Operational Management
IT Cost Optimization

Key tenets that undergird investment and design decisions

*Will this decision enable us to ...?*
### 1-Page Strategy Organization

#### UTA Goals & OIT Portfolios

<table>
<thead>
<tr>
<th>UTA GOALS</th>
<th>OIT SUPPORTING PORTFOLIOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transform the Student Experience</td>
<td>• Enhance Digital Student Experiences</td>
</tr>
<tr>
<td>Engage In High-Impact Research &amp; Scholarship</td>
<td>• Strengthen Digital Research</td>
</tr>
<tr>
<td>Reimagine Efficiency &amp; Effectiveness</td>
<td>• Optimize University Administrative Systems</td>
</tr>
<tr>
<td>Ensure Student Access &amp; Success</td>
<td>• Expand Recruitment &amp; Retention Systems</td>
</tr>
<tr>
<td>Serve the Community Near &amp; Far</td>
<td>• Digitally Extend Service Activities</td>
</tr>
</tbody>
</table>

- **Create personalized experiences for our students when they interact with UTA’s digital systems.**
- **Enable researchers to conduct high-quality research and publish their findings using state-of-the-art digital research services and support.**
- **Improve inefficient business processes, automate manual processes, and/or improve decision-making capabilities.**
- **Improve an applicant’s ability, become a student at, and graduate from UTA.**
- **Aid UTA in achieving its community service mission.**
**IT Programs & Projects**

**OIT Foundations:** Ensure that the people, processes, and technologies are in place to enable OIT to support UTA’s strategy and to attain the OIT vision.
# OIT Goals Dashboard

## Success Measurements: Goals - Actuals

<table>
<thead>
<tr>
<th>OIT Goals Dashboard</th>
<th>Success Measurement</th>
<th>Goal</th>
<th>Actual (Mar – May)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remarkable Service</strong></td>
<td>1. Customer Satisfaction (CS): ServiceNow Ticket Completion</td>
<td>99%</td>
<td>96%</td>
</tr>
<tr>
<td></td>
<td>2. Oantime High Quality Critical &amp; High Project Status Reports</td>
<td>80%</td>
<td>85%</td>
</tr>
<tr>
<td></td>
<td>3. CS: OIT Computer Lab Customer Service**</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>4. CS: OIT Computer Lab Operational Efficiency**</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>5. CS: OIT Computer Lab Software Availability**</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>6. Modernize Web Applications</td>
<td>80%</td>
<td>85%</td>
</tr>
<tr>
<td><strong>Impactful Research</strong></td>
<td>7. HPC Cluster Utilization (# of Computing Hours Used / CPU Time available)</td>
<td>90%</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>8. Research Network Consumption</td>
<td>60%</td>
<td>--</td>
</tr>
<tr>
<td><strong>Rapid Delivery of IT Solutions</strong></td>
<td>9. Student Applicant NetIDs Created within 48 Hours</td>
<td>98%</td>
<td>99.79%</td>
</tr>
<tr>
<td></td>
<td>10. 24 Hours Resolution of Priority 1 Incidents</td>
<td>80%</td>
<td>82%</td>
</tr>
<tr>
<td></td>
<td>11. 48 Hours Resolution of Priority 2 Incidents</td>
<td>80%</td>
<td>77%</td>
</tr>
<tr>
<td></td>
<td>12. 3 Day Delivery of Service Requests</td>
<td>80%</td>
<td>77%</td>
</tr>
<tr>
<td></td>
<td>13. Successful IT Changes</td>
<td>98%</td>
<td>99%</td>
</tr>
<tr>
<td></td>
<td>14. EIR Accessibility Requests Resolved</td>
<td>95%</td>
<td>98%</td>
</tr>
<tr>
<td></td>
<td>15. Budget Consumed on New Technology*</td>
<td>6%</td>
<td>6%</td>
</tr>
<tr>
<td></td>
<td>16. Budget Reclaimed on Sunset Technology*</td>
<td>6%</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Resilient, Hybrid Infrastructure</strong></td>
<td>17. Web Latency</td>
<td>500ms</td>
<td>1,329ms</td>
</tr>
<tr>
<td></td>
<td>18. Web Uptime</td>
<td>99.9%</td>
<td>99.95%</td>
</tr>
<tr>
<td><strong>Great Place to Work</strong></td>
<td>19. Utilization of Training Budget*</td>
<td>95%</td>
<td>63%</td>
</tr>
<tr>
<td></td>
<td>20. High Performer Employee Retention*</td>
<td>95%</td>
<td>99%</td>
</tr>
<tr>
<td></td>
<td>21. New Employee 6-Month Retention</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>22. Internal Recruitment</td>
<td>30%</td>
<td>25%</td>
</tr>
</tbody>
</table>

*Based on Fiscal year 2020

**Due to the impact of COVID-19, we did not conduct surveys for this period.
Transform the Student Experience
Web Modernization
OIT Portfolio: Enhance Digital Student Experiences

Web Modernization Phase II

Scope
Executive Summary:
This project is a continuation of the effort initiated by PRJDC11433, Build Modern Web Platform to host UTA Internet. During the first phase the UTA homepage, Admissions, campus map, about us, visit us, Academics, News, Orientation, College of Business, Provost Office, Giving, For Parents, Research, and Student Life and Student Affairs moved to the new platforms. Sitecore and Faculty and Staff Resources (Cascadia).
The scope of this engagement is to move the remaining schools and colleges and Student Success to the new platforms over the next 12-18 months. 547,501 days =18 months. It has been rounded up to 600 days for setting the initial projected timeline for this project.

Status
The primary areas of focus for this project right now are:

- Continue migration activities for both colleges and departments
- Finalize training materials needed for the department managed migrations
- Set a new baseline for project schedule based on project team’s capacity
- Identify departments that are going to be part of the July wave kick-off.

Risks
No risks

Planned Activities
- Ongoing working sessions between University Advancement (UA) and Training Team for training content development for the Department Managed Migration
- Identify the next wave of colleges to engage as part of the UA Managed migration
- Continue project activities for all colleges and departments
- Re-baseline timelines to accommodate project team capacity
# UTA Digital Signage

## OIT Portfolio: Enhance Digital Student Experiences

### UTA Digital Signage

#### Scope

UT Arlington plans to implement digital communications platform throughout its classrooms, computer labs, and high-traffic collaboration areas where current alert messages may face challenges being delivered successfully. This project is a collaboration between the OIT, University Communications, and the Campus Police Department. The purpose of this project has two distinct goals, and will be deployed in phases:

1. Provide the University with a Digital Emergency Alert Communication channel which will integrate with our existing ENS system "RAVE".
2. Provide the University a collaborative digital communication service which will allow faculty and staff to share information on campus activities, videos, social media, in a dynamic and innovative way.

### Status

**Project Milestone Description**

**Phase I – Digital Signage**

### Risks

**Cost Comments:** The upcoming cost risks or issues would be related to the scope expansion to include the common areas and using the wireless network. Currently approved project budget is on track as planned and revised in Dec 2019.

**Schedule Comments:** Project is currently on schedule. No upcoming schedule risks or issues.

### Planned Activities

1. Follow up on status of the PO and the installation date from SKC.
2. Follow up again with Zina Butcher/ Lee Pierce on the communication message regarding Digital Signage to UTA campus.

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**Contact Information**

**BO:** John Hall  
**PM:** Mai Tran

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8/28/20
Fall Academic Instructional Strategic Plan

OIT Portfolio: Enhance Digital Student Experiences

Scope
This project aims to define a plan for safely reopening the campus in a limited form for the Fall 2020 semester. UT System will disseminate an official announcement but, in the meantime, UTA needs to be ready from an operational perspective. Five sub-task forces have been defined to address concerns such as logistics, class modality, international students, faculty workload & training, and communication, all related to safely opening the UTA campus for students. The desired outcome for this project will be to safely reopen the campus for students and faculty for the Fall 2020 semester.
Documents included for this project are located in the Teams channel:
1) Project Charter
2) Project Kick off Deck
3) Stakeholder Register
4) Risk Register

Status
1) Schedule Development: The project manager and business process analyst have met with each Chair to define all activities needed to achieve the objectives and deliverables defined by engaging the sub-task force leads/chairs. We aim to finalize the schedules with each Chair next week.
2) Risk Register Development: After meeting with each Chair, a number of risks have been identified and the Project Manager will review them in detail with our Business Owner and Enterprise Risk Manager to coordinate appropriate ownership.
3) Meeting Schedule: a. Weekly All Chairs meeting b. Weekly All Task force meeting c. Weekly sub-task force meetings

Risks
- No Risk Provided

Planned Activities
5/26-5/28, Finalize project schedules with each Chair
5/26, Review Risk Register with Business Owner, Pranesh and Enterprise Risk Manager, Edgar
5/28, Review with Business Owner
6/1-6/5
Approve Project Schedule with Business Owner
Approve Risk Register with Business Owner
Approve List of Academic Plans.

Contact Information
PM: Stacey Fraser
Engage In High-Impact Research & Scholarship
Upgrade High Performance Computing (HPC)

**Scope**
- Support the entire community at UTA through the use of a shared platform. This effort is being directed by the VP of Research working with the Research Advisory Council to develop and implement a strategic plan.

**Status**
- For Accounting setup, we got firewall open between db and hpc servers. Database team just created Database for accounting.
- I am now working on setting up accounting with Slurm, so that way it can get reports on cpu, mem, time, job status reports.
- Updated Intel License manager and updated Intel Parallel studio 2019 update 5 on test hpc.
- Working on updating Parallel studio on Prod HPC.
- Installing new apps on test hpc after that will do the same on Prod HPC.

**Risks**
- No risk

**Planned Activities**
Work on backlog on software install tickets, prioritizing those requested by active HPC users. Discuss options to move forward with SLURM setup (accounting and job submission options); develop a statement of work for a consultant. Update public-facing HPC documentation. Identify what statistics can be gathered through existing SLURM configuration and other monitoring points.

Contact Information
BO: Douglas Bergère
PM: Edward Gonzales

10/30/19
Establish Centralized Research Support Org.

OIT Portfolio: Strengthen Digital Research

Centralized Research Support Org.

**Scope**
The Office of OIT Research Services is charged with providing information technology and application to support the University’s mission as a Tier 1 research institution. This department procures, advises, provisions, and supports information technology services for faculty engaged in research at the University.

- Core Functions:
  - Provide single point of contact for technology requests from the research community.
  - Provide a menu of services available to the university research community.
  - Act as customer advocate for requests for OIT services.
  - Provide architectural and topical expertise on OIT matters to the research community.

**Status**
- Manager started work on March 23 and continues to onboard to OIT and the team.
- Team continues to work remotely due to COVID-19 and stay-at-home and remote working orders; and regular team meetings are taking place.

**Risks**
- No risks

**Planned Activities**
- Continue discussions about scope, services and role, especially as projects, requests and incidents come to and intersect the research services group.
- Continue search for HPC lead position. Regular meetings focusing on the HPC are ongoing.
- Considering software to make available to UTA research community.
- Considering revision to current service now catalog items under Research creating new items in response to patterns of requests from the research community.

Contact Information
BO: James Grover
PM: Edward Gonzales

8/31/20
Reimagine Efficiency & Effectiveness
Timekeeping
OIT Portfolio: Optimize University Administrative Systems

Scope
- This project is to procure and implement a Time Keeping System that interfaces with HR ERP systems. Give departments time clock functionality that integrates with PeopleSoft. This system is designed to help manage auxiliary and student work forces.
- The benefit of this project is to help control labor costs and minimize compliance risk, while improving workforce productivity.

Risks
- No risks identified at this time

Status
UTA project kickoff meeting took place on May 13th. Communication to the university is taking place according to the communication plan. Project website is available to the organization as the main resource of updated information on the project progress. Vendor is re-engaged. Project kickoff with the vendor will take place on May 29, which will be followed by business requirements documenting sessions and detailed project planning.
Major stakeholders for the project are engaged: UT Office of Shared Information Services (UT OIS) is engaged and committed to the project. Two working sessions per week will take place for the next four-six months. Core timekeeping team, TimeClock Plus and UT OIS will attend these sessions to document requirements, configure and test the system, launch the pilot.

Planned Activities
Activities planned for next weeks: May 18th-May 29th
- Prepare and hold a vendor kickoff meeting
- Plan and schedule Timekeeping Forum (with Chairs, AVPs and Directors)
- Update project WBS in SN with new dates (after communication with the vendor). Start working on detailed project plan.
- Continue working with the core team on internal requirements collection and documentation;
- Hold a discovery meeting to identify the needs, constraints and time frames associated with time clocks installation.

Contact Information
BO: Kelly Davis
PM: Victoria Kolonnikina

3/22/21
Box to MS OneDrive File Storage/Sharing

OIT Portfolio: Optimize University Administrative Systems

Box to MS OneDrive

Scope
The business problem UTA needs to solve is the student, faculty, and staff users have multiple cloud storage options which create security risks with MavSpace and increase financial burden with Box.com. The desired solution of this project will migrate all UTA campus user data from Box.com and Blackboards share links to Microsoft OneDrive and SharePoint, which is part of the Microsoft Office 365 AS Educational license. The desired outcome of this project will enable UTA faculty, staff and students to store and share content using a single repository, remove the Box.com licensing cost, and will create a better user experience. Project risks will be addressed by actively engaging all impacted faculty and staff in risk review activities (such as staff survey to determine use cases for Box.com and how to suggest new approaches with OneDrive and SharePoint) and with technical staff (Terri Richardson / Lead, Phil Gilmore / Analyst).

Status
-Project Testing and Project Pilot to migrate files from Box to OneDrive successfully completed with OIT
-Continue migration of volunteers, 477 accounts and 10,149 GB of data reported migrated as of 05/21/2020
-Relaunch schedule to complete full migration begins 06/01/2020

Risks
- No risks identified at this time

Planned Activities
- Send Group Three Migration Message and Group One Reminder Message
- Migrate three “power users” to OneDrive and migrate Student Services and Faculty Affairs to SharePoint
- Respond to potential calls and tickets to allay concerns with the process of copying files from Box to OneDrive
- Complete Teams Open Meeting Trial Plan designed to assist end users and answer migration questions

Contact Information
BO: Keith Halman
PM: Robert Stack

08/31/20
Design and Implement Microsoft Teams Calling Solution

OIT Portfolio: Optimize University Administrative Systems

Microsoft Teams Calling Solution

**Scope**
- Design And Implement Microsoft Teams Calling Solution. A vendor will be procured to create the MS Teams back-end in support of the new calling solution. The vendor will design, train and implement the solution as scoped by the SOW. Key items include user provisioning, 911, analog connectivity, training and pilot roll-out of solution to campus. This will replace our current Nortel Solution.

**Status**
- Infrastructure has been complete to support the migration to the new MS Teams phones. This includes switches and UPS installation. The physical phone deployment is on hold (COVID-19). Nortel numbers are being ported.

**Risks**
- No risks reported.

**Planned Activities**
- Query contains null value.
Ensure Student Access & Success
Institution Wide CRM
OIT Portfolio: Expand Recruitment & Retention Systems

CRM Project – Phase 1 Recruitment

Scope
The business problem UTA needs to solve is a unified view of all communications to prospective students from recruitment to alumni status. The desired solution is to implement a Customer Resource Management (CRM) product to streamline and coordinate student recruitment efforts, unify student services, and improve collaboration between internal departments. The desired outcome of this project is to complete implementation of a comprehensive CRM tool that will track every touch point of a student through the UTA life cycle, provide valuable data for descriptive and predictive analytics, and increase collaboration and coordination between faculty, staff, and students. Project risks will be addressed by actively engaging all impacted faculty and staff in risk review meetings in which risks (known and unknown) are identified, reviewed for severity, impact, and probability, prioritized if possible, and mitigated accordingly by avoidance, transference, acceptance, or other mitigation.

Status
CRM tool has been selected. Formal announcement will be made on selection when contract is signed. Currently, procurement is negotiating on renewal years, pricing. Project team refining high level Program & Project Plan, Scoping, Staffing Plans and Process Mapping. Further research needed with Strata Information Group (SIG) higher education CRM consultants to determine full scope. Final revised/proposed plans will be reviewed/approved by the President. Continue working with purchasing to negotiate Statement of Work (SOW) for Business Process Mapping and Implementation Consulting. Please note that project is dependent on SIG to assist and complete future state business process mapping of recruitment and enrollment of Undergraduate Domestic, Undergraduate International, Transfers, Graduate, and Online.

Risks

Resource Comments
COVID19 - Possible resource unavailability due to spread of COVID19; to date no impact but monitoring carefully

Schedule Comments
COVID19 - Possible delays in scheduled tasks due to COVID19 (Travel, availability of resources); to date no impact but monitoring carefully

Planned Activities
1. Complete Contract with Legal / Send to UTA President for Signature.
3. Complete first newsletter, send to OIT communications for review.

Contact Information
BO: Kelly Davis
PM: David Moore

2/26/21
Transfer Portal
OIT Portfolio: Expand Recruitment & Retention Systems

Implement a Transfer Student Portal

Scope
The University of Texas at Arlington (UTA), enrollment 60,000, proposes to launch an online transfer guide to increase the success of community college transfer students. We will introduce a powerful, dynamic, and user-friendly onlin platform designed to facilitate the transition from community college to university. UTA will procure a tool from the market to respond to transfer students’ emerging needs: to clearly understand and respond efficiently to admission requirements, map out degree plans with precision, and connect education to career goals. The platform promises to improve the admission and transition process with positive impact on retention and completion rates. Transfer students will receive early, convenient, and purposeful guidance that helps them avoid excessive courses or waste financial aid, factors that contribute to lack of student success.

Status
Program Update 1. Project I Transferology - The Feeder School Announcement via Reception on 3/26/20 was canceled due to COVID-19. The team plans to replace this communication by sending out emails in April and postcards dependent on when schools are back on campus.
2. Project II Custom Development with PeopleSoft - Production link was finalized on 3/5/20, and went live on the website 3/6/20
https://www.uta.edu/admissions/apply/transfer
- UTA Development team has finished implemented the remaining changes, including accessibility issues. The project team has begun user acceptance testing. Timeline to finish development and testing is 5/3/20
- Budget, roughly $14K left unallocated in the budget. The project team has boosted marketing efforts. UTA has begun discussions with Huron’s strategy group to assess next steps from here.

Risks
No risks provided

Planned Activities
Week of 5/26
1. Issue: resolve the potential FERPA violation of the Maverick Transfer Track by adding an email confirmation step
2. Reporting: finalize the Maverick Transfer Track reports in MARC
3. Next Steering Committee meeting has been rescheduled from 5/25 (which is a holiday) to 5/29. We will recap project accomplishments and discuss the remaining items left to complete prior to closing out this project
4. Project Closeout: Continue prepping project closeout documents, and will schedule Lessons Learned session scheduled on 5/27. Post-project responsibilities session scheduled on 5/29.

Contact Information
BO: Troy Johnson
PM: Stacey Fraser

06/12/20
Telephone – Network Infrastructure for MS Teams Phone

Scope
Currently the campus uses multiple calling lines (trunks) that are based on aging technology and have little redundancy built in. The situation causes multiple calls to get dropped and no redundancy if one of the lines fail. The purpose of the RFP is to acquire one 10 GB line, 2 SIP trunks and 2 session border controllers to provide better call quality and a redundant environment. This project is needed as the backbone of moving to a Microsoft Teams calling environment as SIP service is required. Over 6000 phones on campus will be impacted by this change.

Status
The current milestone is configuring the SBC’s (Session Border Controllers). Project team continue working with AudioCodes implementation team on correctly programming SBC’s. UTA has 2 - 2600 and 2 - 800 model SBC’s on campus. Those will be provided using the LEARN (Lonestar Education And Research Network) IP schemes. Once the order has been processed by CenturyLink for connectivity, the LEARN path will be used temporarily for SIP service until physical build out is complete. Continue working on city of Arlington permitting for the physical build out of infrastructure. Note that this is dependency to proceed with the permanent implementation and no date has been given to confirm when this will start.

Risks
No risks reported.

Planned Activities
Begin planning for network cut over to physical CenturyLink infrastructure (date TBD). Receive quote from SHI (reseller) for one AudioCodes Mediant 2600 (Session Border Controller) for SEIR (Building). Keith Tharp (Manager, Telecom and project technical lead) to schedule OVOC (one voice and operations center) training (for late April) with Telecom team.
NetIQ IGA Implementation

ISO-ER-2014-06 NetIQ IGA Implementation

Contact Information
BO: Jason Hardy
PM: Chris Cox

Scope
- This product will provide 1) Empower manager level with automated access control for employees (with and without workflow approvals) across any connected system, 2) Provide support for access control auditing for any connected system, 3) Build and enforce Role Based Access Control. The project would include a 3rd party vendor to design and implement solution along with training of UTA resources so that we can provide operational support after the engagement.

Status
MyNef elevated Role assignment has been moved to MyNef Prod, however BTS will need 4 weeks to prepare training for functional users. (Role Owners)
Site Core on-boarding is now being worked on. This would be the last item on this phase of the project.

Risks
Resource Comments
Resource allocation from partner along with UTA are still within the needs of the project. Identity team resources are being added to the project.

Cost Comments
No cost overruns projected at this time.

Planned Activities
- SiteCore access request ServiceNow Catalog item with single step approval with automated access control (Azure Security Group)
- Training of MyNef role owners
Trend Micro-End-point protection

ISO-ER-2011-01 Trend Micro – End-point protection

Scope
- In order to uphold the operating tenants of CIT, Operational Security (OpSec) is deploying to the campus the Trend Micro Smart Protection Suite. This will allow OpSec to consolidate the endpoint security tools (McAfee, Malwarebytes, and Microsoft SCEP) into a single tool. This will give the Information Security Office (ISO) a single pane of glass for compliance and reporting. Office Scan gives OpSec more control over endpoint security ensuring a safer environment. Deep Security will be deployed on the server network and VMware environment providing a single point to manage.

Status
- Installation successfully pushed to endpoints participating in SCCM and JAMF; however currently showing only 1,705 managed systems with 8,347 endpoints that do not have Trend Micro installed because Trend Micro does not see other anti-virus or ISO exempt applications such as Deep Freeze.
- It appears that we may not have accurate numbers being reported through the Trend Micro console.

Risks
- No Risks

Planned Activities
- Extended deadline until June 12, 2020.
- Discussion with Mike Tyler and Jason Hardy about next steps.

Contact Information
BO: Douglas Bergère
PM: Matthew Campbell

06/12/20
Network Radio Replacement and Upgrade - Procurement

Network Radio Replacement

Scope

The initial LEER grant was a collaboration between John Hall and Jeff Neyland. They were awarded $1M. $860K is for campus safety improvements with the campus radio system being one of those improvements.

The primary objective for this engagement is to upgrade or replace the current UTA radio system. The current system is a Motorola RKR1225 5-Channel Trunked Radio System with approximately 500 handsets assigned to various UTA personnel. The University is expecting the new system to provide a minimum of 16 digital channels, will allow inclusiveness of alternative delivery channels (i.e., “Push-To-Talk”), will provide reliable and efficient radio functionality for all UTA operational groups and shall accommodate the communication requirements between these groups.

Status

No update.

Risks

No new risk identified

Planned Activities

Breakthrough working on final server specs – should have in coming days
Still awaiting equipment delivery from Hytera to Breakthrough – no delays currently foreseen
Received FCC license (effective 4/1/2020 through 10/22/2022) Still looking to do radio swap in May/June – (was previously working around Graduation – working to bring timeline forward given current campus situation)

Contact Information

BO: John Hall
PM: Kevin Krawzik

8/25/20
Wireless Network Upgrade

Scope
Currently UTA is developing an RFP to replace aging wireless access points across campus to improve service. The anticipated budget for this is $300,000. Additional funding may be required to complete each structure on campus.

The objective of this engagement is to explore wireless options that meet UTA’s expected growth and current needs. The selected vendor’s solution will include a wireless signal site survey to determine quantity and placement of access points necessary to provide required coverage and signal density, an implementation and operations/management plan to provide the wireless coverage, any necessary wireless network controller system designs, parts and labor to complete installation of power over ethernet-enabled wireless access points to designated sites, and a fixed-cost services and maintenance schedule for all systems and infrastructure.

Status
Campus wireless contract has been awarded to Cloud Ingenuity and legal process completed on 2/12 and PO was processed on 2/14. MIST is the wireless solution to be deployed across campus. Project team currently working with Facilities and Police Department to discuss logistics of the implementation. The access points equipment will arrive on 2/28 and will be scheduled with Cloud Ingenuity for installation begin on 3/1.

Project team will be focusing on detailed planning (logistics, training, communication, etc.) for the implementation with the vendor in the upcoming weeks.

Project documentation:
- Project Schedule
- Project Charter
- Project Costs

Risks
No new risk identified at this time.

Planned Activities
Finish placing APs in University Center
Starting scans on Ransom, Carlisle, Preston and the Health Center

12/3/21
Microsoft Teams Phone & Headset Procurement & Placement

Scope
Deploy Yealink T58 phones and Jabra Evolve 40 headsets across campus to support out Teams Calling roll out. This will also include installing the MS Teams client on all workstations across campus.

Status
Update - Phone and headset deployment on hold (COVID - 19). Unknown time frame to resume deployment.
UTA faculty and staff do have the ability to port number over to Teams for remote work.
https://or.utu.edu/utaremote/phones-to-teams.php

Risks
- No Risk Provided

Planned Activities
Continue to allow staff to sign up for Teams calling.

12/18/20
Vendor Hold Interface for State Comptroller’s Office

Scope
Student Financials needs an interface for reporting UTA initiated vendor holds for students not in good financial standing with the University. This project will be completed when an automated report is generated and is being transmitted to the comptroller's office.

Status
This project is on Hold until Student Financials can come up with the business requirements needed for the Comptroller Hold file. We were able to send the file to the Comptroller’s office on 2/26/20 and the file was processed on 2/27/20 and Student Financials has verified that the holds have been released. Now we will start working with Student Financials to automate the business process for the Comptroller hold file. At this time we are still waiting on Student Financials to come up with there business rules for the Comptroller’s file. Due to the Covid-19 issue there will be delays with this project and we will continue to work with Student Financials to complete this project as soon as possible. 04/10/2020 We are still waiting on SF for the business logic before we can begin the PS project.

Risks
- No risks identified at this time

Planned Activities
We were able to send the file to the Comptroller's office on 2/26/20 and the file was processed on 2/27/20 and Student Financials has verified that the holds have been released. Student Financials is looking at their business processes so once those are established we will automate this process. (Week of 3/30 to undefined) Working with Student Financials to begin automating their business process for Comptroller File. At this time we are still waiting on Student Financials to come up with there business rules for the Comptroller's file. Once the business rules have been identified we can start automating the file creation

Contact Information
PM: Robert Montgomery

05/15/20