

Student Data Privacy Bill of Rights Status Report

Project Name:	Student Data Privacy Bill of Rights
Sponsor:	Jody French
Report Type:	Execution
For Period:	January 13 th – February 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 is .5% ahead of schedule and includes the following updates:</p> <ul style="list-style-type: none"> VCSU has signed the project charter and work is underway to have a SharePoint site in place to direct students to view detailed PII of the VCSU systems. CTS project teams has copied the CTS SharePoint site and created the VCSU site with the same look and feel. VCSU project team provided a spreadsheet of system information and the thirteen PII elements and CTS imported the information on the site. CTS Project Team build a SharePoint site for UND. UND is using the site to collect system information for PII. UND is using a different approach to how students will review their detailed PII. <p>Next Steps:</p> <ul style="list-style-type: none"> VCSU project team is currently reviewing the imported information to verify all the information came over correctly. CTS team will insert the VCSU link on the NDSU page once import information has been verified by VCSU project team. VCSU project team will test the link to ensure the process works as expected. VCSU project team will sign-off that the project is complete. 				

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" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2">Overall Total Hours since start of Project:</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">July, August, Sept.</td> <td style="width: 50%;">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>December/January</td> <td>86.80</td> </tr> <tr> <td>January/February</td> <td>50.95</td> </tr> <tr> <td>Total CTS Hours Submitted</td> <td>501.28</td> </tr> </tbody> </table> <p>*Note: Staff may be 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.</p>					Overall Total Hours since start of Project:		July, August, Sept.	151.83	October/November	117.45	November/December	94.25	December/January	86.80	January/February	50.95	Total CTS Hours Submitted	501.28
Overall Total Hours since start of Project:																		
July, August, Sept.	151.83																	
October/November	117.45																	
November/December	94.25																	
December/January	86.80																	
January/February	50.95																	
Total CTS Hours Submitted	501.28																	

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: Completed</p> <p>Create a plan to manage and maintain the data source: Completed</p> <p>Launch websites and send communication to Stakeholders: Completed</p> <p>Create a plan/schedule to include VCSU to the project: Completed</p> <p>Create a SharePoint site for VCSU: Completed</p> <p>Share documentation on how to manage and maintain the data with VCSU: Completed</p> <p>Import VCSU's data into their SP site: Completed</p> <p>Verify imported data is accurate: In Process</p> <p>Insert VCSU link on NDUS website: scheduled for week of Feb. 19th</p> <p>Test process: scheduled for Feb. 19th</p> <p>VCSU Sign-Off work is complete: scheduled for Feb. 22-23</p>				

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 Q3	% Schedule Variance	Ahead Behind	Estimated Completion Date
July 2020	January 2021	N/A	0.5%	Ahead	March 30,2021

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
4	Create SP site for VCSU and Access	Accept	01/29/2021
5	Import VCSU data into SP site	Accept	02/03/2021
6	Add VCSU link to NDUS page	Pending	
7	Sign off from VCSU work is complete	Pending	
Comments: Importing VCSU data into the SP site was completed one week ahead of schedule.			

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:			