

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	Monty Nielsen	2 – 6254	nielsen@ksu.edu
Project Manager	Shirly Unekis	2 – 7850	sau@ksu.edu
Functional Lead	Sharon Hauck	2 – 6321	hauck@ksu.edu
Technical Lead	Laura Oesterhaus	2- 4768	llo@ksu.edu

2. Business Problem

Provide a brief description of the business problem.

The erosion of our General Fund block and the requirements to fund additional mandatory obligations for the current fiscal year has diminished the intended impact of the additional tuition revenue. In order for the University to maintain its current level of doing business, more revenue must be collected.

3. Statement of Work

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

Based on proposed changes for Fall 2004 (see attached), accurately assess, bill, collect, and account for student tuition and fees.

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.

- Modify computer programs and business processes to accurately assess and distribute student bills by July 1, 2004.
- Modify computer programs and business processed to accurately account for the collection of student tuition and fees by July 1, 2004.
- Modify computer programs and business processes to accurately account for the allocation of student tuition and fees by July 1, 2004.
- Maintain same level of service.

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			N/A
Policy			X

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:

The proposed fee changes for Fall 2004 are in alignment with institutional strategies to allow the University to maintain its current level of doing business.

Alignment with IT strategies:

The proposed fee changes for Fall 2004 are in alignment with IT strategies, in that increased revenue will indirectly enhance all the listed IT strategies listed on the CMIS website at (www.ksu.edu/infotech/cmisis)

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	6/1/2003	12/1/2003
Planning	1/1/2004	1/31/2004
Implementation	2/1/2004	3/15/2004

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
Shirly Unekis			
Laura Oesterhaus			
Mike Stauffer			
Sharon Hauck			
Tammy Campbell			
Jim Bach			
Jim Batters			
Jan Michaelis			
Grand Total – Estimated Hours			

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:

Not Applicable

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 erosion of our General Fund block and the requirements to fund additional mandatory obligations for the current fiscal year has diminished the intended impact of the additional tuition revenue. In order for the University to maintain its current level of doing business, more revenue must be collected.

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 SIS system will be retired within the next two years, to be replaced with Oracle Student Solutions, financial obligations for the current year require the Fee structure changes to be implemented to increase revenue for the University.

14. Other Information

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

Not Applicable

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