**Project Change Control**

**Project Title:** WCMS Evaluation of Additional Options – Change Control Request #5  
**Prepared By:** Leslie Geary  
**Date:** 7/15/09

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<th>Type of Change:</th>
<th>Date Approval Needed:</th>
<th>Date Change Must Be Active:</th>
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| ☒ Scope         | Due to time constraints and prior conversations with Web Leadership, PM will assume approval unless otherwise indicated by Project Sponsors. | Change initiated: 7/8/09  
Change complete: 8/14/09 |
| ☐ Schedule      |                        |                             |
| ☐ Cost          |                        |                             |
| ☐ Other (describe): |                      |                             |

**Description of Change:**  
This change establishes a new Phase I end date and describes an additive process to evaluate alternate WCMS technologies.

**New Project End Date:**  
Change Control Request #4 established an open time line for Phase I without a scheduled end date. Completion of the vendor selection process and anticipated duration of the evaluation activities described in the current Change Control Request #5 allow establishment of a new timeline. The Phase I end date identified in Change Control Request #3 (prior to the open time line change) was 6/1/09. The selection process accounted for a six week slippage from this date. With the addition of the one month evaluation period described in the current Change Control Request #5, the new end date for Phase I is 8/14/09.

**Evaluation of Additional Options:**  
Due to current budget conditions, an additional evaluation of potential WCMS options will be conducted to provide leadership with information and a recommendation as to the best strategy going forward. A core evaluation team will conduct the evaluation based on data produced by sub-teams who have expertise with identified options. Included in the evaluation will be the following potential solutions (those marked with an asterisk are used in some capacity on-campus currently):

- RFP winner
- Drupal (open-source solution developed and supported in-house)*
- Plone (open-source solution developed and supported in-house)*
- iModules*
- MOSS (Microsoft Office Sharepoint Server)*
- Template system created originally by FITC*
- Sharing implementation with another campus

With the RFP process complete, no additional commercial options will be evaluated. Only those options listed above will be evaluated. The core team will limit the scope of the evaluation to include only that which is necessary to provide leadership with reasonable estimates of quality, resource requirements, and risk/benefit. The scope of this investigation does not include detailed analysis and implementation planning.

**Deliverables (Objectives) Effected:**

- Core Evaluation Team will issue a report for Web Leadership with
  - Description of top options including match with campus requirements, cost (license, implementation, on-going support), resource requirements estimate for implementation and on-going support, time to implement, risk/benefit analysis.
  - Recommendation for best fit solution to Web Leadership
- Web Program Manager and WCMS Project Manager will approve final report prior to submission to Web Leadership
- Web Leadership will evaluate the report and make a decision as to the solution to be implemented

**Anticipated Effect of Change:**

- Effect of the new project end date includes potential conflicts for Humanities Division as one of the initial migrations, additional delays for clients waiting for the WCMS to be active and heightened concerns for stakeholders across campus who have a vested interest in the success of the project.
- The options analysis will introduce a delay in the identification of the solution by four to six weeks. The WCMS May Status report estimated an announcement of a solution by 7/3/09, a milestone which is now extended now to 7/14/09. (Note that extension of the RFP evaluation period contributed to this six week slip as well.)
- The report will provide Web Leadership with information adequate to make a decision as to the solution to be implemented.
- The report will provide Web Leadership with a more informed estimate of resource requirements.
- If the change is not implemented, Web Leadership will be faced with making a decision without adequate information.
## Justification/Cause of Change:

- The state budget situation provides the motivation for exercising due financial diligence by evaluating the quality and cost effectiveness of alternate web content management solutions as compared to the solution selected during the RFP process. To this end, it is desirable to investigate options already implemented on campus as well as potential options available via a partnership with another UC campus.

## Cost of Change:

- Additional people resources needed include Leslie Geary (ITS, Project Manager), David Turner (ITS, Web Program Manager), Lisa Gardner (ITS, Application Architecture), Peter McMillan (ITS, BAS Divisional Liaison), Charles McIntyre (ITS, Web Lead), Rob Knight (University Relations, Web Developer; unconfirmed), Rebecca Huth (Financial Affairs, Web Site Manager), Emily Gregg (Literature Department, Web Author), Marion Bashista (ITS, Analyst)
- Various other staff will be asked to contribute relevant research and data associated the options in question. Examples might include local IT specialists familiar with Drupal, Plone, iModules, MOSS, or FITC and input from end-users.
- No additional funding request for this evaluation activity.

## Alternative Solutions:

- Implement the commercial application selected during the RFP process
- Implement a solution such as Drupal with the assumption that its current use is adequate to assure enterprise scale viability and adequate in-house resource capacity & technical expertise
- End the WCMS project without a selection and continue current ad hoc web publishing until the budget situation stabilizes.

## Notification Review: (Who needs to be notified?):

- Sponsors – Mark Cianca and Barry Shiller
- cc: Web Program Manager
- cc: Web Leadership Team
- Stakeholders via status report and web site update

## To Be Completed by Appropriate Manager

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<tbody>
<tr>
<td>Project Sponsor:</td>
<td>Project Manager: Leslie Geary, 7/15/09</td>
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<td>Program Manager: David Turner, 7/15/09</td>
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