# Business Case

## CampusClarity Implementation

##### Version of TAC 216 Companion Guide: 2016

##### Date Prepared: January 17, 2017

##### Prepared by: PM name, pm.name@tamucc.edu , 361-xxx-xxxx

Approver Name Project Title

CIO First Name Last Name CIO

Sponsor First Name Last Name Title Project Sponsor

Sponsor First Name Last Name Title Project Sponsor

ISO First Name Last Name ISO

### Section 1. Project Overview

#### Business Need

Texas A&M – Corpus Christi is in need of an effective and efficient means for ensuring compliance to statutorily required Title IX information and education for students. This includes the development and maintenance of the training material, the retention of historical information and reporting functionality.

Current processes include Title IX related information provided to all incoming students during Orientation and follow on training for key Student Leaders and select Campus student groups. Reporting is manual and limited.

#### Business Goals/Objectives

| Business Case Reference ID\* | Business Goal /Objective | Description |
| --- | --- | --- |
| BC001 | Ensure conformity to the University’s Title IX Compliance plan for instructing and educating students about Title IX topics. | Implement CampusClarity to manage the development, maintenance and tracking of Title IX information and education. |
| BC002 | Provide for the evaluation of the success of the compliance plan. | Implement reporting capability so that compliance to Federal and State Title IX mandates can be tracked and evaluated. |
| BC003 | Provide for Title IX compliance investigation reporting. | Implement CampusClarity to provide for the retention and reporting of training fulfillment for investigation reporting. |
| BC004 | Provide efficiencies in Title IX compliance and reporting. | Leverage CampusClarity to replace current training and manual tracking of training attendance and completion. |
| BC005 | Address TAMUS audit recommendations | Use of CampusClarity will address the latest TAMUS audit recommendations for Title IX compliance. |
| BC006 | Provide a bridge to Banner to set Holds for students that have not completed required training. | Implement a process, business and technical, for the interface between CampusClarity and Banner to effect holds for students that have not completed required training. |

#### Recommendation

Two alternatives existed at the beginning of the search, Haven and CampusClarity. Since that time, Everfi, the company that owns Haven, has acquired CampusClarity. After reviewing both tools, the recommendation is to implement CampusClarity. The format, presentation, student participation in development and reporting capabilities seem to be better suited to fulfill our requirements.

#### Justification and Impact

Implementation of CampusClarity will position the University to meet or surpass statutory requirements through the replacement of current limited training and manual reporting with a more comprehensive, automated training, tracking and reporting for the entire student body. In addition, the existence of LawRoom to evaluate and apply of Federal and State regulatory requirements to CampusClarity training, as part of the contract, provides the means to ensure ongoing compliance.

Anticipated savings includes the anticipated savings of 2 – 3 FTEs that are currently providing information during follow on training for key Student Leaders and select Campus student groups. This does NOT include the costs incurred in the development, management, reporting or retention of related training activities. In addition, responding to investigations is difficult given the manual tracking of training activity and lack of automated reports.

#### Customer

There are two levels of Customers: The Texas A&M University-Corpus Christi Employee Development and Compliance Services department and the students. The former will be using the system to ensure compliance and provide information and education about specific topics. The latter will receive appropriate information and education for Title IX compliance.

#### Project Manager Involvement

[x]  Lead Project Manager (internal project manager taking overall responsibility for the project)
[ ]  Oversight Project Manager (project manager providing regulatory/best practices supervision)
[ ]  Consultant Project Manager (external project manager providing professional services, i.e., vendor)[ ]  Other (explain)

#### Projected Project Budget and Funding Source

| Estimated Amount | Funding Source |
| --- | --- |
| $20,000 | Funding split between * Equal Opportunity/Employee Relations Office and
* Student Engagement and Success
 |

#### Assumptions

* If students have sufficient knowledge and information about Title IX topics, specifically consent and incapacitation, we will see a reduction in:
	+ The number of complaints
	+ Exposure of the University’s liability.
* The use of CampusClarity for providing Title IX information and education for students will be key in meeting or surpassing Audit recommendations for our campus.
* Everfi will have sufficient Cybersecurity measures and coverage to meet our Security requirements.
* IT support staff will be available to work with the Functional users and the Vendor to complete implementation by the requested timeframe
* The initial Title IX training will be sent to all active Students for completion

#### Limitations/Constraints

* Requested implementation late summer 2017 or sooner, preferably before students arrive on campus for the Fall 2017 semester
* The funding source for this project will need to be defined
* A process needs to be put in place to identify the student populations for each course identified
* A process needs to be identified and approved by Banner Governance to place a registration hold for students that have not completed mandatory training
* The logic behind how to define the groups of students and corresponding courses to be taken will need to be defined
* The timing for when training must be completed will need to be defined *(Is this defined in the policies/regulations or should it be a certain amount of time prior to registration opening for the subsequent semester?)*

#### Risks

* If we are unable to automate setting holds for students that have not completed training within the required timeframe, a manual process will be need to be approved by the Banner Data Owner and put in place
* If IT staff is unable to work on this implementation, the implementation date may be delayed
* If Everfi is unable to satisfy all Security requirements, we might have to choose another product and/or Vendor
* If we are unable to implement prior to Fall 2017 semester, we will need to continue the current program until the implementation can be completed

### Section 2. Project Evaluation

#### Strategic Alignment

| Category | Criterion | Description | Select Check Box if Yes |
| --- | --- | --- | --- |
| Strategic Alignment | *System Alignment* | Project meets or supports a Texas A&M System strategic goal, initiative or directive**. If yes, indicate the goal, initiative or directive here: *TAMUS Audit Recommendations for Title IX training*** | [x]   |
|  | *Institution or Agency Alignment* | Project meets or supports an institution and/or agency goal. **If yes, indicate the goal, initiative or directive here: *Compliance plan to satisfy TAMUS*** ***Audit Recommendations***  | [x]   |
| Compliance | *Legislative*  | State/federal requirements; new legislation. **If yes, provide the mandate related to the project and the statutory citation here:**  | [x]   |
| *System Policy* | Texas A&M System requirements; new policy. **If yes, provide the mandate related to the project and the policy citation here:** | [x]   |
| *Member Rule or Procedure* | Institution/agency requirements; new rule or procedure. **If yes, provide the mandate related to the project and the rule or procedure citation here:** | [x]   |
| Risk Remediation | *Security* | Remediate security risk/issue. | [ ]   |
| *Audit* | Remediate audit findings. | [ ]   |
| *Technology* | Replacing aged technology | [ ]   |

#### Business Value

Implementation of CampusClarity at Texas A&M University-Corpus Christi would provide for the following:

* Replacement of the manual training and tracking with an automated system
* Implementation of automated tracking and reporting functionality
* Ability to have a system and process that surpass current Statutory and System requirements
* Mitigation of the Risk of noncompliance by leveraging a tool that is developed, maintained and updated by Legal experts in the area of Title IX compliance for Higher Education
* Improved ability to provide supporting documentation for investigations
* Consistent training for all students
* Ability to have students repeat the training without the need to schedule someone to provide the training
* Use of current technology that is specifically geared for students
* Cost to implement this solution, per student, is minimal

Not implementing this solution could result in a continued risk of noncompliance or under compliance and the need to sustain sufficient resources, to develop, manage and upgrade the manual processes just to be minimally compliant. Investigative efforts will continue to be cumbersome.

#### Business Priority

[x]  High

[ ]  Medium

[ ]  Low

#### Decision

[x]  Approved to proceed

[ ]  Deferred

[ ]  Rejected

*This project is approved. The use of current technology to replace a manual, labor-intensive process to ensure regulatory compliance adds value to multiple departments at the University.*