FY 2019 Projects

* VPAA – Course Fee
  + July ’18 – September ‘18
  + Implementation – Enhancement
    - HTML
    - JavaScript
    - ASP/.NET
    - OnBase/E-Forms
  + Lessons Learned
* FS – Migrate Legacy Construction Doc to OnBase
  + July ’18 – September ‘18
  + Implementation – New Development
    - Sweep/Batch Scanning (OB)
    - Scan Queue (OB)
    - Auto-foldering
  + Lessons Learned
    - New application feature learned: Batch Scanning, Scan Queue, and Auto-foldering
    - Configuration issues with Student Workers
* FS – Blue Stake Request
  + August ‘18 – March ‘19
  + Implementation – New Development
    - Non-CAS form
    - Attachments
    - Multiple User Group Authorization
    - Business days timer
    - Holiday check
  + Lessons Learned
    - New features learned: Non-CAS and Attachments
    - Technique for business day timers
    - Technique for holiday check
* FS – Project Initiation
  + November ’18 – May ‘19
  + Implementation – New Development
    - Standard development
    - Attachments
  + Lesson Learned
    - Have testers all set and ready to test before having them test
    - Adapt to last minute modifications
* FA – Document Upload Form
  + December ’18 – March ‘19
  + Implementation – New Development
    - Attachments
  + Lesson Learned
    - Pay attention to CAB P due dates!
* VPAA – Academic Restructure
  + July 2018
  + (Goal 3)
    - Got in contact with key figures to clarify project scope and needed members
      * Let's go on a journey...  
          
        Back on July 2, Davis and I, started the initial conversation with Theresa. April Cook was able to get involved and setup an initial kickoff meeting for July 12th. However, due to some preference, April had to cancel the meeting and Amanda Stalker was asked to be the Project Manager. Amanda set up a kickoff meeting for July 19th. Unfortunately, key members were not able to make it to that meeting and was rescheduled for July 24th.  
          
        Prior to July 24th, I started to ask more questions to Theresa and Andrea. I was confused with naming of meetings and where this project was going or where it was suppose to start. After I claimed my confusion in email, Theresa responded, that their was a mix-up in project scope at the beginning. Rob thought that the Course Fee project should happen after Restructure had happen. Andrea and their team thought these kickoff meetings were for the Course Fee project.  
          
        It was made clear that the kickoff meeting for July 24th was going to focus on Course Fee. I asked about when they wanted to work on Academic Restructure, and Theresa responded that Academic Restructure project can be "ignored". Theresa explained that the current Academic Restructure will not effect current OnBase forms.  
          
        I explained the entire situation to Wes and asked for his input. He simply said that if Theresa said the project is "done" then the project can be marked for Pending Acceptance.
* FS – Grand Master Key Request
  + February ’19 – Present
  + Implementation – New Development
    - Attachments
  + Lesson Learned
* FS – Contractor Key Request
  + February ’19 – Present
  + Implementation – New Development
    - Non-CAS
    - Attachments
    - Document Composition
  + Lesson Learned
* ITS – Security Request for ArcGIS Online
  + May ’19 – Present
  + Implementation – New Development
* ITS - Key Audit Form
  + April ’19 – Present
  + Implementation – New Development
  + Lesson Learned

FY 2019 – Services

* ServiceNow
* Qualtrics
* WebTMA

SMART GOALS

* Yearly Goals
  1. Earn, at least 3 times, an average rating of 18 or better from clients/customers Feedback Survey.
  2. Earn, at least 1 or more, status of “Very Good” or “Exceptional” in one of the categories for “Behavioral For Success” for the fiscal year 2018-2019 Self-Appraisal.
  3. To improve punctuality quotas, I will be in the office before 8:00am.
* Quarter 1 Goals:
  1. Earn a shout out from Rob for myself and developer partner for our teamwork and effort to maintain effective and efficient communication.
     + Rob gave a Shout Out to Davis and myself during the September BPSM Monthly meeting for our effective communication.
  2. Update, at least 1, legacy e-form to reflect current overlay of OnBase Unity Forms.
     + For the VPAA - Course Fee project I updated the e-form to look like the current OnBase Unity forms.
* Quarter 2 Goals:
  1. Research and present findings or implement ways to improve OnBase Unity Forms’ User Interfac. For example, discover a new auto-populating field we can add to all Unity forms to aid in the use of Unity Forms.
     + I was not able to do independent research into ways to strictly improving OnBase Unity Forms. I did develop a way of clearing out Banner notifications without having to rely on Timers to clear them out. The process requires two fields to be on the form, but basically when the banner should be seen a future time/date is set in one of the fields. So that when the next user opens the form a check is made between Now (time/date) and the stored date. If Now is greater than the stored date then remove the banner. I have implemented this feature in two of my projects so far. I want to present this to Wes to see if this viable as a teachable development.
  2. Improve forming and maintaining working relationships with fellow developers by hosting a potluck.
     + At the time I wrote down this goal I didn't see any future social events listed. But as we continued into the quarter many social events popped up. While I attended as many as I could in efforts to maintain working relationships, I noticed that many of our full-time developers from our team just do not attend these events. I am not sure at this moment is there is a way to get other developers engaged in events. From my perspective I do feel more comfortable with the other developers and have no apprehension to approach them for questions about a past project they may have worked on. I am unsure if the feeling is mutual.
  3. Complete all assigned projects/tasks and have them migrated to PROD before the end of the quarter; with at least, one project/task with a post client/customer Feedback Survey result of 18 points or better.
     + So for this goal, I was not able to complete this at all. But I believe a fair reasoning is that during Quarter 2 there was no PROD to migrate to. During this time the OnBase upgrade to 18 happened for DEV and TEST. But PROD didn't happen till Quarter 3. So there was no way to complete this task as intended. I do have one project that is set as complete in this Quarter but this is because it was slated and completed from the last Quarter and only needed to be tested in PROD. Other than that there were two significant tasks I worked on for Facility Services but slow communication and last minute changes languished these task to the next Quarter. Also I found out that the Feedback Survey is never sent. I thought for some reason this was an existing automated process. I come to find out that it is a manual process that is administrated by either Wes or Rob. So I will need to review my future goals that mention Feedback Survey.
* Quarter 3 Goals:
  1. Research and present findings in the subject of OnBase and Accessibility. Attempt to update Unity Forms to provide for our Handicapable populations that use NAU OnBase Forms.
  2. To help our student workers succeed in their careers going forward, offer sessions to assistance in reviewing their Resumes, Cover Letters, and going over Interview Questions.
  3. Complete all assigned projects/tasks and have them migrated to PROD before the end of the quarter; with at least, one project/task with a post client/customer Feedback Survey result of 18 points or better.
* Quarter 4 Goals:
  1. Become certified as an official Unity Script developer for OnBase. Providing the team a secondary developer in Unity Scripts.
  2. Research and present findings or implement ways to improve BPSM’s User Interface for web applications or web forms. This is not limited to OnBase; the team maybe supporting a new software application by this time.
  3. Complete all assigned projects/tasks and have them migrated to PROD before the end of the quarter; with at least, one project/task with a post client/customer Feedback Survey result of 18 points or better.