Row Nbr	Group	PSS #	Priority	Primary Customer	Program Name	Major Initiative/Ring Desc	Project Description	Institutional Impact Statement	T-Shirt Sizing	Targeted Start	Targeted Completion
1	ESS	2691	A	Academic Advising and Services	3-LOCUS Enhancements	Rollout of WHAT-IF Report for Students, Faculty, and Advisors	Currently the WHAT-IF Report (a report to emulate a students academic requirements based on their selection of program and plan) is made available to Pre-Matriculated students only. This effort would roll out the functionality to students, faculty, and advisors.\n\nUsing the what-if advising capabilities, advisors and students can run a simulated advisement report that shows degree progress based on courses the student has taken or proposes to take. Students and advisors can also run a simulated academic advisement report that compares the students transcript against multiple careers, programs, plans, and sub-plans. Students and advisors can include individual courses with credit in the process.	This effort would allow students to be able to see what their requirements for completing a specific degree would look like before making a Plan change.\n\nThe Change My Major functionality is widely utilized by students and one of the uses students find for Change My Major is simulating a What If function. This additional data on the students academic program causes confusion for staff and faculty attempting to assess true changes in majors/minors. We anticipate that launching this functionality for students would reduce the number of "false" PLAN changes that occur for What If functionality.	Medium	05/2018	08/2029
2	ESS	2692	A	Academic Advising and Services	3-LOCUS Enhancements	Rollout of Advising Notes Feature in LOCUS	The Advising Notes feature enables advisors and other users to record notes about their interactions with students. This function is currently available via LOCUS, but has not been turned on for advisor use. We are currently using `Person Comment Entry¿, which is not nearly as robust.	This tool will allow for continuous and improved communication between the various of student support staff across the university regarding individual student. It will add functionality and replace the current workaround of using Comments (AANOTE Category) to document critical notes with student advising.	Medium	05/2018	TBD
3	ESS	2787	A	Academic Advising and Services	3-LOCUS Enhancements	Advisor Assignment - re-design of batch process	Advisor Assignment - Review and streamline the current advisor assignment plan. Add various fields in LOCUS to indicate the type of advisor. In the Advisor assignment field, include user name so we can track updates. Add non-degree categories by student group or program/plan.	Several functions and communications within LOCUS depend on accurate Advisor Assignments. Furthermore, current functionality does not differentiate between types of Advisors - FSYA, School, Departmental (or Faculty) for some majors/minors.	Large	01/2019	01/2020
4	ESS	2896	A	School of Law:Admis & Fin Aid	3-LOCUS Enhancements	Law School Admissions - package financial aid earlier in admission cycle	Law School Admissions Cycle - In order to package financial aid earlier, Law School Admissions would like to explore additional data to be fed from ACES2 to LOCUS.\n\nThis may include some values related to scholarship awards.	Enhance Law Admissions and Financial Aid processes by allowing more efficient and timely Financial Aid Award packaging.	Medium	09/2019	01/2020
5	ESS	2917	A	Financial Assistance	3-LOCUS Enhancements	Financial Aid Award Letter Processes - Aid Year 2021	The FA Starting Line Up is a group of custom processes that Loyola needs to generate award letters. The timely generation on these letters is vital to the continued competitiveness of Loyola.	Financial Aid customizations are divided into two categories - those needed for Award Letters (this PSS) and those needed for all other FA processes, such as loans, disbursements and other activities.This project addresses all Award Letter FA processes for Aid Year 2020-21 - such as for ISIR loads, checklists, packaging and award letters.	Medium	10/2019	05/2020
6	ESS	2205	A	Information Services	5-Security Projects	2015 Security Assessment	Security Assessments 2015\n\nThe annual security assessment is conducted on various applications and infrastructure components as part of the information security program. Each year items are selected for review based on the assumed risk to the university. This also includes a mandatory external penetration test of the high security environment(required for PCI compliance).\n\nItems for FY15 include:\n- Penetration Testing for High Security Network\n- Peopleadmin\n- LOCUS\n- DocFinity\n- STARRS (HSC)\n- RMS\n- NeuLion\n- Faculty Information System	Reduction of risk to the University through identification of information security risks and prioritization of risk mitigation activities.	Medium	01/2015	10/2020
7	ESS	2207	A	Information Services	5-Security Projects	High Security Lab Environment/Security Operations Center	Secure environment and isolated storage to do encrypted file transfers, enhanced computer forensics, testing/validation of new software, and vulnerability and pen-test scans on our non PCI servers. Environment will contain:\n- Non-PCI vulnerability scanner to ensure proper server patching and prevent potential avenues for hackers.\n- Penetration Testing Software which would protect student data by identifying weaknesses in Loyola's security posture.\n- Secure File Transfer to facilitate the mandatory transfer of PII by some departments to satisfy government requirements.\n- Relocation of Encase forensics software to allow a more secure method of data acquisition and transfer System would consist of 2 servers and 6TB of network attached storage (for large disk images/logs). (Maint $1500, Nessus subscription, plus $10,000 pen test subscription)	Provide high security services that are currently not secure enough or non-existent.	Medium	01/2015	TBD
8	ESS	2299	A	Information Services	5-Security Projects	Broaden Use of SIEM Technologies	This "risk treatment" was added as part of the information security risk assessment that was completed in May of 2015 by Halock Security Labs. Specifically it is risk treatment I08 - Broaden Use of SIEM technologies and consists of the following effort:\n- Evaluate each system that is not already covered by internal audit and security incident logging and alerting (SIEM) functions to assess the risks created by not auditing them on a regular basis. If the risk is greater than the impact to Mission, Objectives and Obligations, then include those systems in internal audits.	Completing this risk treatment effort will reduce the information security risk on 10 high and medium risk items down to more acceptable levels.	Large	07/2016	06/2020
9	ESS	2772	A	Its-Office Of The Vp & Cio	5-Security Projects	Security - Securing How-To Instructions Across the University	Review the University website and identify sensitive "how to" instructions not available to the public. For instance, anything about how to manually submit grade changes, budgeting info, payroll info, or specific projects.	As fraud continues to become an increasing threat to the university assets and processes, it is necessary to remove sensitive documentation (information or requests for services to be performed) from the public.	Medium	10/2018	02/2020
10	ESS	2806	A	Information Services	5-Security Projects	2019 Security Assessment	The annual security assessment is conducted on various applications and infrastructure components as part of the information security program. Each year items are selected for review based on the assumed risk to the university. This also includes a mandatory external penetration test of the high security environment(required for PCI compliance).	Reduction of risk to the University through identification of information security risks and prioritization of risk mitigation activities.	Medium	06/2019	06/2020
11	ESS	2923	A	Its-Office Of The Vp & Cio	5-Security Projects	2020 Security Assessment	The annual security assessment is conducted on various applications and infrastructure components as part of the information security program. Each year items are selected for review based on the assumed risk to the university. This also includes a mandatory external penetration test of the high security environment(required for PCI compliance).	Reduction of risk to the University through identification of information security risks and prioritization of risk mitigation activities.	Medium	01/2020	12/2020
12	ESS	2927	A	Its-Office Of The Vp & Cio	5-Security Projects	Data Center Firewalls	Project to initially add firewall units to each data center in listening mode to detect the transfer of data across internal networks on campus.	Placing next generation firewalls in listening mode at each data center (LSC, WTC, HSC) will allow ITS to detect anomalies across internal networks. This also positions ITS so they can continue to reduce risk by adding additional firewall units in line to place additional controls in front of each data center basically treating all internal networks as a potential threat.	Large	02/2020	12/2020

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13	ESS	2957	A	School of Nursing	5-Security Projects	Full Security Review of Student Clinical Placement On-boarding Processes	Review how the CastleBranch system stores and secures SSN data (3rd party system MNSON makes students use to manage clinical placement requirements (health records, drug tests, and SSNs for background checks) MNSON obtaining and sharing student SSNs from CastleBranch, either full or partial, so MNSON partners can onboard students for clinical placements at these sites. -Review of affiliation agreements with sites to ensure proper data share agreement language is in place Review appropriate notification of students that we are sharing SSN data with 3rd party sites.	Justification: Ensuring the proper protection and use of student PII and HIPPA protected data. MNSON is sharing student SSN detail (either full or last 4) with clinical partners where we send our students for clinical placement components of undergrad and graduate nursing education. Scope (if provided): -17 or so clinical partner sites & affiliation agreements -CastleBranch system security and data share agreement -MNSON processes for sharing data with sites -MNSON responsibility for ensuring proper data share agreements are in place with clinical partners -MNSON responsibility for verifying security of data at clinical sites, and with systems that we require our students use.	Medium	04/2020	07/2020
14	ESS	1882	A	Information Services	7-BCDR/Failover	Disaster Recovery Planning	Develop and document a disaster recovery plan for all critical systems, applications and relevant recovery information. Plan will include, but not limited to, Items such as systems in scope, recovery priorities, recovery procedures, identification of personnel and owners.	A business continuity and disaster recovery plan should be developed that includes: Business Impact Analysis based on key stakeholders, identification of appropriate systems, development of recovery time objectives to meet the needs of the business and system recovery procedures. Operating without a BC/DR plan puts the organization at risk as a result of a disaster. An organization could suffer a severe loss if a disaster recovery plan is not developed based on the needs of the business. Additionally, a BC/DR plan will not be executed appropriately without the business driving its development. Relates to ISO 27002 Control 14.1.3	Large	02/2013	06/2020
15	ISS	2119	A	Its-Office Of The Vp & Cio	7-BCDR/Failover	Network Disaster Recovery / Redundant ATT Circuit	Plan and install redundant network infrastructure with the intent to minimize network outages in the event of a data center disaster at Lake Shore.	This will contribute to the overall BCDR program for the university's risk management strategy and reduce the risk of a data center outage.	Medium	03/2014	03/2020
16	ESS	2702	A	Information Services	7-BCDR/Failover	Disaster Recovery - Slate	Develop and document a disaster recovery and engagement plan for Slate to be recovered by the Vendor in the event there is an outage. DR Plans should be obtained by the Vendor to include but not limited to, Items such as systems in scope, recovery priorities, recovery procedures, identification of personnel and owners.	This project will include engaging the vendor and documenting procedures to contact the vendor and to ensure that the Vendor provides their DR Plans and is regularly testing the application. This will contribute to the overall BCDR program for the university's risk management strategy.	Medium	11/2018	01/2020
17	ESS	2703	A	Information Services	7-BCDR/Failover	Disaster Recovery - TouchNet Paypath/TPG	Develop and document a disaster recovery and engagement plan for Touchnet Paypath/TPG to be recovered by the Vendor in the event there is an outage. DR Plans should be obtained by the Vendor to include but not limited to, Items such as systems in scope, recovery priorities, recovery procedures, identification of personnel and owners.	This project will include engaging the vendor and documenting procedures to contact the vendor and to ensure that the Vendor provides their DR Plans and is regularly testing the application. This will contribute to the overall BCDR program for the university's risk management strategy.	Small	11/2018	04/2020
18	ESS	2704	A	Information Services	7-BCDR/Failover	Business Continuity for Departmental Staff	This project will include developing and maintaining Business Continuity Plans for Departmental Staff. This will contribute to the overall BCDR program for the universitys risk management strategy.	This project will include documenting procedures to continue University operations in the event of a disaster. This will contribute to the overall BCDR program for the university's risk management strategy.	XLarge	04/2019	06/2020
19	ISS	2849	A	Its-Office Of The Vp & Cio	7-BCDR/Failover	Network Services (Core) Disaster Recovery Plan	This project is to develop a disaster recovery plan for Network Services Core, hold a table top review and conduct a DR test.	This project will enhance the overall health of the DR Program and reduce the risk of an extended network outage.	Medium	09/2019	01/2020
20	ESS	2938	A	Information Services	7-BCDR/Failover	2020 Disaster Recovery Program Plan Reviews and Testing	This project covers the annual plan reviews and dr testing for all systems which currently have an existing DR plan and have previously performed a DR test. The project includes: updates to the existing DR plan, table tops review of the updated plan and the DR test which is due every thirs years.	This project will contribute to the overall health of the BCDR program for the university's risk management strategy.	Medium	01/2020	12/2020
21	ESS	1680	A	Information Services	11-Enterprise Content Management	ECM - Electronic Document Retention	Create the policies and guidelines so that electronic documents can be properly archived and deleted. The policies will be created by Reg & Rec and ITS and implemented into the ECM system, DocFinity. An assessment will take place to map the electronic document back to the applicable policies.	Creating electronic retention policies with DocFinity will allow the university to reduce the amount of data retained and inherent risk of data exposure associated with typical sensitive data such as student, financial and personal information. Create the policies and guidelines so that electronic documents can be properly archived and deleted. The policies will be created by Reg & Rec and ITS and implemented into the ECM system, DocFinity. An assessment will take place to map the electronic document back to the applicable policies.	Large	11/2011	TBD
22	ESS	2741	A	Accounts Payable	11-Enterprise Content Management	Accounts Payable to Treasury/Cash Management - Foreign Invoices	Accounts Payable would like to have Treasury involved in the approval process of the workflow for Check Requisitions. If the account is going to a foreign entity, Treasury needs to append an EFT approval page and then send it back into the AP workflow after the document has interfaced to Lawson, but before Payment Number is populated. This will involve some automation and addition of 2 index fields (Payment Code and Effective Date) to the AP CR Single Invoice document type. This will also prevent duplicate entry of these forms because TCMS has been getting the document upon completion, appending the approval page to the document, then scanning it back in to their own repository (even though it exists without the approval page in AP). This process will eliminate the duplicate entry and,	Invoices will be processed outside of DocFinity. We will lose visibility of the invoice and payment.	Small	09/2018	TBD
23	ESS	2855	A	Faculty Administration	11-Enterprise Content Management	HSC - Faculty Admin	Faculty Admin at HSC would like to begin using DocFinity at their offices. Priority will be placed on bringing identifying and bringing in new incoming documents, but there will eventually be a back-scanning effort as well. Special emphasis will be placed on the Parkinson Schools needs. Michelle Pancula will be leading this project effort with Craig Duetsch assisting.	This change will standardize the way documents are stored and tracked in a centralized repository. There will be an additional effort to bring in older documents via back-scanning.	Medium	07/2019	01/2020
24	ESS	2868	A	Registration & Records	11-Enterprise Content Management	DocFinity webforms/automated workflows that perform transactions in LOCUS	The forms should require authentication, accessible either via SSO in LOCUS or on a webpage that requires log-in with the user¿s universal ID and password. Security should be built-in so that requestors have access to only the appropriate forms. Requestor information will be auto-populated and the form will be routed through an approval workflow. In some cases, the final approval should write to Campus Solutions and perform a transaction (ideally in real-time). This last piece will help reduce manual entry and improve the processing time.	Registration and Records has numerous paper forms found on our website that we would like to be transformed into DocFinity webforms with automated workflow. (e.g. Pass/No Pass Request, Course Audit Request, Request for Incomplete) This would eliminate the need for paper, reduce the number of data errors, and create efficiency in processing.	Large	07/2019	TBD
25	ESS	2871	A	Registration & Records	11-Enterprise Content Management	Docfinity intelligent capture product	The intent is to use this to support the transfer credit process. However, there may be an opportunity to leverage this for use with other documents.	Registration and Records processes hundreds of requests for transfer credit each semester. The process is all done manually with staff entering each individual course the student took at another institution in LOCUS for articulation. A product like the intelligent capture product would automate a large portion of the manual entry ¿ improving production time and efficiency of the process.	Large	07/2019	TBD
26	ESS	2872	A	Registration & Records	11-Enterprise Content Management	Exception/Error Report for transcripts not entering workflow	The exception report is a way to identify errors and subsequently take manual intervention to correct them. However, it would be helpful if as part of this project we could investigate the Slate to DocFinity feed to find the root cause of these errors and attempt correct it.	There have been numerous instances where transcripts of incoming students are not downloading from Slate to DocFinity. In most cases, Registration and Records becomes aware of this only when we receive an inquiry about the status of a transfer credit request from either the incoming student or Admissions. At that point, we find that the transcript had been received by Slate, but did not make it its way through the DocFinity workflow. We would like a method for proactively identifying when transcripts do not feed over so that the error can be resolved and the transcript moved into DocFinity for evaluation. This will improve the speed and efficiency of transfer credit posting as well as the application experience for incoming students.	Large	07/2019	TBD

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27	ADS	2755	A	Finance-Office of VP-CFO	14-DW/BI Projects	BI for Student Finance	"With the significant focus on Cost of Attendance and Student Debt in Higher Education, Financial Aid/Bursar desire to develop a more holistic, robust and timely analysis which brings together the concepts of Cost of Attendance, Expected Family Contribution/Need, Scholarship/Grants and Student Debt. In this effort, consider the possibility of developing predictive models (retention, student debt,discount rate, etc.) Goal 1: graphically present: - Charges (Tuition, Fees, Room, Board), - Balance Remaining to Finance (after Scholarships and Grants have been removed) - Balance After Loans (after Loans / Borrowings have been removed) for different cohorts by student characteristic across multiple years Goal 2: differentiate the sources of funding by: - Government grants vs Institutional vs External - Student vs Parent loans - Subsidized vs Unsubsidized loans - Alternative loans"	Create better visibility, tools (and possible predictive modeling) for cost of attendance and student debt to improve financial advising to students, financial planning for students, and ultimately, retention of students.	XLarge	08/2018	03/2020
28	ADS	2854	A	Human Resources:Office of VP	14-DW/BI Projects	Develop an HR BI Dashboard, starting with key reports and metrics	Develop an HR BI Dashboard, starting with key reports and metrics: -Employee Turnover Rate -Time to Fill -Cost Per hire -Compensation / Salary -Deliverables HR BI Reports / HR Dashboard	Gain efficiencies by automating this process and provide such reporting in a dynamic manner instead of static	XLarge	05/2019	02/2020
29	ADS	2908	A	Finance-Office of VP-CFO	14-DW/BI Projects	Revenue to Expense Model - Version 4	RtE version 4 Deliverables: (1) Incorporate the Stritch School of Medicine(SSOM)into the model. This project developed in collaboration with Finance, OIE, and ITS teams, tracks the revenue and expenses of a given Academic Department and uses that data to generate the Revenue to Expense ratio (Net Tuition Revenue / Expenses) which basically measures revenue generated for every dollar spent. The Presidents Office, Provost, and Finance have been key sponsors for this project with OIE (David Slavsky) championing the deployment to the Deans and Academic programs. Additional functionality is being added to the existing model. Refer to PSS (2823) for the description of Phase 3; PSS (2890) for the description of Phase 2.5; PSS (2767)for the description of Phase 2 of the project, and PSS(2709) for the description of Phase 1 of the project.	Track & monitor the financial health of the University Academic Departments by reporting on the revenue and expenses of a given Academic Program. Uses that data to generate Revenue to Expense ratio (Net Tuition Revenue / Expenses) , which basically measures revenue generated for every dollar spent for each Academic Department.	XLarge	11/2019	08/2020
30	ADS	2918	A	Information Services	14-DW/BI Projects	Learning Analytics - Phase 2	Created a phased approach to assist Loyola's faculty and administrators with interpreting course data to improve student engagement and learning outcomes. - Phase I included implementation and 1:1 faculty consultations with a Learning Design Engineer for using the Sakai statistics tool. Please refer to PSS 2909 for more information. - Phase II began building a model for learning data, joining data from LOCUS, Sakai, Panopto, and Zoom, as well as creating dynamic reports using Microsoft Power BI.	This framework will assist Loyola's faculty and administrators with interpreting course data to improve student engagement and learning outcomes for the courses they teach	Large	07/2019	01/2020
31	ADS	2823	A	Finance-Office of VP-CFO	14-DW/BI Projects	Revenue to Expense Model - Version 3	RtE version 3 Deliverables: (1) RtE by student academic plans (majors, certificate, grad programs). (2) Incorporate School of Health Sciences and Public Health (SHSPH)into the model. This project developed in collaboration with Finance, OIE, and ITS teams, tracks the revenue and expenses of a given Academic Department and uses that data to generate the Revenue to Expense ratio (Net Tuition Revenue / Expenses) which basically measures revenue generated for every dollar spent. The Presidents Office, Provost, and Finance have been key sponsors for this project with OIE (David Slavsky) championing the deployment to the Deans and Academic programs. Additional functionality is being added to the existing model. Refer to PSS (2890) for the description of Phase 2.5; PSS (2767)for the description of Phase 2 of the project, and PSS(2709) for the description of Phase 1 of the project.	Track & monitor the financial health of the University Academic Departments by reporting on the revenue and expenses of a given Academic Program. Uses that data to generate Revenue to Expense ratio (Net Tuition Revenue / Expenses) , which basically measures revenue generated for every dollar spent for each Academic Department.	XLarge	02/2019	03/2020
32	ADS	2757	A	Institutional Research	14-DW/BI Projects	ILDS Submission of Student Data	Using EDW, prepare and submit the data to the Illinois Longitudinal Data System (ILDS) so that our submissions become more automated and less manual/labor intensive. This is state mandated submission. This is urgent as we were late with our submissions for the last two terms; Spring 2018 and Summer 2018.	A parallel test is planned for Fall 2018 term with the ultimate goal to automate LUC's submission to support the State's objectives for a useful and robust longitudinal system that supports analysis and understanding of lifelong education and workforce policies and programs.	Large	09/2018	12/2020
33	ADS	2626	A	Student Development - Office of VP	14-DW/BI Projects	Student Profile - Power BI	Request to develop a Power BI report which includes a students relevant data in one place. This report would include: 1. Students Term completed 2. Students Class enrollments and grades received 3. Students Sakai participation data 4. Students Advising Notes and Service requests 5. Students Financial Aid awards and tuition charges	Completion of this project will allow anyone that has access to this report to see all relevant student data in one place. This greatly reduces the time spent in gathering such information when needed to support a student. Due to the sensitivity of the various data elements (and multiple offices own this data), agreement from these offices and appropriate security needs to be applied to restrict access to those who need and understand this information.	Large	08/2017	04/2020

34	ADS	2951	A	Financial Assistance	14-DW/BI Projects	Financial Aid Suite of Power BI Dashboards	Financial Aid Office Workload Visualization (Power BI):
							Power BI Reports to show information such as:
							   Number of Documents reviewed
							   Number of Walk-in appointments
							   Number of phone calls received
							   Number of Email Answered
								Monitor workload of the Financial Aid office in order to better utilize department resources and improve overall services offered.	XLarge	12/2019	TBD

35	ADS	2815	A	Student Advising & Support	14-DW/BI Projects	Academic Requirements Report (ARR) Data into the EDW	Extract the Academic Requirements Report (ARR) information available in LOCUS into the Enterprise Data Warehouse (EDW) in order to create operational reports and tabular data models to be used by the BI suite of tools (PowerBI, WebFOCUS, etc.). This would be an enhancement to functionality offered in LOCUS. The following are some of the deliverables for this project that would be possible in subsequent requests: - Analytics and Reports of students needing CORE requirements fulfilled - Analytics and Reports of students needing Major/Minor Requirements fulfilled - Graduation Analysis of students who have applied to graduate yet not having their requirements fulfilled - My Planner Information	This will greatly contribute in student success and course planning by providing accurate information to ensure that all academic requirements are being met for each student to successfully complete their declared major/minors.	XLarge	01/2019	06/2020

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36	ADS	2731	B	Information Services	14-DW/BI Projects	ITS Annual Summary Dashboard	Create an ITS Annual Summary dashboard.	This dashboard is a proof of concept. It is envisioned to make dynamic the current, static Annual Summary data that is published related to ITS services. Creation of an ITS Annual Summary Dashboard will leverage some of the dashboard metrics in PSS #2734 and streamline the reporting of data information captured on an annual basis	Large	09/2018	08/2020
37	ADS	2734	B	Information Services	14-DW/BI Projects	ITS Dashboard - Area Metrics	Create an ITS Dashboard that contains the reporting metrics from the various areas within ITS. Phase 1 Completed June 7, 2019 Phase 2 Underway	This dashboard is a proof-of-concept. It is envisioned to provide real-time reporting of data and information related to ITS systems and services to: 1) serve as a single point of initial assessment of service and availability metrics, 2) help measure size, scope, volume of services (and capture change in each), and 3) increase transparency of system and services metrics to appropriate University groups.	Medium	08/2018	02/2020
38	ADS	2770	A	Information Services	14-DW/BI Projects	BI Projects	This is a placeholder for BI Projects and Operational Reports As of 11/22/2019 there were 4 Open BI projects requests As of 11/22/2019 there were 10 Open Operational Report requests BI project requests will not be assigned PSS numbers unless they are L or XL size; they will be referenced by the Ivanti Service Desk number	Generally referred as "BI" or "Business Intelligence" projects generally include a data model, a presentation layer and analytic components Data Models are developed and used almost exclusively as the source of data for the presentation layer of these projects The presentation layer includes dashboards, visual charts, graphs, trends, analytic, statistical measures, predictions and other BI components. Good for answering complex questions: i.e. What is the average GPA of the students enrolled in History 101 for Fall 2018 who are a member of a Learning Community Group, against the average GPA of the students enrolled in History 101 who are not a member of a LC group?	XLarge	10/2018	04/2020
38.1	Rank 1	17930	High	OIE	14-DW/BI Projects	New Power BI project - Academic Plan Enrollments	Student Enrollment by chosen Academic Plan. It includes major, minor, certificate and non-degree plans. This project is the pre-cursor of the development effort for RtE version 3.0	As an important indicator for Student Success and University Health, have these metrics readily available for consumption by anyone in the Academic Departments and/or Business office. This solution will include historical information, enrollments by term and retention values for each academic plan	Medium	07/2019	01/2020
38.2	Rank 2	30583	Medium	Library	14-DW/BI Projects	Modify existing WF report	Add the preferred names data to the "Check-ID" reports used to identify any student	Streamline the identification of students in order to reduce errors during that process	Medium	11/2019	01/2020
38.3	Rank 3	18061	High	ITS	14-DW/BI Projects	New Business Intelligence project	Merge Panopto data with Sakai and LOCUS metrics	As part of the ITS Loyola Digital Experience (LDE) program, merging the LOCUS, Sakai, Panopto and Zoom (when available) data, will provide us a complete picture of our Digital Services usage. We'll able to "see" these data by Instructor, Course, Program, Academic Plan, Academic Department and School	Medium	03/2019	12/2019
38.4	Rank 4	22515	High	ITS	14-DW/BI Projects	New Business Intelligence project	Design and implement an interface of Zoom data with Loyola's data warehouse Deliverables * Active interface with Zoom hosted data * ETL process * Documentation of Data Warehouse structure, connection information, and ETL process	Addition of Zoom data into Loyola's data warehouse for the purpose of analysis, metric based decisions, and executive summaries.	Medium	09/2019	01/2020
38.5	Rank 5	25910	Medium	Academic Advising	14-DW/BI Projects	New WF Report	A report is necessary to capture the operational process for veteran student benefits reported to the government. There are key pages on a spreadsheet maintained by financial aid that gets created from LOCUS and merged with Student data.	Save time and resources that have been previously used to manually collect these data	Medium	12/2019	02/2020
38.6	Rank 6	30535	High	Financial Aid office	14-DW/BI Projects	New Power BI project - Disbursed Aid Visualization	Power BI report for prospective student presentation as well as other audiences to see how much financial aid is disbursed and how. Also, filter by academic career and other student data.		Medium	01/2020	03/2020
38.7	Rank 7	30559	Low	Financial Aid Office	14-DW/BI Projects	New WF Report	Financial Assistance - Missing FAFSA Report (Ready to Review and Ready to Review 1)	Save time and resources that have been previously used to manually identify these students	Medium	12/2019	05/2020
38.8	Rank 8	30560	Low	Financial Aid Office	14-DW/BI Projects	New WF Report	Financial Assistance - Overaward Report	Save time and resources that have been previously used to manually identify these students	Small	12/2019	02/2020
38.9	Rank 9	30563	Low	Financial Aid Office	14-DW/BI Projects	New WF Report	Financial Assistance - Consortium Agreement Enrollment Changes (Note: this project might be contingent on Docfinity Data being moved into the EDW)	Save time and resources that have been previously used to manually identify these students	Medium	12/2019	02/2020
38.1	Rank 10	30543	Medium	Financial Aid Office	14-DW/BI Projects	New WF Report	Financial Assistance - Authorization Errors Report	Save time and resources that have been previously used to manually identify these students	Small	12/2019	02/2020
38.11	Rank 11	30531	Low	Financial Aid office	14-DW/BI Projects	New Power BI project - Athletics Processing of Financial Aid	Financial Aid data and visualizations specific to our Student Athletes		Medium	01/2020	02/2020
38.12	Rank 12	30496	Low	School of Communication	14-DW/BI Projects	New WF Report	Class not Taken	Easier sorting for majors and minors for classes not taken	Small	12/2019	02/2020
38.13	Rank 13	18060	Medium	Registration and Records	14-DW/BI Projects	Modify PBI Report	Enhancements to Classroom Utilization Matrix: Ability to track Classroom usage for all days and times of instruction not just the peek hours of certain days.	Save time and resources that have been previously used to manually track Classroom usage for all days and times of instruction.	Medium	02/2019	10/2019
39	ESS	2212	A	Financial Systems	19-Lawson/Kronos	Lawson Self Service Outside the Firewall	To improve the user experience for employees, allow faculty, staff, and student workers to securely access Lawson Employee Self Service outside of the firewall. As we continue to add more self-service tasks, employees need to be able to securely access the application from off campus without having to go through the hassle of signing in through LSA	Improved self service and accessibility.	Medium	07/2018	01/2020
40	ESS	2501	A	Human Resources	19-Lawson/Kronos	ESS Life Events - Benefits	Ability to allow staff to make changes in ESS Life Events - Benefits.	This is a request for process improvement. Current process is highly manual and prone to errors during processing. Currently the user sends updated documentation regarding life benefits(i.e. changes in marital status, birth of a child, divorce) information to HR department. Human Resources then manually updates information in the source system. Allowing users to enter updates directly removes HR as a point of failure, streamlines the process, and eliminates costs/errors associated with manual input by HR staff.	Small	05/2019	TBD
41	ESS	2503	A	Human Resources	19-Lawson/Kronos	ESS Federal Tax Change	Ability for staff to make changes in ESS Federal Tax Change	This is a request for process improvement. Current process is highly manual and prone to errors during processing. Currently the user sends updated documentation regarding federal tax withholding to the HR department. Human Resources then manually updates information in the source system. Allowing users to enter updates directly removes HR as a point of failure, streamlines the process, and eliminates costs/errors associated with manual input by HR staff.	Small	03/2017	01/2020
42	ESS	2893	A	Financial Systems	19-Lawson/Kronos	PNC Paid Check File and Paid Check File Images Open Check Data Processing	Daily -☐Compare the check number in the daily PNC file to the PRCHECK table o☐If a record from the daily PNC file has a check number in the PRCHECK file and the status is Open, keep in the daily PNC file. Otherwise, append the record to a file called ¿NOT IN PRCHECK¿ and remove the record from the daily PNC file -☐Run the daily PNC jobs (LI165/UI168/PR165) to reconcile the modified daily PNC file Weekly -☐Compare check numbers in the ¿NOT IN PRCHECK¿ file to the PRCHECK table o☐If a record from the ¿NOT IN PRCHECK¿ file has a check number that exists in the PRCHECK file and the status is Open, append the record to a file called ¿IN PRCHECK ¿ and remove the record from the ¿NOT IN PRCHECK¿ table	Implementation will result in automating daily processing of reconciliation files from PNC.	Small	08/2019	01/2020

Row Nbr	Group	PSS #	Priority	Primary Customer	Program Name	Major Initiative/Ring Desc	Project Description	Institutional Impact Statement	T-Shirt Sizing	Targeted Start	Targeted Completion
43	ESS	2894	A	Human Resources	19-Lawson/Kronos	Updates for 2020 HR Open Enrollment in Lawson	Annual updates in Lawson for HR Open Enrollment for 2020. The changes include text and URL changes on benefits enrollments screens in Lawson and updates to the health insurance census file.	Changes occur annually to the HR benefits offered to Loyola employees. The modifications to the current HR Open Enrollment functionally in Lawson are in support of the benefits changes make by HR for 2020. If the Lawson changes are not made or not made properly, there could be negative downstream effects in the data being passed to benefits vendors.	Large	08/2019	12/2020
44	ESS	2783	A	Its-Office Of The Vp & Cio	21-LDE Foundation: Collaboration and Security	LDE Foundation: Collaboration and Security	Foundational program for delivering the Loyola Digital Experience to LUC students Faculty and Staff. Includes the following projects: -Azure Multi-Factor Authentication and Conditional Access -Azure Information and Protection and Azure Data Loss Prevention -Exchange Online Migration -Azure Password Self-Service -Intune (Mobile Device Management) -Azure Privileged Identity Management -Exchange Online Protection and Advanced Threat Protection (email gateway)	Program project that serves as the foundation for delivering the next best experience for Loyola students, faculty and staff. Includes implementation of Microsoft's E5 Bundle and Exchange Online migration	XLarge	10/2018	04/2020
45	ESS	2036	A	Information Services	21-LDE Foundation: Collaboration and Security	Azure Information Protection & Data Loss Prevention POC Project	Deploy a solution, either host-based or network-based to prevent the transfer of PII from internal university systems to insecure (cloud) systems.	Protect the university from the inadvertent or intentional release of Personally identifiable information (PII).	XLarge	02/2017	04/2020

46	ISS	2397	A	Information Services	21-LDE Foundation: Collaboration and Security	Enterprise Mobility Management	Respond to Baker Tilly's risk assessment of mobile device management, Fall 2015. 16 total findings were identified, 4 of which are critical to remediate.
							  1. Mobile device strategy
							  4. Training and awareness
							  14. Security standard
							  15. Technical controls
							An Additional finding also in scope from the Asset Management assessment, is Asset Tracking for mobile devices.
								The objective of the Enterprise risk assessment is to identify potential risks across the university and provide recommendations for process and control improvement.	Medium	06/2017	10/2020

47	ESS	2563	A	Information Services	21-LDE Foundation: Collaboration and Security	2 Factor Authentication Feasibility Study	Enforce Multi-factor authentication in front of critical applications to prevent the possibility of system intrusion because of stolen credentials.	With the increase in Phishing and the potential for data loss or theft, by adding 2 factor authentication to critical servers it protects the university by eliminating the risk of phished credentials being used for spam propagation and data loss due to intrusion into systems by password theft.	Medium	07/2017	TBD
48	ISS	2929	A	Its-Office Of The Vp & Cio	21-LDE Foundation: Collaboration and Security	Azure Password Self-Service	As part of the E5 and Azure Protection Services, Azure Password Self-Service provides password management, which will replace ReAct.	By bundling several services that the E5 license from Microsoft can offer, we will be saving money, and maintenance of another application, by decommissioning ReAct and using Azure Password Self-Service for all Password Self-Service needs.	Large	01/2020	TBD
49	ESS	2930	A	Its-Office Of The Vp & Cio	21-LDE Foundation: Collaboration and Security	Azure Privileged Identity Management	Azure Privileged Identity Management provides an audit history, and a specific time frame that sys admin will be provided access codes to specific systems, and then disables the access. Currently this process has a workflow, and with this improvement, it will be streamlined based on role and access permissions, with log details.	By automating system provides based on role and access to systems, included with date and time limits for permission duration, this enhances the current process, and provides audit logs, with limited manual intervention. The goal is that each manager needs to monitor the access and security needs to monitor usage and remove people who are leaving to new to the university.	Medium	12/2019	TBD
50	ISS	2931	A	Its-Office Of The Vp & Cio	21-LDE Foundation: Collaboration and Security	Exchange Online Protection & Advanced Threat Protection	The goal of this project is to leverage the Microsoft E5 license for detecting and filtering out Spam emails. This will replace proof point and save additional funds as well as maintenance for supporting a different system.	The goal of this project is to leverage the Microsoft E5 license for detecting and filtering out Spam emails. This will replace proof point and save additional funds as well as maintenance for supporting a different system.	Large	02/2020	TBD
51	ESS	2932	A	Its-Office Of The Vp & Cio	21-LDE Foundation: Collaboration and Security	O365 Application Portal (Single Sign-On)	Provide an application portal that can house existing content, that will be protected by using a Single-Sign on for accessing all Office 365 and intranet sites (will be the same as the current UVID and Password today) with MFA.	By requiring all intranet traffic to authenticate with a UVID, Password, and MFA, current web content will be protected by authorized LUC users and mitigate risk of external threats.	XLarge	02/2020	08/2020
52	ESS	2916	A	Academic Advising and Services		Planning and Implementation of EAB-Navigate	Implementation of EAB-Navigate at LUC. Planning for deployment phases and execution of first phase with involvement of Student Academic Services, School Advisors, Registration & Records, ITS, Faculty and Students, and other areas, as appropriate.	Student Success platform (EAB-Navigate) will provide tools for advisors and students to plan and track student academic careers and degree progress at Loyola. Planning will likely cover a multi-year effort for implementation in phases.	XLarge	10/2019	06/2021
53	ESS	2842	A	Facilities-Office of VP		Space and Asset Management - Archibus Implementation	Implement Archibus as the new identified space and asset management technology for Loyola University.	Facilities management completed their RFP process to identify Archibus as the new space management system for Loyola University. We are now ready to start the implementation phase of this project. The space asset system would provide the university with up to date information on space allocation, square footage, and space attributes. The system would also provide space utilization, staff and faculty room assignments, and become a tool for building programming, space assignments and campus development. Critical financial information will be readily available in this new system.	XLarge	05/2019	01/2020
54	ADS	2807	A	Institutional Research		SmartEvals Implementation	Transition from Loyola's current course evaluation product, IDEA from Campus Labs to SmartEvals from Gap Technologies, which was recommended by the working group comprised of stakeholders across the institution.	Secure new Course Evaluation solution to improve & expand capabilities for course assessments.	XLarge	05/2019	03/2020
55	ESS	2711	A	Registration & Records	1-Student System Upgrade	LOCUS Fluid Navigation Rollout	Placeholder for the PeopleSoft FLUID navigation development efforts.	Improve services and functionality used primarily by the Provost Office, students and other academic units in the student system.	XLarge	03/2018	01/2020
56	ESS	2828	A	Center for Experiential Learning	9-Student Experience/Portal Improvements	Learning Portfolio Review	The learning portfolio program at Loyola University Chicago seeks to connect the high-impact practice of learning portfolios in the curriculum in order to : Enhance teaching and learning strategies for faculty Provide integrative learning experience for students Develop teaching and learning assessment opportunities at the course, program, and institutional level	Offer an improved holistic, tangible, and portable platform for students through an evidence-based demonstration of their learning experiences. The role of the Learning portfolio platform task force is to identify an enterprise solution/agreement that serves the whole university versus stand-alone software contracts.	Large	03/2019	TBD
57	ADS	2950	A	Center for Experiential Learning	9-Student Experience/Portal Improvements	Learning Portfolio (Digication) - Implementation	The learning portfolio program completed the RFP process to find a new Learning Portfolio application for Loyola University. Digication was selected as the new Learning Portfolio application system. Implementation will begin in the new year with a fall academic go-live.	Offer an improved holistic, tangible, and portable platform for students through an evidence-based demonstration of their learning experience. Digication was the selected platform to meet these needs.	Large	02/2020	02/2020
58	ESS	2878	A	Financial Assistance		Interface (2 Way) for Verification via Inceptia	The Financial Aid Office would like to partner with Inceptia to outsource the verification process. In order to work with their verification gateway, and to ensure only students we select will be communicated with, we must create an extract data file that would then be exported to Inceptia (and an import data file from Inceptia when completed). This project would also require changes be made to the FA5B process as we would no longer use certain pieces of this customization. This project may also require changes to other FA customizations as well	Outsourcing the financial aid verification process provides the university reduces the workload required in financial aid processing. This new partnership with Inceptia will improve the student experience as students can securely upload documentation and electronically sign documentation required by the Department of Education.	Medium	08/2019	08/2020
59	ESS	2862	A	Office of The Bursar		Replacement of ECSI SALNet	Replacement of ECSI SALNet - ECSI announced they no longer want to service tuition accounts in their SALNET system and need to transfer them into their Recovery Select system by December. Part of the rationale is their new owner, Global Payments, believes they could be viewed as a collection agency under their current model and consequently fall under collection agency legislation. We will be required to move to Recovery Select product through ECSI or U-Collect product through Flywire. Both will require a large amount of data to be transferred and new communications established. Justification ECSI houses all tuition accounts 9 months after the student leaves Loyola. ECSI accepts payments from our students and collection agencies and relays them on to Loyola. Each year we receive approximately $2.5M in	ECSI houses all delinquent tuition accounts 9 months after the student leaves Loyola. ECSI accepts payments from our students and collection agencies and relays them on to Loyola. Each year we receive approximately $2.5M in collection payments. ECSI is sunsetting the existing SALNet application.	Large	05/2019	TBD

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60	ESS	2884	A	Registration & Records		Switching eTranscript vendor to Parchment	We are switching transcript vendors from the National Student Clearinghouse to Parchment. We will need technical support to assist with the transition. Parchment offers superior service and has an integration with PeopleSoft that will facilitate ordering. Additionally, partnering with Parchment will allow us to improve the student experience, consolidate ordering & payment, allow for attachments to be uploaded, allow for administrators to generate orders on behalf of students and consolidate reporting	eTranscripts have been in place at Loyola since 2015. More than 50% of 28-30k official transcript requests per year are fulfilled electronically with partner NSC. Registration & Records is expecting better service, functionality and integration with a new partner - Parchment.	Large	08/2019	01/2020
61	ESS	2590	A	Administration HSC	8-Advancement	Gift Agreement Workflow	- Create a central repository for multiple (40+) gift agreement templates with fillable fields to customize each individual agreement. Will need to capture template creation date, author, track changes made, and the date the template was approved by General Counsel and Finance. - Create workflow for the creation and approval of template agreements. - Create workflow(s) for individual gift agreement approval process. Agreements will need to follow different workflows depending upon the type of agreement. - Generate reports on gift agreements in process with the ability to filter by stage in the process	Create a central repository for multiple (40+) gift agreement templates with fillable fields to customize each individual agreement. Will need to capture template creation date, author, track changes made, and the date the template was approved by General Counsel and Finance.	Medium	07/2018	01/2020
62	ESS	2883	A	Development	8-Advancement	Student Status Updates for Advancement	Advancement Services is formally requesting the help of ITS and the Registrar with creating a weekly process that Advancement can use to cross reference their current student status data with student data in LOCUS. The objective of the project is to give Advancement the ability to have updated information about which individuals in the Student database are current students who are enrolled, former students who are not enrolled, or current students with service indicators (holds) on their record.	Advancement recently completed a milestone of loading Parent/Student data from Slate Undergraduate Admissions. A weekly process to check the current status of the student would be necessary before engaging with parents in any fund raising request. Advancement would like to avoid contacting parents whose student has withdrawn or has a hold on their account.	Medium	08/2019	TBD
63	ESS	2915	A	Development Services	8-Advancement	Recreate the bio data feed from iModules to Advance	Transfer biographical data that people update on their profiles when they are logged into iModules from iModules to Advance. Background on the project: -Until the last year or so, an automated feed created by people who used to be in Advancement Services (AIS) was being used. -This merge was turned off because, similar to the old Grad Merge and Parent/Student Feed, it was introducing incorrect data into Advance in unpredictable ways. -The iModules updates have always tied to individualsر Advance IDs. -The data points to be loaded are phone numbers, email addresses, and mailing addresses. -AIS does not intend to create new records, nor does AIS intend to make the complex kinds of updates	The accuracy and consistency of data in Advance is important and essential to supporting the efforts of the Advancement / Development department.	Medium	11/2019	TBD
64	ESS	2919	A	Development	8-Advancement	Replace system for gift receipting process	The Advancement Division (and specifically Advancement Services) would like to recreate their gift receipting process - replacing their MS Access process with another technology. At a very high level, the project will consist of the following three buckets of work: 1. Identifying the new technology to be used for generating receipts. 2. Determining the general design/layout of the receipts, along with elements of personalization desired in the receipts. 3. Building the processes and data feed needed to support the new receipting process	The current system of receipting, although accurate, is inflexible and does not readily allow for personalizing receipts or changing them on a routine basis. A new system will make the process more efficient.	Large	12/2019	TBD
65	ADS	2885	A	Office of The Bursar	12-Online Applications	Student Health Insurance Waiver Rewrite	Rewrite the existing Student Health Insurance Waiver application using newer, more secure technology. Project may also include some enhancements to functionality and design, TBD.	Student Health Insurance Waiver is an application that has been heavily used by students and Bursar staff since its creation. Rewriting the underlying code structure to adhere to current technology standards ensures that the system will remain stable and secure for future use, and provides an opportunity for us to identify and implement new features for additional usability.	Medium	08/2019	01/2020
66	ESS	2934	A	Enterprise		Enterprise Learning Hub	Identify a central portal or learning management system (LMS) which allows support the creation, distribution and tracking of training and compliance type activities.	A" learning hub" provides a portal type experience to consolidate training and compliance requirements into a single location.	Large	10/2019	TBD
67	ESS	2869	A	Purchasing		Travel & Expense Management Technology Solution	Loyola is seeking a vendor to provide a travel and expense management platform(s) in support of the entire travel and expense management process from pre-trip approval to post-trip expense review, reconciliation, reimbursement and reporting.	Streamline the travel and expense management processes across the University. Outcomes will be efficiency based for travelers, expense submitters and accounts payable processing.	Large	07/2019	01/2020
68	ESS	2876	A	Quinlan School of Business		Student Mentoring Software Pilot-PeopleGrove	One of business schools strategic goals is to have mentoring opportunities for all of the Quinlan students. Establishing and keeping mentoring relations is time-consuming. They have found that Loyola Connect while adequate is not really up to the task. We would like to pilot a new platform called PeopleGrove for the University.	Quinlan School of Business will foster a robust alumni network and build meaningful relationships between current students and alumni with this pilot for an online platform to support the Dean's initiative of 1:1 mentorship for all business students. This project will enable us to build out mentoring networks where they are most needed, while simultaneously developing the institutional structure and expertise to scale up in the long term.	Medium	04/2019	01/2020
69	ESS	2829	A	Office Of International Prgs	9-Student Experience/Portal Improvements	OIP Application Replacement for Study Abroad	The University needs software to provide adequate risk management and emergency response for Loyola students studying abroad and for international students and scholars studying/working at Loyola campuses. The University needs to comply with U.S. Dept. of Homeland Security requirements for reporting on international students and scholars and comply with U.S. Dept. of Justice/Federal Trade Commission standards for education abroad	Improve the management, processing, tracking, and reporting of study abroad participants and international students+scholars at Loyola; current solution is no longer sufficiently meeting requirements.	Large	03/2019	TBD
70	ESS	2859	A	Institute of Environmental Sustainability	12-Online Applications	CVENT Support for Climate □Change Conference	This project will provide the Institute of Environmental Sustainability with the tools they need to collect and manage online registrations through CVENT for Loyolas Climate Change Conference 2020. ITS will work with the conference planning committee to build the entire registration website, provide back end support in the CVENT tool, design html email blasts, provide a custom registration website, and configure all reporting needed for the client. ITS will also provide ongoing support in the months leading up to the conference with all CVENT needs. The 2020 conference will focus on how we can accompany the youth movement and the future generations they represent towards action that will preserve the planet for their children.	This project will provide the Institute of Environmental Sustainability with the tools they need to collect and manage online registrations through CVENT for Loyolas Climate Change Conference 2020. ITS will work with the conference planning committee to build the entire registration website, provide back end support in the CVENT tool, design html email blasts, provide a custom registration website, and configure all reporting needed for the client. ITS will also provide ongoing support in the months leading up to the conference with all CVENT needs. The 2020 conference will focus on how we can accompany the youth movement and the future generations they represent towards action that will preserve the planet for their children.	Medium	07/2019	TBD
71	ESS	2958	A	School of Nursing		Automate HSC parking/ID processes for LUC students	Automate process for getting HSC IDs and parking for HSC students (should impact MNSON, Parkinson & SSOM, but not sure how these other groups are processing these requests). HSC IDs and Parking for LUC employees are granted once we have LUC Lawson ID number, which LUMC Parking can lookup. This does not apply to students and a manual process is being done currently. Looking for LUC to work with LUMC to create a feed or interface from LUC source system so that Parking can reference a list of HSC students eligible for HSC IDs and Parking. Would still need to ensure we can request bulk ID processing. This process is a follow-on project once the Trinity/Workday and HSC	Changes to Trinity systems (Workday) require a change in processing for HSC student IDs/Parking permit. This impacts Nursing and Parkinson students - and, potentially, SSOM students. This project will automate the batch process for new students.	Medium	01/2020	01/2020
72	ESS	2907	A	Special Events	12-Online Applications	CVENT Registration for Commencement 2020	Create a CVENT registration website, including email invitations, for each school's 2020 Commencement ceremony that will be delivered to all eligible graduates. Provide CVENT training, website development, and general oversight to the special events department, and work closely with the Grad group to make sure all Commencement registration requirements are met.	Create a CVENT registration website, including email invitations, for each school's 2020 Commencement ceremony that will be delivered to all eligible graduates. Provide CVENT training, website development, and general oversight to the special events department, and work closely with the Grad group to make sure all Commencement registration requirements are met.	Medium	09/2019	02/2020
73	SIC	2910	A	Information Services		T4 Sitemanager Upgrade	Upgrade production T4 Sitemanager from version 8.2.18.2-FINAL (298)to version 8.3	Upgrading T4 Sitemanager to version 8.3 will allow us to fix a number of significant bug issues in the current version of Sitemanager, improving publish times and implement some new design templates. This, in turn, will assist our user community create luc.edu pages that support the Loyola Mission.	Medium	10/2019	01/2020

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74	ADS	2901	A	Information Services		WebCheckout upgrade to v7	Upgrade WebCheckout system from version 5.0 to version 7.0. This includes several enhancements and features, suggested by the vendor to upgrade to address and resolve any potential issues. This upgrade does not change the interface look/feel of the reservation system for our clients, this will provide some additional functionality for WCO Org Admins - Digital Media Services, School of Communication, Arrupe, Damen Student Center, SAGA and UISO.	The WebCheckout vendor is solely focused on supporting the latest version (v7.0). This upgrade is necessary in order for Loyola to maintain a secure, viable, and healthy WebCheckout circulation system and server, and one that provides administrators and users access to the latest features. WebCheckout is the primary system for equipment loan circulation, Digital Media Services asset management, and used by other on-campus partners including School of Communications, Arrupe, Damen Student Center, SAGA, and UISO.	Small	09/2019	01/2020
75	ESS	2655	B	Human Resources	11-Enterprise Content Management	Retiree Benefits File	HR would like to complete scanning and indexing our Retiree Benefit files into DocFinity by July 1 2018. A portion of this project was started 3-4 years and I am now restarting this project. ITS/ Jillian Hayes created a Retiree Benefit folder backscan document in our environment, which is separate from the rest of our HR employee documents and directory in Docfinity. I believe HR Benefits team was scanning an entire deceased retiree file folder into this one document that was created. For purposes of this project we need to create additional document types so that we can scan and index current and new retirees info by individual document type. We may also need to revisit why the retiree folder is separate from the rest of the HR employee document and directory	Would it make sense to have all employment. benefit & retiree files/ document in one place and smart code the retiree documents? The one issue we may face is that some of these deceased and older retirees may not have Lawson ID #s, so we would need to give consideration to this item	Small	04/2018	01/2020
76	ESS	2954	B	Financial Systems	19-Lawson/Kronos	Upgrade Document Self-Service to version 5.3	The current version of Document Self-Service is out of date and the encrypted access databases are stored on a shared network drive. Although the Microsoft Access version of Document Express is still supported by MHC, no additional updates or enhancements will be made to the Access version beyond break-fix support. Since 2011, all new MHC Document Express implementations have used the ODBC version of Document Express.	¿ Enables ability to leverage new Document Express functionality, such as increased user permission features, enhanced audit manager, automatic document purging, additional sort and column maintenance features, as well as future enhancements ¿ Provides ongoing compatibility with newer operating systems and infrastructure components ¿ Customers can phase the Document Express conversion scope by functional area, if applicable (i.e., convert Accounts Payable scope first, then Payroll or vice versa) ¿ Eliminates risk of Access database corruption and errors ¿ Supports higher volume storage, eliminating constant account maintenance (account copying) for higher document volume customers	Small	12/2019	01/2020
77	ISS	2846	B	Its-Office Of The Vp & Cio	7-BCDR/Failover	Disaster Recovery - Phone Systems WTC	This project will include developing a plan and testing failover for the phone system at WTC. This will contribute to the overall BCDR program for the universitys risk management strategy.	This project will include developing a plan and testing failover for the phone system at WTC. This will contribute to the overall BCDR program for the university's risk management strategy.	Medium	09/2019	01/2020
78	ADS	2952	B	Controller		Secure Submission of W-9 Form for Accounts Payable (Phase 3 - Enhancement)	AP is seeking support from ITS to enhance Electronic W-9/W-8 Submission application. Enhancement includes: If there are no changes to name, TIN, banking information or address, the system should mark the form with doc type ¿Vendor Certification¿, Status ¿Request Processed¿, and not go to the vendor maintenance queue in DocFinity. Validate that the user doesnt enter their own Loyola email address under "Department Contact". For Foreign Entity, remove the ability for user to attach W-9. Add "in the US" at the end of the "Are you a foreign independent contractor" question. Expiration date should populate using logic of "Document Date + 3 years and then through Dec 31st of that year" instead of the current set-up of "Document Date + 2 years and then through Dec 31st of that year" Include the LUC contact on the Electronic W9 form. This field would not need to be indexed.	Enhance Electronic W-9/W-8 Submission application. Enhancement includes: If there are no changes to name, TIN, banking information or address, the system should mark the form with doc type ¿Vendor Certification¿, Status ¿Request Processed¿, and not go to the vendor maintenance queue in DocFinity. Validate that the user doesnt enter their own Loyola email address under "Department Contact". For Foreign Entity, remove the ability for user to attach W-9. Add "in the US" at the end of the "Are you a foreign independent contractor" question. Expiration date should populate using logic of "Document Date + 3 years and then through Dec 31st of that year" instead of the current set-up of "Document Date + 2 years and then through Dec 31st of that year" Include the LUC contact on the Electronic W9 form. This field would not need to be indexed.	Small	01/2020	01/2020
79	ESS	2508	B	Information Services	9-Student Experience/Portal Improvements	Upgrade Oracle Enterprise Manager and Server	Upgrade Oracle Enterprise Manager software and replace Olive Server and its operating system with Linux.	Upgrade to supported Oracle versions 13c and move to new server	Medium	11/2016	01/2020
80	ADS	2888	B	University Marketing and Communication		Enhancements for displaying emergency information on www.luc.edu	Enhancement on the Big Red Button application includes the following: Each Event will have a date/timestamp, title, summary, and body content. (On the homepage banner, the date/timestamp, title, and summary will display as well as a read more link for more information which will take people to the Event Detail Page) Event Thread is a running list of Event updates and will display in the Event Detail Page under the most current Event Update information. Event Archive will allow the user to view and reuse past Event/s	LUC has a system in place to quickly include emergency information on the main www.luc.edu website, but enhancements to the system will allow for differences between urgent and emergency messages, and allow for the display of ongoing event updates. These enhancements will help in communicating to the user community in the event of an emergency or urgent issue.	Small	07/2019	01/2020
81	ESS	2939	B	Information Services	12-Online Applications	Oracle 18c Upgrade - Software installation and pre-upgrade tasks	Software installation and pre-upgrade tasks consist of: AIX OS Upgrade (2 types of upgrade one from AIX 7.1.4 to AIX 7.1.5 and one from AIX 7.1.4 to 7.2) AIX prerequisites for 18c (Fortrand installation and other configuration change) Uninstall 11g database (to free space / not needed anymore) Oracle Database 18c (18.4) Software Installation (Yew, Olive, Redwood1, Redwood2, , DWLWT1, DWLS1) Change the listener to 18c RMAN repository upgrade Test Standby creation / failover / switchover (due to configuration change -- unsupported SERVICE_NAMES parameter in 18c)	Oracle 18c Upgrade Software installation and pre-upgrade tasks. To keep the version of Oracle supportable, ability to apply patches and the ability to keep software secure.	Small	11/2019	01/2020
82	ISS	2724	B	Information Services	16-LUHS/LUC/HSC Technology Program	HSC Camera/Card Reader Migration	LUHS request to migrate all cameras and door access card readers in LUC buildings at HSC. Working with LUHS/Trinity/Security to identify all devices and prepare LUC infrastructure for migration and traffic.	Trinity would like to remove all of their network equipment from HSC buildings to prevent unwanted to access. This transition will also allow for easy conversion of these devices to the LUC network in the future when Campus safety has more of a presence their	Small	05/2018	01/2020
83	ADS	2827	B	Financial Systems	12-Online Applications	Accounts Payable Check Requisition Form	The AP is seeking support from ITS to develop a web application to replace the existing Accounts Payable Check Requisition form, which is a fillable PDF. The web based application would allow users to enter necessary information, attach back-up documentation, gather necessary approvals, and submit the form electronically to AP, directly into an AP DocFinity Queue. Data validation and approval rules will be in place that would assist Accounts Payable when reviewing the submitted document. Currently this form is filled out by a budget administrator, printed, scanned and e-mailed with the invoice and/or appropriate back to AP. AP then uploads the document to DocFinity, indexes the necessary values and then interfaces or enters the data into Lawson. This is a somewhat cumbersome and manual process.	A web application to replace the existing Accounts Payable Check Requisition form, which is a fillable PDF. This would allow users to enter necessary information, attach back-up documentation, gather necessary approvals, and submit the form electronically to AP, directly into an AP DocFinity Queue. This would reduce data entry errors, reduce the need for duplicate data entry, and overall streamline the process, allowing users who have submitted a document, more visibility into where in the process their invoice is.	Medium	03/2019	01/2020
84	ADS	2833	B	Information Services	14-DW/BI Projects	Zoom Data migration to EDW	Migrate Zoom data into the Enterprise Data Warehouse.	Migrating Zoom data into the Enterprise Data Warehouse will centralize data	Medium	03/2019	01/2020

Row Nbr	Group	PSS #	Priority	Primary Customer	Program Name	Major Initiative/Ring Desc	Project Description	Institutional Impact Statement	T-Shirt Sizing	Targeted Start	Targeted Completion
85	ESS	2836	B	Office of The Bursar		iPlan - Phase III Rewrite Misc Fixes	Miscellaneous fixes to iPlan that could not be completed in Phase II that was completed in Feb 2019 (see PSS 2600).

-iPlan admin pages bug fixes and feature changes (minor). | iPlan has been a "bolt-on" module for LOCUS since March, 2010. In this period, LUC has more than tripled enrollment in offered payment plans while eliminating the cost and customer service challenges of using an outside service. There are several areas that need updating in the iPlan module including:
- New academic services and charging models to estimate budgets;
- Ease of use for students and parents;
- Reconciliation processes;
- Integration with standard payment channels.
All of these areas are working but in need of improvements. Bursar Office with ITS has developed a long list of possible improvements. This project will evaluate the possible suggestions and formulate workable projects for a team of ITS and Bursar Office staff to undertake. This project will conclude the improvement | Small | 06/2019 | 01/2020 |
| 86 | ADS | 2906 | B | Its-Office Of The Vp & Cio | 21-LDE Foundation: Collaboration and Security | Interactive Digital Signage Pilot | Pilot for Interactive Digital Signage utilizing the IntuiFace software with composer and player features to install and be available within the Granada north hallway for ITS, as well as additional considerations to enable targeted deployment. This project can be associated with Loyola Digital Experience updates. | The interactive digital signage will afford greater ease and ability to update, maintain and share dashboards, annual summary reports and more for ITS, while also enabling the same abilities for targeted locations around campus that may benefit with interactive signage, maps, and displays for other areas as related to the Loyola Digital Experience | Medium | 09/2019 | 01/2020 |
| 87 | ESS | 2936 | B | Provost HSC | | Continuing Medical Education Tracking | Replace the manual process of tracking continuing medical education with an online web-based system. The system used to document and file CME events has moved from pure paper to a system that is half paper and half electronic but lacks a centralized structure. All required intake paperwork is completed via Word or PDF. The majority of the sign-in process and evaluations are completed via paper (some via badge swipe and Scantron respectively) which departmental staff transition into the computer system in order to log faculty participation and evaluations. Of the various CME divisions that we have
been in contact with we havent found any that use a similar system; all have transitioned to a learning management system (LMS). CME Tracker is recommended. | The current system is inefficient and not sustainable. At this point, moving to an LMS would simply be to meet the level of other CME Divisions. Also, after some initial training, having an LMS will organize and ease the workload on faculty and staff within Loyola University Medical Center Departments. | Medium | 05/2019 | 01/2020 |
| 88 | ISS | 2956 | B | Academic Advising and Services | 11-Enterprise Content Management | Repository for Storing and Accessing Grant Related Documentation | Repository for storing personal statements and evaluations for each student that participated in the program, preferably by cohort.

Would also like the capability to store the following:

* Internal Reports
* Extenernal Reports
* Applicants not accepted into the program
* Applicants who declined invitation
* Procedures
* Forms
* Procard documentation
* Site Visits
* Resources | This will provide Student Academic Services with the ability to store and access grant related information. This is an ability they currently do not possess. | Small | 11/2019 | 02/2020 |
89	ESS	2879	B	Campus Safety LSC		ARMS Interface to Maxient	Acquire and implement the integration module to enable ARMS to push completed campus safety reports to to Maxient.	Enable faster data movement/sharing from Campus Safety to Student Development and/or Title IX team. Also addresses internal audit comment.	Medium	12/2019	02/2020
90	ESS	2748	B	Information Services	3-LOCUS Enhancements	Correct LOCUS Profile Delete process	LOCUS Profile Delete - When the email alumni for life option became available that changed the source of how the LUWARE/IDM3 tables showed the status for these students. Where in the past they had a hi-role status of NONE they now have a status of ALUMNI. All those students with a status of NONE need to continue having their profile deleted from LOCUS. In addition, those student with a status of ALUMNI also need to have their profile deleted from LOCUS after their 2 year grace period has ended.	LOCUS Profile Delete process has not kept up with new roles for Alumni - used in conjunction with Email-for-life. This project will update the process to delete LOCUS access for all students two years after their last term of attendance.	Medium	09/2018	02/2020
91	ESS	2844	B	Information Services		Create Apllication Relationship Diagram for HSC Systems	Document the application relationships of the systems in place at HSC. Mimic the diagramming style already in place for systems owned by ITS. Once diagrams are drawn and verified, capture and load all meta data into iServer for reporting and modeling purposes.	Create consistent documentation of technology resources.	Medium	04/2019	02/2020
92	ISS	2867	B	Its-Office Of The Vp & Cio		Infrastructure: DaaS Pilot Implementation for Engineering School	The Infrastructure team, in-partnership with the Engineering School, would like to pilot DaaS usage for 6 applications to be used by the engineering department to access software via browser, while off campus.	Engineering students are working late at night in the labs, to use the expensive software necessary to complete their assignments. By offering these software application via DaaS, the students will be able to access these applications wherever they are, assuming a strong internet connection is established. This pilot will help us understand the performance, ease of use, and accessibility for students in the engineering school	Medium	06/2019	02/2020
93	ESS	2937	B	Provost HSC		Velos Upgrade	Replace/upgrade a very old (approximately 2004/2005) instance of the Velos Clinical Trails Management System (CTMS). The project is to provide an upgrade to Velos that will allow it to continue to function in the near term (2 ¿ 3 years). Beyond near-term, we would likely consider an alternative solution. We¿re considering a short-term upgrade as Velos is: 1) running on original platform (we recommended in 2013 that the hardware and Oracle be upgraded); and 2) Trinity is in a large-scale Epic migration until late 2021 or 2022 and cannot commit to local LUHS EPIC upgrades that would be needed for a completely new system.	The primary impact of the upgrade is so that we can maintain the supportability of clinical trials. The current system is outdated.	Large	07/2019	02/2020
94	ESS	2940	B	Information Services	12-Online Applications	Oracle 18c upgrade - Locus databases upgrade (CS92, PA91 and STAT)	Database upgrade from 12.1.0.2 to 18.4 testing, upgrade action and standby creation.
18c Client installation on Sequoia 1-7	Oracle upgrade 18c - Locus. To keep the version of Oracle supportable, ability to apply patches and the ability to keep software secure.	Small	01/2020	02/2020
95	ESS	2941	B	Information Services	12-Online Applications	Oracle 18c upgrade - Lawson databases upgrade	Database upgrade from 12.1.0.2 to 18.4 testing, upgrade action and standby creation.	Oracle 18c upgrade - Lawson. To keep the version of Oracle supportable, ability to apply patches and the ability to keep software secure.	Small	01/2020	02/2020
96	ESS	2942	B	Information Services	12-Online Applications	Oracle 18c upgrade - Kronos databases upgrade	Database upgrade from 12.1.0.2 to 18.4 testing, upgrade action and standby creation.	Oracle 18c upgrade - Kronos. To keep the version of Oracle supportable, ability to apply patches and the ability to keep software secure.	Small	01/2020	02/2020
97	ESS	2943	B	Information Services	12-Online Applications	Oracle 18c upgrade - LUC databases upgrade (Docfinity + in-house application	Database upgrade from 12.1.0.2 to 18.4 testing, upgrade action and standby creation.	Oracle 18c upgrade - LUC databases upgrade (Docfinity + in-house applications).To keep the version of Oracle supportable, ability to apply patches and the ability to keep the software secure.	Small	01/2020	02/2020
98	ESS	2945	B	Information Services	12-Online Applications	Oracle 18c upgrade - Campus Card databases upgrade	Database upgrade from 12.1.0.2 to 18.4 testing, upgrade action and standby creation.	Oracle 18c upgrade - Cbord. To keep the version of Oracle supportable, ability to apply patches and the ability to keep software secure.	Small	01/2020	02/2020
99	ESS	2946	B	Information Services	12-Online Applications	Oracle 18c upgrade - RMS databases upgrade	Database upgrade from 12.1.0.2 to 18.4 testing, upgrade action and standby creation.	Oracle 18c upgrade - RMS. To keep the version of Oracle supportable, ability to apply patches and the ability to keep software secure.	Small	01/2020	03/2020
100	ISS	2622	B	Information Services	16-LUHS/LUC/HSC Technology Program	Migration of HSC Servers	Move all remaining HSC Servers off the LUHS network and migrate them to the LUC network.

Total migration of all remaining HSC servers is dependent on HSC Informatics groups work to plan, configure, and reprogram servers to work in LUC network environment. LUC Desktop, Network, and Server teams will assist in the coordination and migration of servers and any other resources that require reconfiguration for the move to the LUC network. | Move all remaining HSC Servers off the LUHS network and migrate them to the LUC network.

Total migration of all remaining HSC servers is dependent on HSC Informatics groups work to plan, configure, and reprogram servers to work in LUC network environment. LUC Desktop, Network, and Server teams will assist in the coordination and migration of servers and any other resources that require reconfiguration for the move to the LUC network | XLarge | 12/2017 | 03/2020 |

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101	ADS	2819	B	Information Services	12-Online Applications	Qualtrics Implementation	Transition from Loyola's current online survey software solution, Opinio with Qualtrics, which was recommended by the working group comprised of stakeholders across the institution. Please refer to PSS 2610 for information regarding phase 1 of the project.	This project benefits the University by consolidating the usage of multiple online survey software solutions used by faculty and staff to maximize licensing costs as well as addresses the feature limitations with Opinio to accommodate the departmental features/functionality requirements across the institution.	Large	01/2019	03/2020
102	ESS	2826	B	Financial Assistance	3-LOCUS Enhancements	Replace Deprecated FA Letter Gen Processes With CommGen	FAO currently uses the PeopleSoft Letter Gen process to send hard copy communications. Letter Gen is no longer supported by PeopleSoft. CommGen is current best practice for 3C communications in PeopleSoft. The scope of this project is to replace all Fin. Aid. paper letters generated via LetterGen process. This involves an initial discovery phase for all the FA processes that assign communications using either custom SQRs or 3C-engine. The exception is Award Letter (FAN) process that is outsourced to a third party.	While most FA communications use email, there are selected communications where hard-copy letters are mailed to recipients. These include the Financial Award Notification (FAN) and other missing information letters (MIL). The FAN letter uses a 3rd party for printing and mailing and will continue to do so. Other letters have used a delivered process (Letter Gen) which combines with Mail Merge on a desktop to produce hard copy letters. Oracle Peoplesoft is deprecating the Letter Gen process and directing customers to CommGen functionality which merges data with letter text within the application. A significant workload of setup and processing is necessary to generate these letters within the Campus Solutions application. This project will convert all Letter Gen processes to CommGen.	Large	02/2019	03/2020
103	ESS	2837	B	Human Resources: System & Process	19-Lawson/Kronos	PeopleAdmin / Lawson interface - Onboarding Module	With this project we will buildout workflows and assign owners associated with each task to take place in the onboarding process of new hires, such as set-up office space, obtain an ID badge, complete new hire paperwork, complete new hire & benefits orientations, harassment training, etc. We will be building / designing each of the forms in our current new hire packet into this module so that new hires can complete this paperwork online/electronically and within the onboarding module. This packet includes tax forms, the direct deposit form and the collection of other PII information and so this type of information will be completed and stored in this module.	Standardization of workflows and tasks associated with onboarding a new hire.	Medium	05/2019	04/2020
104	ADS	2882	B	Information Services	14-DW/BI Projects	Reporting and Analytics of ISM Data	Migrate ISM data into the Enterprise Data Warehouse to centralize data.	Migrating ISM data into the Enterprise Data Warehouse will centralize data.	Medium	06/2019	04/2020
105	ESS	2947	B	Information Services	12-Online Applications	Oracle Data Encryption between databases	Oracle Data Encryption between databases	Data encryption between databases The ability to keep software secure within Loyola network.	Medium	01/2020	04/2020
106	ISS	2840	B	Sullivan Center for Student Services	12-Online Applications	HUB Concierge and Tracking Support Metrics	The HUB assists current students, prospective students, alumni, and guests with resolving issues, questions, or guiding ideas to the correct people for assistance. The HUB would like to track these inquiries, as well as route their efficiently to other departments. Most importantly, they would like to gather metrics on how many people they are servicing, the types of questions they are answering, ways to streamline and share that information, and how to best service students effectively and efficiently	The HUB needs a system to provide data/metrics of how many people they assist, how many they offload/transfer to other departments, how many other departments they interact with, common questions asked (and canned answers, if applicable) and potential tie-in with OIE assessment.	Medium	04/2019	04/2020
107	ISS	2825	B	Its-Office Of The Vp & Cio	12-Online Applications	ITS Change Management Implementation	Implement change management via ISM, for improved process, knowledge sharing, and root causes analysis (to assist with auditing) when implementing changes to ITS and the university as a whole.	The ISM Software currently in place provides a mechanism to capture incremental requests for service from end users. It also has the ability to capture incremental requests related to ITS Changes that are implemented which can affect systems and impact to the community. By enabling the Change Management module in ISM, we are capturing all tasks related to ITS Changes, confirming who is making these changes, and improving audit logs of who, when, why changes are made to systems. Best of all, this is a tremendous learning tool for teams to understand how changes are made to applications they support, why these changes are made, as well as up-stream and down-stream requirements and impacts.	Large	02/2019	05/2020
108	ESS	2606	B	Campus Transportation	2-Credit Card Processing	iParc EMV Reader Install	Install EMV on iParc Equipment All of the devices that read credit cards on the iParc system will have a reader that can use EMV (Chip and PIN)	Install new readers on exit lanes/kiosks to reduce risk for credit card transactions and keep current with "chip and pin" technology.	Medium	11/2017	06/2020
109	ESS	2948	B	Information Services	12-Online Applications	Oracle Exadata investigation	Oracle Exadata investigation	Investigate Oracle Exadata, a possible future pathway for the database infrastructure. May lead to best cost effective alternative for the future growth.	Medium	02/2020	06/2020
110	ESS	2949	B	Information Services	12-Online Applications	Oracle Data Redaction	Oracle Data Redaction	Data Redaction - a module within Oracle to block sensitive data for legal and privacy matters.	Medium	01/2020	06/2020
111	ESS	2714	B	Information Services	3-LOCUS Enhancements	LOCUS - PeopleTools Patch	Implementation of Patches. Each month we will evaluate the patch to determine if vulnerabilities exist and if the patch should be applied. We will also evaluate the quarterly CPU to determine if vulnerabilities exist that require implementation.	Each month we will evaluate the patch to determine if vulnerabilities exist and if the patch should be applied.	Medium	06/2018	06/2020
112	ESS	2935	B	Wellness Center		Everfi Student Wellness Training	Expand student wellness training to include the following: - Sexual Assault Prevention for Undergraduate and Graduates - Alcohol Edu Primary - Alcohol Edu Sanctions Additional Features: - Single Sign On	Expand wellness training to students. Simplify the login process by providing single sign on.	Small	10/2019	07/2020
113	ESS	2572	B	Campus Transportation	9-Student Experience/Portal Improvements	AIMSWeb - Upgrade to 8.1.82.15f for Remediate Pen Test Results	Upgrading AIMSWeb to remediate 2016 AIMS Web vulnerabilities. Move AIMSWeb to app server host. Remove old software from Webgenls01. Addendum: Gathering info regarding AIMS 9 and AIMS Web 9.	Aims Web is used by students/staff to apply for parking and for parking clients to pay for ticketed parking violations. This update will keep the technology current and mitigate known vulnerabilities.	Medium	05/2017	08/2020
114	ADS	2891	B	Information Services		2020 Information Technology Showcase	In partnership with University Libraries, plan and execute all logistics for the fifth annual Showcase event. Event will take place on February 20, 2020	In partnership with University Libraries, ITS coordinates the showcase event that is open to students, faculty and staff to learn about existing library and technology resources through breakout sessions or by visiting resource tables.	Medium	06/2019	08/2020
115	ADS	2933	B	Information Services	12-Online Applications	Decommission Opinio	Decommission Opinio as a result of the rollout of Qualtrics to the University in October 2019. Please refer to PSS 2819 for information regarding the Qualtrics project.	The decommissioning Opinio will reduce the number of duplicate applications used by the University and supported by ITRS.	Small	03/2020	08/2029
116	ESS	2680	B	Campus Card Office	2-Credit Card Processing	Campus Card: Symphony EMV Card Readers	Campus Card POS implementation for food service and other sales was implemented in December, 2017 (Micros Symphony upgraded from Micros 9700) - See PSS 2558. This project will implement EMV Card Readers to allow move to chip-and-pin credit card transactions. This implementation was delayed from above project due to availability of readers and resources.	Upgrade is required to stay within support and to stay ahead of the PCI PA-DSS requirements and to provide more secure credit card transactions to University community.	Medium	12/2017	TBD
117	ESS	1337	B	Financial Assistance	3-LOCUS Enhancements	FA03 - Select/Deselect of Packaging	Financial Aid GAP solution FA03 was originally created to support Loyola's 2-step award letter (first estimate, then final) process by flipping flags at the appropriate times. It has since evolved into a "traffic cop" or "gatekeeper" which determines the correct current status for student processing, based on meeting defined conditions.	A custom batch program is used to select/deselect students for Financial Aid packaging. The current program has multiple complex criteria which have become difficult to know why particular students are selected/de-selected. Current request is to streamline the process and implement new criteria.	Medium	09/2010	TBD
118	ESS	1425	B	Wellness Center		Training and Development of Point and Click Reports	This is a request for designated assistance from ITS to develop templates for reports from Point and Click. In spite of the repeated training on report development from the vendor the department remains unable to consistently generate meaningful reports when needed. Project deliverables include: Develop set of template reports with lists of variables that can be interchanged.(January 2011) Train super users on developing reports. (January 2011)	Point N Click Electronic Medical Records (EMR) system is a complex system used by the Wellness Center with primary remote support from the vendor. Developing user defined reports is a capability not yet developed at Loyola. Client is requesting more direct ITS support to develop reporting templates using the vendor software.	Small	09/2011	TBD

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119	ESS	1431	B	Its-Office Of The Vp & Cio		Redesign of NAP (Non-Affiliated Persons) Request System	NAP usage has grown beyond initial system design. More robust functionality needed to manage volume of requests, enhance user interface, improve re-enrollment process, and improve interface with LUWARE/IDM3 and LOCUS. Will require assistance from Web Development team and Database/BI team.	Provisioning of Universal ID's (UVIDs) for students, faculty and staff is triggered by appropriate business events as recorded in Lawson Human Resources and/or LOCUS Student Information System. Provisioning for contractors, consultants, vendor support, visiting scholars and many other categories of University guests and support is administered via an inhouse developed system known as Non-Affiliated Persons (NAP). The NAP system has grown in use and certain aspects are difficult to manage with current functionality. Some goals for this re-design include: - Enhanced user interface - Improved re-enrollment process - De-centralized administration - ITS resources granted appropriate for user group	Medium	10/2010	TBD
120	ESS	1533	B	Financial Assistance	3-LOCUS Enhancements	FA Batch Process ScoreCard	FA Batch Process ScoreCard. OSFA needs a quick & easy way to find out why a student was not packaged - this is usually because a custom process found an error or exception condition. The plan is to imbed code in various customizations that write to a table during logical "forks" in processing. The integrated results can then be queried or viewed online.	A significant milestone in the Financial Aid process is the offer of a package of aid to the students. As students and parents submit new or revised information, the package may or may not change. An important customer service component requires quick and easy access by OSFA staff to know where the student is at in the process. This customization will offer significant improvements in accessing the status of the students financial aid packaging process.	Medium	TBD	TBD
121	ISS	1757	B	Information Systems and Op Mgmt	16-LUHS/LUC/HSC Technology Program	HSC: Phone System Unbundling Strategy	Begin to identify alternatives, including costs, pros/cons, for phone system support for HSC in Maywood.	As part of the LUHS/LUC/HSC shared services unbundling, this evaluation will identify options, costs and long term phone system support for HSC in Maywood.	Medium	09/2012	TBD
122	ESS	1779	B	Financial Assistance		FA Self-Serve document upload ☐ Special Circumstances Appeal	Develop a portal for online document submission. Allow students and parents to have guidance through the process online with required fields. Start with Special Circumstance appeals and allow for uploading Tax information, W-2s, other supporting documents. By having a guided portal we will reap countless benefits including, no intake necessary, eliminate need for follow-up, eliminate usage of paper, instantly available for review.	Financial Aid Appeal for Special Circumstances is a complex, manual, paper-intensive process initiated by student. A self-service guided page (or wizard) which includes the ability to upload scanned documents would increase service to students and families appealing their financial aid award due to special circumstances. A generic solution which links this ability to Docfinity could be applicable in other areas of the University	Large	TBD	TBD
123	ESS	1852	B	Office of The Bursar	3-LOCUS Enhancements	Recent Activity Since Previous Statement	Add a RECENT ACTIVITY SINCE PREVIOUS STATEMENT Tab/or Link/ or Page on the Student e-Bill History page that shows all activity/transactions that have happened since the last bill was generated. This must include any Financial Aid reversals, Payment Reversals and Charge Reversals. Also, add a link on the Make A Payment page, Step 1. Specify Payment Amount that can bring the student directly to this new RECENT ACTIVITY tab/page and back again.	Students, parents and other interested third parties need a clear concise means to tie their last Billed amount to their Current balance. The eBill is repeatedly described as a snap shot in time "just like a credit card statement" in our literature, web-pages and Orientation presentations. We have not yet delivered on that full promise by providing students and parents with a means to review changes made to their balance since the last bill was generated.	Medium	01/2013	TBD
124	ESS	1902	B	Sullivan Center for Student Services	3-LOCUS Enhancements	Improve Early Alert information for Advisors and Faculty	Currently, Academic Advisors enter Early Alert notifications into LOCUS Comments (as an AANOTE). Faculty members also wish to add notes regarding the students Early Alert status, which usually requires manual entry by Advisors from emails. Requesting a system which would automate this process, using AANOTE or some other accessible data store within LOCUS. Ideally, the Instructor should also have access to read and comment on student performance. (Note: This is ITS interpretation of the Systems Service Request)	The Early Alert process for Undergraduates has captured about 2500-3000 mid-term grades of C- or lower before the ninth week of each regular semester. These grades are submitted by participating faculty and the student is automatically notified of their lower performance. Academic Advising would like have easy access to the students' early alerts in order to follow-up as appropriate with the student and instructor. The ultimate goal is improved student performance.	Medium	08/2013	TBD
125	ESS	1951	B	Registration & Records	3-LOCUS Enhancements	SSOM automate new academic year	Update of term activation levels and session for SSOM students.	The Office of Registration and Records annually runs a batch process to add term activations (fall and spring) for the Stritch School of Medicine. Once in LOCUS, manual intervention is required to update the program level and term session field as graded coursework is not maintained in the LOCUS system. This request automates this manual intervention.	Small	06/2013	TBD
126	ESS	2035	B	Information Services	5-Security Projects	NAP Process Improvement	The current NAP system is cumbersome and requires an excessive amount of staff time for the verification of valid NAP requests and for the semi-annual expiration/renewal process. The addition of automated controls and a workflow system for electronic verification would reduce staff time and effort.	Improve/streamline the NAP system.	Small	01/2014	TBD
127	ESS	2180	B	Institute of Pastoral Studies	3-LOCUS Enhancements	LOA Students on My Advisees	LOA Students currently are not displayed in the Advisor Center, until they return from LOA. IPS is requesting a change to this logic, in order to facilitate communications and follow-up with these students. They are further requesting a visual cue that will help the advisor know the student is on LOA. Other schools also use LOA designation and the Advisor Center including GSWK, GNRS, and GA&S. ITS will attempt to survey other schools to assure no negative consequences of including these students on the Advisor Center.	Schools, especially graduate programs, are increasingly using LOCUS to track students on a LOA from degree pursuit. Currently, students on Leave are not displayed on the Advisor Center. Institute of Pastoral Studies has requested that LOA students continue to display on the Advisor Center with an easy to use designation. It is presumed this will be useful to all schools. ITS will verify this assumption.	Small	10/2014	TBD
128	ESS	2185	B	Office of The Bursar	3-LOCUS Enhancements	SSN/ITIN tracking and communications	SSN/ITIN tracking and communications - Use LOCUS to track, communicate and allow students who have incomplete or missing SSN/ITIN to update their information in a secure environment.	Loyola is required by law to attempt to collect SSN/ITIN information for all 1098T student recipients who are not non-resident aliens. This includes most students. To avoid being subject to fines for failure to report correct TINs on Form 1098-T, institutions must solicit any missing TINs: " at least once a year " in writing " with a clear notice that the individual is required by law to provide the TIN so that it may be included on an information return.	Medium	01/2015	TBD
129	ESS	2243	B	Registration & Records	3-LOCUS Enhancements	Transfer Credit Articulation rules - automation	Transfer Credit in LOCUS uses Articulation rules stored in multiple tables - Transfer Subject Area, Course Transfer Rules, and Program/Source Equivalency. Each of these tables must use the same effective date, so updates require multiple updates. Requesting a batch process which will automate the entry of new effective-dated rows. Also, requesting tools to allow updates for new academic programs.	Students have submitted transfer credit from more than 1600 colleges and universities which have been articulated to Loyola courses. Maintenance of articulation rules and extending them to new academic programs is a challenge - since the data is stored across multiple tables and rows. Some batch automation tools would assist the data entry effort and assure accurate input.	Medium	03/2015	TBD
130	ESS	2325	B	Nursing: Graduate Programs	3-LOCUS Enhancements	Enhance My Advisees page in LOCUS	Enhance My Advisees page in LOCUS - additional fields have been requested by GNRS; ideally, page should be configurable by user; include LOA students (if desired) - see PSS 2180.	My Advisees page has become more important as Advisor Assignments have become more stable and useful in LOCUS. Some schools, especially GNRS, have expressed a desire to include more information on this page.	Medium	10/2015	TBD
131	ESS	2418	B	Human Resources:Office of VP	11-Enterprise Content Management	HR ECM - eForms (Phase I)	HR has identified several forms that would be potential candidates for transition to eForms. HRIS has requested eForms for deductions such as parking, and Halas membership. Danielle Hanson is especially interested in discussing the potential of interfacing form data with Lawson to reduce the amount of manual coding done by HR	HR has identified several forms that would be potential candidates for transition to eForms. HRIS has requested eForms for deductions such as parking, and Halas membership. Danielle Hanson is especially interested in discussing the potential of interfacing form data with Lawson to reduce the amount of manual coding done by HR	Medium	07/2016	TBD
132	ESS	2450	B	Payroll Services	11-Enterprise Content Management	Payroll Services	The Payroll Services Office has many paper documents that we would like to be able to store and be able to search for electronically. This includes, but is not limited to: Kronos Supervisory Rights Access Form, Manual Time Cards, W-2 Request Forms, E-pay Request Form, Payroll Backup.	Kronos Supervisory Rights Access Form, Manual Time Cards, W-2 Request Forms, E-pay Request Form, Payroll Backup.	Medium	04/2017	TBD
133	ESS	2452	B	SSOM Administration	11-Enterprise Content Management	SSOM Student Affairs Registration & Records	Phase II of our project to digitize our permanent files of all our medical school graduates that we continue to access throughout the career of the physician. We need to track 2 types of requests from graduates: 1) Those that ultimately end up in the Misc. section of the grads permanent file, e.g., degree confirmation for renewal of state license or request to update MSPE. 2) Those that do not end up in the grads permanent file, e.g. transcript requests, degree verifications from hospitals, medical groups, and practices	digitize our permanent files of all our medical school graduates	Medium	09/2016	TBD
134	ADS	2455	B	Administration HSC		Part Time Stipend assignments for HSC	Provide a Part Time Stipend assignments application for HSC, cloned from lakeside Faculty Administrations version of the application.	Streamline the process of generating contracts and assigning stipend assignments for Part Time faculty for HSC Faculty Administration.	Small	09/2016	TBD

Row Nbr	Group	PSS #	Priority	Primary Customer	Program Name	Major Initiative/Ring Desc	Project Description	Institutional Impact Statement	T-Shirt Sizing	Targeted Start	Targeted Completion
135	ESS	2472	B	Nursing:Niehoff School of	3-LOCUS Enhancements	Nursing (HSM and Exercise Science) internship data	Undergraduate Nursing (HSM and Exercise Science programs) would like to store data in internships for their students - including placement site data, communications, comments, and affiliation agreements. Appropriate operational and ad hoc reporting is also requested. This process would replace a series of spreadsheets currently used to manage required placements for these two programs.	Partnerships for academic internships are integral to these programs' success and future growth. The current system of Excel spreadsheets is unwieldy with current volume. This results in missed opportunities for students from semester to semester. The goal is to increase partnerships and student placements while improving the educational experience for these students. It will also aid staff to be more efficient in data entry/reporting, thus streamlining processes involved with internship placement.	Medium	09/2016	TBD
136	ESS	2473	B	School of Social Work	3-LOCUS Enhancements	School of Social Work - student internships	SSW would like to set up some sort of webform that will allow us to manage and monitor student activities in field. It would be similar to what currently exists for experiential learning in LOCUS but we would like to do this for our student internships. Currently, we have anywhere from 300 to 400 students in field in any given semester. We want to be able to track the agencies we are using, when students begin and end field, etc. Currently, we are using an excel program to do this but it is cumbersome and cannot be easily updated.	Current process of managing information about student field placements is cumbersome and time-consuming. A centralized system accessible to students and administrative staff would reduce the time spent on managing this Excel-based data repository and increase the effectiveness of this data collection.	Medium	09/2016	TBD
137	ESS	2513	B	General Counsel	11-Enterprise Content Management	University Contract Notifications	Discovery project to provide a method to track and notify contract owners of upcoming expiring contracts to allow time to review, renegotiate, replace and/or renew agreements. Potential expansion of existing DocFinity contract functionality.	Provide a timely follow-up mechanism for the contract renewal process in order to ensure that appropriate terms, conditions and costs are associated with the contract goods & services provided.	Medium	TBD	TBD
138	ESS	2621	B	Library - Cudahy	19-Lawson/Kronos	Library System Alma and Lawson Integration	Currently, The University Libraries (Cudahy Library, Lewis Library and Law Library) manually send the paper invoices to Lawson teams as email attachments. Alma, the new library management system implemented two years ago, offers a configurable FTP (File Transferring Process) mechanism for automatically importing and exporting invoices between DocFinity and Alma. The automation implementation process will establish an EDI (Electronic Data Interchange) between Alma and DocFinity. This automated EDI process replaces the current email attachment procedure and eliminates the need for having some manual processing and data entry. Further, it reduces labor for both Library and Lawson teams. In addition, it streamlines the operation workflow to increase the efficiency and improve the security.	Currently, The University Libraries (Cudahy Library, Lewis Library and Law Library) manually send the paper invoices to Lawson teams as email attachments. Alma, the new library management system implemented two years ago, offers a configurable FTP (File Transferring Process) mechanism for automatically importing and exporting invoices between DocFinity and Alma. The automation implementation process will establish an EDI (Electronic Data Interchange) between Alma and DocFinity. This automated EDI process replaces the current email attachment procedure and eliminates the need for having some manual processing and data entry. Further, it reduces labor for both Library and Lawson teams. In addition, it streamlines the operation workflow to increase the efficiency and improve the security.	Medium	02/2018	TBD
139	ESS	2656	B	Finance HSC	11-Enterprise Content Management	Accounts Payable Check Request - Multiple Invoices	Implement a new workflow process for Accounts Payable Check Request - Multiple Invoices. We recently created this process for Single Invoices and need to add the same checks for External Review to the workflow. Now with have a disjuncture in the processing of check requisitions and need to add this to ensure all items are processed according to procedure.	recently created this process for Single Invoices and need to add the same checks for External Review to the workflow	Small	04/2018	TBD
140	ESS	2658	B	Financial Assistance	11-Enterprise Content Management	financial aid documentation for MED students at the HSC	We currently use DocFininty to collect financial aid documentation for LAW, GRAD, GBUS, UGRAD, and Arrupe students, but we are not scanning documents for MED students at the HSC campus. We ares till very heavy paper collecting and processing. Additionally, we pay a data service about $1,000 a year to scan all of our documents and provide us with a DVD.	documents for MED students at the HSC campus	Small	06/2018	TBD
141	ESS	2747	B	Registration & Records	3-LOCUS Enhancements	Term/Session Calendar Report	A report is needed to assist advisors, departments in identifying begin/end dates of terms/sessions along with significant dates within the given term/session. Client has suggested a B.I. Report in Academic Processes folder.	Currently the term/session dates are stored in LOCUS and not all have view access to this information. The dates are spread out over several screens. This report proves the term/session dates that are critical for advisement and other discussions.	XSmall	12/2018	TBD
142	ESS	2793	B	Financial Systems	19-Lawson/Kronos	Purge Specific LUMC and LUC Records From Lawson	Archive / purge specific LUMC and LUC historical database records From Lawson using the delivered Lawson purge programs when possible. Archiving and cleaning of job history and unneeded files will also be done.	We will see an increase in Lawson performance, there will be a secondary benefit in that ITS will be able to apply patches faster and save space on the database side.	Large	01/2020	TBD
143	ESS	2813	B	Human Resources: System & Process	19-Lawson/Kronos	HR COBRA Automation - File Build	Automation of manual processes required for building and transmitting HR COBRA data files.	Automation of the manual processes involved with COBRA administration.	Medium	08/2019	TBD
144	ESS	2851	B	Human Resources	19-Lawson/Kronos	Human Resources - Lawson to DocFinity Enrollment Interface	Currently employees and new hires who go through annual open enrollment and new hire enrollment (soon also Life Events) in Lawson have the ability to upload dependent documents like birth certificate, marriage certificate, etc . Once uploaded in Lawson these documents are located on a Lawson server that have to be manual retrieved Currently this is a manual process for the HR staff of retrieving the documents from each employee that uploaded a file and then HR must download, send and index the documents into the DocFinity file. This project is about the automation of the retrieval of the dependent document from Lawson and automation of the indexing of these documented into DocFinity on a regular basis to remove the manual	This process will remove the manual creation of documents in both Lawson and DocFinity. The aim is to remove double data entry to reduce redundant work, which also saves FTE.	Medium	08/2019	TBD
145	ESS	2853	B	Treasurer	11-Enterprise Content Management	TCMS - PCI Training eForm	We are in the process of creating an online PCI training program and would like to automate the process of having credit card handlers sign off / acknowledge their training as well as our record keeping for our yearly audit. Currently, at the end of the training, users will have a printed form to complete which CMS then scans, uploads & indexes into DocFinity. We would like to create an eForm in DocFinity that users could basically index their own information and acknowledge that they have completed the training.	The goal is to make the PCI training and acknowledgement of completion more efficient for both the users and Treasury/ Cash Management Services. This process will remove the tedious manual process currently in effect.	Medium	08/2019	TBD
146	ESS	2863	B	Human Resources	11-Enterprise Content Management	Human Resources - Check/Pay Requisitions - Phase 3	Need for an online system to submit and process one-time payment requests that HR receives related to awards, prizes, honorariums and fellowships. This request is now being pushed forward from HR as a result of a recent process change in Accounts Payable. Previously, all payment requisitions for these requests were always submitted to AP first, routed for various approvals in the AP DocFinity workflow, including through SPA, if a grant account, etc., and at the end of this process the payment request would then be sent to HR for processing if deemed to be either payment for work/services or if the person already existed on the HR payroll system. As a result of the recent AP process change, these types of requests are now being rejected from the AP CR workflow at the start and being sent directly to HR for processing. HR now has to manually route these individual requests for approvals to (SPA, the PI, General Accounting if a NRA, etc) and track the requests before processing the payment on the payroll.	Add on the the growing efficiency and integration of this process. The integration from AP to SPA, GA and HR will grow into in Payroll.	Medium	09/2019	TBD
147	ESS	2866	B	Accounts Payable	19-Lawson/Kronos	AP Multi Funded ER Interface Update	Update DocFinity AP Expense Reimbursement procedure and AP/DocFinity Interface for processing multi funded invoices. Updates will be needed on DocFinity procedures and interfaces that populate Lawson tables	Updating the processes involved will allow for AP to process multi funded invoices more efficiently and also incorporate automation. This means users do not have to enter the data themselves for these infrequent instances	Large	10/2019	TBD
148	ESS	2870	B	Registration & Records	11-Enterprise Content Management	Review of current workflows	A full review of all the DocFinity workflows in place for Registration and Records should be done and documented so that we can identify areas of improvement.	Registration and Records has been a long-time user of DocFinity workflows. Since its launch, however, business processes may have changed and this presents an opportunity to review our current workflow structure to identify changes that would increase efficiency.	Large	07/2019	TBD
149	ESS	2880	B	Controller		Lawson Replacement Analysis	Document the business requirements, needs and benefits of replacing Lawson for Finance & HR.	Replacement of the legacy Finance and HR systems should provide efficiency gains for the University.	XLarge	07/2019	TBD

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150	ESS	2921	B	Wellness Center		Everfi - Student Mental Health Training and Awareness	The Wellness Center has been utilizing Everfi to administer Wellness & Mental Health Education for students for several years. The administration has been highly manual and there are opportunities to leverage related to automation, such as data integration and single-sign on authentication. The Wellness Center wishes to continue the use of Everfi and would like to pursue automation in partnership with ITS	The priority is to continue to promote mental health awareness for our students. Continuing the use of Everfi, as well as leveraging automation opportunities, will support this important endeavor.	Medium	01/2020	TBD
151	ESS	2928	B	Its-Office Of The Vp & Cio	5-Security Projects	SCAP Deployment	Implementation of SCAP Software and Operating System Scanning Software.	Systems with vulnerabilities that allow hackers and malware to obtain excessive access, especially to systems that link to more sensitive applications and environments, may become vectors for breaches to the confidentiality, integrity and availability of information.	Medium	02/2020	TBD
152	ESS	2944	B	Information Services	12-Online Applications	Oracle 18c upgrade - Advance databases upgrade	Database upgrade from 12.1.0.2 to 18.4 testing, upgrade action and standby creation.	Oracle 18c upgrade - Advance. To keep the version of Oracle supportable, ability to apply patches and the ability to keep software secure.	Small	01/2020	TBD
153	ESS	1224	B	Office of The Bursar	3-LOCUS Enhancements	FA/payment reversal detail accessible via student self-service	Whenever financial aid or payment reversal is added or removed from a student's account it should be displayed on the account summary This is a constant source of frustration for students and staff when attempting to determine the transactions on an account. Currently a student can not view when an award has been altered. For example if it is determined a grant should be reduced from $2,000 to $1,000 only the new amount $1,000 is reflected and a balance of $1,000 is created. The only way for the student to find out what happened is by calling the Financial Aid or Bursar Office. The staff view the account summary drill down on Account Details, then Item Details and hopefully find the correct term or terms. A classic example of this issue is Joyce Hwang 00001003832 who had her Fall 2007 Stafford Loan adjusted on 12/29/2010. Hunting down charges from two years ago is time consuming and frustrating for all involved. The adjustments are necessary but need to be	Self-service Account Summary for students provides an easy to understand account snapshot of current student account - payments, financial aid, and charges. However, the ability to see additional details has been shielded from student. Ideally, easy to understand transaction details - accessible from the summary account - would eliminate questions and confusion on the part of the student.	Medium	07/2011	TBD
154	ESS	1276	B	Office of The Bursar	3-LOCUS Enhancements	Contact log in LOCUS for Bursar staff	We would like a means to document, track and route contacts with students to help facilitate customer service and improve efficiencies. Student account advisors in particular could use this as a means to route phone calls, e-mails and other correspondences to appropriate referrals. This would enable to them to verify if a proper follow-up was made and the student's question addressed	Contact Log is a Loyola customization of LOCUS for Financial Aid. Other University departments are interested in adapting this type of customization. Appropriate sharing of contact logs between departments is a major design consideration.	Medium	11/2011	01/2020
155	ESS	2249	C	Information Services	11-Enterprise Content Management	ECM - BES Professional Development	This project will be completed for the Business & Enterprise Services (BES) division of ITS. The primary focus will be to implement a solution that will help automate the process through which BES employees submit proposals and requests for training and other professional development activities. Requested improvements to their existing process include the use of eForms and workflow capability for review/approvals, versioning and a means to capture comments, and a central repository for current submissions.	Proposals and requests for professional development are currently submitted by BES staff as email messages to their managers and necessary approvals are communicated through meetings. Limited information about proposals and requests for training are currently entered in a central spreadsheet. Under the current process, there is no ability to ensure that all required supplemental documentation has been included or that necessary approvals have been obtained. DocFinity will streamline the submissions process by improving the search-ability, quality and completeness of the information being submitted through the use of eForms and by providing a workflow for the collaboration and review/approval process.	Medium	02/2015	03/2020
156	ISS	2959	C	Information Services	19-Lawson/Kronos	Lawson Interface Jobs Automation	Automation of Lawson interface jobs using SSIS for processing files. Phase I ¿ Aetna and Benefit Wallet census files Phase II ¿ Convert existing weekly benefits process to SSIS Phase III ¿ Convert existing bi-weekly and monthly payroll process to SSIS	Automation of manual tasks in the processing of Lawson interface files.	Large	12/2019	TBD
157	ESS	1541	C	Office of The Bursar		iPlan - Improve creation of manual plans	Current process for creating a manual Payment Plan is cumbersome. Requesting modifications to allow more straightforward methods for Payment Plan Administrators to create a manual plan for students, avoiding communications with students which are not accurate or are confusing.	Current process for creating a manual Payment Plan is cumbersome. Requesting modifications to allow more straightforward methods for Payment Plan Administrators to create a manual plan for students, avoiding communications with students which are not accurate or are confusing.	Medium	05/2011	TBD
158	ESS	1759	C	Provost HSC	16-LUHS/LUC/HSC Technology Program	Evaluation of single badging for HSC/LUC	Evaluation of an individual having a single badge issued from either card office (Maywood or LUC)and have it work on either campus.	This is for an evaluation to assess the possibility and benefits of being able to share badge information between Maywood and LSC to enable an individual to carry one badge.	Small	09/2012	TBD
159	ESS	1954	C	University Marketing and Communication	3-LOCUS Enhancements	Create an XML output from LOCUS of offered courses	Create an automated way to deliver data on courses in XML format. The resulting file will be used as direct input to appropriate web pages created by University Marketing. Evaluation of possible delivery - Oracle delivered service, HighPoint delivered services, or Loyola-coded services.	This web service will provide a single source of truth for the public display of courses on college and school pages. Currently individual content coordinators are responsible for keeping their listing of courses up to date. This process allows for out of date content in many different formats. As the source of truth for this information resides in LOCUS, it would make sense for that information to be pulled from there.	Medium	06/2013	TBD
160	ESS	1316	C	Office of The Bursar	3-LOCUS Enhancements	LOCUS - SF customization - Item Type Summary by Term	Item Type Summary by Term - The debits and credits for the same Item type for each term make this screen had to read when one is only interested in a Summary the term's activity. We modified the Account Summary page to show the SF_ACCT_TERM view to make things clearer to students, but occasionally it is useful to see term specific Charges and Financial Aid in a Summary Form by Item Type using the ITEM_TERM	Students and parents have access to a modified Account Summary page to show a convenient easy-to-read summary of charges, financial aid and payment. This new development would provide greater detail to students and parents while maintaining the easy-to-read standard.	Medium	06/2010	TBD
161	ESS	1957	C	Information Services	3-LOCUS Enhancements	Investigate Locus to Outlook interface for schedules	This project is to capture the work to investigate the possibility of creating an interface from Locus to Outlook such that student and faculty could easily import their schedules from Locus into Outlook.	Outlook integrates well with phones and other mobile devices. It will be a benefit for students to easily import their schedules from Locus into Outlook. If a student has chosen to link their phone with Outlook then they will have their class schedule readily available at their fingertips.	Medium	05/2013	TBD
162	ESS	2061	C	Information Services	3-LOCUS Enhancements	LOCUS Profile process for Students	LOCUS Profile process for Students re-processes all continuing students once per term. This update does not cause any problem for most students, but uses resources unnecessarily to update LOCUS profiles. However, for students who are also staff members with LOCUS access, it causes a loss of some access rights - Process Monitor for batch jobs, special access to SSN/DOB - via the Primary Permissions which are overlaid during the update.	LOCUS profiles for students are an automated process triggered by admission, deposit and term activation. Once per term, student profiles are updated unnecessarily. This overwrites some access rights for those students who are full-time staff members with LOCUS access. The goal of this project is to correct this unnecessary update without impacting the process negatively.	Small	02/2014	TBD
163	ESS	2381	C	School of Law:Reg & Records	11-Enterprise Content Management	School of Law ECM Implementation	Target start May 2016. Small number of doc types. Set them up with retrieval access to Reg&Rec doc types first. We will have to see when they would like an implementation of new doc types.	The team has identified several ways which DocFinity will improve the School of Law's ability to complete projects more efficiently: - Documents will be easily searchable and retrievable by School of Law Department users, thus reducing the amount of time spent locating and distributing documents. - All pertinent information for a research project will be stored in a single location, this will help to streamline the document retrieval process and allow more efficient sharing of information among School of Law Department employees. - The School of Law Department has limited administrative resources and no student workers, streamlining their scanning and indexing will reduce the backlog of paperwork that is accumulating in their office.	Small	05/2016	TBD
164	ESS	2478	C	Wellness Center	3-LOCUS Enhancements	Additonal enhancements to immunization processing	Two remaining requested enhancements to the customized LOCUS immunization processing. 1)Interface immunizations entered in Point and Click to LOCUS; 2)Notifications to students when they fall out of compliance. (e.g Last T/D dose becomes > 10 years ago)	Students are requested to enter immunization dates in LOCUS beginning in 2014. Some additional features are still desired, but lower priority. These include having immunizations flow directly from Point n Click to LOCUS, if provided by the Wellness Center. Also, sending notifications to active students via email when they fall out of compliance (e.g. - Tetanus shot > 10 years) is desirable.	Medium	06/2019	TBD

Row Nbr	Group	PSS #	Priority	Primary Customer	Program Name	Major Initiative/Ring Desc	Project Description	Institutional Impact Statement	T-Shirt Sizing	Targeted Start	Targeted Completion
165	ADS	2695	C	Information Services		Digital Media Services: Online Agreement Form	Digital Media Services is seeking support from ITS to determine a solution that will allow active students, staff, and faculty to sign loan contracts upon checking out equipment that is more environmentally sustainable, more efficient and in a more secure manner.	A more environmentally sustainable and more secure way for active students, staff and faculty to sign loan contracts upon checking out equipment is needed to reduce cost, waste, risks of client pickups on behalf of others, or fraudulent use of other individual's Loyola ID. Providing an application that will allow client to submit agreement form electronically will not only be more environmentally sustainable and secure, it will also make the loan process more efficient in indexing and interfacing the contracts into DocFinity.	Small	05/2018	TBD
166	ESS	2852	C	Academic Advising and Services	11-Enterprise Content Management	Academic Services - Access Report & Training	If possible, I would like to review all academic advisor access to DocFinity. I have learned that there are varying levels of access depending on the individual. While I know there is a training manual, who would be able to provide an in-person training for the advising group. We are not following consistent practices in advising regarding DocFinity and access and training would limit some issues.	The department needs help in standardizing procedures while also developing a best practices for adding new users and tracking who has access.	Small	07/2019	TBD
167	ESS	2922	C	Office of The Bursar	3-LOCUS Enhancements	Tuition Insurance Self-Service during Registration	Dewars Tuition Insurance Self Service Selection process has been in place for the last two Fall registration periods. The following changes/enhancements are requested for the next Fall registration period:\n1) Record the date-time stamp of students original selection for use via 3Cs communications.\n2) Remove the logic that requires a new term setup for Law (or other) career - when the Tuition Insurance Self Service selection was intended for Undergraduate Career only. This caused some momentary disruption for Law Fall registration.\n3) Bug related to Message Catalog and Admin screen - consult with Dave Kessler and John McGivney for details.\n4) For the Tuition Insurance Admin screen, add two date-time stamps to the "selection process": A) The Original Date-time selection and B) any Updates to the Date-time selection. (Note: does not include recording an update that the fee was charged; this is already recorded on this screen.	Enhancements to Dewar's Tuition Insurance Self-Service selection during the Fall enrollment period. These enhancements are minor details not completed during the first two years of operations with this functionality.	Medium	12/2019	TBD
168	ESS	1291	C	Wellness Center		Add Residential data to the PNC Registration Interface	Add residence hall information for students that reside on campus to the registration information that is passed to the Wellness Center's Point and Click system. This is required reporting for the Mental Health First Aid study that they are participating in. They would also like to use this for ongoing needs assessment and program evaluation.	Enhance interface from LOCUS to Wellness Center EMR system to include current Residence Hall information.	Small	03/2011	TBD
169	ESS	1292	C	Wellness Center		Include Students' ID photographs in import to PNC	The Wellness Center's Point and Click system is populated from an import of registration data. If technically feasible, they are requesting that students' ID photographs also be included in this data. This would provide the ability to connect a name with a face and will improve work flow and customer service	While Wellness Center staff does have access to LOCUS photos, ideal access to student photos would be within the Wellness Center's Electronic Medical Record application (Point N Click aka PNC).	Small	11/2010	01/2020
170	NIS	2953	M	Its-Office Of The Vp & Cio	4-Construction Projects	Roots Health Bar - Loyola Limited	A new Loyola Limited enterprise, Roots Health Bar, is taking the place of the former Felice¿s Kitchen space on the first floor of Granada Center. A cloud based Point of Sale system, Toast, will be implemented as the restaurant management software. For credit card transactions, Chase¿s Paymentech terminals will be provided by the Treasurers office in conjunction with ITS. ITS has been asked to assist with the implementation of the POS system, including network cabling to accommodate the registers, screens and printers. Construction is expected to begin in the beginning of December, with the store opening in late January.	To help facilitate a new Loyola Limited enterprise, Roots Health Bar, with the IT component of their newest initiative.	XSmall	11/2019	01/2020
171	ISS	2694	M	Information Services		Call Accounting system replacement	Replacement of Call Accounting system. The Call Accounting System is used to cost calls for budget purposes and to report on this usage to the owning departments. The existing software is no longer supported by the manufacturer and can only operate on a Windows 98 PC, which is not supported	Not replacing this system would remove the ability to use call-tracking for Campus Safety-related investigations, or provide call detail to departments or accurately bill departments for usage.	Medium	04/2018	02/2020
172	ESS	2774	M	Finance-Office of VP-CFO		2019 Deloitte Audit of Financial Systems - IT Portion	Annual Audit of financial systems - Infor/Lawson and LOCUS.	Ensure financial systems infrastructure and processes are secure and have minimal risks.	Medium	04/2019	02/2020
173	ISS	2632	M	Rome Center - General	4-Construction Projects	JFRC new REsidence hall	JFRC will be expanding their campus foot print by adding a 4 story addition which will house students. This project will equipment the building with the required technology.	Enabling the necessary technology within this building will provide the students the access to resources as required along with equipping the building with safety measures.	Large	11/2017	02/2020
174	ISS	2824	M	Facilities LSC	4-Construction Projects	Steam Plant 2nd Floor Renovation	The purpose of this project is to build new office space for facilities personnel.	Contruction Project.	Small	01/2019	03/2020
175	ESS	2776	M	Information Services		Baker Tilly Audit Assessment - GDPR	Internal audit to review/audit the activities in support of the GDPR regulation. This would include all work completed by the GDPR Working Group.	Ensure that the university is in compliance with the GDPR regulation.	Small	06/2019	07/2020
176	ISS	2857	M	Facilities LSC	4-Construction Projects	International House Remodel	The purpose of this project is to remodel the front entrance and create a reception desk and install an elevator.	Construction Project.	Small	04/2019	08/2020
177	ISS	2750	M	Facilities LSC	4-Construction Projects	Francis Residence Hall	The purpose of this project is to build a 400 bed residence hall for students that will also have a café, office space, meeting rooms and classrooms.	Construction Project.	Large	09/2018	10/2020
178	ESS	2925	M	Its-Office Of The Vp & Cio	5-Security Projects	PCI-DSS Compliance Review 2020	PCI DSS Compliance Review 2020 The PCI DSS Preparedness Assessment will validate adherence to independent QSA validation testing, to identify any deficiencies that would result in non-compliance, remediation of deficiencies and/or provide recommendations for effective countermeasures. This effort includes a required penetration test	The PCI DSS Preparedness Assessment will validate adherence to independent QSA validation testing, to identify any deficiencies that would result in non-compliance, remediation of deficiencies and/or provide recommendations for effective countermeasures. This effort includes a require penetration test.	Large	04/2020	12/2020
179	ESS	2924	M	Its-Office Of The Vp & Cio	5-Security Projects	PCI-DSS Segmentation Testing 2019	PCI-DSS Segmentation Testing 2019 To satisfy PCI version 3.2, requirement 11.3.4.1, service providers that use segmentation are required to perform penetration tests on segmentation controls every six months	PCI 3.2 requirements for penetration testing and network segmentation. Requirement 11.3.4.1 states, service providers that use segmentation are required to perform penetration tests on segmentation controls every six months.	Small	02/2020	12/2020
180	ESS	2926	M	Its-Office Of The Vp & Cio	5-Security Projects	2020 PII Program for HSC	Continuation of the Personally Identifiable Information program at the HSC location/campus per the Universitys PII Policies. This includes the deployment of technologies to scan, identify and remediate PII found on university devices.	Continued reduction of the overall risk to the university regarding the exposure of personally identifiable information (PII).	XLarge	01/2020	12/2020
181	ESS	2636	M	Information Services		GDPR Analysis & Process Implementation	Research new General Data Protection Regulation(GDPR) requirements and how they apply to LUC. Regulation goes into effect on May 25, 2018 in the EU. GDPR requirements apply to any organization doing business in the EU or that processes personal data originating in the EU, be it the data of residents or visitors.	To protect LUC from incurring administrative fines which are allowable under Article 83 of the GDPR for non-compliance with the new regulations.	XLarge	12/2017	TBD
182	ISS	1324	M	Information Services	4-Construction Projects	Faculty/Staff Lounge - Cud.Sci.	Provide voice and data technology for a new faculty and staff lounge	Enhance faculty and staff experience while on campus	Medium	TBD	TBD
183	ESS	2873	M	Registration & Records	3-LOCUS Enhancements	Required FERPA Training for LOCUS access	We should evaluate if available training resources that cover FERPA are sufficient, or if we need to develop our own training material to be delivered through Sakai. We must have a method for tracking and reporting completion and renewal of the training. Completion information will need to be communicated to the appropriate parties that manage LOCUS access so that they do not assign access until the training is complete. Simple completion of the training may not be enough. We should consider the use of a minimal ¿passing¿ score and require anyone who does not meet the minimum to retake the training and pass it before receiving access to LOCUS.	As a matter of best practice for FERPA compliance, it should be required that any employee (staff, student workers, and faculty) who will have access to student data through LOCUS complete FERPA training before receiving access. Additionally, all LOCUS users should be required to renew their FERPA training on an annual basis.	Large	07/2019	TBD
184	ISS	2903	M	Facilities LSC	4-Construction Projects	Cudahy Science Remodel	The purpose of this project is to remodel the entire building.	Construction Project.	Medium	12/2019	

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