382 AUX: Certificate vs Certification Process

	Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
Close	11/2/09 3:36:43 PM	Current				

Project Information

Partnering with HR, research and document options for MIT certificate vs certification programs.

Core Team

Project Manager	Project Sponsor
Steve Winig	Claude Canizares, Alison Alden, Marilyn Smith

IS&T Organizational Dependencies

Dependencies	Handoffs
None	None

Key Dates

	Original	Revised
Start Date	8/3/09	8/3/09
End Date	11/13/09	11/13/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Estimated Budget	Estimated Expenses	Total Actual Labor Cost	Labor Cost
$10,000.00	$10,000.00	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status

Scope Status

Budget/Resources Status

Sponsor Relationship Status

Project Timeline Status

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384 AUX: Email Documentation Redesign

	Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
Close	11/2/09 10:05:26 PM	Current				

Project Information

Improve the usability of the IS&T website's Email pages by deploying wizard style navigation tools that quickly direct users to the information they need.

Core Team

Project Manager	Project Sponsor
Heather Harrison	Steve Winig

IS&T Organizational Dependencies

Dependencies	Handoffs
None	None

Key Dates

	Original	Revised
Start Date	9/2/09	9/2/09
End Date	10/28/09	10/30/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Estimated Budget	Estimated Expenses	Total Actual Labor Cost	Labor Cost
0	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
2	Build Pilot Navigation Tree	9/11/09	9/16/09	11/3/09	Completed
3	Develop and Publish Email Page Redesign	9/17/09	9/28/09	11/3/09	Completed

Scope Status

Budget/Resources Status

Sponsor Relationship Status

Project Timeline Status

IST Information Services and Technology

385 AUX: Online Training Content and Services Catalogue

Execute & Control

	Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
	10/15/09 11:13:22 PM	Current	🟩	🟩	🟩	🟩

Project Information

Implement an IS&T Training resources site that provides one-stop shopping access to our Class catalog, Captivate videos and other self-pace tools, downloadable training curriculum and materials, user documentation, and links to external resources like Element K, Compuworks, etc.

Core Team

Project Manager	Project Sponsor
Mark Wiklund	Steve Winig

IS&T Organizational Dependencies

Dependencies	Handoffs
None	None

Key Dates

	Original	Revised
Start Date	9/30/09	9/2/09
End Date	3/31/10	3/31/10

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
1	Define Requirements	9/2/09	10/23/09		Overdue
2	Design Prototype	10/26/09	11/27/09		Not Started
3	Roll-Out Phase 1 Solution	11/30/09	12/31/09		Not Started
4	Improve and Enhance Site	1/4/10	3/31/10		Not Started

Scope Status

Budget/Resources Status

Sponsor Relationship Status

Project Timeline Status

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386 AUX: Strategic Training Plan

Execute & Control

	Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
	11/16/09 5:13:15 PM	Current	🟩	🟩	🟩	🟩

Project Information

Develop, review, and communicate a strategic plan for IS&T Training products and services, based on robust needs gathering and analysis, aligned to IS&T's core mission, capable of meeting learning needs in a cost effective manner.

Core Team

Project Manager	Project Sponsor
Mark Wiklund	Steve Winig

IS&T Organizational Dependencies

Dependencies	Handoffs
None	None

Key Dates

	Original	Revised
Start Date	9/2/09	11/2/09
End Date	11/20/09	11/20/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
1	Complete Strategic Plan	11/2/09	11/20/09		In Progress

Scope Status

Budget/Resources Status

Sponsor Relationship Status

Project Timeline Status

IST Information Services and Technology

400 Concurrent Licensing with Keyserver

	Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
Initiate	11/19/09 9:56:15 AM	Current				

Project Information

Provide popular software that MIT would otherwise be buying ala carte through a central concurrent license to save MIT money. This project will utilize Sassafras Keyserver (industry standard) to distribute Adobe products as they provide best return on the investment.

Core Team

Project Manager	Project Sponsor
Jonathan Hunt	Patricia Sheppard

IS&T Organizational Dependencies

Dependencies	Handoffs
CSS, OIS	None

Key Dates

	Original	Revised
Start Date	10/15/09	9/28/09
End Date	6/30/10	6/30/10

Top Issues and Risks for the Project

Issues	Owner	Current Status
Following Sassafras Tech Support documentation on deputizing Adobe installers, I created the new MSI installers. After testing those installers, received fatal failures during installation for all the products that were keyed: e.g. Adobe Dreamweaver CS4 Error: Error 1603. Fatal error during installation. Have request into Sassafras technical support for assistance.		Not Started

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
$55,400.00	0	0	$140.00

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
2	Acquire KeyServer License	10/5/09	10/14/09	10/21/09	Completed
3	Acquire Adobe Concurrent Licenses	10/5/09	10/9/09	10/30/09	Completed
5	Acquire Server	10/5/09	10/9/09	10/15/09	Completed
7	Develop IS&T Deployment Plan	10/15/09	11/4/09		Overdue
9	Repackage Binaries	11/16/09	11/30/09		In Progress
12	Develop MIT Deployment Plan	1/25/10	2/12/10		Not Started

Scope Status

On track.

Budget/Resources Status

SWEB $10,800
SW $40,000
HW $4,600

Sponsor Relationship Status

Project Timeline Status

On track.

IST
Information Services and Technology

390 CSS: Billing **Execute & Control**

	Timeline Status	Scope Status	Budget Status	Sponsor Status
Last Updated				
11/19/09 10:00:29 AM **Current**				

Project Information

Assess the current state of client invoicing and billing in CSS lines of business. Identify inefficiencies and pain points. Develop plans to remediate them if possible.

Core Team

Project Manager	Project Sponsor
Robert Smyser	Patricia Sheppard

IS&T Organizational Dependencies

Dependencies	Handoffs
CSS, FIN	CSS

Key Dates

	Original	Revised
Start Date	8/1/09	8/3/09
End Date	12/31/09	3/1/10

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
$12,000.00	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
15	One High-Overhead map of CSS	11/18/09	11/24/09		Not Started
16	Check with Key Clients about Requirements	11/18/09	11/24/09		Not Started
19	? QuickBooks enterprise on Linux -- online research	9/22/09	12/15/09		Not Started

Scope Status

Budget/Resources Status

SWEB $12,000.00

Sponsor Relationship Status

Project Timeline Status

Lost Elaine Aufiero for a month or two in early october. Will impact timeline with regard to process documentation artifacts.

IST
Information Services and Technology

398 CSS: Metrics Refresh

Execute & Control

Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
11/19/09 10:02:24 AM	**Current**				

Project Information

Re-examine the metrics used in the Quarterly Reports fpr appropriateness and ultimate responsibility for data gathering. Move autonomy with respect to measures closer to the lines of business that they represent.

Core Team

Project Manager	Project Sponsor
Robert Smyser	Barbara Goguen

IS&T Organizational Dependencies

Dependencies	Handoffs
CSS	CSS

Key Dates

	Original	Revised
Start Date	8/1/09	9/30/09
End Date	10/30/09	12/1/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
$9,000.00	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
4	AUX	10/26/09	11/30/09		In Progress
9	Service desk wiki page	11/23/09	11/30/09		Not Started
10	ITSS wiki page	11/23/09	11/30/09		Not Started
11	AUX wiki page	11/23/09	11/30/09		Not Started
12	Telephony wiki page	11/23/09	11/30/09		Not Started
13	FSX wiki page	11/23/09	11/30/09		Not Started
14	DS wiki page	11/18/09	11/23/09		Not Started
16	TEM dashboard for wiklund	11/23/09	11/30/09		Not Started
17	AdminIT DW brio tool	11/23/09	12/1/09		Not Started

Scope Status

Budget/Resources Status

SWEB $9,000.00

Sponsor Relationship Status

Project Timeline Status

IST **Information Services and Technology**

397 DS - DCAD Business Model Revamp

Initiate

Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
10/15/09 12:44:21 PM	Current				

Project Information

Proceed with the next step in the Analysis and Implementation of the DCAD business model project. This project will look at the feasibility, impact, and cost of implementation for each of the recommendations from Steve Buckley's CSIR project related to DCAD. A plan will be formulated for implementing some or all of the recommendations in either the short or long term. The final plan document will also include the CSIR recommendations that are not ultimately recommended for implementation in either the short or long term and why.

Core Team

Project Manager	Project Sponsor
Jeffrey Reed	Chris Lavallee

IS&T Organizational Dependencies

Dependencies	Handoffs
None	None

Key Dates

	Original	Revised
Start Date	10/1/09	5/18/09
End Date	1/31/10	7/1/10

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status

Scope Status

Budget/Resources Status

Sponsor Relationship Status

Project Timeline Status

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396 DS - DDM Asset Recovery

Prepare

Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
10/15/09 12:48:9 PM	Current				

Project Information

This project focuses on how DDM will handle the Asset Recovery of computer equipment that has been replaced as part of the Desktop Renewal Program.

Core Team

Project Manager	Project Sponsor
Chuck King	Chris Lavallee

IS&T Organizational Dependencies

Dependencies	Handoffs
None	None

Key Dates

	Original	Revised
Start Date	9/21/09	10/1/09
End Date	12/31/09	12/31/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
1	Collect Assets & Itemize	10/1/09	12/21/09		In Progress
2	Select Pilot Vendor	10/14/09	10/14/09	10/29/09	Completed
3	Palletize Items	11/2/09	12/18/09		Not Started
4	Contact Vendor for Asset Pickup	11/30/09	11/30/09		Not Started

Scope Status

Budget/Resources Status

Sponsor Relationship Status

Project Timeline Status

IST Information Services and Technology

395 DS - DDM Realignment

Prepare

		Timeline Status	Scope Status	Budget Status	Sponsor Status
Last Updated 10/29/09 12:06:45 PM	**Current**	🟩	🟩	🟩	🟩

Project Information

This project is to track the progress made of the Desktop Renewal and AdminIT merger into the new group DDM - Desktop Deployment and Maintenance.

Core Team

Project Manager	Project Sponsor
Chuck King	Chris Lavallee

IS&T Organizational Dependencies

Dependencies	Handoffs
None	None

Key Dates

	Original	Revised
Start Date	11/1/09	11/2/09
End Date	1/15/10	1/15/10

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
0	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
1	Create Vision Statement of DDM	12/2/09	12/2/09		Not Started
2	Review DRAFT of DDM Business Model	11/2/09	12/1/09		Not Started
4	Update DDM wiki and webpage	12/14/09	12/18/09		Not Started
5	Schedule Discussion meeting with Customers	1/11/10	1/15/10		Not Started

Scope Status

Budget/Resources Status

Sponsor Relationship Status

Project Timeline Status

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332 Fall Readiness 2009

Close

		Timeline Status	Scope Status	Budget Status	Sponsor Status
Last Updated 11/2/09 9:26:59 AM	**Current**	🟩	🟩	🟩	🟩

Project Information

Fall Readiness 2009 is an annually recurring umbrella project capturing all activities in IS&T related to preparing for, reaching out to, and orienting the new class of incoming students. This includes undergraduate and graduate students. The project usually kicks off around early February and peaks with Orientation (an MIT-wide event at the end of August), but continues with some activities through October.

Core Team

Project Manager	Project Sponsor
Oliver Thomas	Barbara Goguen

IS&T Organizational Dependencies

Dependencies	Handoffs
CSS	COM, CSS

Key Dates

	Original	Revised
Start Date	3/1/09	3/1/09
End Date	10/31/09	10/31/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
$65,000.00	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status

Scope Status

Budget/Resources Status

Sponsor Relationship Status

Project Timeline Status

IST Information Services and Technology

220 First Debathena Release

	Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
Close	10/21/09 4:42:35 PM	Current				

Project Information

New major release of Athena, modularized to be installable in pieces. Ubuntu replaces the Red Hat Enterprise distribution as the operating system Base.

Includes identification of obsolete functionality and gracefully retiring it.

Preview version for incoming students in Mid August 2008.

Roll-out to clusters fully replacing Athena 9 over the summer of 2009.

Follow-up and review.

Core Team

Project Manager	Project Sponsor
Oliver Thomas	Barbara Goguen

IS&T Organizational Dependencies

Dependencies	Handoffs
ISDA	CSS

Key Dates

	Original	Revised
Start Date	7/1/07	7/2/07
End Date	9/1/09	9/1/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
$173,000.00	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
1	Pre-Planning	7/2/07	2/21/08	4/22/08	Completed
2	Initiate Debathena Collaboration	1/2/08	2/5/08	4/22/08	Completed
3	Infrastructure	2/1/08	3/17/08	4/22/08	Completed
4	Core	2/1/08	5/2/08	9/4/08	Completed
5	Basic Functionality	2/1/08	7/3/08	9/4/08	Completed
6	Preview	2/1/08	8/21/08	9/4/08	Completed
7	Cluster	2/1/08	10/8/08	1/13/09	Completed
8	Feature Complete	2/1/08	11/11/08	12/12/08	Completed
9	Beta Testing Complete	2/1/08	11/11/08	3/4/09	Completed
10	Full Deployment Readiness	2/1/08	12/11/08	10/1/09	Completed
11	Refinement	1/1/09	5/1/09	10/1/09	Completed
12	Cluster Rollout	5/1/09	7/1/09	10/1/09	Completed
13	Followthrough and Review	7/1/09	9/1/09	10/21/09	Completed

Scope Status

We are working to identify areas where the scope of
Athena itself can shrink even as embodied in Athena 10.

The Beta testing before Early roll-out has been completed.
In a confusing turn of nomenclature, the Early systems
are called "Beta" for customers, but is actually in the
"Refinement" stage for purposes of project management.

Budget/Resources Status

On budget. Now that Athena 10 is showing credibility
as the replacement to Athena 9, everyone is focused
on shifting any Athena 9 resources to Athena 10.

Sponsor Relationship Status

TAP review has been completed. Project was "accepted with conderns". The concerns are already being worked on in the refinement phase of the project.

Project Timeline Status

We are evaluating how to go live with the Production Quality Athena 10 in advance of the July 1 target date. So we are trading off a delay for Early testing with a hoped-for earlier general release.

We have gone live with Early deployment on 3/4/2009.

IST Information Services and Technology

		Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
336 IS&T Exchange Migration	**Execute & Control**	**11/19/09 10:25:7 AM**	**Current**			**None**	

Project Information

To offer the service as the alternative, optional integrated email and calendaring option, and provide support to the MIT Community and transition those DLCs who opt-in. This consists of migrating data rom the current IMAP (Cyrus) mail server to the Exchange server including mobile devices. This will be accomplished by collaborating with departmental coordinators for the departments, labs and centers, to assess their email, calendaring and mobile devices environment and training needs to make the best recommendation and schedule data migrations and next day on-site assistance if needed as they transition to the new environment.

Core Team

Project Manager	Project Sponsor
Deborah Bowser	Barbara Goguen & Theresa Regan

IS&T Organizational Dependencies

Dependencies	Handoffs
OIS	CSS

Key Dates

	Original	Revised
Start Date	3/15/09	3/2/09
End Date	6/30/10	12/4/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
$400,000.00	0	$95,000.00	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
5	Create exchange accounts for incoming students	4/1/09	4/10/09	5/8/09	Completed
8	Communicate to IS&T migrate date and expectations	4/21/09	6/11/09		Overdue
13	Create training curriculums for exchange	3/2/09	6/10/09		Completed

Scope Status

Budget/Resources Status

None

Sponsor Relationship Status

Project Timeline Status

Transitions have been scheduled through December 2009.

IST
Information Services and Technology

	Last Updated		**Timeline Status**	**Scope Status**	**Budget Status**	**Sponsor Status**
282 IS&T Website Migration **Close**	8/4/09 11:13:51 AM	**Current**				

Project Information

Migrate current IS&T website into Drupal CMS, utilizing new design. This project is contingent on the successful implementation of the Drupal CMS.

Core Team

Project Manager	Project Sponsor
Alison Bell	Jerry Grochow

IS&T Organizational Dependencies

Dependencies	Handoffs
COM, CSS, FIN, HR, ISDA, OIS, RM / PM, SAIS	COM, CSS, FIN, HR, ISDA, OIS, RM / PM, SAIS

Key Dates

	Original	Revised
Start Date	9/22/08	9/2/08
End Date	7/1/09	7/8/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
$309,000.00	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
1	ID Content Owners	9/2/08	10/3/08	11/4/08	Completed
2	IA Review	10/3/08	11/3/08	11/20/08	Completed
3	Finalize Site Map	10/3/08	12/23/08	1/30/09	Completed
4	Content Creation & Rework	2/2/09	4/15/09	7/9/09	Completed
5	Mapping content to templates	2/2/09	4/15/09	7/9/09	Completed
6	Content migration	2/2/09	5/29/09	7/9/09	Completed
7	Launch new site	7/8/09	7/8/09	7/9/09	Completed

Scope Status

The primary deliverable is the migration of IST website content presently stored in the ist athena lockers, in other words, alll content with the url web.mit.edu/ist that is managed by the IST Publishing Team, as well as in ITinfo. Subsequent phases of the project will address other IST web-based information resources, such as the ATIC lab and various help resources.

Budget/Resources Status

Project running under budget.

Sponsor Relationship Status

Jerry Grochow, VP of IS&T, has stated the objective of the redesigned website is to provide the MIT user community with effective and efficient access to information about IS&T's product's and services

Project Timeline Status

7/8 - Went live!

IST Information Services and Technology

378 Ticketing Tool Evaluation

	Last Updated		Timeline Status	Scope Status	Budget Status	Sponsor Status
Prepare	11/19/09 9:51:56 AM	Current				

Project Information

The current ticketing tool, utilized by IS&T as well as members of the MIT community to support various functions, has become highly customized and difficult to support. This project will evaluate options for replacing the current tool with a scalable alternative that has the ability to integrate with other tools used by the department. This project is an evaluation which will result in a recommendation - it does not include implementation and roll out.

Core Team

Project Manager	Project Sponsor
Irina Vainstock	Barbara Goguen

IS&T Organizational Dependencies

Dependencies	Handoffs
COM, CSS, ISDA, OIS, SAIS	None

Key Dates

	Original	Revised
Start Date	10/8/09	8/10/09
End Date	2/28/10	12/15/09

Top Issues and Risks for the Project

Issues Owner Current Status

Risks Impact Probability

Project Budget and Forecasts

Budget	Estimated Expenses	Estimated Labor Cost	Total Actual Labor Cost
$144,000.00	0	0	0

Key Milestones and Deliverables

#	Name	Begin	Original End	Rev. End	Task Status
1	Document current state	8/10/09	8/14/09		Overdue
2	Document high level requirements	8/10/09	8/21/09		Overdue
3	Survey of ticketing tool functionality	8/17/09	9/11/09		Overdue
4	Refine business requirements	9/1/09	9/18/09		Overdue
5	Request for Information	9/21/09	10/16/09		Overdue
6	Evaluate responses	10/19/09	11/20/09		Not Started
7	Finalize recommendation	11/23/09	12/15/09		Not Started

Scope Status

In discovery phase.

Budget/Resources Status

This project is an evaluation that will be completed with internal IS&T resources. SWEB $144,000.00 (approximately)

Sponsor Relationship Status

Sponsor has made this a high priority project.

Project Timeline Status

On track.