

**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)).*

<b>Project Name:</b>	Implement DARS Web 3.5	<b>Date:</b>	July 27, 2004
<b>Submitted By:</b>	Monty Nielsen		

**1. Points of Contact**

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

Position	Name and Department	Phone	E-mail
Project Sponsor	Monty Nielsen – Registrar	2-6254	<a href="mailto:nielsen@ksu.edu">nielsen@ksu.edu</a>
Project Manager(s)	Due to time constraints, the project management responsibilities will be shared: Mike Ediger – ISO (concept and planning) Susan Cooper – Registrar’s Office (implementation and close-out)	2-4775 2-6254	<a href="mailto:mwe@ksu.edu">mwe@ksu.edu</a> <a href="mailto:sew@ksu.edu">sew@ksu.edu</a>
Functional Lead(s)	Susan Cooper – Registrar’s Office Mary Sier – Registrar’s Office Julie Cook – Undergraduate Admission’s Office	2-6254 2-6254 2-6250	<a href="mailto:sew@ksu.edu">sew@ksu.edu</a> <a href="mailto:mlbsier@ksu.edu">mlbsier@ksu.edu</a> <a href="mailto:jcook@ksu.edu">jcook@ksu.edu</a>
Technical Lead	Mike Ediger – ISO	2-4775	<a href="mailto:mwe@ksu.edu">mwe@ksu.edu</a>

**2. Business Problem**

*Provide a brief description of the business problem.*

The Oracle Student Solution (OSS) requires that DARS Web be implemented in order to interface DARS data to/from OSS. Delaying the implementation of DARS Web could therefore delay the implementation of OSS.

**3. Statement of Work**

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

Implement DARS Web as soon as possible to avoid delaying the OSS implementation, and to provide a more user-friendly, graphically-enhanced presentation of DARS data to students, faculty, and staff via a web browser.

**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.*

The web version of DARS will:

1. Enhance the DARS user experience.
2. Enable interfacing of DARS data to OSS and the Course Applicability System (CAS).

3. Provide other technical options for making DARS data available to users of K-State Online and the K-State Enterprise Portal.
4. Ensure K-State continues to receive vendor support by being on a current release of the product.

**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			

**5. 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.	
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.	
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.	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.	
<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.	
3. Create a system of information assets that are well organized on centrally managed Oracle relational databases.	X
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.	X
6. Provide remote monitoring and maintenance of IT systems.	
7. Expand continuing professional education through use of the Internet.	X
8. Purchase commercial products when they exist and create tools to bridge the time until commercial products are available.	X
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.	X
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.	X
14. Establish policies to guide the access, use, organization, confidentiality, and integrity of information assets.	
15. Develop and maintain integrated information structure and access.	X
16. Seek additional funding sources.	
17. Encourage a teamwork approach and enhance staff education.	X

## 6. 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	3/1/04	7/31/04
Planning	6/1/04	9/30/04
Implementation	10/1/04	6/1/05

### 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.*

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

Name of Resource	New Resource	Estimated Person Hours
Monty Nielsen		40
Susan Cooper		200
Mary Sier		200
Janie Kidd		100
Julie Cook		100
Mike Crow		40
Mike Ediger		200
Kathy Olson		125
Ashley Mason		150
Mike Stauffer		40
Diana Blake		40
Laurie Amrine		90
Judy Riniker		40
Neil Erdwien		80
Dylan Zehr		80
Lloyd Walker		40
Loren Wilson		40
<b>Grand Total – Estimated Hours</b>		<b>1,605</b>

## 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
FY04	Prorated license fee for Corda software to produce enhanced graphics - May and June 2004 only (actual)	\$ 846	\$ 846
FY05	DARwin and Corda licenses - full year (actual)	\$ 11,161	\$ 11,161
FY06	DARwin and Corda licenses - full year (estimated)	\$ 11,161	\$ 12,835
<b>Grand Total – Estimated Costs</b>		<b>\$ 23,168</b>	<b>\$ 24,842</b>

## 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 Department – Information Systems Office	\$ 24,842
Central IT (VPAST)	
Separate Project Funds	
Other: (Describe)	
<b>Grand Total</b>	<b>\$ 24,842</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:*

1. Interfacing of DARS data to/from OSS.
2. Implementation of CAS.

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

1. LASER
2. K-State Enterprise Portal
3. Upgrade KATS Servers and Edify to Version 8.0
4. Legacy Student Database Project
5. Decommissioning of the IBM Mainframe

## 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.*

Delaying the implementation of DARS Web could delay the go-live date of OSS.

## 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.*

N/A

## 14. Other Information

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

DARS Web can be deployed independent of the K-State Enterprise Portal, however the long-term vision is to make DARS Web accessible from the portal.

Depending on how DARS Web is deployed, it could require changes to KATS which in turn could negatively impact the delivery dates of other projects (see list of projects in Section 11).