

# Weekly Status Report

Customer: Oregon Consortium Community Colleges

Week Ending: July 5, 2019

Project Name: Nexus Generation

To: College Presidents, Leads and Project Managers

Prepared by: Jim Pickett, Dave Gumbiner

Overall Status: Yellow

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## Executive Summary

- Consortium Level
  - We moved forward with BMCC on 6/17
    - RCC has asked for a wider black out time in Sept-Oct and they are reviewing revised dates now
    - Change Orders were sent to each school with new Go Live dates - all but OCCC have been countersigned
      - We are working on finalizing a plan for OCCC
  - FI/HR/PR
    - Communicated final approach
    - Aug 20-21 at CGCC with be date to do CNF approach overview
    - Looking for A September start
  - Integrations/Forms Builder
    - New Application
      - In progress - internal CMC review took place and will be reviewed again before OR CC review
    - Accuplacer -
      - In progress - RCC team is setting up meeting with the vendor discussed - 6/18 - RCC team asked for effort estimate on using API instead of flat file
      - Meeting this week on use of API - estimate being developed
    - LMS - integrations
      - In Progress - most are almost ready for testing and will be placed in your environments after the next SPIN, respectively
  - CMC Cloud Services team has completed setup of the new Sandbox/Training environments - login verification/testing to be completed.
    - Revised Agreements were sent, and we have received back
      - CGCC - I DO NOT HAVE CGCC Agreement back I do have their Change Order - resent to Danny

- CCC
- RCC
- BMCC
- OCCC
- Countersigned agreements and Change Orders have all come back with exception of CGCC started
- Portal
  - CMC continues work on the student portal application configuration and URL/Branding.
  - Jim Bennett will pick-up on testing the URL/Branding the week of 6/17 and reach out to each college.
- Student App - Internal demo of Student App to be done this week - This was pending the Forms Builder upgrade which was completed 6/10/19
  - A few more updates have been done and some additional FB upgrades
  - A revised form should be able to be shown
  - Meeting on 6/17 finalized questions
    - A few more clarifications came from the CMC team on variations on some of the requirements between the schools
    - Waiting for conformation of the additional schools needs
  - Developer is working on FB issues with Cloud
- Timeline
  - CNS timeline revision is outlined in the attached Weekly status
  - CNFinance/HR/Payroll and timing for the CRM Engage product are also under review and a overview is scheduled for 8/20-21
  - Several schools have set up process reviews with Ecat and Becky to review CNS process set up
  - Robin is reviewing her configuration these next few weeks between BMCC and CCC
- Integrations
  - Work has progressed on the LMS integrations and will be aligned with the Next SPIN schedule.
  - Meeting with Accuplacer took place and API estimate being developed
  - We have created a more detailed Integrations spreadsheet to track status so that the Integrations team can keep us aware of progress - Jim is following up as he returns from PTO
  - We have sent a document to the leads to ensure they are considering when to have Integrations, WF, Forms Builder and Report items ready for Testing - backing up to Functional Specification and Technical specification
    - For those items for go live that CMC is responsible for
      - Integrations, WF, Forms Builder and Report items the schools will develop
      - And also, to ensure they plan for items that will be needed for after go live, EOM, EO Semester etc
  - BMCC has sent revised Integration list asking for size estimates and complexity - they may choose to develop some of them themselves but wanted feedback from CMC - Arun V is reviewing - BMCC would like estimates back by early next week
- RCC
  - SPIN 2 done but working on open issues
  - Moving to a Winter go live
  - Integrations for LMS in progress
  - Revising list of Integrations for which will be done internally by RCC vs CMC

- **BMCC**
  - SPIN 2 in progress
  - Will be first to go live in Fall
  - Integrations for LMS in progress
  - Other Integrations being reviewed - want information back from CMC on which they might do themselves - also wanting to set up additional FB/WF training. Jim P will coordinate that
- **CCC**
  - SPIN 1 Complete working on Open Issues - SPIN 2 starts this week
  - Will be second to go live in Fall
  - Integrations for LMS in progress
  - Other Integrations being reviewed
- **CGCC**
  - **SPIN 0 ready - planned for July 15 week**
  - Will move to a Winter Go Live
  - Integrations for LMS in progress
  - Other Integrations being reviewed
    - Bookstore meeting to be scheduled by Danny to determine how we can use Square with their other bookstore applications
- **OCCC**
  - No Data Conversion
    - However they will need to do a data entry project for some test students
      - Dave to work with SA to get information to Robin for review
  - Had preliminary meeting and met with Global - working on a revised approach
    - Dave working with SA's on planning the approach
  - Integrations for LMS in progress
  - PCC Integration to be discussed - may not be needed

- Revised SPIN/go live Schedule

TASK/SCHOOL	BMCC	CCC	RCC	CGCC	OCCC
SPIN 0	DONE	DONE	DONE	7/15/2019	TBD
SPIN 1	DONE	DONE	DONE	8/12/2019	TBD
SPIN 2	6/17/19	7/8/19??	DONE	9/16/2019	TBD
SPIN 3	8/5/19	8/19/19	8/26/19	10/28/2019	TBD
SPIN 4	NA	NA	10/7/19	NA	TBD
TRAINING SPIN	9/2/19	9/9/19	11/18/19	11/18/19	TBD
UAT	9/16/19	9/30/19	12/9/19	12/9/19	TBD
End User Training	9/30/19	10/14/19	1/6/20	1/27/20	TBD
Go Live	10/28/19	11/11/19	2/3/20	2/24/20	TBD
Go Live Support	11/4/19	11/18/19	2/10/20	3/2/20	TBD

## Project Summary

- Student Business Requirement sessions completed; Collocated/Individual site visits are finished and documentation has sign-off approval
- Data Migration/Analysis & Mapping requirements session completed; full documentation sent to ORCC IT staff and sign-off approved
- RCC coordinating RogueNet data extracts files for all colleges, all 5 schools delivered; data file extracts/validation/mapping underway
- Configuration on-site sessions have completed focused on Student configuration; CMC remote support continues for follow up assistance
- Data Validation testing for RCC completed for Spin2 cycle; the first site to conduct this activity and provide feedback for other colleges
- RCC IT team addressing the data audit issues identified by CMC; Curtis focused on revisions to RogueNet extract scripts for CNS Spins
- CMC Cloud environments for each college completed; configuration and setup issues fixed and the system continues to be monitored
- CampusNexus Portal BRR session and Configuration/Training completed; portal configuration and URL setup for testing in progress
- CampusNexus Forms Builder & Workflow technical on-site training session completed 4/1 at Clatsop; CMC working on priority items
- Leads and CMC working on the project schedule to best coordinate the Data Validation testing cycles and CNStudent go live dates
- Project team working on production Student testing & go live order/timing for each site; OCCC Accreditation impacts their go live date
- Executive meeting was not conducted for June we will meet again in July
- Project overall status set to Yellow due to priority data validation issues and audit details identified at RCC/BMCC/CCC for Spin files

## This Week's Accomplishments and Key Areas of Focus:

- BMCC SPIN 2 Validation continues; teams worked remote due to the holiday week
- Robin working to validate OCCC configuration
- CCC finishing up SPIN 1 review and will close out - sent sign off of SPIN 1
- Continued focus on Accuplacer, Global and other priority integrations as noted by the Leads

- CMC Technical Services team working on Student Application form; Portal testing to continue
- RCC agreed to the 2/3/20 go live
- Project schedule stored on the SharePoint team site; CMC and the Leads will continue to review/adjust the tasks and dates weekly
- Project Spin Cycle schedule revisions based on extension for data validation/audit issues and new go live dates; project flagged as Yellow

### Next Week Focus and Upcoming Activities:

Task name	Start	Finish	Location	Comments
Recast SPIN cycle	6/17/19	SPIN 2 CCC to happen this week - Validation following	Remote/On-Site	Curt to deliver updated SPIN for CCC; pending latest data audit review findings and required updates. In Progress
LMS integrations - Blackboard, Canvas, Desire2Learn, Moodle/eThink configuration by CMC	4/8/19	30 days prior to Go Live date	Remote	CMC technical team working on design/configuration for the LMS products to integrate; requirements signoff required from each college. RCC, BMCC and CCC config underway. In Progress.
Integration per SOW and recommended	12/3/18	4/19/19 - Initial list submitted	Remote	CMC worked w/Leads to review required integrations and those noted as recommended to be done. Leads prioritized in provided worksheet and reviewed week of 4/1. 5/31 - ORCC teams to let CMC know of additional integrations outside current SOW they want completed. 6/28 - Priority list being worked. In Progress.
CampusNexus Finance/HR/Payroll	8/20/19	8/21/19	On-Site/Remote	CMC to conduct an introduction session to the ORCC teams on the CNFinance/HR/Payroll products and implementation approach. Open.
CNS Go Live date Impact Analysis	3/15/19	6/10/19	Remote	After review of the data issues a revised schedule was submitted with BMCC and CCC going live in Fall and CGCC and RCC going

Task name	Start	Finish	Location	Comments
				live Winter - OCCC will go live for Summer.
Data Audit reviews - RCC/BMCC/CCC	4/11/19	On-going	Remote	CMC Data Services team working to review BMCC Spin2 data audit findings; Curt to assist with fixes. In Progress.
Executive Sponsorship meetings	4/11/19	On-going	Remote	ORCC President/Leads & CMC executive meeting - monthly.

### Critical Issues/Action Items:

Issues/Action Item	Assigned To	Expected Resolution Date	Status/Comments
Setup PCC/RogueNet integration discussion/plan	CMC - Jim	9/7/18 meeting; on hold per Robin	Based on OCCC approach PCC integration may not be needed
Data Validation Spin Cycle schedule & Go Live dates for all colleges	CMC and Team Leads	Revisions based on Data Audit & Validation findings	Teams working on modified data scripts/files to address data audit findings. Curt/CMC conducting meetings to review details; revisions targeted for initial review week of June 17th - per Curt. In Progress.
Data Spin1 user preparation - all colleges	CMC and Team Leads	5/31/19 - final review continue	RCC has noted several areas that can improve how to prepare the other colleges for upcoming Data Validation Spin1 testing. Conf call conducted with CCC to prep for Spin1 testing; CG next to be scheduled. In Progress.
Impact Analysis - assessment on desired Student Go Live dates	CMC team	4/11/19 - reviewed status at Exec mtg. Analysis continues	ORCC Executive meeting 3/13 conducted to review CNStudent go live dates and product implementations set to complete by 7/2020. CMC to assess impact and risks with stated CNS go lives dates. 4/11 - CMC provided status update on impact analysis. Dave Gumbiner completed on-site sessions 4/5-4/18 to meet/assess project status/concerns and assist with analysis. 4/26 - CMC recasting the Spin Cycle schedules based on Data Audit review and impact on Go Live dates.

Issues/Action Item	Assigned To	Expected Resolution Date	Status/Comments
			5/6 - 6/3 weeks - RCC data extract revisions to address the data audit issues will determine the timing for a revised project schedule. CMC worked to complete schedule adjustments. In Progress. 6/10 - revised schedule shared with Leads and execs - Change Orders sent for signature 6/28 - Signoff nearly completed for revised dates
Finance processing open questions - via conf calls	CMC and Team Leads	Calls to continue as requested	Leads have questions related to financial processing in CNStudent, RogueNet and CNFinance. Conf call conducted; CMC to setup additional calls as needed to cover questions - On-going.
Additional integrations identified by each college; priority and estimate effort	CMC and Team Leads	3/29/19 - extended to review additional items	CMC asking each college to review their desired additional system integrations - worksheet created for tracking and priority for go live. Priority review completed with Leads for Go Live items; Leads to let CMC know of other items needing to be configured - In Progress.
CGCC - Google Authentication - AD	CMC Cloud team	4/30/19	CMC currently does not support Google AD; we recommend migrating to either AD or AzureAD for the students. There are tools available from Microsoft to migrate Google Accounts into Azure AD. CG team to connect with MS. CMC team provided details and will check status with CG; pending update from Danny. In Progress.
ORCC Sandbox environment for testing/training	CMC and Team Leads	4/11/19 update provided at Exec mtg. 5/2/19 update provide at Exec mtg.	Leads asking for new Sandbox/Training env to use for configuration testing & system functionality. Contract cost/considerations; CMC will create new environments for each - Cloud Service team. 4/11 - RCC and BMCC is built and being verified; others being finished. 4/24 - CMC sent RCC & BMCC new URL's. 5/2 - Revisions requested for Change Order price details; CMC Legal updating and resend; CMC Legal updated wording. 6/5 - Updated documents sent to each college. Completed.
Project budget summary/breakdown	CMC Team	5/2/19 - updated to be provide 6/13/19	Monthly executive status review meeting will include the project budget summary and breakdown for colleges. 5/2 Initial budget summary shared during meeting. Additional breakdown to be provided at next session. Completed



Issues/Action Item	Assigned To	Expected Resolution Date	Status/Comments
Parking Lot item - captured during the BRR sessions	CMC and Team Leads	10/12/18 - review done; notes being consolidated	Team Leads reviewing the list and CMC walked through each item with comments/updates. Leads meeting to determine Consortium standards and updating the documentation accordingly. Consortium items may continue to be discussed. Completed.
Student Financial Aid and processing initial review	CMC - Jim	11/16/18 & 2/5/19	CMC to setup a conference call to cover how to process and answer open CampusNexus FA questions - Conf call scheduled 1/18 to review Account Structure; FAA call completed for 2/5. Completed.
CMC to provide customer reference for Student Degree Audit process	CMC	2/27/19	CMC has a reference customer that conducted a conference call to review their use of the student degree audit process within CNStudent. Meeting requested for Jan 11 <sup>th</sup> confirmed and completed. 2/15 - Reopen: Additional request by Leads to show demo - set for 2/27. Completed.
RCC NSLDS/Financial data review	RCC - Curt	3/8/19	NSLDS data issue related to student start date; critical for financials and student data testing. In Progress - being finalized for next Spins. Completed.

Legend: **Green** - In Progress **Yellow** - Caution **Red** - Serious **Brown** - Hold **Black** - Completed

Note: Please refer to the ORCC SharePoint project team site for stored documents.

## High Level Risks:

Risk Description	Impact to Project	Mitigation Strategy
RCC Spin1 Data Validation/Testing extended	High	RCC and CMC teams reviewed testing results and agreed to extend several weeks to complete efforts. Focus will also be on BMCC Spin1 week1 to check data quality before starting RCC Spin2. CMC resource scheduling impact review underway since Test Cycle changed. Change Order created to capture RCC extension. Completed.
RCC NSLDS/Clearinghouse student data file extract for CMC under review	High	RCC IT is reviewing the identified data issue related to NSLDS reporting and providing CMC with student financial data for testing. RCC Spin2

Risk Description	Impact to Project	Mitigation Strategy
		<p>data will address the data for user testing and be tracked.</p> <p>CMC continues to run data audits for each of the colleges Spin cycles to improve data quality.</p> <p>4/16 - Additional Data Audit issues were provided to RCC and shared with the Leads. Discussions underway on how best to address the findings and proceed with data testing.</p> <p>4/29 - RCC working to provide additional data per CMC request; Curt to deliver revised data files for review.</p> <p>5/6 - 6/3 weeks - RCC/CMC continue working on data file corrections prior to starting next Spin data testing cycle. In Progress.</p>
<p>CNStudent desired Go Live dates based on Leads detail review of academic year, school calendar &amp; PTO time off schedules; overall project work to complete prior to go live will impact feasibility.</p>	High	<p>Leads and CMC are meeting to review the current project scheduled and required work to complete for the CNStudent implementation. Target go live dates per site are under consideration based on academic calendar, resource/school PTO schedules, time to complete full Data Validation cycles and remaining required project tasks.</p> <p>12/6: Oregon Coast indicated Accreditation in July/Aug timeframe will impact their CNStudent go live date - detailed review required. Impact to ORCC overall project schedule to be considered.</p> <p>2/22: BMCC/CCC Spin0 data validation/audits produced priority list of issues required to fix prior to Spin1 starts.</p> <p>3/1: RCC requested CNS Go Live move to July 1<sup>st</sup> per Curt.</p> <p>3/4: CCC requested CNS Go Live move to Sept 3<sup>rd</sup> per Greg.</p> <p>3/13: ORCC Executive meeting with Presidents to discuss project dates.</p> <p>3/28: BMCC requested CNS Go Live move from June 17 to July 8.</p> <p>4/19: RCC and BMCC agreed to extend their Spin cycles by several weeks; focus on issue resolution and data audit detail analysis.</p> <p>4/26: RCC estimated level of effort to fix data extract files - team to regroup early next week to review findings and next steps.</p> <p>Note: Data Extract validation and Audit report findings have extended time to complete cleanup and prep for Spin1 start dates.</p> <p>5/2: RCC addressing Data Audit issues; CMC recasting the schedules.</p> <p>5/6 - 6/3: Data file modifications continue to be worked.</p>

Risk Description	Impact to Project	Mitigation Strategy
		Discussions/Planning/Analysis underway. In Progress.
CNStudent v20 release/upgrade for each college; impact to Spin testing cycle and Go Live dates	High	CNStudent v20 has been released; CMC monitoring upgrade stats and working on timing for each college upgrade with impact analysis to Spin cycles & their Go Live date. 5/3 - v20 patch release published and under review for upgrade timing. To be considered with project schedule revisions. Planned for Config Audit weeks
ORCC Leads project time to complete the Student Business Requirements documentation review, assess the open items Data Migration session, produce the core Data Extracts prior to Configuration & Data Validation Spin0 week.	High	Leads and CMC to meet the week of 10/8 to review the status of these critical tasks, timeline to complete and adjustments the project schedule. On-site meetings completed at Columbia Gorge with the Leads to review BRD and Parking Lot items; CMC participated and received Student requirements sign-off. Data Extract file development continues to be produced and was pushed by one week to allow more time to complete for RCC Spin0. Student BRD sign-off completed; Initial Data Extracts - Completed.
VPN Tunnel and Active Directory setup needs completed	High	Bill Bohn is managing at task level to ensure deadline met; coordinating with CMC Cloud team and ORCC technical staff. Completed.

Note: Please refer to the Risk Issue Log for detail information.

## Deliverables Acceptance:

Deliverable	Due Date	Expected Sign Off Date	Actual Sign Off Date	Status/Comment
Business Requirements Review document & Signoff	10/1/18	10/12/18	10/10/18	Completed. Leads signed during on-site meeting at CG.
Data Migration/Analysis Requirements Review; post trip report review/sign-off	10/5/18	10/12/18	10/19/18	Completed - RCC (Lead for data extraction) approved.

Deliverable	Due Date	Expected Sign Off Date	Actual Sign Off Date	Status/Comment
Student Configuration sessions & Signoff	11/6/18	11/9/18 - pushed to 1/15/19	1/15/19	Completed - post trip reports delivered for review/signature by Leads. 1/14 Leads on-site for Portal BRR - signing to be done.
Student Lifecycle training & Configuration Signoff	12/3/18	1/15/19	1/18/19	Completed - training & configuration session completed. Leads to review/signoff 1/14.
Data Validation - Rogue Spin1	Spin0 Rogue 11/30; Spin 1 2/8	Spin0 11/30/18 Spin1 3/1/19	Spin0 12/7 Spin1 3/8	Completed - RCC Spin0 delivered 11/16 and testing completed by CMC. RCC Spin1 file delivered and testing underway - extended.
CNS Portal Business Requirements Review documentation	1/25/19	2/15/19	3/1/19	Completed - CMC provided Portal BRR document for review and signoff.
CNS Portal Config/Training	2/28/19	3/8/19	3/15/19	Open - Session completed 2/19-22 on-site; follow up & reviews continue as needed.
CN Forms Builder & Workflow technical training	4/1/19	4/12/19	4/11/19 via Leads mtg	Completed - Session scheduled 4/1-5.
Data Validation/Issue resolution - BMCC Spin1	3/18/19 start	4/26/19 - Extended	6/14/19	Completed - BMCC Spin1 user testing; extended due to open issues and data audit.
Data Validation/Issue resolution - RCC Spin2	4/1/19 start	4/26/19 - Extended		Open - RCC Spin2 user testing; extended due to open issues and data audit.
Data Validation/Issue resolution - CCC Spin1	4/8/19 start	5/3/19 - Extended	7/5/19	Open - CCC Spin1 user testing; extended due to open issues and data audit.
Data Validation - CG Spin1	TBD - pending delta mapping work	5/17/19		Open - CG Spin1 user testing. Scheduled pushed due to CG working on delta mapping based on Spin0 processing.

## Change Control

SOW/Change Order	Due Date	Expected Sign Off Date	Actual Sign Off Date	Status/Comment
#1 - RCC Spin1 test schedule extended	2/18/19	2/25/19	2/21/19	Closed/Curt signed document.
#2 - Sandbox Environment for each college	4/26/19	6/14/19		In Progress; CMC sent documents to each college for review/signoff.
#3 - Go Live Dates changed	6/17/19	6/21/19		In progress most signed

## Project Milestones

Milestone	Target Date	Actual Date	Status/Comments
Student BRR documented	10/5/18	10/10/18	Completed - Leads reviewed and approved
Data Migration Review	9/24/18	10/19/18	Completed - session completed; documentation signed
Original Data extracts - all schools - Spin0	11/1/18	RCC - first CG last	Open - all five extracts uploaded & initially tested. RCC/BMCC/CCC files processed - prep for Spin1 start date; CG set for 4/1 and OC not converting data
Configuration - Student	11/16/18	11/16/18 RCC	Completed - RCC due 11/16; other sites prior to Spin0. On-site session scheduled for 12/5-6 @ PDX Sheraton
Data Migration Spin0 RCC	11/16/18	11/16/18	Completed - Initial data extract produced
Student Lifecycle & Configuration training	12/3/18	12/4/18	Completed - Training agenda provided for on-site delivery; Student Configuration agenda completed
Data Migration & Validation Spin1 RCC	1/7/19	1/7/19 testing	Completed - scheduled dates; file delivery 12/14 and processed 1/4; testing starts 1/7 thru 2/11 then to 3/1
Portal BRR (all sites)	1/14/19	1/14/19	Completed - Student/Faculty/Employee BRR on-site (PDX)

Milestone	Target Date	Actual Date	Status/Comments
Data Migration Spin0 BMCC	2/11/19	2/12/19	Completed - RCC to deliver BMCC Spin0 data file to CMC
Data Migration Spin0 CCC	2/18/19	3/29/19	Completed - RCC to deliver CCC Spin0 data file to CMC; extended to 3/29
Portal Config & Training (all sites)	2/19/19	2/19/19	Completed - Portal Config/Training on-site (Clackamas CC)
Data Validation/Issue Resolution Spin1 BMCC	3/18/19	3/18/19	Completed - BMCC user testing Spin1 started (CMC on-site first 2 weeks then remote)
Data Migration & Validation/Issue Resolution Spin2 RCC	4/1/19	4/1/19	In Progress - 3 weeks of testing & issue resolution. Extended due to Data Audit issues.
Data Validation/Issue Resolution Spin1 CCC	4/8/19	4/8/19	Completed - 3 weeks of testing & issue resolution. Extended due to Data Audit issues.
FormsBuilder/Workflow technical training	4/1/19	4/1/19	Completed - Session scheduled at Clatsop on-site
Data Validation/Issue Resolution Spin2 BMCC	6/24/19	6/24/19	In Progress - 5 weeks of testing & issue resolution. CMC on-site 1 <sup>st</sup> and 3 <sup>rd</sup> weeks; July 4 <sup>th</sup> holiday considerations.
Data Migration Spin2 CCC	7/8/19		Completed - RCC to deliver CCC Spin2 data file to CMC; pending latest data audit review/fixes
Data Validation/Issue Resolution Spin2 CCC	7/15/19		Open - 4 weeks of testing & issue resolution. Extended due to Data Audit issues; pending Spin0 completion
Data Migration Spin3 RCC	8/25/19		Open - 2 weeks of testing & issue resolution; BMCC to conduct Spin2 with data audit updates
Data Migration - End User BMCC	9/2/19		Open - Training Spin - prep for UAT
User Acceptance Testing	9/16/19		Open - 2 full weeks for full system functionality testing

Milestone		Target Date	Actual Date	Status/Comments
BMCC				
End User Training BMCC		9/30/19		Open - Determine number of users to train and locations
Go Live - Student/Portal BMCC		10/28/19		Open - BMCC to be first site for Student/Portal go live

**Note:** ORCC Spin Cycle project schedule available showing details of all colleges on SP site and reviewed with Leads; dates provided in project plan/worksheet and continue to be reviewed on a weekly basis.