

USC KC Project

Requirements Planning Matrix

Req. #	Requirement Name	Method Used to Satisfy Requirement	Legacy System to be Replaced (if applicable)	Completion Dates							Notes
				Specification Document	Design Validation	Prototype Demonstration	Beta Test	User Training	Release of Production Version	Close Out of Legacy System	
1.0	Pre-Award Proposal Creation/Processing										A. The schedule for closing out the pre-award legacy systems is contingent on decisions about how the roll-out / implementation of the new system will be done (e.g., in phases with pilot groups, all at once across campus, etc.)
1.1	Create/Modify Project Budgets	KC	PCR and PARIS	Out-of-the-box			6/1/13 to 8/30/13	9/1/2013	A		
1.2	Create/Modify Project Proposals	KC	PCR and PARIS	Out-of-the-box			6/1/13 to 8/30/13	9/1/2013	A		
1.3	Track Institutionally Limited/Internal Competitions	KC	Limited PARIS / Manually done, paper	Out-of-the-box / requires USC fit/gap approx. Oct '12			6/1/13 to 8/30/13	9/1/2013	A		
1.4	Route Proposals for Approval	KC	PARIS	Out-of-the-box			6/1/13 to 8/30/13	9/1/2013	A		
1.5	Quality Check Proposals Prior to Submission	KC	Manually done, paper	Out-of-the-box			6/1/13 to 8/30/13	9/1/2013	A		
1.6	System to System Submission	KC - grants.gov / others tbd	replace PDF process currently used	Out-of-the-box grants.gov / others tbd during fit/gap Oct '12			6/1/13 to 8/30/13	9/1/2013	A		
1.7	Track Negotiation of Terms and Conditions	KC	Manually done, paper	Out-of-the-box			6/1/13 to 8/30/13	9/1/2013	A		
2.0	Post Award										B. The schedule for closing out the post-award legacy systems is contingent on decisions about how the roll-out / implementation of the new system will be done (e.g., in phases with pilot groups, all at once across campus, etc.). Further, the schedule will be affected by the implementation plans and schedules of systems outside the KC project, such as KFS and compliance systems.
2.1	Account Establishment, Modification, Verification	KC, KFS, iStar		Out-of-the-box KC / Integration with USC KFS complete 5/30/12			7/1/12 to 9/30/12	9/30/2012	B		
2.2	Sub-award Processing/Monitoring	KC and KFS		out-of-the-box	fit/gap Apr '12	n/a	begin 7/1/12	7/1/12 to 9/30/12	9/30/2012	B	
2.3	Service Center Recharge	tbd, but has no impact on KC.	Is reliant on GL, AR, PURAP, SciQuest all in KFS	Decision re: Vanderbilt tool pending.	tbd	n/a	begin 7/1/12	if complete by post-award go-live, then 7/1/12 to 9/30/12	tbd	B	
2.4	Equipment Tracking and Reporting	CAMS in KFS, may use limited KC data	EQP: A part of existing financial system	no work in KC	tbd	n/a	begin 7/1/12	7/1/12 to 9/30/12	9/30/2012	B	
2.5	Intellectual Property Tracking and Reporting	interface provides data to Inteum system. Notifications must come from Inteum	n/a	no work in KC	tbd	n/a	begin 7/1/12	7/1/12 to 9/30/12	9/30/2012	B	
2.6	Effort Reporting and Certification	KFS element	n/a	will have date by mid-Feb '12	will have date by mid-Feb '12	n/a	begin 7/1/12	7/1/12 to 9/30/12	9/30/2012	B	
2.7	Post-award Administration and Accounting	KC and KFS	n/a	should have date by mid-Feb '12	should have date by mid-Feb '12	n/a	begin 7/1/12	7/1/12 to 9/30/12	9/30/2012	B	
2.8	Accounts Receivable and Billing	KFS element	n/a	should have date by mid-Feb '12	should have date by mid-Feb '12	n/a	begin 7/1/12	7/1/12 to 9/30/12	9/30/2012	B	

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3.0	Award Closeout											
3.1	Final Reporting to sponsors	KC, KFS, and CAMS reporting, also IRB and IACUC	paper and excel spreadsheets	Cannot address until we have resources identified and ramped to make decisions.	No resource for this endeavor.	May be prototyped fairly quickly once the Business Analyst has opportunity to begin work.	Hopefully begins 7/1/12, but we have no BI Business Analyst to work with the BI/reporting folks on KFS, Workday, etc.	7/1/12 to 9/30/12	9/30/2012	C		C. KC will be integrated into the larger reporting/BI project: 1. KC data will be available and used on reports internal to the KC system. 2. KC data will be made available to USC reporting tools via delivery of a data library. Dependent upon the reporting/BI implementation, the reporting tool will be able to draw on KC data for inclusion with data from other systems to create reports. 3. Financial (KFS) and other reports of interest to the research administration community can be requested by the KC team; however, the development of those reports is dependent on the teams who are responsible for the implementation of those other systems.
4.0	Regulatory and Compliance											
4.1	Creation, Routing, Submission, ... Protocols	istar and interface with KC	n/a	no later than 2/21/12	spec date + 2 weeks	to follow development of interfaces	tbd	tbd	tbd	n/a		D. All of the deliverables related to the development of interfaces with regulatory compliance systems are dependent on several factors: 1. Availability of analysts and developers for the compliance systems to do the interface work from the non-KC side 2. Decisions made about how and when to interface with these other systems
	Institutional Review Board	istar and interface with KC	n/a	iStar System will Remain in Use							n/a	
	Institutional Animal Care and Use	istar and interface with KC	n/a	Complete	Complete	Complete	1/1/2012-6/30/12	1/1/2012-6/30/2012	7/1/2012	n/a		
	Radiation Safety	istar and interface with KC	n/a	Awaiting decision from Research Admin Office	spec date + 2 weeks	to follow development of interfaces	3/31/2012	5/1/2012	6/1/2012	n/a		As decisions are made about how to interface KC and how to align the KC project schedule with the project schedules and resource availability for the compliance modules, detailed dates can be assessed.
	Chemical Safety	istar and interface with KC	n/a	Awaiting change in policies regarding chemical safety	tbd	tbd	tbd	tbd	tbd	n/a		
	Biological Safety	istar and interface with KC	n/a	Awaiting decision from Research Admin Office	spec date + 2 weeks	to follow development of interfaces	3/31/2012	5/1/2012	6/1/2012	n/a		
	Conflict of Interest	istar and interface with KC	n/a	Draft complete--to be updated after agreement on Smart Forms	spec date + 2 weeks	to follow development of interfaces	5/1/2012	6/1/2012	6/29/2012	n/a		
4.2	Tracking Controlled Materials, Safety Training	istar and interface with KC	n/a	tbd-by RA in coordination with KC project	spec date + 2 weeks	to follow development of interfaces	tbd	tbd	tbd	n/a		
5.0	Business Intelligence											
5.1	Auomatic and Customized Reports	Cognos	reporting shadow systems	est. user input deadline = 3/28/12	RA delivered approval of spec 4/15/2012	BI/Reporting team for USC not yet able to schedule this.	tbd by Cognos team	7/1/12 to 9/30/12	9/30/2012	n/a		
5.2	Tracking and Reporting on Performance of Research Administration	KC internal data picked up by Cognos for reporting/BI	n/a	4/1/2012 planned, but BA resource to own this is not yet hired.	Estimated, but resource to handle is missing 4/15/2012		6/15/2012	7/1/12	7/1/12 to 9/30/12	9/30/2012	n/a	