



**Student Administration Core Team
Meeting Summary**
California State Polytechnic University Pomona

Meeting Logistics

Title	SA Core Team
Purpose	Discuss Readiness Assessment for the CMS/PeopleSoft HRSA Version 8.0 Implementation
Date	Thursday, November 7, 2002
Time	10:00 to 11:00 AM
Location	Building 13C
Participants	Lino R. Barro, Irene Callaci, Lucy Carreras, Stephanie N. Doda, Carol K. Heins-Gonzales, Nancy Hendricks, Robert F. Hughes, Ruriko C. Kramp-Gil, Rose Kukla, Karin M. Schott, Al F. Viteri

Agenda

Topic	Led By
Topic 1: Readiness Assessment Overview <ul style="list-style-type: none"> ▪ Readiness Assessment Plan ▪ Interview and Focus Group Guides 	Rose Kukla
Topic 2: Core Team Training Plan <ul style="list-style-type: none"> ▪ Matrix Development & Approvals ▪ Travel Requests ▪ Registration Process 	Rose Kukla Stephanie Doda
Topic 3: Business Process Review of Current Processes <ul style="list-style-type: none"> ▪ Scheduling ▪ Data cleanup 	Carol Heins-Gonzales
Topic 4: Future Meetings <ul style="list-style-type: none"> ▪ Cedar Product Overview ▪ Time Line Meetings with Cedar ▪ Regular Monthly Meeting Time 	Stephanie Doda

Summary of Discussion

1. Readiness Assessment Overview

The readiness assessment guides have been sent out. Readiness Assessment is not only a prep tool but it is also a benefit to identify areas that we need to work on. The Project Charter Draft will be sent out tomorrow and some of the background info for the readiness assessment is in the Project Charter workshop. It is okay to say that you don't know an answer.

2. Core Team Training Plan

The training guide was distributed last week. Cedar is reviewing the list to help us identify the critical courses as well as what class can be provided on campus, 1:1 training w//Cedar, due to generic training offered by PeopleSoft. We are looking to provide SA Overview on campus as well as Academic Structure either conducted by PeopleSoft or Cedar.

All training requests need to be approved by Rose and the Project Management Team will be registering you for training. Stephanie approves the travel vouchers.

3. Business Process Review of Current Processes

Carol reviewed the list of business process list from PeopleSoft and CMS Business Process Guides (BPGs). The goal is to map our current process to assist the FML make informed decisions during the IDP sessions when the software is designed. The "as-is" process maps will also be used in developing our new business process maps. There will be discrepancy between our campus terminology and terminology in PeopleSoft. Rose and Carol will work with the FMLs to map current process to the PeopleSoft processes. She will contact them regarding scheduling BPR sessions in the order of implementation with Campus Community. Carol also distributed a sample of a business process guide. She said that the BPGs could be used for developing the "To-Be" business processes as well as training materials. Referred them to the CMS website for their guides which are still be developed.

Cedar will be contributing to the development of new processes.

There will be other specialized business reviews like faculty desktop with a setup of faculty, one for students, as well as those needed for reports.

4. Future Meetings

Meetings will be held from 10:00 to 11:00 AM on the 1st Thursday of every month. The next meeting will be December 15. The project calendar can be found at <http://www.csupomona.edu/~psp/calendar.htm> to help people stay informed.

5. Data Warehouse

CMS is working to develop efforts for a data warehouse.

6. Data Clean Up

Carol will coordinate a kick off meeting for data clean up.

7. Action Items

Date Initiated	Activity	Responsibility	Target Date	Status
11/7/02	1. Set up kick off meeting for data clean up	Carol Heins-Gonzales	11/20/02	N
11/7/02	2. Sample project plan for data clean up and/or conversion	Carol Heins-Gonzales	12/5/02	N
11/7/02	3. List to Carol on participants for data clean up	Core Team	11/14/02	N
11/7/02	4. Comments to Stephanie on Draft Project Charter	Core Team	11/15/02	N