

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

August 21, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the University of Kansas School of Pharmacy AV Upgrade project is enclosed. Ed Hudson is the primary contact for the project and can be reached at (785) 864-1005. This letter constitutes approval of the project pursuant to K.S.A. 75-7209.

KU School of Pharmacy AV Upgrade is an infrastructure project and thus does not fit traditional project monitoring parameters. The project is required to provide quarterly project reporting transmittal pages for the duration of the project. However, we are exempting the project from all other quarterly report requirements contained in ITEC Policy 2500.

This project has a total project cost of \$1,578,263. The quarterly KITO fee for the project will be \$551 and will be billed from the start of Execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

Ed Hudson

6FDD55433B66400...

Ed Hudson, Interim Chief Information Officer and Chief Information Security Officer
The University of Kansas

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
Sean Barker, KU
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO



August 7, 2023

Jeff Maxon
Interim Chief Information Officer &
Chief Information Security Officer
KS Office of Information Technology
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611

Dear Mr. Maxon,

Please accept this letter as a formal request for approval of our Detailed Project Plan for our IT Infrastructure project, KU School of Pharmacy AV Upgrade. This project is to replace the existing audio/visual classroom technology within our School of Pharmacy at the University of Kansas. This project is a partnership between KU Information Technology, KU School of Pharmacy, and the AV vendor, AVI-SPL. Classroom and conference room spaces in the School of Pharmacy Facility will be upgraded with modernized AV, including the utilization of AV over IP infrastructure. This, along with a similar effort at the School of Business, will be among the first projects to use the AV over IP infrastructure solution at KU. The project will be of significant instructional impact to School of Pharmacy faculty, staff, and students. The successful completion of this project will ensure the ability for the university to achieve its academic mission by connecting instructors and teachers across our multiple campuses.

Enclosed you will find the detailed project plan checklist and supporting documents required for information technology projects. Thanks very much in advance for reviewing the submitted documents in support of this important project and for your consideration of their approval.

We look forward to hearing from you soon.

Best regards,

Edward W. Hudson

Ed Hudson
Interim Chief Information Officer and Chief Information Security Officer
The University of Kansas
1001 Sunnyside Ave.
Lawrence, KS 66045
edhudson@ku.edu

Information Technology

1001 Sunnyside Ave. | Lawrence, KS 66045 | (785) 864-0222 | www.technology.ku.edu

State Entity Checklist for Detailed IT Project Plan

State Entity: University of Kansas	Included (Y/N) If no, Explain
Project Name: KU School of Pharmacy AV Upgrade	
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	Y
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.	Y, 14
Attach approval letter from State Director of IT Accessibility.	Y
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.	Y
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 519							
1. Project Title		2. Estimated Dates		Projected Months from			
KU School of Pharmacy AV Upgrade		Planning Start:	4/1/2021	Execution to Close-Out			
		Execution Start:	12/23/2022	25			
		Close-Out End:	1/6/2025				
3. Agency		4. Project Director/Project Manager					
University of Kansas		Sean Barker					
5. Qualitative and Quantitative Savings Explanation							
AV equipment throughout the School of Pharmacy Facility is at end of life. Decision made to refresh AV equipment all at once in order to benefit from bulk purchasing discount and avoid the increasingly expensive prospect of maintaining outdated equipment.							
6. Qualitative and Quantitative Savings Estimate							
Description of Savings		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Cost Avoidance (Soft Dollars)							
Heavily reduced staffing needs to keep outdated equipment functional and alternatives ready for use. (Formula not yet							
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Cash Savings (Hard Dollars)							
Less substitute equipment needed in inventory. AV over IP standard allows for peripheral flexibility which should lower costs.							
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)							
As first installment in new campus AV standard, we project significant long-term savings as an institution. (Projection not yet							
Subtotal		\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings		\$0	\$0	\$0	\$0	\$0	\$0
7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs	Total	\$1,578,263	\$1,578,263	\$0	\$0	\$0	\$0
Net Cost Benefit	Total	-\$1,578,263	-\$1,578,263	\$0	\$0	\$0	\$0
Cost Benefit per Month		\$0					
Calendar Months to Break Even	#DIV/0!						
8. Ongoing Cost		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		\$0	\$39,100	\$39,100	\$39,100	\$0	\$0

* 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: KU School of Pharmacy AV Upgrade**Date: 7/21/2023*

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
Initial Purchase Order submitted	12/23/2022	12/23/2022	John Rinnert, Esmeralda Phillips
AV Hardware Installation Completed	7/02/2024		John Rinnert, Mike Doll, Colby Qualls
Client Final Sign off	7/02/2024		John Rinnert, Mike Doll, Colby Qualls
Lessons Learned Document Completed	12/06/2024		Sean Barker
PIER Completed and submitted to CITO	1/06/2025		Sean Barker

School of Pharmacy_AV Upgrade_Project Schedule

ID	Task Name	Duration	Work	Start	Finish	Predec	Resource Names	Milestone
1	Planning	608 days	228 hrs	Thu 4/1/21	Thu 8/31/23			No
2	KUIT contacted by Pharmacy Administration to begin discussions on aging IT infrastructure	6 days	2 hrs	Thu 4/1/21	Thu 4/8/21		PHARM Dean, Director of IT Support Services	No
3	KUIT reviews Pharmacy Faculty AV Survey	5 days	8 hrs	Mon 5/3/21	Fri 5/7/21		Director of IT Support Services, Technology Supp	No
4	KUIT begins AV inventory and requirements collection for Pharmacy building	23 days	20 hrs	Thu 7/1/21	Mon 8/2/21		KU Project Manager, Director of IT Support Services, Technology Support Center	No
5	KUIT and Pharmacy staff begin vendor discussions for AV design options	81 days	40 hrs	Tue 8/10/21	Thu 12/2/21		KU Project Manager, Director of IT Support Services, Technology Support Center	No
6	KUIT and Pharmacy staff review 3 vendor proposals for AV design	35 days	40 hrs	Tue 11/30/21	Tue 1/25/22		KU Project Manager, Director of IT Support Servi	No
7	Pharmacy Administration selects vendor for upgrade and uses \$1.69M quote to begin process for collecting funding	154 days	8 hrs	Mon 3/7/22	Tue 10/11/22		PHARM Dean	No
8	KU CFO and KUIT reserve \$1.5M in Governor's Technology Budget Funding for completion of the project. School of Pharmacy to fund the balance of the cost	3 days	4 hrs	Thu 10/6/22	Mon 10/10/22		KU CFO, KU CIO, PHARM Dean	No
9	Contract with vendor is signed	1 day	2 hrs	Fri 12/23/22	Fri 12/23/22		AVI-SPL, KU Procurement, KUIT	No
10	Vendor project manager assigned; kickoff scheduled and completed	25 days	8 hrs	Mon 1/23/23	Fri 2/24/23		AVI-SPL, KU Project Manager	No
11	Complete and submit Project Approval template and request letter to CITO	9 days	16 hrs	Thu 8/18/22	Tue 8/30/22		KU Project Manager	No
12	Submit Project Planning Documentation, High Level Plan, and Request Letter to CITO for review and approval	1 day	8 hrs	Wed 6/14/23	Wed 6/14/23		KU Project Manager	No
13	CITO Approval of High Level Plan	1 day	8 hrs	Fri 7/7/23	Fri 7/7/23		CITO	No
14	Verification of Accessibility Compliance	3 days	48 hrs	Wed 8/2/23	Fri 8/4/23		KU Project Manager, Vendor	No
15	Submit Project Planning Documentation, Detailed Plan, and Request Letter to CITO for review and approval	1 day	8 hrs	Fri 8/4/23	Fri 8/4/23		KU Project Manager	No
16	CITO Approval of Detailed Plan	1 day	8 hrs	Thu 8/31/23	Thu 8/31/23		CITO	No
17	Execution	481 days	1,816.73 hrs	Fri 12/23/22	Mon 12/2/24			No
18	KU Procurement	1 day	4 hrs	Fri 12/23/22	Fri 12/23/22			No
19	Purchase Order submitted for KU School of Pharmacy AV Refresh Project	1 day	4 hrs	Fri 12/23/22	Fri 12/23/22		IT Fiscal Services	Yes
20	Vendor Initiation	26 days	8 hrs	Fri 1/20/23	Fri 2/24/23		AVI-SPL	No
21	Pre-Install	340 days	456 hrs	Wed 1/4/23	Mon 5/13/24			No
22	Procurement	325 days	80 hrs	Fri 1/6/23	Wed 4/24/24		AVI-SPL	No
23	Initial Site Walk	1 day	8 hrs	Tue 7/11/23	Tue 7/11/23		AVI-SPL	No
24	CommScope Fiber Pull Preparation (KU)	91 days	20 hrs	Fri 3/17/23	Tue 7/25/23		AVI-SPL	No
25	Project Engineering	161 days	80 hrs	Wed 1/4/23	Mon 8/21/23		AVI-SPL	No
26	Programming	149 days	76 hrs	Wed 10/4/23	Mon 5/13/24			No
27	PRD (Programming Requirements)	152 days	40 hrs	Wed 10/4/23	Thu 5/16/24		AVI-SPL	No
28	Touch Panel GUI Design	20 days	20 hrs	Tue 4/9/24	Mon 5/6/24		AVI-SPL	No
29	DSP Base Code Due	1 day	8 hrs	Mon 5/13/24	Mon 5/13/24		AVI-SPL	No
30	Beta Control & Audio Programming Complete	1 day	8 hrs	Mon 5/13/24	Mon 5/13/24	29FF	AVI-SPL	No
31	Shop Fabrication / Equipment Testing	276 days	72 hrs	Mon 3/27/23	Thu 5/2/24		AVI-SPL	No
32	Shipping EQ to Site	18 days	120 hrs	Mon 4/15/24	Wed 5/8/24			No
33	Pack & Prepare for Delivery	10 days	80 hrs	Mon 4/15/24	Fri 4/26/24		AVI-SPL	No
34	Equipment to Site	4 days	40 hrs	Fri 5/3/24	Wed 5/8/24	33	AVI-SPL	No
35	Final Pre-Installation Activities	13 days	96 hrs	Mon 4/29/24	Wed 5/15/24			No
36	Site Verification - Site Ready for Cable & Rough-In Work	9 days	72 hrs	Mon 4/29/24	Thu 5/9/24		AVI-SPL	No
37	Pre-Install Meeting (PM; PE; Lead Tech; CS; IM; Programmer)	1 day	8 hrs	Wed 5/8/24	Wed 5/8/24		AVI-SPL	No
38	Furniture / Rough-In / Rooms Ready - Clean/Dust Free	1 day	8 hrs	Fri 5/10/24	Fri 5/10/24		AVI-SPL	No
39	Client Network Ready	1 day	8 hrs	Wed 5/15/24	Wed 5/15/24		AVI-SPL	No
40	Full Install (Fiber, Copper, EQ, Commissioning)	26 days	912 hrs	Mon 5/13/24	Tue 6/18/24			No
41	CommScope Fiber Pulls (a lot of this could be done sooner)	11 days	88 hrs	Mon 5/13/24	Tue 5/28/24			No
42	1045E (Head End) & 1045F (Control Room)	1 day	8 hrs	Mon 5/13/24	Mon 5/13/24		Cabling Subcontractor	No
43	1001 (Big Lab) & 1015 (1st Floor 64 Seat Classroom)	1 day	8 hrs	Tue 5/14/24	Tue 5/14/24	42	Cabling Subcontractor	No
44	1020 (1st Floor 75 Seat Classroom)	1 day	8 hrs	Wed 5/15/24	Wed 5/15/24	43	Cabling Subcontractor	No

School of Pharmacy_AV Upgrade_Project Schedule

ID	Task Name	Duration	Work	Start	Finish	Predec	Resource Names	Milestone
45	2015 (2nd Floor Conference Room)	1 day	8 hrs	Thu 5/16/24	Thu 5/16/24	44	Cabling Subcontractor	No
46	2020 (2nd Floor 175 Seat Classroom)	1 day	8 hrs	Fri 5/17/24	Fri 5/17/24	45	Cabling Subcontractor	No
47	2040 (2nd Floor Conference Room)	1 day	8 hrs	Mon 5/20/24	Mon 5/20/24	46	Cabling Subcontractor	No
48	2044 (2nd Floor Dean's Conference Room)	1 day	8 hrs	Tue 5/21/24	Tue 5/21/24	47	Cabling Subcontractor	No
49	3002 (3rd Floor 50 Seat)	1 day	8 hrs	Wed 5/22/24	Wed 5/22/24	48	Cabling Subcontractor	No
50	3004 (3rd Floor 50 Seat)	1 day	8 hrs	Thu 5/23/24	Thu 5/23/24	49	Cabling Subcontractor	No
51	3005 (3rd Floor Meeting Room)	1 day	8 hrs	Fri 5/24/24	Fri 5/24/24	50	Cabling Subcontractor	No
52	3020 (3rd Floor 175 Seat Classroom)	1 day	8 hrs	Tue 5/28/24	Tue 5/28/24	51	Cabling Subcontractor	No
53	Install/Commissioning	26 days	614 hrs	Mon 5/13/24	Tue 6/18/24			No
54	EQ Install / Copper Wire Runs	24 days	614 hrs	Mon 5/13/24	Fri 6/14/24			No
55	1045E (Head End) & 1045F (Control Room)	11 days	80 hrs	Mon 5/13/24	Tue 5/28/24	42SS	AVI-SPL	No
56	1001 (Big Lab) & 1015 (1st Floor 64 Seat Classroom)	9 days	72 hrs	Tue 5/14/24	Fri 5/24/24	43SS	AVI-SPL	No
57	1020 (1st Floor 75 Seat Classroom)	6 days	48 hrs	Wed 5/15/24	Wed 5/22/24	44SS	AVI-SPL	No
58	2015 (2nd Floor Conference Room)	4 days	32 hrs	Thu 5/16/24	Tue 5/21/24	45SS	AVI-SPL	No
59	2020 (2nd Floor 175 Seat Classroom)	9 days	80 hrs	Wed 5/22/24	Tue 6/4/24	58	AVI-SPL	No
60	2040 (2nd Floor Conference Room)	5 days	48 hrs	Thu 5/23/24	Thu 5/30/24	57	AVI-SPL	No
61	2044 (2nd Floor Dean's Conference Room)	4.25 days	34 hrs	Tue 6/4/24	Mon 6/10/24	60	AVI-SPL	No
62	3002 (3rd Floor 50 Seat)	6 days	48 hrs	Wed 6/5/24	Wed 6/12/24	59	AVI-SPL	No
63	3004 (3rd Floor 50 Seat)	7 days	56 hrs	Tue 5/28/24	Wed 6/5/24	56	AVI-SPL	No
64	3005 (3rd Floor Meeting Room)	4.5 days	36 hrs	Mon 6/10/24	Fri 6/14/24	61	AVI-SPL	No
65	3020 (3rd Floor 175 Seat Classroom)	10 days	80 hrs	Wed 5/29/24	Tue 6/11/24	55	AVI-SPL	No
66	Commission/Training	19 days	210 hrs	Wed 5/22/24	Tue 6/18/24			No
67	1045E (Head End) & 1045F (Control Room)	3 days	24 hrs	Wed 5/29/24	Fri 5/31/24	39,55	AVI-SPL	No
68	1001 (Big Lab) & 1015 (1st Floor 64 Seat Classroom)	2.5 days	20 hrs	Tue 5/28/24	Thu 5/30/24	56	AVI-SPL	No
69	1020 (1st Floor 75 Seat Classroom)	2 days	16 hrs	Thu 5/23/24	Fri 5/24/24	57	AVI-SPL	No
70	2015 (2nd Floor Conference Room)	2.5 days	20 hrs	Wed 5/22/24	Fri 5/24/24	58	AVI-SPL	No
71	2020 (2nd Floor 175 Seat Classroom)	2.5 days	20 hrs	Wed 6/5/24	Fri 6/7/24	59,70	AVI-SPL	No
72	2040 (2nd Floor Conference Room)	1.5 days	12 hrs	Thu 5/30/24	Fri 5/31/24	60,69	AVI-SPL	No
73	2044 (2nd Floor Dean's Conference Room)	2.5 days	20 hrs	Mon 6/10/24	Wed 6/12/24	61,72	AVI-SPL	No
74	3002 (3rd Floor 50 Seat)	2 days	16 hrs	Thu 6/13/24	Fri 6/14/24	62,71	AVI-SPL	No
75	3004 (3rd Floor 50 Seat)	2 days	16 hrs	Thu 6/6/24	Fri 6/7/24	63,68	AVI-SPL	No
76	3005 (3rd Floor Meeting Room)	3 days	24 hrs	Fri 6/14/24	Tue 6/18/24	64,73	AVI-SPL	No
77	3020 (3rd Floor 175 Seat Classroom)	2.75 days	22 hrs	Wed 6/12/24	Fri 6/14/24	65,67	AVI-SPL	No
78	Contingency	11 days	80 hrs	Tue 6/18/24	Tue 7/2/24			No
79	Contingency (last date available for hardware installation)	11 days	80 hrs	Tue 6/18/24	Tue 7/2/24	64,76	AVI-SPL	Yes
80	Project Acceptance & Close	26 days	192 hrs	Fri 6/14/24	Mon 7/22/24			No
81	Client Inspection / Walk-Through	2 days	16 hrs	Fri 6/14/24	Mon 6/17/24	72	AVI-SPL	No
82	Client Demonstration / Training	2 days	16 hrs	Fri 6/14/24	Mon 6/17/24	81FF	AVI-SPL	No
83	Client Final Sign-Off	11 days	16 hrs	Tue 6/18/24	Tue 7/2/24	82	AVI-SPL	Yes
84	Transition/Onboard to Warranty/Service	3 days	32 hrs	Tue 7/2/24	Fri 7/5/24	83	AVI-SPL	No
85	Final Deliverables Checklist/As-Built (Internal)	12 days	72 hrs	Tue 7/2/24	Thu 7/18/24	83	AVI-SPL	No
86	Final Documentation Issue (External)	4 days	32 hrs	Wed 7/17/24	Mon 7/22/24	85	AVI-SPL	No
87	Project Complete	1 day	8 hrs	Mon 7/22/24	Mon 7/22/24	86	AVI-SPL	No
88	KU IT First Semester Use Configuration & Testing	63 days	68.73 hrs	Mon 9/2/24	Mon 12/2/24		KUIT Academic Technology	No
89	Close-out	20 days	68 hrs	Mon 12/2/24	Mon 1/6/25			No
90	Plan and prepare Lessons Learned document	5 days	40 hrs	Mon 12/2/24	Fri 12/6/24		KU Project Manager	Yes
91	Post Implementation Evaluation Report (PIER) development	15 days	20 hrs	Mon 12/2/24	Fri 12/20/24		KU Project Manager	No
92	PIER submittal to CITO	1 day	8 hrs	Mon 1/6/25	Mon 1/6/25		KU Project Manager	Yes

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

August 1, 2023

Ronald Ragan
Dean, University of Kansas School of Pharmacy
2010 Becker Drive
Lawrence, KS 66047

Dear Dean Ragan:

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, if prudent and feasible, 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 Sean Barker, Business Analyst, recently sent to me for review an Electronic Records Retention Statement for the University of Kansas School of Pharmacy AV Upgrade detail-level plan. This is an infrastructure only plan and does not impact records.

The Electronic Records Retention Statement for the detail-level 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: Cole Robison, Director of IT Accessibility, OITS
Sean Barker, Business Analyst, KU Information Technology

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
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Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

August 21, 2023

Ed Hudson, Interim Chief Information Officer and Chief Information Security Officer
The University of Kansas
1001 Sunnyside Ave.
Lawrence, KS 66045

Dear Mr. Hudson:

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 Sean Barker an Accessibility Statement for the KU School of Pharmacy AV Upgrade project for review in compliance with this process.

This statement, and the accompanying Accessibility Conformance Reports (ACR), affirm that this infrastructure project will comply with the requirements of ITEC Policy 1210. Verification of overall compliance, and any necessary remediation, for the project will occur according to WBS task 13.

The Accessibility Statement for the KU School of Pharmacy AV Upgrade detailed project plan is approved. A copy of this letter should be included with the submittal of the KU School of Pharmacy AV Upgrade detailed project plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Sean Barker, The University of Kansas
Anthony Fadale, State Americans with Disabilities Act Coordinator
Sara Spinks, Director, Kansas Information Technology Office

Detailed Plan – Architectural and Compliance Statements

KU School of Pharmacy AV Upgrade

August 4, 2023

Architectural Statement

The Request for Proposal for this project will comply with Kansas Information Technology Architecture Version 11.2 and any future release as required by [Information Technology Executive Council \(ITEC\) Policy 4010](#) and [9500](#).

This infrastructure project will be using equipment and technology from the same supplier and vendor which is already installed in these locations. The University of Kansas has a good relationship with the supplier and vendor and is fully knowledgeable of this equipment with over five years of experience managing this equipment since original installation on campus.

The following are the newly or soon to be acquired technical architecture elements of the project's AV upgrade, including hardware and software:

- Crestron Virtual Switching Appliance – DM NVX Director (Enterprise V. 1)
- Creston IP Switching Appliance – DM NVX hardware
- Crestron IP Delivery Via Encoder/Decoder cards/chassis
- Netgear AV network switches
- Vaddio AV Bridge
- Biamp Dante IP-delivered audio
- Sony PTZ cameras
- Creston table and wall touch panels
- Crestron AirMedia wireless presentation gateway

Ownership of Software Code and Related Intellectual Property

This project will comply with the state's [Ownership of Software Code and Related Intellectual Property as stated in ITEC Policy 1500](#).

This is a classroom infrastructure project; any software is proprietary to the providers listed in the architectural statement.

Accessibility Statement

This project will comply with all State of Kansas Accessibility Requirements set forth under ITEC Policy 1210. The AV installations will follow federal ADA guidelines. The UI on any control systems will meet WCAG 2.0 standards. All installation AV will meet federal ADA usability standards and requirements. Please see attached Accessibility Conformance documents provided by the vendor. Accessibility Compliance Verification is step 13 on the KU School of Pharmacy AV Upgrade WBS.

Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA)

The KU School of Pharmacy AV Upgrade project is a classroom infrastructure project and does not include data storage components.

1. What information is collected that identifies individuals, organizations, or computers?
 - a. No data is being collected.
2. Why is the information collected?
 - a. N/A
3. How will the information be used?
 - a. N/A
4. Opportunities for individuals or organizations to have all or part of their attributes excluded from the database?
 - a. N/A
5. How the privacy provision included in this project help implement the 1974 Privacy Act as interpreted for information technology by the General Accounting Office.
 - a. N/A
6. If your state entity is subject to other requirements, such as HIPAA, what are the items you are required to comply with?
 - a. N/A
7. Estimate of total cost of addressing privacy issues in the project?
 - a. N/A

Security Statement (ITEC Policies 7230, 9500, 7300)

The KU School of Pharmacy AV Upgrade project is an infrastructure project that complies with the following ITEC Policies:

- [7230 Enterprise Security Policy](#) - KU will comply with ITEC Security Policy 7230.
- [7300 Security Council Charter](#) - KU is an explicit member of this council.
- [9500 Wireless LANs Policy](#) – KU School of Pharmacy AV Upgrade project is in compliance with the ITEC Security Policy 9500.

Electronic Record Retention Statement

The KU School of Pharmacy AV Upgrade project will comply with K.S.A. 45-503 and K.S.A. 45-213 through 45.223

- 1) Identify replaced paper records
 - a) This project is a classroom infrastructure project, in which paper records replacement is not in scope for this effort. There will be no tasks involving paper records.
- 2) Identify new Pharmacy functions
 - a) No new Pharmacy functions will be introduced as part of this project. This project will replace existing classroom A/V infrastructure.
- 3) Reasons for Pharmacy functions
 - a) This project is aimed at replacing end-of life hardware and infrastructure within KU's School of Bueinss.
- 4) Records Requirements for Pharmacy function
 - a) This project does not include the storage of data and/or records. Tertiary services for lecture recording and transmission are out of scope for this project, and will follow KU Policies for data and data retention, including: [Data Protection Privacy Notice \(GDPR\)](#), the associated Retention Document [Electronic Data Disposal Policy](#), and the [Records Retention Schedule](#) and associated [Schedule Document](#).
- 5) Documents in another system
 - a) This project involves the replacement of end-of-life hardware and infrastructure within KU's School of Pharmacy. While this project and the associated technology will enable the streaming, recording, and hosting of classroom lectures and activities, the data streaming and storage is not included in this project but instead offered through an established Lecture Capture service.
- 6) Public access requirements
 - a) Public access will not be affected, as access to the hardware and infrastructure included in this project is controlled by physical and digital access controls.
- 7) Access control requirements
 - a) Access controls for all classroom technology include both physical and digital authentication and modern identity management, complying with [ITEC Policy 7230](#).
- 8) Identify all records with retention periods of ten or more years:
 - a) Systems and services at the University of Kansas follow the Records Retention Schedules found at: https://policy.ku.edu/sites/policy.ku.edu/files/RecordsRetentionSchedule_20150902_0.pdf
- 9) Estimate three years cost of addressing records identified in No.8
 - a) There will be no estimated costs, as data and records retention is not in scope for this classroom infrastructure project.

Risk Assessment Analysis (RAM)

See attached.

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: July 21, 2023

Prepared by: Sean Barker

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Logistics	H	H	Supply chain issues result in unpredictable delivery times for equipment.	Regular check-ins with vendor to receive more accurate projections regarding equipment delivery.
Resource Planning	H	H	Vendor installation labor is dependent on equipment availability and classroom schedule.	Close coordination with vendor project manager to maximize windows of availability.
Resource Planning	H	H	As we likely will have to take classrooms offline in a phased installation schedule, temporary class relocation and temporary AV hardware solutions will need to be leveraged.	Close coordination with School of Pharmacy classroom scheduling and vendor.
Financial	L	L	Since AV platform is new for KU AV staff, we anticipate gaps in our hardware materials which may result in change orders.	KUIT has projected 2% contingency on total costs.
Timeline	L	M	Despite most conservative projections of completion by Fall 2024, room availability, supply chain, and large scope of project may result in delays past deadline.	Clear and consistent contact with School of Pharmacy so that any delays will not be a surprise.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: University of Kansas

Project Name: KU School of Pharmacy AV Upgrade

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
2.0	MEDIUM	Strategic Risk
1.8	LOW	Financial Risk
2.4	MEDIUM	Project Management Risk
1.3	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.

Sean Barker

Project Director

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

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