



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, December 11, 2002
Time	2:00 to 3:00 PM
Location	Building 13C
Participants	Tom Adamski, Zainab Al-Shabibi, Dr. George R. Bradshaw, Stephanie N. Doda, Carol Heins-Gonzales, Brian K. Jenkins, Rose Kukla, Jane Self

Agenda

Topic	Led By
Topic 1: Introductions	Stephanie Doda
Topic 2: Action Items	Stephanie Doda
Topic 3: Resource Management	Rose Kukla
Topic 4: Campus Updates	Stephanie Doda
Topic 5: Core Team Training	Rose Kukla
Topic 6: Security	Carol HG
Topic 7: Future Meetings	

Summary of Discussion

1. Introductions

Walter Kisner was introduced to the council members.

2. Action Item Comments

Item #2: Carol is working with Walter to finalize the list of sessions. Carol will have sessions scheduled for January sessions by 12/20/02.

Item #5. Admissions staff was concerned about the lack of information presented in the SA Overview Session regarding their processes. George and

Walter setup a date for an admissions-oriented overview session. An Admissions Overview session is scheduled for 1/23 from 9:30 –11 in the Heritage Conference on the 8th floor CLS.

3. Resource Management

Backfill Plans. Rose distributed recommended guidelines for a backfill plan. She reviewed the “Cascade Model”. Anticipated start dates are: Admissions is anticipated to start in mid March. Records is anticipated to start mid February. Student Financial is anticipated to start in mid May. The FML will be involved prior to these start dates. The guidelines are contingent on budget constraints. Once the project plan is complete, Rose will meet with individual groups to develop their respective back fill plans.

Banner Enhancements. Tom said that there is a need for someone to review requests for Banner enhancements. This should be escalated to the Steering Committee.

4. Campus Updates

Project Charter: Stephanie reviewed the changes made by the Steering Committee. The Steering Committee created a committee to address help desk and training issues. They also asked that jobs be reevaluated post implementation. Lastly, the Steering Committee discussed the issue of the use of SSNs on campus, which is a campus-wide problem. The Chancellor’s Office has a task force to address the problem. The final charter will be posted on the website once these final changes are made.

Readiness Assessment. Stephanie reviewed the overall issues. Stephanie will email it out to the Steering Committee, SAIC, and the Core Team this week.

Data Scrub Squad. The Squad developed a basic strategy/steps for cleaning data. The group needs strategy for defining who will approve and correct errors.

5. Core Team Training

Rose distributed the information about the January SA courses. Intro to SA, one day, is scheduled for 1/14 and 1/15. Each person should pick one day to attend SA. Academic scheduled for two days (1/16 and 1/17). Rose distributed information regarding the HEUG conference.

6. Security

HRSA Access. Carol presented a model for handling access security during implementation based on the model used during the HR/Finance implementation. In the long term, a campus strategy/process needs to be defined for our future production environment.

Database Instance management. A process for managing non-production database instances for HR and SA needs to be developed. Carol will be scheduling a meeting during the week of January 6 to develop this plan with the FMLs, foundation leads and Walter. Walter is researching strategies for processes used by other campuses.

7. Future Dates

- The deadline for HEUG early bird registration is **December 20**.
- 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 **1/13/02**. 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**.

Action Items

Date Initiated	Activity	Responsibility	Target Date	Status
11/6/02	1. Distribute training matrix to Jane and Melanie	Rose Kukla	11/7/02	C
11/6/02	2. Set up BPR sessions with all key players (who, what, where, etc.)	Carol Heins-Gonzales	12/20/02	IP
11/6/02	3. Organize data cleanup committee and setup first meeting	Carol Heins-Gonzales	11/20/02	C
11/6/02	4. Change Project Charter to reflect new group on Decision Matrix	Stephanie Doda	11/7/02	C
11/6/02	5. Schedule SA Product Overview with Cedar consultant	Stephanie Doda	11/20/02	C
11/6/02	6. Schedule visits with departments on business process calendars	Rose Kukla	11/10/02	C
12/11/02	7. Setup overview sessions for Admissions	George Bradshaw	1/6/03	C
12/11/02	8. A final draft of the project plan will be distributed to the SA Project Team.	Walter Kisner	1/2/03	N
12/11/02	9. Meet with the various departments to review/discuss their backfill plans	Rose Kukla	1/10/03	N
12/11/02	10. Meet with Tom regarding technical support	Stephanie Doda	12/20/02	N
12/11/02	11. Add "Banner Enhancement Policy" to the Steering Committee agenda.	Stephanie Doda	1/29/03	N
12/11/02	12. Consolidate existing process guidelines for correcting data	Carol HG	1/17/03	N
12/11/02	13. Provide Carol a list of existing of current process guidelines for correcting data.	All	1/13/03	N
12/11/02	14. Develop a list of dates for IDPs for Academic Structure	Walter Kisner	1/8/03	N

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