



## Project Charter

*Please refer to the Project Charter Instructions document for help.*

### Project Name & High Level Summary

*Please provide the name of the project and a few descriptive sentences summarizing what the project will accomplish.*

**Project Title:** Elimination of Shared Mainframe Accounts

**Summary:** This project is intended as an investigation into the use of shared accounts provided by UITS. Our goal is to determine which accounts are being shared and the current business reasons for sharing those accounts to access non-public information. Once determined, we will work with each department to develop strategies for eliminating shared access to accounts. If we discover that there are departments that have a business case which justifies the continued use of shared accounts, we will determine alternative strategies that are compliant with our current University policies. It is expected that through the education that will take place during the investigation, there will be a natural reduction in the number of accounts being shared.

**Required Completion Date:** June 1, 2006

**UITS Service Request Number:** PM273

**Alternate Tracking Number:**

**Charter Submission Date:** March 2, 2006

**Alternate Tracking Number Owner:**

### Business Requirements

*Identify and explain the business needs driving this project. What is the project expected to accomplish (not how), and how the project fits with the university's overall strategic business objectives. Conversely, also explain any negative impacts of not doing the project such as maintaining unsupported software/hardware, not being in compliance with standards, etc.*

Current policies require the use of unique identifiers that can be used to track the activities of individuals that use or attempt to use non-public data. In addition, policy prohibits the sharing of passwords. Current practice of sharing accounts and passwords prevent us from being in compliance with University policies, and in some cases federal laws (depending on the classification of the data being accessed through these accounts), since shared accounts prevent us from controlling/auditing individual access to confidential data such as social security number, etc.

### Expected Project Outcome(s)

*Describe the high-level outcome expected from this project.  
Define formal deliverables and resulting impacts to the university's business, its clients, and state citizens.*

The following outcomes are expected from this project:

- (1) A record of the name of the individual who has been granted use of a specific departmental account.
- (2) A determination of which accounts are being shared and the business reason for sharing these accounts.

- (3) A natural elimination of some sharing of accounts as a result of the education that will take place during this investigation.
- (4) Development of strategies to eliminate shared access to accounts.
- (5) Creation of a pilot group to test the strategies developed to eliminate shared accounts.
- (6) The elimination of obsolete departmental accounts.

**General Project Scope**

*Provide a sentence or two stating what will be included in this project and what will be outside the expectations of this project  
(e.g. types of activities, institutional policies, specific services or processes, etc.)*

The following steps will be included in this project:

- (1) Development of a spreadsheet that indicates all departmental accounts from ACF2 indicating whether CICS and/or FOCUS access is granted to the account.
- (2) Creation and distribution of a form letter to departments indicating the departmental accounts within their department that requests which are being shared and the name that is to be associated with accounts that have been granted to a single individual.
- (3) Analysis of business reasons for sharing accounts and any additional request for follow-up information.
- (4) Development of strategies compliant with current University policies, that will address the needs of departments wishing to continue the use of shared accounts.

Review of returned information and cleanup of UITS information within Accounts Office (i.e. deletion of accounts that are being eliminated; update to name of individual associated with a given account).

**Project Assumptions and Constraints**

*Identify pre-conditions, understandings, or limitations that project participants should presume before proceeding with the project.*

It is assumed that all departments will comply with the request for information about their departmental accounts.

This project will not include clean up of obsolete or unused accounts that have been assigned to an individual and which is now being shared by multiple individuals. The project is limited to addressing departmental accounts that are being shared.

Except for those departments that voluntarily eliminate the sharing of accounts within their departments, this project is not expected to result in the complete elimination of shared accounts.

**Decision Responsibilities**

*Identify how project decisions will be made and by whom, including scope, budget, schedule, and performance. This may include daily decisions, policy decisions, financial commitments, etc. Include how these decisions will be communicated to university constituents.*

Scope and strategy decisions will be made by Elaine David and Jane Bachand based on input from the SSN Task Team and Data Custodians group.

There is no budget associated with this project.

**Expected Project Timeframes**

*Define the broad timeframe by which the project is expected to be completed. Include primary interim milestones and internal or external drivers affecting timeframes. If there is no timeframe, define the process that will be used to establish one.*

The major components of the project and the estimated time need to complete them are as follows:

- Generate Spreadsheet of all Department Accounts from ACF2 indicating type of access (FOCUS, CICS, etc.) - Done
- Create and send form letter for department review of their accounts – 1 Week
- Review returned information for shared accounts – 3 Weeks
- Determine strategies required to eliminate shared accounts – 2 Weeks
- Implement new strategies – 2 Weeks
- Communicate new procedures to community – 2 Weeks
- Account cleanup (deletion of obsolete accounts; update user name; etc.) based on returned information - on-going, not key to the completion of the project.

### Project Organization and Staffing

*Describe the expected organizational structure of the project.  
List known project participants, their departments, and their expected roles and responsibilities.*

**Project Initiator:** Jeff von Munkwitz-Smith/SSN Elimination Task Team  
**Project Sponsor:** Elaine David  
 UITs Management Lead: Elaine David  
 Project Manager: Jane Bachand  
 Project Teams and Lead(s): Linda Baker, Nancy Hoddy, Elaine David, Connie Tomecko  
 Functional User Area(s) Involved: SSN Elimination Task Team; Data Custodians; All departments that are currently provided with departmental accounts that are used to access University data through applications such as FOCUS, CICS and Data Warehouse will be involved.

**Anticipated UITs Support Required:** **Estimated Start Date**      **Estimated Effort**

<b><u>Anticipated UITs Support Required:</u></b>			<b><u>Estimated Start Date</u></b>	<b><u>Estimated Effort</u></b>
Network Engineering (network connections, equipment)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Network Services (voice connections, phone/video service, circuits, etc.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Server Support	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Operations (power, space, connections, etc)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Enterprise Administrative Applications (application support/upgrades, etc.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Customer Business Applications	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Customer Support & Relations (help center support, desktop support, SLA , etc.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	3/15/06	60%
Data Management Services (DBA support, data warehouse services, etc.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	3/15/06	20%
Business Office (hiring, travel/training, budget tracking, RFP/RFI, vendor/consultant contracts, software licenses, purchases, etc.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
ISMC/VPET	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		

Project Management Office	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Security Office	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	3/15/06	5%

<p><b>Charter Review</b></p> <p><b>This section is to be completed by University Information Technology Services.</b></p> <p><i>A review of the Project Charter and documentation of next steps to be taken will be conducted by the Department of Information Technology. The results will be shared with the project stakeholders.</i></p>	
<p><b>Review by Required Technology Management</b></p> <p><i>This area should be signed by an ITS Director, Assistant or Associate Director. This signature indicates that the Charter has been received and reviewed for completeness.</i></p> <p><i>Depending on the scope of the project and next steps identified, submission of further project details may be warranted.</i></p>	
<b>Reviewed By:</b> _____	<b>Date:</b> _____
<b>Project Approval</b>	
	<p><b>Approved</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
	<p><b>Required</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
Information Services Management Council	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vice President's Executive Team	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Sponsor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Customer Representative:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Customer Representative:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Notes</b></p> <p><i>This is a free-form section for additional information that may not have been covered in prior sections.</i></p> <p><i>Additional documents should be attached as needed.</i></p>	

Attachments:     Yes    X No