

Monthly Status Report

Blackboard Enterprise Learning Management System

Project Name:	Blackboard Enterprise LMS
Sponsor:	Darin King
Report Type:	Execution
For Period:	May 2017
Project Manager:	Lindsay Olson

EXECUTIVE SUMMARY

Overall Summary	Prior Status	Green	Current Status	Green
------------------------	---------------------	--------------	-----------------------	--------------

Green	The project is within 20% variance of the currently approved baseline for budget and schedule, and is expected to substantially meet all of the business objectives established in the startup report.
Yellow	The project has exceeded 20% variance of the currently approved baseline for budget and/or schedule and is expected to substantially meet all of the business objectives established in the startup report.
Red	The project is at risk of termination, or at risk of not substantially meeting the business objectives established in the startup report.

Overall, the project status is green for both the budget and schedule this month. Below is more detail on project accomplishments and expected accomplishments for this month.

ATPs

- 11 of 12 ATPs completed
- MaSU & DSU most recent to complete ATPs
 - MaSU planning a Summer 2018 go live
 - DSU planning a pilot go live for Spring 2018 and a full go live for Fall 2018
- DCB completing their ATP this week (May 9th – 11th)

SaaS Migration

- BSC, LRSC, NDSCS completing final tasks for May 15th go live
- WSC starting to move courses from stage to production
- VCSU reviewing courses that were migrated to stage and planning to start move to production this month
- UND completed move of Fall 2017 courses to production and plan to open them up to faculty this month

SIS Integration

- SIS data is now in production for UND
- Remaining campuses data will be added based on go live

Governance

- Decisions made the past month:
 - Decision made to turn off course themes at the system level
 - Reason for this is to eliminate technical issues so that courses display correctly on as many devices as possible, resulting in a better user experience
 - Approved B2 / LTI Vetting Process
 - Approved process for removal of Blackboard User Accounts
 - Reviewed additional administrator and support roles and request process
- [Recap of Governance Decisions Made to Date](#) – updated on 05.09.17

DDA / Reporting

- Bb working with BSC, LRSC, NDSCS to identify needs for summer reporting
- Bb will gather additional reporting requirements from remaining campuses to determine what type of customized reporting needs to be created

Monthly Status Report

Building Blocks / LTIs

- B2s / LTIs for May Go Live installed and configured
- Next focus is on Fall go live and NDSU (based on size)
 - [UND Status](#)
 - [MiSU Status](#)
 - [VCSU Status](#)
 - [WSC Status](#)
 - [NDSU Status](#)
- Approved SOW / Cost for VCSU and NDSU campus created B2s customization
 - Bb assigning resources and dates for work to be completed
- Hobsons completed fix to make Starfish work in the multiple node instance
 - CTS currently testing in test environment

Training

- WSC completed end user training and admin collaborate training
- UND completed a set of admin training
- CTS and UND started Admin Certification Program with Bb
 - Offering this certification to campuses that will have full system admin access with the proposed support model
- DSU planning to start admin training this month
- Remaining campuses to schedule training closer to go live dates

BSC, LRSC, NDSCS Go Live on May 15th

Monthly Status Report

COST MANAGEMENT

Summary	Prior Status	Green	Current Status	Green
Green	Variance to cost is within 10%			
Yellow	Variance to cost equals or exceeds 10%, but is within 20%			
Red	Variance to cost equals or exceeds 20%			

- CTS and Bb continuing to finalize the uses for the remaining innovation funds
 - Total innovation funds for the first year is \$547,000 and must be used by September 30, 2017

Innovation Fund Use	Cost
eCollege Help Desk (1st Year)	\$ 39,500
DDA Training for CTS	\$ 16,000
Certified Training for Sys Admins (campuses)	\$ 17,095
Certified Training for CTS	\$ 6,400
B2 Customization	\$ 216,000
Total Usage	\$ 294,995
Innovation Fund Total	\$ 547,000
Remaining Innovation Funds	\$ 252,005

- The budget is showing savings due to the following:
 - Waiting to receive final invoices from the ATP travel costs
 - Campuses have opted for remote Bb training versus onsite therefore there are no travel costs

Budget Type	Original Budget	Current Revised Baseline 2017 MAY	Actual Cost	% Cost Variance	Over Under	Estimate at Completion
Blackboard Software	\$1,236,102	\$0	\$0			
Blackboard Services	\$497,200	\$0	\$0			
ePlus	\$503,676	\$0	\$150,000			
Travel Costs	\$133,000	\$0	\$34,987.65			
Risk	\$0	\$0				
Project Budget	\$2,369,978.00	\$0	\$184,987.65	16.8%	Under	\$2,332,417.82
Help Desk (eColleges 1 st year)	\$0	\$39,500	\$39,500			
Learn Admin Certification for CTS	\$0	\$6,400	\$6,400			
Learn Admin Certification for System Admins	\$0	\$17,095	\$17,095			
B2 Customization	\$0	\$216,000	\$216,000			
DDA Training	\$0	\$16,000	\$16,000			
Baseline Sub-Total	\$2,369,978	\$2,664,973	\$479,982.65			
Management Reserve	\$597,000.00	\$302,005				
Total Budget	\$2,966,978.00	\$2,664,973				

Monthly Status Report

SCHEDULE MANAGEMENT

Summary	Prior Status	Green	Current Status	Green
Green	Variance to schedule is within 10%			
Yellow	Variance to schedule equals or exceeds 10%, but is within 20%			
Red	Variance to schedule equals or exceeds 20%			

- CTS PM working with Bb PM to add more detail/dates to tasks for campuses that have completed their ATP and are beginning course migration
 - May 15th Go Live: BSC, LRSC, NDSCS
 - August 21st Go Live: WSC, VCSU, NDSU
 - Spring 2018 Go Live: DSU (pilot)
 - Summer 2018 Go Live: MISU, NDSU, MaSU
 - Fall 2018 Go Live: DSU
- High-level milestones are outlined in the chart below. These milestones have been broken down into smaller tasks that are monitored for status tracking purposes by CTS PM.

Milestones that are flagged as having “Some Issues Delays”:

- System Governance Decisions continue to be flagged for the following reasons:
 - Topics are time sensitive and continue to require a quick turnaround from the campuses
 - Encouraging information sharing and improved communication among committee members continues to be a priority



School	Current LMS	Targeted Go Live Date*	% Complete (Overall)	eCollege 1-day planning onsite	Kick off	ATP	System Gov/ Decisions	Course Conversion	TPD Intro Meeting	SIS Integration	SaaS Migration	Learn Training (Admin)	Learn Training (End User)	Collab Training	Grades Integration with SIS	Help Desk Services	B2 Custom Work**	DDA Training**
System		See below	95%	N/A	Oct '16	Nov '16			Oct '16						TBD	N/A		
BSC	eCollege	May 2017	95%	Oct '16	Oct '16	Nov '16	N/A		Oct '16	Mar '17		Feb '17	Feb '17		TBD	Apr '17	N/A	N/A
LRSC	eCollege	May 2017	95%	Oct '16	Oct '16	Dec '16	N/A		Oct '16	Mar '17			Feb '17		TBD	Apr '17	N/A	N/A
NDSCS	eCollege	May 2017	95%	Oct '16	Oct '16	Nov '16	N/A		Oct '16	Mar '17			Feb '17		TBD	Apr '17	N/A	N/A
VCSU	Learn	August 2017	50%	N/A	Nov '16	Feb '17	N/A	N/A	Mar '17						TBD	N/A	N/A	N/A
MISU	Learn	May 2018	25%	N/A	Nov '16	Mar '17	N/A	N/A							TBD	N/A	N/A	N/A
UND	Learn	August 2017	50%	N/A	Nov '16	Feb '17	N/A	N/A	Apr '17						TBD	N/A	N/A	N/A
NDSU	Learn	May 2018	20%	N/A	Nov '16	Mar '17	N/A	N/A							TBD	N/A	N/A	N/A
WSC	Moodle	August 2017	50%	N/A	Nov '16	Jan '17	N/A		Feb '17						TBD	N/A	N/A	N/A
DCB	Moodle		10%	N/A	Nov '16	May '17	N/A								TBD	N/A	N/A	N/A
DSU	Moodle	Pilot: Jan. 2018 Full: Aug. 2018	25%	N/A	Nov '16	Apr '17	N/A								TBD	N/A	N/A	N/A
MaSU	Moodle	May 2018	25%	N/A	Nov '16	Apr '17	N/A								TBD	N/A	N/A	N/A

Note: The system currently uses Moodle, but for internal courses, vs for student facing courses.

*Go live date is defined as when students can access the course and the instructor can teach from it. Go live dates will be planned in more detail at the ATP.

**Additional SOW from Innovation Fund

Project Start Date	Original Baseline End Date	Current Revised End Date	% Schedule Variance	Ahead Behind	Estimated Completion Date
10/1/2016	3/30/2018	08/15/2018	2.0%	Ahead	08/15/2018

Monthly Status Report

SCOPE MANAGEMENT

Summary			
This project report will include the high-level change control and milestone acceptance summary.			
Change Control Log Summary			
Change #	Description	Action: Accept/Reject	Action Date
3	Blackboard Certified Trainer Program for System Admins	Accept	5/5/17
4	DDA Training	Accept	5/5/17
5	B2 Customization	Accept	5/5/17
Comments: These changes / services paid for using the first year innovation funds.			
Milestone Acceptance Log Summary			
Deliverable #	Description	Action: Accept/Reject	Action Date
1	Governance Team in Place	Accept	11/10/16
2	BSC ATP Report	Accept	11/23/16
3	System Office SIS Integration Data Planning Workbook	Accept	11/29/16
4	NDSCS ATP Report	Accept	11/30/16
5	Governance Decisions – November 2016	Accept	11/30/16
6	LRSC ATP Report	Accept	12/2/16
7	System Office ATP Report	Accept	11/21/16
8	LRSC SIS Integration Data Planning Workbook	Accept	12/22/16
9	Governance Decisions – December 2016	Accept	12/31/16
10	Training Program Development Access to System & Campuses	Accept	1/4/17
11	NDSCS SIS Integration Data Planning Workbook	Accept	1/4/17
12	BSC SIS Integration Data Planning Workbook	Accept	1/5/17
13	Governance Decisions – January 2017	Accept	1/31/17
14	SIS Integration Framework Test Plan	Accept	2/10/17
15	SIS Integration Framework Custom Scripting Guide	Accept	2/15/17
16	WSC ATP Report	Accept	1/26/17
17	Governance Decisions – February 2017	Accept	2/28/17
18	VCSU ATP Report	Accept	3/3/17
19	UND ATP Report	Accept	3/14/17
20	Governance Decisions – March 2017	Accept	3/28/17
21	Access to Online Training Courses to System & Campuses	Accept	4/5/17
22	MiSU ATP Report	Accept	3/14/17
23	WSC SIS Integration Data Planning Workbook	Accept	3/14/17
24	VCSU SIS Integration Data Planning Workbook	Accept	3/16/17
25	UND SIS Integration Data Planning Workbook	Accept	4/4/17
26	NDSU ATP Report	Accept	4/19/17
27	Governance Decisions – April 2017	Accept	4/30/17
Comments:			

Monthly Status Report

RISK/ISSUE MANAGEMENT

Summary			
There are no new risks or issues identified this month.			
Risk Management Log Summary			
Risk #	Description	Action	Action Date
Comments:			
Issue Management Log Summary			
Issue #	Description	Action	Action Date
1	Blackboard SaaS Performance Issue	Open	5/8/17
Comments:			
<p>Details of the slowness experienced on 5/5/2017 on the Blackboard SaaS system:</p> <ul style="list-style-type: none"> Two bugs were discovered to be affecting the NDUS database during the UND SIS course creation run on 5/5/2017. Blackboard has identified two different bugs that caused the issue. Currently, Blackboard has instituted a workaround on the SaaS system to avoid the issue in the short-term. However, to permanently fix the issue a patch will need to be installed. CTS is working with Blackboard and campuses to determine the best date for the patch to be completed. 			