Periodic Comprehensive Review of the Degree Audit Replacement Project

AGENDA

Date & Time: August 5, 2003, 1-5 p.m.

Location: 2325 Murphy

Review Team: Jim Davis, Associate Vice Chancellor
Information Technology and Chair

Nick Hernandez, Director, Budget, Management, & Systems
College of Letters & Science, Provost’s Office

Deborah Kearney, Degree Audit Project Manager
College Information Services, College of Letters & Science

Robert Kilgore, Associate Director for Operations
College Information Services, College of Letters & Science

Kathleen O’Kane, Student Systems Manager,
Division of Student Academic Services and
Associate Director,
Undergraduate Admissions & Relations with Schools

Lisa Spangenberg, Graduate Student Representative
Information Technology Planning Board (ITPB)

Eric Splaver, Director, College Information Services
College of Letters & Science

Richard Valenzuela, Chief Information Officer
Office of Research Administration - Information Systems

Esther Woo-Benjamin, Executive Director, OIT Projects
Office of Information Technology (OIT)

Don Worth, Director
Administrative Information Systems (AIS)

TBD, Faculty Representative,
Information Technology Planning Board (ITPB)
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Objectives: Jim Davis

Project Review: Deborah Kearney, Robert Kilgore, Eric Splaver

1) Project Overview
   Questions:
   a) What is the approach and how was it selected?
      i) How does your approach compare with other universities?
   b) What are the phases for the project?
   c) When will the campus see benefit (have something useful) from the project?
      i) In what form will the deliverables be?
      ii) What are the expected timeframes?
   d) Have there been any completed deliverables for the campus yet?
      i) What was learned from the pilot?

2) Functional Scope
   Questions:
   a) What functionality is included in the project?
   b) What functionality is not included in the current project but could be included in a future extension of the project?
      i) Is the chosen platform and architecture able to handle this added functionality?
   c) Does the Degree Audit project, currently underway and funded, continue to be an essential and wise course for the campus?
      i) How will its success be measured?
   d) What functionality is included in the new system that is not in the old system?
3) **Operational Scope**
   
   **Questions:**
   
   a) *How will the system be extended to other academic units?*
   
   b) *What are the on-going operational support requirements and how will these be accomplished?*
   
   c) *How will the user base be supported for functional and use questions?*
   
   d) *What is the migration plan from old to new system?*
   
4) **User Scope**
   
   **Questions:**
   
   a) *Who are the users and how will they use the system?*
   
   b) *How will each constituent population access the system?*
   
   c) *What are the mechanisms to manage user access?*
      
      i) *What external systems are needed?*
   
   d) *How will users be informed and trained on the new system?*
   
   e) *How are the costs of distributed user impacts to be covered?*
   
   f) *What usability tests have been conducted or planned for the user interface?*
   
5) **Interdependencies**
   
   **Questions:**
   
   a) *How does this system interface with other projects?*
      
      i) *What are the dependencies?*
   
   b) *How does the system interface with other systems?*
      
      i) *What interfaces are needed?*
      
      ii) *How is the development and maintenance coordinated?*
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6) Schedule
   Questions:
   a) How does progress compare with the plan to date?

7) Assumptions
   Questions:
   a) Are the assumptions used to build the original estimates still valid?
   b) What are the vulnerabilities and risks for the project and how are they covered?

8) Other Questions?