

HCM Implementation Team Leads
Meeting Notes
1 p.m., October 25, 2005, AD-233

Present: Best, Boish, Covey, Cunard, Foye, Furze, Goodell, Lix, Medina, Mitchell, Ross, Trivedi, Venter, Winrow

Absent: Suelzle, Tavalazzi

Mission Statement: Cyndie distributed a summary of the versions of the Mission Statement, the latest (version 5) suggested by Sheryll. It was agreed to adopt version 5.

Project Diary: Cyndie reviewed the file structure of the Project Diary, located on the kanga server. The contents of the HCM Project Management folder—including an organization chart for CMS Central—are available to all team members to read; in the interests of change control, updating of the contents will be limited to Cyndie, Pat, and Janet H. The HCM Project Teams folder contains subfolders for the various teams. Each team folder is intended to be a tool for the individual team and is the responsibility of the team lead.

Charter Document: The Project Charter, one the project's deliverables, is the statement of the guiding principles by which the project will be implemented. The document is available on kanga, and **team members were asked to review it after the meeting and let Cyndie know of any comments or concerns, particularly about Section 4.0: Project Objectives and Performance Measurements.**

Issue Management Through Charter Document: Section 2.0 of the Project Charter, Project Issue and Change Management, details issue management processes. Every issue needs to be owned by a function team (even the technical issues). The functional team leads have the responsibility of informing Pat when an issue has been resolved. Each issue solution falls into one of four categories:

- Changing an SDSU process.
- Changing an SDSU policy.
- Changing the SDSU organization (e.g., securing new positions/resources, shifting positions/resources from one organizational area to another, or eliminating positions/resources needed).
- Changing the delivered software (through modifications or bolt-ons).

Pat reviewed the steps of resolution for each type of change. Because it would increase the cost of the current implementation contract to do so, changes to the delivered software will have to be approved by Ellene as the Executive Sponsor. Requests for such modification should be accompanied by complete justification (possibly including why it would cost the university more not to make the change). When considering requests for modifications, it should also be kept in mind that any subsequent patches and fixes received from CMS Central may wipe out the proposed modification.

Section 2.09 concerns problem management. An issue is something we know is of concern but for which we do not now know the answer. A problem is something that we know (or strongly suspect) has an answer, but we just don't know whom to ask.

Each functional team is strongly encouraged to have its own issue tracking tool, in addition to the formal Issue Log that project management will maintain. It is hoped that many issues will be resolved at the team level and will not need to be brought forward to project management or even to the Functional Team Lead (Jennifer).

Scope Document: Veer distributed copies of the Table of Contents and a few sample pages from the Scope Document, another of the project deliverables. The Scope Document records the business processes and functionality for each module—what parts are considered “in scope” for the project and what parts are not. The items in the Table of Contents were taken from SDSU’s contract with Oracle. Workflow is not listed as a separate module but incorporated into each of the appropriate modules. Imaging is described as not in scope, but we will still need to find a way to integrate PeopleSoft with SDSU’s current imaging system (170). Reports are not in scope as they are SDSU’s responsibility.

If we are not sure whether or not part of a business process is in scope, we are assuming it is. Just because an item is not considered in scope in this document, does not preclude us from making it so later. There is a set procedure for requesting such a change.

The Scope Document is an umbrella document; more granular documents will follow as BNAs and fit gap sessions are completed.

Data Cleansing: The data cleansing tracking document is now available on kanga. Although in his email requesting information for the document, Ralph asked that replies be sent by email to himself and Michael, team members can now enter information directly onto the document in kanga. **Information is due by the end of the business day on Thursday, October 27. Information should be as specific as possible.**

Open Discussion: The HR Business Needs Assessment has produced some very good discussion.

Team members were reminded that while the BNA sessions have been scheduled for two hours each day, the fit gaps will be all-day sessions.

Next Week: Pat is scheduled for vacation and so will be not attending next week’s Team Leads meeting on Tuesday, but he will be attending the Steering Committee meeting that is scheduled for Thursday afternoon.

Also on Thursday, Jennifer will be attending a self-service demonstration at LAX Crowne Plaza.

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Some of next week's agenda items will be:

- Database Strategy Document.
- Data Cleansing.
- Schedule for the week of Thanksgiving.