




| ID | | Task Name | Start | Finish | Resource Names |
|----|--|--|--------------------|--------------------|--------------------------------|
| 1 | | Generate Spreadsheet of all Department Accounts from ACF2 | Wed 2/1/06 | Mon 3/20/06 | C. Tomecko |
| 2 | | Indicate whether CICS or FOCUS Accesses are held by Account | Wed 2/1/06 | Wed 2/1/06 | Connie |
| 3 | | Indicate user of account (if known) | Wed 3/1/06 | Mon 3/20/06 | Connie; Linda Baker |
| 4 | | Indicate Department Owning Account | Wed 3/1/06 | Mon 3/20/06 | Connie; Linda Baker |
| 5 | | Update with any information the Account's Office may have regarding who uses the account | Mon 3/13/06 | Mon 3/20/06 | Accounts, DMS |
| 6 | | Create Form Letter for Department Review of Accounts | Mon 3/6/06 | Fri 3/17/06 | E. David and J. Bachand |
| 7 | | Provide Explanation for Eliminating Shared Accounts | Wed 3/15/06 | Fri 3/17/06 | Project team |
| 8 | | Request Department to List User Name Accessing Each Account Shown on Enclosed List | Wed 3/15/06 | Fri 3/17/06 | Project team |
| 9 | | Request Department to Indicate on List any Unused or Obsolete Accounts for Deletion | Wed 3/15/06 | Fri 3/17/06 | Project team |
| 10 | | Indicate Date for List to be Returned | Wed 3/15/06 | Wed 3/15/06 | Project team |
| 11 | | Create recipient list | Mon 3/6/06 | Fri 3/17/06 | Linda |
| 12 | | Send Form Letter with List of Department Accounts for Departmental Review | Mon 3/20/06 | Mon 3/27/06 | L. Baker |
| 13 | | Project plan meeting | Wed 3/22/06 | Wed 3/22/06 | Project team |
| 14 | | Meeting to review responses to letter/issues and questions | Tue 4/4/06 | Tue 4/4/06 | L. Baker and J. Bachand |
| 15 | | Departments Return Information Requested | Fri 4/7/06 | Fri 4/7/06 | Project team |
| 16 | | Draft second reminder letter | Thu 4/6/06 | Tue 4/11/06 | J. Bachand |
| 17 | | Send second reminder to departments that did not return requested information | Wed 4/12/06 | Fri 4/14/06 | L. Baker |
| 18 | | Review Returned Information | Mon 4/17/06 | Wed 5/31/06 | Project team |
| 19 | | Determine shared/non-shared accounts & flag shared ones for review | Mon 4/17/06 | Fri 4/21/06 | Accounts |
| 20 | | Update/Delete non-shared accounts & update spreadsheet | Mon 4/17/06 | Wed 5/31/06 | Accounts |
| 21 | | Non-Shared Accounts - Only one name is associated with the account | Mon 4/17/06 | Wed 5/31/06 | |
| 22 | | Review CICS ACF2 Code | Mon 4/17/06 | Wed 5/31/06 | DMS |
| 23 | | Revise ACF2 LID Record if CICS Code includes obsolete systems | Mon 4/17/06 | Wed 5/31/06 | DMS |
| 24 | | Update Spreadsheet with Appropriate Information | Mon 4/17/06 | Wed 5/31/06 | DMS |
| 25 | | Shared Accounts | Mon 4/17/06 | Fri 5/19/06 | |
| 26 | | Project team meeting to review shared accounts and determine strategies | Wed 5/3/06 | Wed 5/3/06 | Project team |
| 27 | | Internal Research is Conducted | Mon 4/17/06 | Fri 4/21/06 | |
| 28 | | Review CICS and FOCUS Accesses for Account (if any) | Mon 4/17/06 | Fri 4/21/06 | DMS |
| 29 | | Are different business functions permitted on the shared account? | Mon 4/17/06 | Fri 4/21/06 | Project team |
| 30 | | Is the shared account being used as a sync machine, for web pages, or other services? | Mon 4/17/06 | Fri 4/21/06 | |
| 31 | | External Research is Conducted | Thu 5/4/06 | Fri 5/12/06 | |
| 32 | | Users are contacted by phone, email, and/or in person to determine shared account usage | Thu 5/4/06 | Fri 5/12/06 | |
| 33 | | Are users of the account students or full-time staff members? | Thu 5/4/06 | Fri 5/12/06 | Project team |
| 34 | | Ask users if they execute MVS jobs? | Thu 5/4/06 | Fri 5/12/06 | Connie; Linda Baker |
| 35 | | Do users on the account link to other department or individual accounts? | Thu 5/4/06 | Fri 5/12/06 | Project team |
| 36 | | Are any leadership roles held by the shared account to other accounts? | Thu 5/4/06 | Fri 5/12/06 | Project team |
| 37 | | Determine Strategy for Eliminating Shared Access to Account | Mon 5/15/06 | Fri 5/19/06 | |
| 38 | | If shared access is via one supervisor | Mon 5/15/06 | Fri 5/19/06 | |

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| 39 | ✓ | Review Business Functions Performed | Mon 5/15/06 | Fri 5/19/06 | Project team |
| 40 | ✓ | If shared access is via multiple supervisors | Mon 5/15/06 | Fri 5/19/06 | |
| 41 | ✓ | Review Business Functions Performed; | Mon 5/15/06 | Fri 5/19/06 | Project team |
| 42 | ✓ | Determine supervisor's netids | Mon 5/15/06 | Fri 5/19/06 | Linda |
| 43 | ✓ | Make necessary changes, i.e. a shared account with a group login id | Mon 5/15/06 | Fri 5/19/06 | |
| 44 | ✓ | Revise ACF2 LID record of department account to a group logon | Mon 5/15/06 | Fri 5/19/06 | DMS |
| 45 | ✓ | If shared access is between full-time staff members only? | Mon 5/15/06 | Fri 5/19/06 | |
| 46 | ✓ | Review Business Functions Performed; | Mon 5/15/06 | Fri 5/19/06 | Project team |
| 47 | ✓ | May be sufficient to revise account to a group logon. | Mon 5/15/06 | Fri 5/19/06 | Project team |
| 48 | ✓ | No shared business functions are performed by the individuals ? | Mon 5/15/06 | Fri 5/19/06 | |
| 49 | ✓ | Review Business Functions; | Mon 5/15/06 | Fri 5/19/06 | Project team |
| 50 | ✓ | Create additional department account(s) | Mon 5/15/06 | Fri 5/19/06 | Accounts |
| 51 | ✓ | Clean up current department account's access for one user's business functions. | Mon 5/15/06 | Fri 5/19/06 | Accounts |
| 52 | ✓ | Implement Pilot Strategies to Eliminate Shared Access | Wed 5/24/06 | Fri 6/9/06 | DMS; Accounts Office |
| 53 | ✓ | Project team meeting to implement strategies and determine evaluation process. | Wed 5/24/06 | Fri 6/9/06 | Project team |
| 54 | ✓ | Create additional department account(s) | Fri 5/26/06 | Tue 5/30/06 | Accounts |
| 55 | ✓ | Generate new department account | Fri 5/26/06 | Fri 5/26/06 | Accounts |
| 56 | ✓ | Notify System Administrator's for transfer of accesses (if necessary) | Mon 5/29/06 | Mon 5/29/06 | Accounts |
| 57 | ✓ | Set up new department account with required accesses | Mon 5/29/06 | Mon 5/29/06 | Accounts |
| 58 | ✓ | Indicate to user to test performance of business function on new department account | Tue 5/30/06 | Tue 5/30/06 | Accounts |
| 59 | ✓ | Make Department Account into Group Logon | Tue 5/30/06 | Tue 5/30/06 | DMS; Accounts Office |
| 63 | ✓ | Update Spreadsheet with Appropriate Information | Wed 5/31/06 | Wed 6/7/06 | DMS |
| 64 | ✓ | Forward to Accounts Office, official user of Department Account for their records | Wed 5/31/06 | Wed 6/7/06 | DMS; Accounts Office |
| 65 | ✓ | Implement additional strategies for depts that wish to continue to use shared accounts | Mon 5/8/06 | Mon 6/12/06 | Project team |
| 66 | ✓ | Test and evaluate strategy to ensure viability | Mon 5/8/06 | Mon 6/12/06 | Project team |
| 67 | ✓ | Accounts Indicated for Deletion - Department deems account unused | Mon 5/1/06 | Wed 5/31/06 | Accounts |
| 68 | ✓ | Check ACF2 for all rules associated with account | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 69 | ✓ | Delete Account from any ACF2 Rules | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 70 | ✓ | Delete Account Access to CICS or FOCUS (if any) | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 71 | ✓ | Perform CTDOWN Focexec for Account to be Deleted | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 72 | ✓ | Remove account name from MFDs DBA | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 73 | ✓ | Remove account name from FOCPSWDS | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 74 | ✓ | Review and remove account name from any FOCUS volume ACF2 rules | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 75 | ✓ | Notify appropriate System Administrators that account is being deleted | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 76 | ✓ | Update Spreadsheet with Appropriate Information | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 77 | ✓ | Forward Request to Accounts Office to have account deleted | Mon 5/1/06 | Wed 5/31/06 | DMS |
| 78 | ✓ | Evaluate pilot strategies and document new procedures for shared accounts | Mon 6/12/06 | Fri 6/23/06 | Project team |
| 79 | ✓ | Discuss and evaluate new procedures with departments to determine effectiveness | Mon 6/12/06 | Fri 6/23/06 | Project team |

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| 80 |  | Conduct Lessons learned meeting | Tue 7/11/06 | Tue 7/11/06 | Project team |
| 81 |  | Close out project and conduct post-implementation documentation | Wed 5/31/06 | Fri 7/14/06 | Jane |