

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

July 6, 2022

Richard Beattie, Director
Procurement and Contracts

Dear Mr. Beattie:

The detailed project plan for the Fort Hays State University Workday Financial Aid Module Implementation project is enclosed. Mark Griffin is the primary contact for the project and can be reached at (785) 628-4235.

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 \$1,124,613. The quarterly KITO fee for the project will be \$3,304 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

Tisa Mason

67E98BB313A243F...

Tisa Mason, President
Fort Hays 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, OPC
Stephanie Creed, OPC
Tracie Gauntt, OPC
Brian Reiter, OITS
Mark Griffin, FHSU
Rachel Depenbusch, FHSU
Megan Burton, KSHS
Cole Robison, OITS

Alex Wong, CITA
Sara Spinks, KITO



FORT HAYS STATE UNIVERSITY

OFFICE OF THE PRESIDENT

May 9, 2022

Ms. DeAngela Burns Wallace
Chief Information Technology Officer
Executive Branch, Office of Information Technology
Services 2800 SW Topeka Blvd
Building 100
Topeka, KS 66611

Dear Ms. Burns Wallace:

As part of the process for information technology projects over \$250,000, Fort Hays State University requests you review the attached plan (detailed) documents in support of the Workday Financial Aid module implementation.

When we began our Workday implementation project, the Workday Financial Aid module was not fully developed and we did not feel it was wise to implement this module at that time. Since then, Workday has made a great deal of improvements to the product and we feel it would now be beneficial for us to implement the Workday Financial Aid module.

Implementation of the Workday Financial Aid module will congregate all of our Workday Financial Aid data into one system. It should streamline our Financial Aid process, and make the information more readily available to our students.

Thank you for your consideration of this request to implement the Workday Financial Aid module.

Sincerely,

A handwritten signature in black ink that reads "Tisa Mason".

Tisa Mason, Ed.D., CAE
President

State Entity: Fort Hays State University	Included (Y/N) If no, Explain
Project Name: Workday Financial Aid module implementation	
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	Y
Task Name (tasks should be descriptive)	
Duration (total duration/elapsed calendar time)	
Work (total person/hours of effort for all resources for the task)	
Start	
Finish	
Dependencies (Predecessors)	
Resource Names (assigned to the task)	
Milestone	
Work Product Identification (Form ITEC PM02-6)	
Architectural Statement (ITEC Policy 4010 and 9500)	Y
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	
If different, attach CITA waiver	
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	Y
Statement of compliance	
If different, attach CITO waiver	
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA)	Y
https://www.hhs.gov/hipaa/index.html	Y
1. What information is included	
2. Why is it collected	
3. How will it be used	
4. Exclusion opportunities	
5. 1974 Act implementation	
6. Other privacy requirements	
7. Total privacy cost estimate	
Security Statement (ITEC Policies 7230, 9500, 7300)	Y
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	
If different, explain	
Accessibility Statement (ITEC Policy 1210)	Y
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.	
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.	Y
Electronic Record Retention Statement	
(K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	Y
1. Identify replaced paper records	
2. Identify new business functions	
3. Reasons for business functions	
4. Records requirements for business function	
5. Documents in another system?	
6. Public access requirements	
7. Access control requirements	
8. Identify all records with retention period of ten or more years	
9. Estimate three year cost of addressing records identified in No. 8	
Attach approval letter from State Archivist.	
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			
Workday Financial Aid module implementation						Planning Start:		8/2/2021	
Agency:						Execution Start:		3/21/2022	
Fort Hays State University						Close-Out End:		11/30/2023	
4. Project Description and Justification:				Date Submitted:		5/9/2022			
When we began our Workday implementation project, the Workday Financial Aid module was not fully developed and we did not feel it was wise to implement this module at that time. Since then, Workday has made a great deal of improvements to the product and we feel it would now be beneficial for us to implement the Workday Financial Aid module. Implementation of the Workday Financial Aid module will congregate all of our Workday Financial Aid data into one system. It should streamline our Financial Aid process, and make the information more readily available to our students. So, at this time, we are ready to begin the implementation of the Workday Financial Aid module.									
Is this an Infrastructure Project? (Y/N)								N	
Will Business Process Modeling be completed during the IT project and business design? (Y/N)								N	
Will national and/or industry data standards be used? (Y/N)								N	
If yes, please specify.									
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.									
N/A									
5. Estimated Project Cost									
Category		Cost		KITO Rate Structure				Project Quarterly KITO Fee	
Internal Cost (Salaries)		\$294,000						\$3,304	
Contractual Services		\$807,485							
Commodities		\$0							
Capital Outlay		\$0							
Sub-Total Project Costs		\$1,101,485							
Total KITO Rate Fee		\$23,128		Project Value Range				Quarterly Rate	
Total Project Costs		\$1,124,613		\$250,000				\$1,000,000	
				\$1,000,001				\$5,000,000	
				\$5,000,001				\$10,000,000	
				\$10,000,001				Greater	
				Infrastructure Projects				0.0003	
6. Project Subprojects (include name, start and end dates, and cost of each Subproject):									
Subproject Name		Start Date		End Date		Internal Cost		External Cost	
Planning		8/2/2021		6/30/2022		\$2,940		\$0	
Execution									
Enter Subproject 1 Name		3/21/2022		4/5/2023		\$291,060		\$830,613	
Enter Subproject 2 Name								\$0	
Enter Subproject 3 Name								\$0	
Enter Subproject 4 Name								\$0	
Enter Subproject 5 Name								\$0	
Execution Sub-Total		3/21/2022		4/5/2023		\$291,060		\$830,613	
Close-Out		11/1/2023		11/30/2023		\$0		\$0	
Grand Internal, External, and Total Costs						\$294,000		\$830,613	
7. Amount by Source of Financing:									
State Fiscal Years		1. Restricted Fees		2. OOE		3.		4.	
SFY 2022		\$309,781		\$109,649					
SFY 2023		\$514,037		\$181,946					
SFY 2024		\$6,795		\$2,405					
SFY 2025									
SFY 2026									
SFY 2027									
Total Project Costs		\$830,613		\$294,000		\$0		\$0	
Description of funds listed above									
Restricted Fees is state fund 2510 which comes from online and international tuition dollars and OOE (Other Operating Expenses) is state fund 2035 which comes from on campus tuition dollars									

Project Management Plan: Work Product Identification

Project: Fort Hays State University Financial Aid Module Implementation

Date: _____

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
CITO Approval of high level project plan	11/30/21		Project Manager
Contract Award	11/30/21		Purchasing Officer
CITO Approval of detail project plan	06/30/22		Project Manager
Plan Stage Sign Off	03/25/22		FHSU Team
Move to Production 1 User Acceptance Testing	09/02/22		FHSU Team
MTP1 Go-Live	10/05/22		FHSU Team
Move to Production 2 User Acceptance Testing	03/03/23		FHSU Team
MTP2 Go Live	04/05/23		FHSU Team
Submit PIER Report to CITO	11/30/23		Project Manager

ID	Task Name	Duration	Work	Start	Finish	Predecessor	Resource Names	Milestone
1	Project Plan	696	2295	1/3/2022	11/30/2023			
2	Plan Stage	332	68	8/2/2021	6/30/2022			
3	Discovery calls with vendor	65	20	8/2/2021	10/6/2021		Project Manager and Functional Leads	No
4	Go through Sole source process	31	10	10/5/2021	11/5/2021		Project Manager and Purchasing Officer	No
5	Create Project Plan	28	20	9/7/2021	10/5/2021		Project Manager and Project Director	No
6	Submit high level project plan to KITO Office	1	1	10/6/2021	10/7/2021		Project Manager	No
7	CITO Approval of high level project plan	53	1	10/8/2021	11/30/2021		Project Manager	Yes
8	Contract Award	23	2	11/7/2021	11/30/2021		Purchasing Officer	Yes
9	Submit detail project plan to KITO Office	30	1	5/1/2022	5/31/2022		Project Manager	No
10	CITO Approval of detail project plan	29	1	6/1/2022	6/30/2022		Project Manager	Yes
11	Conduct Project Planning Meeting	1	2	1/25/2022	1/26/2022		Consultants/FHSU Team	No
12	MTP Planning	45	1	2/1/2022	3/18/2022		Consultants/FHSU Team	No
13	First Part Planning Workshop	45	4	2/1/2022	3/18/2022		Consultants/FHSU Team	No
14	Second Part Planning Workshop	45	4	2/1/2022	3/18/2022		Consultants/FHSU Team	No
15	Plan Stage Sign Off	0	1	3/25/2022	3/25/2022		Consultants/FHSU Team	Yes
16	MTP1 Architect, Configure and Prototype	109	1160	3/21/2022	7/8/2022			
17	Financial Aid Part 1	40	80	3/21/2022	4/30/2022		Consultants/FHSU Team	No
18	Financial Aid Part 2	30	80	5/1/2022	5/31/2022		Consultants/FHSU Team	No
19	Financial Aid Part 3	30	80	6/1/2022	7/1/2022		Consultants/FHSU Team	No
20	Student Financials Part 1	40	48	3/21/2022	4/30/2022		Consultants/FHSU Team	No
21	Student Financials Part 2	30	36	5/1/2022	5/31/2022		Consultants/FHSU Team	No
22	Student Financials Part 3	30	36	6/1/2022	7/1/2022		Consultants/FHSU Team	No
23	Data Conversions Build and Unit Test Part 1	40	80	3/21/2022	4/30/2022		Consultants/FHSU Team	No
24	Data Conversions Build and Unit Test Part 2	30	80	5/1/2022	5/31/2022		Consultants/FHSU Team	No
25	Data Conversions Build and Unit Test Part 3	30	80	6/1/2022	7/1/2022		Consultants/FHSU Team	No
26	Integrations Build and Unit Test Part 1	40	80	3/21/2022	4/30/2022		Consultants/FHSU Team	No
27	Integrations Build and Unit Test Part 2	30	80	5/1/2022	5/31/2022		Consultants/FHSU Team	No
28	Integrations Build and Unit Test Part 3	30	80	6/1/2022	7/1/2022		Consultants/FHSU Team	No
29	Reports Build and Unit Test Part 1	40	80	3/21/2022	4/30/2022		Consultants/FHSU Team	No
30	Reports Build and Unit Test Part 2	30	80	5/1/2022	5/31/2022		Consultants/FHSU Team	No
31	Reports Build and Unit Test Part 3	30	80	6/1/2022	7/1/2022		Consultants/FHSU Team	No
32	Workset A Tenant Build	11	40	6/20/2022	7/1/2022		Consultants	No
33	Conduct Customer Confirmation Sessions (CCS) for MTP1	3	20	7/5/2022	7/8/2022		Consultants/FHSU Team	No
34	Testing Preparation MTP1	3	20	7/5/2022	7/8/2022		FHSU Team	No
35	MTP2 Architect, Configure and Prototype	157	520	7/5/2022	12/9/2022			
36	Financial Aid Part 1	57	80	7/5/2022	8/31/2022		Consultants/FHSU Team	No
37	Financial Aid Part 2	60	80	9/1/2022	10/31/2022		Consultants/FHSU Team	No
38	Financial Aid Part 3	38	80	11/1/2022	12/9/2022		Consultants/FHSU Team	No
39	Student Financials Part 1	57	45	7/5/2022	8/31/2022		Consultants/FHSU Team	No
40	Student Financials Part 2	60	45	9/1/2022	10/31/2022		Consultants/FHSU Team	No
41	Student Financials Part 3	38	30	11/1/2022	12/9/2022		Consultants/FHSU Team	No
42	Workset B Data Conversions Build and Unit Test	11	80	11/28/2022	12/9/2022		Consultants/FHSU Team	No
43	Workset B & End to End Tenant Build (MTP2)	11	40	11/28/2022	12/9/2022		Consultants/FHSU Team	No
44	Conduct Customer Confirmation Sessions (CCS) for MTP2	4	20	1/16/2023	1/20/2023		Consultants/FHSU Team	No
45	Testing Preparation MTP2	157	20	7/5/2022	12/9/2022		FHSU Team	No

46	MTP1 Test, Deploy and Post Production	149	262	7/4/2022	11/30/2022			
47	End to End Testing	60	80	7/4/2022	9/2/2022		Consultants/FHSU Team	No
48	User Acceptance Testing	60	40	7/4/2022	9/2/2022		Consultants/FHSU Team	Yes
49	MTP1 Test Mock Semester Testing	60	40	7/4/2022	9/2/2022		Consultants/FHSU Team	No
50	MTP1 Deployment	33	40	9/2/2022	10/5/2022		Consultants	No
51	MTP1 Go-Live	0	20	10/5/2022	10/5/2022		Consultants	Yes
52	Deploy Stage Sign Off for MTP1	55	2	10/6/2022	11/30/2022		FHSU Team	No
53	Milestone 1 Release and Support	55	40	10/6/2022	11/30/2022		Consultants	No
54	MTP2 Test & Deploy	114	268	12/12/2022	4/5/2023			
55	MTP2 Test & Deploy	81	40	12/12/2022	3/3/2023		Consultants/FHSU Team	No
56	End to End Testing	81	80	12/12/2022	3/3/2023		Consultants/FHSU Team	No
57	User Acceptance Testing	81	40	12/12/2022	3/3/2023		Consultants/FHSU Team	Yes
58	Regression Testing	81	8	12/12/2022	3/3/2023		Consultants	No
59	MTP2 Mock Semester Testing	81	40	12/12/2022	3/3/2023		Consultants/FHSU Team	No
60	MTP2 Deployment ...	29	40	3/6/2023	4/4/2023		Consultants	No
61	MTP2 Go-Live	0	20	4/5/2023	4/5/2023		Consultants	Yes
62	Close Out	29	17	11/1/2023	11/30/2023			
63	Develop Post Implementation Report	19	16	11/1/2023	11/20/2023		Project Manager	No
64	Submit PIER Report to CITO	9	1	11/21/2023	11/30/2023		Project Manager	Yes



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

May 2, 2022

Mark Griffin
Chief Information Officer, Fort Hays State University
Tomanek Hall 101
600 Park Street
Hays, KS 67601

Dear Mr. Griffin:

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 Fort Hays State University Workday Financial Aid Module detail-level project plan was recently sent to me by Rachel Depenbusch of your office for review.

Based upon my review of the detail-level plan materials, it appears that the Workday 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 Fort Hays State Workday Financial Aid Module 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: Rachel Depenbusch, Fort Hays 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



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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

June 30, 2022

Tisa Mason, Ed.D., CAE, President
Fort Hays State University
600 Park St., 312 Sheridan Hall
Hays, KS 67601-4099

Dear President Mason:

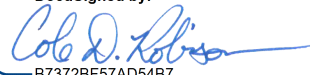
As part of the approval process for information technology projects over \$250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Rachel Depenbusch, in lieu of an Accessibility Statement, a copy of a letter for the Workday Financial Aid Module Implementation project for review in compliance with this process.

This letter was to request, for this project, an exception to ITEC Policy 1210. This exception was granted by State ADA Coordinator Anthony Fadale and is on file. The Accessibility Conformance Report (ACR) for the product involved shows incomplete compliance, necessitating this exception. Further, as explained in the letter, the ACR is dated, and while it is believed that the product has improved since the ACR was prepared, an up-to-date ACR has not been produced, and the product is still not believed to be fully compliant.

Consistent with this exception, and subject to the conditions outlined therein, the Accessibility Statement requirement for the Workday Financial Aid Module Implementation detailed project plan is satisfied. All components of the project should be made to achieve as much compliance with ITEC Policy 1210 as possible within the limitations of the products, and appropriate alternative accommodation should be provided if needed.

A copy of this letter should be included with the submittal of the Workday Financial Aid Module Implementation detailed project plan to the Branch CITO for approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Rachel Depenbusch, FHSU
Anthony Fadale, State Americans with Disabilities Act Coordinator
Mark Griffin, FHSU
Sara Spinks, Director, Kansas Information Technology Office

ARCHITECTURAL STATEMENT

State Entity: Fort Hays State University

Project: Workday Financial Aid module implementation

FHSU desires to implement Workday's Financial Aid software which is integrated with the rest of the Workday Suite that has already been implemented. This includes, but is not limited to Human Capital Management, Financial, Student, and Data Analytics. Workday's ERP solution complies with the State of Kansas Technical Architecture and Policy 4010 and 9500.

Workday's Financial Aid module delivers cloud-based applications using an innovative technology foundation that leverages the most recent advances in cloud computing and data management. Their use of a multi-tenant architecture, object-oriented technology framework, in-memory data management and a mobile-centric approach allows delivery of applications that are highly functional, flexible and fast. Workday customers benefit from moving beyond the limitations associated with traditional on-premise software to highly configurable applications delivered over the Internet. This shift in approach substantially reduces the need for Workday customers to buy and support a broad range of IT infrastructure, and significantly reduces the cost and complexity relative to implementations and upgrades of on-premise software.

Workday's Financial Aid services are built on a modern application framework. The three main components of the framework are the Object Management Server (OMS), the User Interface (UI) Server and Integration Network. Each of these components leverages open source technology.

The OMS works on the concept of presenting the application as an object model (made up of classes and methods). The OMS extends this concept by removing the need for any relational mapping (or wrapping of relational tables). The persistence layer in the OMS is an unchanging relational structure, which is able to reliably persist transactions to the application data and metadata. Application developers do not need to understand the structure of this database and they do not need to manage changes to the structure of the database when they change the structure of their object model. This dramatically increases developer productivity as they go through the iterative process of developing, testing, enhancing, and so forth.

The UI Server is completely separate from the OMS. It receives XML from the OMS describing the data to be presented. From this XML it is able to generate the presentation and presentation logic of the Workday UI.

The Integration Network includes a complete Enterprise Service Bus (ESB) to provide transformation, orchestration (via BPEL) and reliable delivery of Web services generated out of the OMS. This technology supports the packaged integrations which are part of Workday's Integration Network and facilitates integration of Workday to the wide variety of third-party systems most enterprise customers have.

While there are many generic (built for creating any type of solution) development frameworks available in both traditional and open source forms, these frameworks lack considerable

functional capability that is required for building enterprise applications. In contrast, the Workday development framework is purpose-built from the ground up for creating enterprise business solutions, going far beyond what generic frameworks offer, providing built-in support for:

Creation of multi-tenant applications;

Definitional development of applications to support efficient upgrades;

Configurable workflow process definition, execution and measurement;

Dynamic role assignment;

Automatic generation of Web services from application data elements; and

Audit of application level changes.

Workday embraces the approach modern frameworks are taking to leverage open source technology, support object-oriented modeling of logic (over relational modeling) and separate presentation logic from application logic. Workday's framework extends this approach to meet additional needs of the enterprise business services developer.

OWNERSHIP OF SOFTWARE CODE AND RELATED INTELLECTUAL PROPERTY STATEMENT

State Entity: Fort Hays State University

Project: Workday Financial Aid module implementation

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

PRIVACY STATEMENT

State Entity: Fort Hays State University

Project: Workday Financial Aid Module Implementation

1. What information is included?

Student personal information, student record information, and financial aid information

2. Why is it collected?

This information is necessary for the processing of student financial aid.

3. How will it be used?

For the processing of student financial aid.

4. Exclusion opportunities?

Students not eligible or not applying for financial aid are excluded.

5. 1974 Privacy Act implementation?

We abide by the 1974 privacy act.

6. Other privacy requirements?

Fort Hays State University is required to comply with FERPA (Family Educational Rights and Privacy Act), FCRA (Fair Credit Reporting Act), FLSA (Fair Labor Standards Act), HIPPA (*Health Insurance Portability and Accountability Act*), ADAAA (ADA Amendments Act), FMLA (Family and Medical Leave Act), FICA (Federal Insurance Contributions Act), and other applicable state and federal laws and regulations. As this is strictly an infrastructure project, no private information will be collected.

7. Total privacy cost estimate?

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

Security Statement

State Entity: Fort Hays State University

Project: Workday Financial Aid Module Implementation

Fort Hays State University (FHSU) will ensure that the Fort Hays State University Workday Financial Aid Module Implementation complies with the following:

- 1) The Family Educational Rights and Privacy Act (FERPA), The Privacy Act of 1974, and applicable federal and state laws; and
- 2) ITEC Security Policies

Policy 7230 – Enterprise Security Policy. Fort Hays State University and the chosen vendor will comply with ITEC Security Policy 7230.

Policy 7300 – Information Technology Security Council Charter. Fort Hays State University is not an explicit member of this council.

Policy 9500 – Wireless Local Area Network Policy. The Fort Hays State University Workday Financial Aid Module Implementation project is in compliance with ITEC Security Policy 9500.



FORT HAYS STATE UNIVERSITY

Forward thinking. World ready.

May 5, 2022

Mr. Fadale,

Please accept this request from Fort Hays State University for an exception to providing a VPAT for our implementation of the Workday Student Financial Aid module. We had received a VPAT for the Workday product in 2020, but the Workday Student Financial Aid module has undergone major development and improvements since that time. We asked for a new VPAT from Workday for this specific module, and though they meet most of the disability requirements and even surpass the requirements in some areas, they don't believe that the Student Financial Aid module fully conforms to those requirements in all areas at this time.

We have asked Workday if they have plans for an independent verification of their product any time soon and they have said that there are no plans for this at this time. Fort Hays State University is using the Workday ERP system with great success and we wish to continue implementing more of the product, such as the financial aid module, in order to provide a unified experience for our students. Overall, the Workday product has been very compliant with disability requirements, but there are some remaining issues within the product that have not been fully addressed. My expectation is that Workday will continue to develop and improve the product and that these shortcomings will eventually be addressed. In the mean time, we ask that we be granted an exception for the VPAT so that we may continue with our implementation of the Workday Student Financial Aid module.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Mark Griffin".

Mark Griffin
Asst VP for Technology Services and CIO
Fort Hays State University

ELECTRONIC RECORD RETENTION STATEMENT

State Entity: Fort Hays State University

Project: Workday Financial Aid module implementation

As part of the Fort Hays State University Workday Financial Aid module implementation project, the University will ensure compliance with:

- A. ITEC Policy 7230-A, Default Information Technology Requirements, Section 5.3 Data/Media Protection;
- B. Regents and State General Records Retention and Dispositions Schedules;
- C. KSA 45-401 *et seq*;
- D. KSA45-215 *et seq*;
- E. The Family Educational Rights and Privacy Act.

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?

Student and Faculty/Staff Correspondence: There is little to no paper correspondence with the old financial aid system and this will not change with the new system.

Reports: Reports will continue to exist in both paper and electronic form as required.

Workflow: This is already being done electronically and this will continue.

2. What new business functions will be implemented?

All functions would be contained in one system offering real time data to the student for their awards during all stages of the student's lifecycle.

3. For each business function identified in 1. and 2. above, what are the legal, regulatory or operational reasons for performing it?

By replacing outdated legacy systems, the University expects to improve operational efficiencies and data integrity through data and process centralization. This will result in the increase of data accessibility and system usability, improved transactional logging, and cohesiveness among data relationships.

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

The project complies with the regulatory requirements and retention schedules cited in A through E above.

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.

Data necessary to document the business functions of the project may reside on on-site Fort Hays State University servers and on the hosted domains as part of the Enterprise Resource Planning solution. Some payroll and personnel data will continue to reside on State of Kansas information systems.

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

The project complies with the regulatory requirements and retention schedules cited in A through E above. Under FERPA, most personally identifiable data is protected from public consumption. As a public agency, the Kansas Open Records Act grants members of the public the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. Additionally, student data defined as directory information (per institution) can be obtained through a Freedom of Information (FOI) request to the institution.

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

Data confidentiality is legally upheld by the Family Educational Rights and Privacy Act (FERPA), the health Insurance Portability and Accountability Act (HIPPA), Confidentiality of Personal Records, and the Kansas Open Records Act.

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.

Student, Personnel, Budget

9. Estimate of the three year total cost of addressing records identified in No. 8 above.

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: 12/01/2021

Prepared by: Rachel Depenbusch

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Technical	High	High	Complexity of existing technology platform/data conversion	Documentation of existing technology and mapping to Workday Functionality.
Technical	High	Med	Complexity of Functional Configuration	Business process analysis underway to streamline and simplify existing processes and procedures.
Organizational	High	Med	Staffing/resource shortage; limited backfill	Project health checks; reward programs
External	Med	Med	Financial Aid module is still being developed and identifying functionality that will not be ready when we go live	We are switching from Pell formula 3 to Pell formula 1, which is already configured in the Workday module.
External	Med	Med	Dependencies/Impact of Architect on live Workday modules (HCM, Payroll, Finance, Student Recruiting, Admissions)	Continuous collaboration between all Workday functional leads.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Fort Hays State University

Project Name: Workday Financial Aid Module Implementation

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

Score	Risk Level	Risk Area
2.2	MEDIUM	Strategic Risk
1.7	LOW	Financial Risk
1.4	LOW	Project Management Risk
1.5	LOW	Technology Risk
3.1	HIGH	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.

Mark Griffin

Project Director

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

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