

## DRAFT

### OBJECTIVES

Primary Objective - De Anza College uses the content management system (CMS) known as OU Campus by OmniUpdate (OU). Prior to the District-wide licensing, De Anza was using OU Campus via a Software-as-a-Service (SaaS) contract with OU, where OU hosted and maintained De Anza's OU Campus on their servers. De Anza uses OU Campus to manage two domains - omni.deanza.edu (site **Development\_OUC**) and www.deanza.edu (site **www**). At present the two domains omni.deanza.edu and www.deanza.edu are hosted on the same server at NTT America.

The primary objective is to migrate the staging environments of these two websites from OU's SaaS hosting to the District's Enterprise hosting of OU Campus.

Secondary Objective - ETS to integrate the District's identity management system with the District's OU Campus, allowing for user login with employee ID and password.

### MILESTONES / TIMELINE

It is expected that the following major goals will have elements that can overlap in time.

DAWT = De Anza Web Team

1. **Staging and Configuration (4 Weeks)**
  - a. [ETS, OU] OU SaaS and District Enterprise OU Campus versions to be upgraded to the same version (most likely 10.3.2).
  - b. [ETS] Create a new "Test" account in the existing district "skin" and create development site within "Test" account to test identity management. ETS to provide target production web server, domain, etc.
  - c. [ETS] Install tools provided by OU to aid in transferring user accounts and user and group permissions.
  - d. [ETS, DAWT] Create user accounts in development site, either by copying a subset of user accounts from De Anza's SaaS into the development site with OU's tools, or set up the accounts manually.

**2. Identity Management (4 Weeks)**

- a. [ETS] Develop identity management tools and procedures that integrate the user identification systems of Banner and OU Campus.
- b. [ETS, DAWT] Determine how to map existing OU Campus user accounts with FHDA employee information. The standard user name in De Anza's OU Campus is the "local part" of the employee's email address, which can provide a way to map OU Campus user accounts to the employee's CWID in Banner.
- c. [ETS] Use the development site to test and verify identity management tools.
- d. [ETS, DAWT] Resolve issue of user roles that do not map to a single FHDA employee, such as test accounts.
- e. [ETS] Document new Banner/OU Campus identity management.
- f. [DAWT] While ETS develops identity management, the De Anza Web Team will be examining the existing SaaS user accounts and online content towards deleting unused accounts and outdated or inactive content.

**3. Conversion of OU Campus Staging (5 Weeks)**

- a. [ETS, OU] Create a new permanent account in the district's Enterprise OU Campus for De Anza's two sites.
- b. [DAWT] Announce to users that they will not be able to edit for at least two days. Offer to make changes to production web pages if absolutely necessary. (Block logins?)
- c. [OU] Replication of all user accounts and groups from the SaaS staging into the new account.
- d. [OU] Replication of the two sites' staging content, permissions, and history from SaaS to Enterprise.
- e. [DAWT] Edit site SFTP settings and do test publishing to verify that the new sites can publish to the production websites.
- f. [DAWT] Test new Enterprise sites - login, editing, new pages, templates, etc. Do **NOT** publish.

## NOTES

### Staging And Configuration

(...)

### Identity Management

(...)

### Conversion of OU Campus Staging

OmniUpdate has estimated at least one working day to replicate the SaaS staging environment into the district's Enterprise OU Campus.