

# Open CCRs

# CCR Report For

# NORS

As of: 11/1/2004

Updated Weekly

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title	Description		Recommended Action							
20040006	Davis, Jacky	MSFC	8/15/2004	Scheduled	8/24/2004	High	None	None		
The user defined fields in NORS needs to be converted to static fields.		The current infrastructure of NORS is utilizing dynamic user defined fields. In order to improve performance, and help in transitioning of data a conversion of user defined fields to static fields is necessary.				Provide the changes in NORS to accommodate the removal of dynamic user defined fields.				
20040005	Smith, Tina	MSFC	8/6/2004	New	8/6/2004	High	None	None		
Need a read only view into NORS Catalog table for Individual Development Plan (IDP) access.		The IDP application requires access to the NORS catalog for viewing purposes.				Create a read only view for IDP access. The technical point of contact for the IDP application is Holly Morgan @ 544-5914.				

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20040004	Cain, Jamie	MSFC	7/26/2004	New	7/26/2004	High	None	None		
<p>USER IS RECEIVING DATABASE ERROR ORA: 00913 TOO MANY VALUES WHEN SHE ATTEMPTS TO COMPLETE NORS FORM.</p>		<p>USER IS RECEIVING DATABASE ERROR ORA: 00913 TOO MANY VALUES WHEN SHE ATTEMPTS TO COMPLETE NORS FORM.</p>								
<hr/>										
20040003	Smith, Tina	MSFC	5/17/2004	New	5/17/2004	High	None	None		
<p>Revisions to NORS Form for offsite training requests</p>		<p>1) We need to capture information concerning a person who is handicapped or disabled and if any special assistance is needed. This is important especially for Agency courses where folks are sent to Wallops Island and other places for developmental assignments.</p> <p>2) It was also suggested by our data entry folks that their job would be made easier if the participant's phone number, job title, Social Security Number and Fax number were listed on the NORS online registration form. This information is often needed especially for academic studies.</p>								
							<p>1) Add a block on the NORS form to indicate if the applicant is handicapped or disabled and if special assistance is needed. (Reference hard copy of MSFC Form 59).</p> <p>2) Add fields on the form to capture this information.</p>			

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20040002	Layman, Dewey	MSFC	1/30/2004	Approved	1/30/2004	Medium	RC	Small		
Waitlisted Courses are not displayed on Home	Waitlisted Courses are not displayed on Home section of NORS. The REQUESTED and ENROLLED courses are, but there is not a location for viewing WAITLISTED courses.		Add another dropdown selction "WAITLIST" which when selected, will automatically redirect to the HOME page to view the list of waitlisted courses. Note: It will have the same functionality as selecting ENROLLED or REQUESTED from the dropdown with the exception of displaying the waitlisted courses instead.							
20040001	Shamp, Cheryl	KSC	1/13/2004	Approved	1/13/2004	High	RC	Small		
Organization Reviewer not able to view approved or denied requests.	The Organization Reviewers have no way of viewing the approved or denied training requests. This option is available to the supervisor through the Subordinate Approval History. This information needs to be made available to the Organization Reviewers.		Allow thr Organization Reviewers to view approved or denied training requests.							

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20030051	Hoover, Sean	GSFC	11/18/2003	Hold	11/18/2003	Medium	None	None		
Approval levels in NORS not working properly			If I select the approval level "Supervisor and Training office", within Astar, the Organization Review area in NORS also shows the course for approval. This should not appear in the Org reviewer area at all, since the course was set for approval from Supervisor and Training Office only.				Please correct bug.			
20030050	Davidson, Dana L	ARC	11/7/2003	Approved	12/9/2003	High	RC	Small		
Change title Supervisor/Org. Reviewer notes on approve/denial screens.			Supervisor/Org. reviewer need to be aware that employees will get a copy of their approval/denial notes.				On Supervisor and Org. Reviewer approval and denial screen, change Supervisor/Org. Reviewer notes to "Supervisor Notes to Employee" and "Org. Reviewer Notes to Employee"			

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20030043	Coons, Kimberly	JSC	8/8/2003	Approved	8/8/2003	Medium	RC	Medium		
Evaluation Form Archive	In the NORS system (or ASTAR) there doesn't appear to be a place for evals to be archived.			Suggestion is to format a location whether in Astar or NORS to save th evals in an Archive folder.						
20030042	Coons, Kimberly	JSC	8/8/2003	Approved	8/8/2003	High	RC	Small		
Evaluation Notification	In Astar/NORS, if any employee does not complete an evaluation the employee doesn't receive notification that they are delinquent in doing this.			Suggestion would be to have an email set to the employee within 2 week time period reminding them that they have evaluations to complete. If a more demanding approach is necessary then include a time constraint, like.. It has been 2 weeks since you took {Class} and an evaluation must be filled out and submitted with {alloted time}.						

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20030041	Coons, Kimberly	JSC	8/8/2003	Approved	8/8/2003	Emergency	RC	Small		
NORS- Email Data		In NORS, currently the emails do not contain start and end times.				Suggestion is to include in the notification emails and the waitlist emails, the name of the course, the dates and times of the course being approved.				

20030038	Coons, Kimberly	JSC	8/8/2003	Approved	8/8/2003	Medium	RC	None		
NORS- Course Schedule		In NORS on the Course Schedule page it only lists the dates for each class and not the times.				Suggestion is to show the times and dates for the class. I.E. Access 2000 Thu. Dec. 4, 2003 8:30 - 12:00 Thu. Dec. 5, 2003 1:30 - 4:30				

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20030035	Coons, Kimberly	JSC	8/7/2003	Approved	8/7/2003	Emergency	RC	Small		
NORS-Offsite training request			When an employee goes to the offsite training request and fills in the required information, they have no way to print it out and are not given further instructions.				Suggestion is to have a print page pop up with the message "Your request for enrollment has been successfully submitted." "This is only a request, approval notification will come from your Training & Development Organization upon receipt of this page and backup materials."			
20030034	Coons, Kimberly	JSC	8/7/2003	Approved	8/7/2003	Emergency	RC	Small		
NORS- Offsite Training Request			Currently as NORS has the offsite training, the screen pops up and the employee begins typing in the pertinent information. It doesn't give the employee all the details letting them know that this is just a request not a confirmation of enrollment.				Suggestion would be to add the verbiage some place close to the form for the employee to see that says: The offsite training request is open only to civil servants. And, by filling out the form below, you understand that this is only a request for training. An approval notification will come from your Training & Development Organization.  Then they fill out the information requested and hit the submit button to get another screen that states: Your request for enrollment has been successfully submitted.			

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20030033	Coons, Kimberly	JSC	8/7/2003	Approved	8/7/2003	Emergency	RC	None		
NORS- Offsite Training			When you go to NORS and see the options on the menu bar, the verbiage for offsite training currently states "Request New Course Offering". This is extremely misleading, it could possibly mean that you have a brand new, hot item for a course. We have to look at it from the customers viewpoint and how they would interpret it.				Suggestion is to change verbiage to state "Request Offsite Training".			
20030032	Coons, Kimberly	JSC	8/6/2003	Approved	8/6/2003	High	RC	Small		
Information missing			In the offsite screen the zip code is asterisked as being a mandatory field. This information does not pull over to Astar, along with the fax number. In the Astar side, there is also no contact field.				Weren't we going to have a link to individual center policies here? Isn't there a CCR for this? That could give each center a place to put contact information for offsite requests with all fields filled in.			

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20030027	Coons, Kimberly	JSC	8/6/2003	Approved	8/6/2003	Low	RC	Small		
Offsite Requests			When requesting an offsite course in NORS there is no fax field but one exists in Astar.				Add a vendor fax number field to the Offsite Request (Request New Course Offering) form.			
20030020	Coons, Kimberly	JSC	8/6/2003	Approved	8/6/2003	Low	RC	Small		
NORS home screen			On the enrolled/requested courses screen there isn't anything to tell folks that they must use the drop down menu to toggle for enrolled vs. requested.				There needs to be a line that states, "To view requested courses, click the drop down menu below."			

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20030014	Coons, Kimberly	JSC	8/6/2003	Approved	8/6/2003	None	RC	None		
Enrolling/Dropping			If you drop a class and then try to enroll in one at the same time - the system will not let you.			Suggestion: Is this a bug? If not, then I would think that if you've dropped a course, it should be removed so that it doesn't affect further requests.				

20030012	Coons, Kimberly	JSC	8/5/2003	Approved	9/4/2003	High	RC	Small		
Course ID			It isn't clear to a new user standpoint, that in order to see if a class is scheduled you have to click on course ID.			Suggestion: Put verbiage in that gives the instructions on how to see if courses are scheduled.				

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20030007	Garcia, Tobias	ARC	7/30/2003	Approved	7/30/2003	Low	RC	Small		
In NORS, in the Course Catalog page, add a note that explains the "Course ID" and "Course Title" fields.			Users wanting to search for particular courses, instead of a global search, may not know that these two field entries can be used to narrow the search considerably by using the criterias in the drop-down list together with a text-string entry in either the Course ID or Course Title fields. They also would not know if wildcards are allowed for the search.			Include explanatory text alongside or above the fields, detailing how they can be used, by the user, to narrow searches. Include information about wildcards, if they are allowed, or stating that they are not allowed, in the explanation.				
20020042	Cain, Jamie	MSFC	9/26/2002	Approved	9/26/2002	Medium	RC	Small		
Tracking numbers for offsite requests			After final approval (training office) generate a confirmation form to send to Learner. Fields and format to be determined.			Generate a confirmation form to send to Learner after final approval. Fields and format to be determined.				

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20020039	Gates, Sheryl	MSFC	7/30/2002	Approved	7/30/2002	High	RC	Small		
Pending Evaluation E-mail	The system should send an e-mail to any learner with a pending evaluation to complete. The e-mail should have a link to the evaluation in NORS.									
	Most likely, users will not login to NORS on a regular basis unless they want to register for training. In order for the training office to receive the evaluations in a timely matter (for course completions and training evaluation), the system needs to notify the learner that they have a pending evaluation they need to complete.									
20020033	Cain, Jamie	MSFC	9/6/2002	Approved	9/6/2002	Medium	RC	Small		
Allow learners to search by RGI Courses (Agency Courses) on the Course Catalog and Course Schedule screen.	Allow learners to search by RGI Courses (Agency Courses) on the Course Catalog and Course Schedule screen.		RGI courses- Add Agency courses button to Course Catalog and the Course Schedule screen							

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20020032	Cain, Jamie	MSFC	9/6/2002	Approved	9/6/2002	Medium	RC	Small		
Subordinate Approval History Report – Add search fields and sort feature.		Subordinate Approval History Report : Add the following search fields: course date, key word (vendor), course title. Add sort feature: sort by all fields displayed on the Subordinate Approval History Report.		Subordinate Approval History Report : Add the following search fields: course date, key word (vendor), course title. Add sort feature: sort by all fields displayed on the Subordinate Approval History Report.						
20020031	Cain, Jamie	MSFC	9/6/2002	Approved	9/6/2002	High	RC	Small		
Provide each Center with a standard format to assist in pulling in already existing training records from center-unique systems.		Provide each Center with a standard format to assist in pulling in already existing training records from center-unique systems.		Provide each Center with a standard format to assist in pulling in already existing training records from center-unique systems.						

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20020029	Cain, Jamie	MSFC	9/6/2002	Approved	9/6/2002	High	RC	Small		
Need print capability for evaluations.		Need print capability for evaluations. Format TBD				Provide learners the capability to print course evaluations. Format TBD.				

20020028	Cain, Jamie	MSFC	9/6/2002	Approved	9/6/2002	Medium	RC	Small		
On the Course Evaluation screen, display the name of the instructor(s).		On the Course Evaluation screen, display the name of the instructor(s). This field already exists in Admin Star.				Display the name of the instructor(s) on the Course Evaluation screen.				

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20020027	Cain, Jamie	MSFC	9/6/2002	Approved	9/6/2002	Low	RC	Medium		
<p>When creating evaluation questions, the system should automatically repeat a question as many times as necessary after it is identified as an instructor question.</p>		<p>When creating evaluation questions, the system should automatically repeat a question as many times as necessary after it is identified as an instructor question. For example, if there are 3 instructors/guest speakers identified in Admin Star, the system will automatically pull in 3 sets of duplicate questions, one set for each instructor.</p>				<p>When creating evaluation questions, automatically repeat the question as many times as necessary after it is identified as an instructor question. For example, if there are 3 instructors/guest speakers identified in Admin Star, the system will automatically pull in 3 sets of duplicate questions, one set for each instructor.</p>				
20020026	Cain, Jamie	MSFC	9/6/2002	Approved	9/6/2002	Medium	RC	Medium		
<p>Offsite training only - generate a unique tracking number for each course enrollment.</p>		<p>Offsite training only - generate a unique tracking number for each course enrollment. Display the number to the Learner. Give Learner the ability to print a "cover sheet" with this tracking number and the Learner's name on it. The cover sheet can then be attached to the background info submitted by the Learner.</p>				<p>Offsite training only - generate a unique tracking number for each course enrollment. Create a printable coversheet with the Learner's name and tracking number.</p>				

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20020025	Cain, Jamie	MSFC	9/6/2002	Approved	9/6/2002	Medium	RC	Small		
Need an edit check to ensure a Learner cannot request an off-site course for dates in the past.		Need an edit check to ensure a Learner cannot request a vendor course for dates in the past. A message should be displayed telling the Learner this if he tries to request a course for dates in the past. .				Create an edit check to ensure a Learner cannot request a vendor course for dates in the past. Display a message telling the Learner this if he tries to request a course for dates in the past.				
20020024	Cain, Jamie	MSFC	9/6/2002	Approved	9/6/2002	Medium	RC	Small		
Display background material message when learner is requesting off-site course.		Learner must provide background material (registration form, announcements, etc) when requesting new course offering (off-site request). Generic note should be displayed on screen stating this (maybe a popup window) when "submit" is clicked. The message should tell the learner that the course will not be approved until the background information is received.				Display a generic message to the learner, stating that he/she must provide background material (registration form, announcements, etc) before the course can be approved.				

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20020021	Cain, Jamie	MSFC	9/5/2002	Approved	9/5/2002	Medium	RC	Small		
Allow learner to search by competencies		In the course catalog, need to add a search function for courses that meet specific competencies. For example, a search on the competency key word "management" would return a display of all active courses that would satisfy this competency.		Add a keyword field that allow learners to search by competencies. For example, a search on the competency key word "management" would return a display of all active courses that would satisfy this competency.						
20020020	Cain, Jamie	MSFC	9/5/2002	Approved	9/5/2002	Medium	RC	Small		
On the Request Enrollment screen, a learner must justify enrolling for a course by selecting the competencies the course satisfies		On the Request Enrollment screen, a learner must justify requesting a course by selecting the competencies the course satisfies. Not to exceed five competencies. Supervisor should be able to change the competencies when it gets to the approval level.		When requesting Enrollment, force the learner to justify enrolling for a course by selecting the competencies the course satisfies. Do not allow the learner to select more than five competencies. Allow the supervisor to edit the competencies when the request reaches the approval level.						

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20020019	Cain, Jamie	MSFC	9/2/2002	Approved	9/2/2002	Medium	RC	Small		
Displaying all competencies in NORS.		All Competencies are to be displayed in NORS and can be selected at the course level from a list when the course description is entered.				Display all competencies in NORS and allow the competencies to be selected at course level from a list when the course description is entered.				

20020016	Cain, Jamie	MSFC	9/5/2002	Approved	9/5/2002	Medium	RC	Small		
Course Catalog Detail-Display hyperlink to view entire course description.		In the course description, add a field for a hyperlink at the session level. This would have to be added to Admin Star.				Create a hyperlink on the Course Catalog Detail screen which allows learners to view the entire course description.				

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20020012	Cain, Jamie	MSFC	9/5/2002	Approved	9/5/2002	Medium	RC	Small		
Notification needs to be sent to the Learner (cc to the Supervisor and the T.O.) when evaluations are not completed .		Notification needs to be sent to the Learner (cc to the Supervisor and the T.O.) when evaluations are not completed after 14 days of sending. This notification will happen only once.		Send notification only once to Learner (cc to the Supervisor and the T.O.) when evaluations are not completed after 14 days of sending.						
20020011	Cain, Jamie	MSFC	9/5/2002	Approved	9/5/2002	Medium	RC	Small		
Course Catalog – Need the ability to search by location of the course		Course Catalog- Need the ability to search by location of course to be taken and/or by date.		Provide the ability to search by location of course to be taken and/or by date on the Course Catalog Screen.						

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20020007	Cain, Jamie	MSFC	9/5/2002	Approved	9/5/2002	None	RC	Small		
Displaying site specific registration policies in NORS.		Currently NORS does not display the Centers registration policies. NORS should display the Center's registration policy based on the assigned Center of the learner.				Add a text entry field to display site specific registration policies (controlled by Center), or provide a field to enter a hyperlink for each center (for example, "JSC Policy").				