

ERP CORE IMPLEMENTATION TEAM

Date: November 2, 2008

Location: Sparks Hall 3rd Floor Conference Room

Submitted by: Tina Flener

Members Present:

David Blackburn

Brantly Travis

Stacy Bell

Josh Jacobs

Tracy Roberts

Linda Miller

Members Absent:

Linda Myhill

Anita Poynor

Jackie Dudley

Visitor:

0

Discussion on cloning PROD to TEST: Brantly Travis started the discussion by stating that the cloning came about because of the HR training that is going to occur and to also get all of the approval que's for timesheets and all the general person records copied over. Brantly explained the problem with that is it will cause problems with everyone else because there are so many things going on in Test. Brantly said that if you clone Production over to Test you will lose Darwin and Workflow will have to be exported out. By this time Cognos will be installed.

Tracy stated concern on losing Mock scheduling, and fake academic history that will be used for Mock that is in Test. Brantly requested a list of possible issues from Tracy's side so he can get with IT on them. Tracy responded that if the whole thing is cloned then she doesn't believe there would be a problem except for the permissions from all the people that will be involved in Mock. Tracy stated that next week Lynn is coming in to do the set up for Mock; she did quite a bit of it last week. Brantly informed her that if she does the setup in Test and we don't clone until 3-4 days before we start the Mock then we should be okay on that point. Brantly informed the team that Ken Whitelaw is coming in the first week of December for PhysApp training.

Linda stated she was thinking of doing a spreadsheet to identify and keep track of when things need to be done and the order they need to be done in. Brantly said that once all the pieces are in place, cloning should be a simple task. Brantly explained that we have another option and that is to copy all the Payroll data which is something Sara didn't talk about when she was here. She's here half the day today so we can check with her to see if that's feasible; she's very adamant about cloning. Brantly stated that patching wouldn't be an option because Test is one month ahead of Production; in summary just to clone it might take 2-3 days.

Distribution of M number update: Brantly informed the team that all employees have an e-mail that was created for them and they need to be notified of this. Brantly stated that the issue is how the M number; which is replacing the Social Security # in Banner, will be distributed.

There was much discussion on how to distribute this number in a secure way. In the end it was decided that the best way would be to e-mail it and do a Web App both.

Creation of e-mail addresses for Students: After a long discussion, the team made a tentative decision on when a person is admitted they get an e-mail address; if they end up not going to school here or are inactive in their e-mail account for 6 months, then it is cancelled. It was stated that more discussion will be needed.

Workflow review: Brantly stated that the training went well. Brantly and Jackie spoke with Ackerman and expressed concerns on spending too much time on workflows. There was also discussion on not having the time for workflow training right now.

Student team update: Stacy informed the team that the Student team is going fine in regards to Admission. Stacy explained that there are lots of Web Apps still coming in, they had gotten a script from Austin Peay and had Shawn look at it. Brantly replied that it did not look user friendly so there will need to be modification to it.

Finance update: Brantly stated that last Friday the month of September is closed. Jackie was absent so there was no further updating.

HR update: David said that Accounting had some training at the early part of last week on payroll and HR had training with them the first part of the week. David stated that their consultant; Goodman, was very opposed to auditorium training and there is concern on how they are going to do a “hand’s on” training in a lab situation. Linda informed the team that after the meeting she would check on the Help Desk proposal to make sure it’s forwarded on so we can have the approval to hire the staff needed for the support.

After some discussion it was suggested that having a center similar to the Go Live center where people can go and get individual attention might be the best solution. Tina informed everyone that she does the scheduling for the training and she did not see a way to have that many labs open. In the end the core team decided that the training would need to be revisited.

Luminis update:

- **Testing update:** Tracy updated the team on the approval ques. The approval notification is showing up on some of the approvers in the list but not for all of them. Tracy has screenshots showing that the approval has gone to the next approver but it is not notifying them and Tracy is unable to determine why this is happening. Brantly stated that they will need to find out what triggers the notification in INB to make sure it’s set up properly. Tracy suggested that a way to possibly find a solution is to have a computer lab where each approver in a approval chain is logged into a computer (the user does not need to be present necessarily) and go through the approval que process and have IT on hand to monitor what happens and try to trace problems as they occur.
- **Login process:** Linda said there will need to be a testing plan set up for this, it has been written though she has not seen it yet. Brantly stated that adding the M# to that needed to be looked into.

- **Production status:** Linda said that Carlos was saying good things about this. Brantly added that based on what Carlos has said Luminis should be ready to go in 2 weeks.

Communications update: Josh informed the team that he spoke to Jackie via e-mail and he has a blurb that needs to go in Roundabout which is a quick positive update. They will have something every week or every other week, even if it is something small. Linda asked if Josh had a good way for notifying people about their e-mail account. Josh suggested putting a colorful slip in their paycheck. After some discussion it was also suggested that it could be handed out with the manual fill-in time cards.