

Student Data Privacy Bill of Rights Status Report

Project Name:	Student Data Privacy Bill of Rights
Sponsor:	Jody French
Report Type:	Execution
For Period:	November 12 th – December 10 th
Project Manager:	Angela O’Leary

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.			
<p>The overall health of the project stands at 1.6% behind schedule. We are in the second deliverable, testing the process, which is taking a bit longer than expected, however, overall receiving excellent feedback.</p> <ul style="list-style-type: none"> Jody and Angela completed a demo at the December CIO Council, the process a student takes to review PII information. The reaction from the council was well received with comments from various CIO’s expressing interest to take part of the project and have a single place for students to go to view PII information. The outcome of the discussion is to create a change request to the project to include the 11 campuses. The project team has been busy testing the process and providing feedback to the Project Manager. Deadline to complete testing is Friday, December 11, 2020. Jody and Angela reviewed the process with the student ESC representative and the overall process was well received, with some minor recommendations to replace some “jargon” i.e. SaaS, On-Prem, Off-Shore. Jody and Angela also reviewed the process with an additional group of students this past week and the feedback was also well received, and they felt the SharePoint site was easy to navigate and easy to read. The only suggestion is to change the value under the column, “How the data is stored” from NDUS/NDIT to something clearer. Students do not know what NDIT stands for. Jody and Angela will bring the suggested change back to the core project team for some recommendations. <p>Next Steps:</p> <ul style="list-style-type: none"> Plan is to go-live with the process that is currently in place by the end of December 2020 and communicate to the campus CIO’s the site is live. The campuses are then responsible to disseminate the information to their students. Continue to work through the change request to include all 11 campuses to the project and extend the schedule after the launch of the page/process. 				

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). Hours tracked so far:</p> <table border="1"> <tr> <th colspan="2">Overall Total Hours since start of Project:</th> </tr> <tr> <td>July, August, Sept.</td> <td>151.83</td> </tr> <tr> <td>October/November</td> <td>117.45</td> </tr> <tr> <td>November/December</td> <td>94.25</td> </tr> <tr> <td>Total Hours Submitted</td> <td>363.53</td> </tr> </table> <p>*Note: Staff may be behind in tracking their time against the project since running the report. Numbers may be slightly off. Total number of hours will be reflected in the final post implementation report.</p>					Overall Total Hours since start of Project:		July, August, Sept.	151.83	October/November	117.45	November/December	94.25	Total Hours Submitted	363.53
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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>Below is a status for each deliverable stated in the Project Charter:</p> <p>Test the process for when student inquiries are made to CTS: IN PROCESS</p> <p>Create a plan to manage and maintain the data source: IN PROCESS</p> <p>Goal: CTS will comply with policy 503.2 by the end of December 2020</p> <p>Launch websites and send communication to Stakeholders: January 2, 2020 GO-LIVE</p> <p>Create a plan/schedule to include the 11 campuses to the project- December/January: IN PROCESS</p>					
Project Start Date	Original Baseline End Date	Current Revised End Date 2020 Q4	% Schedule Variance	Ahead Behind	Estimated Completion Date
July 2020	December 2020	N/A	1.6%	Behind	December 2020

SCOPE MANAGEMENT

Summary			
No change requests this month. Below is the change request from previous status report.			
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. 1. Alien Registration Number 2. Permanent Resident Number	Accept	09/2020
2	Include all 11 campuses to the project once CTS has launched the site/process	Pending	12/10/2020
Comments:			
Deliverable Acceptance Log Summary			
Deliverable #	Description	Action: Accept/Reject	Action Date
1	PII Elements have been identified and documented and sign off from each area.	Accept	11/10/2020
2	Design, Create and test process for students to review PII information	Pending	12/10/2020
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: Only issues tracked as to date are the ones identified in testing the process. The issues are related to editing some language, correcting spacing, adding a missing application, etc. All issues are tracked in the project control register under the tab "Issue Management".			