



TRAC - Technology Review and Adoption Committee Project Submission Form

Project Name: MCS Software

Date: 9/07/06

Business Owner: Nutrition Service

Author(s): Jenny Shanks

TRAC/Cabinet Sponsor: Chris Stutler

Project Manager(s): Ken Jones, Jenny Shanks

ITS Project Liaison:

Problem

Problem Description

- Automate the free and reduced application process
- Automate the free/reduced verification process

Cause

Cause Description

- District growth- processing more than 3,000 applications yearly
- District growth and state/USDA regulations

Treatment

Technical Details

- MCS will perform the install and configuration of the software. This process takes approximately 2 hours and requires that MCS has direct connect access to the servers.
- When scanning an application for free and reduced lunch, the MCS software determines if the students are valid recipients of free or reduced lunch or are denied.
- The software flags certain applications that will have to be verified to comply with state and USDA regulations.
- The software will produce notification letters to send to parents.
- The software transfers the status (whether a student is free or reduced) to the school that the student attends-
- Currently the schools use Café Terminal. The POS terminals are not networked so the data transfer from MCS to the schools would be done via CD or email. Future implementation of Café Enterprise (networked, enterprise database) POS software can be considered but not in the scope of this project.
- The MCS software requires a periodic update of student demographic data that can be set up as a scheduled job from infinite campus.
- Below is a listing of the various requirements for the application user desktop, SQL Server db server, and Application Scanning Station.

Client Machine	
Hardware	PC with Pentium Processor
Operating System	Microsoft Windows® 98/2000/XP
Processor	300 Mhz Pentium
Hard Disk Space	1 Gb
Memory (RAM)	128 Mb
Floppy Drive	One floppy disk drive, 3.5"
Monitor	19" SVGA or higher-resolution monitor
Networking	Network Access via LAN or Wireless LAN
Optional Devices	CD-ROM



Recommended Scanner provided by MCS
Fujitsu, Panasonic or Canon Brands

WinFSFR Application Scanning Station Machine		
	<i>Minimum</i>	<i>Recommended</i>
Operating System	Microsoft Windows® 2000	Microsoft Windows® 2000/XP
Processor	800 Mhz Pentium	2Ghz Pentium or higher
Hard Disk Space	500 Mb	5 Gb
Memory (RAM)	256 Mb	1 Gb
Network Storage for Images	60 K per Application	
Monitor	19" SVGA or higher-resolution monitor	
Networking	Network Access via LAN or Wireless LAN	
Optional Devices	CD-ROM, SCSI Card for Scanner Hookup, High-Speed Scanner	

Central Server <i>2 servers for districts larger than 75 schools</i>		
	<i>Minimum</i>	<i>Recommended</i>
Processor	2 Ghz Pentium or above	Dual Pentium III Processor or better
Operating System	Microsoft Windows® 2000 Server	Microsoft Windows® 2000 Server
Software	MSDE SP3	SQL Server 2000 w/SP3
Hard Drive Space	40 Gb	100 Gb
2nd Hard Drive	Not Required	With RAID5 Configuration
Memory (RAM)	512 Mb	2 Gb
Monitor	SVGA or higher-resolution monitor	
Networking	Network Access via LAN or Wireless LAN	
Optional Devices	Tape Backup Device, 56K Modem, CD-ROM	

Testing / Evaluation Plan

- Testing will involve the following process:
- Scan sampling of free and reduced lunch applications.
- Process applications thru MCS software.
- Validate the specified applications per regulations.
- Export free and reduced lunch data to file format for distribution to schools either thru CD or email.
- Import IC student extract data.
- Validate output of various reports run thru MCS software.

Implementation Plan

- Gather requirements October 2007
- Submit to TRAC for approval October 2007
- Purchase SQL Server database sever January 2007
- Begin testing and training (by MCS) March 2007
- Go live June 1 2007

Training / Staff Development Plan

- Software training is provided by MCS
- Train main and backup persons within the Nutrition services organization.

Result

Monitoring Plan

- Monitor through parent calls regarding errors and issues with assignments of free and reduced lunch.
- Validation and monitoring of data can be conducted through use of the reports provided by MCS software.

Maintenance and Support

- MCS provides 24 hour tech support, software upgrades, installation, setup and training- both on-site and online
- ITS to maintain servers for scanned documents and SQL Server database.

Project Cost and Funding

Account Code:

Cost Estimate

Funding Source
(Cap Reserve, General, Salary, etc...)

Project Cost - Software, Hardware, Services (Implementation)

\$11,755

Software already purchased by NS

Annual Support and Maintenance Costs (Ongoing costs)

\$1350

NS

Additional Full Time/Part Time Employee Requirements

0

NS: Time will be reduced

Project Milestone

Date Estimate

Project Start Date

12/2006

Milestone #1Be ready for Jenny to train March 07

March 07

Project End Date Go live

June 1, 07

SUPPORTING DOCUMENTS

Please attach any supporting documents that would further define this technology project including quotes, project plans, white papers, or other technical documents.

APPROVALS

Prepared By _____
Project Manager

Approved By _____
TRAC/Cabinet Sponsor

CIO