

Queen's Student Project Request

Title:

Microsoft Project to Time Tracking System Bridge

Originator/Project Supervisor: Peter Taylor

Timeframe:

To be completed by March 2008

Description:

The project involves creating a program that will extract project data from an MS project plan and import it into Empire Life's time tracking system. Preferably the program should be web-based, written in Java and secured via active directory so that only authorized Empire Life employees can use the tool.

As background, the MS Project system includes a project plan where staff assigned to projects log their actual time spent against the tasks in the project plan. Further, Empire's time tracking system is the official time reporting system and actual time must recorded in this system for accounting purposes. To avoid double entry a data bridge is required to transport time from the task logs in MS Project to the time logs in the time tracking system.

This project requires the transformation from the way the data is structured in MS Project to the way it is structured in the time tracking system. For example MS Project records detailed tasks, so tasks in MS Project need to be rolled-up to a summary level that matches the time tracking tasks before they are transferred.

As further background, Empire Life already has a Microsoft Access program called Project Review that can be used as a sample; it was written in Microsoft Access and has interfaces to MS Project and to Empire's time tracking system.

Requirements:

- 1. Define functional requirements i.e. define the reports that need to be generated and the data they require; create an html version of the user interface
- 2. Define the architecture of the solution and test the technical feasibility i.e. the Java tools, the method of connecting to MS Project data and connecting to the time tracking system, the mechanism for controlling security
- 3. Solution design and design review
- 4. Coded application
- 5. Tested application
- 6. Installed application complete with a support guide

Contact at Empire Life, Peter Taylor, peter.taylor@empire.ca



Queen's Student Project Request

Title:

Intranet Prototype

Originator/Project Supervisor: Dave Deplanche

Timeframe:

To be completed by March 2008

Description:

The project involves creating an Intranet using Empire Life's content management system (CMS) or using an open source content management system.

The Intranet shall present a general front page with bulletin board type information applicable to all staff. The Intranet shall have tabs for selecting pages specific to each division and for specific topics of employee interest. The site shall have a search capability.

The project includes setting up a back-end administration and workflow for the Intranet whereby authorized submitters can add content to the site without being knowledgeable web authors and where the content can be routed for approval before it is posted to the Intranet.

Requirements:

- 7. Define functional requirements i.e. define a story board for the Intranet; create an html version of the user interface
- 8. Define the architecture of the solution and test the technical feasibility i.e. use Empire's CMS or select an open source CMS; define the mechanism for controlling access security for the back-end functions
- 9. Solution design and design review with Empire staff
- 10. Code application
- 11. Test application
- 12. Install application

Contact at Empire Life, Peter Taylor, peter.taylor@empire.ca



Queens Project Request

<u>Title:</u> Automated Online Security Access Request Forms

Originator: Dave DePlanché, Manager IS Security Architecture

Timeframe: March 2008

<u>Description:</u> The current Security Access Request process at Empire Life uses an Outlook form in .pdf format that is completed, printed, signed by the authorizing authority, and forwarded to IS Security for processing using the internal mail system. This current process is inefficient due to the requirement of printing and signing the request forms, and the use of the internal mail system.

With the introduction of digital signatures available through the Secure Mail system, a more efficient process could leverage this capability and eliminate the need to print, sign and make use the internal mail system.

The current form contains links to the various pages within the .pdf file that need to be completed for each of the applications a user needs access to. An improved process would use an automated form that would only add (merge) in the pages required.

Requirements:

- 1. A form that can be filled out completely online;
- 2. Workflow logic to enable the completed form to be forwarded to secondary authorizing personnel for review and approval;
- 3. The ability to digitally sign the requests using Secure Mail (by signing an email with the completed form attached);
- 4. A process within IS Security for identifying and storing the requests for audit purposes;
- 5. Form logic that includes only those sections required for the user (to reduce the storage requirements);
- 6. Form logic that identifies the position of the required authorizing signature;
- 7. Form logic that prevents the forwarding of incomplete forms; and
- 8. A form design that is easy to use and understand.

Contact at Empire Life, Peter Taylor, peter.taylor@empire.ca