



SA Implementation Council Meeting Summary

California State Polytechnic University Pomona

Meeting Logistics

Title	SA Implementation Council
Purpose	Discuss Readiness Assessment for the CMS/PeopleSoft HRSA Version 8.0 Implementation
Date	Wednesday, January 8, 2003
Time	2:00 to 3:00 PM
Location	Building 13C
Participants	Zainab Al-Shabibi, Dr. George R. Bradshaw, Stephanie N. Doda, Carol Heins-Gonzales, Brian K. Jenkins, Rose Kukla, Ann Overman-Scott, Melanie Sorocco

Agenda

Topic	Led By
Topic 1: Action Item Review	Stephanie Doda
Topic 2: Project Plan	Walter Kisner
Topic 3: IDP Policy and Procedures	Walter Kisner
Topic 4: Training Classes	Rose Kukla
Topic 5: Future Meetings	

Summary of Discussion

Topic 1: Action Item Review

Date Initiated	Activity	Responsibility	Target Date	Status
11/6/02	2. Set up BPR sessions with all key players (who, what, where, etc.)	Carol	12/20/02 2/12/03	IP
12/11/02	8. A final draft of the project plan will be distributed to the SA Project Team.	Walter	1/2/03	C
12/11/02	9. Meet with the various departments to review/discuss their backfill plans	Rose	1/10/03 2/12/03	IP

Date Initiated	Activity	Responsibility	Target Date	Status
12/11/02	10. Meet with Tom regarding technical support	Stephanie	12/20/02	C
12/11/02	11. Add “Banner Enhancement Policy” to the Steering Committee agenda.	Stephanie Tom	1/29/03	IP
12/11/02	12. Consolidate existing process guidelines for correcting data	Carol	1/17/03	IP
12/11/02	13. Provide Carol a list of existing of current process guidelines for correcting data.	All	1/13/03	C
12/11/02	14. Develop a list of dates for IDPs for Academic Structure	Walter	1/8/03	C

Legend: N-new, IP-in progress, P-pending, C-completed

Item #2: In Progress - 90% complete

Item #8: Completed

Item #9: In Progress - Follow-up is needed with Melanie, Brian Jenkins, George Bradshaw. Target date is anticipated to be 2/12/03. Kathy would like to have her cluster meet to determine if there are any economies that can be gained.

Item #10: Completed. Discussed how Tom’s staff will be supporting the project.

Item #11: In Progress - Stephanie and Tom are working on drafting these guidelines, will be working with Vice President’s as well as present it to the Steering Committee in February. Rose suggested that the Data Stewards group be consulted.

Item #12: In Progress - Carol received Z’s guidelines. She has not received information from other groups.

Item #13: Completed - Combine with #12. Carol will schedule another meeting to talk about data is changed today.

Item #14: Completed - Walter distributed the project schedule.

Topic 2: Project Plan

Walter reviewed the overall dates on the project plan for each module. The start dates market the start date for the respective consultants. The dates were created based on their experience, gathering of CPP’s critical business dates, as well as comparison with other CSU implementations. Rose passed out the individual work plans and Walter

asked everyone to review them carefully. Walter will PDF them and get them out today. He will set a time at the end of the month for this group to reconvene.

Topic 3: IDP Policy & Procedure

Walter reviewed the IDP process. The IDP sessions will be in two sessions morning and afternoon on Monday through Thursday throughout the module duration. The nature of the IDP will evolve throughout the maturity. The FMLs or other process experts will be expected to be at the IDPs and be empowered to make decisions. If they are unable to make a decision on a particular item, they are expected to return with a decision within 24 hours.

Topic 4: Training

Rose passed out a list of who will attend the classes for Introduction to Student and Academic Structure. There was concern that we can only send 14 people to each Intro to Student class and that some people have not been included that should attend. Rose and Stephanie said that PeopleSoft will not bend on this class because it requires a lot of hands-on help from the instructor. Ann offered to relinquish her classes if necessary and Stephanie agreed to send her to classes in Irvine. Rose will notify the FIMS if we have any dropouts. Walter and Rose explained how critical the classes are if we are going to start the Academic Structure process as scheduled on January 21.

Topic 5: Future Dates

- The next SA Implementation Council meeting will be **January 8, 2003**. The project calendar can be found at <http://www.csupomona.edu/~psp/calendar.htm> to help people stay informed.
- PS Training will begin the week of **1/13/03**. Two sessions of “Intro to SA” and one session of “Academic Structure”
- Walter will be kicking off Academic Structure in January. The Admissions/Campus Community person will start in the middle of January. Academic Structure will kick off on **1/21/03**.