



IT COMMITTEE UPDATE – MAY '15

We have made significant progress since our last report. The contracts with vendors for the new environment have been signed and fully executed. This was completed in early May. Work has begun with the vendor(s) and the office with the Analysis Phase. This involves working with office staff and gathering details on the current environment as well as business processes. This will continue until the end of May or early June. The committee is working closely with Sheila Summers, staff liaison to IT Committee and John McMahon.

We are also continuing work on system stabilization. We have been working specifically on the OEC Delinquency report which is proving to be more challenging than expected. Work is being performed in a development environment currently to test out the changes. We are cautiously optimistic that this will be resolved shortly and made available. Once completed, the focus will be on the list below to complete over the next 15-30 days.

We are watching the costs, to maximize Return on Investment (ROI) on these key areas, so the real focus can be put towards the new system.

Stabilization of current environment:

- Working with a technical resource and iMIS vendor we are focusing on stabilization of the existing environment. We are tracking issues, action items and prioritizing these. Current focus is on:
 - OEC Delinquency Roster
 - This report is the highest priority. Great work has been completed on this report. We are still cleaning data which is taking longer than expected and correcting bugs.
 - Reports
 - These reports will be targeted next to clean data & formatting.
 - Course Calendar
 - Course Registration
 - Your Instructor Roster & Renewal Form
 - Your Expiring Instructors Renewal Form
 - Your Instructor/Trainer Renewal Form
 - Your TREF Roster & Renewal Form

- Member Profiles
 - Additional review to add additional fields that are currently not being displayed.
- Access Permissions
 - Access Permissions will be reviewed and mapped out to NSP role. This is an important process so proper access will be available in the new system. Limited adjustments will be made on the existing system due to the complexity of the current code. A complete review will be completed to improve this area in the new system.

- **Moving Forward**

As mentioned we have initiated Analysis Phase of new system. This is involving office staff providing details to the vendor on current business process and operation of the system. One key decision that has been made is specific to the registration process. It has been determined that we will not re-write the registration system on the current system due to the potential disruption to members. This would be throw-away code and not adding significant value. The focus will be delivering this in the new system. Discussions took place with the committee, vendor and NSP staff representatives.

As we move forward, when appropriate the IT Committee will be reaching out to key members to assist with testing with the new environment. The committee will be working with Division Directors to gather the appropriate members as we move forward so stay tuned.

All members ---- Please help us help you on the following.

- White Screen Issue:
 - Please login go to the NSP website. If after logging in you do not see the following screen, please send your **name, NSP ID number, and email address** with a subject line of 'white screen' to this email address nspitcommittee@gmail.com so the issue can be corrected.



We will look to provide monthly updates to significant milestones on the stabilization so the membership can see that work and progress that is being made. The committee hopes this information has been helpful to you.

NSP IT Committee

- Chris Pringle - Chair
- Liz Dodge
- Bill Gibson
- Tom Sherry
- John McMahon