

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 Business 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 Business 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 \$2,336,992. The quarterly KITO fee for the project will be \$815 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 Business AV Upgrade. This project is a partnership between KU Information Technology, KU School of Business, and the AV vendor, AVI-SPL. Classroom and conference room spaces in the School of Business 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 Pharmacy, will be among the first projects to use the AV over IP infrastructure solution at KU. The successful completion of this project will ensure the ability for the university to achieve its academic mission by connecting instructors and teachers in multiple locations.

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 Business 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, 13
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 Business AV Upgrade		Planning Start:	10/5/2021	Execution to Close-Out			
		Execution Start:	9/16/2022	28			
		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 Business 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	\$2,336,992	\$2,336,992	\$0	\$0	\$0	\$0
Net Cost Benefit	Total	-\$2,336,992	-\$2,336,992	\$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	\$0	\$0	\$0	\$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 Business AV Upgrade

Date: 8/17/2023

[illegible]

Project Management Plan: Work Product Identification

Project: KU School of Business AV Upgrade

Date: 8/17/2023

--	--	--	--

KU School of Business AV Upgrade

ID	Task Name	Duration	Work	Start	Finish	Predecessor	Resource Names	Milestone
0	KU School of Business AV Upgrade	804 days	4,624 hrs	Tue 10/5/21	Mon 1/6/25			No
1	Planning	475 days	252 hrs	Tue 10/5/21	Thu 8/31/23			No
2	KUIT contacted by Business School Administration to begin discussions on aging IT infrastructure	5 days	4 hrs	Tue 10/5/21	Mon 10/11/21		BUS Chief of Staff,Director of Support Services	No
3	KUIT assembles project team made up of School of BUS leadership and faculty, and campus technology staff	6 days	4 hrs	Thu 3/3/22	Thu 3/10/22		BUS Chief of Staff,Director of Support Services	No
4	KUIT begins AV inventory and requirements collection for Business building	37 days	40 hrs	Thu 3/10/22	Fri 4/29/22		KUIT Technology Services Manager	No
5	KUIT and BUS staff begin vendor discussions for AV design options	56 days	56 hrs	Tue 3/15/22	Wed 6/1/22		BUS Chief of Staff,Director of Support Services,KUIT Technology Services Manager	No
6	KUIT and BUS staff reviews vendor proposal for AV design. After visits and meetings, 3 other vendors declined to bid	66 days	8 hrs	Wed 6/1/22	Thu 9/1/22		BUS Chief of Staff,Director of Support Services,KUIT Technology Services Manager	No
7	Business Administration selects vendor for upgrade and uses \$2.33M quote proposal for negotiating starting point. \$2.14M to be paid by School of Business. \$189k to be paid from KU IT allotment of Governor's Budget funding	11 days	20 hrs	Thu 9/1/22	Fri 9/16/22		BUS Administration	No
8	Contract with AV-SPL is signed (9/16 for BUS portion; 10/11 for KUIT portion)	18 days	8 hrs	Fri 9/16/22	Tue 10/11/22		AVI-SPL,KU Procurement,BUS,KUIT	No
9	Vendor project manager assigned, and planning meetings are arranged.	6 days	12 hrs	Wed 10/12/22	Wed 10/19/22		AVI-SPL,KU Project Manager	No
10	Complete and submit Project Approval template and request letter to CITO	16 days	20 hrs	Wed 1/25/23	Wed 2/15/23		KU Project Manager	No
11	Submit Project Planning Documentation, High Level Plan, and Request Letter to CITO for review and approval	1 day	8 hrs	Thu 6/15/23	Thu 6/15/23		KU Project Manager	No
12	CITO Approval of High Level Plan	1 day	8 hrs	Fri 7/7/23	Fri 7/7/23		CITO	No
13	Verification of Accessibility Compliance	3 days	48 hrs	Wed 8/2/23	Fri 8/4/23		KU Project Manager, Vendor	No
14	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
15	CITO Approval of Detailed Plan	1 day	8 hrs	Thu 8/31/23	Thu 8/31/23		CITO	No
16	Execution	548 days	4,276 hrs	Fri 9/16/22	Mon 12/2/24			No
17	KU Procurement	18 days	32 hrs	Fri 9/16/22	Tue 10/11/22			No
18	Purchase order submitted for KUIT portion of the project	1 day	16 hrs	Fri 9/16/22	Fri 9/16/22		KUIT, Procurement	Yes
19	Purchase order submitted for KU School of Business portion of the project	1 day	16 hrs	Tue 10/11/22	Tue 10/11/22		BUS, Procurement	Yes
20	Vendor Initiation	52 days	20 hrs	Thu 10/13/22	Thu 1/5/23		AVI-SPL	No
21	Vendor Project Planning	7 days	20 hrs	Fri 3/24/23	Mon 4/3/23		AVI-SPL	No
22	Pre-Install	390 days	316 hrs	Thu 10/13/22	Mon 5/13/24			No
23	Vendor Procurement	363 days	20 hrs	Thu 10/13/22	Thu 4/4/24		AVI-SPL	No
24	Post-EKO Initial Site Walk	2 days	16 hrs	Mon 1/9/23	Tue 1/10/23		AVI-SPL	No
25	Project Engineering	85 days	56 hrs	Wed 1/11/23	Wed 5/10/23		AVI-SPL	No
26	Programming	149 days	40 hrs	Wed 10/4/23	Mon 5/13/24		AVI-SPL	No
27	Shop Fabrication / Equipment Testing	263 days	72 hrs	Mon 3/27/23	Mon 4/15/24		AVI-SPL	No
28	Shipping EQ to Site	18 days	112 hrs	Mon 4/15/24	Wed 5/8/24			No
29	Pack& Prepare for Delivery	10 days	80 hrs	Mon 4/15/24	Fri 4/26/24		AVI-SPL	No
30	Equipment to Site	4 days	32 hrs	Fri 5/3/24	Wed 5/8/24	29	AVI-SPL	No
31	Final Pre-Installation Activities	11 days	96 hrs	Mon 4/29/24	Mon 5/13/24			No
32	Site Verification - Site Ready for Cable& Rough-In Work	9 days	72 hrs	Mon 4/29/24	Thu 5/9/24		AVI-SPL	No
33	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
34	Client Network Ready	1 day	8 hrs	Mon 5/13/24	Mon 5/13/24		AVI-SPL	No
35	Furniture /Rough-In / Rooms Ready - Clean/Dust Free	1 day	8 hrs	Fri 5/10/24	Fri 5/10/24	32	AVI-SPL	No
36	Install	149 days	3,416 hrs	Mon 12/18/23	Wed 7/24/24			No
37	CommScope Fiber Pulls	14 days	2,016 hrs	Mon 12/18/23	Fri 1/12/24			No
38	1010 (Colloquium)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
39	1020 (125 Seat)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
40	1030 H	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
41	1111 (Auditorium)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
42	1120 (45 Seat)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
43	1128 (30 Seat)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
44	1132	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
45	1170	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
46	2001 (60 Seat Flat)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
47	2011 (30 Seat)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
48	2035 (Financial Lab)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
49	2045 (30 Seat)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
50	2053 (Headend)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
51	2056 A/B	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
52	2102 Dean's Conference Room	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
53	2141 (Conference Room)	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		Cabling Subcontractor	No
54	3001 (Active Learning)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
55	3011 (30 Seat)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
56	3015 (60 Seat Tiered)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
57	3031 (30 Seat)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
58	3035 (Active Learning)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
59	3041 (45 Seat)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
60	3046	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
61	3047 (Computer Class)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
62	3056 A/B	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
63	3155 F	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
64	4001 (Active Learning)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
65	4011 (30 Seat)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
66	4015 (60 Seat Tiered)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
67	4031 (45 Seat)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
68	4035 (45 Seat)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
69	4041 (30 Seat)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
70	4046	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
71	4131 (Conference Room)	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
72	4155 F	9 days	72 hrs	Tue 1/2/24	Fri 1/12/24		Cabling Subcontractor	No
73	Initial Fiber Pull Complete By Date	1 day	8 hrs	Fri 1/12/24	Fri 1/12/24		Cabling Subcontractor	Yes
74	CommScope Fiber Final Terminations& Certification	5 days	40 hrs	Mon 5/13/24	Fri 5/17/24	77,55	Cabling Subcontractor	No
75	Install/Commissioning - Headend& Priority Rooms	10 days	224 hrs	Mon 5/13/24	Fri 5/24/24			No
76	EQ Install / Copper Wire Runs - Headend& Priority Room	7 days	112 hrs	Mon 5/13/24	Tue 5/21/24			No
77	2053 (Headend)	7 days	56 hrs	Mon 5/13/24	Tue 5/21/24	35,73	AVI-SPL	No
78	1111 (Auditorium)	2 days	16 hrs	Mon 5/13/24	Tue 5/14/24	73	AVI-SPL	No
79	1020 (125 Seat)	1 day	8 hrs	Mon 5/13/24	Mon 5/13/24	73	AVI-SPL	No
80	1010 (Colloquium)	4 days	32 hrs	Tue 5/14/24	Fri 5/17/24	73,79	AVI-SPL	No
81	Commission/Training - Headend& Priority Rooms	9 days	112 hrs	Tue 5/14/24	Fri 5/24/24			No
82	2053 (Headend)	3 days	24 hrs	Wed 5/22/24	Fri 5/24/24	34,73,77	AVI-SPL	No
83	1111 (Auditorium)	5 days	40 hrs	Wed 5/15/24	Tue 5/21/24	73,78	AVI-SPL	No
84	1020 (125 Seat)	5 days	40 hrs	Tue 5/14/24	Mon 5/20/24	73,79	AVI-SPL	No

ID	Task Name	Duration	Work	Start	Finish	Predecessor	Resource Names	Milestone
85	1010 (Colloquium)	1 day	8 hrs	Tue 5/21/24	Tue 5/21/24	73,80,84	AVI-SPL	No
86	Install/Commissioning - 1st& 2nd Floor	15 days	432 hrs	Mon 5/13/24	Mon 6/3/24			No
87	EQ Install / Copper Wire Runs - 1st& 2nd Floor	14 days	296 hrs	Mon 5/13/24	Fri 5/31/24			No
88	1st Floor	9 days	80 hrs	Wed 5/15/24	Tue 5/28/24			No
89	1030 H	1 day	8 hrs	Wed 5/22/24	Wed 5/22/24	73,77	AVI-SPL	No
90	1120 (45 Seat)	3 days	32 hrs	Thu 5/23/24	Tue 5/28/24	73,89	AVI-SPL	No
91	1128 (30 Seat)	3 days	24 hrs	Wed 5/15/24	Fri 5/17/24	73,78	AVI-SPL	No
92	1132	1 day	8 hrs	Mon 5/20/24	Mon 5/20/24	73,91	AVI-SPL	No
93	1170	1 day	8 hrs	Mon 5/20/24	Mon 5/20/24	73,92	AVI-SPL	No
94	2nd Floor	14 days	216 hrs	Mon 5/13/24	Fri 5/31/24			No
95	2001 (60 Seat)Flat	5 days	40 hrs	Fri 5/17/24	Thu 5/23/24	73,80	AVI-SPL	No
96	2011 (30 Seat)	4 days	40 hrs	Thu 5/23/24	Wed 5/29/24	73,95	AVI-SPL	No
97	2035 (Financial Lab)	2 days	16 hrs	Wed 5/29/24	Thu 5/30/24	73,90	AVI-SPL	No
98	2045 (30 Seat)	3 days	24 hrs	Tue 5/21/24	Thu 5/23/24	73,93	AVI-SPL	No
99	2056 A/B	6 days	48 hrs	Mon 5/13/24	Mon 5/20/24	73	AVI-SPL	No
100	2102 Dean's Conference Room	3 days	24 hrs	Wed 5/29/24	Fri 5/31/24	73,96	AVI-SPL	No
101	2141 (Conference Room)	2 days	24 hrs	Fri 5/24/24	Tue 5/28/24	73,98	AVI-SPL	No
102	Commission/Training - 1st& 2nd Floor	10 days	136 hrs	Mon 5/20/24	Mon 6/3/24			No
103	1st Floor	7 days	40 hrs	Mon 5/20/24	Wed 5/29/24			No
104	1030 H	1 day	8 hrs	Tue 5/28/24	Tue 5/28/24	73,82,89	AVI-SPL	No
105	1120 (45 Seat)	1 day	8 hrs	Wed 5/29/24	Wed 5/29/24	73,90,104	AVI-SPL	No
106	1128 (30 Seat)	1 day	8 hrs	Mon 5/20/24	Mon 5/20/24	73,78,91	AVI-SPL	No
107	1132	1 day	8 hrs	Tue 5/21/24	Tue 5/21/24	73,92,106	AVI-SPL	No
108	1170	1 day	8 hrs	Tue 5/21/24	Tue 5/21/24	73,93,107	AVI-SPL	No
109	2nd Floor	9 days	96 hrs	Tue 5/21/24	Mon 6/3/24			No
110	2001 (60 Seat Flat)	2 days	16 hrs	Thu 5/23/24	Fri 5/24/24	73,85	AVI-SPL	No
111	2011 (30 Seat)	2 days	16 hrs	Wed 5/29/24	Thu 5/30/24	73,110	AVI-SPL	No
112	2035 (Financial Lab)	1 day	8 hrs	Fri 5/31/24	Fri 5/31/24	73,105	AVI-SPL	No
113	2045 (30 Seat)	2 days	16 hrs	Fri 5/24/24	Tue 5/28/24	73,108	AVI-SPL	No
114	2056 A/B	2 days	16 hrs	Tue 5/21/24	Wed 5/22/24	73	AVI-SPL	No
115	2102 Dean's Conference Room	2 days	16 hrs	Fri 5/31/24	Mon 6/3/24	73,111	AVI-SPL	No
116	2141 (Conference Room)	1 day	8 hrs	Wed 5/29/24	Wed 5/29/24	73,113	AVI-SPL	No
117	Install/Commissioning - 3rd& 4th Floor	28 days	624 hrs	Fri 5/31/24	Wed 7/10/24			No
118	EQ Install / Copper Wire Runs - 3rd& 4th Floor	28 days	448 hrs	Fri 5/31/24	Wed 7/10/24			No
119	3rd Floor	18 days	256 hrs	Fri 5/31/24	Tue 6/25/24			No
120	3001 (Active Learning)	4 days	32 hrs	Fri 5/31/24	Wed 6/5/24	73,97	AVI-SPL	No
121	3011 (30 Seat)	4 days	32 hrs	Wed 6/5/24	Mon 6/10/24	73,120	AVI-SPL	No
122	3015 (60 Seat Tiered)	4 days	32 hrs	Mon 6/10/24	Thu 6/13/24	73,121	AVI-SPL	No
123	3031 (30 Seat)	3 days	24 hrs	Fri 6/14/24	Tue 6/18/24	73,122	AVI-SPL	No
124	3035 (Active Learning)	3 days	24 hrs	Mon 6/3/24	Wed 6/5/24	73,101	AVI-SPL	No
125	3041 (45 Seat)	3 days	24 hrs	Thu 6/6/24	Mon 6/10/24	73,124	AVI-SPL	No
126	3046	1 day	8 hrs	Wed 6/19/24	Wed 6/19/24	73,123	AVI-SPL	No
127	3047 (Computer Class)	3 days	24 hrs	Thu 6/20/24	Mon 6/24/24	73,126	AVI-SPL	No
128	3056 A/B	6 days	48 hrs	Tue 6/11/24	Tue 6/18/24	73,125	AVI-SPL	No
129	3155 F	1 day	8 hrs	Tue 6/25/24	Tue 6/25/24	73,127	AVI-SPL	No
130	4th Floor	15 days	192 hrs	Wed 6/19/24	Wed 7/10/24			No
131	4001 (Active Learning)	4 days	32 hrs	Wed 6/19/24	Mon 6/24/24	73,127	AVI-SPL	No
132	4011 (30 Seat)	3 days	24 hrs	Tue 6/25/24	Thu 6/27/24	73,131	AVI-SPL	No
133	4015 (60 Seat Tiered)	3 days	24 hrs	Fri 6/28/24	Tue 7/2/24	73,132	AVI-SPL	No
134	4031 (45 Seat)	3 days	24 hrs	Wed 7/3/24	Mon 7/8/24	73,133	AVI-SPL	No
135	4035 (45 Seat)	3 days	24 hrs	Wed 6/26/24	Fri 6/28/24	73,129	AVI-SPL	No
136	4041 (30 Seat)	3 days	24 hrs	Mon 7/1/24	Wed 7/3/24	73,135	AVI-SPL	No
137	4046	1 day	8 hrs	Fri 7/5/24	Fri 7/5/24	73,136	AVI-SPL	No
138	4131 (Conference Room)	2 days	16 hrs	Mon 7/8/24	Tue 7/9/24	73,137	AVI-SPL	No
139	4155 F	2 days	16 hrs	Tue 7/9/24	Wed 7/10/24	73,138	AVI-SPL	No
140	Commission/Training - 3rd& 4th Floor	25 days	176 hrs	Wed 6/5/24	Wed 7/10/24			No
141	3rd Floor	16 days	104 hrs	Wed 6/5/24	Wed 6/26/24			No
142	3001 (Active Learning)	2 days	16 hrs	Wed 6/5/24	Thu 6/6/24	73,120	AVI-SPL	No
143	3011 (30 Seat)	2 days	16 hrs	Mon 6/10/24	Tue 6/11/24	73,121,142	AVI-SPL	No
144	3015 (60 Seat Tiered)	1 day	8 hrs	Fri 6/14/24	Fri 6/14/24	73,122,143	AVI-SPL	No
145	3031 (30 Seat)	1 day	8 hrs	Wed 6/19/24	Wed 6/19/24	73,123,144	AVI-SPL	No
146	3035 (Active Learning)	1 day	8 hrs	Thu 6/6/24	Thu 6/6/24	73,124,116	AVI-SPL	No
147	3041 (45 Seat)	1 day	8 hrs	Tue 6/11/24	Tue 6/11/24	73,125,146	AVI-SPL	No
148	3046	1 day	8 hrs	Thu 6/20/24	Thu 6/20/24	73,126,145	AVI-SPL	No
149	3047 (Computer Class)	1 day	8 hrs	Tue 6/25/24	Tue 6/25/24	73,127,148	AVI-SPL	No
150	3056 A/B	2 days	16 hrs	Wed 6/19/24	Thu 6/20/24	73,128,147	AVI-SPL	No
151	3155 F	1 day	8 hrs	Wed 6/26/24	Wed 6/26/24	73,129,149	AVI-SPL	No
152	4th Floor	11 days	72 hrs	Tue 6/25/24	Wed 7/10/24			No
153	4001 (Active Learning)	1 day	8 hrs	Tue 6/25/24	Tue 6/25/24	73,131,150	AVI-SPL	No
154	4011 (30 Seat)	1 day	8 hrs	Fri 6/28/24	Fri 6/28/24	73,132,153	AVI-SPL	No
155	4015 (60 Seat Tiered)	1 day	8 hrs	Wed 7/3/24	Wed 7/3/24	73,133,154	AVI-SPL	No
156	4031 (45 Seat)	1 day	8 hrs	Tue 7/9/24	Tue 7/9/24	73,134,155	AVI-SPL	No
157	4035 (45 Seat)	1 day	8 hrs	Mon 7/1/24	Mon 7/1/24	73,135,151	AVI-SPL	No
158	4041 (30 Seat)	1 day	8 hrs	Fri 7/5/24	Fri 7/5/24	73,136,157	AVI-SPL	No
159	4046	1 day	8 hrs	Mon 7/8/24	Mon 7/8/24	73,137,158	AVI-SPL	No
160	4131 (Conference Room)	1 day	8 hrs	Tue 7/9/24	Tue 7/9/24	73,138,159	AVI-SPL	No
161	4155 F	1 day	8 hrs	Wed 7/10/24	Wed 7/10/24	73,139,160	AVI-SPL	No
162	Contingency	11 days	80 hrs	Wed 7/10/24	Wed 7/24/24			No
163	Contingency (last date available for hardware installation)	11 days	80 hrs	Wed 7/10/24	Wed 7/24/24	156	AVI-SPL	Yes
164	Project Acceptance & Close	25 days	304 hrs	Wed 7/10/24	Tue 8/13/24			No
165	Client Inspection / Walk-Through	2 days	48 hrs	Wed 7/10/24	Thu 7/11/24	161	BUS,KUIT,AVI-SPL	No
166	Client Demonstration / Training	2 days	48 hrs	Wed 7/10/24	Thu 7/11/24	165FF	BUS,KUIT,AVI-SPL	No
167	Client Final Sign-Off	11 days	72 hrs	Thu 7/11/24	Thu 7/25/24	166	BUS,KUIT	Yes
168	Transition/Onboard to Warranty/Service	3 days	24 hrs	Thu 7/25/24	Mon 7/29/24	167	AVI-SPL	No
169	Final Deliverables Checklist/As-Builts (Internal)	11 days	72 hrs	Thu 7/25/24	Thu 8/8/24	167	AVI-SPL	No
170	Final Documentation Issue (External)	4 days	32 hrs	Thu 8/8/24	Tue 8/13/24	169	AVI-SPL	No

ID	Task Name	Duration	Work	Start	Finish	Predecessor	Resource Names	Milestone
171	Project Complete	1 day	8 hrs	Tue 8/13/24	Tue 8/13/24	170	AVI-SPL	Yes
172	KU IT First Semester Use Configuration & Testing	63 days	72 hrs	Mon 9/2/24	Mon 12/2/24		KUIT	No
173	Close-out	20 days	96 hrs	Mon 12/2/24	Mon 1/6/25			No
174	Plan and prepare Lessons Learned Document	5 days	40 hrs	Mon 12/2/24	Fri 12/6/24		KU Project Manager	No
175	Lessons Learned Document Completed	1 day	8 hrs	Fri 12/6/24	Fri 12/6/24		KU Project Manager	Yes
176	Post-Implementation Evaluation Report (PIER) Development	15 days	40 hrs	Mon 12/2/24	Fri 12/20/24		KU Project Manager	No
177	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

Matthew Chappell, Acting Executive Director

Laura Kelly, Governor

August 1, 2023

Paige Fields
Dean, University of Kansas School of Business
Capitol Federal Hall
1654 Naismith Drive
Lawrence, KS 66045

Dear Dean Fields:

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 Business 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
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

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 Business 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 Business AV Upgrade detailed project plan is approved. A copy of this letter should be included with the submittal of the KU School of Business 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 – Compliance Statements

KU School of Business 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 Business AV Upgrade WBS.

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

The KU School of Business 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 Business 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 Business AV Upgrade project is in compliance with the ITEC Security Policy 9500.

Electronic Record Retention Statement

The KU School of Business 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 business functions
 - a) No new business functions will be introduced as part of this project. This project will replace existing classroom A/V infrastructure.
- 3) Reasons for business functions
 - a) This project is aimed at replacing end-of life hardware and infrastructure within KU's School of Business.
- 4) Records Requirements for business 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 Business. 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: 7/21/2023

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 Business 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 Business 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: School of Business 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)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38