

# Project Startup Report

May 3, 2018

**Project Name:** FAMIS Transition to Cloud (FAMIS Cloud)

**Agency:** NDUS

**Business Unit/Program Area:** Facilities – UND, NDSU, VCSU, NDSCS, BSC

**Project Sponsor:** Tom McNaughton

**Project Manager:** Patricia Johnson

## Project Description

This project will consist of all the work necessary to transition from on the on-premises version of Accruent's FAMIS application to the implementation of a SaaS version.

NDUS has been using the on-premises version of Accruent's FAMIS application since 2005. It is currently used by five campuses (and available to all eleven), and is hosted within the NDUS Data Center, as one of the Ancillary systems of ConnectND.

Since its implementation, Accruent has adapted and changed its product to fit the North Dakota University System (NDUS). The move to a SaaS product will allow NDUS to avoid costly updates, up to potentially \$300,000 of Oracle licensing, and eliminate internal hosting costs.

Each institution's staff are the subject matter experts (SME's) on the functionality and design. Core Technology Services (CTS) acts as the liaison with the vendor for patching and product support, etc. Over the past two years, CTS and the SMEs have been unofficially conducting market research and concluded that no other vendor met the current need: a multi-institutional, single source database system application in the cloud, i.e. Software as a Service (SaaS).

Through an Alternate Procurement Request, NDUS has contracted with Accruent to transition the FAMIS System to the SaaS version, allowing for increased functionality, and decreased costs.

## Business Needs and Problems

1. The NDUS needs to provide cost effective, efficient, operational and financial facilities solutions management for campuses, in a best-in-class environment that maximizes and saves resources.
2. NDUS and its campuses need to deliver accurate, timely, state-of-the-art facilities reporting to institutions, the state, and federal entities.

## Key Metrics

Project Start Date	Project End Date	Original Baseline Budget
02/06/2018*	02/28/2019	\$249,835.00

\*Due to constraints of schedule, work began prior to completion of the project plan.

## Objectives

Project Objectives	Measurement Description
1.1 Implement Facilities & Maintenance Module (FMM) in FAMIS SaaS by 12/31/18.	<p><u>Measurement 1.1.1:</u> Ability to group work orders into parent/child relationships (maintenance projects) throughout the full work order lifecycle.</p> <p><u>Measurement 1.2.1:</u> Payroll, general ledger, and accounts receivable processing without disruption to payroll schedules.</p> <p><u>Measurement 1.2.3:</u> Ability for work order lifecycle workflows to continue per state auditing requirements.</p>
1.2 Implement Inventory Control module in FAMIS SaaS by 12/31/18.	<u>Measurement 1.2.1:</u> Replicate current inventory control processes, per state auditing requirements.

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1.3 Implement Space Management module in FAMIS SaaS by 12/31/18.	<u>Measurement 1.3.1:</u> For campuses using this module, ability to accurately calculate 2019 space report across campus.
1.4 Implement Mobility (AppTree) module in FAMIS SaaS by 12/31/18.	<u>Measurement 1.4.1:</u> For technicians in the field, ability to log work orders & order parts with mobile application.
1.5 Implement Utility Management module in FAMIS SaaS by 12/31/18.	<u>Measurement 1.5.1:</u> For campuses using this, replication of current processes, per state auditing requirements.
1.6 Implement Capital Planning (PROJECTCenter) module by 12/31/18.	<u>Measurement 1.6.1:</u> For campuses using Capital Planning, replication of functionality and integration with PROJECTCenter – with the ability to manage construction projects, including scheduling, benchmarks, and costs in one location, per state auditing requirements.
1.7 Implement Key module in FAMIS SaaS by 12/31/18.	<u>Measurement 1.7.1:</u> For each campus, increased or equivalent tracking of key inventory compared to on-premises solution.
2.1 The following identified customized reports will be available from the SaaS system by 12/31/2018:	<u>Measurement 2.1.1:</u> NDUS Job Billing – Detail by Export <u>Measurement 2.1.2:</u> NDUS Job Billing Proof – Detail <u>Measurement 2.1.3:</u> NDUS Job Billing Proof – Summary <u>Measurement 2.1.4:</u> NDUS Job Billing Summary by Export Date Range <u>Measurement 2.1.5:</u> NDUS Space Room Information – 17 worksheets within the workbook.

Cost/Benefit Analysis			
	Original SOW	Added Scope	Total
<b>Project Costs</b>			
Initial database setup	\$22,210		
Delivery of completed data profiling	\$36,563	\$	\$
FAMIS Onsite Bus Requirements Workshop	\$17,070	\$	\$
Completion of FAMIS UAT Testing	\$45,520	\$	\$
FAMIS Cloud Go-live	\$45,520	\$	\$
Data upload to Project Center stage	\$15,485	\$	\$
Project Center Go-live	\$15,485	\$	\$
Final Project Close	\$21,983	\$	\$
Key Data Loading	\$	\$5,000	\$
Configured Integration between FAMIS Cloud & Project Center	\$	\$25,000	\$
<b>Subtotal</b>	<b>\$219,835</b>	<b>\$30,000</b>	<b>\$249,835</b>
Risk Contingency	\$0	\$	\$
<b>Baseline Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Management Reserve			\$30,165
<b>Budget Total</b>			<b>\$280,000</b>

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## Key Constraints or Risks

Risk: Campus functional administrators & CTS personnel may not be able to keep to schedule

Risk: Strain of implementation on campus functional administrators & CTS personnel

Risk: The possibility that the system may be temporarily unavailable & disrupt processes

Constraints:

- Campus class/semester schedules
- Campus payroll cycles & fiscal year-end reporting