



Campus-Based Modernization Project Team Charter

Contact Information		
	Name	Channel Unit
Project Sponsor	Kay Jacks	GM Schools Channel
Task Manager	Milton Thomas	CB Operations
Contractor Task Mgr	Jay Schooley	KPMG Consulting
Task Order Number: 49		

Work Team Mission and Objectives

Work Team Mission

To modernize the Campus-Based (CB) system by developing a web-based front-end and redesigning the core computational processes (applications). The modernized CB system will provide the CB community and Student Financial Assistance (SFA) staff with an intuitive and user-friendly solution that provides increased information access, analytical and self-service capabilities.

Work Team Project Objectives – Phase I

- Validate the business requirements from the CB Mad “Puppy”
- Design a web-front end that will capture the existing TIVWAN/SAIG functionality and allow schools to submit their Fiscal Operations Report and Application to Participate (FISAP) application via the web
- Present the navigational design of the FISAP software replacement web pages for the SFA staff review.
- Capture mainframe application and VSAM data store requirements, reporting and analytical requirements.
- Identify and select tools to be used for implementation including hardware and software.
- Perform a detailed analysis of the requirements and develop the logical design for the CB Application
- Perform the detailed VSAM data store analysis and develop the preliminary relational database model for CB Application.
- A testing requirements document will identify the necessary process, environment and testing roles.

Approach

Our project team approach is consistent with the Integrated Product Team (IPT) utilized by SFA staff for its web-based development projects. In addition, the approach has the added benefit of being rapid and iterative – a best practice in web-based development. Applying this iterative approach to Phase I will result in a more accurate requirements analysis document, complete logical design, and significant progress towards the detailed design. The developed navigation design and the preliminary relational database model will be the building block of the final system



Work Team Composition

IPT Team Assignment	Roles	Responsibility	Name	Affiliation
Core Team	Executive Sponsor	<ul style="list-style-type: none"> • Provide overall leadership • Provide status to Management Council 	<ul style="list-style-type: none"> • Kay Jacks 	<ul style="list-style-type: none"> • GM Schools
	CIO Sponsor	<ul style="list-style-type: none"> • Provide technical leadership and direction 	<ul style="list-style-type: none"> • Helene Epstein 	<ul style="list-style-type: none"> • CIO
	Project Managers	<ul style="list-style-type: none"> • Day-to-day project management • Communicate status/issues to sponsors 	<ul style="list-style-type: none"> • Milton Thomas • Jay Schooley • Michael Logsdon • Juan Cano 	<ul style="list-style-type: none"> • CB Operations • Mod Ptr – KPMG • ModPtr - Accenture • Mod Ptr – Beacon
	Project Advisors	<ul style="list-style-type: none"> • Provide technical assistance and guidance 	<ul style="list-style-type: none"> • Mary Haldane • Paul Hill • Jane Holman • Colleen Kennedy • Lois Moore • Michele Selvage • Jerry Whitlock 	<ul style="list-style-type: none"> • Schools • CIO • Schools • Schools • CB Operations • CFO • Schools *
Other Resources	Contact Points for other Initiatives or Programs	<ul style="list-style-type: none"> • COD • FMS/GAPS • School Portal • TIVWAN Participation Management • Single number for schools • E-ID • PEPS • Data Structures • Single Sign-On • IV&V • NSLDS • EDExpress • OPE • Performance Measures 	<ul style="list-style-type: none"> • Mary Haldane • Michele Selvage • Colleen Kennedy • Keith Wilson • Paul Hill • Paul Hill • Patti Patterson • Chris Hill • Sandi Foy-McCabe • Michael Rockis • Lynn Alexander * • Paula Valentin • Dan Madzellan * • Cyndi Reynolds * 	<ul style="list-style-type: none"> • Schools • CFO • Schools • CIO • CIO • CIO • Schools • CIO • CIO • Students • OPE • Analysis
	Mod Ptr COTR	<ul style="list-style-type: none"> • Manage Contract Requirements 	<ul style="list-style-type: none"> • Carol Seifert 	<ul style="list-style-type: none"> • CIO
	Contract Officer	<ul style="list-style-type: none"> • Manage Contractor Compensation Requirements 	<ul style="list-style-type: none"> • Janet Scott • Pat Bradfield 	<ul style="list-style-type: none"> • Contracts • Contracts



Team Assignment	Sub-Team Name	Responsibility	Name	Affiliation
Sub-team Members	Tech Infrastructure	Identify technical architecture and tools for development environment. Identify and work through any technical issues.	<ul style="list-style-type: none"> • Dale Duncan • Peter Anderson 	<ul style="list-style-type: none"> • Mod Ptr – Accenture • Mod Ptr – Accenture
	Web Development	Responsible for all aspects of the Web-Development including requirements analysis, design, story board development, and navigation.	<ul style="list-style-type: none"> • Rich Bennett * • Ramprasad Raman • Paula Valentin • Adheet Gaddamanugu • Rich Guarino • Rob Shinab • Craig Gilmore • Eugenia Slaydon • George Greenway • Jennifer Dickson • Margery Boulette • Mike Bendig • Mark Potter • Susan Burwell • Danny Dytang • Robert Chow 	<ul style="list-style-type: none"> • CB Operations • Mod Ptr – KPMG • SFA Students • Mod Ptr – KPMG • Mod Ptr – Beacon • Mod Ptr – NCS • Mod Ptr – NCS • Mod Ptr – UAL • Mod Ptr – UAL
	App/Data Development	Responsible for all aspects of the CB application requirements analysis, design, and documentation. Also responsible for development of the preliminary data model for the relational database.	<ul style="list-style-type: none"> • Robert G. Smith * • David Furlong • Paula Valentin • Heather Towhidian • Rich Guarino • Rob Shina • Craig Gilmore • Jennifer Dickson • Mike Bendig • Mike Wood • Tom Tessitore • Danny Dytang • Robert Chow • Gary Williamson • Robin Bonkowski • Tom Wileman • Mark Potter • Susan Burwell 	<ul style="list-style-type: none"> • CB Operations • Mod Ptr – KPMG • SFA Students • ModPtr – KPMG • Mod Ptr – Beacon • ModPtr – Beacon • ModPtr – UAL • ModPtr – UAL • Mod Ptr – UAL • ModPtr – UAL • Mod Ptr – UAL • Mod Ptr – NCS • Mod Ptr – NCS
	Training	Responsible for the development of the Training Requirements Matrix to identify the resources that require training, the training required, and how the training should be administered.	<ul style="list-style-type: none"> • Milton Thomas • TBD 	<ul style="list-style-type: none"> • CB Operations • SFA University *
	Testing	Responsible for the development of the Testing Requirements Document that will identify the process, environments and the testing roles.	<ul style="list-style-type: none"> • Dale Duncan • Peter Anderson 	<ul style="list-style-type: none"> • Mod Ptr – Accenture • Mod Ptr – Accenture



Deliverables

Deliverable 49.1.1

- **Project Team Charter and Project Plan**
The Charter identifies the team, the mission and the objectives. The Project Plan is a detailed schedule of activities and milestones.

Deliverable 49.1.2

- **Solution Tools Selection Document**
This document identifies and selects the tools to be used for implementation including hardware and software.
- **Elaboration Phase Overall System Requirements Document**
This document details technical requirements that meet business requirements functionality based on the first iteration of the Elaboration Phase of the Rational Unified Process
- **Story board for the CB Focus groups**
A preliminary site mockup that will include sample page layouts for review.
- **Web Front-End Navigational Design**
A Conceptual Site Design (site blueprint) that will demonstrate the site's organization, structure and navigation.

Deliverable 49.1.3

- **Detailed Logical Design of CB Application**
This document involves the development of the logical design and detailed design elements for the CB application.
- **Preliminary Data Model for Relational Database**
The process involves developing a preliminary data model for the relational database.
- **Testing Requirements Document**
A testing requirements document will identify the necessary process, environment and testing roles.

Deliverable 49.1.4

- **Business Case – Phase II**
This document will update and validate the business justification for proceeding with Phase II-Project Implementation.

Project Status Reports

The CB Modernization Project team will distribute weekly status emails on Friday.