Status report

To: Dr. Karen Woodfaulk

From: StrictlyBizness Technologies

CC:

Date: 03/01/99

Re: CHE Electronic Application

Overview of Progress Made

Several key tasks have been completed for the CHE Electronic Application Project. While progress has been made, the project is moving slower than expected. Specific tasks completed include:

- Initial Meeting and Interview w/CHE.

- Developed High-Level System Flow Chart showing how system will work.

- Meeting with Electronic Application Committee.

- Presented Hi-Level System Flow Chart to the Electronic Application Task Force showing how system will work.

- Received Printed Application from Public Colleges and Universities

- Reviewed Printed and Electronic Applications

- Reviewed Data Dictionary Format w/CHE, Data Dictionaries are listings of the fields required for each admissions application (name, address, etc)

- Refined Data Dictionary Format

- Created Data Dictionary for 22 institutions

Problems & Issues

During meeting with Electronic Application Committee, institutions were unable to agree on various points. Some of these issues included: e-mail, vs. ftp, saving applications, location of "truth in tuition" information.

Initially, only received admission applications for 4-year institutions. Response from technical colleges was slow; received admission forms approximately two weeks later.

Encountered problem outputting refined data dictionary format. Resolved problem by redesigning report.

Accomplishments

Developed Project Manager's Statement of work, outlining specific milestones and deliverables for CHE Project. Reviewed Statement of Work with CHE.

Successfully received and reviewed all applications. Identified potential issues with specific applications and data fields.

Developed high-level flowchart for CHE Electronic Applications Committee. Reviewed application with Committee and received feedback.

January meeting with Dr. Woodfaulk and Lynn Metcalf was very productive. Gained insight on overall process required for application to work properly

Developed and refined data dictionary format.

Project Delivery Schedule

Outlined below are deliverables and tasks for the first two phases of the project. Milestones are provided with deadlines for completion.

Data Dictionary

- Deliver completed data dictionaries on **March 3, 1999**

- CHE send data dictionaries to respective institutions. Institutions will review data fields.

- Institutions provide feedback to CHE, indicating any changes, additions or deletions, and sign off on data dictionaries (deadline **March 19, 1999**).

- Refine Data Dictionaries

- Place final version on CHE website for review.

Alpha Version Presentation (Revised Prototype)

- Develop lists of program features (truth in tuition ,record saving admissions protocol etc), for each institution.

- Create Application Flow Chart: Chart will show how the system will work and each step in the program.

- Approve Flowchart & Checklist (deadline- **March 26, 1999**)

- Develop Application Storyboard

- Approve Storyboard (deadline **April 16, 1999**)

- Layout Required Databases (Short List)

- Implement Application Logic

- On-site Testing at four institutions.

- Present Alpha Version to CHE Electronic Application Committee **(deadline March 16, 1999)**