

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



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

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

June 5, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the Pittsburg State University Student Management Cloud Implementation Project (PSU SMC 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 and the Phase I subproject 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 \$2,414,518. The quarterly KITO fee for the project will be \$8,138 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 Executive Vice President
Pittsburg State University

DocuSigned by:

Jeff Maxon

670B8750658F441...

Jeff Maxon, Interim CITO
Executive Branch

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
James Fisher, KLRD
JCIT Membership
Kelly Johnson, OPC
Brian Reiter, OITS
Angela Neria, PSU
Luecra Haraughty, PSU
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO



Pittsburg State University

OFFICE OF THE PROVOST

May 10, 2023

Mr. Jeff Maxon
Interim CITO, Executive Branch
Kansas Information Technology Office
Office of Information Technology Services
2800 SW Topeka Blvd
Topeka, KS 66611-1220
785-296-3329

Dear Mr. Maxon,

Pittsburg State University is requesting your review of the attached detailed-level project plan documentation and approval of the Pittsburg State University Student Management Cloud Implementation (PSU SMC) Project.

The Student Information System at Pittsburg State University is 30+ years old. The technology it is built on is outdated and fragile. It requires regular maintenance by our development team and many manual processes by several offices across campus. After a thorough evaluation process, PSU selected Oracle Student Management Cloud solution. The PSU SMC project will seek a highly qualified implementation partner who has experience with the Oracle solution. This implementation will move PSU forward to a stable, modern, mobile, and continually evolving platform allowing for a significantly enhanced experience for our students, faculty, and staff.

Thank you for your review and consideration of our request for the approval of the attached Pittsburg State University Student Management Cloud Implementation Project.

Regards,

A handwritten signature in black ink that reads "Howard W. Smith".

Howard W. Smith, Ph.D.
Provost and Executive Vice President
Pittsburg State University

lh

State Entity Checklist for Detailed IT Project Plan

State Entity: Pittsburg State University	Included (Y/N) If no, Explain
Project Name: Pittsburg State University Student Management Cloud Implementation Project (PSU SMC)	
Greater than \$250,000/ less than \$1,000,000 (Y/N): N	
Greater than \$1,000,000 (Y/N): Y	
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) https://ebit.ks.gov/itec/resources/policies	
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) https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf	
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) https://ebit.ks.gov/itec/resources/policies	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	Y
If different, explain	
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/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 Management Cloud Implementation Project (PSU SMC Project)					High		Planning Start:		1/25/2023																			
Agency:							Execution Start:		5/8/2023																			
Pittsburg State University							Close-Out End:		2/6/2026																			
4. Project Description and Justification:					Date Submitted:		5/10/2023																					
The Pittsburg State University Student Management Cloud Implementation (PSU SMC) project has been initiated to replace the current student information system. The original system is 39 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 information 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 SMC project will allow for a better user experience for students, cohesive, easy to access student data for staff, significantly improved reporting capability, and a modern, industry standard system. A new system would allow for a mobile experience as well as much improved client interface for all areas of their student records. 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. The implementation of a new Student Management Cloud system will be a cloud-based system allowing for regular upgrades and enhancements to the application. This will allow PSU to evolve in a system that is vital for our clients. The data storage need with security and recovery is a top priority for the system. SMC will provide the adequate and required level of security to protect our client’s data. PSU will look to an established implementation partner with a credible reputation, SMC experience, and strong vendor partnerships. This technology will move PSU forward to a stable, modern, mobile, secure, and continually evolving platform.																												
Is this an Infrastructure Project? (Y/N)									N																			
Will Business Process Modeling be completed during the IT project and business design? (Y/N)									Y																			
Will national and/or industry data standards be used? (Y/N)									Y																			
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 management cloud application.																												
5. Estimated Project Cost																												
Category		Cost		KITO Rate Structure				Project Quarterly KITO Fee																				
Internal Cost (Salaries)		\$470,000		<table><tr><td colspan="2">Project Value Range</td><td colspan="2">Quarterly Rate</td></tr><tr><td>\$250,000</td><td>\$10,000,000</td><td colspan="2">0.00350</td></tr><tr><td>\$10,000,001</td><td>Greater</td><td colspan="2">0.00050</td></tr><tr><td colspan="2">Infrastructure Projects</td><td colspan="2">0.00035</td></tr></table>				Project Value Range		Quarterly Rate		\$250,000	\$10,000,000	0.00350		\$10,000,001	Greater	0.00050		Infrastructure Projects		0.00035		\$8,138				
Project Value Range		Quarterly Rate																										
\$250,000	\$10,000,000	0.00350																										
\$10,000,001	Greater	0.00050																										
Infrastructure Projects		0.00035																										
Contractual Services		\$1,600,000																										
Commodities		\$0																										
Capital Outlay		\$255,000																										
Sub-Total Project Costs		\$2,325,000																										
Total KITO Rate Fee		\$89,518																										
Total Project Costs		\$2,414,518																										
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		1/25/2023		5/31/2023		\$37,600		\$0		\$37,600																		
Execution																												
Phase I		5/8/2023		11/17/2023		\$430,400		\$1,544,518		\$1,974,918																		
Phase II		1/19/2024		1/21/2026						\$0																		
Enter Subproject 3 Name if Applicable										\$0																		
Enter Subproject 4 Name if Applicable										\$0																		
Enter Subproject 5 Name if Applicable										\$0																		
Enter Subproject 6 Name if Applicable										\$0																		
Enter Subproject 7 Name if Applicable										\$0																		
Enter Subproject 8 Name if Applicable										\$0																		
Execution Sub-Total		5/8/2023		1/21/2026		\$430,400		\$1,544,518		\$1,974,918																		
Close-Out		10/14/2025		2/6/2026		\$2,000		\$400,000		\$402,000																		
Grand Internal, External, and Total Costs						\$470,000		\$1,944,518		\$2,414,518																		
7. Amount by Source of Financing:																												
State Fiscal Years	1. SGF	2. Tuition	3.	4.	5.	6.	7.	8.	9.	10.	11.	Total																
Previous SFY(s)												\$0																
SFY 2023	\$618,800	\$618,800										\$1,237,600																
SFY 2024	\$182,629	\$182,629										\$365,258																
SFY 2025	\$182,629	\$182,629										\$365,258																
SFY 2026	\$223,200	\$223,202										\$446,402																
SFY 2027												\$0																
SFY 2028												\$0																
SFY 2029												\$0																
SFY 2030												\$0																
SFY 2031												\$0																
SFY 2032												\$0																
SFY 2033												\$0																
SFY 2034												\$0																
Total Project Costs	\$1,207,258	\$1,207,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,414,518																
Description of funds listed above																												

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519					
1. Project Title		2. Estimated Dates		Projected Months from	
Pittsburg State University Student Management Cloud Implementation Project (PSU SMC Project)		Planning Start:	1/25/2023	Execution to Close-Out	
		Execution Start:	5/8/2023		
		Close-Out End:	2/6/2026		
3. Agency		4. Project Director/Project Manager			
Pittsburg State University		Luecrista Haraughy			
5. Qualitative and Quantitative Savings Explanation					
The Pittsburg State University Student Management Cloud Implementation Project (PSU SMC Project) has been initiated to replace the legacy student information system. The original system was built 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 information system in a crisis situation would be a costly and lengthy process. If such an outage occurred it would fully disrupt all daily functions and would most likely be a loss of student enrollment and headcount for PSU and directly impact financials. This would also negatively influence every student and staff member creating extreme stress due to reverting to manual processes and long work hours. In a time when IT human retention is a major factor, such an outage could lead to loss of critical staff.					
The implementation of Student Management Cloud (SMC) in place of PSU's legacy SIS will move to an industry-standard platform running in a cloud-based environment. The campus employee headcount will not be reduced, but most likely reassigned roles or positions to utilize the capabilities of the new system. Therefore there would not be any capital expense reduction. This application will provide efficiencies for faster processing of all student information system experiences. The system will also allow for more targeted reporting leading to the potential for increased enrollment and retention. There will be an overall improved user experience for students, faculty, and staff as we move away from our current aged, rigid legacy system.					

6. Qualitative and Quantitative Savings Estimate														
Description of Savings		Previous SFY(s)	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033	SFY 2034
Cost Avoidance (Soft Dollars)														
Decreased IT support and project time of IT developers.							\$60,000	\$60,000	\$60,000					
Decreased IT support time for a database administrator.							\$46,200	\$46,200	\$46,200					
Subtotal		\$318,600	\$0	\$0	\$0	\$0	\$106,200	\$106,200	\$106,200	\$0	\$0	\$0	\$0	\$0
Cash Savings (Hard Dollars)														
No future on site server replacement.							\$52,800	\$0	\$0					
Eliminate annual UniversBasic licensing fees.							\$16,500	\$16,500	\$16,500					
Eliminate backup for current on site server.							\$2,300	\$2,300	\$2,300					
Subtotal		\$109,200	\$0	\$0	\$0	\$0	\$71,600	\$18,800	\$18,800	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)														
Provide better user experience for students, faculty, and staff to run a more efficient campus.														
Due to better data and reporting from a new system, our university believes that we will retain more and acquire new students														
The Academic Affairs staff will become more efficient in daily automation, focus on exceptions to standardized rules, and will be														
A new system will provide reliable and secure service to all of campus. The current legacy system is unreliable and campus														
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings		\$427,800	\$0	\$0	\$0	\$0	\$177,800	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$0
7. Summary*		Previous SFY(s)	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033	SFY 2034
Project Costs	Total	\$2,414,518	\$0	\$1,237,600	\$365,258	\$365,258	\$446,402	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Cost Benefit	Total	-\$1,986,718	\$0	-\$1,237,600	-\$365,258	-\$365,258	-\$446,402	\$177,800	\$125,000	\$125,000	\$0	\$0	\$0	\$0
Cost Benefit per Month		\$12,964												
Calendar Months to Break Even		186												
8. Ongoing Cost		Previous SFY(s)	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033	SFY 2034
Operational Cost for three ensuing SFYs							\$16,800	\$16,800	\$16,800					

* 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

Project Management Plan: Work Product Identification

Project: Pittsburg State University Student Management Cloud Implementation Project

Date 5/10/2023

WBS#	Deliverable Name	Due Date	Date Delivered	Point of Contact
9	Sign Contract with Implementation Partner	4/12/23	4/12/23	Luecita Haraughty
22	Project plan approved by CITO	5/31/23		Luecita Haraughty
29	Kickoff	5/25/23		Mahesh Marthar DS, Luecita Haraughty
	PHASE I			
165	Document Business Processes Sign Off	8/3/23		Mahesh Marthar DS, Luecita Haraughty
209	Data Conversion Mapping Sign Off	9/29/23		Mahesh Marthar DS, Luecita Haraughty, Jeff Burns
273	Integrations Sign Off	10/24/23		Mahesh Marthar DS, Luecita Haraughty
280	Review and approve project schedule	10/3/23		Luecita Haraughty
311	Project Plan Sign Off	10/23/23		Mahesh Marthar DS, Luecita Haraughty
314	Project plan approved by CITO	11/17/23		Luecita Haraughty
358	Test Scripts for Automated Testing Sign Off	11/17/23		Mahesh Marthar DS, Luecita Haraughty
	PHASE II			
370	Plan and Prepare	1/19/24		Mahesh Marthar DS, Luecita Haraughty, Victoria Butler, Jeff Burns, Melinda Roelfs
371	Launch	4/2/24		Mahesh Marthar DS, Luecita Haraughty, Victoria Butler, Jeff Burns, Melinda Roelfs

Project Management Plan: Work Product Identification

Project: Pittsburg State University Student Management Cloud Implementation Project

Date 5/10/2023

372	Test	7/24/24		Mahesh Marthar DS, Luecrista Haraughty, Victoria Butler, Jeff Burns, Melinda Roelfs
374	Deploy	9/9/24		Mahesh Marthar DS, Luecrista Haraughty, Victoria Butler, Jeff Burns, Melinda Roelfs
375	Go/No Go Decision	11/12/25		Melinda Roelfs, Luecrista Haraughty, Jeff Burns
376	Go Live	11/21/25		Melinda Roelfs, Jeff Burns
420	Submit PIER to CITO	2/26/26		Luecrista Haraughty

Project Management Plan: Work Product Identification

Project: Pittsburg State University Student Management Cloud Implementation Project

Date 5/10/2023

[illegible]

Project Management Plan: Work Product Identification

Project: Pittsburg State University Student Management Cloud Implementation Project

Date 5/10/2023

[illegible]

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestones
1	PSU Student Management Cloud Project	764 days	1,095.22 hrs	Wed 1/25/23	Fri 2/6/26			No
2	PLANNING	89 days	43.22 hrs	Wed 1/25/23	Wed 5/31/23			No
3	Initial Project Process	56 days	13 hrs	Wed 1/25/23	Wed 4/12/23			No
4	Request for Bid	56 days	13 hrs	Wed 1/25/23	Wed 4/12/23			No
10	Project Initiation	36 days	21.22 hrs	Mon 4/10/23	Wed 5/31/23			No
11	Identify Project Managers	1 day	1 hr	Mon 4/24/23	Mon 4/24/23		Luecrista Haraugthy	No
12	Organize project resources	13.09 days	4.25 hrs	Mon 4/10/23	Thu 4/27/23			No
17	State of Kansas EPMO Project Approval	25 days	15.97 hrs	Tue 4/25/23	Wed 5/31/23			No
23	Planning session	1 day	1 hr	Thu 4/27/23	Thu 4/27/23		Victoria Butler DS, Mahesh Marthar DS, Angela Neria, Luecrista Haraugthy	No
24	Schedule planning session	1 day	1 hr	Thu 4/20/23	Thu 4/20/23		Victoria Butler DS	No
25	Schedule agenda sessions	2 days	3 hrs	Thu 5/4/23	Fri 5/5/23		Victoria Butler DS, Luecrista Haraugthy	No
26	Kick Off	11 days	4 hrs	Thu 5/11/23	Thu 5/25/23			No
27	Schedule kick off	1 day	1 hr	Thu 5/11/23	Thu 5/11/23		Mahesh Marthar DS	No
28	Prepare kick off deck	1 day	2 hrs	Wed 5/17/23	Wed 5/17/23		Mahesh Marthar DS	No
29	Kick off	1 day	1 hr	Thu 5/25/23	Thu 5/25/23		Arnfulo Mendoza DS, Mahesh Marthar DS, Sam Trammell DS, Tino Si	Yes
30	Phase I	137 days	765.8 hrs	Mon 5/8/23	Fri 11/17/23			No
31	Document Business Processes	62 days	267.8 hrs	Mon 5/8/23	Thu 8/3/23			No
32	Academic Structure	7 days	41.8 hrs	Mon 5/8/23	Tue 5/16/23			No
39	Campus Community - Person and Organizations	9 days	14 hrs	Tue 5/16/23	Fri 5/26/23			No
46	Campus Community	6 days	11 hrs	Mon 5/22/23	Tue 5/30/23			No
53	Campus Community - Communications	8 days	11 hrs	Tue 5/23/23	Fri 6/2/23			No
60	Admissions - Applications	6 days	11 hrs	Tue 5/30/23	Tue 6/6/23			No
67	Admissions - Evaluation	9 days	11 hrs	Tue 5/30/23	Fri 6/9/23			No
74	Curriculum - Curriculum Structure	7 days	14 hrs	Mon 6/5/23	Tue 6/13/23			No
81	Curriculum - Course Catalog	9 days	14 hrs	Tue 6/6/23	Fri 6/16/23			No
88	Curriculum - Schedule of Classes	7 days	14 hrs	Mon 6/12/23	Tue 6/20/23			No
95	Academic Advising Structure	7 days	11 hrs	Mon 6/19/23	Tue 6/27/23			No
102	Academic Advising Processing	9 days	11 hrs	Tue 6/20/23	Fri 6/30/23			No
109	Enrollment	9 days	14 hrs	Tue 6/13/23	Fri 6/23/23			No
116	Student Records I	11 days	14 hrs	Mon 6/26/23	Tue 7/11/23			No
123	Student Records II	9 days	12 hrs	Tue 6/27/23	Mon 7/10/23			No
129	Review and approve business process	1 day	2 hrs	Fri 7/14/23	Fri 7/14/23		Melinda Roelfs	No
130	End of Term Processing	7 days	11 hrs	Mon 7/10/23	Tue 7/18/23			No
137	Financials - Tuition and Fees	9 days	14 hrs	Tue 7/11/23	Fri 7/21/23			No
144	Financials I	7 days	14 hrs	Mon 7/17/23	Tue 7/25/23			No
151	Financials II	10 days	11 hrs	Tue 7/18/23	Mon 7/31/23			No
158	Financials III	8 days	11 hrs	Mon 7/24/23	Wed 8/2/23			No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestones
165	Document Business Processes Sign Off	1 day	1 hr	Thu 8/3/23	Thu 8/3/23		Maresh Marthar DS,Luecrita Haraugthy	Yes
166	Data Conversion	44 days	78 hrs	Mon 7/31/23	Fri 9/29/23			No
167	Data Conversion - Campus Community	7 days	7.5 hrs	Mon 7/31/23	Tue 8/8/23			No
173	Data Conversion - Catalog/Schedule of Classes	11 days	14.5 hrs	Tue 8/1/23	Tue 8/15/23			No
179	Data Conversion - Academic Advisement	12 days	7.5 hrs	Mon 8/7/23	Tue 8/22/23			No
185	Data Conversion - Records & Enrollment I	20 days	14.5 hrs	Tue 8/8/23	Tue 9/5/23			No
191	Data Conversion - Records & Enrollment II	21 days	11 hrs	Mon 8/14/23	Tue 9/12/23			No
197	Data Conversion - Records & Enrollment III	26 days	11 hrs	Tue 8/15/23	Wed 9/20/23			No
203	Data Conversion - Student Financials	27 days	11 hrs	Mon 8/21/23	Wed 9/27/23			No
209	Data Conversion Mapping Sign Off	1 day	1 hr	Fri 9/29/23	Fri 9/29/23		Maresh Marthar DS,Luecrita Haraugthy,Jeff Burns[75%]	Yes
210	Conceptual Integration Design Diagrams	44 days	115 hrs	Wed 8/23/23	Tue 10/24/23			No
211	Review and update integration design template	1 day	2 hrs	Wed 8/23/23	Wed 8/23/23		Pritish Cheni Cheni DS	No
212	Integrations - Academics	25 days	11 hrs	Thu 8/24/23	Thu 9/28/23			No
218	Integrations - Student Success	22 days	11 hrs	Wed 8/30/23	Fri 9/29/23			No
224	Integrations - Admissions	23 days	11 hrs	Thu 8/31/23	Tue 10/3/23			No
230	Integrations - Alumni	22 days	11 hrs	Wed 9/6/23	Thu 10/5/23			No
236	Integrations - Auxiliary	22 days	11 hrs	Thu 9/7/23	Fri 10/6/23			No
242	Integrations - Campus Community	20 days	11 hrs	Wed 9/13/23	Tue 10/10/23			No
248	Integrations - ITS	21 days	11 hrs	Thu 9/14/23	Thu 10/12/23			No
254	Integrations Placeholder - State of Kansas	18 days	11 hrs	Wed 9/20/23	Fri 10/13/23			No
260	Integrations Placeholder - Student Financials	20 days	11 hrs	Thu 9/21/23	Wed 10/18/23			No
266	Integrations - Student Life	19 days	13 hrs	Wed 9/27/23	Mon 10/23/23			No
273	Integrations Sign Off	1 day	1 hr	Tue 10/24/23	Tue 10/24/23		Maresh Marthar DS,Luecrita Haraugthy	Yes
274	Project Plan Creation	39 days	80 hrs	Tue 9/26/23	Fri 11/17/23			No
275	Project Schedule Review	6 days	12 hrs	Tue 9/26/23	Tue 10/3/23			No
281	Project Resource Plan Review	5 days	12 hrs	Mon 10/2/23	Fri 10/6/23			No
287	Testing Strategy Review	6 days	10 hrs	Tue 10/3/23	Tue 10/10/23			No
293	Training Approach Review	5 days	10 hrs	Mon 10/9/23	Fri 10/13/23			No
299	Communication Plan Review	6 days	12 hrs	Tue 10/10/23	Tue 10/17/23			No
305	Project Plan Review	5 days	12 hrs	Mon 10/16/23	Fri 10/20/23			No
311	Project Plan Sign Off	1 day	1 hr	Mon 10/23/23	Mon 10/23/23		Maresh Marthar DS,Luecrita Haraugthy	Yes
312	Build project plan Phase II per CITO instructions	9 days	9 hrs	Tue 10/17/23	Fri 10/27/23		Luecrita Haraugthy	No
313	Sent project plan to CITO for review	1 day	1 hr	Mon 10/30/23	Mon 10/30/23		Luecrita Haraugthy	No
314	Project plan approved by CITO	1 day	1 hr	Fri 11/17/23	Fri 11/17/23		Luecrita Haraugthy	Yes
315	Test Scripts for Automated Testing	30 days	97 hrs	Mon 10/9/23	Fri 11/17/23			No
316	Test Script Review - Campus Community	9 days	14 hrs	Tue 10/17/23	Fri 10/27/23			No
323	Test Script Review - Admissions	7 days	14 hrs	Mon 10/23/23	Tue 10/31/23			No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestones
330	Test Script Review - Catalog/Schedule of Classes	9 days	20 hrs	Tue 10/24/23	Fri 11/3/23			No
337	Test Script Review - Academic Advisement	20 days	8 hrs	Mon 10/9/23	Fri 11/3/23			No
344	Test Script Review - Enrollment/Records	9 days	20 hrs	Tue 10/31/23	Fri 11/10/23			No
351	Test Script Review - Student Financials	9 days	20 hrs	Tue 11/7/23	Fri 11/17/23			No
358	Test Scripts for Automated Testing Sign Off	1 day	1 hr	Fri 11/17/23	Fri 11/17/23		Maresh Marthar DS,Luecrita Haraughty	Yes
359	Project Management General for Planning	132 day	128 hrs	Mon 5/15/23	Fri 11/17/23			No
360	DS/Client weekly team meeting (1.0 hour per week)	132 day	26 hrs	Mon 5/15/23	Fri 11/17/23		Maresh Marthar DS,Sam Trammell DS,Tino Simon DS,Victoria Butler DS	No
361	Monthly steering committee meeting (1 hour per month)	132 day	6 hrs	Mon 5/15/23	Fri 11/17/23		Arnfulo Mendoza DS,Maresh Marthar DS,Victoria Butler DS,Angela	No
362	Monthly general project management tasks	129 day	96 hrs	Mon 5/15/23	Tue 11/14/23			No
369	Phase II	503 day	111 hrs	Fri 1/19/24	Wed 1/21/26			No
370	Plan and Prepare	0 days	0 hrs	Fri 1/19/24	Fri 1/19/24		Jeff Burns[75%],Luecrita Haraughty,Melinda Roelfs[90%],Tino Simon	Yes
371	Launch	0 days	0 hrs	Tue 4/2/24	Tue 4/2/24		Jeff Burns[75%],Luecrita Haraughty,Melinda Roelfs[90%],Tino Simon	Yes
372	Test	0 days	0 hrs	Wed 7/24/24	Wed 7/24/24		Jeff Burns[75%],Luecrita Haraughty,Melinda Roelfs[90%],Tino Simon	Yes
373	Communication to Users	74 days	20 hrs	Tue 9/2/25	Fri 12/12/25		Angela Neria[45%],Luecrita Haraughty,Melinda Roelfs[90%]	No
374	Deploy	0 days	0 hrs	Mon 9/9/24	Mon 9/9/24		Jeff Burns[75%],Luecrita Haraughty,Melinda Roelfs[90%],Tino Simon	Yes
375	Go/No Go Decision	1 day	3 hrs	Wed 11/12/24	Wed 11/12/24		Melinda Roelfs[90%],Luecrita Haraughty,Jeff Burns[75%]	Yes
376	Go-Live	1 day	8 hrs	Fri 11/21/25	Fri 11/21/25		Jeff Burns[75%],Melinda Roelfs[90%]	Yes
377	Ongoing Partner Support	43 days	80 hrs	Mon 11/24/24	Wed 1/21/26		Tino Simon DS,Victoria Butler DS	No
378	Oracle Quarterly Updates	570 day	138.2 hrs	Wed 7/5/23	Thu 10/16/25			No
379	2024	191 day	24 hrs	Fri 12/15/23	Mon 9/30/24			No
380	Release 24A - January	5 days	6 hrs	Fri 12/15/23	Thu 12/21/23			No
382	Release 24B - April	5 days	6 hrs	Wed 3/27/24	Tue 4/2/24			No
384	Release 24C - July	5 days	6 hrs	Wed 6/26/24	Tue 7/2/24			No
386	Release 24D - October	5 days	6 hrs	Tue 9/24/24	Mon 9/30/24			No
388	2025	212 day	95 hrs	Tue 12/17/24	Thu 10/16/25			No
389	Release 25A - January	5 days	4 hrs	Tue 12/17/24	Mon 12/23/24			No
391	Release 25B - April	15 days	24 hrs	Thu 3/27/25	Wed 4/16/25			No
394	Release 25C - July	16 days	20 hrs	Thu 6/26/25	Fri 7/18/25			No
398	Release 25D - October	17 days	47 hrs	Wed 9/24/25	Thu 10/16/25			No
402	Quarterly Reporting to EPMO	559 day	19.2 hrs	Wed 7/5/23	Wed 10/1/25			No
413	PROJECT CLOSEOUT	84 days	37 hrs	Tue 10/14/25	Fri 2/6/26			No
414	Review and ensure web accessibility for Oracle Student Management Cloud application	5 days	3 hrs	Tue 10/14/25	Mon 10/20/25		Tommy Hoyt[45%]	No
415	Assess project satisfaction	3 days	6 hrs	Tue 10/28/25	Thu 10/30/25		Becky Krause[49%],Jeff Burns[49%],Luecrita Haraughty,Angie David	No
416	Disburse project resources	1 day	1 hr	Mon 12/15/24	Mon 12/15/24	415	Luecrita Haraughty,Scott Donaldson	No
417	Summarize project results and lessons learned	3 days	3 hrs	Wed 12/17/24	Fri 12/19/25	415	Luecrita Haraughty	No
418	Archive project reports	1 day	1 hr	Tue 12/23/25	Tue 12/23/25	417	Luecrita Haraughty	No
419	Prepare Post Implementation Evaluation Report (PIER)	10 days	20 hrs	Thu 1/15/26	Wed 1/28/26		Luecrita Haraughty[25%]	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestones
420	Submit PIER to CITO	0 days	0 hrs	Mon 2/2/26	Mon 2/2/26	419	Luecrita Haraughty	Yes
421	Project Completion	1 day	1 hr	Fri 2/6/26	Fri 2/6/26		Luecrita Haraughty	No
422	Close out the project records	1 day	2 hrs	Fri 2/6/26	Fri 2/6/26	420	Luecrita Haraughty	No

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



785-272-8681, ext. 272
megan.burton@ks.gov
kshs.org

Patrick Zollner, Executive Director

Laura Kelly, Governor

June 5, 2023

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 Management Could (PSU SMC) detail-level project plan was recently sent to me by Luecrita Haraughty of your office for review. Based upon my review of the detail-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-SMC 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
State Archivist

Cc: Luecrita Haraughty, 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

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

May 25, 2023

Angela Neria, Chief Information Officer
Pittsburg State University
1701 S Broadway St.
Pittsburg, KS 66762-7554

Dear Ms. Neria:

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 Statement for the Pittsburg State University Student Management Cloud Implementation Project (PSU SMC Project) for review in compliance with this process.

This statement affirms that the project is intended to comply with the requirements of ITEC Policy 1210. While the accompanying [Accessibility Conformance Report \(ACR\)](#) shows substantial compliance with some noted exceptions, it has been noted (in email) that the product is being continually updated, such that the release version at the time of implementation in the project may differ, and the compliance exceptions no longer apply. Ms. Haraughty has indicated that compliance will be reassessed at the appropriate time, and if any compliance incompleteness remains, the required policy exception will be sought. Verification of overall compliance, and any necessary remediation, for the project will occur according to WBS task 422.

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

Sincerely,

DocuSigned by:
A blue ink signature of Cole D. Robison.
B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Luecrista Haraughty, PSU
Sara Spinks, Director, Kansas Information Technology Office

Architectural Statement

The Pittsburgh State University Student Management Cloud Implementation Project (PSU SMC Project) project will implement Oracle Cloud solution for Student Management Cloud (SMC). This system is the remaining portion of the University's student information system and includes the following function:

Student Information System

- Oracle Student Management Cloud which includes academic structure, campus community, recruiting and admissions, catalog and schedule of classes, records and enrollment, advisement and degree audit, and student accounting and financials.

In the acquisition and implementation of the Oracle Student Management Cloud solution Pittsburgh 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 Information is collected when the student submits the Application for Admission. The information from the application for admission establishes the student's record in student information system and includes Social Security Number (if provided) and Date of Birth.
2. Why is this information collected?
The information is collected for identification purposes for transcripts and financial aid awards and to ensure student privacy.
3. How will the information be used?
The information is used for identification purposes and for federal and state provisions the University must comply with.
4. Opportunities for individuals or organizations to have all or part of their attributes excluded from the database.
Students can have a privacy hold placed on their account at the Registrar's office which restricts the sharing of information from 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 Education 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 Management Cloud Implementation Project (PSU SMC 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.

ACCESSIBILITY STATEMENT

The Pittsburg State University Student Management Cloud Implementation Project (PSU SMC Project) intends to comply with the accessibility requirements outlined in ITEC Policy 1210.

As of May 22, 2023 and prior to any customizations, the following Oracle product(s) listed immediately below are capable of providing comparable access to individuals with disabilities consistent with the applicable provisions of the Architectural and Transportation Barriers Compliance Board standards set out in 36 CFR Part 1194 (known as 'Section 508') effective as of June, 2001, or the Revised version in Appendix A (known as 'Revised Section 508') effective as of January, 2018, and the Web Content Accessibility Guidelines (WCAG) version 2.0 level AA, or the Web Content Accessibility Guidelines (WCAG) version 2.1 level AA as indicated below in parentheses by 'Section 508', 'Revised Section 508', 'WCAG 2.0', and 'WCAG 2.1', respectively . Please note that such capabilities are subject to the dependencies, comments and exceptions (some of which may be significant, if any) noted on the applicable Voluntary Product Accessibility Templates (VPATs) (available at www.oracle.com/corporate/accessibility) for the Oracle product, when it is used in accordance with Oracle's associated documents and other written information, and provided that any assistive technologies and any other products used with it properly interoperate with it:

- Oracle Fusion Student Management Cloud Service - Hosted FTE Student - <http://www.oracle.com/corporate/accessibility/templates/t2-13159.html> (WCAG 2.1)

No other terms, conditions, statements or any other such representations regarding or related to accessibility shall apply to the Oracle products provided under this proposal. Oracle cannot make any commitments about future product directions, including plans to address accessibility or the availability of VPATs. Product direction remains at the sole discretion of Oracle.

At the close of the project PSU will review and ensure accessibility for the Oracle Student Management Cloud package per Task 422 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.
No papers records will be replaced. The new system will continue to maintain records in an electronic format as PSU has been for several years.
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?
N/A
4. What legal, regulatory or operational requirements, including State Records Board approved retention schedules, exist for keeping records related to each business function?
N/A
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.
N/A
6. What are the legal, regulatory or operational requirements to providing public access to the records?
N/A
7. What are the legal, regulatory or operational requirements for controlling access to the records in order to ensure confidentiality?
N/A
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.
N/A
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: 5.10.23

Prepared by: Luecitra Haraughty

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Strategic	Low	High	Implementation partner failure to delivery specified services or products due to product updates and inexperience with such changes.	Select a partner that has experience with the changing product and overall adaptation and resources to solution such changes.
Data Migration	Med	Med	Data mapping from legacy system to new system could create delays due to consensus on level of historical data needed.	Mapping process will be built into project task details. Regular meeting will be held with team to determine all data details.
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 to help elevate any burnout or workload concerns.
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 schedule regular meetings and hold ad hoc meetings as needed. Collaboration will be established among all project leaders for project decisions and needed approvals.
Organizational	High	Med	The implementation will require significant changes to organizational business processes, policies, etc. This will require reviewing and adapting current processes then the need to communicate to the campus and train new users to new processes. These decisions will not be easily made or adopted throughout all levels of users.	Communication, early and often, will be key to keeping all users apprised of upcoming changes. Sufficient time will need to be allocated to train users of new practices and processes they will need to adopt.

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 Management Cloud Implementation I

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
1.6	LOW	Strategic Risk
1.8	LOW	Financial Risk
2.5	MEDIUM	Project Management Risk
1.9	LOW	Technology Risk
2.7	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.

Luecrita Haraughty

Project Director

RISK ASSESSMENT - Summary Report

Detailed Plan - List of Comments

(Expand Row Height to Show all Text)

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5 The system will NOT go live until the system is set as expected, the users are trained, and the change has been well communicated to campus. The existing student information system will remain until the new one is fully ready.

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12 This will be the single largest application implementation for Pittsburg State University involving multiple functional areas. Pass similar implementations have been focused on one or two specific areas.

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