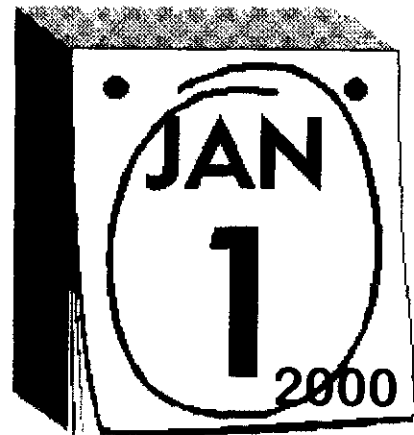
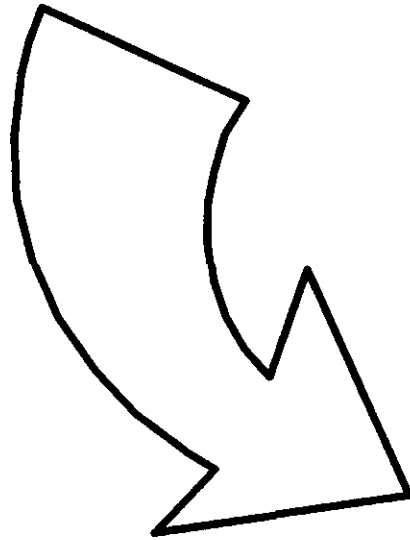


The University of Texas System

Preparing for the Year 2000





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An Overview of the Year 2000 (Y2K) Challenge

The Challenge Defined:

The Year 2000 Challenge (also called the Y2K Problem or the Millennium Bug) is really a set of issues all related to how computers have been programmed to store dates. The numbers used to represent years have been stored as two-digit (e.g. 98) rather than four-digit (e.g. 1998) numbers. These two-digit numbers cause problems when calculations are made on dates that span centuries.

An Example:

A computer has been programmed to calculate simple interest on student loans. If the loan is taken out in 1998 and is to be repaid in 2003, obviously the interest would be calculated over a period of 5 years. $2003 - 1998 = 5$

However, if the computer has years stored as only two digits, it will calculate as follows: $03 - 98 = -95$

Rather than calculating for 5 years the computer attempts to calculate for a negative 95 years, or in some situations it will drop the negative sign and calculate the interest for 95 years. In either case the results are not acceptable.

Why do we have this Problem?

In the early years of computing, computer memory was very expensive. Techniques were used to reduce the amount of memory needed to perform operations. Programmers dropped the first two digits on all years and made the assumption that those digits would be 19.

The assumption is no longer valid; however, the practice of storing only two digits was perpetuated because newly written programs had to be compatible with older programs. In the beginning it was very expensive to store the extra two digits, then it became very expensive to make the transition to four digits. Therefore, even though the cost of memory decreased substantially, the practice of using only 2 digits to store years continued.



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How large is the problem?

Very large! The problem is worldwide in scope and without historical precedent. Cost estimates to address it range from \$280 billion to \$600 billion worldwide. The preliminary estimate of cost to The University of Texas is approximately \$21,000,000. Higher education did not receive any special appropriations to address Year 2000 issues; therefore, Y2K costs are being absorbed by the various component institutions.

An aggravating factor is the fact that the deadline for fixing this problem is immovable. There are now less than 700 days to the year 2000, and while the problem is not complex, the methods used to address it are very labor intensive. The needed human resources are in short supply.

How will Year 2000 impact our nation?

Year 2000 issues impact many aspects of our lives. Any application, program, or electronic device, that contains arithmetic functions, calculations, or dependencies on dates will produce incorrect results if it has not been updated to properly process year 2000 dates. This includes accounting, insurance and financial systems etc. as well as electronic devices contained in mechanical equipment. The problem impacts utilities, factory floors, physical facilities, as well as medical and research equipment. Also, despite rumor, this problem is not isolated to mainframe computers – it impacts mainframes, mini-computers, personal computers, networks, and microchips.



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Some Real-Life Examples of Y2K Problems

Following are some real life examples in which the Y2K problem has been proven to exist, and in some cases it is having an impact well before the year 2000.

Credit Cards Malfunction:

The Virginian-Pilot published a story on May 1, 1997 on the credit card expiration date problem: "Credit cards offer a visible sign of the Year 2000 Problem." The cards are being rejected by point-of-sale terminals. Banks have stopped issuing 00 cards.

Ed Dixon of MasterCard International says that his firm has "recommended that, until the year 2000 issue is pretty much resolved, our member banks don't issue year 2000 cards."

Related Litigation - Thought to be the 1st Y2K Law Suit:

This DETROIT FREE PRESS story (Aug. 7) reports on a local vegetable store that is suing its software supplier. Credit cards with an expiration date of 2000 are not accepted by the point of sale terminals. Worse, the system sometimes crashes for several hours.

What is interesting is the response of the president of the software company. The problem is universal, he says, implying that his firm should not be singled out.

The judge warned against lawsuits. "Lawsuits are not going to be a solution if in the meantime you're going out of business."

Bookstore has Ordering Problems:

At a recent meeting of the University of Texas Information Management Technology Council, the following story was given:

It is common practice at the University of Texas Pan American bookstore to order books for delivery far in advance. Recently an attempt was made to place an order for deliver in the Year 2000.

The Bookstore's older IBM minicomputer could not process any date after the year 1999. Therefore, until the computer is replaced, the window in which books can be ordered shrinks daily.



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Electric Utility Shuts Down:

Y2K testing was conducted on a power plant in the United Kingdom. To test for Y2K compliance, the control system clock was set to just prior to midnight, Dec. 31, 1999. Twenty seconds past midnight, the unit shut down.

It turns out when the time moved past midnight from '99 to '00, a temperature sensor made a miscalculation and the fail safe mechanism shut down the generator. If this were an isolated incident, the industry would evolve through the year 2000 with little difficulty. However, the algorithms used in this control system are common throughout Europe and most systems are vulnerable to the problem. Loss of numerous generating units simultaneously in the United Kingdom could be devastating to the country.

Source: Electric Power Research Institute Proceedings from EPRI Embedded Systems Workshop. Proceedings dated 10/4/1997

Orphaned Databases to be Replaced:

It is important to understand that in some cases there are limited options as to how an organization chooses to address a Year 2000 problem. For example, over the past decade a number of departmental databases have been created at U. T. System Administration using a software product titled DataPerfect.

This product is not Y2K compliant for it does not have the ability to store four-digit years in date fields. There are many non-compliant software products, however, what makes DataPerfect somewhat unique is the fact that there is no vendor to rectify the software. DataPerfect was a companion product to the popular WordPerfect word processing package. However, ownership of WordPerfect has changed a number of times over the past few years, and along the way DataPerfect as a product was simply abandoned.

This leaves users, such as us, with no option but to migrate DataPerfect databases to another platform. The happy ending to this story is that U. T. System Administration established Microsoft Access as a standard database platform several years ago. All DataPerfect databases are being migrated to this new platform.



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How Y2K Impacts the University of Texas

Most anything one might read about the potential impact of the Year 2000 Problem applies to the University of Texas. With its nine academic and six medical components the University of Texas operates services similar to those found in large cities and corporations. These include such things as financial systems, police services, utilities, medical facilities, and research labs. Likewise the potential impacts of the Year 2000 to the University parallel those of corporations and cities. Below is a high-level overview of some areas of potential impact.

Administrative Systems:

University administrative systems are used to perform such activities as application processing, enrollments, financial aid, degree tracking, fee collection, and various accounting functions. All of these systems are highly dependent upon processing of dates. If these systems are not Year 2000 compliant, our vital computer systems may cease to operate, or may provide erroneous results.

Facilities and Equipment:

Across its campuses, the University of Texas operates hundreds of buildings. These buildings contain air conditioning systems, alarm systems, elevators etc. Many of these systems rely on what are called "embedded systems" - devices controlled by micro-processors. Some micro-processors contain time based functions that can malfunction when crossing to the year 2000. Some systems are critical because of their potential impact upon safety. These critical systems must be examined to ensure their proper operation as we cross into the year 2000.

Research Equipment and Software:

University faculty are involved in a wide array of research activities. Many researchers use equipment containing "embedded systems" which may be affected by date calculations. Also, in many cases the researcher relies heavily on computer analysis. Researchers must ensure that the tools they rely upon (equipment and software) will handle date calculations properly. Otherwise the validity of research could be impacted.

Legal Issues:

The University must address Year 2000 issues to ensure people are not harmed physically or financially. If we fail to use due diligence to address these problems there are potential liability issues.



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The University Response to Y2K Issues

The University of Texas was one of the earlier organizations to start addressing Year 2000 problems. Being proactive, many of the information systems implemented over the past few years were designed to be Y2K compliant. Preparations for remediation of other systems began in earnest in 1996.

There are a number of steps required to address the Year 2000 problem. These include: Create awareness, Inventory hardware and software, Prioritize problems, Devise a remediation plan for each priority item, Implement the plan, Test remediation results, and Place the remediated system into operation. U. T. component institutions are at various stages within this process.

The goal of U. T. System Administration is to ensure that the University of Texas moves into the new millenium in a manner that avoids anyone's being harmed and with no disruption to vital University operations. The following actions have been taken.

- In the fall of 1996, U. T. System Administration established one of the first web sites devoted to Year 2000 issues. Its purpose is to provide a central source of information sharing among U. T. component institutions. You may visit this site at: <http://www.utsystem.edu/oir-year2000/> The web site contains resources to assist with Year 2000 planning. It also contains links to other important Year 2000 web resources. Many of our component institutions have created Year 2000 web sites for sharing information across their campuses.
- All component institutions have appointed a Year 2000 coordinator to orchestrate activities on campus to ensure all vital functions are addressed.
- Component institutions have awareness campaigns underway to inform University personnel about the potential consequences of Year 2000 problems which are not addressed.
- A comprehensive, monthly reporting procedure has been established in which component institutions report progress towards completion of Year 2000 remediation efforts to U. T. System Administration. Component institutions reported informally in January of this year. The process was then formalized and standardized. The first of the standardized reports will be received on March 8, 1998. This reporting is in addition to the required quarterly reporting to the Texas State Department of Information Resources. The reporting instructions, a blank form and an example of a completed form are contained in the appendix of this document.
- University Year 2000 Coordinators will meet February 23, 1998, at U. T. System Administration to share experiences and problems and seek common solutions. Subsequent monthly meetings will occur either on location or via teleconference.



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Major Challenges to Y2K Success

The road to successful Y2K remediation is not without its obstacles. Following are the major concerns reported by component institutions in their January 1998 report to U. T. System Administration.

- Embedded systems within medical devices are of high concern, and there are few sources of information concerning these. We may need to pool resources to research these devices. This option will be discussed at the February 23, 1998 Year 2000 Coordinator meeting.
- Physical Plant personnel need to be informed about the risks associated with embedded systems within our physical plants and their important role the Year 2000 remediation effort. A Year 2000 presentation will be made at the next meeting of the Physical Plant Directors.
- Additional efforts are needed to inform faculty and researchers about potential risks to research projects and data. Awareness campaigns focusing on these populations are underway. Also, a Year 2000 presentation will be made at the next U. T. System Faculty Council meeting.
- There is a much concern about utilization of existing human resources. In short, resources are scarce and people are stretched thin. Information technology administrators are asking that changes to administrative information systems be reduce to a bare minimum for the coming year so that programmers can focus on remediation efforts.
- There is concern about keeping staff as salary offers continue to escalate in the private sector. This is a critical problem for some of our components.
- In some situations year 2000 remediation plans call for replacement of existing systems with new technologies. There is concern about implementing new technologies for critical administrative systems in short time frames with an absolutely unmovable deadline.
- Component institutions need to contact external organizations with which they interchange data or from whom we lease facilities to ensure compliance of those organizations and the data interfaces between our organizations. This is an activity that needs to be stressed to all components.



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Following are reported items from the January reports sent from components to U. T. System Administration. These reports were informal and non-structured. The reporting procedure has been changed to ensure that all institutions address vital Y2K issues and report in a standard format. The first reports using the new format are to be submitted on March 8, 1998.

U. T. Arlington

- U. T. Arlington uses U. T. Austin financial systems, which are being addressed by U. T. Austin
- Mainframe conversion plans for other systems are on track
- Library system is already Y2K compliant.
- No mention was made regarding embedded systems.

U. T. Austin

U. T. Austin is one of four University of Texas institutions cited by the Texas Department of Information Resources as exemplifying "Best Practices" for state institutions addressing the Y2K problem.

Administrative Computing

- Awareness: Executive officers are continuing to be updated on Y2K progress, and the Y2K Steering Committee has been formed and met twice. Administrative offices have appointed Y2K contacts, and academic and research units are now being asked to designate contacts. Y2K Classes are provided to administrative and technical staff. The Utilities department sent 2 people to a Y2K electrical power institute conference.
- Risk assessment and inventory of administrative of administrative applications was completed in April 1997.
- Y2K compliance problems have been found in some building infrastructure systems and parts of the dorm access system, and these problems are reparable through upgrades and patches.
- Student Records and Personnel Appointments systems have been upgraded for Y2K compliance. Office of Accounting is 75% completed, and Employee File will be changed in April 1998.
- Critical systems are being monitored, and when units are not responding to the Y2K problem, informative meetings are scheduled with the department heads.
- Most areas plan to be finished by Dec 1998, and most systems will begin having problems in Sep 1999. Several systems (ex Budget, Financial Aid) need to be ready by March 1999.
- Athletics has upgraded their operating system, the Erwin Center has upgraded UTTM Ticketmaster, University Press will have to upgrade the subscription/order handling



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package, and the Union is having to replace their NCR budget/payroll/accounting system.

- Testing: A "time machine" with a system date of year 2000 will be available in the Spring for testing remediated application code. Testing will be required. Currently under development are utilities for transferring source code and data between our regular environment and the time machine.

Academic Computing

- Working to have the Deans and Directors of business and research units identify persons to coordinate Y2K assessment and remediation of mission critical services and to report on Y2K status to the Executive Steering Committee.
- Working to have the Y2K Executive Steering Committee determine which organizations should complete DIR quarterly reports which will promote compliance with Y2K initiatives.

U. T. Brownsville

- Currently replacing their legacy system with a new information system (DATEL) which is Y2K compliant, with expected completion before Dec 31, 1999.
- Y2K web page is 90% complete and they have done an initial Y2K awareness presentation.
- They are concerned about embedded processors.

U. T. Dallas

- The ISIS student information system is being replaced with the SCT SIS + product which is Y2K compliant.
- The human resources system will be replaced with the Y2K compliant SCT HRS product.
- Made departments responsible for own hardware and software.

U. T. El Paso

- Human Resource and Financial systems will be fixed by U. T. Austin
- Student Records system to be replaced by March 1999
- Financial Aid system will be fixed by March 98
- Library system is going to a new version that is Y2K compliant. To be done by June 1998
- Development system is already Y2K compliant
- A campus awareness program is being coordinated by End-User Computing department
- Embedded systems are a concern yet to be addressed



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U. T. Pan American

- Have informed departments of Y2K problem and received reports from most departments.
- Large problem with SET software. Awaiting Y2K upgrade (expected in March), which must be tested before installed.
- New strategic committee has been formed.

U. T. Permian Basin

- The Y2K awareness campaign has been initiated, and budget heads have been notified of the need to obtain Y2K compliance language in new purchasing contracts.
- Financial systems are being converted by U. T. Austin.
- The student record system is being upgraded to Y2K compliance. The student financial aid system Y2K upgrades are going to be funded, but the corrections to the voice telecommunications system are being deferred to next capital budget cycle.
- The library automation system is Y2K compliant.

U. T. San Antonio

- The mainframe hardware and software have been updated and are Y2K compliant
- Mainframe coding to Y2K compliance should be completed by June 1998.
- Will be working with Physical Plant to identify equipment risks with embedded chips.
- Moving library system off of mainframe and on to a UNIX-based Y2K compliant system.
- Hiring full-time coordinator to oversee training and testing and coordinate bringing academic departments up to Y2K compliance.

U. T. Tyler

U. T. Tyler is one of four University of Texas institutions cited by the Texas Department of Information Resources as exemplifying "Best Practices" for state institutions addressing the Y2K problem.

- Have formed a Y2K committee to coordinate Y2K activities in schools and labs.
- Are replacing the mainframe and the Student Information System with Y2K compliant products.
- All PC hardware, telephone switch and its software have been tested and found to be Y2K compliant.
- They will begin testing PC software for Y2K compliance.
- Are determining if video components are Y2K compliant through testing or receiving letters from vendors.



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M. D. Anderson Cancer Research Center

- They have established a Y2K Steering Committee
- Have inventoried patient care systems and identified needed remediation
- Most administrative/financial applications are already Y2K compliant
- They are in process of surveying departmental systems (for 100 departments)
- Most non-compliant desktop computers are scheduled to cycle out prior to Year 2000
- They have identified over 20,000 pieces of non-computing equipment to be checked for date issues.

U. T. Health Center Tyler

- Initiated mainframe Y2K compliance project which includes replacing the current IBM ES9000 with HBOC's PARAGON System, but are concerned about the time line.
- All PC applications supported by their IS department are being analyzed for compliance.
- Each department has been informed that they are responsible for replacing their own hardware and software
- Concerned that departments are not making progress and are not sufficiently concerned about the problem.

U. T. Health Science Center San Antonio

- Have an active awareness campaign underway
- Departments have been given templates for performing Y2K inventories
- Concerned over onerous reporting requirements of the Department of Information Resources

U. T. Health Science Center at Houston

U. T. Health Science Center at Houston is one of four University of Texas institutions cited by the Texas Department of Information Resources as exemplifying "Best Practices" for state institutions addressing the Y2K problem.

- Hospital systems are already Y2K compliant
- Student systems are already Y2K complaint
- Financial systems will be completed by December 1998 (This effort will require all their resources for the coming year.)



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U. T. Medical Branch Galveston

U. T. Medical Branch Galveston is one of four University of Texas institutions cited by the Texas Department of Information Resources as exemplifying "Best Practices" for state institutions addressing the Y2K problem.

- The IS department has completed the analysis and inventory of all mainframe and vendor systems.
- Progress is being made on code remediation and vendor upgrades.
- IS is in the test phase on some systems.
- A test environment has been created.
- IS has met with upper management to give a status report
- They have suggested creation of a team to address embedded chips in medical equipment.

Southwestern Medical Center

- Have retrofitted their code and will be testing the administrative systems next week. Are awaiting Y2K vendor compliant upgrades in order to test other systems.
- The Y2K Steering Committee has been set up to represent the entire university.
- Inventory of embedded or non-IT systems has not been initiated.

U. T. System Administration

- Year 2000 Awareness campaign has been under way for over one year
- All departments have appointed a Year 2000 Coordinator
- All Year 2000 Coordinators have attended orientation and been given a template to assess and inventory Y2K related risks in their areas. Inventories are being returned this week and will be analyzed next week.
- The Office of Information Resources has issued software to all Y2K coordinators for checking the compliance of each PC and operating system. Compliance checking is currently underway.
- Office 97 is scheduled to be installed throughout System Administration by the end of 1998. This will bring our desktop software into compliance.
- U. T. Austin is remediating the mainframe financial systems.
- UTIMCO is remediating investment systems.
- Human Resource, Estates & Trusts, and Group Insurance mainframe systems are Y2K compliant



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Appendix

The University of Texas System has adopted a formal reporting system whereby component institutions will forward monthly progress reports to U. T. System Administration. These reports will be summarized and forwarded to executive management to ensure that steady progress is maintained towards the Y2K remediation goal. Following are three documents.

- 1 – Instructions for completing the monthly progress report
- 2 – A blank form of the type that will be used for reporting Y2K progress
- 3 – An example of a completed progress form

These documents are available for downloading from the U. T. System world wide web site at the following address: <http://www.utsystem.edu/oir-year2000/report.htm>

U. T. System Year 2000 Progress Report

YEAR 2000 PROGRESS REPORT INSTRUCTIONS

- Purpose:** It is the goal of The University of Texas System, that all component institutions cross the Year 2000 threshold without harm coming to any person and without there being any disruption of critical University functions. This report will be used to keep Executive Officers apprised of progress towards these goals.
- General Instructions:** The U. T. System Year 2000 Progress Report form is to be completed and submitted by the officially designated Year 2000 campus coordinator. This is the person that is on record at the Department of Information Resources as being the Year 2000 Coordinator for the campus. To ensure consistency of look, please use 10 point, non-bold, type and do not change the format of the form. Submit the completed form via e-mail to L.watkins@utsystem.edu on or before the 8th of each month. A consolidated report will go to the Chancellor the week following submission. Also, we (Y2K Coordinators) will discuss reported issues either by meeting or by videoconference.
- Before You Start:**
1. Print these instructions.
 2. Save a copy of the blank form that you downloaded. (or from the e-mail attachment you received.) onto your hard drive. To simplify reporting, it is suggested that you use the same report each month and just update those items that change.

- Specific Instructions for each Report Element -

- Institution:** Type the name of your U. T. Component institution
- Y2K Coordinator:** This is the name of the official Year 2000 coordinator for your campus as on record at the Department of Information Resources.
- Reporting Month:** Reports are due on the last day of the month, so this is the month that just ended.
- Y2K Coordinator e-mail address:** E-mail address of the official Year 2000 Coordinator.
- DIR Report Submission Date:** Indicate the most recent date on which you submitted the required DIR reports:
- Campus Y2K Leaders:** In the space provided, please identify those people who serve in important Y2K leadership roles on your campus. If a role does not apply, use NA. You can list multiple people in a given role. You may also add roles that are not listed.

U. T. System Year 2000 Progress Report

- Awareness:** Describe the state of campus awareness and commitment relating to Year 2000 issues on your campus focusing on areas of high risk to safety and operations.
- Major Activities:** Report significant Y2K activities (milestones etc.) that have occurred since your last report
- External Partners:** Identify critical data transfer interfaces with other organizations and describe how these are being addressed.
- Critical Systems:** In this table, list those systems, facilities, components, and areas that absolutely must be addressed on your campus to ensure safety and continued operations of the University. For consistency, use the following values for the various columns:
- Unique Number:** This is a number that you assign (use any numbering scheme you desire) to uniquely identify each Y2K item in the matrix. THE IMPORTANT THING IS TO USE THE SAME UNIQUE NUMBER FOR A GIVEN ITEM ON EVERY REPORT SUBMITTED. This will make it easier to review items across time. (Also, please try to keep the items in the same order on each report.)
- Flag:** Use * to show that something has changed in the report line from the last report.
Use ** to bring attention to something of high importance that is a source of concern.
- Critical System ...** The name of the system, facility, component, or area
- Compliant Status:** **Compliant** - means it is ready for Year 2000.
OK - means that the system may not be 100% compliant, but all critical functions in the system are Y2K ready.
Not - means it is not ready for Year 2000.
Unknown - means you do not know if it is Year 2000 compliant or not.
Probable - means that you have reason to believe (through vendor claim or other information) that the system or device is compliant, but you have not or cannot verify this through testing.
- Remediation Strategy:** **Fix** - means that programming code is being fixed by recoding.
Replace - means the system is being replaced with a compliant system.
Abandon - means that the function will be handled in a way that eliminates any need for the current system.

U. T. System Year 2000 Progress Report

- Current Project Phase:**
- Awareness** - We are raising peoples awareness of this as a problem area.
 - Inventory** - We are counting the number of components etc.
 - Assessment** - We are assessing the impact and requirements for remediation of this system.
 - Remediation** - We are in process of remediation (fixing or replacing) the system.
 - Testing** - We are testing our solution.
 - Implementation** - We are in the process of putting the solution in production.
 - Done** - We are through!
- Target Completion Date:** The date you expect to be Done.
- Success Confidence Factor:**
- 1 - Without significant intervention and change, we will not have this item completed on time.
 - 2 - We are highly concerned about whether or not we will meet our target date.
 - 3 - With continuous, uninterrupted work, we expect to meet our target date.
 - 4 - We are highly confident of meeting our target date.
- Comments:** Use this area to note any particular issues of concern, or to provide additional explanation. Attach additional pages if needed.

U. T. System Year 2000 Progress Report

NOTE: This form should be submitted by the individual that is on file at the Texas Department of Information Resources as the Year 2000 Coordinator for your institution. Please answer in the table areas provided; the table cells will expand as needed.

Institution:	Y2K Coordinator:
Reporting Month:	Y2K Coordinator e-mail address:
DIR Report Submission Date:	

CAMPUS Y2K LEADERS:

Role	Name(s)	e-mail address(es)
Chairperson of Year 2000 Steering Committee:		
Safety Officer:		
Facilities Contact:		
Other:		

Awareness: Please describe the level of awareness and commitment on your campus relating to Year 2000 issues:

Major Activities: Please summarize significant Y2K activities since last report:

External Partners: Please describe your plans for contacting and coordinating data interface changes with other organizations.

U. T. System Year 2000 Progress Report - EXAMPLE

NOTE: This form should be submitted by the individual that is on file at the Texas Department of Information Resources as the Year 2000 Coordinator for your institution. Please answer in the table areas provided; the table cells will expand as needed.

Institution: Example U. T. Component	Y2K Coordinator: Geogia Smith
Reporting Month: February 1998	Y2K Coordinator e-mail address: gsmith@utexample.edu
DIR Report Submission Date: 12/31/97	

CAMPUS Y2K LEADERS:

Role	Name(s)	e-mail address(es)
Chairperson of Year 2000 Steering Committee:	Renee Jone	rjones@utexample.edu
Safety Officer:	Bill Moses	mmoses@utexample.edu
Facilities Contact:	George Pilsman	gpilsman@utexample.edu
Other:		

Awareness: Please describe the level of awareness and commitment on your campus relating to Year 2000 issues: On our campus the Executive Officers are all very much aware of Y2K issues. Our central IS function is aware of and committed to resolving all mainframe and other critical centralized systems. Departmental Awareness varies by discipline. Our academic departments in the schools of Business and Engineering are very much aware and are taking needed corrective actions. In Liberal Arts, there is less commitment, but we have fewer systems in these areas that may cause harm to the University.

Major Activities: Please summarize significant Y2K activities since last report: Since our previous report our Executive Officers have established a Year 2000 Steering Committee. The Provost sent a memo to all researchers concerning Y2K. Also we have selected a vendor to replace our Event Scheduling System.

External Partners: Please describe your plans for contacting and coordinating data interface changes with other organizations. We send information to the Texas Higher Education Coordinating Board. Our programming staff is working with theirs to ensure that all interfaces will work properly. We have also advised all departments to contact their important business partners.

U. T. System Year 2000 Progress Report - EXAMPLE

CRITICAL SYSTEMS: In the table below, identify those systems/facilities which must be Y2K compliant to ensure safety and to ensure critical University operations are not interrupted. **ADD ROWS TO THE TABLE AS NEEDED**

Unique No.	Flag	Critical System, Facility, Component or Area	Compliant Status	Remediation Strategy	Current Project Phase	Target Completion Date	Success Confidence Factor (1-4)	Comments: (Be sure to identify any, roadblocks, concerns etc.) - attach additional sheets if necessary -
1	*	Student Financial Aid System	Not	Fix	Inventory	9/1/98	4	Since last report we have moved from the Awareness to the Inventory phase. Based on projected work load we should have no problem finishing by 9/1/98.
2		Student Records System	Compliant	Replace	Completed	9/1/97	4	
3	*	Payroll	Not	Fix	Coding	12/31/98	3	Began coding this month. We have 400+ programs to change and test. Should be able to finish on time assuming we have no major losses of vital staff.
4	**	General Accounting System	Not	Replace	Assessment	12/31/98	2	We have just learned that our General Accounting System will not work and our vendor is entering bankruptcy. We must find a new system!
5	*	Campus-wide Security System	Unknown		Inventory	9/1/98	2	Our entire campus relies on this system for locking and unlocking doors. If it fails, we may have people locked in or out of buildings. It relies on many electro-mechanical devices. The original vendor is no longer in business. We are therefore looking for a vendor who can evaluate the components and give us an assessment of Y2K readiness of this system.