BDMS Implementation Plan

Scope

Converted the De Anza Hershey imaging system to Banner BDMS system; the image file will be converted into a searchable BDMS file cabinet as historical record, no attempt to link the Hershey ID to Banner ID system.

Review Foothill manual image solution currently in use and recommend a BDMS solution, this will include the conversion of Foothill images that currently stored in storage device, but will not include the scanning efforts to scan the paper into BDMS images.

The conversion effort will maintain the current functionality of the Hershey system; additional functionality outside of the A&R office will be considered out of scope and will not be included in the initial conversion efforts.

Objective

The project will include the following specific objectives:

1. converted the current Hershey depository of the images to BDMS platform and set up the access for users to continue scan and update the images.
2. Review the Foothill document imaging progress and propose a BDMS solution.
3. Utilize the current existing scanner machines that existed in both colleges and adopt them for scanning documents into the new Banner DBMS system.
4. Train the A&R users to use the BDMS system.
5. Accomplish all the above objectives and has a cut over date of 6/30/2011.

Task List

1. Setup Banner and BDMS system environment for conversion, this includes the necessary patch releases and update the current BDMS to the newest revision.
2. Setup BDMS test environment for conversion testing.
3. Build Hershey conversion tool kit, this involves the extracting of Windows SQL images currently stored in Hershey system and XML interpreter of the images stored at the Hershey system.
4. Technical conversion using the tool kit and BDMS import wizard provided with the BDMS system.
5. User training.
6. Parallel testing between Hershey and BDMS

7. Go live production certification

Time line

0. Kick off (Project team)
1. Platform ready by 12/31/2010 - task #1 and #2 (Tom's group)
2. Hershey conversion tool kit ready by 12/31/2010 - task #3 (Louis Chen/Sungard)
3. System conversion completed by 4/8/2011 - Task #4 (Joe/Tom)
4. User training completed by 5/20/2011 - task #5 (Susan Malmgren)
5. Production conversion completed by 5/27/2011 (Tom/Joe)
6. System certified 6/6/2011 - task #7 (Louis Chen/Sungard)
7. System goes live 6/30/2011

Action Items

1. Sungard to provide estimation hours for tool kit development.
2. Sungard and FHDA to arrange the kickoff conference call.
3. Sungard to provide Louis Chen's consulting hours based on the project task list.