

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	Larry Moeder – Offices of ADM/SFA	2-7077	larrym@ksu.edu
Project Manager	Robert Gamez – Office of SFA	2-7784	audi@ksu.edu
Functional Lead	Tanya McGee – Office of SFA	2-4686	tanyap@ksu.edu
Technical Lead	Della Cook – ISO	2-4786	dmb@ksu.edu

2. Business Problem

Provide a brief description of the business problem.

To fulfill its obligation of processing student financial assistance records for the upcoming 04-05 award year, regulatory updates must be successfully installed and tested into K-State’s legacy student aid mainframe system. Such regularly scheduled, cyclical updates are essential in allowing the office to transmit data with “outside” processing entities – ensuring that students are able to utilize federal assistance at K-State (CPS), borrow federal student loans (Sallie Mae/LOC), receive Pell Grants (COD), etc.

In excess of \$93 Million dollars of federal student aid funding for the 04-05 academic year is dependent upon the successful installation and testing of the 04-05 federal regulatory system updates.

3. Statement of Work

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

Overall goal of the project is to ensure the timely and accurate delivery of federal, state, and institutional forms of student financial assistance.

At the completion of the project the Office of Student Financial Assistance will be able to establish aid eligibility, award federal, state, and institutional funds, make appropriate and timely disbursements, manage and reconcile student aid funds for the 2004-05 academic year utilizing the legacy mainframe student aid module (FAMS IDMS).

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.

- Successfully receive and transmit Institutional Student Information Records (ISIRs) with the Federal Central Processor (CPS)
- Establish aid eligibility via the creation/maintenance of student financial aid Cost of Attendance (COA) budgets and by tracking aid eligibility issues
- Award student financial aid funds utilizing PARS
- Successfully create, maintain, and reconcile Federal Family Education Loan Program (FFELP) loans
- Successfully create, maintain, and reconcile Pell Grant records
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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	X		N/A
Policy			

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.

Alignment with institutional strategies:

Project will maintain and build upon current student aid delivery standard at K-State – successfully addressing the student service objectives of the university.

Alignment with IT strategies:

Project will leverage information assets to serve student & staff (Item #1 on IT Strategy)

Project will make information available widely on campus (via KATS to students) (Item #5 on IT Strategy)

Project will empower the user (OSFA staff) with an increasing variety of system capability (Item #12 on IT Strategy)

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	Nov. 1, 2003	Nov. 14, 2003
Planning	Nov. 17, 2003	Jan. 16, 2004
Implementation	Jan. 5, 2004	Oct. 1, 2004

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
Project Manager – Robert Gamez	1		78
Functional Team Lead – Tanya McGee	1		234
Functional Team Member – Brynn Berner-McFarlane	1		312
Functional Team Member – Theresa Frazier	1		156
Functional Team Member – TBA	1		144
Technical Team Lead – Della Cook	1		485
Technical Team Member – Delaine Kleiner	1		108
Technical Team Member – Karen Noffsinger	1		30
Technical Team Member – Judith Gordon	1		30
Grand Total – Estimated Hours			1,577

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	Not Applicable	\$N/A	\$N/A
FY	Not Applicable	\$ N/A	\$N/A
FY	Not Applicable	\$ N/A	\$ N/A
Grand Total – Estimated Costs		\$ N/A	\$ N/A

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	\$ Not Applicable
IT Department	\$ Not Applicable
Central IT (VPAST)	\$ Not Applicable
Separate Project Funds	\$ Not Applicable
Other: (Describe)	\$ Not Applicable
Don't Know	\$ Not Applicable
Grand Total	\$ Not Applicable

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:

Not Applicable.

Other major projects that must follow this project:

Not Applicable.

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

At this time three identified members of the functional team of this proposed project have specific hour commitments to the Oracle Student Solution (OSS) Implementation Project (LASER) – a multi-million dollar project that will run concurrently to this proposed 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.

The consequence of not committing to this project would be to render the university's Office of Student Financial Assistance incapable of processing over \$93 Million in federal student financial assistance for the upcoming 2004-05 academic year. In short, the university would suffer a catastrophic shortfall in revenue and enrollment numbers.

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 the FAMS/IDMS application is slated to be replaced by July '05 via the implementation of the Oracle Student Solution(OSS), the new OSS system will not be operational for the purpose of processing student financial assistance for the 2004-05 academic year. Consequently, approval of this project directly impacts K-State's ability to perform critical administrative processes for the 2004-05 academic year.

14. Other Information

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

Not Applicable.

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