

**IT GOVERNANCE RECOMMENDATION FORM**  
*Administrative Technology Working Group*  
*2014/2015 Academic Year*  
*5/29/2015*

**Title: IT Code Freeze during the Semester Conversion (Q2S) Implementation**

**Recommendation:**

The Administrative Technology Working Group recommends that the University implement a code freeze during the Q2S (Quarter to Semester) conversion.

This code freeze is necessary to ensure the success of the IT and functional staff and resources in completing the Semester Conversion Project implementation in the mandated timeframe.. The code freeze will start on August 1, 2015 (or one month following the appointment of the PeopleSoft consultant) and end on July 31, 2017. Prior to the end of the code freeze, the Administrative Technology Working Group will consult with campus constituents to determine if there is a need for the freeze to be extended to a later date.

- 1) Modifications and custom enhancements to PeopleSoft objects, components, processes and reports;
- 2) Modifications and major enhancements to dashboards and data warehouse reports;
- 3) Integrations between PeopleSoft and third-party or other campus applications;
- 4) Development of new IT initiatives, including those not specifically related to PeopleSoft, that will involve IT and functional resources designated to the semester conversion project.

A process will be established to review requests for exceptions during the code freeze period. Exceptions may include:

PeopleSoft and Integration with PeopleSoft

- 1) Application of PeopleSoft updates and maintenance packs released by CMS (PeopleSoft managers approval);
- 2) Code changes to PeopleSoft that are necessary to support regulatory requirements (Administrative Technology Working Group approval).

Beyond PeopleSoft (Initiatives including dashboards and reports)

- 1) Application of necessary updates to keep existing applications up to date and operational;
- 2) Completion of initiatives approved by IT Governance, with adjustments to priorities and timelines as needed;
- 3) Consideration of critical new initiatives if they do not require IT and functional resources currently assigned to the semester conversion project and/or the initiative does not negatively impact the progress of the semester conversion project; and
- 4) Prioritization of new initiatives approved by the IT Governance, will be based on resource availability.

