



Applications Steering Committee

Agenda – June 24, 2009

Present: Don Flickinger, Melanie Mulder, Denise Grinnell, Leah Monger, Mary Kay MacIver, Kristen Salomonson, John Urbanick, Jennifer Thede, Deb Yost, Cheryl Cluchey, Karen Thompson

Review Minutes – Minutes were approved as written.

Website Development - Concept discussion and possible demo

BannerLive website was an effort to put information for people to use, but it is not getting used in its current format – how can we make this more effective? The first step of normalizing Banner support and coordinating it with regular IT structure will be to incorporate the information from the previous BannerLive website into the TAC website; this would be the final phase of going into ongoing maintenance.

FSU IT Project Definition - review attachment

John, Denise, Amy, and Don have worked on this definition and the intent of the document is to communicate to customers/colleagues what qualifies for a project and how to initiate one so they can be managed properly. The group agreed that the new definition is much clearer than the previous version, so good progress was made and the group moved the document forward with minor changes (can be amended later if needed). This new process will be for new projects and existing services will not be expected to adapt to it. Deb suggested a response time be noted, and it was recommended that Denise put it into the document.

Project Flow Chart Review

Denise created a flow chart: 1) Project request 2) Project charter defined 3) Apps Technical Team review 4) FACT review. 5) Review and prioritization decided by ASC. John said instructions for each step will be added to the document. John said we are trying to organize and prioritize for the University and managing time and resources is difficult, but we are at a point of budgetary stress or reductions in staff and efficiency is even more critical. It is important for people to see that there is a fair process and not one area tends to get all their projects approved at the expense of others. Who are the primary stakeholders we need to inform of the new process?

Project Portfolio Management Update - Informational item

IT did a RFI to about eight companies that provide PPM software and they had to answer a survey of questions. This was reviewed and three candidates were chosen to do a demo to the IT managers: Innotas, Daptiv, and Mariner. The demos will likely be via web initially and will be evaluated. One will be selected and piloted for a year to do project management and portfolio



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management. The projects approved by ASC would be put into the software with hopes to gain efficiency.

Project Charter for Degree Works - Informational Item

Denise, Kristen, Dan Burcham, Dean Potter and John worked to prepare for DegreeWorks as best as possible. Denise said it was a struggle to work on the charter because she is used to being part of the technical implementation of a project, yet she recognizes that it is important to have a solid definition to start off strong. Don said the Chairs council (dept heads and program coordinators) need to be involved even more than Dean's Council. There is the technical sub-group and Acad. Affairs sub-group that need to work together.

Mary Kay said the UA&M Millenium upgrade might be a good pilot for the PPM software. IT is also looking for the software to prioritize projects based on rating importance and would like to use a dashboard to show the projects and their status. This software will be used by IT primarily. Mary Kay said UA&M is also exploring a PPM software. John is interested in tracking time spent on projects, but not necessarily calculating salary costs.

Review Top 10 projects

Priority	Project	Purpose
1	Laptop and Media Encryption – Phase 3	Addresses security on key users' laptops
2	Migrate Banner servers behind the internal firewall	PCI Compliance security requirements
3	Migrate AceWare from PCCharge to TouchNet	Final piece is to bring up a TEST server
4	Tegrity backups	
5	KCAD Novell Server replacement	
6	PROD web server security / stability	Create appropriate shares and groups
7	Form Validation on PROD web server	Addresses security and stability of web server
8	Intellecheck upgrade	Upgrade to web vs client version
9	ODS Self-Serve Reporting	Allow users to run ad hoc reports themselves
10	Dataguard for Banner	Provides faster disaster recovery time for Banner



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Denise reviewed the projects completed in April, May, and June:

- MDE research and testing
- FerrisConnect and Hot backups
- F5 Clustering
- CPTS website
- Lotus Notes Department Calendar
- Migrate databases off DB2 to the SQL farm
- @Task setup
- EMAS installation
- Alumni e-mail conversion to Gmail

Adjournment