ERP CORE IMPLEMENTATION TEAM
Date: October 12, 2007
Location: Sparks Hall 3rd Floor Conference Room
Submitted by: Josh Jacobs

Members Present:

Jackie Dudley
Phyllis Baurer   Anita Poynor
Joyce Gordon   Josh Jacobs
Tracy Roberts
Linda Miller

Members Absent:
Jim Baurer
Linda Myhill
Teri Ray

10-12-07
CORE TEAM MEETING

1. Review of the PDD Document - PDD version 4.0

Pg4
- "no stop" language questioned vs. "one-stop"
- There should be a lead in paragraph that is more broad stroke, picture of the process, benefits and need

Pg6
- Mission/objectives
  - How do we measure them?
  - Possibly reorder the Exec Summary/Mission/Objectives
- Benefits
  - Win/Mac compatible language changed/reworded
  - Access and reporting added
  - Possibly inserting the Executive Summary into the Benefits section
- History
  - ECSI conversation listed
  - Identification of conversions and 3rd parties
  - SEVIS change listed
  - Additional 3rd party/Homegrown systems added from Tracy
  - Blackboard needs listed
  - RacerNet and Luminis interaction identified

Pg10
- Related Documents
  - Hardware lists
  - Trip reports
  - CBTs
  - Etc.

Pg11
- Project scope
  - Payment gateway
  - SEVIS update
  - DARS name change
  - Each person is to send 3rd party changes

Pg12
- 2.2 – Anita will work up Best Practices

- 3.0 – Student Admissions live? Luminis Live?
  - Insert visual timeline of GO Live dates

Pg13
- budget – add backfill process and accounting into the narrative

pg14
- Assumptions
  - Halt on new system/program requests, unless approved by the Core Team/Steering Team
  - Vanilla implantation of Banner

Pg15
- Dependencies
  - Notes on unique identifier that is eliminating the SSN
  - Include general university processes
- 5.2.3
  - Expand SunGard to include "resources and consultants"
  - Add reference to "8.2"

Pg16
- Risks
  - Include cost over run
  - Add in contingencies (all members to make suggestions to Jackie and Phyllis
  - Eliminate "Issue Control #" column and the "Weight" column
- Conflict Resolutions need to be added in?
  - Add a line to the Core Team description (pg20) and clarify the manager conflict resolution line
- Core responsibilities should include review of additional systems and the requests for 3rd party vendors
- Add Terry, Linda, Josh to Core
- Add Linda and Josh to Portal team
- It needs to be clear that the Core should be responsible for the monitoring of progress and success
- Add Communication, Predictions, Accommodations, and Acceptance of Close-outs as the responsibility of the Core

Pg 21
- Add Student Reps to the Student and Luminis teams (not names)

Pg22
- Move the functional team description to the top of that sections

Pg23
- Add paragraph about Luminis responsibilities
- Edit 9.1 to have continual review of documents and delivery

Pg24
- Implementation section to be developed including points to be assessed/completed/addressed and then it should be linked to the close-out process
- Possibly highlight Quality Assurance and limit breakdowns of the section "9"
- (Import section from SIU for the Implementation)

Pg25
- change management should further define the org chart change process to be "related to the project"

Pg26
- 1.5 take place of 9.6

Pg27
- 9.8 Possibly under close-out sections? Who is responsible?
- 9.9 Josh will draft section to insert
- 9.10 delete
- 9.12 "manage" conflicts not "resolve"
- System requirements should be listed in a separate document

Pg32
- Duplicate scenarios under the Project successes

2. Other Business:

- Approved the backfill position put forward by $17,500 Jackie and Finance

- Adjourned meeting