



MIS Quarterly Status Report

February 2019

Current Project Status

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- **Project: Automation of data Entry – Kent County to WSA**
 - 40% Complete – Determined required format for automation update.
 - Met with Kent County representative to discuss format change to the data they send WSA.
 - Meeting held between MIS & WSA to determine best process to convert data from its current format into one that can be loaded automatically.
 - Direction at this point is to write a script in-house to convert the data sent in by Kent County and avoid reliance on their ability to make changes.

- **Project: Develop Ability for WSA to Accept On-line CC Payments**
 - Project initiated. Meeting held between MIS & WSA to determine methodology to be used and technical obstacles to be addressed.

- **Project: Develop City-wide Personal Computer Inventory and Refresh Program**
 - 70% Complete – Inventory complete. Currently assigning “Usable Life Expectancy” category by departmental function. Last step will be to assign standard replacement cost and develop a cash flow projection drawn from the anticipated replacement needs.

- **Project: Migration of Data Bases to Virtual Environment**
 - 25% Complete – Estimated completion in approximately 9 months
 - Issue: Lack technical skill set to address the editing of large number of Data Base systems in use throughout the city.
 - Addressing: DB expertise is being sought as a new hire to an open position.

- **Project: Further Deployment of MUNIS Modules**
 - 15% Complete – ongoing continuous improvement
 - Readiness Assessment for MIS and Financial Module, which includes Purchasing, has been completed. Waiting on final Report from Tyler.
 - 3 Day on-site educational classes scheduled for February 2019.

- **Project: Review Wireless Network Access Availability at Remaining City Facilities**
 - On track to be completed by 3/31/2019.

➤ **Project: Implementation of a MIS Help Desk Ticketing System**

- 75% Complete – System selected and installed (existing software at no cost).
Currently configuring software to fit needs. Roll out anticipated for March 2019.

➤ **Project: Network Preparation of Buttonwood Facility**

- 80% Complete
- Fiber Network Connection to the building completed
- Install voice and data switches completed
- Individual network connections to desk top pending final seating diagram.

➤ **Project: Secondary Network Connection for City**

- No Change from prior report - 30% Complete – On Hold for further analysis