

Major Information Technology Project Oversight Report

October 5, 2024

To: Madhavi Marasighe
Djoana Wisner

Re: Major IT Project Oversight Compliance regarding the NetX project

Ms. Marasighe and Ms. Wisner,

This letter is to inform you that your NetX project is out of compliance with NDUS Procedure 1201.2.

At the end of the last quarter, you had provided me with a draft project charter for your project. I met with Ms. Wisner regarding my notes on that charter and she noted that the project plan was almost complete as well as you needed to begin execution in July. A draft project plan and slightly revised project charter was received on July 29th after the project was in execution of residential hall replacements. I will note that I misplaced that communication and did not respond with my analysis of those documents in a timely manner.

Since then I find no records of receiving any additional communications from the project. I therefore have no choice but to inform you that the project is out of compliance NDUS Procedure 1201.2 in the following areas:

- Appendix to Procedure 1201.2 § 6.3 “The committee shall meet quarterly, or on a more frequent basis as defined by the membership of the ESC.”
- Appendix to Procedure 1201.2 § 8.2.2 “After approval by the ESC, and prior to any planning or execution activities the institution shall submit an executed copy of the approved project charter to the OA. This must be done prior to signing vendor contracts or accruing project expenditures for planning and execution phases. The OA shall report any major deficiencies to the ESC, SBHE, and LITC.”
- Appendix to Procedure 1201.2 § 9.3 “The ESC shall formally approve the project plan.
 - 9.3.2. After approval by the ESC, the institution shall submit a copy of the approved project plan to the OA. The OA shall report any major deficiencies to the ESC, SBHE, and LITC.
 - 9.3.3. A Project Startup Report shall be prepared.
 - 9.3.3.1. The intent of this document is to convey information gleaned from the project charter and project plan to the State Board of Higher Education (SBHE) and the Legislative IT Committee (LITC) at the time when the project has completed the planning process and is entering the execution phase. The information contained in this document should not be new. It should be taken from the existing referenced documents.
 - 9.3.3.2. The reported budget and schedule will be used to calculate variance during execution of the project.
 - 9.3.3.3. This report is due within 30 days of submission of the final project plan and is submitted to the OA assigned to the project.
- Appendix to Procedure 1201.2 § 10 “A project status report must be prepared at least monthly. The report should include an executive summary, budget and schedule (including progress against budget and schedule baselines), issues, risks, project accomplishments and upcoming activities.” These reports were not provided to the OA during the period for monitoring compliance to this requirement.



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- Appendix to Procedure 1201.2 § 10.2.2 This baseline copy of the NDUS variance worksheet is due no later than 10 working days after the first day of project execution

Without these items, I am unable to determine the status of the project and will be unable to evaluate any status report provided to me. I am required to report this to the CIO Council and Administrative Affairs Council (per Appendix to Procedure 1201.2 § 10.3) and to State Board of Higher Education and Legislative IT Committee per N.D.C.C. § 54-35-15.2.11.

Sincerely,

A handwritten signature in black ink that reads "Dirk Huggett".

Dirk Huggett

Large Project Oversight Analyst
Assistant CIO, Administration