

K-State Information Technology Project Submission Form

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 Manager	Brian Kuntz	532-7847	Kuntz@ksu.edu
Sponsor	John Streeter	532-4758	JWS@ksu.edu
Unix System Manager	Julie Bell	532-4904	JBell@ksu.edu

2. Business Problem

Provide a brief description of the business problem.

The servers named Eagle, Hawk, and Falcon house a number of mission-critical applications and are nearing the end of their useful life.

applications that reside on the servers Eagle, Hawk, and Falcon are in need of application upgrades that require Oracle 10g. The servers that currently support these applications are not configured with the proper O/S versions to support Oracle 10g. While these servers could be configured to support Oracle 10g, the applications and services currently provided by these servers would be significantly diminished. In addition, these servers are nearing the end of their life cycle.

The business problem facing the departments and applications that these servers support is that the necessary upgrades cannot be made on the existing hardware.

3. Statement of Work

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

The goal of this project is to replace the current Eagle, Hawk, and Falcon servers with servers that are able to run O/S configurations that can support Oracle 10g without degradation to current services provided by these applications today.

4. Project Objectives

K-State Information Technology Project Submission Form

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 servers that replace Eagle, Hawk, and Falcon will need to be 64 bit machines so as to accommodate Oracle 10g.
- The consolidation of the applications/systems onto fewer machines is acceptable, but not required.
- The applications should have separate but equal environments between their respective Test and Production environments.
- The new configuration will need to be able to support application/system peak loads.

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>
2. Strengthen the learning and teaching environment.	<input type="checkbox"/>
3. Enhance the quality of graduate and research programs.	<input type="checkbox"/>
4. Develop the library infrastructure.	<input type="checkbox"/>
5. Develop the Information Technology infrastructure.	X
6. Enhance a diverse and multicultural environment.	<input type="checkbox"/>
7. Enhance the international emphases.	<input type="checkbox"/>
8. Define the university's role in mediated learning.	<input type="checkbox"/>
9. Contribute to the state's economic development and environmental health.	<input type="checkbox"/>
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.	<input type="checkbox"/>
2. Retain K-State's traditional enrollment pattern even though student costs may increase.	<input type="checkbox"/>
3. Provide competitive compensation packages for all employees.	<input type="checkbox"/>

K-State Information Technology Project Submission Form

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.	
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.	X
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.	X
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	07/2006	09/2006
Planning	09/2006	11/2006
Implementation	11/2006	02/2007

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.

K-State Information Technology Project Submission Form

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. List skill sets needed, resource name, and department name if known. Indicate new positions by placing an “x” in the “New Position” column. For assistance with resource estimates contact the appropriate IT unit. Add lines as needed.*

Skill Set	Department	Resource Name	New Position	Estimated Person Hours
Project Manager	ISO	Brian Kuntz	No	100
Sponsor	ISO	John Streeter	No	10
Unix Systems Manager	CNS	Julie Bell	No	200
Oracle DBA	ISO	Laurie Amrine	No	
- Development (includes web migrations for FAMIS and OID)				328
- Test				124
- Production				124
Oracle DBA	ISO	Martin Heger	No	
- Development				12
- Test				12
- Production				12
Application specialist	ISO	Chih-Ching Ma	No	80
Application specialist	ISO	Mike Ediger	No	80
Application specialist	ISO	Cathy Buchanan	No	120
Application specialist	ISO	Terry Stout	No	50

K-State Information Technology Project Submission Form

Grand Total – Estimated Hours				1252

K-State Information Technology Project Submission Form

9. Project 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. Staff salaries should be figured based on \$25/hour.

Fiscal Year	Type of Expenditures	Est. Low	Est. High
2007	Production servers (2)	\$ 47,544	\$ 62,750
2007	Test server (1)	\$ 23,772	\$ 31,375
2007	Development server (1)	\$ 23,772	\$ 31,375
2007	Potential memory requirements	\$ 4,900	\$ 4,900
2007	Labor (1252*\$25)	\$ 31,300	\$ 31,300
Grand Total – Estimated Costs		\$ 131,288	\$ 161,700

10. Project Funding Responsibility – Sources and amounts of out-of-pocket costs.

Source of Funds	New Resources	Existing Resources	Total
Administrative Dept./College: _____	\$	\$	\$
IT Department	\$	\$	\$
Central IT (VPAST)	\$	\$	\$
Separate Project Funds (Describe)	\$	\$	\$
Other: _____	\$	\$	\$
Don't Know	\$ 161,700	\$	\$ 161,700
Grand Total	\$ 161,700	\$	\$ 161,700

11. On-Going Costs – Estimate annual operational costs 5 years beyond project completion. Include salary and training costs based on \$25/hour, hardware costs (maintenance, upgrades, 3 year replacement cycle), software costs(maintenance, upgrades, ongoing/additional licenses), and any anticipated growth.

Year	Fiscal Year	Comments	Est. Low	Est. High
1	2008 - 2010	Maintenance (included for 2008– 2010)	\$ 0	\$ 0
2	2008	Facilities	\$ 2500	\$ 4000
3	2009	Facilities	\$ 2500	\$ 4000
4	2010	Facilities	\$ 2500	\$ 4000
5	2011	Server upgrades/replacements	\$ 131,288	\$ 161,700
Grand Total – Estimated Costs			\$ 138,788	\$ 173,700

12. On-Going Funding Responsibility – Sources and amounts of on-going product funding.

Source of Funds	New Resources	Existing Resources	Total
Administrative Dept./College: _____	\$	\$	\$
IT Department	\$	\$	\$
Central IT (VPAST)	\$	\$	\$
Separate Project Funds (Describe)	\$	\$	\$
Other: _____	\$	\$	\$
Don't Know	\$	\$ 138,788	\$ 173,700

K-State Information Technology Project Submission Form

Grand Total	\$	\$ 138,788	\$ 173,700
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13. 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:

None

Other major projects that must follow this project:

Oracle 10g upgrade

Delphi Server Replacement – expects to re-use Eagle, Hawk, and Falcon to upgrade the current Delphi server.

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

Check the most current IT Priorities list.

14. 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.

Applications dependent on and expecting an upgrade to Oracle 10g will be held back until this business problem is resolved. Impacted systems include:

Development, test and production applications for Oracle applications including: DARS (Degree Auditing), KATS, Harvest Change Control, FAMIS, OID Oracle Internet, PARK, OFA, S25 room scheduling and Mercury (testing software) among other applications.

15. 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.*

KATS and Oracle Financial Systems are planned to be phased out. The need for this project is still justified as the other impacted systems will still require support.

16. Other Information – *Provide any other information you feel is important about this project.*

Please note the attached Word document. This is an overview of the replacement options available. Option 1 is being presented as the recommended option.



Eagle, Hawk, and Falcon replacement o