November 24, 2015

Summary and scoring for 614 - Advising and Registration Days PSEO and CIS Orientation Registration

Project Summary

1) Background:
   a. Advising Office sends out invitations to those students who have submitted applications for acceptance into SCSU. This application supports brand new students to let them know of their acceptance status, answers questions regarding pending transfer credits, etc.
   b. There have always been semi-annual updates/changes needed for the system and they have always been done.

Project Objectives, Goals and Scope

Objectives/Goals
1) To have this completed by January 1, 2016, so it is updated for the invitations that will go out for students enrolling for fall classes.
2) Add incoming PSEO students for their orientation
3) Add CIS students for their orientation

Risks:
1) Timeline is aggressive with a due date of January 1, 2016. **Unable to meet this timeline if the Exception is not approved by December 1, 2015.**

Impact of approving exception

1) Application / Development team will not complete 150 - 180 hours of operational work (projects under 40 hours each) that were to be done before cycle 1 began in January.
2) 150-180 hours of project time will be reduced for the Application /Development team’s capacity for cycle 1 because of the roll-over of the operational work from cycle 0.
3) Communication will be made to the operational projects (approx. 12 projects) that the work on their projects will be delayed until cycle 1 because of an exception approved by President’s Council.

NOTE: This exception request is considered “not approved” until approved by President’s Council

Approved by President’s Council on November 23, 2015

Comments by President’s Council:

*From President Potter “I approve this exception without further discussion. Please begin the work asap. Later, will the responsible parties please tell me why we are in this position?”*
Supplementary Information:

### ITS Risk Assessment

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Major Risks</td>
<td>Project has significant risk for success and needs additional work before can be accepted.</td>
</tr>
<tr>
<td>☑ Moderate Risks</td>
<td>Project has some risk for success and needs moderate work before can be accepted.</td>
</tr>
<tr>
<td>☐ Low Risks</td>
<td>Project has a few risks for success, but should be accepted and prioritized.</td>
</tr>
<tr>
<td>☐ No Risks</td>
<td>Project is prepared and ready to go and should be prioritized.</td>
</tr>
</tbody>
</table>

**ITS Risk Score:** Time line is tight.

### Estimated Hour Total

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application / Development</td>
<td>150 - 180</td>
</tr>
<tr>
<td>Infrastructure / Systems</td>
<td></td>
</tr>
<tr>
<td>Audio Visual</td>
<td></td>
</tr>
<tr>
<td>User Services</td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>150 - 180</td>
</tr>
</tbody>
</table>

### Business Evaluation

#### Value to the University

1) Is this project required or mandated, if so by whom:
   - ☐ Chancellor’s office
   - ☐ Legal
   - ☐ MnSCU
   - ☑ Sustain Operations
   - ☐ Bargaining agreement

**Notes:**

2) Does project Support SCSU’s Strategic Objectives
   - ☑ Theme 1: Integrated Student Experience
   - ☑ Theme 2: Rigorous and Relevant Programs that include Applied Learning Opportunities
   - ☐ Theme 3: Community Engagement
   - ☐ Theme 4: Vibrant, Involved and Diverse Campus
   - ☑ Theme 5: Environmental, Organizational and Social Sustainability
   - ☑ Theme 6: Institutional Capacity for Excellence and Innovation

**Highest Priority ☐ None**

**Notes:** Theme 1 – This project hits all sub-topics

3) Urgency of Project
   - ☐ University wide
   - ☑ Multiple Colleges or Departments
   - ☐ Single College or Department
   - Which ones: _________________________________________________________________

**Notes:** Continue to improve student experience.

4) ROI for project
   - ☐ Will pay for itself in ________ months/years
   - ☐ Avoid expense of ________ over ____ months/years
   - ☐ None

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https://stcloudstate-my.sharepoint.com/personal/jmwroblewski_stcloudstate_edu/Documents/Joe Perzel PMO Work/6 Cycle 1 Intake/Exception Requests/614_Exception Request.docx
Notes: With every new student and their smooth experience.

Value to the Customer

5) Cost of doing nothing
   - X Direct consequences to University or public
   - X Customer service or complaints
   - X Lost opportunity to improve service
   - X Lost opportunity to improve efficiency

Notes:

6) Business rules or processes impacted
   - □ Significant
   - □ Moderate
   - X Insignificant or none

Notes:

7) Ability of users to perform tasks
   - X Improves efficiencies
   - □ No change
   - □ Increases time
   - □ Decreases time

Notes:

8) User Impact
   - □ University wide
   - □ Single College or Department
   - X More than one division
   - Which ones: __________________________________________

Notes: Pretty much all departments.

9) Job Training
   - □ Training plan needed
   - □ Training plan is already prepared
   - □ User support plan with roles and expectations needed
   - □ User support training plan needed

Notes:

Project Readiness

10) Scope, Goals, Risks, Assumptions
    - □ Summary of project scope including goals complete
    - □ Assumptions documented and reviewed
    - X Impacted departments have been contacted

Notes: "Enter Notes here"

11) Project Funding
    - □ ___% Budget exists for acquisition/implementation
    - □ ___% Budget exists for operational support
    - □ Funding/Budget details in progress
    - □ Grant or short-term funding
    - □ May require RFP or legal review
    - □ One-time funding
    - □ Budget plan needs to be developed

Notes: Strictly ITS time.