**Sample EWU Project Proposal**

**PROJECT ID:** To Be Assigned  
**PROJECT NAME:** Update of Directory Information  
**DATE:** June 27, 2002

**PROPOSER:** Linda Matthias  
**DEPT/UNIT:** Information Resources  
**AREA VP:**

**BRIEF DESCRIPTION:** See definition in IT Master Plan  
**TYPE:** ☐ MAJOR ☐ MINOR

Our goal is to be able to authenticate and to utilize basic directory information stored centrally. We intend to use this information to provide access to the network, intranet, applications, and enterprise systems. We intend to use the centrally stored directory information to provide lookup on faculty, staff, and departments. Directory lookup of students could also be provided if the university chooses to enable that capability. Providing information stored centrally reduces the need for duplication locally.

**BRIEF PURPOSE/JUSTIFICATION:** ☐ MANDATED ☐ IMMINENT FAILURE ☐ DEADLINE ☐ OTHER

Our current directory information is plagued with many problems. The data that is accessible is not consistent and is incomplete. Many of our constituents are not in the database and updating the database is maintenance intensive. Information is often added manually, leaving room for error and the possibility of duplicate or inaccurate records. Our current system does not have the people or information required for many applications and this leads to shadow databases. If we continue to use our current system, we will expand the current duplication of effort and increase the shadow databases. This project has been mandated in the Information Technology Strategic Plan.

*When do you need this project completed?* July 1, 2003

**PRIORITIZATION CRITERIA:**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SIGNIFICANT</th>
<th>MODERATE</th>
<th>MINOR</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION-ESSENTIAL (20)</td>
<td>X</td>
<td></td>
<td>xx</td>
<td></td>
</tr>
<tr>
<td>ENTERPRISE / LOCAL (5)</td>
<td></td>
<td>ENTERPRISE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REASSIGNABLE STAFF TIME (10)</td>
<td>SIGNIFICANT</td>
<td></td>
<td>MODERATE</td>
<td>MINOR</td>
</tr>
<tr>
<td>FUNDING SOURCE (10)</td>
<td>EXTERNAL</td>
<td>MIXED</td>
<td>INTERNAL</td>
<td></td>
</tr>
<tr>
<td>COST SAVINGS (10)</td>
<td>SIGNIFICANT</td>
<td>MODERATE</td>
<td>MINOR</td>
<td>N/A</td>
</tr>
<tr>
<td>REVENUE GENERATION (5)</td>
<td>SIGNIFICANT</td>
<td>MODERATE</td>
<td>MINOR</td>
<td>N/A</td>
</tr>
<tr>
<td>REPUTATION / IMAGE / COMPETITIVENESS (5)</td>
<td>ENHANCES</td>
<td>SUSTAINS</td>
<td>N/A</td>
<td>xx</td>
</tr>
<tr>
<td>STUDENT / CLIENT IMPACT (TIME / CONVENIENCE / VALUE) (20)</td>
<td>SIGNIFICANT</td>
<td>MODERATE</td>
<td>MINOR</td>
<td>N/A</td>
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<tr>
<td>INFRASTRUCTURE BUILDOUT (10)</td>
<td>SIGNIFICANT</td>
<td>MODERATE</td>
<td>MINOR</td>
<td>X</td>
</tr>
<tr>
<td>STANDARDS COMPLIANT (5)</td>
<td>COMPLIANT</td>
<td>MAJORITY</td>
<td>PILOT</td>
<td>X</td>
</tr>
</tbody>
</table>

**TOTAL POINTS:** 58

**COST ESTIMATES:**

- **ACQUISITION** na
- **IMPLEMENTATION** na
- **ANNUAL OPERATION** cyclic replacement of server
I. Background:

Please provide problem statement / statement of need. Describe the outcomes you want from the successful completion of this project. What is the measure of success for this effort?

Our current system does not have the people or information required for many applications. This leads to shadow databases and duplication of effort.

There are three distinct areas that we have determined need attention, the kind of information, the sources of information, and the methodology to correct data (See Attachment 1)

Our current directory information is plagued with many problems. The data that is accessible is not consistent and is incomplete. Many of our constituents are not in the database and updating the database is maintenance intensive. Information is often added manually, leaving room for error and the possibility of duplicate or inaccurate records. If we continue to use our current system, we will expand the current duplication of effort and increase the shadow databases.

II. Project Description:

Please provide an overview of this project. Explain the project’s scope and the known constraints.

Our goal is to be able to authenticate and utilize basic, centrally stored directory information. We intend to use this information to provide access to the network, intranet, applications, and enterprise systems. We intend to use the centrally stored directory information to provide lookup on constituents and departments. Providing information stored centrally reduces the need for duplication locally.

We are putting together an initial team of people involved with the current process. This team will be charged with the following activities:

1. Chart the current process
2. Identify challenges
3. Assist in forming the Solutions team

Attachment 2 is the proposed timeline; please note that given the scope of this project, the timeline could be extended.

III. Project Resources

1. What hardware will be required for implementation of this project?

N/A – Hardware for implementation is already available. Two servers are required and available.
2. What software will be required for implementation of this project?

Open source software

3. What staff will be required for implementation of this project?

Many projects currently being worked on today, depend on the data and the structure of the information directory. The resources necessary to complete this programming are already committed to several projects that are dependent on this information. (See Attachment 4). The LDAP is the foundation on which enterprise applications are resting.

**Initial Group**
Michael Flyger (UCT)
Larry Matthias (UCT)
Chris Smith (CS)
Dan Scanlan (CS)
John Mcbeth (UCT)
Linda Matthias (CS)
Bill Kelley (UCT)
Caren Lincoln (HR)
Skye Hagen (UCT)

**Solutions Group**
To be determined

4. Referring to your answers to Questions 1-3 above, identify:

   a) the hardware, software and staff that your unit will need to add in order to implement this project;

      N/A

   b) the hardware, software, and staff needed from other units in order to implement this project;

      N/A

IV. Project Resources

5. What will be the facilities and space requirements for implementation of this project? Is this space currently available within your unit? Are adequately designed and equipped facilities available on campus?

Currently available

6. What will be the network infrastructure requirements for implementation of this project? (Number of network ports required? Already existing or needing to be added? Other network requirements?)

N/A – This will be a replacement of our current LDAP Service
7. What funding resources do you have available for this project?

None
V. Linkage with University Information Technology Plan:

<table>
<thead>
<tr>
<th>Please describe how this project fits in with the EWU Information Technology Master Plan?</th>
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</thead>
<tbody>
<tr>
<td>This project proposal is reflected in the Master Plan in several areas:</td>
</tr>
<tr>
<td>Strategic Plan</td>
</tr>
<tr>
<td>3.4.1 Evaluate current technical staffing and resource allocation practices for efficiency, effectiveness, duplication and support for university information technology goals.</td>
</tr>
<tr>
<td>4.10.4 Identify and authenticate users and prevent unauthorized use of university resources.</td>
</tr>
<tr>
<td>Tactical Plan</td>
</tr>
<tr>
<td>Deploy directory and authentication system (LDAP) for students (required in order to implement a portal).</td>
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</table>

Submission Instructions:
Submit this project proposal through your Vice President, the Academic Computing Council (ACC), or the Dean of Libraries and CIO.

Project Requestor (must be Dean or Vice President level sponsorship)       Date
Attachment 1

1. Kinds of Information
   a. Accuracy
      i. The policies do not include all constituents are not represented in the current LDAP
         1. Emeritus faculty not included
         2. Part time staff not included
         3. Adjunct faculty not included
         4. Hourly employees
         5. Students not included (could be added later)
      ii. Changes are slow or not reported
      iii. Entries are inconsistent
      iv. There is no expiration on any entries
      v. Input of data needs to be examined
         1. Automated process/feeds need to be identified
         2. Avenue for adding/deleting “guest” accounts needs to be established
      vi. All data elements do not have owners, some own only part of the data.
   b. Ability to separate by class, department, unit, role
      i. Common Definitions
      ii. Constituents need to be represented.
      iii. Organizational Entities need to be identified
   c. Reduce shadow databases

2. Sources of Information
   a. Automatic Feeds need to be established to reduce manual process
   b. Common Definitions need to be established. (See Attachment 3)
   c. Data Authorities - Some data has no university owner
   d. Expand services to encompass all constituents

3. Methodology to correct data
   a. Constituents
      i. Determine which types of we serve
      ii. Determine which data elements are necessary for each type
      iii. Determine which data elements are available
      iv. Determine what data is missing from the requested information
      v. Determine how to rectify the difference between what is data is necessary and what data is available
      vi. Determine which data elements are private and public
      vii. Determine how information is collected
      viii. Determine how information is updated
      ix. Determine who gets access and update capability
      x. Determine who should be responsible for which data elements

   b. Organizational Entities
      i. Determine what the university hierarchy is
      ii. Determine which entities are represented
      iii. Determine which data elements are necessary for each entity
      iv. Determine which data elements are available
      v. Determine what data is missing from the requested information
vi. Determine how to rectify the difference between what is data is necessary and what data is available
vii. Determine which data elements are private and public
viii. Determine how information is collected
ix. Determine how information is updated
x. Determine who gets access and update capability
xi. Determine who should be responsible for which data elements
## Projected Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completion Date</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put Initial Group Together</td>
<td>July 1, 2002</td>
<td>Linda Matthias and Bill Kelley will put a team on people that are currently involved in the process. This team will:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Chart the current process</td>
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<tr>
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<td>2. Identify Challenges</td>
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<td></td>
<td></td>
<td>3. Assist in forming the Solutions team</td>
</tr>
<tr>
<td>Draft proposal to Dean Kelley</td>
<td>July 31, 2002</td>
<td>Linda Matthias will forward a draft proposal to Dean Kelley</td>
</tr>
<tr>
<td>Initial Group Meeting</td>
<td>August 30, 2002</td>
<td>Erick Keating will assist in guiding the team through the charting process. The team will then work on challenges and look at who should serve on the solutions group</td>
</tr>
<tr>
<td>Final proposal submitted to Dean Kelley</td>
<td>August 30, 2002</td>
<td>Linda Matthias will forward a final proposal to Dean Kelley</td>
</tr>
<tr>
<td>Proposal sent to ITPC</td>
<td>September 30, 2002</td>
<td>Dean Kelley will present the proposal to the ITPC</td>
</tr>
<tr>
<td>Create Solutions Group</td>
<td>October 31, 2002</td>
<td>The Initial Group will assist in creating the Solutions Group and they will have their first meeting.</td>
</tr>
<tr>
<td>Gather University Hierarchy</td>
<td>October 31, 2002</td>
<td>Linda Matthias will work with the VPs and President’s office to get the university hierarchy</td>
</tr>
<tr>
<td>Work with Administrators on Organizational Entities</td>
<td>October 31, 2002</td>
<td>A representative from the solutions group will work with the administration to identify organizational Entities</td>
</tr>
<tr>
<td>Work with Academic Personnel on Organizational Entities</td>
<td>January 31, 2003</td>
<td>A representative from the solutions group will work with academic personnel on organizational entities</td>
</tr>
<tr>
<td>Solutions group works on methodology</td>
<td>January 31, 2003</td>
<td>The solutions group will work through the methodology to correct data</td>
</tr>
<tr>
<td>to correct data</td>
<td></td>
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</tr>
<tr>
<td>Programming and Implementation</td>
<td>June 30, 2003</td>
<td>Michael Flyger and Larry Matthias from University Computing and Telecommunications will work together on programming and will work with members of Client Services on implementation if necessary</td>
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<tr>
<td>Go Live Date</td>
<td>July 1, 2003</td>
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</table>
Academic Structure (SIS Course Attribute coding)

College - Colleges are the largest academic unit within the university. They are led by an academic dean, who has responsibility for the fiscal, curricular, faculty, and staff management of the unit. Colleges house several departments that have a broadly shared disciplinary emphasis.

Department - A department is an academic unit of at least 5 faculty functioning within a college or school and charged with:

- Offering /sponsoring a instructional programs with at least one major/degree program
- Providing appropriate support services to students pursuing that major/degree program or enrolled in courses or programs offered/sponsored by the department
- Managing (developing, scheduling, evaluating) the instructional program of the unit, with the approval of the dean and appropriate university bodies
- Supporting the instructional and professional activities of the faculty assigned to the department
- Managing the financial resources assigned to the department

School - An academic unit that may operate as a college or as a department. Schools house departments, programs, or subject areas in related disciplines. A school that functions at the college level may include independent departments or programs within its administration. A school that functions at the departmental level operates within the administration of a college, and is comprised of subject areas only.

Program – An academic unit within a college, school or department that offers only one subject area that may or may not be a major. Responsibility for budget, curriculum, and staffing are under the auspices of the school or department where the program is housed.
Light Directory Application Protocol (LDAP) - Information Directory

- Lab Computer Authentication
- WebMail
- Calendar
- New Administrative Systems
- Web Directory
- Enterprise Application(s)