# Project Description/Issue Statement (may include project triggers):

Deployment of Electronic Research Administration (eRA) system for the OSU Office of Research Integrity. Software is being purchased from, and hosted by, iMedris. Consisting of 4 integrated modules, COI (Conflict of Interest), IRB (Institutional Review Board), IACUC (Institutional Animal Care and Use Committee), and ARC (Animal Resource Center).

# Goals & Objectives:

## Strategic Goal(s) Supported

The Office of Research Integrity (ORI) ensures compliance with ethical and legal responsibilities in research involving live vertebrate animals, biosafety, chemical safety, scientific diving and boating, radiation safety, human subjects and financial conflicts of interest.

## Business Objectives

Move to a fully digital research compliance system.

## IT Objectives

Sunset existing systems currently supporting compliance activity. Some software no longer under support, and on hardware set to be decommissioned.

# Project Governance

|  |  |
| --- | --- |
| Role | Name/Org |
| Project Sponsor | Cynthia Sagers |
| Project Manager | Pat Jones (interim) |

# Project Scope:

|  |  |  |
| --- | --- | --- |
| Scope | In | Out |
| Functional | Fit current ORI work processes into IRIS functionality, changing processes where needed  Implement one module at a time  Integrate modules to they share common data  Integrate into Banner and CITI  Train users in new processes and software, and process for online training of future users | Exactly duplicate current workflow |
| Organizational | All OSU personnel involved with research  Establish helpdesk system for ongoing issues |  |
| System | Implement cloud based system hosted by third party, comprised of production, development, and test environments. |  |
| *All other Scope* |  |  |

# Flexibility Matrix:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Least Flexible | Moderately Flexible | Most Flexible |
| Scope | X |  |  |
| Schedule |  |  | X |
| Resources |  | X |  |

# Key Project Deliverables

Configure software to meet the needs of ORI office and staff, as well as satisfy all compliance issues for COI, IRB, IACUC, and ARM.

# *Preliminary* Schedule and Milestones:

|  |  |
| --- | --- |
| Milestone | Date (mm/yy) |
| Rollout of COI Module | 08/17 |
| IACUC Module | 06/18 |
| IRB Module | 11/18 |
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|  |  |
|  |  |

# Staffing Estimates

|  |  |  |
| --- | --- | --- |
| Role | Effort | Name/Org |
| PM | 25% | Pat Jones (interim) |
| Analyst | 50% | Chad Cropley /CN |
| SME | 20% | Nicole Wolf / ORI COI |
| SME | 20% | Lisa Levanthal / ORI IRB |
| SME | 20% | Rebecca Henry / ORI IACUC & ARC |
|  |  |  |
|  |  |  |
|  |  |  |

# Service

|  |  |
| --- | --- |
| Item | Name/Org |
| Owner (when project completes) | Office of Research Integrity |

# Financial Estimate (opt.)

|  |  |
| --- | --- |
| Total Costs | Dollars |
| Initial Cost of Project |  |
| Ongoing Annual Cost |  |
| Total Benefits | Dollars |
| One-time Savings |  |
| Annual Savings |  |

## Funding Source

Initial Costs:

Ongoing Costs:

## Benefit Description (e.g. revenue increase)

# Dependencies, Assumptions and Constraints

# Project Performance Measures (opt)

# Known Issues and Risks (of proposal)

Hiring of a permanent Project Manager is in process but uncertain

Level of effort/timeline for rollout of each module still has uncertainites.

Pending legislation could change IRB requirements in the next 4-6 months, which may affect process flow definitions.

General note…doesn’t have to be just one page.

1. Project Description/Issue Statement   
   Summarize the project and business problems to be solved.
2. Goals & Objectives  
   Describe the major goals and objectives of the project from both a business perspective and an IT perspective, if relevant. [Note: clarify language that business objectives should be in terms of capabilities needed – not assets/IT language, etc]
3. Project Governance

List the individuals assigned in directing the project

1. Project Scope  
   Describe what is in and out of scope from a functional (boundaries around what the solution does), organizational (who is affected) and systems (which systems or infrastructure is involved) perspective.
2. Flexibility Matrix  
   Assess where the flexibility will reside for the project to react to uncertainty as the portfolio is created. The assessment is relative between the three factors.
3. Key Project Deliverables  
   List deliverables for the project in terms of business and process capabilities rather than *in terms of changes to particular applications/assets*.
4. Preliminary Schedule and Milestones  
   List the anticipated start and end dates of the project. Include dates of required interim milestones as appropriate.
5. Staffing estimates  
   List the estimated roles and % FTE required to complete the project (e.g 50% DBA, 10% web programmer).
6. Service  
   Enter the proposed long-term owner of the delivered solution when the project completes.
7. Financial Estimate (summary of cost-benefit analysis)

Under Total Costs, list the expected cost to deploy the project (include software, hardware, vendor costs, training, travel, marketing, etc.). List the expected annual cost to maintain the delivered solution (include maintenance fees, service costs, renewals, additional staffing, etc.)

Under Total Benefits, list the expected income or recovery costs (people, hardware, software renewals, additional fees, etc.)

Under Funding source, list the index/account, grant name or organization to provide funding

1. Dependencies, Assumptions, and Constraints  
   List related project deliverables, important assumptions made, and imposed constraints. Note if the project's benefits are dependent on other project delivery dates, business projects/events or seasonal trends (e.g., in time for back-to-school).
2. Issues and Risks  
   Document any anticipated issues and risks with the project that should be considered during portfolio planning.