



ITS PROJECT PRIORITIZATION RESULTS – SPRING 2014 – SCHEDULED PROJECTS

1. Process Improvement for Campus-wide Event Planning

Currently, different units and departments use different procedures and policies to book, track, cost, coordinate, regulate and otherwise plan and implement both internal and external campus events. By creating a set of universally applicable policies and procedures, the University will benefit from greater efficiencies, reduced risks, and increased revenues.

<https://www.humboldt.edu/its/projects/process-improvement-campus-wide-event-planning>

Schedule: June – August 2014

2. Replacement Maintenance & Facilities Management System

The current Maintenance Management System (MMS) has been in place for 28 years and has not been updated since 1998. HSU is the last remaining user of the system in the world, and support is extremely limited. By adopting a new solution, Facilities Management will be able to move to a more efficient web-based environment for work requests, work order processing, purchasing, inventory control, chargebacks, key control, and fleet maintenance, as well as enable both staff and customers to monitor and track work requests. This project will have out-of-pocket costs, estimated at \$250,000 one-time and \$40,000 ongoing annual maintenance. The requestor has indicated funding is available.

<https://www.humboldt.edu/its/projects/replacement-maintenance-facilities-management-system>

Schedule: Process review July – September 2014; implementation depending on selected product, targeted for October 2014 – June 2015.

3. Field Trip PeopleSoft Modification Enhancement

Currently, the coordination, planning, and execution of student field trips are processed by multiple departments and personnel using multiple systems. Additionally, rosters for field trips taking place prior to Census must be entered into PeopleSoft manually, increasing the potential for errors, and students must complete a liability waiver for each trip. The process would be significantly more efficient and less error-prone with the addition of automated nightly PeopleSoft roster updates, per-semester liability waivers, inclusion of code of conduct and medical release documents, and a PeopleSoft query for UPD to use when tracking the whereabouts of individual students. Within legal guidelines, the VP's request that this enhancement include a requirement to ensure emergency contact information is made a part

of the field trip documentation process. <https://www.humboldt.edu/its/projects/field-trip-peoplesoft-modification-enhancement>

Schedule: Design Phase May 2014; implementation TBD based on results of design phase.

4. Electronic Transcript Data for DARS and PeopleSoft

HSU receives electronic transcripts from XAP and Credential Solutions but we have no current means to import this information into PeopleSoft and DARS other than retyping it. Since both companies can provide transcript data in XML format, and PeopleSoft and DARS both support the automatic import of XML data, the University would make significant gains in processing time and efficiency for the 5,000+ electronic transcripts expected to come in this year. By speeding up the process, transfer applications can be processed faster, giving applicants admission decisions earlier and enabling Admissions to focus on increasing applicant numbers. This project will have out-of-pocket costs, estimated at \$5,000 ongoing annual maintenance. The requestor has indicated funding is available.

<https://www.humboldt.edu/its/projects/electronic-transcript-data-dars-and-peoplesoft>

Schedule: Begin July 2014; implementation TBD based on results of design phase

5. Campus Phone Switch Upgrade

To ensure ongoing efficient phone system operation across the entire campus, as well as maintenance, support, and security, HSU must upgrade our Ericsson phone switch by April 2015. In addition to these benefits, a switch upgrade will also position HSU to be able to host its own Voice over IP (VoIP) circuits in the future, which will increase flexibility for mobile users and reduce costs for remote facilities. Funding support is needed for this project. Estimated one-time costs are \$239,263, which could be spread over 6 \$39,000 stages with the remainder due at the end.

<https://www.humboldt.edu/its/projects/campus-phone-switch-upgrade>

Schedule: Begin purchasing process now; implementation July 2014 – March 2015

6. Fee Waiver Workflow Phase 2: Career Development

While fee waiver applications are now routed electronically via Nolij, the career development plans required by many employees using the fee waiver program remain paper-based, leading to delays in the approval process for fee waiver applications. By adding the career development element to the existing fee waiver workflow process, affected staff and students will see faster, more accurate responses to their fee waiver applications.

<https://www.humboldt.edu/its/projects/fee-waiver-workflow-phase-2-career-development>

Schedule: Design Phase begin September 2014; implementation TBD based on results of design phase

7. Information Literacy Student Score Reporting

The current manual process of reporting student progress and quiz success in the information literacy tutorial, “Begin Your Research” causes delays and additional work for both faculty and library staff. A fast turnaround on assessment and reporting data will enable faculty to respond to student needs in a timely fashion and increase graduation potential.

<https://www.humboldt.edu/its/projects/information-literacy-student-score-reporting>

Schedule: Design phase begin May 2014; implementation TBD based on results of design phase.

8. Online Test Scheduling & Submissions

Neither SDRC nor non-SDRC students are currently able to schedule tests online or be reminded about upcoming tests, nor can their instructors view or track which students need to take exams with the Testing Center. A single central online scheduling and management system for the Testing Center would enable instructors to submit, schedule, and manage the Testing Center exam process from beginning to end, including automated reminders for instructors and students, and ensure appropriate accommodations are made for students. Until a solution is defined, it is not known if this project will have out-of-pocket costs. The requestor has not indicated any estimated costs or available funding.

<https://www.humboldt.edu/its/projects/online-test-scheduling-submissions>

Schedule: Design phase begin July 2014; implementation TBD based on results of design phase.