CONFLICT OF INTEREST SYSTEM
IMPLEMENTATION PROJECT
CHARTER

USC

Prepared for
Randolph Hall
Vice President of Research
Office of Research
UNIVERSITY OF SOUTHERN CALIFORNIA

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Prepared by
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VivanTech
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1.0 Purpose

University of Southern California (USC) currently operates on a manual paper based compliance process. USC’s Office of Compliance would like to transition this process into an electronic system.

This system, to be called Conflict of Interest Disclosure System (diSClose), will be designed to support the administration and management of disclosures that fall under the USC’s policies for:

- Conflict of Interest in Research (Individual)
- Conflict of Interest and Ethics
- Institution Conflict of Interest in Research
- Relationships with Industry

diSClose must be operational in time to support Health and Human Service Regulations on "Responsibility of Applicants for Promoting Objectivity in Research for which Public Health Service Funding is Sought and Responsible Prospective Contractors." USC is obligated to be compliant with these new regulations by August 24, 2012. To meet this deadline, diSClose must be fully tested and operational by May 31, 2012.

diSClose aims to provide an environment in which: (1) university employees disclose financial interests that may present conflicts; (2) conflicts are reviewed by university employees who have responsibility for administering conflict policies; (3) conflicts are reviewed by conflict of interest committee members, and (4) decisions and management plans are recorded and communicated to affected individuals and units of the university on a need-to-know basis; (5) status updates and reminders are provided to assist in the management of disclosed conflicts.

diSClose is a component of the USC Research Administration System (RAS). It will interface with other RAS modules to assure that research does not commence prior to completion of necessary conflict of interest reviews. This may be accomplished by withholding account establishment, Institutional Review Board approval or Institutional Animal Care and Use Committee approval until the conflict of interest review is finished.

The system shall simplify administration of COI disclosures by:

- Creating a unified “one stop” interface for disclosing conflicts that fall under any of the university’s policies;
- Minimizing data entry and reducing manual effort;
- Expediting exchange of information and data, and expediting disclosure;
- Automating submission of documents required for reviews;
- Unifying the system interface with a common “look and feel"; and
- Improving visibility of status for disclosures, automating reminders and simplifying report generation.
- Reducing the time necessary to reach a decision.

The system shall also support web-based remote access, coupled with an authentication system that protects private information as well as manages user specific privileges for information access and editing. The system shall also provide back-up and recovery capabilities to survive potential failures and disasters, and be robust to accommodate significant variations in usage associated with proposal and reporting deadlines.

For this purpose Click Commerce has been selected as the tool with which to develop diSClose.
2.0 Statement of Work

To assist in deploying a Conflict of Interest Disclosure System (diSClose) for USC’s Office of Compliance in Click Commerce by August 24th, 2012.
3.0 Scope

To work with the Office of Compliance in developing and deploying diSClose.

The Office of Compliance will be responsible for designing the solution according to USC’s policies and requirements. Vivantech will be responsible for developing the design in Click Commerce and overall project management.

The Office of Compliance will be designing forms and workflow, to be developed and deployed by Vivantech, associated with the following processes:

- Verification of training and authentication of user
- Annual and updated disclosures of financial interests
- Transactional disclosures of potential conflicts of interest
- Review of disclosures and financial interests
- Management of disclosed conflicts of interest
- Business intelligence on disclosure processing

3.1 In Scope

Forms and workflow directly related to the processes listed above.

3.1.1 Requirements

The following unique requirements must be satisfied.

1. **Verification of training and authentication of user**
   1.1 Compare identifier for user against database of individuals who have completed COI training.
   1.2 Authenticate identity of user to manage access to records based on assigned privileges. Privileges will include these categories of access to records: **All** (e.g., Office of Compliance, VP Research); **School** (e.g., dean of school or designee); **Department, Center or Institute** (e.g., chair or director). The system must allow for the potential addition of user roles and associated access privileges as needed.
   1.3 Enable system administrator to assign access privileges to users.
   1.4 Record history of which individuals have accessed which records and any modifications that they have made.

Primary Users: Office of Compliance, Disclosers

2. **Annual and updated disclosures of financial interests**
   2.1 Personal payments for consulting, speaking or other individual services, and description of work to be performed.
   2.2 If required based on status of discloser, or if requested: compensation computed hourly, terms of consulting. Upload PDF of consulting agreement.
   2.3 Reimbursed travel expenses
   2.4 Managerial roles in outside entities
   2.5 Equity/ownership interests in outside entity, including valuation
   2.6 Use of students
   2.7 Create reminders to investigators who are obligated to submit annual disclosure.
   2.8 Notify Office of Compliance, VP of Research and DCG when an individual has not complied with disclosure requirements.
Primary Users: Disclosers

3  Transactional disclosures
3.1  Transactional disclosures of potential research conflicts
3.1.1  Description of research activity within the university
3.1.2  Description of outside activity
3.1.3  Compelling circumstance(s) justifying relationship (if applicable)
3.1.4  Generate proposed management plan from template
3.1.5  Modify or enter proposed management plan
3.1.6  Load and store consulting agreements or other personal contracts when needed for assessing potential conflicts of interest.

Primary Users: Disclosers

3.2  Transactional disclosure of personal or financial relationships covered by COI and Ethics policy
3.2.1  Description of activity
3.2.2  Description of current or prospective employee relationship with outside entity
3.2.3  Amount of compensation received
3.2.4  Time commitment associated with activity
3.2.5  Generate proposed management plan
3.2.6  Modify or enter proposed management plan
3.2.7  Load and store relevant agreements when needed for assessing potential conflicts.

Primary Users: Disclosers

3.3  Transactional disclosures of relationships covered by Relationships with Industry policy
3.3.1  Description of activity
3.3.2  Description of current or prospective relationship with Industry
3.3.3  Amount of compensation received (total and per hour)
3.3.4  Time commitment associated with activity
3.3.5  Load and store relevant agreements when needed for assessing industry relationships

Primary Users: Disclosers

4  Review of disclosures and financial interests
4.1  Screen financial disclosures to identify those that may present a conflict of interest, and identify the relevant policies. Screening shall include association with funded research projects.
4.2  Screen disclosures of healthcare provider relationships with industry
4.3  Screen disclosures of personal or financial relationships that may create a conflict of interest and/or commitment under COI and Ethics policy.
4.4  Alert designated reviewer in Office of Compliance to act on potential conflicts of interest
4.5  Automatically route disclosures to person responsible for reviewing or acting on a potential conflict of interest or covered industry relationship; permit Office of Compliance to manually route disclosures to designated individuals as needed for further review.
4.6  Route disclosures to members of Conflict of Interest Review Committee when their review is needed.
4.7  Route RWI disclosures to Department Chairs for assessment and approval.
4.8  Route COI and Ethics disclosures to supervisor or Business Conflict Review Committee, as appropriate.
4.9 Record committee minutes for Conflict of Interest in Research disclosures, restricting access to only those given access to "All" records.
4.10 Record communication to discloser once decision is made, and automatically copy communication to affected units, including DCG, IRB, IACUC, HRA, department chair and dean.

Primary Users: Office of Compliance, Deans (or designees), VP Research, CIRC, BCRC

5 Management of disclosed conflicts of interest
5.1 Enter decision on whether conflict of interest is permissible.
5.2 Enter stipulations, to include: (a) required disclosure in publications, presentations and proposals; (b) required disclosure in informed consents; (c) whether students may participate in project and, if so, who is responsible for monitoring their academic progress; (d) required times for update; (e) stipulation on intellectual property negotiations.
5.3 Create reminders to act on management plan, to discloser, Office of Compliance, Dean, VP or Research, or anyone designated to oversee management plan.
5.4 Record any instances of non-compliance and actions taken as a result of non-compliance.
5.5 Store and record documents that demonstrate compliance with disclosure requirements.
5.6 Require confirmation of acceptance of management plan from discloser and/or confirmation from unconflicted PI or third party monitor if necessary.

Primary Users: Office of Compliance, Deans, VP Research

6 Management of disclosed relationships with industry
6.1 Enter decision on whether relationship is permissible.
6.2 Enter stipulations, to include: (a) limitations on scope of activity; (b) limitations on compensation associated with activity; (c) disclosures to students, residents, and fellows of activity.
6.3 Create reminders to update disclosures at specified interval.
6.4 Record any instances of non-compliance and actions taken as a result of non-compliance.
6.5 Store and record documents that demonstrate compliance with disclosure requirements.

Primary Users: Clinical Department Chairs and Designees, Office of Compliance,

7 Management of disclosed conflicts covered by COI and Ethics policy
7.1 Enter decision on whether relationship is permissible.
7.2 Enter stipulations, to include: (a) disclosure of conflict to parties involved in a business transaction; (b) recusal from participating in certain negotiations, decisions, or transactions; (c) recusal from managing or supervising particular faculty members, staff or student employees, consultants, temporary agency employees, volunteers, or others engaged by the university; (d) recusal from managing or overseeing certain business transactions; (e) severance of outside relationships posing conflicts; (f) appropriate monitoring and oversight; and (f) obtaining approval required by the Faculty Handbook, staff employment policies, or other relevant university policies.
7.3 Create reminders to update disclosures at specified interval.
7.4 Record any instances of non-compliance and actions taken as a result of non-compliance.
7.5 Store and record documents that demonstrate compliance with disclosure requirements.
Primary Users: Deans or their Designees, Business Conflict of Interest Committee, Office of Compliance

8 Business intelligence on disclosure processing

8.1 Automatically generate performance statistics on a monthly basis providing number of disclosures made by type, time to reach decision, number of current disclosures being managed, status of managed disclosures.
8.2 Enable queries to extract disclosures of specified types or for specified individuals.
8.3 Enable queries to track compliance with required actions throughout the disclosure process and monitoring

Primary Users: VP Research, Office of Compliance, Deans

3.1.2 Interfaces
Interfaces to be defined, designed and developed within this project are listed below. Interfaces completion is dependent on other systems’ readiness, availability of key resource, and complexity of design.

<table>
<thead>
<tr>
<th>Interface Requirement</th>
<th>Source Module</th>
<th>Recipient Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify when proposal is submitted to designated sponsors requiring annual disclosure</td>
<td>Routing and proposal data management</td>
<td>diSClose</td>
</tr>
<tr>
<td>Notify when proposal indicates potential COI</td>
<td>Routing and proposal data management</td>
<td>diSClose</td>
</tr>
<tr>
<td>Completion of training requirement</td>
<td>Online training system</td>
<td>diSClose</td>
</tr>
<tr>
<td>Failure to comply with disclosure requirements or management plan</td>
<td>diSClose</td>
<td>Account Establishment</td>
</tr>
<tr>
<td>Failure to designate a potential COI that requires disclosure and review</td>
<td>diSClose</td>
<td>Account Establishment</td>
</tr>
<tr>
<td>Approval of COI and associated management plan</td>
<td>diSClose</td>
<td>Account Establishment</td>
</tr>
<tr>
<td>Listing of all active research projects</td>
<td>Account Establishment</td>
<td>diSClose</td>
</tr>
<tr>
<td>Notify when protocol indicates potential COI</td>
<td>Protocol submission and review (iStar)</td>
<td>diSClose</td>
</tr>
</tbody>
</table>

Interfacing system definitions and background.
Routing and Proposal Data Management: diSClose will be notified whenever a proposal is submitted to designated sponsors that require annual disclosures. diSClose will be notified whenever a proposal indicates a potential conflict of interest.

Online Training System: The university will create a system to train employees in conflict of interest processes and policies. This system will retain a list of employees that have
completed required training. This list must be provided to diSClose to determine employee qualifications for use of the system.

**Account Establishment:** The account establishment module will be notified when an identified conflict of interest associated with a sponsored project has been approved by the Vice President of Research. The account establishment module will be notified when it is determined that an investigator must disclose a potential conflict of interest but has not done so already and did not designate the COI at time of proposal submission. The approval letter and the required management plan will be provided to the Department of Contracts and Grants via the account establishment module. Account establishment will also be notified when an investigator has not complied with disclosure requirements or not complied with a designated management plan. Account establishment will periodically (weekly or monthly) provide a list of all actively funded research projects.

**Protocol Submission and Review (iStar for IRB and IACUC):** diSClose will be notified whenever a protocol is submitted that designates a potential conflict of interest. diSClose will notify the protocol submission and review modules when a decision is rendered related to an identified potential conflict of interest. The approval letter and the required management plan will be provided to the IRB and the IACUC via iStar.

**Health Research Association (HRA):** HRA will periodically (weekly or monthly) provide a list of all actively funded projects. diSClose will notify HRA when a decision is rendered related to an identified potential conflict of interest affecting an HRA project. The approval letter and the required management plan will be provided to HRA.

### 3.2 Out of Scope
4.0 Time Line

dISClose is required to be in place for August 24, 2012. At that time the system will be in production and full use by the user community to track disclosures, within the scope defined above. To accomplish this goal, the following milestones and deliverables need to be met.

4.1 Milestones

<table>
<thead>
<tr>
<th>Milestone Description</th>
<th>Deliverable</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements Finalized</td>
<td>Requirements Document</td>
<td>Feb 6, 2011</td>
</tr>
<tr>
<td>Design Completed</td>
<td>Forms, Business Rules, and Workflow</td>
<td>Feb 20, 2012</td>
</tr>
<tr>
<td>Project Plan and Charter Completed</td>
<td>Project Plan</td>
<td>Jan 31, 2012</td>
</tr>
<tr>
<td>Project Charter</td>
<td>Project Charter</td>
<td></td>
</tr>
<tr>
<td>Interface Designs Completed</td>
<td>Interface identified, documented, designed, and ready for development.</td>
<td>Feb 24, 2012</td>
</tr>
<tr>
<td>Development Completed</td>
<td>Forms, Business Rules, and Workflow Demonstrated in Click Commerce</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interfaces Built</td>
<td>May 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Department Acceptance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Process Documentation</td>
<td></td>
</tr>
<tr>
<td>Testing Completed</td>
<td>End User Acceptance</td>
<td>June 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Interfaces Tested</td>
<td></td>
</tr>
<tr>
<td>Support In Place</td>
<td>Support Trained</td>
<td>June 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Support Processes in Place</td>
<td></td>
</tr>
<tr>
<td>Training Completed</td>
<td>Training and Reference Material In Place, End Users Trained</td>
<td>May 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Support Process Shared</td>
<td></td>
</tr>
<tr>
<td>June Roll out</td>
<td>First Group of Users On Board</td>
<td>June 29, 2012</td>
</tr>
<tr>
<td>Milestone Description</td>
<td>Deliverable</td>
<td>Milestone</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td>Support Improvements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contingency Plans</td>
<td></td>
</tr>
<tr>
<td>July Roll out</td>
<td>Second Group of Users On Board</td>
<td>July 20, 2012</td>
</tr>
<tr>
<td>August Roll out</td>
<td>Final Group of Users On Board</td>
<td>August 10, 2012</td>
</tr>
<tr>
<td></td>
<td>USC Communication</td>
<td></td>
</tr>
<tr>
<td>Disclosures in diSClose</td>
<td>Completed diSClose</td>
<td>August 24, 2012</td>
</tr>
</tbody>
</table>

4.2 Quality Assurance

A Functional Committee review will be performed at the end of each milestone.
5.0 Assumptions & Risks

5.1 Assumptions
- Milestone dates must be achieved in order to complex the project on time and with a high degree of confidence.
- Vivantech does not have responsibility for the accuracy or completeness of Requirements or Design.
- Office of Compliance and VP of Research will make USC resources in other USC departments available as needed for the success of this project.
- Office of Compliance will coordinate all aspects of acquiring, managing and supporting Click Commerce.
- This project requires executive support to succeed.
- Work will be done on site and remotely.
- Access to key systems will be required.

5.2 Risks
- Interface requirements are not defined at time of charter development and may be more complex than the resources or time available to deliver them.
- Conflicting projects, processes and/or priorities of people involved.
- Changes in industry regulations.
- Excessive requirements.
- Lack of executive support.
6.0 Project Organization and Control

6.1 Project Organizational Structure
The following organization chart displays the team structure for the project.

- **Project Sponsor**
  - Randy Hall

- **Office of Research Administration**
  - Christine Lavoie

- **VivanTech Consultation**
  - Anil Khanna - PM
  - Lisa Ballout - BA/SA

- **Steering Committee**
  - Randy Hall
  - Jeri Muniz
  - Laura La Corte
  - Christine Lavoie
  - Tim Woodward

- **Advisory Council**

- **USC Project Manager**
  - Dan Shapiro

- **Business Analyst**
  - Benjamin Bell

- **System Manager**
  - Martin Koning-Bastian

- **End User Departments**
6.2 Resources, Roles, and Responsibilities

The proposed project organization is composed of multiple teams. It is expected that all team members will be identified by the steering committee and will be made available for the project. The percentage of availability will be outlined in detailed project plan.

This implementation requires a high degree of interaction and teamwork at many levels. To facilitate management of the project, the following structure is required:

- Strategic direction provided by the Project Steering Committee and Project Sponsors;
- Project Management provides day-to-day management direction for the entire implementation;
- Advisory Committee provides feedback and guidance on the appropriateness and content of deliverables. This group also provides insight to ensure acceptance by the end user community.
- Subject Matter Experts provide input on the requirements and policies of the university.
- Team Leads provide day-to-day tactical direction for the accomplishment of specific deliverables; and
- All members will provide feedback on the appropriateness of deliverables and assurance that the assessment is thorough and will meet the projects goals.

The proposed project team structure, roles, and responsibilities are described in the following sections.

6.2.1 Project Steering Committee

The Project Steering Committee is responsible for providing strategic direction for the project, and to sponsor and champion its success. The committee is chaired by the Project Sponsor(s). The following are the responsibilities of the Project Steering Committee throughout the life of the project:

- Overall project direction and guidance;
- Top management commitment through active participation in the project;
- Review and monitor project progress;
- Input on strategy, policies, and major issue resolution; and
- Approve project change requests.

The Project Steering Committee will meet on a bi-weekly basis to review project progress and address project issues.

6.2.2 Project Management

Project Management is responsible for the overall day-to-day management and direction of the implementation. Accordingly, their responsibilities are as follows:

- Responsible for project status and issue escalation to the Project Steering Committee;
- Successful delivery of the project including budget, timelines and scope;
- Overall project planning, direction and guidance;
- Resolution of project issues;
- Acquisition and monitoring of overall project resources and budgets;
- Review of strategies, methodologies and approaches for completion of deliverables by team members;
- Project leadership, team building, strategy consultation and advice in all aspects of the project;
- Review and sign-off of all major deliverables for the project; and
- Management of scope changes and change control processes.

The Project Manager will meet with the core team on a weekly basis to review project progress and address project issues.

### 6.2.3 Advisory Committee

This committee is comprised of senior representatives of the user community. The following are the responsibilities of the Advisory Committee throughout the life of the project:

- Overall solution direction and guidance;
- Make recommendations necessary to attain departmental support for implementation of the solution;
- Review of project deliverables and feedback; and
- Input on strategy, policies, and major issue resolution.

Advisory Committee will meet on a major milestone basis to review project progress and provide guidance.

### 6.2.4 Subject Matter Experts (SME)

SMEs are experts in the knowledge of key business areas/functions of the university. The following are the responsibilities SMEs throughout the life of the project:

- SMEs are responsible for input on the sequence and how tasks are to be performed;
- SMEs are responsible for input on the current policy and procedures as well as the rationale behind these policies and procedures;
- SMEs are responsible for the correct terminology; and
- SMEs are responsible for defining acceptable performance levels and how performance will be evaluated.

SMEs will be called upon on an as needed basis to provide input, review project deliverables and provide overall solution guidance.

### 6.2.5 Team Leads

The Team Leads will report directly to Project Management and will have the following responsibilities:

- Represent their departments needs for faculty contract management;
- Provide accurate, current and complete information exchange;
- Make themselves available for interviews and research;
- Assist in data gathering and opportunity analysis;
- Identify risks associated with change in the department;
- Assist in impact analysis and assessment on policy and procedure changes; and
- Appropriate and timely consultation with the core team.

The project teams will meet on an as directed basis to review project progress and address project issues.
6.3 Scope Change Process
Project Steering Committee will be responsible for reviewing and approving changes to the proposal.

Requests for changes to the scope of the proposal will be sent to the Project Steering Team utilizing the bi-weekly status report.

Requests need to be addressed by the Project Steering Team within 5 working days.

The scope change process is used to clearly define requests for project and work plan changes related to any task item. An issue may trigger the scope change control process if it causes an impact to the project's critical path (i.e. duration of the project); it requires a change to deliverable(s), i.e. content, cost; and/or it requires a change in project resourcing. The activities and responsibilities for the scope change process are outlined below:

6.4 Quality Assurance
To ensure quality for this engagement, reviews should be performed over key project deliverables by team members who are not involved in the day to day development of the individual deliverable. This is a key part of SME and the Advisory Committee.
# 7.0 Deliverables and Resourcing

## 7.1 Deliverables

The following illustrates the deliverables to be completed within the project. The objectives and organizations responsible for each of these deliverables are outlined in the following sections.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>USC Role</th>
<th>Vivantech Role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements Document</strong></td>
<td>Capability required by the university for disclosure compliance.</td>
<td>Create requirements definitions</td>
<td></td>
</tr>
<tr>
<td><strong>diSClose Design</strong></td>
<td>Forms and workflow to be built into Click Commerce</td>
<td>Create Forms, Rules and Workflow definitions.</td>
<td></td>
</tr>
<tr>
<td><strong>Project Charter</strong></td>
<td>Project scope, roles, responsibilities, deliverables and approval.</td>
<td>Approve and own charter.</td>
<td>Create project charter.</td>
</tr>
<tr>
<td><strong>Project Plan</strong></td>
<td>Detailed tasks and resources.</td>
<td>Approve and own project plan.</td>
<td>Create and manager project plan.</td>
</tr>
<tr>
<td><strong>diSClose</strong></td>
<td>Developed functionality in Click Commerce to meet the project charter.</td>
<td>Review and approve developed product in Click Commerce. Provide working environment.</td>
<td>Develop diSClose Design in Click Commerce.</td>
</tr>
<tr>
<td><strong>Interfaces</strong></td>
<td>Developed programs to communicate information between diSClose and other systems as defined in the charter.</td>
<td>Define and develop interfaces.</td>
<td>Provide input on design and development.</td>
</tr>
<tr>
<td><strong>End User and Departmental Acceptance</strong></td>
<td>Approval by departments of delivered functionality.</td>
<td>Support and sponsorship to enable acceptance by departments. Communication to USC on project purpose and activities.</td>
<td></td>
</tr>
<tr>
<td><strong>Training and Reference Material In Place, End Users Trained</strong></td>
<td>Materials to be used by the user community to be educated on and use diSClose.</td>
<td>Develop, distribute and provide education for end users.</td>
<td>Provide input on material content.</td>
</tr>
<tr>
<td><strong>System in Production</strong></td>
<td>diSClose operational at USC by the community defined in the charter.</td>
<td>Transition user community from current process to diSClose.</td>
<td>Assist in quality assurance, diSClose launch and post launch support.</td>
</tr>
</tbody>
</table>
7.2 Resourcing and End Users

The table below provides an estimate of the resources required from Vivantech to complete the assessment as outlined in this charter. The hours per week estimate has been calculated based on a 40 hour work week. Some weeks will be busier than others and estimates are intended to be weekly average estimates for planning purposes.

<table>
<thead>
<tr>
<th>Resource Requirements</th>
<th>Resource Type</th>
<th>Resource Name</th>
<th>Effort Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Management</strong></td>
<td>Project Director</td>
<td>Turgut Gerboga</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Project Manager</td>
<td>Anil Khanna</td>
<td>8</td>
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<tr>
<td><strong>Business Analysis</strong></td>
<td>Business/System Analyst</td>
<td>Lisa Ballout</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Documentation Specialist</td>
<td>TBD</td>
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</table>

USC also has access to 2 hours a week of assistance from Click Commerce for this project.
8.0 Project Charter Sign-off Sheet

This document contains the Project Charter for Company University. I am in agreement with the contents of this document.

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Randy Hall</td>
<td>USC University</td>
<td></td>
<td>2/1/12</td>
</tr>
<tr>
<td>Turgut Gerboga</td>
<td>Vivantech</td>
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DISTRIBUTION FOR INFORMATION ONLY
## 9.0 Appendix A

### USC PROJECT SCOPE CHANGE REQUEST FORM

<table>
<thead>
<tr>
<th>Request Date:</th>
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<tbody>
<tr>
<td>Team:</td>
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<tr>
<td>Requester:</td>
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<td>Priority:</td>
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<td>Complete After Production</td>
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<tr>
<td>Needed By:</td>
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<tr>
<td>Reason for Change:</td>
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<tr>
<td>Assessment</td>
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<td>VIVANTECH Estimate:</td>
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<tr>
<td>Hours to Complete: xxx to xxx</td>
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<tr>
<td>Cost: $xx,xxx to $xx,xxx plus taxes &amp; expenses</td>
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<tr>
<td>USC Estimate</td>
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<tr>
<td>Hours to Complete: XXX – XXX</td>
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<tr>
<td>Cost: $XXXX</td>
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<td>Completion Date:</td>
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<table>
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<tbody>
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<tr>
<td>VIVANTECH assigned to:</td>
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<tr>
<td>Approver:</td>
<td></td>
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<tr>
<td>Print Name:</td>
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<td>Signatures:</td>
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