

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

April 5, 2022

Richard Beattie, Director
Procurement and Contracts

Dear Mr. Beattie:

The detailed project plan for the Pittsburg State University (PSU) Student Financial Aid (SFA) project is enclosed. Angela Neria is the primary contact for the project and can be reached at (620) 235-4614.

This letter constitutes approval of the detailed project plan pursuant to K.S.A. 75-7209.

The next step for the agency will be to baseline this approved project Work Breakdown Structure (WBS) without alteration prior to execution. The baseline is a valuable tool to use as the project progresses. The baseline is used to track project progress and compare this progress to the approved plan. Project measures for reporting purposes will be determined using the originally submitted detailed project plan.

This project has a total project cost of \$701,050. The quarterly KITO fee for the project will be \$2,728 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

Howard Smith

3C1095AB10584D8...

Howard W. Smith, Provost and Vice President of Academic Affairs
Pittsburg State University

DocuSigned by:

DeAngela Burns-Wallace

1DAB26281F9B47E...

DeAngela Burns-Wallace
Executive Branch CITO

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
Aaron Klaassen, JCIT
JCIT Membership
Linda Norris, Procurement and Contracts
Stephanie Creed, Procurement and Contracts
Dean Heineken, Procurement and Contracts
Brian Reiter, OITS
Angela Neria, PSU
Luecrista Haraughty, PSU
Megan Burton, KSHS
Cole Robison, OITS

Alex Wong, CITA
Sara Spinks, KITO



Pittsburg State University

OFFICE OF THE PROVOST

March 25, 2022

Dr. DeAngela Burns-Wallace
CITO, Executive Branch
Kansas Information Technology Office
Office of Information Technology Services
2800 SW Topeka Blvd
Topeka, KS 66611-1220
785-296-3329

Dear Dr. Burns-Wallace,

Pittsburg State University is requesting your review of the attached detailed-level project plan documentation and approval of the Pittsburg State University Student Financial Aid System (PSU SFA) Project.

The Student Information System at Pittsburg State University is 30+ years old which includes the student financial aid piece. The technology it is built on is outdated and fragile. It requires regular maintenance by our development team and many manual processes by the PSU Financial Assistance office. After a thorough evaluation process, PSU selected Oracle Student Financial Planning Cloud module which is a part of their Student Management Cloud solution. With the solution, Oracle has highly qualified and approved implementation partners in which PSU has also evaluated and selected Sierra-Cedar for that partnership. We have acquired a master service agreement with Sierra-Cedar. This implementation will move PSU forward to a stable, modern, mobile, and continually evolving platform allowing for a better user experience for our students and financial aid office.

Thank you for your review and consideration of our request for the approval of the attached Pittsburg State University Student Financial Aid System Project.

Regards,

A handwritten signature in cursive script that reads "Howard W. Smith".

Howard W. Smith, Ph.D.
Provost and Vice President for Academic Affairs
Pittsburg State University

State Entity: Pittsburg State University	Included (Y/N) If no, Explain
Project Name: Pittsburg State University Student Financial Aid System Project	
Greater than \$250,000/ less than \$1,000,000 (Y/N): Y	
Greater than \$1,000,000 (Y/N): N	
IT Project Plan Documents	
For forms and/or more detailed information on completion of plan, see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A. https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Y
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level	
Task Name (tasks should be descriptive)	Y
Duration (total duration/elapsed calendar time)	Y
Work (total person/hours of effort for all resources for the task)	Y
Start	Y
Finish	Y
Dependencies (Predecessors)	Y
Resource Names (assigned to the task)	Y
Milestone	Y
Work Product Identification (Form ITEC PM02-6)	Y
Architectural Statement (ITEC Policy 4010 and 9500)	
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	Y
If different, attach CITA waiver	
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	
Statement of compliance	Y
If different, attach CITO waiver	
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA)	
https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition	
https://www.hhs.gov/hipaa/index.html	
1. What information is included	Y
2. Why is it collected	Y
3. How will it be used	Y
4. Exclusion opportunities	
5. 1974 Act implementation	Y
6. Other privacy requirements	Y
7. Total privacy cost estimate	Y
Security Statement (ITEC Policies 7230, 9500, 7300)	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	Y
If different, explain	
Accessibility Statement (ITEC Policy 1210)	
Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat.	Y
If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception. If accessibility standards do not apply, please provide explanation.	
Attach approval letter from State Director of IT Accessibility.	Requested
Electronic Record Retention Statement	
https://www.kshs.org/p/electronic-records/11334	
(K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	
1. Identify replaced paper records	Y
2. Identify new business functions	Y
3. Reasons for business functions	Y
4. Records requirements for business function	Y
5. Documents in another system?	Y
6. Public access requirements	Y
7. Access control requirements	Y
8. Identify all records with retention period of ten or more years	Y
9. Estimate three year cost of addressing records identified in No. 8	Y
Attach approval letter from State Archivist.	Requested
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - Detailed Plans	Y
Fiscal Note, if appropriate	
Electronic copy submitted two - four weeks prior to contract award and/or project execution	

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518											
1. Project Title:				2. Project Priority		3. Estimated Dates					
Pittsburg State University Student Financial Aid System Project (PSU SFA Project)				High		Planning Start:		7/15/2021			
Agency:						Execution Start:		3/28/2022			
Pittsburg State University						Close-Out End:		12/15/2023			
4. Project Description and Justification:				Date Submitted:		3/31/2022					
The Pittsburg State University Student Financial Aid/Award System (PSU SFA) project has been initiated to replace the current financial aid module in the student information system. The original system is 30+ years old and has been added onto and updated over the years. However, it is now outdated and fragile. If the current system were to experience failure, PSU would experience a severe loss of services and would require an immediate investment in a system upgrade. Replacing the student financial aid system in a crisis situation would be a costly and lengthy process. This would cause a huge disservice to our students with the possibility of losing enrollment and revenue. The PSU SFA project will allow for a better user experience for students and the financial aid office. A new system would allow for a mobile experience as well as much improved client interface for award/acceptance information, submission of required documents for the client, and communication to support the client. The financial aid staff will become more efficient in daily automation, focus on exceptions to standardized rules, and will be able to spend more time focusing on student outreach instead of the daily process. In addition, regulatory reporting requirement efforts will become more efficient through automation. The implementation of a new Student Financial Aid system will be a cloud-based system allowing for regular updates, upgrades, and enhancements to the application. This will allow PSU to evolve in a financial aid system that is vital for our clients. The data storage need with security and recovery is a top priority for the system. PSU will only consider systems that will provide the adequate and required level of security to protect our client's data. PSU looked to an established vendor with a creditable reputation. The application will need to directly communicate via modern programming language with U.S. Department of Education's Common Origination and Disbursement (COD) and PSU's remaining portion of the student information system. This technology will move PSU forward to a stable, modern, mobile, and continually evolving platform. PSU in creating a state-of-the-art system using industry standards for a student financial aid system. Is this an Infrastructure Project? (Y/N) Will Business Process Modeling be completed during the IT project and business design? (Y/N) Will national and/or industry data standards be used? (Y/N) If yes, please specify. A native, relational SQL database management system is required. Full and unrestricted access to the database, including full access to the database schema, template setup, data input and output utilities, and distributed reporting capabilities are required. List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking. Collaboration will occur between the selected vendor and PSU in creating a state-of-the-art system using industry standards for a student financial aid application.											
5. Estimated Project Cost											
Category		Cost		KITO Rate Structure				Project Quarterly KITO Fee			
Internal Cost (Salaries)		\$112,750									
Contractual Services		\$340,000									
Commodities		\$0									
Capital Outlay		\$229,204									
Sub-Total Project Costs		\$681,954									
Total KITO Rate Fee		\$19,096									
Total Project Costs		\$701,050									
6. Project Subprojects (include name, start and end dates, and cost of each Subproject):											
Subproject Name		Start Date		End Date		Internal Cost		External Cost		Total Cost	
Planning		7/15/2021		4/15/2022		\$20,000		\$0		\$20,000	
Execution											
Enter Subproject 1 Name		3/28/2022		10/27/2023		\$92,750		\$588,300		\$681,050	
Enter Subproject 2 Name										\$0	
Enter Subproject 3 Name										\$0	
Enter Subproject 4 Name										\$0	
Enter Subproject 5 Name										\$0	
Execution Sub-Total		3/28/2022		10/27/2023		\$92,750		\$588,300		\$681,050	
Close-Out											
		10/10/2023		12/15/2023		\$0		\$0		\$0	
Grand Internal, External, and Total Costs						\$112,750		\$588,300		\$701,050	
7. Amount by Source of Financing:											
State Fiscal Years	1. SGF	Tuition	Univ Gen Funds	4.	5.	6.	7.	Total			
SFY 2022	\$94,544	\$61,110	\$94,544					\$250,198			
SFY 2023	\$109,826	\$168,290	\$110,366					\$388,482			
SFY 2024	\$31,050		\$31,320					\$62,370			
SFY 2025								\$0			
SFY 2026								\$0			
SFY 2027								\$0			
Total Project Costs	\$235,420	\$229,400	\$236,230	\$0	\$0	\$0	\$0	\$701,050			
Description of funds listed above											

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519							
1. Project Title		2. Estimated Dates		Projected Months from Execution to Close-Out			
Pittsburg State University Student financial Aid System Project (PSU SFA Project)		Planning Start:		7/15/2021		21	
		Execution Start:		3/28/2022			
		Close-Out End:		12/15/2023			
3. Agency		4. Project Director/Project Manager					
Pittsburg State University		Lucretia Haraughty					
5. Qualitative and Quantitative Savings Explanation							
The Pittsburg State University Student Financial Aid System Project (PSU SFA Project) has been initiated to replace the current student financial aid component of the legacy student information system. The original system was build in 1984 and has been modified over the years. However, it is critically outdated, fragile, and does not allow for modernization or upgrades. This system also only functions in a live state, meaning there is no test environment to make corrections and test prior to implementation of a fix to an issue. It simply goes live and there is always a risk of breaking other processes even with the utmost care from the development team. If the current system were to experience failure, PSU would experience a severe loss of services and would require an immediate investment in a system modification or immediate replacement. Replacing the student financial aid system in a crisis situation would be a costly and lengthy process. If such an outage occurred it would fully disrupt the ability to award students the aid they have been given and could likely be loss of student enrollment and headcount for PSU and directly effecting financials. Financial Aid Department headcount will not be reduced, but most likely reassigned to training or support roles. Therefore there would not be any capital expense reduction. This application will provide efficiencies for faster processing of student financial award and it will be clearly defined with the goal of increasing enrolled students to PSU. The replacement of Student financial aid portion of PSU's legacy student information system (SIS) will move to an industry-standard platform running in a cloud-based environment allowing for cost avoidance until the entire system can be upgraded. However, reduction of support that is required currently from the Information Technology Services office could have a significant reduction. This very old and fragile system requires almost daily upkeep							
6. Qualitative and Quantitative Savings Estimate							
Description of Savings		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Cost Avoidance (Soft Dollars)							
Decreased support time of IT Developers					\$45,000	\$52,000	\$52,000
Decreased downtime for financial aid office					\$4,500	\$5,400	\$5,400
Decreased Project time for developers due to required Federal updates					\$3,500	\$3,500	\$3,500
Subtotal		\$174,800	\$0	\$0	\$53,000	\$60,900	\$60,900
Cash Savings (Hard Dollars)							
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)							
Provide better user experience for students as well as the financial aid office.							
Retain or acquire new students increasing headcount and overall revenue for PSU. PSU estimates the lost of thousands of dollars due to later award because the legacy system has to be changes to meet new regulations taking time. As where a new system would remove this delay.							
The financial aid staff will become more efficient in daily automation, focus on exceptions to standardized rules, and will be able to spend more time focusing on student outreach instead of the daily process. In turn helping students to potentially reduce future student debt.							
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings		\$174,800	\$0	\$0	\$53,000	\$60,900	\$60,900
7. Summary*		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Project Costs	Total	\$701,050	\$250,198	\$388,482	\$62,370	\$0	\$0
Net Cost Benefit	Total	-\$526,250	-\$250,198	-\$388,482	-\$62,370	\$53,000	\$60,900
Cost Benefit per Month		\$8,324					
Calendar Months to Break Even		84					
8. Ongoing Cost		SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027
Operational Cost for three ensuing SFYs					\$151,500	\$151,500	\$151,500

* Project Costs = Total Cost of Project over all Fiscal Years from all Funding Sources

Net Cost Benefit = Total Qualitative & Quantitative Savings minus Total Project Costs

Cost Benefit per Month = Total Qualitative & Quantitative Savings divided by Length of Project in months

Calendar Months to Break Even = Total Project Costs divided by Cost Benefit per Month

Revised 2/21

Project Management Plan: Work Product Identification

Project: Pittsburg State University Student Financial Aid System Project

Date 3/31/22

WBS#	Deliverable Name	Due Date	Date Delivered	Point of Contact
27	Sent Project Plan to CITO for Review	3/30/22		Luecrita Haraughty
28	Project Plan approved by CITO	4/15/22		Luecrita Haraughty
	SFP Release 1: ISIR			
63	Begin IDP	4/4/22		Scott Donaldson
110	Begin Release 1 Tasks	4/18/22		Luecrita Haraughty
115	Release 1 Scope Sign-off	5/17/22		Michael Woodrum
149	Signoff SSO	5/5/22		Nathaniel Shaw
154	Signoff Security	4/20/22		Scott Donaldson
190	Prod to Test Refresh	9/13/22		Oracle Support
197	SIT – Release 1 Signoff	9/2/22		Michael Woodrum/Scott Donaldson
200	Prod to Test Refresh	9/8/22		Oracle Support
207	UAT – Release 1 Signoff	9/30/22		Michael Woodrum/Scott Donaldson
218	Complete Release 1 Tasks	10/3/22		Luecrita Haraughty
220	Signoff – Release 1	10/3/22		Michael Woodrum
221	Deploy Release 1 SFP	10/27/22		Luecrita Haraughty
	SFP Release 2: Verification			
227	Begin Release 2 Tasks	4/18/22		Luecrita Haraughty
232	Release 2 Scope Sign-Off	6/20/22		Michael Woodrum
247	Signoff SFP Portal	6/8/22		Scott Donaldson
267	Prod to Test Refresh	9/13/22		Oracle Support
274	SIT – Release 2 Signoff	9/2/22		Michael Woodrum
277	Prod to Test Refresh	9/9/22		Oracle Support

Project Management Plan: Work Product Identification

Project: Pittsburg State University Student Financial Aid System Project

Date 3/31/22

294	Complete Release 2 Tasks	10/3/22		Luecitra Haraughty
296	Signoff - Release 2	10/3/22		Scott Donaldson
297	Deploy Release 2 – Verification	11/11/22		Scott Donaldson
	SFP Release 3 and 4: COA/Packaging Requirements			
304	Begin Release 3 and 4 Activities	7/11/22		Michael Woodrum
309	Release 3 Scope Signoff	7/27/22		Michael Woodrum
345	Signoff SFP Portal	11/9/22		Michael Woodrum
349	Signoff Security	9/5/22		Scott Donaldson
410	SIT – Release 3 and 4 Signoff	11/11/22		Michael Woodrum
429	Signoff Release 3	12/21/22		Michael Woodrum/Scott Donaldson
431	Deploy Release 3 – COA/Packaging	1/9/23		Scott Donaldson
	SFP Release 4			
437	Begin Release 4 Activities	7/4/22		Luecitra Haraughty
442	Release 4 Scope Signoff	9/2/22		Michael Woodrum
467	Signoff Release 4	2/7/23		Michael Woodrum
468	Deploy Release 4 – COA/Packaging	2/17/23		Scott Donaldson
	SFP Release 5: Pell/Loan Processing			
474	Begin Release 5 Activities	1/23/23		Luecitra Haraughty
479	Release 5 Scope Signoff	2/2/23		Michael Woodrum
493	Signoff SFP Portal	3/1/23		Julie Blanken
497	Signoff Security	2/9/23		Scott Donaldson
530	SIT – Release 5 Signoff	5/12/23		Michael Woodrum
539	UAT – Release 5 Signoff	6/12/23		Michael Woodrum
551	Signoff – Release 5	6/16/23		Michael Woodrum
553	Deploy Release 5 – Pell/Loans	6/30/23		Julie Blanken
	SFP Release 6: Disbursement			

Project Management Plan: Work Product Identification

Project: Pittsburg State University Student Financial Aid System Project

Date 3/31/22

559	Begin Release 6 Activities	3/1/23		Luecrista Haraughty
564	Release 6 Scope Signoff	3/9/23		Michael Woodrum
582	Signoff SFP Portal	4/3/23		Michael Woodrum
586	Signoff Security	4/3/23		Scott Donaldson
646	Prod to Test Refresh	5/31/23		Oracle Support
653	SIT – Release 6 Signoff	6/23/23		Michael Woodrum
662	UAT – Release 6 Signoff	7/24/23		Michael Woodrum
674	Signoff – Release 6	7/24/23		Michael Woodrum/Scott Donaldson
676	Deploy – Release 6 – Disbursement	8/4/23		Michael Woodrum
	SFP Release 7: Return to Title IV, SAP, New Aid Year Setup			
682	Begin Release 7 Activities	5/2/23		Luecrista Haraughty
688	Release 7 Scope Signoff	5/10/23		Michael Woodrum
714	Signoff SFP Portal	5/18/23		Julie Blanken
718	Signoff Security	5/17/23		Scott Donaldson
779	SIT – Release 7 Signoff	8/25/23		Michael Woodrum
788	UAT – Release 7 Signoff	9/25/23		Michael Woodrum
800	Signoff – Release 7	9/29/23		Michael Woodrum
802	Deploy Release 7 – Term Processing	10/13/23		Scott Donaldson
844	Submit PIER to CTIO	12/15/23		Luecrista Haraughty

Project Management Plan: Work Product Identification

Project: Pittsburg State University Student Financial Aid System Project

Date 3/31/22

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1	PSU Student Financial Aid Project	619 days	7,909.12 hrs	Thu 7/15/21	Fri 12/15/23			No
2	PLANNING	196 days	54.42 hrs	Thu 7/15/21	Fri 4/15/22			No
3	Initial Project Process	171 days	1 hr	Thu 7/15/21	Thu 3/10/22			No
4	Request for Bid	171 days	1 hr	Thu 7/15/21	Thu 3/10/22			No
5	Determine specs/Requirement Review for appli	54 days	0 hrs	Tue 7/20/21	Fri 10/1/21			No
6	Requested bid from Oracle	1 day	1 hr	Thu 7/15/21	Thu 7/15/21		Jim Hughes[20%]	No
7	Sign with Oracle contract (both parties)	23 days	0 hrs	Wed 1/26/22	Fri 2/25/22			No
8	Requested bids from approved Implementation	2 days	0 hrs	Fri 12/10/21	Mon 12/13/21			No
9	Review of bids from approved implementation	42 days	0 hrs	Mon 12/20/21	Tue 2/15/22			No
10	Submit proposal of implementation partner to S	1 day	0 hrs	Thu 2/17/22	Thu 2/17/22			No
11	Review SOW with Implementation Partner	5 days	0 hrs	Fri 2/25/22	Thu 3/3/22			No
12	Sign Contract with Implementation Partner	1 day	0 hrs	Thu 3/10/22	Thu 3/10/22			No
13	Project Initiation	26 days	53.42 hrs	Thu 3/10/22	Fri 4/15/22			No
14	Identify Project Managers	1 day	1 hr	Thu 3/10/22	Thu 3/10/22		Luecrita Haraughty	No
15	Build project structure (WBS)	9 days	35 hrs	Thu 3/17/22	Tue 3/29/22			No
16	Build task list and determine dependencies and	9 days	35 hrs	Thu 3/17/22	Tue 3/29/22		Luecrita Haraughty,Nick Mor	No
17	Organize project resources	16 days	6.25 hrs	Thu 3/10/22	Thu 3/31/22			No
18	Develop organization structure	5 days	1 hr	Thu 3/10/22	Wed 3/16/22		Luecrita Haraughty,Scott Dor	No
19	Develop staffing plan	4 days	2 hrs	Tue 3/22/22	Fri 3/25/22		Luecrita Haraughty,Scott Dor	No
20	Review resource allocation	1 day	0.25 hrs	Tue 3/29/22	Tue 3/29/22		Luecrita Haraughty,Scott Dor	No
21	Resource allocation approved	1 day	2 hrs	Tue 3/29/22	Tue 3/29/22		Scott Donaldson	No
22	Identify Initial Resources	2 days	1 hr	Wed 3/30/22	Thu 3/31/22		Luecrita Haraughty,Scott Dor	No
23	State of Kansas EPMO Project Approval	23 days	11.17 hrs	Tue 3/15/22	Fri 4/15/22			No
24	Build project plan per CITO instructions	15 days	10 hrs	Tue 3/15/22	Mon 4/4/22		Luecrita Haraughty	No
25	Obtain Web Accessibility letter from State Direc	3 days	0.57 hrs	Tue 3/29/22	Thu 3/31/22		Luecrita Haraughty	No
26	Obtain Electronic Records Retention approval le	3 days	0.6 hrs	Tue 3/29/22	Thu 3/31/22		Luecrita Haraughty	No
27	Sent project plan to CITO for review	0 days	0 hrs	Wed 3/30/22	Wed 3/30/22		Luecrita Haraughty	Yes
28	Project plan approved by CITO	0 days	0 hrs	Fri 4/15/22	Fri 4/15/22		Luecrita Haraughty	Yes
29	EXECUTION	404 days	7,825.7 hrs	Mon 3/28/22	Fri 10/27/23			No
30	INITIATE Student Financial Planning	404 days	7,825.7 hrs	Mon 3/28/22	Fri 10/27/23			No
31	Project Kick-off	1 day	2 hrs	Thu 3/31/22	Thu 3/31/22		Alexander Prendergast - SC,E	No
32	Functional Kick-off	1 day	2 hrs	Mon 4/4/22	Mon 4/4/22		Rich Dutily - SC[25%],Julie Bl	No
33	Technical Kick-off	1 day	2 hrs	Mon 4/4/22	Mon 4/4/22		Alexander Prendergast - SC[2	No
34	Create Initial Orientation/Training Document	15 days	10 hrs	Fri 4/1/22	Thu 4/21/22	31	Luecrita Haraughty[4%],Nick	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
35	Create Scope Document	15 days	10 hrs	Mon 4/4/22	Fri 4/22/22	31	Luecrista Haraughty[4%],Nick	No
36	Create Project Management Plan	2.08 days	5 hrs	Mon 4/4/22	Wed 4/6/22	40	Nick Morosco - SC[30%]	No
37	Create Instance and Release Management Plan	10 days	20 hrs	Fri 4/1/22	Thu 4/14/22	31	Nick Morosco - SC[13%],Alex	No
38	Approve Initial Orientation/Training Document	1 day	8 hrs	Fri 4/22/22	Fri 4/22/22	34	Luecrista Haraughty[50%],Nic	No
39	Approve Project Schedule	1 day	4 hrs	Thu 3/31/22	Thu 3/31/22		Luecrista Haraughty[25%],Nic	No
40	Approve Scope Document	1 day	4 hrs	Fri 4/1/22	Fri 4/1/22	31	Luecrista Haraughty[25%],Nic	No
41	Approve Project Management Plan	1 day	4 hrs	Fri 4/1/22	Fri 4/1/22	31	Luecrista Haraughty[25%],Nic	No
42	Approve Instance Management Plan	2 days	4 hrs	Fri 4/1/22	Mon 4/4/22	31	Luecrista Haraughty[13%],Nic	No
43	Start Up Technical Tasks	108.86 days	16 hrs	Fri 4/1/22	Fri 9/2/22			No
44	SFP Provisioning- PRD/TST	1.67 days	2 hrs	Fri 4/1/22	Mon 4/4/22		Tennyson Williams[15%]	No
45	SFP Provisioning- Additional Environments (if ne	1.67 days	2 hrs	Wed 4/6/22	Fri 4/8/22	44FS+2 day	Tennyson Williams[15%]	No
46	External Student ID assignment	0.66 days	5 hrs	Mon 4/18/22	Fri 9/2/22	33	Eric Soucy[48%],Jeff Burns[4	No
47	Review/Design Security	0.64 days	5 hrs	Mon 5/16/22	Thu 5/26/22	33	Scott Donaldson,Jeff Burns[4	No
48	Review SSO Requirements	5 days	2 hrs	Tue 4/12/22	Mon 4/18/22	33	Jeff Burns[49%],Nathaniel Sh	No
49	Discovery And Requirement Gathering	53.5 days	406 hrs	Mon 3/28/22	Fri 6/10/22			No
50	Complete Pre-Implementation Questionnaire	2 days	20 hrs	Fri 4/1/22	Mon 4/4/22	31	Julie Blanken[30%],Michael V	No
51	Create IDP Agendas	2.5 days	20 hrs	Fri 4/1/22	Tue 4/5/22		Rich Dutilly - SC	No
52	Identify Stakeholders and Subject Matter Expert	3 days	3 hrs	Fri 4/1/22	Tue 4/5/22		Luecrista Haraughty[6%],Scott	No
53	SFP Minimum Specific Config	21.2 days	150 hrs	Tue 4/5/22	Wed 5/4/22	50		No
54	School.csv (FED, OPEID, COD)	10 days	10 hrs	Tue 4/5/22	Mon 4/18/22	33	SC Technical	No
55	DISBURSEMENT.csv (OPEID)	10 days	10 hrs	Tue 4/5/22	Mon 4/18/22	33	SC Technical	No
56	PKGSCHEDATTRIB.csv (OPEID)	10 days	10 hrs	Tue 4/5/22	Mon 4/18/22	33	SC Technical	No
57	R2T4_CHARGES.csv (OPEID)	10 days	10 hrs	Tue 4/5/22	Mon 4/18/22	33	SC Technical	No
58	R2T4_SAFI_REQUEST.csv (OPEID)	10 days	10 hrs	Tue 4/5/22	Mon 4/18/22	33	SC Technical	No
59	R2T4.csv (OPEID)	10 days	10 hrs	Tue 4/5/22	Mon 4/18/22	33	SC Technical	No
60	R2T4_CHBD.csv (OPEID)	1 day	10 hrs	Tue 5/3/22	Wed 5/4/22	33	SC Technical	No
61	R2T4_CRIT.csv (OPEID)	10 days	80 hrs	Tue 4/19/22	Mon 5/2/22	33	SC Technical	No
62	Interactive Design and Prototype (IDP)	48.5 days	128 hrs	Mon 4/4/22	Fri 6/10/22			No
63	Begin IDP	0 days	0 hrs	Mon 4/4/22	Mon 4/4/22			Yes
64	IDP Release 1 - ISIRs	5 days	9 hrs	Mon 4/4/22	Fri 4/8/22	63		No
68	IDP Release 2 - Verification	5 days	9 hrs	Mon 4/11/22	Fri 4/15/22	64		No
72	IDP Release 3 and 4 - Budgeting/Packaging	5 days	14 hrs	Mon 5/2/22	Fri 5/6/22	68		No
76	IDP Release 3 and 4 - Budgeting/Packaging	5 days	14 hrs	Mon 5/9/22	Fri 5/13/22	72		No
80	IDP Release 5 - Pells/Loans	5 days	14 hrs	Mon 5/16/22	Fri 5/20/22	76		No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
84	IDP Release 6 - Disbursement	5 days	14 hrs	Mon 5/23/22	Fri 5/27/22	80		No
88	IDP Release 7 - SAP, R2TIV, New Aid Year	5 days	14 hrs	Mon 5/30/22	Fri 6/3/22	84		No
92	Create Initial System Design Document	2 days	30 hrs	Mon 6/6/22	Tue 6/7/22	88	Rich Dutily - SC,Julie Blanken	No
93	Approve Initial System Design Document	2.5 days	10 hrs	Wed 6/8/22	Fri 6/10/22	92	Julie Blanken[13%],Michael V	No
94	Technical Discovery	25 days	85 hrs	Mon 3/28/22	Fri 4/29/22			No
95	Create Technical Charter	0.78 days	10 hrs	Tue 4/12/22	Tue 4/12/22	33	Alexander Prendergast - SC,J	No
96	Create Integration Strategy Document	1 day	2 hrs	Tue 4/12/22	Tue 4/12/22	33	Dan Croce - SC,Nathaniel Sha	No
97	Create Conversion strategy and inventory	1 day	2 hrs	Tue 4/12/22	Tue 4/12/22	33	Alexander Prendergast - SC[5	No
98	Approve Technical Charter	1 day	2 hrs	Fri 4/29/22	Fri 4/29/22	95	Luecitra Haraughty	No
99	Student System Integrations	11.41 days	69 hrs	Mon 3/28/22	Tue 4/12/22			No
105	SFP Release 1: ISIR Load	140 days	939.05 hrs	Mon 4/18/22	Wed 11/2/22	64,68		No
106	Advise and Knowledge Transfer (Functional)	140 days	55 hrs	Mon 4/18/22	Wed 11/2/22		Rich Dutily - SC[5%]	No
107	Advise and Knowledge Transfer (Technical)	140 days	70 hrs	Mon 4/18/22	Wed 11/2/22		Alexander Prendergast - SC[6	No
108	Advise and Knowledge Transfer (Integration)	140 days	60 hrs	Mon 4/18/22	Wed 11/2/22		Dan Croce - SC[5%]	No
109	Analyze Requirements	21.26 days	50 hrs	Mon 4/18/22	Tue 5/17/22			No
110	Begin Release 1 Tasks	0 days	0 hrs	Mon 4/18/22	Mon 4/18/22			Yes
111	Analyze ISIR Requirements	6.25 days	20 hrs	Mon 4/25/22	Tue 5/3/22	110	Misty Hopper[40%]	No
112	Identify and Document Gaps	6.25 days	20 hrs	Tue 5/3/22	Thu 5/12/22	111SS+2 da	Misty Hopper[40%]	No
113	File SRs	1.39 days	5 hrs	Thu 5/12/22	Fri 5/13/22	112	Michael Woodrum[23%],Sco	No
114	Validate Requirements	1.3 days	5 hrs	Thu 5/12/22	Tue 5/17/22	111,112	Julie Blanken[48%],Misty Ho	No
115	Release 1 Scope Sign-Off	0 days	0 hrs	Tue 5/17/22	Tue 5/17/22	114		Yes
116	ISIR Document Requirements	19.76 days	10 hrs	Mon 4/18/22	Fri 5/13/22			No
117	Define ISIR Documents Requirements	3.33 days	5 hrs	Mon 4/18/22	Thu 4/21/22	110	Michael Woodrum[6%],Misty	No
118	Complete Configuration Documentation	7.76 days	5 hrs	Mon 5/2/22	Fri 5/13/22	117	Julie Blanken[44%],Misty Ho	No
119	Release 1 Create Configuration	79.59 days	74 hrs	Mon 4/18/22	Tue 8/9/22			No
120	SFP Configuration Workbooks and Groovy (Release 1)	79.59 days	74 hrs	Mon 4/18/22	Tue 8/9/22			No
142	SFP Manual Configuration	1 day	0.75 hrs	Mon 4/18/22	Mon 4/18/22			No
143	Regulatory Management: Academic Year	1 day	0.25 hrs	Mon 4/18/22	Mon 4/18/22	110	Julie Blanken[45%],Michael V	No
144	Regulatory Management: FAFSA Startdate	1 day	0.25 hrs	Mon 4/18/22	Mon 4/18/22	110	Julie Blanken[45%],Michael V	No
145	Regulatory Management: Enddate	1 day	0.25 hrs	Mon 4/18/22	Mon 4/18/22	110	Julie Blanken[45%],Michael V	No
146	Single Sign On	14.34 days	8 hrs	Mon 4/18/22	Fri 5/6/22			No
147	Develop SSO Strategy in Non-Prod	1.28 days	5 hrs	Mon 4/18/22	Tue 4/19/22	110	Nathaniel Shaw[49%]	No
148	Unit Test	2 days	2 hrs	Tue 4/19/22	Thu 5/5/22	147	Nathaniel Shaw[13%]	No
149	Signoff SSO	0 days	0 hrs	Thu 5/5/22	Thu 5/5/22	148	Nathaniel Shaw[13%]	Yes

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
150	Application in PROD	0.4 days	1 hr	Thu 5/5/22	Fri 5/6/22	149	Nathaniel Shaw[31%]	No
151	Security: Release 1	2.14 days	6 hrs	Mon 4/18/22	Wed 4/20/22			No
152	Configuration	0.63 days	5 hrs	Mon 4/18/22	Mon 4/18/22	110	Michael Woodrum[32%],Sco	No
153	Unit Test	0.13 days	1 hr	Wed 4/20/22	Wed 4/20/22	152	Michael Woodrum[32%],Sco	No
154	Signoff Security	0 days	0 hrs	Wed 4/20/22	Wed 4/20/22	153		Yes
155	Reporting - Operational: Release 1	17.53 days	28 hrs	Tue 5/17/22	Fri 6/10/22			No
156	Create Functional Specs	1.92 days	10 hrs	Tue 5/17/22	Thu 5/19/22	109	Julie Blanken[16%],Michael V	No
157	Develop BI Publisher Reports	7.05 days	18 hrs	Mon 5/23/22	Fri 6/10/22	156	Si Luc[32%]	No
158	Integration Release 1 : ISIR Load	65.52 days	431.8 hrs	Mon 4/18/22	Wed 7/20/22			No
159	Verify Scheduling tools/support	20 days	10 hrs	Mon 4/18/22	Fri 5/13/22	110	Jeff Burns[25%],Michael Woc	No
160	Inbound to SFP	65.52 days	421.8 hrs	Mon 4/18/22	Wed 7/20/22			No
185	Test: Release 1		116.5 hrs		Fri 9/30/22			No
186	Update Business Process Guides - Release 1	10 days	20 hrs	Wed 7/20/22	Wed 8/3/22	158	Michael Woodrum[13%],Rich	No
187	Testing	41.48 days	96.5 hrs	Wed 8/3/22	Fri 9/30/22			No
208	Training	55 days	19 hrs	Wed 8/10/22	Wed 10/26/22			No
209	Create Training Materials	10 days	10 hrs	Wed 8/10/22	Tue 8/23/22	212SS-45 d	Julie Blanken[3%],Michael W	No
210	Identify Participants in Training	5 days	2 hrs	Wed 8/10/22	Tue 8/16/22	211SS-15 d	Michael Woodrum[3%],Scott	No
211	Schedule Trainings	5 days	2 hrs	Wed 8/31/22	Wed 9/7/22	212SS-30 d	Luecrita Haraughty[5%]	No
212	Train End Users	10 days	5 hrs	Thu 10/13/22	Wed 10/26/22	221SS-10 d	Julie Blanken[2%],Michael W	No
213	Communication - Release 1	137 days	8 hrs	Mon 4/18/22	Fri 10/28/22			No
214	Kickoff Communication	10 days	3 hrs	Mon 4/18/22	Fri 4/29/22		Angela Neria[1%],Gina Henry	No
215	Training	1 day	2 hrs	Mon 8/15/22	Mon 8/15/22		Angela Neria[6%],Gina Henry	No
216	Go-Live (Pre)	1 day	2 hrs	Wed 10/5/22	Wed 10/5/22		Angela Neria[6%],Gina Henry	No
217	Go-Live (post)	1 day	1 hr	Fri 10/28/22	Fri 10/28/22		Luecrita Haraughty[6%],Scott	No
218	Complete Release 1 Tasks	0 days	0 hrs	Mon 10/3/22	Mon 10/3/22	202,279	Luecrita Haraughty	Yes
219	Release 1 - Go/No-Go Meeting	0.4 days	2 hrs	Mon 10/3/22	Mon 10/3/22		Jeff Burns[8%],Julie Blanken[	No
220	Signoff - Release 1	0 days	0 hrs	Mon 10/3/22	Mon 10/3/22		Michael Woodrum	Yes
221	Milestone: Deploy Release 1 SFP	0 days	0 hrs	Thu 10/27/22	Thu 10/27/22		Luecrita Haraughty	Yes
222	SFP Release 2: Verification	151 days	641.74 hrs	Mon 4/18/22	Thu 11/17/22			No
223	Advise and Knowledge Transfer (Functional)	151 days	55 hrs	Mon 4/18/22	Thu 11/17/22	227	Rich Dutily - SC[5%]	No
224	Advise and Knowledge Transfer (Technical)	151 days	70 hrs	Mon 4/18/22	Thu 11/17/22	227	Alexander Prendergast - SC[6	No
225	Advise and Knowledge Transfer (Integration)	151 days	60 hrs	Mon 4/18/22	Thu 11/17/22	227	Dan Croce - SC[5%]	No
226	Analyze Requirements	44 days	45 hrs	Mon 4/18/22	Mon 6/20/22			No
227	Begin Release 2 Tasks	0 days	0 hrs	Mon 4/18/22	Mon 4/18/22	68	Luecrita Haraughty	Yes

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
228	Analyze Verification Requirements	10 days	20 hrs	Mon 4/18/22	Fri 4/29/22	227	Lindsey Grant[40%],Alexandra	No
229	Identify and Document Gaps	10 days	10 hrs	Mon 5/2/22	Fri 5/13/22	228	Lindsey Grant[40%]	No
230	File SRs	5 days	5 hrs	Wed 5/18/22	Tue 5/24/22	229	Michael Woodrum	No
231	Validate Requirements	10 days	10 hrs	Mon 6/6/22	Fri 6/17/22	229	Lindsey Grant[40%]	No
232	Release 2 Scope Sign-Off	0 days	0 hrs	Mon 6/20/22	Mon 6/20/22	231	Michael Woodrum	Yes
233	Document Requirements	20 days	40 hrs	Mon 5/30/22	Fri 6/24/22			No
234	Create Verification Requirement Functional S	10 days	20 hrs	Thu 6/2/22	Thu 6/16/22		Lindsey Grant[40%],Michael	No
235	Complete Configuration Documentation	10 days	20 hrs	Mon 6/13/22	Fri 6/24/22		Lindsey Grant[40%],Rich Dut	No
236	Create Configuration	39 days	30 hrs	Mon 4/18/22	Fri 6/10/22			No
237	SFP Configuration Workbooks and Groovy (Release 2)	20 days	20 hrs	Mon 4/18/22	Fri 5/13/22			No
240	Unit Test SFP Configuration	10 days	5 hrs	Mon 5/16/22	Fri 5/27/22	237	Becky Krause[3%],Lindsey Gr	No
241	SFP Manual Configuration	10 days	5 hrs	Mon 5/30/22	Fri 6/10/22			No
243	Portal: Release 2	13.4 days	17.25 hrs	Wed 6/8/22	Mon 6/27/22			No
244	Configuration	2 days	5 hrs	Mon 6/20/22	Tue 6/21/22	226	Michael Woodrum,Julie Blan	No
245	Development	2.78 days	10 hrs	Wed 6/22/22	Fri 6/24/22	244	Chris Sharp[45%]	No
246	Unit Test	0.63 days	2.25 hrs	Fri 6/24/22	Mon 6/27/22	245	Lindsey Grant[45%]	No
247	Signoff SFP Portal	0 days	0 hrs	Wed 6/8/22	Wed 6/8/22		Scott Donaldson	Yes
248	Integration Release 2: Verification	17.26 days	174.49 hrs	Mon 6/27/22	Thu 7/21/22			No
249	Outbound from SFP	17.26 days	174.49 hrs	Mon 6/27/22	Thu 7/21/22			No
262	Test and Train: Release 2	80.74 days	145.5 hrs	Thu 7/21/22	Fri 11/11/22			No
263	Update Business Process Guides - Release 7	21.44 days	8 hrs	Thu 7/21/22	Fri 8/19/22	248	Michael Woodrum[48%]	No
264	Testing	41.48 days	117.5 hrs	Wed 8/3/22	Fri 9/30/22			No
284	Training	15 days	20 hrs	Mon 10/24/22	Fri 11/11/22			No
289	Communication - Release 2	87.41 days	3.5 hrs	Wed 7/13/22	Mon 11/14/22			No
290	Kickoff Communication	1 day	0.5 hrs	Wed 7/13/22	Thu 7/14/22	253	Angela Neria[40%],Luecrista F	No
291	Training	1 day	1 hr	Mon 10/24/22	Mon 10/24/22		Angela Neria[40%],Luecrista F	No
292	Go-Live (pre)	1 day	1 hr	Thu 11/10/22	Thu 11/10/22		Angela Neria[40%],Luecrista F	No
293	Go-Live (post)	1 day	1 hr	Mon 11/14/22	Mon 11/14/22		Angela Neria[40%],Luecrista F	No
294	Complete Release 2 Tasks	0 days	0 hrs	Mon 10/3/22	Mon 10/3/22		Luecrista Haraughty	Yes
295	Release 2 - Go/No-Go Meeting	1 day	1 hr	Mon 10/3/22	Mon 10/3/22		Jeff Burns[3%],Julie Blanken[	No
296	Signoff - Release 2	0 days	0 hrs	Mon 10/3/22	Mon 10/3/22		Scott Donaldson	Yes
297	Milestone: Deploy Release 2 - Verification	0 days	0 hrs	Fri 11/11/22	Fri 11/11/22		Scott Donaldson	Yes
298	SFP Release 3: Budget/Packaging New Students	178 days	1,430.7 hrs	Mon 4/25/22	Mon 1/9/23			No
299	Advise and Knowledge Transfer (Functional)	100 days	70 hrs	Mon 7/11/22	Wed 11/30/22	304	Rich Dutily - SC[5%]	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
300	Advise and Knowledge Transfer (Technical)	100 days	80 hrs	Mon 7/11/22	Wed 11/30/22	304	Alexander Prendergast - SC[60%]	No
301	Advise and Knowledge Transfer (Integration)	100 days	80 hrs	Mon 7/11/22	Wed 11/30/22	304	Dan Croce - SC[5%]	No
302	Analyze Requirements	44 days	54 hrs	Mon 7/11/22	Fri 9/9/22			No
303	Analyze COA/Packaging Requirements	44 days	34 hrs	Mon 7/11/22	Fri 9/9/22			No
310	Document Requirements	22.85 days	20 hrs	Wed 7/27/22	Mon 8/29/22			No
313	Create Configuration	69.56 days	55 hrs	Mon 7/11/22	Mon 10/17/22			No
314	SFP Configuration Workbooks and Groovy (Release 3 & 4) (TEST1)	3.22 days	25 hrs	Mon 9/19/22	Thu 9/22/22			No
326	SFP Configuration Workbooks and Groovy (Release 3 & 4) (TEST2)	16.78 days	20 hrs	Thu 9/22/22	Mon 10/17/22			No
337	SFP Manual Configuration	2.6 days	10 hrs	Mon 7/11/22	Wed 7/13/22			No
339	Portal: Release 3	51.24 days	27 hrs	Mon 8/29/22	Wed 11/9/22			No
340	Configuration	0.82 days	5 hrs	Mon 8/29/22	Mon 8/29/22	310	Michael Woodrum[25%],Rick	No
341	Functional Specs	1.39 days	5 hrs	Mon 8/29/22	Wed 8/31/22	340	Sheila Foster[45%]	No
342	Technical Specs	0.69 days	5 hrs	Tue 11/1/22	Wed 11/2/22	341	Chris Sharp[45%],Tommy Ho	No
343	Development	2 days	9 hrs	Fri 11/4/22	Tue 11/8/22	342	Chris Sharp[28%],Tommy Ho	No
344	Unit Test	1 day	3 hrs	Tue 11/8/22	Wed 11/9/22	343	Julie Blanken[38%]	No
345	Signoff SFP Portal	0 days	0 hrs	Wed 11/9/22	Wed 11/9/22	344	Michael Woodrum	Yes
346	Security: Release 3	35 days	10 hrs	Mon 7/18/22	Mon 9/5/22			No
347	Configuration	10 days	5 hrs	Mon 7/18/22	Fri 7/29/22		Jeff Burns[49%],Michael Woc	No
348	Unit Test	0.69 days	5 hrs	Mon 8/22/22	Mon 8/22/22	347	Michael Woodrum[46%],She	No
349	Signoff Security	0 days	0 hrs	Mon 9/5/22	Mon 9/5/22	348	Scott Donaldson	Yes
350	Reporting - Operational: Release 3	64 days	30 hrs	Mon 7/18/22	Fri 10/14/22			No
351	Create Functional Specs	1.34 days	10 hrs	Wed 7/20/22	Thu 7/21/22		Michael Woodrum,Sheila Fos	No
352	Develop BI Publisher Reports	8.75 days	20 hrs	Mon 7/18/22	Thu 7/28/22		Tommy Hoyt[29%]	No
353	Integration Release 3 and 4: COA/Packaging	130.56 days	722.2 hrs	Mon 4/25/22	Thu 10/27/22			No
354	Inbound to SFP	124.78 days	432.6 hrs	Mon 4/25/22	Wed 10/19/22			No
379	Outbound from SFP	33.56 days	289.6 hrs	Mon 9/12/22	Thu 10/27/22			No
398	Test and Train: Release 3	44.5 days	287.5 hrs	Thu 10/13/22	Fri 12/16/22			No
399	Update Business Process Guides - Release 3	15 days	8 hrs	Thu 10/27/22	Thu 11/17/22	353	Michael Woodrum[7%]	No
400	Testing	39.5 days	246.5 hrs	Thu 10/13/22	Fri 12/9/22			No
419	Training	22 days	33 hrs	Tue 11/15/22	Fri 12/16/22			No
424	Communication - Release 3	129 days	3 hrs	Mon 7/4/22	Fri 1/6/23			No
425	Kickoff Communication	1 day	1 hr	Mon 7/4/22	Mon 7/4/22		Angela Neria[40%],Luecrica H	No
426	Go-Live (Pre)	1 day	1 hr	Wed 12/21/22	Wed 12/21/22		Angela Neria[4%],Luecrica H	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
427	Go-Live (post)	1 day	1 hr	Fri 1/6/23	Fri 1/6/23		Angela Neria[2%],Luecrista H	No
428	Release 3 - Go/No-Go Meeting	1 day	2 hrs	Tue 12/20/22	Tue 12/20/22		Julie Blanken[25%],Luecrista H	No
429	Signoff - Release 3	0 days	0 hrs	Wed 12/21/22	Wed 12/21/22	428	Michael Woodrum,Scott Dor	Yes
430	Cutover Activities	3 days	10 hrs	Wed 1/4/23	Fri 1/6/23		Jeff Burns[49%],Michael Woc	No
431	Milestone: Deploy Release 3 - COA/Packaging New Students	0 days	0 hrs	Mon 1/9/23	Mon 1/9/23	429	Scott Donaldson	Yes
432	SFP Release 4: Budget/Packaging Returning Students	166 days	356.17 hrs	Mon 7/4/22	Wed 3/1/23			No
433	Advise and Knowledge Transfer (Functional)	166 days	35 hrs	Tue 7/5/22	Wed 3/1/23	437	Rich Dutily - SC[5%]	No
434	Advise and Knowledge Transfer (Technical)	166 days	60 hrs	Tue 7/5/22	Wed 3/1/23	437	Alexander Prendergast - SC[6	No
435	Advise and Knowledge Transfer (Integration)	166 days	40 hrs	Tue 7/5/22	Wed 3/1/23	437	Dan Croce - SC[5%]	No
436	Analyze Requirements (same time as Release 3)	143 days	8 hrs	Mon 7/4/22	Fri 9/2/22			No
437	Begin Release 4 Activities	0 days	0 hrs	Mon 7/4/22	Mon 7/4/22		Luecrista Haraughty	Yes
438	Analyze Requirements	10 days	2 hrs	Mon 7/11/22	Fri 7/22/22	437	Sheila Foster[45%]	No
439	Identify and Document Gaps	10 days	2 hrs	Mon 7/25/22	Fri 8/5/22	438	Michael Woodrum,Sheila Fos	No
440	File SRs	10 days	2 hrs	Mon 8/15/22	Fri 8/26/22	439	Luecrista Haraughty	No
441	Validate Requirements	10 days	2 hrs	Mon 8/15/22	Fri 8/26/22	439	Michael Woodrum	No
442	Release 4 Scope Sign-Off	0 days	0 hrs	Fri 9/2/22	Fri 9/2/22	441	Michael Woodrum	Yes
443	Reporting - Operational: Release 4	59 days	15 hrs	Mon 8/22/22	Fri 11/11/22			No
444	Create Functional Specs- Additional Reports	5 days	5 hrs	Mon 8/22/22	Fri 8/26/22	437	Julie Blanken[6%],Sheila Fost	No
445	Develop BI Publisher Reports	2.78 days	10 hrs	Mon 8/29/22	Wed 8/31/22	444	Si Luc[45%]	No
446	Test and Train: Release 4	143 days	178.17 hrs	Tue 7/5/22	Fri 1/27/23			No
447	R4 Current Student Packaging Validation	50 days	150.17 hrs	Mon 11/14/22	Fri 1/27/23			No
458	Training	10 days	28 hrs	Tue 7/5/22	Mon 7/18/22			No
463	Communication - Release 4	14 days	2 hrs	Wed 2/1/23	Mon 2/20/23			No
464	Go-Live (Pre)	1 day	1 hr	Wed 2/1/23	Wed 2/1/23		Angela Neria[40%],Luecrista H	No
465	Go-Live (post)	1 day	1 hr	Mon 2/20/23	Mon 2/20/23		Angela Neria[40%],Luecrista H	No
466	Release 4 - Go/No-Go Meeting	1 day	2 hrs	Fri 2/3/23	Fri 2/3/23		Luecrista Haraughty,Michael \	No
467	Signoff - Release 4	2 days	16 hrs	Mon 2/6/23	Tue 2/7/23	466	Michael Woodrum	Yes
468	Milestone: Deploy Release 4 - COA/Packaging Continuing Students	0 days	0 hrs	Fri 2/17/23	Fri 2/17/23		Scott Donaldson	Yes
469	SFP Release 5: Pell/Loan Processing	145 days	788.43 hrs	Mon 1/23/23	Tue 8/15/23			No
470	Advise and Knowledge Transfer (Functional)	145 days	55 hrs	Mon 1/23/23	Tue 8/15/23	474	Rich Dutily - SC[5%]	No
471	Advise and Knowledge Transfer (Technical)	145 days	70 hrs	Mon 1/23/23	Tue 8/15/23	474	Alexander Prendergast - SC[6	No
472	Advise and Knowledge Transfer (Integration)	145 days	60 hrs	Mon 1/23/23	Tue 8/15/23	474	Dan Croce - SC[5%]	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
473	Analyze Requirements	15.48 days	30 hrs	Mon 1/23/23	Mon 2/13/23			No
474	Begin Release 5 Activities	0 days	0 hrs	Mon 1/23/23	Mon 1/23/23		Luecrita Haraughty	Yes
475	Analyze Loans/Pell Requirements	1.39 days	10 hrs	Mon 1/30/23	Tue 1/31/23	474	Sheila Foster[45%],Michael V	No
476	Identify and Document Gaps	1.79 days	10 hrs	Tue 1/31/23	Fri 2/10/23	475	Sheila Foster[45%],Michael V	No
477	File SRs	0.63 days	5 hrs	Fri 2/10/23	Mon 2/13/23	476	Scott Donaldson	No
478	Validate Requirements	1.39 days	5 hrs	Wed 2/1/23	Thu 2/2/23	475	Sheila Foster[45%]	No
479	Release 5 Scope Sign-Off	0 days	0 hrs	Thu 2/2/23	Thu 2/2/23	478	Michael Woodrum[48%]	Yes
480	Document Requirements	3.56 days	12.58 hrs	Thu 2/2/23	Tue 2/7/23			No
481	Create Disbursement Requirement Functional Specs	2.87 days	10 hrs	Thu 2/2/23	Tue 2/7/23	479	Sheila Foster[44%]	No
482	Complete Configuration Documentation	0.69 days	2.58 hrs	Tue 2/7/23	Tue 2/7/23	481	Julie Blanken[46%]	No
483	Create Configuration	3.2 days	19.8 hrs	Tue 2/7/23	Fri 2/10/23			No
484	SFP Configuration Workbooks and Groovy (Release 5)	2.2 days	10 hrs	Tue 2/7/23	Thu 2/9/23			No
486	Unit Test SFP Configuration	1 day	5 hrs	Thu 2/9/23	Fri 2/10/23	485	Jeff Burns[31%],Nathaniel Sh	No
487	SFP Manual Configuration	2 days	4.8 hrs	Tue 2/7/23	Thu 2/9/23			No
489	Portal: Release 5	15.21 days	10 hrs	Tue 2/7/23	Wed 3/1/23			No
490	Configuration	0.49 days	2 hrs	Tue 2/7/23	Wed 2/15/23	482	Julie Blanken[52%],Sheila Fo	No
491	Development	0.78 days	5 hrs	Wed 2/15/23	Wed 2/15/23	490	Chris Sharp[40%],Nathaniel S	No
492	Unit Test	3 days	3 hrs	Mon 2/20/23	Wed 3/1/23	491	Sheila Foster[63%]	No
493	Signoff SFP Portal	0 days	0 hrs	Wed 3/1/23	Wed 3/1/23	492	Julie Blanken[48%]	Yes
494	Security: Release 5	2.19 days	10 hrs	Tue 2/7/23	Thu 2/9/23			No
495	Configuration	1.56 days	5 hrs	Tue 2/7/23	Wed 2/8/23	481	Michael Woodrum[20%],Sco	No
496	Unit Test	0.63 days	5 hrs	Wed 2/8/23	Thu 2/9/23	495	Michael Woodrum	No
497	Signoff Security	0 days	0 hrs	Thu 2/9/23	Thu 2/9/23	496	Scott Donaldson	Yes
498	Reporting - Operational: Release 5	50.69 days	30 hrs	Tue 2/7/23	Tue 4/18/23			No
499	Create Functional Specs	3.25 days	10 hrs	Tue 2/7/23	Wed 3/1/23	481	Julie Blanken[52%],Sheila Fo	No
500	Develop BI Publisher Reports	5.56 days	20 hrs	Wed 3/1/23	Tue 4/18/23	499	Si Luc[45%]	No
501	Integration Release 5: Loans and Pell	22.86 days	287.9 hrs	Tue 2/7/23	Fri 3/10/23			No
502	Inbound to SFP	22.86 days	142.9 hrs	Tue 2/7/23	Fri 3/10/23			No
509	Outbound from SFP	21.42 days	145 hrs	Tue 2/7/23	Wed 3/8/23			No
516	Test and Train: Release 5	69.88 days	190 hrs	Fri 3/10/23	Fri 6/16/23			No
517	Update Business Process Guides - Release 5	1.43 days	10 hrs	Fri 3/10/23	Mon 3/13/23	501	Michael Woodrum[88%]	No
518	Testing	63.45 days	152 hrs	Mon 3/13/23	Mon 6/12/23			No
540	Training	24 days	28 hrs	Mon 5/15/23	Fri 6/16/23			No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
545	Communication - Release 5	114 days	7 hrs	Mon 1/23/23	Fri 6/30/23			No
546	Kickoff Communication	0.5 days	2 hrs	Mon 1/23/23	Mon 1/23/23	474	Angela Neria[40%],Luecrista F	No
547	Training	1 day	1 hr	Mon 5/1/23	Mon 5/1/23		Angela Neria[40%],Luecrista F	No
548	Go-Live (Pre)	1 day	2 hrs	Mon 6/19/23	Mon 6/19/23		Angela Neria[40%],Luecrista F	No
549	Go-Live (Post)	1 day	2 hrs	Fri 6/30/23	Fri 6/30/23		Angela Neria[40%],Luecrista F	No
550	Release 5 - Go/No-Go Meeting	1 day	1.15 hrs	Thu 6/15/23	Thu 6/15/23		Luecrista Haraughty,Scott Dor	No
551	Signoff - Release 5	0 days	0 hrs	Fri 6/16/23	Fri 6/16/23		Michael Woodrum	Yes
552	Cutover Tasks	2 days	5 hrs	Thu 6/29/23	Fri 6/30/23		Nathaniel Shaw[49%],Rachel	No
553	Milestone: Deploy Release 5 - Pell/Loans	0 days	0 hrs	Fri 6/30/23	Fri 6/30/23		Julie Blanken[48%]	Yes
554	SFP Release 6: Disbursement	113 days	1,530.32 hrs	Wed 3/1/23	Tue 8/8/23			No
555	Advise and Knowledge Transfer (Functional)	113 days	70 hrs	Wed 3/1/23	Tue 8/8/23	559	Rich Dutily - SC[5%]	No
556	Advise and Knowledge Transfer (Technical)	113 days	80 hrs	Wed 3/1/23	Tue 8/8/23	559	Alexander Prendergast - SC[6	No
557	Advise and Knowledge Transfer (Integration)	113 days	80 hrs	Wed 3/1/23	Tue 8/8/23	559	Dan Croce - SC[5%]	No
558	Analyze Requirements	12.98 days	29 hrs	Wed 3/1/23	Fri 3/17/23			No
559	Begin Release 6 Activities	0 days	0 hrs	Wed 3/1/23	Wed 3/1/23			Yes
560	Analyze Disbursement Requirements	2.78 days	10 hrs	Fri 3/3/23	Wed 3/8/23	559	Sheila Foster[45%]	No
561	Identify and Document Gaps	1.38 days	10 hrs	Wed 3/8/23	Wed 3/15/23	560	Michael Woodrum[91%]	No
562	File SRs	2.5 days	5 hrs	Wed 3/15/23	Fri 3/17/23	561	Scott Donaldson[25%]	No
563	Validate Requirements	0.5 days	4 hrs	Wed 3/8/23	Thu 3/9/23	560	Michael Woodrum	No
564	Release 6 Scope Sign-Off	0 days	0 hrs	Thu 3/9/23	Thu 3/9/23	563	Michael Woodrum	Yes
565	Document Requirements	0.81 days	6.5 hrs	Thu 3/9/23	Thu 3/9/23			No
566	Create Functional Specs	0.63 days	5 hrs	Thu 3/9/23	Thu 3/9/23	564	Michael Woodrum	No
567	Complete Configuration Documentation	0.19 days	1.5 hrs	Thu 3/9/23	Thu 3/9/23	566	Michael Woodrum	No
568	Create Configuration	10.81 days	15 hrs	Thu 3/9/23	Fri 3/24/23			No
569	SFP Configuration Workbooks and Groovy (Release 6) (TEST1)	1.2 days	8 hrs	Thu 3/9/23	Mon 3/13/23			No
572	Unit Test SFP Configuration	0.52 days	4 hrs	Tue 3/14/23	Tue 3/14/23	571	Julie Blanken[48%],Michael V	No
573	SFP Configuration Workbooks and Groovy (Release 6) (TEST2)	0.65 days	1 hr	Wed 3/15/23	Thu 3/16/23			No
576	SFP Manual Configuration	0.31 days	2 hrs	Fri 3/24/23	Fri 3/24/23			No
578	Portal: Release 6	16.89 days	17 hrs	Thu 3/9/23	Mon 4/3/23			No
579	Configuration	0.25 days	2 hrs	Thu 3/9/23	Wed 3/15/23	565	Michael Woodrum	No
580	Development	1.25 days	10 hrs	Thu 3/23/23	Fri 3/24/23	579	Pitt State Technical	No
581	Unit Test	1 day	5 hrs	Fri 3/24/23	Mon 4/3/23	580	Julie Blanken[27%],Michael V	No
582	Signoff SFP Portal	0 days	0 hrs	Mon 4/3/23	Mon 4/3/23	581	Michael Woodrum	Yes

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
583	Security: Release 6	5.53 days	7 hrs	Fri 3/24/23	Mon 4/3/23			No
584	Configuration	0.83 days	5 hrs	Fri 3/24/23	Mon 3/27/23	568	Scott Donaldson[75%]	No
585	Unit Test	0.34 days	2 hrs	Mon 4/3/23	Mon 4/3/23	584	Michael Woodrum[74%]	No
586	Signoff Security	0 days	0 hrs	Mon 4/3/23	Mon 4/3/23	585	Scott Donaldson	Yes
587	Reporting - Operational: Release 6	15.71 days	30 hrs	Thu 3/16/23	Fri 4/7/23			No
588	Create Functional Specs	1.25 days	10 hrs	Thu 3/16/23	Wed 3/22/23	565	Julie Blanken[32%],Michael V	No
589	Develop BI Publisher Reports	2.67 days	20 hrs	Wed 3/22/23	Fri 4/7/23	588	Nathaniel Shaw[49%],Si Luc	No
590	Integration Release 6: Disbursement	64.8 days	898.81 hrs	Thu 3/9/23	Fri 6/9/23			No
591	Inbound to SFP	39.72 days	207.64 hrs	Thu 3/9/23	Thu 5/4/23			No
604	Outbound from SFP	64.8 days	691.18 hrs	Thu 3/9/23	Fri 6/9/23			No
641	Test and Train: Release 6	49 days	281 hrs	Fri 5/19/23	Fri 7/28/23			No
642	Update Business Process Guides - Release 6	0.13 days	1 hr	Fri 6/9/23	Fri 6/9/23	590	Michael Woodrum[68%],Julie	No
643	Testing	44 days	263 hrs	Fri 5/19/23	Mon 7/24/23			No
663	Training	19 days	17 hrs	Mon 7/3/23	Fri 7/28/23			No
668	Communication - Release 6	111 days	5 hrs	Wed 3/1/23	Fri 8/4/23			No
669	Kickoff Communication	1 day	2 hrs	Wed 3/1/23	Wed 3/1/23	559	Angela Neria[40%],Luecrista F	No
670	Training	1 day	1 hr	Mon 7/3/23	Mon 7/3/23		Angela Neria[40%],Luecrista F	No
671	Go-Live (Pre)	1 day	1 hr	Tue 8/1/23	Tue 8/1/23		Angela Neria[40%],Luecrista F	No
672	Go-Live (post)	1 day	1 hr	Fri 8/4/23	Fri 8/4/23		Angela Neria[40%],Luecrista F	No
673	Release 6 - Go/No-Go Meeting	0.13 days	1 hr	Mon 7/24/23	Mon 7/24/23		Julie Blanken[48%],Luecrista F	No
674	Signoff - Release 6	0 days	0 hrs	Mon 7/24/23	Mon 7/24/23		Michael Woodrum,Scott Dor	Yes
675	Cutover Activities	2 days	10 hrs	Thu 8/3/23	Fri 8/4/23		Jeff Burns[49%],Michael Woc	No
676	Milestone: Deploy Release 6 - Disbursement	0 days	0 hrs	Fri 8/4/23	Fri 8/4/23		Michael Woodrum	Yes
677	SFP Release 7: Return to Title IV, SAP, New Aid Year Setup	119 days	1,340.1 hrs	Tue 5/2/23	Wed 10/18/23			No
678	Advise and Knowledge Transfer (Functional)	119 days	45 hrs	Tue 5/2/23	Wed 10/18/23	682	Rich Dutily - SC[5%]	No
679	Advise and Knowledge Transfer (Technical)	119 days	60 hrs	Tue 5/2/23	Wed 10/18/23	682	Alexander Prendergast - SC[6	No
680	Advise and Knowledge Transfer (Integration)	119 days	40 hrs	Tue 5/2/23	Wed 10/18/23	682	Dan Croce - SC[5%]	No
681	Analyze Requirements	8.3 days	34 hrs	Tue 5/2/23	Fri 5/12/23			No
682	Begin Release 7 Activities	0 days	0 hrs	Tue 5/2/23	Tue 5/2/23		Luecrista Haraughty	Yes
683	Analyze SAP Requirements	2.5 days	10 hrs	Tue 5/2/23	Thu 5/4/23	682	Lindsey Grant[24%],Michael	No
684	Analyze R2T4 Requirements	2.6 days	10 hrs	Thu 5/4/23	Tue 5/9/23	683	Julie Blanken[48%]	No
685	Identify and Document Gaps	1.25 days	5 hrs	Tue 5/9/23	Thu 5/11/23	683,684	Julie Blanken[16%],Michael V	No
686	File SRs	1.25 days	5 hrs	Thu 5/11/23	Fri 5/12/23	685	Michael Woodrum[25%],Sco	No
687	Validate Requirements	1 day	4 hrs	Tue 5/9/23	Wed 5/10/23	683,684	Julie Blanken[24%],Michael V	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
688	Release 7 Scope Sign-Off	0 days	0 hrs	Wed 5/10/23	Wed 5/10/23	687	Michael Woodrum	Yes
689	Document Requirements	2.08 days	8 hrs	Wed 5/10/23	Fri 5/12/23			No
690	Create Functional Specs	0.69 days	5 hrs	Wed 5/10/23	Wed 5/10/23	688	Lindsey Grant[22%],Michael	No
691	Complete Configuration Documentation	0.83 days	3 hrs	Wed 5/10/23	Fri 5/12/23	690	Lindsey Grant[45%]	No
692	Create Configuration	17.72 days	43.92 hrs	Fri 5/12/23	Wed 6/7/23			No
693	SFP Configuration Workbooks and Groovy (Release 7) (TEST1)	2.75 days	24 hrs	Fri 5/12/23	Tue 5/16/23			No
700	Unit Test SFP Configuration	1 day	3.92 hrs	Tue 5/16/23	Wed 6/7/23	693	Nathaniel Shaw[49%]	No
701	SFP Configuration Workbooks and Groovy (Release 7) (TEST2)	0.28 days	6 hrs	Wed 6/7/23	Wed 6/7/23			No
708	SFP Manual Configuration	8.9 days	10 hrs	Thu 5/25/23	Wed 6/7/23			No
710	Portal: Release 7	4.64 days	9 hrs	Fri 5/12/23	Thu 5/18/23			No
711	Configuration	0.25 days	2 hrs	Mon 5/15/23	Mon 5/15/23	689	Pitt State Functional	No
712	Development	0.63 days	5 hrs	Fri 5/12/23	Mon 5/15/23	689	Chris Sharp[33%],Eric Soucy[	No
713	Unit Test	0.59 days	2 hrs	Thu 5/18/23	Thu 5/18/23	712	Lindsey Grant[42%]	No
714	Signoff SFP Portal	0 days	0 hrs	Thu 5/18/23	Thu 5/18/23	713	Julie Blanken[48%]	Yes
715	Security: Release 7	1.49 days	7 hrs	Mon 5/15/23	Wed 5/17/23			No
716	Configuration	0.63 days	5 hrs	Mon 5/15/23	Tue 5/16/23	689	Scott Donaldson[50%]	No
717	Unit Test	0.25 days	2 hrs	Wed 5/17/23	Wed 5/17/23	716	Michael Woodrum[50%],Sco	No
718	Signoff Security	0 days	0 hrs	Wed 5/17/23	Wed 5/17/23	717	Scott Donaldson	Yes
719	Reporting - Operational: Release 7	8.76 days	30 hrs	Fri 5/12/23	Wed 5/24/23			No
720	Create Functional Specs	1.14 days	10 hrs	Fri 5/12/23	Wed 5/17/23	689	Julie Blanken[27%],Lindsey G	No
721	Develop BI Publisher Reports	5.56 days	20 hrs	Wed 5/17/23	Wed 5/24/23	720	Si Luc[45%]	No
722	Integration Release 7: Term Processing	55.09 days	748.78 hrs	Fri 5/12/23	Tue 8/1/23			No
723	Outbound from SFP	55.09 days	540.7 hrs	Fri 5/12/23	Tue 8/1/23			No
754	Inbound to SFP	39.86 days	208.08 hrs	Mon 5/15/23	Wed 7/12/23			No
767	Test and Train: Release 7	74 days	297.4 hrs	Fri 6/23/23	Fri 10/6/23			No
768	Update Business Process Guides - Release 7	1.25 days	10 hrs	Mon 8/7/23	Tue 8/8/23	722	Julie Blanken[32%],Michael V	No
769	Testing	64.13 days	270.4 hrs	Fri 6/23/23	Mon 9/25/23			No
789	Training	20 days	17 hrs	Mon 9/11/23	Fri 10/6/23			No
794	Communication - Release 7	116 days	4 hrs	Tue 5/2/23	Fri 10/13/23			No
795	Kickoff Communication	1 day	1 hr	Tue 5/2/23	Tue 5/2/23	682	Angela Neria[2%],Luecrista H	No
796	Training	1 day	1 hr	Mon 9/11/23	Mon 9/11/23		Angela Neria[2%],Luecrista H	No
797	Go-Live (pre)	1 day	1 hr	Fri 9/29/23	Fri 9/29/23		Angela Neria[2%],Luecrista H	No
798	Go-Live (post)	1 day	1 hr	Fri 10/13/23	Fri 10/13/23		Angela Neria[2%],Luecrista H	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
799	Release 7 - Go/No-Go Meeting	1 day	2 hrs	Thu 9/28/23	Thu 9/28/23		Jeff Burns[49%],Julie Blanker	No
800	Signoff - Release 7	1 day	1 hr	Fri 9/29/23	Fri 9/29/23	799	Michael Woodrum	Yes
801	Cutover Tasks	2 days	10 hrs	Thu 10/12/23	Fri 10/13/23		Jeff Burns[49%],Michael Woodrum	No
802	Milestone: Deploy Release 7 - Term Processing	0 days	0 hrs	Fri 10/13/23	Fri 10/13/23	800	Scott Donaldson	Yes
803	Oracle Quarterly Updates	340 days	302.2 hrs	Mon 6/27/22	Fri 10/27/23			No
804	2022	88 days	2 hrs	Mon 6/27/22	Fri 10/28/22			No
805	Release 22C - July	24 days	1 hr	Mon 6/27/22	Fri 7/29/22			No
807	Release 22D - October	25 days	1 hr	Mon 9/26/22	Fri 10/28/22			No
809	2023	215 days	288.2 hrs	Mon 12/26/22	Fri 10/27/23			No
810	Release 23A - January	23 days	1 hr	Mon 12/26/22	Fri 1/27/23			No
812	Release 23B - April	25 days	98.8 hrs	Mon 3/27/23	Fri 4/28/23			No
818	Release 23C - July	24 days	116.4 hrs	Mon 6/26/23	Fri 7/28/23			No
824	Release 23D - October	25 days	72 hrs	Mon 9/25/23	Fri 10/27/23			No
830	Quarterly Reporting to EPMO	320 days	12 hrs	Tue 7/5/22	Fri 10/6/23			No
837	PROJECT CLOSEOUT	47 days	29 hrs	Tue 10/10/23	Fri 12/15/23			No
838	Review and ensure web accessibility for Oracle Student Financial Planning application	5 days	3 hrs	Tue 10/10/23	Mon 10/16/23		Tommy Hoyt[45%]	No
839	Assess project satisfaction	1 day	8 hrs	Tue 11/7/23	Tue 11/7/23		Becky Krause[49%],Jeff Burns	No
840	Disburse project resources	1 day	1 hr	Fri 11/10/23	Fri 11/10/23	839	Luecrita Haraughty,Scott Dor	No
841	Summarize project results and lessons learned	10 days	6 hrs	Tue 11/14/23	Wed 11/29/23	839	Luecrita Haraughty	No
842	Archive project reports	1 day	1 hr	Thu 11/30/23	Thu 11/30/23	841	Luecrita Haraughty	No
843	Prepare Post Implementation Evaluation Report (PIER)	10 days	8 hrs	Fri 12/1/23	Thu 12/14/23	842	Luecrita Haraughty	No
844	Submit PIER to CITO	0 days	0 hrs	Fri 12/15/23	Fri 12/15/23	843	Luecrita Haraughty	Yes
845	Close out the project records	1 day	2 hrs	Fri 12/15/23	Fri 12/15/23	844	Luecrita Haraughty	No

State Archives Division
6425 SW 6th Avenue
Topeka KS 66615-1099



785-272-8681, ext. 271
matt.veatch@ks.gov
kshs.org

Jennie Chinn, Executive Director

Laura Kelly, Governor

April 1, 2022

Angela Neria
Chief Information Officer
Office of Information Services, Pittsburg State University
153A Kelce Center, PSU
Pittsburg, KS 66762-7519

Dear Ms. Neria:

As part of the approval process for information technology projects over \$250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement and approval letter from the State Archivist must accompany high level and detailed project plans submitted to the Executive Branch Chief Information Technology Officer.

In compliance with this process, an Electronic Records Retention Statement for the Pittsburg State University Student Financial Aid System (PSU SFA) detail-level project plan was recently sent to me by Luecitra Haraugthy of your office for review.

Based upon my review of the high-level plan materials, it appears that the PSU SFA project impacts records with long-term retention requirements. I would note, however, that the university does not currently have a Kansas State Records Board-approved retention and disposition schedule, as required by the Kansas Government Records Preservation Act (K.S.A. 45-401 through 45-414). I would welcome the opportunity to discuss approaches to developing a records retention and disposition schedule for the university.

The Electronic Records Retention Statements for the PSU-SFA detail level project plan is approved. A copy of this approval letter should be included when submitting the project plan to the Executive Branch CITO for approval.

Sincerely,

Megan Burton
Senior Archivist for Public Services

Cc: Luecitra Haraugthy, Pittsburgh State University
Cole Robison, Office of Information Technology Services

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

April 1, 2022

Howard Smith, Provost and Vice President for Academic Affairs
Pittsburg State University
1701 S Broadway St.
Pittsburg, KS 66762-7554

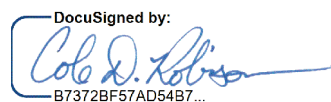
Dear Dr. Smith:

As part of the approval process for information technology projects over \$250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Luecrista Haraughty an Accessibility Compliance Statement for the Pittsburg State University (PSU) Student Financial Aid (SFA) project for review in compliance with this process.

This Accessibility Statement, and the accompanying Accessibility Conformance Report (ACR), affirm that this project intends to comply with the requirements of ITEC Policy 1210. Verification of compliance will occur according to WBS task 838.

The Accessibility Statement for the PSU SFA project detailed plan is approved. A copy of this letter should be included with the submittal of the PSU SFA project detailed plan to the Branch CITO for approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Luecrista Haraughty, Pittsburg State University
Angela Neria, Pittsburg State University
Sara Spinks, Interim Director, Kansas Information Technology Office

Architectural Statement

The Pittsburg State University Student Financial Aid System Project (PSU SFA) project will implement Oracle Cloud solution for Student Financial Planning (SFP). This system is a portion of the University's student information system and includes the following function:

Student Financial Planning

- Oracle Student Financial Planning

In the acquisition and implementation of the Oracle Student Financial Planning Cloud solution Pittsburg State University will be in compliance with Information Technology Policy 4010 since Oracle is included throughout The Kansas Information Technology Architecture Version 12.0. Information Technology Policy 9500, dealing with wireless local area network, will not apply to this project.

OWNERSHIP OF SOFTWARE CODE AND RELATED INTELLECTUAL PROPERTY STATEMENT

Pursuant to paragraph 3.1 of ITEC Policy #1500, as a Regent's Institution, Pittsburg State University is exempt from the Policy on Ownership of Software Code and Related Intellectual Property.

Privacy Statement
Pittsburg State University

1. What information is collected that identifies individuals, organizations, or computer?
Personally Identifiable Data is collected in the Financial Assistance office when the student submits the Free Application for Federal Student Aid. The information from the ISIR (Institutional Student Information Record) is uploaded to SSH which includes Social Security Numbers, Date of Birth, and Tax Return Information.
2. Why is this information collected?
The information collected is mandated by the Department of Education for verification of citizenship status, Social Security, IRS, Homeland security matches and other federal agencies database matches. We are also mandated by federal law to verify some or all of the information that we collect from the student on the ISIR including, but not limited to, tax information, eligibility requirements, and Pell and loan amounts used.
3. How will the information be used?
If the student clears all of the database matches, eligibility and verification requirements, the student is awarded aid based upon the FAFSA that they completed. If they are eligible for Loans, Pell Grants, and TEACH grants, the Department of Education requires PSU to send an origination record that requires the Social Security Number to originate. This is so the DOE can match the origination record to the FAFSA that was processed.
4. Opportunities for individuals or organizations to have all or part of their attributes excluded from the database.
In our particular case, we cannot exclude the SSN, DOB or Tax information from our database. The student can have a privacy hold placed on their account at the Registrar's office which restricts who can view their SSH file.
5. How does the privacy provision included in this project help implement the 1974 Privacy Act as interpreted for information technology by the General Accounting Office?
This project will adhere to the Family Educational Rights and Privacy Act of 1974.
6. If your state entity is subject to other requirements, what are the items you are required to comply with?
We are required to comply with FERPA (Family Educational Rights and Privacy Act) and any other Federal or State provisions that the University is required to comply with.

7. Estimate of the total cost of addressing privacy issues in the project.

There will be no additional cost, outside of normal business activities, to address privacy issues within this project.

Security Statement

Pittsburg State University, in the Pittsburg State University Student Financial Aid System project, has reviewed the Information Technology Executive Council's (ITEC) Policies 7230, 9500, and 7300. Following is our approach to compliance.

Regarding the above policies (7300, 7230, and 9500), all are being addressed at Pittsburg State University. We are continually working to evaluate, assess and improve our security and will comply with each policy.

09a-Web Accessibility Attachment

ACCESSIBILITY STATEMENT

The Pittsburg State University Student Financial Aid System Project (PSU SFA) intends to comply with the accessibility requirements outlined in ITEC Policy 1210.

Oracle uses the VPAT to create our Accessibility Conformance Reports to represent the degree of conformance to various accessibility standards and guidelines, including Section 508 (as released in 2001 and revised in 2017), WCAG 1.0, WCAG 2.0 and WCAG 2.1. Depending on when a product was developed and released, different standards may be listed. Oracle is an active member on the ITI group that is working to enhance the VPAT to address future standards.

<https://www.oracle.com/corporate/accessibility/>

The specific ACR report for Oracle Student Financial Planning can be found at: <https://www.oracle.com/corporate/accessibility/templates/t2-12465.html>

In the current ACR Oracle partially supports criteria in which a bug has been recognized and noted. Should an alternative means of accommodation arise, PSU will work with Oracle for alternative means to provide full support.

At the close of the project PSU will review and ensure accessibility for the Oracle Student Financial Planning package per Task 838 on the WBS.

Electronic Record Retention Statement

1. For each business function supported by the proposed system, what paper records are being replaced and which will continue to exist in both paper and electronic form.

In the financial assistance system, all forms are in an electronic form and distributed in an electronic format via email or download. However, students/parents must print the form when signature is required and then submit to the student financial assistance office. At that process point, the signed forms are scanned and stored in an electronic format. Also, if additional documents, such as marriage license, is required then a copy of the original form and an electronic form is kept. The student financial assistance office retains the documents for the required retention period of 5 years. All current processes requiring a paper submission or copies will be replaced with an electronic process established within the new system. Paper workflow approval and audit documentation will be replaced by an electronic process and audit trail. Data from the existing student financial assistance system will be stored in a data warehouse.

2. What new business functions will be implemented?

No new business functions will be implemented.

3. For each business function identified in 1. and 2. above, what are the legal, regulatory or operational reasons for performing it? *Operational and security reasons – to improve efficiency and replace a legacy system.*

4. What legal, regulatory or operational requirements, including State Records Board approved retention schedules, exist for keeping records related to each business function?

PSU follows the Kansas State Records Board-authorized general schedule for records retention and disposition.

5. Will any of the data necessary to document the business functions either be maintained in another system within the state entity or in a system outside the state entity? If so please specify.

The Department of Education .

6. What are the legal, regulatory or operational requirements to providing public access to the records?

Kansas Open Records Act

7. What are the legal, regulatory or operational requirements for controlling access to the records in order to ensure confidentiality?

Kansas Open Records Act, FERPA, HIPAA and Confidentiality of Personnel Records.

8. Identify all records with retention periods of ten or more years that will be affected by the project or indicate that the project has no such records involved.

Personnel Records; Budget Records – Annual Operating Budget and the Legislative Budget Request documents – Archival or long term.

9. Estimate of the three-year total cost of addressing records identified in No. 8 above and included on the DA519, Item #8.

N/A

Risk Identification Summary (Top Five Risks)

A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.

Last Risk Assessment Date: 3.25.22

Prepared by: Luecrista Haraughty

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Strategic	Low	High	Vendor(s) failure to delivery specified services	Ensure the contract includes required services quality.
Data Migration	Med	Med	Data mapping from legacy system to new system could create delays due to consensus on level of historical data needed. Utilizing an unfamiliar integration tool will require learning and understanding.	Mapping process will be built into project task details. Regular meeting will be held with team to determine all data details. Integration tool training will be conducted with the implementation partner.
Organizational	Low	Med	Employee turnover	Ensure timelines are set so no team member is overwhelmed with additional workload. Also, ensure information sharing and collaboration within the project team.
Project Management	Low	Med	Project delays and increased contract cost with implementation vendor if communication between steering committee and project sponsors is not effective and efficient, or decisions are not timely.	Leadership will conduct regular meetings and hold ad hoc meetings as needed. Collaboration will be established among all project leaders for project decisions and needed approvals.
Schedule	Med	Med	Staying on target to hit the first go live date due to a tight timeline. Each October student begin completing applications for the next aid year, PSU want to make sure we are ready to take in these air applications (ISIR) in order to evaluate and provide student with aid award they will received to attend the next academic year.	Efficient project schedule will ensure that we have all steps completed in order to accept ISIRs into the new system. Resources will do what is needed to stay on target and preform all needed duties. Project manager will be present in project meetings and diligently stay abreast of project progress.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Pittsburg State University

Project Name: Pittsburg State University Student Financial Aid System Project

1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

2. Summary

<u>Score</u>	<u>Risk Level</u>	<u>Risk Area</u>
2.0	MEDIUM	Strategic Risk
2.0	MEDIUM	Financial Risk
2.1	MEDIUM	Project Management Risk
1.5	LOW	Technology Risk
2.5	MEDIUM	Change Management / Operational Risk

Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.

3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.

Luecitra Haraughty

Project Director

RISK ASSESSMENT - Summary Report
Detailed Plan - List of Comments
(Expand Row Height to Show all Text)

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