

Student Data Privacy Bill of Rights Status Report

Project Name:	Student Data Privacy Bill of Rights
Sponsor:	Jody French
Report Type:	Execution
For Period:	August – September 30, 2020
Project Manager:	Angela O’Leary

EXECUTIVE SUMMARY

Overall Summary	Prior Status	Green	Current Status	Green
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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.

The project overall has started off in a positive direction. Over the past two months the project has accomplished the following:

- Project Charter approved
- Project Plan approved
- Project Repository created in Teams “Student Data Privacy Bill of Rights”
- ESC members identified and include Jody French (Sponsor), Darin King (Vice Chanc. IT/CIO), Eric Olson (SO), Corey Quirk, Thomas McNaughton, Rebecca Ringham (Registrar at MiSU), and Cambree Smith (Student). A representative from Student Affairs will be appointed at their upcoming meeting on Oct. 8.
- Six kickoff calls have been conducted with various departments at CTS
- Three Matrix Assessment exercises have been conducted with departments at CTS to identify PII in applications they support, manage, and maintain to complete their section on the spreadsheet
- Two remaining areas are scheduled for kickoff calls and seven matrix assessment exercises have been scheduled for the month of October.

Over the course of the next month, continue to meet with the various departments at CTS to complete the matrix spreadsheet and begin working to identify a “user friendly” process for when a student inquires on their PII. The team will come up with a variety of approaches to build out a process using current internal tools such as but not limited to SharePoint, TeamDynamix, PowerBI, Dashboards, etc. Identifying, building, and testing this process will take most of the remaining month of October and November. We will use the month of December to work with the team to identify how the data source will be managed and maintained after the project is complete at the end of the calendar year, 2020 to provide the student with the most accurate and up to date information. A plan needs to be in place as we go from project to operational.

Overall, the project stands in good health and on track, all teams seem to acknowledge the importance of the project and with little workload on their end.

COST MANAGEMENT

Overall Summary	Prior Status	Green	Current Status	Green
<p>The project anticipates no direct cost, yet there are hours tracked from an internal CTS perspective (indirect costs). For this period, hours tracked so far:</p> <p>July - 13.50 hrs. August - 40.25 hrs. September – 82.83 hrs. Total – 136.58 hrs. (CTS resources only)</p>				

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%				
<p>This project does not fall into the traditional waterfall schedule, has become more of an agile approach. Meaning, working with different teams at different times and pushing out deliverables in short sprints. This first month, we are on track with meeting with the various departments to identify PII elements in each application/product and will continue to do so in the month of October. The schedule for each deliverable is set for:</p> <p>Identify/Document PII in each application/product: Sept/Oct. Identify, design and test a process for when student inquiries are made to CTS: November Create a plan to manage and maintain the data source uses: December Goal: CTS will comply with policy 503.2 by the end of December 2020 Close out of the project will start January 2021</p>					
Project Start Date	Original Baseline End Date	Current Revised End Date 2020 Q3	% Schedule Variance	Ahead Behind	Estimated Completion Date
July 2020	December 2020	n/a	0.0%	On Schedule	December 2020

SCOPE MANAGEMENT

Summary			
Had one change request that was approved to include two additional PII elements.			
Change Control Log Summary			
Change #	Description	Action: Accept/Reject	Action Date
1	Added two additional PII elements to "in scope" as recommended by the Attorney General's office. <ol style="list-style-type: none"> 1. Alien Registration Number 2. Permanent Resident Number 	Accept	09/2020
Comments: After conducting the first kick off call with the Campus Solutions team, two additional PII elements surfaced that were not included in the original list of the Project Charter. Asked Eric from the AG office if they were critical to include from the beginning. Since the project at the time had not conducted any matrix assessment exercises, felt adding the two additional elements would not impact the schedule.			
Deliverable Acceptance Log Summary			
Deliverable #	Description	Action: Accept/Reject	Action Date
1			
Comments:			

RISK/ISSUE MANAGEMENT

Summary			
No issues or risks to report for this period.			
Risk Management Log Summary			
Risk #	Description	Action	Action Date
Comments:			
Issue Management Log Summary			
Issue #	Description	Action	Action Date
Comments:			