

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).

Project Name:	Upgrade KATS Servers and Edify to v. 8.5	Date:	August 2, 2004
Submitted By:	Diana Blake		

1. Points of Contact

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

Position	Name and Department	Phone	E-mail
Project Sponsor	Diana Blake – ISO	2-7843	dkblake@ksu.edu
Project Manager	Mike Ediger – ISO	2-4775	mwe@ksu.edu
Functional Lead(s)	Elaine Heller - Registrar's Office	2-6254	eah@ksu.edu
	Tanya McGee - Student Financial Assistance	2-6420	tanvap@ksu.edu
Technical Lead	Mike Ediger – ISO	2-4775	mwe@ksu.edu

2. Business Problem

Provide a brief description of the business problem.

The current KATS application servers are three years old, out of warranty, and nearing the end of their expected life. Edify Electronic WorkForce (EWF) version 6.2, the development tool that produces the KATS web pages and used to interface data to/from the IBM mainframe and other systems, is now several versions old and no longer supported by the vendor.

3. Statement of Work

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

Replace the KATS servers and upgrade Edify EWF to version 8.5 so KATS can continue to operate at peak performance.

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. Purchase, install, and configure new application servers so that they:
 - a) are covered under a three year next-day service warranty
 - b) can handle increased workload
 - c) run an operating system compatible with the most current release of Edify
 - d) can be configured for high-availability, redundancy, and failover

- e) are sized appropriately to ensure high performance through the end of the life of KATS (est. 3-4 years).
- 2. Acquire, install, and configure Edify EWF version 8.5 to:
 - a) ensure KATS continues to operate at peak performance
 - b) extend the life of KATS until no longer needed
 - c) ensure continued vendor support of the product.
- 3. Complete user acceptance testing and move the upgrade to production by August 14, 2004. If this is not possible, the next window of opportunity will be between August 28 and September 11, 2004.

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			

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.	
2. Strengthen the learning and teaching environment.	
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.	
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.	
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.	

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.	X
5. Make information available widely on the campus.	X
6. Provide remote monitoring and maintenance of IT systems.	X
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.	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.	X
10. Maintain and advance the reliability, redundancy, and recoverability of the information technology infrastructure.	
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.	X
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.	X
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	1/1/04	4/30/04
Planning	3/15/04	5/31/04
Implementation	6/1/04	10/31/04

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. Include the estimated time 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) for a list of current IT contacts. Add additional lines if needed.

Name of Resource	New Resource	Estimated Person Hours
Diana Blake		16
Mike Ediger		150
Raymond Cheung		50
Neil Erdwien		4
Nancy Becker		4
Julie Bell		8
Laurie Amrine		16
Elaine Heller		16
Tanya McGee		16
Jim Badders		2
Mindy Cooper		2
Bryan Rall		10
David Malia		8
Grand Total – Estimated Hours		302

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	Two Intel Windows 2000 servers (actual)	\$ 10,678	\$ 10,678
	Edify EWF annual software license (actual)	36,460	36,460
FY05	Edify EWF annual software license (actual)	\$ 36,186	\$ 36,186
FY06	Edify EWF annual software license (estimate)	\$ 36,500	\$ 41,975
Grand Total – Estimated Costs		\$119,824	\$125,299

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 – Computing and Network Services	\$ 10,678
IT Department – Information Systems Office	114,621
Central IT (VPAST)	
Separate Project Funds	
Other: (Describe)	
Don't Know	
Grand Total	\$125,299

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:

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

1. Implement DARS Web 3.5
2. E-Profile Changes
3. KAN-ED Portal

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 functions provided by KATS are integral to the business conducted by students, faculty, and staff. A hardware or software failure would result in students, faculty, and staff being unable to conduct critical student-related services, such as course enrollment, granting of advising signatures, student acceptance of financial aid awards, etc.

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.

See comments under Section 14 - Other Information.

14. Other Information

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

The replacement of the KATS servers was a planned event and was accounted for in the CNS FY04 budget. Likewise, the Edify EWF annual software license and maintenance fees have been accounted for in the ISO FY04 and FY05 budgets.

It is hoped this will be the final hardware upgrade needed to extend KATS through its useful life. The estimated life expectancy of KATS is 3-4 years, however it could be longer based on when KATS functionality is available via replacement systems, such as the Oracle Student Solution and the K-State Enterprise Portal. It is possible that the Edify EWF software could be used after KATS is retired to interface data between systems, or to provide a web front end to other applications.