



Project Overview Statement

Phase 1 - Executive Summary

Section I - PROJECT INFORMATION - (To be completed by Sponsor)

Date Requested:	12/09/2008		
Project Title:	Rewrite of SAS FM DI Studio Jobs		
Project Requestor :	Wendy Clink		
Requestor Department:	Institutional Research, Planning, & Effectiveness		
Executive Sponsor:	Patti Barney		
User area Leader(s):	Wendy Clink		
Project ID:	329	Fiscal Year:	2009-2010
Date Required:	12/31/2009	Last Updated:	2/18/2009
Mandated / Required:	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Accreditation <input type="checkbox"/> Other		
Justification:	Rewrite to bring up internal SAS code up to IT Standards		

Section II - PROJECT BUSINESS CASE (To be completed by Sponsor)

Project Overview
<p>When the SAS FM Consultants wrote the FM job, the SAS library structure was not set up. The ODBC connection was hard coded to the data dictionary. Now the structure is in place and the jobs need to be analyzed to determine where the connections were hard coded and then correct the jobs to point to the data dictionary. In addition, passwords were hardcoded and this needs to be corrected.</p>
Business Goals
<p>The rewrite by IT staff will align the SAS FM DI Studio jobs to follow IT standards. These jobs were originally written by SAS consultants and were done prior to the library structure being set up.</p>
Success Factors
<p>Reduced staff time for both decision support and finance users who will have to take part in the testing after the change.</p>



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Section III - HIGH LEVEL REQUIREMENTS - To be completed by Sponsor & IT Director(s)

Initial Budget Estimate and Fiscal Impact
No additional hardware or software needed. Staff time only.
Impact <i>(Please check one)</i>
<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low <input type="checkbox"/> None
Constraints
<input type="checkbox"/> <i>Scope</i> – <unclear information on what must be done to complete the initiative and the size of the project> <input checked="" type="checkbox"/> <i>Time</i> – <scheduling issues that affect the critical path and delivery date> <input type="checkbox"/> <i>Cost</i> – <lack of adequate budget for the initiative and reoccurring costs such as software licensing fees> <input type="checkbox"/> <i>Technological / Environmental</i> – <new technology or operating environment and project staff members lack knowledge> <input checked="" type="checkbox"/> <i>Resource</i> – <lack of adequate resources, equipment, software, and space> <input type="checkbox"/> <i>Functionality</i> - <lack of ease of use or lack required functions> <input type="checkbox"/> <i>Other</i>
Dependencies
Time availability of IT staff and Finance staff to test.
Risks
None
Effort and Cost Estimates for User area
<i>Total # of personnel hours</i> _ 100 _____



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Section IV - PROJECT CRITERIA – Criteria table to be completed by sponsor and IT Director(s)

Criteria	HIGH	MEDIUM	LOW	N/A
Significantly improves student success			X	
Improves customer service or transforms a business practice (increase productivity/time saving)				X
Aligns with college-wide strategic initiative			X	
Helps meets state, federal, accrediting or other mandate requirements (identify mandate)				X
Provides Business information for decision making	X			
Quick Win (accomplish in short time frame) with a high probability of success	X			
Affects a large number of stakeholders (define stakeholders: students, business, employees, etc.)	X			
Financial Impact (saves money, earns money,				X
Increases enrollment/retention (reduces attrition)				X
Impact if not accomplished				X
Overlap with another project				X
Supporting information for "Date Required"				X
Consortium project				X

Section V - EFFORT AND COST ESTIMATES FROM IT GROUP (To be completed by CAB members)

IT Lead:	Wendy Clink	
IT Area(s):	BI	
IT Area	Hours	Justification
Application Integration		N/A
Applications		N/A
Business Intelligence	80	To determine where the hardcoding is in the software, correct, and test.
Customer Service		N/A
Network / Telecom / Security		N/A
Software Development		N/A
Systems / Campus Technology		N/A
Web Services		N/A
Outside contractor(s)		N/A



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Reviews and approval in accordance with governance policy and facilitated by PMO

Signatures:

CAB Member	Date	CAB Member	Date
CAB Member	Date	CAB Member	Date
CAB Member	Date	CAB Member	Date
CAB Member	Date	CAB Member	Date
CAB Member	Date	CAB Member	Date

Section VI - PROJECT CRITERIA - Criteria scores to be filled in by Technology Advisory Committee (TAC)

Criteria Ranking	Score* (5=High 1=Low)
Critical To Quality Service for Customers (Students and Others) in support of a consistent, quality learning environment for students.
Generates Enrollment or Revenue by enhancing access to the College and taking advantage of Public/Private relationships
Improves Academic or Learning Outcomes by removing barriers to success and enhancing student achievement.
Results in a Cost Reduction by maximizing resource utilization and allocation through enhanced systems and processes.
Responds to Regulatory Compliance ensuring workforce opportunity and diversity, as well as compliance to external performance measures.
Enables Technology Infrastructure (enhancing ability to deliver services) enhancing the ability of IT to facilitate the delivery of services to students and staff.
Results in a Positive "Net Value" (Benefit – Cost) resulting in the conservation and allocation of resources that is both beneficial and equitable to the community.



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Section VII - REVIEW BY TECHNOLOGY ADVISORY COMMITTEE (TAC)

Project Priority # _____

Recommended Required Incomplete

Project alignment with Strategic Technology Initiative(s) – Please check all that apply

- 1. Provide a high performing, reliable and secure infrastructure that provides anywhere, anytime access to college services.
- 2. Improve operational efficiency and communication through automation.
- 3. Expand & enhance teaching and learning through the use of technology.
- 4. Establish leadership and development programs that will create a new generation of tech-savvy leaders at every level and showcase technology excellence.
- 5. Expand reporting, data collection and research efforts to include data modeling and performance measurement.
- 6. Maintain and encourage creative technology partnerships that realize cost efficiency through diversity, innovation and collaboration.

Project alignment with College’s Strategic Priorities – Please check all that apply

- 1. Student Success
- 2. Access and Penetration
- 3. Entrepreneurial Partnerships
- 4. Quality Improvement and Community Image

Reviews and approval in accordance with governance policy and facilitated by PMO

TAC Member Signatures:

TAC Member Date TAC Member Date TAC Member Date

TAC Member Date TAC Member Date TAC Member Date

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TAC Member	Date	TAC Member	Date	TAC Member	Date
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