



SA Report Implementation Meeting Summary

California State Polytechnic University Pomona

Meeting Logistics

Title	SA Report Implementation
Purpose	Writing Functional Report Specifications
Date	Tuesday, December 9, 2003
Time	4:00 to 5:00 PM
Location	13B
Participants	Cathy Bates, Bob Hughes, Sheryl Cincush, Mauricio Calderon, Karen Walker, Nancy Hendricks, Dean Chetkovich, Yen Nguyen, Rose Kukla, Ru Kramp-Gil

Agenda

Review Functional/Technical Specification Form

Update on Conversion Analysis Steps Taken

Discussion

- A list of the steps taken to date for conversion of existing reports was distributed. Admissions is currently on step 8. Other functional modules are at various steps. Each module is encouraged to continue completing each step on the list as they get closer to their respective go-live dates.
- Mauricio reminded the group to begin writing functional specifications as soon as possible to avoid a rush to get reports done just prior to go-live. Report specifications submitted early have a better chance of completion prior to go-live.
- Mauricio Calderon, Technical Cedar Consultant, presented an overview of the Functional/Technical Specification Form. A final review meeting for the specification form will be scheduled by Walter, Rose, Mauricio and Cathy. By Friday, Dec 12, the form will be available on the PeopleSoft website, under the Reporting link.
- The reporting group was encouraged to begin filling out functional specs as soon as possible and e-mail them to Mauricio (Mauricio.calderon@thecedargroup.com) and to CC: to Cathy (csbates@csupomona.edu). We encourage sending each technical

specification as it is completed. Questions can be addressed to Mauricio at ext. 6388.

- Admissions is scheduled to begin their first Data Warehouse modeling session on Wednesday Dec 10. The results of this session will be presented at the Reporting Group meeting.
- A discussion was started about the ability to use the IRP Applications Data Mart by areas such as Financial Aid, Housing, and Student Financials as a source for some campus reporting. The next reporting meeting will focus on the contents of the Applications Data Mart, necessary additions and deletions of fields. Also included will be FERPA and privacy issues associated with the use of the Data Mart.