

Upgrade Project Status Checklist

Complete	Activity	Description	Considerations	Resource
Upgrade Planning and Readiness				
	Project Governance / Structure	Develop the overall governance structure, communication plans, project roles and responsibilities, and project delivery structure	<p>Project Plan / Upgrade Schedule should be developed with a communication cadence to keep all key resources on task.</p> <p>Decision Making progress and communication plan should be in place to ensure transparency and issue resolution.</p>	Steering Committee Project Manager IT team: DBA / Appl Admin; Integration Resource(s); & Identity & Access Mgmt Resource(s); Functional Resource(s)
	Skills Set Assessment	If B9 extensions are present, plan for the developers' skills to maintain the extensions. Skill's include: GIT, Java for Banner Admin, and Groovy / Grails / Angular for Banner 9 Self Service.	Ellucian offers complimentary self-paced courses via the Ellucian Hub and instructor led courses through the Ellucian Education Catalog .	IT Team
	Functional Test plan	Completed functional test plan to validate business processes end to end.	Ensure resources are available and allocated against the project timeline.	Project Manager / Functional Resources
	Technical Test plan	Completed technical test plan to validate business processes, integrations, and single sign-on – end to end.	Evaluate the required Banner upgrades and versions in support of Banner 9 to analyze any impact on integrated solutions, 3 rd party, or Ellucian. Samples include Housing System, Payment Card Services, Ellucian CRM Recruit/Advise/Advance, Ethos Platform integration, Luminis or Ellucian Portal, Ellucian Mobile, ODS, BDM, etc. Please note that Runner Technologies - Clean Address has a Banner 9 compatible version provided by Runner.	IT Team

	Single Sign-on	Identify the single sign-on strategy, and plan for any implementation activities	Banner 9 relies on single sign-on to provide a unifying experience. Ellucian has provided Ellucian Ethos Identity solution in case the institution does not have a single sign-on solution available.	Identity & Access Mgmt Resource(s), Security Team/CSO
	Go-Live date	Determine the production Go-Live and agree upon this date across the institution with all stake holders. Inform all constituents.	Confirm constituents know the regularly scheduled maintenance windows, identify for Go-Live date of Banner 9	Steering Committee
	Begin development of Run / Playbook	Develop the run/play book for the implementation for the various non-production and production instances, including a fully developed production roll out plan addressing environment backup, implementation, and configuration activities, as well as a rollback strategy in case of unplanned challenges to mitigate risk.	Confirm the target versions plan.	IT Team

	Hardware Assessment	Determine the hardware / virtualization requirements and create a plan for the infrastructure deployment of all components (Pre-reqs as well as the B9 pages) and plan for roll out of additional virtual machines as required.	<p>Banner INB forms server goes away in most cases*, while its hardware/virtual machine being vacated directly reusable for the Banner 9 Admin deployment. The Banner 9 pre-requisite components such as ESM, Ellucian Ethos Identity, Application Navigator, and GIT (if maintaining extensions in Banner 9) as well as the Banner 9 Service Applications do require additional Virtual Machines.</p> <p>(*) Note that there might be a need for an Oracle Forms and Reports server if Institutional custom developed, or 3rd party Oracle forms and reports are needed for daily operations.</p> <p>Ensure there is a GIT and Eclipse development infrastructure to hold the locally developed and/or Ellucian transformed modifications and ensure the institutional developers can maintain the code objects.</p>	IT Team
	Plan for modifications	Completed the evaluation of Oracle Forms modifications to Baseline Ellucian delivered objects, and net new institutional developed Oracle Forms. Plan a strategy for ongoing support, or sunset the modification.	This can include retaining the modifications by manually building extensions to the Banner 9 Admin pages, or Ellucian can transform them for you into extensions through a semi-automated process, or finally deciding to sunset the modifications altogether.	IT Team
Technical Pre-Requisites				
	Hardware / VM build out	Provision any additional machines as necessary per the developed hardware plan	Install Tomcat (or WebLogic) in advance to hold the Banner 9 supporting components and applications and register the application servers in the Ellucian Solution Manager's environment configuration.	IT Team

	Ellucian Solution Manager	Implement Ellucian Solution Manager and configure all Banner instances	A single ESM server can be utilized for both non-production and production. Save time by only configuring ESM for Banner maintenance, and skip the Environment Provisioning configuration steps, this can be configured later if desired.	IT Team
	Single Sign On	Implement Ethos Identity or Institution Single Sign on.	<p>Ethos Identity provides the single sign-on capabilities required for Banner 9. Alternatively, the institution can use existing infrastructure like ADFS, Shibboleth, or CAS.</p> <p>If there is currently no single sign-on solution, Ellucian strongly recommends implementing Ellucian Ethos Identity. Ethos Identity can be implemented in little time, while it is provided under your existing maintenance without additional fees or license cost.</p> <p>Only install the BEIS SSO Manager and complete the SSO configuration for the Banner 8 INB Forms if you have to retain Banner 8 modified / net new forms that cannot be transformed in time or are 3rd party provided.</p>	IT Team
Install Banner 9 & Socialize with Users				
	Validate the Run / Playbook	Validate the documentation of steps required to implement Banner 9 within the institution's environment. Include the plan for cloning down production to the non-production environment after the conclusion of Production go-live.	This validates the run/play book and is the foundation to create a playbook for the production deployment and roll out	IT Team

	Sandbox 1	Completion of a Banner Sandbox instance in support of Banner 9 Admin pages to be used as the instance for user socialization and validation of the IT upgrade run/play book. This instance can be used for any forms transformation activities including user acceptance testing.	Ellucian recommends implementing a fully functioning sandbox environment focused on delivering the Banner 9 Admin experience first, while in a second phase incorporating the self-service aspects of Banner 9. The purpose of the sandbox environment is to allow for business users to test their administrative processes and become familiar with the improved user interface and navigation.	IT Team
	Sandbox 2	Completion of a Banner Sandbox instance in support of Banner 9 Admin pages to be used as the instance for end-to-end validation including the integrations. Building out this instance is also a validation of the IT upgrade run/play book	This second non-production environment will validate the developed run/play book and allow for the Integration team to validate the various integration points, leading up to full test.	IT Team
	Ellucian Forms Transformation Test plans (if applicable)	If Ellucian is executing forms transformation, ensure the functional users have provided test plans for the items in scope.	Users should be aware of the timeline and engaged to test when the first delivery is made. Please note that test plans can also be provided as recorded demos, with an institutional power user demonstrating what the modifications in the form do. This is often quicker than writing out the various test scenarios.	Functional Users

Production Go-Live				
	Final Planning	Final validation of run / playbook and resource planning.	<p>Ensure IT has evaluated what can be installed in advance of the production go-live weekend to limit down time. Items can include Ellucian Solution Manager configuration, Ellucian Ethos Identity installation and configuration, Application server build outs, etc.</p> <p>Does the run/playbook include steps to mitigate risk, such as backup and restore processes of the Banner production environment? In addition are the right resources on standby and is a call down tree available during the scheduled down time? This includes network technicians, firewall administrators, and functional power users to validate the upgrade was successful.</p>	IT Team

Banner 9 Upgrade Milestones

The below overall timeline represents the progression of the tasks depicted in the above Project Readiness Checklist with the associated estimated timeframes.

22 – 30 week timeline

