PROJECT STATUS: Completed

October 2014

#136 On-line Major Change with Integration to Banner

Build a real-time, accurate, Banner integrated solution that displays a student’s current major, degree program, and prompts them to verify/or change each term. This enables undergraduate students to declare a major according to PSU’s major declaration policy.

ACHIEVEMENTS THIS PERIOD (6.2.14-10.19.14)

- Completed end-of-project report.
- Project achieved the following outcomes:
  - Built a technical solution for students to submit a major/degree change in real-time using Banner self service (Banweb). This outcome was achieved when students were able to log into Banweb, submit a change of major and immediately see information related to their new current major (including being able to register for major-restricted courses).
  - Leveraged technology to enforce the practice of requiring students each term who meet the requirements to declare a major using the online process.

GOALS FOR NEXT PERIOD (10.20.14-11.30.14)

- Not applicable.

KEY DECISIONS

- Not applicable.

OPEN ISSUES

- Not applicable.

PROGRESS

LEAD: Cindy Baccar, Registrar, Enrollment Management and Student Affairs

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: Office of the Registrar, Office of Information Technology and Advising Council

www.pdx.edu/oai/provosts-challenge
PROJECT STATUS: On Schedule
June 2014

#136 On-line Major Change with Integration to Banner
Build a real-time, accurate, Banner integrated solution that displays a student’s current major, degree program, and prompts them to verify/or change each term. This enables undergraduate students to declare a major according to PSU’s major declaration policy.

ACHIEVEMENTS THIS PERIOD (4.28.14-6.1.14)
• Project is nearly complete - just end-of-project report is left to be completed.

GOALS FOR NEXT PERIOD (6.2.14-10.19.14)
• Prepare end-of-project report.

KEY DECISIONS
• None.

OPEN ISSUES
• None.

PROGRESS
LEAD: Cindy Baccar, Registrar, Enrollment Management and Student Affairs
PROJECT MANAGER: Hans VanDerSchaaf
COLLABORATORS: Office of the Registrar, Office of Information Technology and Advising Council

www.pdx.edu/oai/provosts-challenge
On-line Major Change with Integration to Banner

Build a real-time, accurate, Banner integrated solution that displays a student’s current major, degree program, and prompts them to verify/or change each term. This enables undergraduate students to declare a major according to PSU’s major declaration policy.

ACHIEVEMENTS THIS PERIOD
(3.10.14-4.27.14)

• Completed Registrar’s Office testing of functionality.
• Finalized language edits for website verbiage, materials updates, and communication notices for campus.
• Implemented online major change mechanism!
• Within the first week, students submitted nearly 20,000 forms - 3,735 majors were changed and 15,855 majors were confirmed.
• Finalized Project Management Plan.

GOALS FOR NEXT PERIOD
(4.28.14-6.1.14)

• Prepare final report for project.

KEY DECISIONS

• None.

OPEN ISSUES

• None.

LEAD: Cindy Baccar, Registrar, Enrollment Management and Student Affairs

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: Office of the Registrar, Office of Information Technology and Advising Council
PROJECT STATUS: On Schedule

March 2014

#136 On-line Major Change with Integration to Banner

Build a real-time, accurate, Banner integrated solution that displays a student’s current major, degree program, and prompts them to verify/or change each term. This enables undergraduate students to declare a major according to PSU’s major declaration policy.

ACHIEVEMENTS THIS PERIOD
(2.3.14-3.9.14)

- Continued Registrar’s Office (RO) testing of functionality and iterative development with the Office of Information Technology (OIT).
- Delayed finalized language edits for website verbiage, materials updates, and communication notices for campus until we have a final product.
- Finalized Memorandum of Understanding for project.
- Worked with OIT and Human Resources to engage OIT resource in project.
- Drafted Project Management Plan (brief document covering project scope, roles, and change management process).
- Drafted Project Plan (detailed work outline/time-line).

GOALS FOR NEXT PERIOD
(3.10.14-4.27.14)

- Complete RO testing of functionality.
- Finalize language edits for website verbiage, materials updates, and communication notices for campus.
- Finalize Project Plan/work outline.
- Finalize Project Management Plan.

KEY DECISIONS

- None.

OPEN ISSUES

- None.

PROGRESS

www.pdx.edu/oai/provosts-challenge

LEAD: Cindy Baccar, Registrar, Enrollment Management and Student Affairs

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: Office of the Registrar, Office of Information Technology and Advising Council
On-line Major Change with Integration to Banner

Develop an on-line form, placed behind the Banner self-service login, within the Student menu, to allow students to declare/change their curriculum information, including major, degree, minor etc. The data changes will be pushed to Banner in real-time.

**ACHIEVEMENTS THIS PERIOD (12.15.13-2.4.14)**

- Kick-off meeting with Office of Information Technology (OIT) to determine time-line for development, testing and implementation was completed.
- Target delivery date of technical solution is February 28th.
- Target delivery date for communication plan to campus community is March 3rd.
- OIT responsible for technical solution.
- Registrar’s Office (RO) responsible for testing solution and communication plan.

**GOALS FOR NEXT PERIOD (2.3.14-3.9.14)**

- Complete RO testing of functionality.
- Complete finalized language edits for website verbiage, materials updates and communication notices for campus.
- Create and finalize Project Plan (detailed work plan/time-line).
- Create and finalize Project Management Plan (brief document covering project scope, roles, and change management process).

**KEY DECISIONS**

- None.

**OPEN ISSUES**

- Memorandum of Understanding (MOU) must be finalized in order for project to utilize funding - steps are being taken to finalize the MOU.

**PROGRESS**

**LEAD:** Cindy Baccar, Registrar, Enrollment Management and Student Affairs

**PROJECT MANAGER:** Hans VanDerSchaaf

**COLLABORATORS:** Office of the Registrar, Office of Information Technology and Advising Council
#136 On-line Major Change with Integration to Banner

Develop an on-line form, placed behind the Banner self-service login, within the Student menu, to allow students to declare/change their curriculum information, including major, degree, minor etc. The data changes will be pushed to Banner in real-time.

**ACHIEVEMENTS THIS PERIOD (11.15.13-12.15.13)**

- Finalized identification of functional specifications and business rules for the project.
- Submitted work request ticket to Office of Information Technology (OIT) so they can determine who is going to work on the project and establish kick-off target.

**GOALS FOR NEXT PERIOD (12.15.13-2.2.14)**

- Kick-off project with OIT and determine timeline for development, testing and implementation.
- Create and finalize Project Plan (detailed work plan/timeline).
- Create and finalize Project Management Plan (brief document covering project scope, roles, and change management process).

**KEY DECISIONS THIS PERIOD (11.15.13-12.15.13)**

- Finalized business rules.

**OPEN ISSUES**

- Open question of availability of OIT resources and when they can commit resources.

**LEAD:** Cindy Baccar, Registrar, Enrollment Management and Student Affairs

**PROJECT MANAGER:** Hans VanDerSchaaf

**COLLABORATORS:** Office of the Registrar, Office of Information Technology and Advising Council
#136: Online Major Change with Integration to Banner

Develop an online form, placed behind the Banner self-service login, within the Student menu, to allow students to declare/change their curriculum information, including major, degree, minor etc. The data changes will be pushed to Banner in real-time.

**Project Status:** On Schedule

<table>
<thead>
<tr>
<th>Achievements this period (5.2013-11.15.13)</th>
<th>Goals through December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Completed identification of business needs and overall design of functionality.</td>
<td>● Kick-off project with IT and determine timeline for development, testing and implementation.</td>
</tr>
<tr>
<td>● Vetted and received input from the Advising Council.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Key decisions this period (5.2013-11.15.13)</th>
<th>Open issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>● None.</td>
<td>● None at this time.</td>
</tr>
</tbody>
</table>

**Lead:** Cindy Bacca, Registrar, Enrollment Management and Student Affairs

**Project Manager:** Hans VanDerSchaaf

**Collaborators:** Office of the Registrar, Office of Information Technology and Advising Council