Student Data Privacy Bill of Rights
Status Report

Project Name:	Student Data Privacy Bill of Rights
Sponsor:	Jody French
Report Type:	Execution
For Period:	December 11th – January 12th
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.			

The overall health of the project continues to be on schedule and includes the following updates:

- The NDUS Privacy Policy website went live on time, December 31, 2020 and communicated to the ESC, CIO Council, and CTS project teams.

- A change request to include NDUS campuses has been approved and was presented at the January CIO Council meeting. Jody and Angela went through what the process will look like if campuses decide to take part of the project. As of today, VCSU is the only campus that has expressed interest.

- The project has extended to the end of March to accommodate campuses to take part of the project.

- Close out tasks will begin during the month of March 2021. The project control register has been updated to reflect the project extension.

Next Steps:

- CTS is working on a VCSU project charter to define in/out of scope work for both CTS and VCSU project teams. Both the sponsor and campus CIO will sign off on the document prior to the kick-off meeting.
  - VCSU's kick-off meeting is scheduled for January 20, 2021 and project team members have been identified and invited.
  - An outline schedule with tasks have been identified for this specific addition to the project and will be presented at the kick-off meeting.

COST MANAGEMENT

Overall Summary		Prior Status	Green	Current Status	Green

The project anticipates no direct cost, yet there are hours tracked from an internal CTS perspective (indirect costs). Hours tracked so far:

Overall Total Hours since start of Project:	
July, August, Sept.	151.83
October/November	117.45
November/December	94.25
December/January	86.80
Total CTS Hours Submitted	450.33

*Note: Staff may behind in tracking their time against the project since running the report. Numbers may be slightly off and do NOT include campus staff hours. Total number of hours will be reflected in the final post implementation report minus campus staff hours.

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%

Below is a status for each deliverable stated in the Project Charter:

Test the process for when student inquiries are made to CTS: **Completed**

Create a plan to manage and maintain the data source: **Completed**

Launch websites and send communication to Stakeholders: **Completed**

Create a plan/schedule to include VCSU to the project: **IN PROCESS**

Goal: CTS has complied with policy 503.2 as of December 31, 2020. An additional goal is to assist NDUS campuses if they choose to build out a process that mirrors the CTS SharePoint site. CTS will also provide a document that will assist the campuses to manage and maintain their data.

Project Start Date	Original Baseline End Date	Current Revised End Date 2021 Q1	% Schedule Variance	Ahead Behind	Estimated Completion Date
July 2020	January 2021	N/A	0.0%		March 2021

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 (campus decision to be added to the project)	Accept	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	Accept	12/10/2020
3	Created a training guide to assist with managing and maintaining the data source	Accept	12/11/2020

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: