## Potential Projects for Digital MIT Funding Worksheet

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<tr>
<th>Project Name</th>
<th>Phase</th>
<th>Phase Description</th>
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| Online Registration  | Analysis | The goal of Online Registration Phase II will be to enhance the advising and registration processes at MIT. Students and advisors have consistently requested tools that produce critical information in a timely fashion to assist with advising and planning. The project will be implemented in a modular fashion over a 2-3 year timeline. The analysis phase will identify the modules and their scope and create requirements and functional specifications for each module. There will be some overlap between the analysis and implementation phases. Development work will start on the first set of modules while analysis is continuing on the later modules. | 9/1/11 – 6/30/12       | • Project Scope Document  
• Requirements Document  
• Functional Specification Documents | 1 PM  
2 Business Analysts | $500K              |
|                      |          |                                                                                                                                                                                                                 |                         |                                                                                                                  |                                          |                   |
| Implementation       |          | • Implementation of the functional specifications for the modules identified during analysis  
• QA code                                                                                                                                  | 3/1/12 – 6/30/14       | • Final Code Base  
• Unit Test Suite  
• QA Test Plan    | 1 PM  
6 Developers  
2 QA             | $1.5M              |

**Submitted by:** Eamon Kearns  
**Sponsored by:** Dan Hasting & Christine Ortiz  
Total FYE 12 request $700K
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| Graduate Admissions  | Phase I | Phase I includes Transitioning the EECS graduate admissions system to 5-8 graduate programs, addressing integration and data issues between the EECS system and MITSIS and exploring potential enhancements. | 7/1/2011 - 6/30/2012 | Electronic graduate admissions:  
  - ChemE  
  - Architecture  
  - MechE  
  - Chemistry  
  - ESD  
  - CEE  
  - Bio/MicroBio  
  - Physics | Internal;  
  CGA (i.e. ad hoc Committee on Graduate Admissions)  
  ODGE/ DUE  
  Central Adm.  
  IR  
  IS&T | 100K |
|                      | Phase II | Phase II includes Transitioning the EECS graduate admissions system to 5 more graduate programs, exploring unification and simplification of the graduate admissions data flow and database structure | 7/1/2012 – 6/30/2013 | Electronic graduate admissions:  
  - BE  
  - BCS  
  - HST  
  - DMSE  
  - DUSP | Internal;  
  CGA  
  ODGE  
  DUE/ Central Adm.  
  IR  
  IS&T | 100K |
|                      | Phase III | Phase III includes Transitioning the EECS graduate admissions system to more graduate programs. | 7/1/2013 – 6/30/2014 | Electronic graduate admissions:  
  - Writing  
  - CsBi  
  - STA  
  - NSE | Internal;  
  CGA  
  ODGE  
  DUE/ Central Adm.  
  IR  
  IS&T | 100K |
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| Digitization of Paper Forms and Petitions              | Phase I | Petitions and forms are processed by an automated workflow between students, advisors, and instructors with electronic sign off. Paper forms are eliminated and data entry is reduced through processing of online forms. This project also will be approached in a modular fashion. The business requirements for the top 5 forms will be collected by August 30, 2011 during the current discovery phase. Phase 1 will be the implementation and roll out of the 5 top priority forms. In parallel to this, requirements gathering will start on additional forms and petitions that have been prioritized by the business users and project sponsors. | 9/1/2011-6/30/2012 | • Project Scope Document  
• Requirements Document  
• Functional Specification Documents  
• Final Code Base  
• Unit Test Suite  
• QA Test Plan | 1PM  
2 BA  
3 Developers | 600K               |
|                                                        | Phase II | Implementation and roll out of additional priority forms. Requirements documents and Functional Specifications for final set of forms                                                                                                                                                                                                                 | 7/1/2012-6/30/2013 | • Requirements Document  
• Functional Specification Documents  
• Final Code Base  
• Unit Test Suite  
• QA Test Plan | 1PM  
2 BA  
3 Developers | 600K               |
|                                                        | Phase III | Implementation and roll out of final set of forms.                                                                                                                                                                                                                                                                                           | 7/1/2013-6/30/2014 | • Final Code Base  
• Unit Test Suite  
• QA Test Plan | 1PM  
3 Developers | 400K               |
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<td>Web-based Outside Professional Activities (OPA)</td>
<td>Phase I</td>
<td>Begin to design a secure, web-based system for all MIT faculty and staff to annually report OPA. Currently, the OPA reporting forms are available online: <a href="http://web.mit.edu/cwis/forms/">http://web.mit.edu/cwis/forms/</a> These forms are normally submitted in paper form or as email attachments. The information reported is confidential. A web-based system will make the annual submission/collection process easier, more efficient, and probably more secure.</td>
<td>9/1/11 – 10/30/11 (estimated)</td>
<td>Produce a prototype web-based OPA reporting form based on current on-line forms.</td>
<td>Preference is for internal MIT IS&amp;T consultants to develop this project. Need for external resources is unknown/ not anticipated.</td>
<td>Unknown</td>
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<td></td>
<td>Phase II</td>
<td>Test the prototype system for functionality and security Note: OPA reports are submitted to relevant senior officers (Dean VP, etc.), not to a single central destination.</td>
<td>11/1/11 – 12/31/11 (estimated)</td>
<td>A functioning system that can be tested by users</td>
<td>Internal consultants</td>
<td>Unknown</td>
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<tr>
<td></td>
<td>Phase III</td>
<td>Provide a sample of users (e.g., school assistant deans, AOs, faculty, central administrative offices) with opportunity to test the new system and provide feedback</td>
<td>1/1/12 – 2/28/12 (estimated)</td>
<td>A user-tested and approved system</td>
<td>Internal consultants</td>
<td>Unknown</td>
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<td>Electronic Storage of Award Documents</td>
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</table>
| **Submitted by:** Michelle Christy        | Phase I | Develop a framework for the storage of documents in Coeus                            | Total Project time 9 months – beginning August 2011 | • Guidelines for the types of documents that will be stored in Coeus  
• Guidelines for sorting documents into Document types  
• Naming conventions for document descriptions to enhance retrievability within document types  
• Guidelines for specific types of agreements, such as IDIQ agreements, Consortia, Sub-awards, and Fellowships | Internal staff for project management, external staff and equipment to scan documents | Total FYE 12 request $300K |
| **Sponsored by:** Claude Canizares        |       |                                                                                    |                                  |                                                |                                          |                  |
| Phase II                                  |       | Define and develop the Coeus interfaces                                            |                                  | • Develop a file-management script to expedite the placement of electronic documents in Coeus  
• Modify the Coeus interface screen to allow for easy access to the documents  
• Integrate Coeus with the MIT Roles database |                                               |                                          |                  |

Phase: Phase IV  
Establish a “live” web-based system in time for annual launch of OPA reporting process at the end of April (2012)  
3/1/12 – 4/30/12 (estimated)  
A functioning web based OPA reporting system  
Internal consultants  
Unknown
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<td></td>
<td>Phase III</td>
<td>File Handling and Scanning</td>
<td></td>
<td>• Guidelines for prioritizing awards, retrieving files from federal sites and email accounts</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• Guidelines for scanning documents</td>
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<td></td>
<td>• Guidelines for retrieving and organizing paper files (prep for scanning)</td>
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<td></td>
<td></td>
<td>• Perform bulk scanning of documents</td>
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<td></td>
<td>Phase IV</td>
<td>Communications, Training and Support</td>
<td></td>
<td>• Communication Strategy</td>
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<td>• Training materials and guidance for accessing the stored documents</td>
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<td></td>
<td>• Documentation (website, quick cards, FAQ, etc.)</td>
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<td>• Training for MIT Community</td>
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**Location Independent Work**

**Submitted by:** Armand Doucette

**Sponsored by:** IT Governance Committee

Formally provide technological and organizational support for "location independent work"; that is, work which may be performed anywhere, anytime rather than only in a specific place on campus. The Institute-wide Planning Task Force’s IT Working Group noted the potential cost savings and the strategic advantages in recruiting and reputation this initiative could deliver. We seek a partnership that will begin to expose these benefits which requires technical and organizational support. This proposal recognizes the challenges of tackling this as an Institute level initiative and instead seeks to advance our understanding by way of a Sloan School driven program.

This request includes an initial investment of $250K to be allocated largely to support short-term program staff that would guide our consideration of use cases and appropriate technologies, cultural and organizational challenges and the assessment of program activities. It assumes some pilot activity may require additional funding. Program envisioned to run for less than 12 months.

$250K to seed the effort
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| Phase I      | Discovery              | • Document how we work today and what resources are needed to be most effective remotely  
                | 9/1/11-10/1/11            | • Size the opportunity  
                                           • Identify pilot groups                     | 1 External consultant  
                                            1 Internal consultant (faculty)              |                   |
| Phase II     | Planning & Design      | • Document use cases and desired outcomes  
                | 10/1/11-12/1/11           | • Develop mobile work technology toolkits  
                                           • Create mobile technology support model  
                                           • Management and employee best practices  
                                           • Assess backup and security implications  | 1 External consultant  
                                            1 Internal consultant (faculty)              |                   |
| Phase III    | Implement, Optimize, & Operate  | • Pilot groups (number, makeup, and arrangement TBD) run concurrently.  
                                           • Optimize delivery of technology  
                                           • Monthly gatherings and report outs  
                                           • Consider expanding pilot activity       | 1 External consultant  
                                            1 Internal consultant (faculty)              |                   |
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<td>Phase IV - Assessment</td>
<td>•</td>
<td></td>
<td>6/1/12-8/1/12</td>
<td>• Assess benefits including economical, logistical, productivity and quality of work specific, health, potential recruitment and reputational benefits • Consider job satisfaction - participants, their coworkers, and their constituency • Report out to ITGC</td>
<td>1 External consultant 1 Internal consultant (faculty)</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Video Production/Management</td>
<td>Coordinate and align plans, activities and investments in this technology across the institute and across user communities. Crafting a common vision, considering existing and potential use cases, evaluating sustainable business models for capturing, hosting, delivering, archiving and supporting video in an enabling and cost effective manner are all in scope as is developing appropriate policies and procedures regarding streaming, IP, archiving/retention while addressing privacy concerns. Program to run for 5 months.</td>
<td>9/1/11 - 10/15/11</td>
<td>• Document current use cases, options now available to the community, service providers, funding models, and unmet needs and outstanding challenges</td>
<td>1 External consultant Many Internal stakeholders</td>
<td>$300K to seed the effort</td>
<td></td>
</tr>
<tr>
<td>Phase I</td>
<td>• Discovery</td>
<td>9/1/11 - 10/15/11</td>
<td>• Peer benchmarking • Evaluate/Pilot/Identify Technologies and Tools accessible on campus and in the market • Evaluate business/funding models for capturing, hosting, delivering, archiving and supporting video • Identify capex and opex requirements for all scenarios</td>
<td>1 External consultant Many Internal stakeholders</td>
<td></td>
<td></td>
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<td>Phase II</td>
<td>• Assessment &amp; Experimentation</td>
<td>10/15/11 – 12/31/11</td>
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Additional info - Digital MIT Projects v2.docx  Page 8 of 11  10/6/2011
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<td>Phase III</td>
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<td>• Recommendation</td>
<td>1/1/12 – 2/15/12</td>
<td>• In collaboration with appropriate stakeholders including MITCET, Accord, AMPS, Tech TV, MIT AV, and IS&amp;T, recommend a strategy for empowering the community with these technologies and for delivering appropriate services in an efficient and cost effective manner.</td>
<td>1 External consultant Many Internal stakeholders</td>
<td></td>
</tr>
<tr>
<td>Enterprise Digital Document Repository with first customer (Audit Division) implementation</td>
<td>Phase 1</td>
<td>IS&amp;T will provide the foundational work to provide central servers for DLC’s to implement digital document management. It will also provide support and guidance for creation of metadata to DLC’s The first planned implementation will be Audit Division</td>
<td>9/1/2011 – 8/31/2012</td>
<td>• MIT Campus Enterprise License Agreement for a document management tool • Installation and Configuration servers serving as a central repository • Documentation &amp; Training for DLC’s • Assistance with metadata creation for DLC’s • Production Implementation of document management for Audit Division</td>
<td>50% internal 50% external consultant</td>
<td>$750K</td>
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</tbody>
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Submitted by: Mary Weisse
Sponsored by: Marilyn Smith & Deb Fisher
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<td>Test Automation</td>
<td>Phase I</td>
<td>• Automate the Administrative Systems manual test cases/efforts. For FYE '12 this will decrease the manual IS&amp;T and Business test efforts comprising of 20+ people on the yearly SAP Support pack testing by at least 50%. This project will also expand our weekly regression testing, ultimately reducing production re-work risks as a result of new changes being introduced into the environment.</td>
<td>7/1/11 – 6/30/12</td>
<td>Automate the following application areas: • JV, Budget Planning • Property Office - Assets • Department of Facilities - Accounting • ECAT • Parking • Plant Maintenance • ProCard • Procurement • Stockroom • E-Learning • EHS Incidents/Injuries • Accounts Payable • Fund Centers • Sponsored Billing • SMART • VPIS • HR/Payroll • Events Calendar • Real Estate Foundation • OSP – Sponsored Programs • IS&amp;T Telecom • Technology Review • Travel Concur • GL, Closing &amp; Reporting • HR/Payroll • EHS</td>
<td>1 Internal 2 External consultants</td>
<td>$365K</td>
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| Phase II     | • Begin to automate the Education Systems manual testing efforts for system upgrades and patches that typically occur within the business units. | 10/1/11 – 12/31/11 | • Websis applications  
• Admissions & Student Financial Services applications  
• Java applications | 2 External consultants | $235K  
Total FYE 12 request $600K |