

HCM Implementation Team Leads

Meeting Notes

1 p.m., October 4, 2005, AD-231

Present: Covey, Cunard, Drussel, Foye, Furze, Goodell, Medina, Mitchell, Ross, Suelzle, Trivedi, Venter, Winrow

Absent: Boish

Introductions: Everyone at the table introduced themselves. New to the team from Oracle: Michael Goodell, Technical Lead; and Veer Trivedi, HR Lead and LCD Lead. Peggy Lix, Benefits and Workforce Development, will be joining us on Monday, October 17.

Mission Statement: Cyndie distributed a copy of a draft Mission Statement, the text of which was developed from the whiteboard notes from the September 15 meeting. This statement will provide direction to the team as well as be published on our Web site. It was suggested that the draft be modified to include a statement about the team's role as a liaison with CMS Central and the other CSU campus—both as a receiver of information and as a contributor to systemwide solutions. **The Team Leads were asked to send any additional suggestions to Cyndie. She will revise the draft and bring it to the next meeting.**

Risk Log: There are three logs associated with our project:

- The Issue Log, which is for things we know are problems, items that are tangible.
- The Problem Log, which is for things that are broken in Production.
- The Risk Log, which is for things that might happen, things that we are worried could put the project at risk—funding, availability of resources, etc.

Cyndie and Pat distributed a copy of the current Risk Log, which will be shared with the Steering Committee from time to time. As the Probability and Impact columns are completed for each item, the Risk Level is generated automatically. Each of the items on the current log was discussed.

Project Timeline: Pat distributed copies of the high-level project timeline, which has a particular emphasis on the data cleansing process. The Fit Gaps are intended to show us where the holes are at a high level. In the Configuration process, we will be building the way we think it will be in Production. The functional teams will have a lot to contribute to the designing and building processes. The information about the Absence Management module is in red, because the timeline for its release is not yet firmly set; this part of the plan may need to be pushed back a little.

We expect the release of the real 8.9 baseline in April or May and hope to use that version for testing in May. January 27 is the date set for CMS to freeze the code development; our configuration will be based on the (untested) code as of that date. Before that date, we will be working with the non-code, non-frozen version of 8.9 that we

hope to receive on November 4. CMS will be releasing monthly bundles of patches and fixes that we will have to apply to this version.

“BNA” stands for Business Needs Assessment. These assessments, usually done as part of Fit Gaps, are designed to collect needs and risks even before we have use of the database.

As some of the business process subcommittees are rather large, **Cyndie and Jennifer will draft a list of which team members should be included in which fit gap sessions.**

CMS Central: Cyndie and Pat have a weekly call scheduled with Yves Hepperle, campus liaison for SDSU, and others at CMS Central. They are eager to help us. They will be updating the database instances we do have from 8i to 9i sooner rather than later. Turnaround time for a database refresh request should be only one day; we log a ticket to submit the request.

Last Friday Sheryll, Jennifer, and other members of the team had a lengthy conference call with Christine Speak, the LCD guru, and other from CMS Central about LCD.

Kickoff Meeting: The Kickoff Meeting is scheduled for October 11. We will begin with a project overview at 10 a.m. in Rooms A and B of the Faculty-Staff Club. Representatives from CMS Central and from Oracle Consulting will be joining us. Following that (at 11:15 a.m. in AD 233), Yves Hepperle will conduct an information session on working with CMS Central. After a break for lunch, Elizabeth O’Shea will be going over the 8.9 documentation (at 1:30 p.m. in AD 233).

Other Items:

Meeting Maker proposals will be going out to subgroups of the team and the consultants inviting them to participate in the scheduled teleconferences of the HUG and its subcommittees. AD 231 will be reserved for these calls.