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

Kansas
Office of Information Technology Services

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Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

July 11, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the University of Kansas Medical Center Parking Services Cashiering System Upgrade project is enclosed. Chris Harper is the primary contact for the project and can be reached at (913) 945-8543.

This letter constitutes approval of the detailed project plan pursuant to K.S.A. 75-7209.

The next step for the agency will be to baseline this approved project Work Breakdown Structure (WBS) without alteration prior to execution. The baseline is a valuable tool to use as the project progresses. The baseline is used to track project progress and compare this progress to the approved plan. Project measures for reporting purposes will be determined using the originally submitted detailed project plan.

This project has a total project cost of $761,358. The quarterly KITO fee for the project will be $2,637 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:
David Vranicar
BE2C6E9835924FF...
David Vranicar, Vice Chancellor and Chief Finance and Business Officer
The University of Kansas Medical Center

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
Chris Harper, KUMC
Lisa Shryock, KUMC
Jessica Smith, KUMC
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

May 12, 2023

Jeff Maxon, Interim Chief Information Technology Officer of Executive Branch
900 SW Jackson St, Room 804-N
Landon State Office Building
Topeka, KS 66612

Dear Mr. Maxon,

This letter is a formal request for approval for our detail-level project plan for the Parking Services Cashiering Replacement Project. We are replacing the ParkingSoft cashiering system, which is reaching the end of its lifecycle, with the Skidata Parking and Mobility Solution.

Enclosed you will find the project plan checklist and supporting documents required for information technology projects.

We look forward to hearing from you soon.

Sincerely,

DocuSigned by:
David Vranicar
BE2C6E9835924FF...

David Vranicar
Vice Chancellor and Chief Finance and Business Officer
The University of Kansas Medical Center
3901 Rainbow Blvd.
Kansas City, Kansas 66160

Enclosure

State Entity Checklist for Detailed IT Project Plan

State Entity: The University of Kansas Medical Center Project Name: Parking Services Cashiering System Upgrade Greater than $250,000/ less than $1,000,000 (Y/N): Y Greater than $1,000,000 (Y/N): N	Included (Y/N) If no, Explain
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	NA
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	NA
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	NA
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
Attach approval letter from State Director of IT Accessibility.	IP
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	NA
Electronic copy submitted two - four weeks prior to contract award and/or project execution	Y

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518

1. Project Title:	2. Project Priority	3. Estimated Dates	
Parking Services Cashiering System Upgrade	High	**Planning Start:**	2/17/2022
Agency:		**Execution Start:**	11/3/2022
The University of Kansas Medical Center		**Close-Out End:**	8/1/2023
4. Project Description and Justification:	**Date Submitted:**		

ParkingSoft, the software used to handle financial transactions for Parking Services is approaching the end of its life cycle. Continued use of obsolete and/or unsupported financial processing software presents a security risk to the University. This project will implement a new new cashiering system for Parking Services. This will keep the software up to date as well as add several hundred ticket validation machines in individual University and Hospital departments and walk-up payment stations in the parking garages. These validation machines will provide a more efficient payment method for hosptial patients and university guests who enter and exit campus parking garages. Updating the cashiering system will eliminate the potential security risk created by handling financial transactions on software that is not compliant with State and Federal security requirements.

Is this an Infrastructure Project? (Y/N)	N
Will Business Process Modeling be completed during the IT project and business design? (Y/N)	N
Will national and/or industry data standards be used? (Y/N)	Y
If yes, please specify.	Payment Card Industry Data Security Standard (PCIDSS)

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.

5. Estimated Project Cost

Category	Cost
Internal Cost (Salaries)	$0
Contractual Services	$63,000
Commodities	$0
Capital Outlay	$690,447
Sub-Total Project Costs	$753,447
Total KITO Rate Fee	$7,911
Total Project Costs	**$761,358**

KITO Rate Structure

Project Value Range		Quarterly Rate
$250,000	$10,000,000	0.00350
$10,000,001	Greater	0.00050
Infrastructure Projects		0.00035

Project Quarterly KITO Fee: $2,637

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	2/17/2022	8/24/2022	$0	$0	$0
Execution					
Execution	11/3/2022	7/14/2023		$753,447	$753,447
					$0
					$0
					$0
					$0
Execution Sub-Total	11/3/2022	7/14/2023	$0	$753,447	$753,447
Close-Out	7/17/2023	8/1/2023	$0	$7,911	$7,911
Grand Internal, External, and Total Costs			$0	$761,358	**$761,358**

7. Amount by Source of Financing:

State Fiscal Years	1. SGF	2.	3.	4.	5.	6.	7.	**Total**
SFY 2023	$761,358							$761,358
SFY 2024								$0
SFY 2025								$0
SFY 2026								$0
SFY 2027								$0
SFY 2028								$0
Total Project Costs	$761,358	$0	$0	$0	$0	$0	$0	**$761,358**

Description of funds listed above

Parking Capital Funds FD2600

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519

1. Project Title	2. Estimated Dates		Projected Months from Execution to Close-Out
Parking Services Cashiering System Upgrade	Planning Start:	2/17/2022	9
	Execution Start:	11/3/2022	
	Close-Out End:	8/1/2023	

3. Agency	4. Project Director/Project Manager
The University of Kansas Medical Center	Lisa Shryock

5. Qualitative and Quantitative Savings Explanation

The purpose of this project is to replace a software system that is at the end of its life cycle. The need to update is driven by the need to remain in compliance with federal, state, and University regulations and policies, and will not result in a cost savings at this time. Potential cost avoidance over the course of the next several fiscal years include avoiding the fines associated with security breaches -- up to $500,000 per incident. The loss of business due to software outage is another cost avoidance to consider.

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)							
Fines due to obsolete software being out of compliance with PCIDSS security standard (up to $500,000 per incident)			$500,000				
Loss of business due to software outage (1 month at $11,000 per day)			$330,000				
Subtotal	$830,000	$0	$830,000	$0	$0	$0	$0
Cash Savings (Hard Dollars)							
Replacement Parts Purchase			$24,000				
Subtotal	$24,000	$0	$24,000	$0	$0	$0	$0
Other (Include Intangible Benefits)							
Visitor Satisfaction $.10 per transaction			$44,000				
Subtotal	$44,000	$0	$44,000	$0	$0	$0	$0
Quantitative Savings	$898,000	$0	$898,000	$0	$0	$0	$0

7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs	**Total** $761,358	$761,358	$0	$0	$0	$0	$0
Net Cost Benefit	**Total** $136,642	-$761,358	$898,000	$0	$0	$0	$0
Cost Benefit per Month	$99,778						
Calendar Months to Break Even	8						

8. Ongoing Cost	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		$50,000	$56,000	$62,000		

* 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

Deliverable Name	***Due Date***	***Date Delivered***	***Point of Contact***
Planning Complete	8/24/2022	8/24/22	Lisa Shryock
Implementation Kick-Off	11/3/22	11/3/22	Lisa Shryock
Configuration & Equipment Preparation Complete	1/23/23	1/23/23	Lisa Shryock
Payment gateway configuration	6/5/23		Lisa Shryock
Implementation Kick-off #2	3/2/23	3/2/23	Lisa Shryock
IT Review Complete	4/27/23	4/27/23	Lisa Shryock
Skidata site visit/walkthroughs	4/4/23	4/4/23	Lisa Shryock
Prebuild Complete	5/19/23	5/19/23	Tom Mlinar
Hardware Installation Complete	5/19/23	5/19/23	Tom Mlinar
SSO integration complete	5/24/23		Lisa Shryock
System Testing Complete	5/19/23	5/19/23	Tom Mlinar
Set-up for data transfer complete	6/9/23		Lisa Shryock
P5 Garage Installation	6/16/23		Walker Eberts/Christopher Brooks
KITO Documentation	6/23/23		Lisa Shryock
P3 Garage Installation	6/30/23		Walker Eberts/Christopher Brooks
P2 Garage Installation	7/11/23		Walker Eberts/Christopher Brooks
Monitoring Complete	7/14/23		Lisa Shryock
Project Close Complete	8/1/23		Lisa Shryock

PRJ0016195 Parking Services Cashiering System v0.2

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1	**Parking Services Cashiering System**	**444 days**	**4,365 hrs**	**Mon 11/1/21**	**Tue 8/1/23**			**No**
2	Project Kickoff	1 day	8 hrs	Mon 11/1/21	Mon 11/1/21		Lisa Shryock	No
3	**Requirement Gathering**	**10 days**	**192 hrs**	**Mon 11/15/21**	**Tue 11/30/21**		**Rachel Klem**	**No**
4	Requirement Review	10 days	80 hrs	Mon 11/15/21	Fri 11/26/21		Rachel Klem	No
5	Requirement Sign-Off	2 days	16 hrs	Mon 11/29/21	Tue 11/30/21		Rachel Klem	No
6	**Planning**	**133 days**	**2,012 hrs**	**Thu 2/17/22**	**Wed 8/24/22**			**No**
7	**RFP**	**130 days**	**2,004 hrs**	**Thu 2/17/22**	**Fri 8/19/22**		**Lisa Shryock**	**No**
8	**RFP Bid Process**	**49 days**	**456 hrs**	**Tue 2/22/22**	**Fri 4/29/22**		**Hayley Unke-Moore**	**No**
9	RFP Posted	1 day	8 hrs	Tue 2/22/22	Tue 2/22/22		Hayley Unke-Moore	No
10	Bids Reviewed	6 days	48 hrs	Mon 3/21/22	Mon 3/28/22		Project Team	No
11	Vendor Selection	1 day	8 hrs	Fri 4/29/22	Fri 4/29/22		Lisa Shryock	No
12	IT Review	1 day	8 hrs	Thu 2/17/22	Thu 2/17/22		Rachel Klem	No
13	**OIS Review**	**50 days**	**432 hrs**	**Tue 5/3/22**	**Wed 7/13/22**		**Adrian Berkley**	**No**
14	Submission	1 day	8 hrs	Tue 5/3/22	Tue 5/3/22		Adrian Berkley	No
15	Approval	1 day	8 hrs	Wed 7/13/22	Wed 7/13/22		Adrian Berkley	No
16	KUMC Site Evaluation	2 days	16 hrs	Wed 5/25/22	Thu 5/26/22		Kevin Rowald	No
17	Site Visit to User of Vendor Solution	2 days	16 hrs	Wed 7/13/22	Thu 7/14/22		Kevin Rowald	No
18	Contract Review	1.5 days	12 hrs	Tue 6/7/22	Wed 6/8/22		Dominique Newland[	No
19	Fully Executed Contract	1 day	8 hrs	Fri 8/19/22	Fri 8/19/22		Hayley Unke-Moore	No
20	Collect Deliverables	1 day	8 hrs	Wed 8/24/22	Wed 8/24/22		Kellie Bryan	No
21	Milestone: Planning Complete	0 days	0 hrs	Wed 8/24/22	Wed 8/24/22		Lisa Shryock	Yes
22	**Execution**	**176 days**	**2,008 hrs**	**Thu 11/3/22**	**Fri 7/14/23**			**No**
23	Milestone: Implementation Kickoff	0 days	0 hrs	Thu 11/3/22	Thu 11/3/22		Kellie Bryan	Yes
24	**Preparation for Configuration and Equipment Set-up**	**50 days**	**72 hrs**	**Tue 11/15/22**	**Mon 1/23/23**			**No**
25	Equipment order placed	1 day	0 hrs	Tue 11/15/22	Tue 11/15/22			No
26	KUMC Training to Prep for Operational Doc	1 day	8 hrs	Thu 12/1/22	Thu 12/1/22		Lisa Shryock	No
27	Parking Team completes Operational Design Doc	8 days	64 hrs	Fri 12/2/22	Tue 12/13/22		Kevin Rowald	No
28	KUMC meets with SKIDATA to review Operational Design	10 days	0 hrs	Mon 1/9/23	Mon 1/23/23			No
29	Milestone: Configuration & Equipment Preparation Complete	0 days	0 hrs	Mon 1/23/23	Mon 1/23/23			Yes
30	**Payment Gateway Configuration**	**119 days**	**368 hrs**	**Mon 12/19/22**	**Mon 6/5/23**			**No**
31	Payment processing exception request submitted	5 days	40 hrs	Mon 12/19/22	Fri 12/23/22		Lisa Shryock	No
32	Payment processing excpetion approved	12 days	24 hrs	Thu 12/22/22	Fri 1/6/23		Control & Reporting	No
33	Planet Payment Gateway Application/docs complete	11 days	80 hrs	Fri 3/31/23	Fri 4/14/23		Lisa Shryock	No
34	Fully executed agreement for payment gateway	5 days	40 hrs	Mon 4/24/23	Fri 4/28/23		Hayley Unke-Moore	No
35	Planet merchant services application	5 days	40 hrs	Mon 5/1/23	Fri 5/5/23		Lisa Shryock	No
36	Fully executed agreement for merchant services	6 days	48 hrs	Mon 5/8/23	Mon 5/15/23		Lisa Shryock	No
37	Kick-off meeting with Planet & Skidata	5 days	40 hrs	Wed 5/17/23	Tue 5/23/23		Lisa Shryock	No
38	System testing	6 days	48 hrs	Fri 5/19/23	Fri 5/26/23		Kevin Rowald	No
39	System go-live	1 day	8 hrs	Mon 6/5/23	Mon 6/5/23		Lisa Shryock	No
40	Milestone: Payment Gateway Configuration Complete	0 days	0 hrs	Mon 6/5/23	Mon 6/5/23			Yes
41	**Implementation Kick-off #2**	**2 days**	**16 hrs**	**Wed 3/1/23**	**Thu 3/2/23**			**No**
42	Implementation/Scheduling meeting w/new PM	1 day	8 hrs	Wed 3/1/23	Wed 3/1/23		Lisa Shryock	No
43	Weekly Project check-in Scheduled	1 day	8 hrs	Thu 3/2/23	Thu 3/2/23		Lisa Shryock	No
44	Milestone: Implementation Kick-off #2	0 days	0 hrs	Thu 3/2/23	Thu 3/2/23			Yes
45	**IT Review of new validators**	**26 days**	**240 hrs**	**Thu 3/23/23**	**Thu 4/27/23**		**Lisa Shryock**	**No**
46	IT Review Meeting	1 day	8 hrs	Thu 3/23/23	Thu 3/23/23		Lisa Shryock	No
47	Health system network discussion	2 days	16 hrs	Thu 4/13/23	Fri 4/14/23		Lisa Shryock	No
48	Follow-up for final approval from Health System	1 day	8 hrs	Thu 4/27/23	Thu 4/27/23		Lisa Shryock	No
49	Milestone: IT Review Complete	0 days	0 hrs	Thu 4/27/23	Thu 4/27/23			Yes
50	**KITO Documentation**	**59 days**	**96 hrs**	**Mon 4/3/23**	**Fri 6/23/23**			**No**
51	Information gathering for KITO documentation	24 days	80 hrs	Mon 4/3/23	Thu 5/4/23		Lisa Shryock	No
52	VPAT approved by Technology Accessibility Specialist	1 day	8 hrs	Tue 4/18/23	Tue 4/18/23		Tyler Swett	No
53	KITO Detailed Project Plan Submitted	1 day	8 hrs	Fri 5/26/23	Fri 5/26/23		Lisa Shryock	No
54	Milestone: KITO Detailed Plan Approved	0 days	0 hrs	Fri 6/23/23	Fri 6/23/23		Lisa Shryock	Yes
55	**SkiData site visit**	**24 days**	**16 hrs**	**Tue 4/4/23**	**Fri 5/5/23**			**No**
56	Milestone: Site walkthroughs will electrician & Skidata team	1 day	8 hrs	Tue 4/4/23	Tue 4/4/23		Lisa Shryock	Yes
57	IT Planning meeting	1 day	8 hrs	Fri 5/5/23	Fri 5/5/23		Lisa Shryock	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
58	**Initial configuration/Pre-build**	**10 days**	**320 hrs**	**Mon 5/8/23**	**Fri 5/19/23**			**No**
59	Equipment arrives at staging area in CA	1 day	8 hrs	Mon 5/8/23	Mon 5/8/23		Tom Mlinar	No
60	Load software of servers & program IPs	6 days	48 hrs	Wed 5/10/23	Wed 5/17/23		Tom Mlinar	No
61	Load system IPs and configure lane assignments in SD software	6 days	48 hrs	Wed 5/10/23	Wed 5/17/23		Tom Mlinar	No
62	Load system IPs in the POFs & configure numbering assignments in SD software	6 days	48 hrs	Wed 5/10/23	Wed 5/17/23		Tom Mlinar	No
63	Load SD software and IP's in the cashiering stations, ,	6 days	48 hrs	Wed 5/10/23	Wed 5/17/23		Tom Mlinar	No
64	Configure I/O boards for gate raise outputs from cashiering station	5 days	40 hrs	Mon 5/15/23	Fri 5/19/23		Tom Mlinar	No
65	Cash drawer set up & SD numbering assignments in software	5 days	40 hrs	Mon 5/15/23	Fri 5/19/23		Tom Mlinar	No
66	Program parking rate structures & parking validations in SD software	5 days	40 hrs	Mon 5/15/23	Fri 5/19/23		Tom Mlinar	No
67	Milestone: Pre-Build Complete	0 days	0 hrs	Fri 5/19/23	Fri 5/19/23			Yes
68	**Hardware Installation**	**5 days**	**200 hrs**	**Mon 5/15/23**	**Fri 5/19/23**		**Tom Mlinar**	**No**
69	Install additional I/O board that convert a Pay on Foot(POF) to a Pay In lane(PIL)	5 days	40 hrs	Mon 5/15/23	Fri 5/19/23		Tom Mlinar	No
70	Install network switches for expanded network connectivity in PIL machines	5 days	40 hrs	Mon 5/15/23	Fri 5/19/23		Tom Mlinar	No
71	Install heaters and printers	5 days	40 hrs	Mon 5/15/23	Fri 5/19/23		Tom Mlinar	No
72	Install CC terminals on lane equipment	5 days	40 hrs	Mon 5/15/23	Fri 5/19/23		Tom Mlinar	No
73	Milestone: Hardware Installation Complete	0 days	0 hrs	Fri 5/19/23	Fri 5/19/23			Yes
74	**SWEB Cloud services set up**	**12 days**	**128 hrs**	**Tue 5/9/23**	**Wed 5/24/23**			**No**
75	SSO request submitted in ServiceNow	1 day	8 hrs	Tue 5/9/23	Tue 5/9/23		Lisa Shryock	No
76	Meeting with Skidata to discuss SSO integration	1 day	8 hrs	Fri 5/12/23	Fri 5/12/23		Lisa Shryock	No
77	Configuration of SWEB products	5 days	40 hrs	Mon 5/15/23	Fri 5/19/23		Tom Mlinar	No
78	SSO configuration	6 days	48 hrs	Mon 5/15/23	Mon 5/22/23		Jeremey Lappert	No
79	SSO testing	3 days	24 hrs	Mon 5/22/23	Wed 5/24/23		Jeremey Lappert	No
80	Milestone: SSO Complete	0 days	0 hrs	Wed 5/24/23	Wed 5/24/23			Yes
81	**System Testing**	**3 days**	**120 hrs**	**Wed 5/17/23**	**Fri 5/19/23**		**Tom Mlinar**	**No**
82	Bring all devices up on the network to establish network communications	3 days	24 hrs	Wed 5/17/23	Fri 5/19/23		Tom Mlinar	No
83	Test use case scenarios with PIL functionality	3 days	24 hrs	Wed 5/17/23	Fri 5/19/23		Tom Mlinar	No
84	Test use case scenarios with cashiering stations	3 days	24 hrs	Wed 5/17/23	Fri 5/19/23		Tom Mlinar	No
85	Test use case scenarios with POF functions	3 days	24 hrs	Wed 5/17/23	Fri 5/19/23		Tom Mlinar	No
86	Milestone: System Testing Complete	0 days	0 hrs	Fri 5/19/23	Fri 5/19/23			Yes
87	**Set up for data transfer (export data from Skidata)**	**29 days**	**80 hrs**	**Mon 5/1/23**	**Fri 6/9/23**			**No**
88	Meeting w/Skidata & KUMC to plan for data access	1 day	8 hrs	Mon 5/1/23	Mon 5/1/23		Lisa Shryock	No
89	Change order from Skidata for site to site VPN w/Skidata managed firewall	4 days	32 hrs	Fri 5/5/23	Wed 5/10/23		Dan Stublaski	No
90	Site-to-site VPN in place	1 day	8 hrs	Mon 6/5/23	Mon 6/5/23		Lisa Shryock	No
91	Testing	4 days	32 hrs	Tue 6/6/23	Fri 6/9/23		Lisa Shryock	No
92	Milestone: Set up for data transfer Complete	0 days	0 hrs	Fri 6/9/23	Fri 6/9/23			Yes
93	**P5 Garage Installation**	**10 days**	**112 hrs**	**Mon 6/5/23**	**Fri 6/16/23**			**No**
94	Install Entry Column lanes	2 days	16 hrs	Mon 6/5/23	Tue 6/6/23		Walker Eberts	No
95	Install Exit PIL lanes	3 days	24 hrs	Wed 6/7/23	Fri 6/9/23		Walker Eberts	No
96	Install Pay on Foots (POF)	3 days	24 hrs	Mon 6/12/23	Wed 6/14/23		Walker Eberts	No
97	Remove Booth Equipment	3 days	24 hrs	Mon 6/12/23	Wed 6/14/23		Christopher Brooks	No
98	System Commissioning and Testing	3 days	24 hrs	Wed 6/14/23	Fri 6/16/23		Christopher Brooks	No
99	Milestone: P5 Complete	0 days	0 hrs	Fri 6/16/23	Fri 6/16/23			Yes
100	**P3 Garage Installation**	**10 days**	**104 hrs**	**Mon 6/19/23**	**Fri 6/30/23**			**No**
101	Install Entry #1 Column	2 days	16 hrs	Mon 6/19/23	Tue 6/20/23		Walker Eberts	No
102	Install Entry #2 Column	2 days	16 hrs	Wed 6/21/23	Thu 6/22/23		Walker Eberts	No
103	Install Exit #1 PIL	2 days	16 hrs	Fri 6/23/23	Mon 6/26/23		Walker Eberts	No
104	Install Exit #2 PIL	2 days	16 hrs	Tue 6/27/23	Wed 6/28/23		Walker Eberts	No
105	Install Booth Cashiers	3 days	24 hrs	Mon 6/26/23	Wed 6/28/23		Christopher Brooks	No
106	System Commissioning and Testing	2 days	16 hrs	Thu 6/29/23	Fri 6/30/23		Christopher Brooks	No
107	Milestone: P3 Complete	0 days	0 hrs	Fri 6/30/23	Fri 6/30/23			Yes
108	**P2 Garage Installation**	**16 days**	**136 hrs**	**Mon 6/19/23**	**Tue 7/11/23**			**No**
109	Island Removal and Rework-Install New Equipment Entry/Exit Lane #1	10 days	80 hrs	Mon 6/19/23	Fri 6/30/23		Walker Eberts	No
110	Install Entry Lane #2 Column	3 days	24 hrs	Mon 7/3/23	Thu 7/6/23		Walker Eberts	No
111	Install Exit Lane #2 PIL	2 days	16 hrs	Thu 7/6/23	Fri 7/7/23		Walker Eberts	No
112	System Commissioning and Testing	2 days	16 hrs	Mon 7/10/23	Tue 7/11/23		Christopher Brooks	No
113	Milestone: P2 Complete	1 day	0 hrs	Tue 7/11/23	Tue 7/11/23			Yes
114	**Monitoring**	**20 days**	**0 hrs**	**Fri 6/16/23**	**Fri 7/14/23**			**No**

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
115	System monitoring beginning with gates down at P5	20 days	0 hrs	Fri 6/16/23	Fri 7/14/23			No
116	Testing/monitoring data access process	20 days	0 hrs	Fri 6/16/23	Fri 7/14/23			No
117	Milestone: Monitoring Complete	0 days	0 hrs	Fri 7/14/23	Fri 7/14/23			Yes
118	**Closing**	**12 days**	**145 hrs**	**Mon 7/17/23**	**Tue 8/1/23**			**No**
119	**Project Close Activities**	**6 days**	**81 hrs**	**Mon 7/17/23**	**Mon 7/24/23**			**No**
120	Operational Transition Plan Approved	5 days	40 hrs	Mon 7/17/23	Fri 7/21/23		Lisa Shryock	No
121	PIER Report	5 days	8 hrs	Mon 7/17/23	Fri 7/21/23			No
122	Submittal to CITO	1 day	1 hr	Mon 7/24/23	Mon 7/24/23			No
123	Lessons Learned	4 days	32 hrs	Wed 7/19/23	Mon 7/24/23		Lisa Shryock	No
124	**Project Signoff**	**7 days**	**64 hrs**	**Mon 7/24/23**	**Tue 8/1/23**			**No**
125	Project Close Deliverables	1 day	8 hrs	Wed 7/26/23	Wed 7/26/23		Lisa Shryock	No
126	Project Manager Signoff	5 days	40 hrs	Mon 7/24/23	Fri 7/28/23		Lisa Shryock	No
127	Project Owner Signoff	2 days	16 hrs	Mon 7/31/23	Tue 8/1/23		Lisa Shryock	No
128	Milestone: Project Close Complete	0 days	0 hrs	Tue 8/1/23	Tue 8/1/23			Yes

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

Kansas Historical Society

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

Patrick Zollner, Executive Director

Laura Kelly, Governor

June 29, 2023

John Godfrey, Associate Vice Chancellor & Chief Information Security Officer
The University of Kansas Medical Center
4330 Shawnee Mission Pkwy.
Fairway, KS 66205

Dear Mr.Godfrey,

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, Jessica Smith recently sent to me for review an Electronic Records Retention Statement for the Parking Services Cashiering System detail level plan. From my review of the project plan materials the project will impact records, however, those records are already reflected on the University's records retention plan.

The Electronic Records Retention Statement for the Cashiering System Upgrade Project 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

Megan Burton
State Archivist

cc: Cole Robison, Director of IT Accessibility, KS OITS
Jessica Smith, Project Manager, KUMC

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

Kansas
Office of Information Technology Services

Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

June 22, 2023

David Vranicar, Vice Chancellor and Chief Finance and Business Officer
The University of Kansas Medical Center
3901 Rainbow Blvd.
Kansas City, Kansas 66160

Dear Vice Chancellor Vranicar:

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 Jessica Smith and Lisa Shryock an Accessibility Statement for the Parking Services Cashiering System Upgrade project for review in compliance with this process.

This statement, and the accompanying Accessibility Conformance Reports (ACR), affirm that the 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 53.

The Accessibility Statement for the Parking Services Cashiering System Upgrade detailed project plan is approved. A copy of this letter should be included with the submittal of the Parking Services Cashiering System Upgrade detailed project plan for Branch CITO approval.

Sincerely,

DocuSigned by:
Cole D. Robison
B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Chris Harper, The University of Kansas Medical Center
Lisa Shryock, The University of Kansas Medical Center
Jessica Smith, The University of Kansas Medical Center
Sara Spinks, Director, Kansas Information Technology Office

May 15, 2023

RE: Parking Services Cashiering System Upgrade

ParkingSoft, the software used to handle financial transactions for Parking Services is approaching the end of its life cycle. Continuing to use obsolete and/or unsupported financial processing software presents a security risk to the University. The purpose of this project is to remain in compliance with federal, state, and University regulations and policies regarding information and data security.

Architectural Statement

KUMC complies with ITEC Policy 4010 and 9500 found at https://ebit.ks.gov/itec/resources/policies/itec-policy-4010 and https://ebit.ks.gov/itec/resources/policies/itec-policy-9500

The Parking Services Cashiering Upgrade project is in compliance with the Kansas Information Technology Architecture version 12.0. In house development and vendor supplied technologies will be implemented in accordance with State Architecture standards.

Ownership of Software Code and Related Intellectual Property Statement

KUMC complies with ITEC Policy 1500 as found at https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf?sfvrsn=3d7ae02b_2.

There will not be any software code generated during the project; therefore, the project does not pose any compliance issues with ITEC Policy 1500.

Accessibility Statement

A Voluntary Product Accessibility Template was provided by Skidata. This document was reviewed by the KUMC Technology Accessibility Specialist and found it acceptable based on the product use case.

Line 53 in the WBS reflects completion of this item.

Electronic Record Retention Statement

The Parking Services Cashiering Upgrade Project will implement cloud-based processes which will result in the creation of new records.

1. For each business function supported by the new system, what paper records are being replaced and which will continue to exist in both paper and electronic form?

NA. All current records are electronic and will remain so.

2. What new business functions will be implemented?

No new business functions have been identified as a part of this implementation.

3. What are the reasons for performing the business functions?

No new functionality is being added. Existing functionality relates to generating and collective revenue and managing parking operations at the KUMC campus.

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

All records retention will follow KUMC records retention schedules, as outlined in PolicyStat (PolicyStat ID# 8220422), and in compliance with State Records Board requirements.

5. Will any of the data necessary to document the business functions either be maintained in another system within the agency or in a system outside the agency? If so, please specify.

PCI data will be maintained within a separate payment gateway software which has already been vetted and approved by the institution's PCI Committee. That gateway is yet to be determined, as the software selection process has not yet begun.

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

NA – data is not publicly accessible. Only authorized entities are granted access.

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

All records are encrypted in transit and at rest. All transactions will have an audit trail. All access requires authentication and authorization.

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.

No such records are involved.

9. Estimate of the three year total cost of addressing records identified in No. 8 above and included on the DA519, Item #8.

NA – no such records are involved.

PRIVACY STATEMENT
University of Kansas Medical Center (KUMC)
Parking Services Cashiering System Upgrade Project

KUMC has created and maintains a number of privacy and information security policies that govern operations at the organization. These policies can be both global to the whole organization and more specific for certain business purposes or systems. For the Parking Services Cashiering System Replacement Project, KUMC has existing policies and procedures in place that address safeguarding different types of data, access controls, and appropriate use of systems, system hardening, and more.

1. What information is collected that identifies individuals, organizations or computers?

No information will be collected from parking patrons. There will be information collected from organizational users which will only include standard university credentials.

2. Why is the information collected?

Information is collected from organizational users for the purpose of authentication.

3. How will the information be used?

System administration

4. Opportunities for individuals or organizations to have all or part of their attributes excluded from the database?

No. KUMC Information Security requires all organizational users to access the system using their university credentials.

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.

KUMC relies upon its data classification policy and related guidance documents to govern sensitive information. Both KUMC and Skidata have or will have implemented reasonable safeguards through the use of various administrative, technical, and physical controls. Some examples of security controls used or planned to be used include required training, access controls, role-based configurations, encryption, single sign-on, monitoring, auditing, and more. These controls serve to safeguard the confidentiality and integrity of the data and to protect against anticipated threats and hazards. Credit card processing will be handled through Planet, a third-party who will provide the payment gateway and

merchant services for this project. They are PCI compliant and meet all university compliance and security requirements. No payment information will be stored in the Skidata system.

6. If your state entity is subject to other requirements, such as HIPAA, what are the items you are required to comply with?

This system will not include any HIPAA or FERPA protected information.

7. Estimate of total cost of addressing privacy issues in the project?

KUMC will benefit from the security infrastructure already instituted at KUMC and in the Skidata system, so no additional cost is anticipated.

SECURITY STATEMENT
University of Kansas Medical Center
Parking Services Cashiering System Upgrade
5/12/23

The Parking Services Cashiering System project is an implementation project that will comply with the following.

Policy 7230 – Enterprise Security Policy

KUMC and SkidataVill comply with ITEC Security Policy 7230.

Policy 7300 – Information Technology Security Council Charter

KUMC is an explicit member of this council.

Policy 9500 – Wireless Local Area Network Policy

The Parking Services Cashiering System project is in compliance with the ITEC Security Policy 9500.

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: 5/12/23 Prepared by: Lisa Shryock

Category	***Prob***	***Imp***	***Risk***	***Mitigation Approaches***
Resources	Low	Medium	Manufacturing delays – specifically related to delayed availability of required mounting plates for the new equipment.	Frequent checks with vendor to monitor the status/availability of the required parts. Vendor is looking at alternative options for ordering or custom manufacturing needed plates if necessary.
Technological	Medium	High	Information Security requires SSO. Skidata does not support our preferred method using Shibboleth. KUMC will have to use Microsoft Azure for SSO integration which is an unfamiliar method for our IDM Team.	Schedule early planning meetings with Skidata and our KUMC IDM team to ensure all parties understand the work required to use this method.
Technological	Medium	High	Skidata managed firewall needed for the site-to-site VPN allowing KUMC to access the Skidata online database will not be completed by planned go-live date. Lead time on the new firewall needed as part of this set up is currently unknown.	Coordinate with KUMC IT team and vendor IT team to monitor risks and prevent delays.
Operational	Medium	Medium	Our lead network engineer will be on vacation the week before our go-live date (returning the day after our scheduled go-live).	Coordinate with KUMC Networking team to provide a back-up engineer who will be able to help with tasks during this time period. In addition, we will work to schedule as much work as possible to be completed before his leave.
Operational	Low	Low	Electrical work being completed by a third-party contractor is not completed according to schedule.	Frequent communication with electrical contractor along with a contingency plan for catch- up which will include evening or weekend work where required.
Operational	Low	Low	Concrete work being completed at the entrance/exit in the P2 garage is not completed on time and delays equipment installation.	Frequent communication with concrete contractor to monitor status along with a contingency plan if weather impacts the ability to complete work on-schedule.

Legend
Prob = Probability of Occurrence
Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: The University of Kansas Medical Center

Project Name: Parking Services Cashiering System 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
1.6	LOW	Strategic Risk
1.2	LOW	Financial Risk
1.4	LOW	Project Management Risk
1.0	LOW	Technology Risk
1.4	LOW	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.

Project Director

RISK ASSESSMENT - Summary Report

Detailed Plan - List of Comments

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