person Hours
Lead Database Administrator	1		480
Secondary Database Administrator	1		120
Technical Lead	1		480
Application Programmer	4		960
Project Manager	1		360
Functional Lead	1		560
Functional Expert	16		2300
Functional Trainer	1		200
UNIX Administrator	1		40
Grand Total – Estimated Hours			5,500

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 2004	Consulting, Training, Documentation	\$2,500	\$10,000
FY 2005	Consulting	\$0	\$10,000
FY		\$	\$
Grand Total – Estimated Costs		\$2,500	\$20,000

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 (Human Resources)	\$1,500
IT Department (Office of Information System)	\$1,000
Central IT (VPAST)	\$
Separate Project Funds	\$
Other: (Describe)	\$
Don't Know	\$17,500
Grand Total	\$20,000

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:
Migration to Oracle 9i for HRIS only.

Other major projects that must follow this project:
LASER, K-State Portal Pilot, and the Transaction Hub must follow as all integration development will be done on the new release with the new toolset.

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

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.

Development for LASER, K-State Portal Pilot, and the Transaction Hub would have to be done twice on two different tool sets if the project is delayed. Upgrade path support from PeopleSoft would be in jeopardy if the project were to be delayed past calendar year 2004.

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.

None

14. Other Information

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

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