

HCM Implementation Team
Meeting Notes
2:30 p.m., January 17, 2006, AD-231

Present: Best, Boish, Covey, Cunard, Furze, Goodell, Lix, Mitchell, Moyers, Oehl, Suelzle, Tavalazzi, Trivedi, Winrow

Absent: Foye, Medina, Ross, Venter

Project Plan Update. Pat demonstrated some portions of the full Project Plan by way of explaining how MS Project Plan is used to track project tasks. Those issues identified but not resolved during Fit Gap sessions will become tasks in the Project Plan. The information in the Fit Gap documents should be as complete as possible. It is important to include a statement for each such task as to when it is expected to be resolved. Possible assignment of additional resources will depend on the information from Fit Gap documents. All decisions not to proceed with a task will be documented in the Project Plan.

Each week a list of tasks with due dates that have past or will come due in the next two weeks will be distributed to the team members listed as resources for those tasks. The due dates are not meant to cause stress, just to act as a prompt. Team member are requested to update the percent complete for each task and return the information to Janet H. by the following Monday morning. Team members who are not Team Leads should submit their responses via their Team Leads.

Action Items: In Jennifer's absence, Cyndie reported that Jennifer has not yet put the action items document in the shared directory. At this point, the proper way to respond to a request for action item update is by e-mail.

Bundle Status Update: Cyndie reported that the DBAs applied Bundle 11 before the holidays to the test, training, development, and configuration databases. Bundle 12 is due tomorrow. It will not be applied until we are sure that two issues from the Bundle 11 release have been resolved.

Data Center Date Change. Unisys, which hosts the CMS instances in Salt Lake City, will be moving to new hardware, tools, security, etc. SDSU's cutover move has been rescheduled from the end of February to the end of April.

Fit Gap Documents: The summary documents from the fit gap sessions make up a project milestone. Ellene, as Project Sponsor, will be signing off on them. Pat distributed the Human Resources Fit Gap Document as an example of what fit gap documents should be. The assumption is that all of the notes from the sessions are being kept in separate documents. Section A of the fit gap documents includes definitions from the Scope Document. For each of the gaps and issues in Section B, please include at least two alternative solutions for each item. Items listed in Section B as not resolved will be pulled out and listed in the issues log for the project and will be tied to a task line (with a due date) in the Project Plan.

Configuration Guides: Configuration guides from CMS Central are available on that Web site. In composing our own configuration guides, we should take those from CMS and adjust them to reflect what we do.

Conversion Update: Ralph gave an update on the data conversion process. Data clusters have been assigned to developers. Each is working on scripts for data conversion. These should be complete within a couple of weeks. There are still some empty cells on the data cleansing worksheet; they will be filled out as the Benefits and Recruitment fit gaps finish up. The technical team will be taking the scripts from CMS, loading five real employees, and looking for issues. However, because some of the scripts are dependent on tables that we have not yet set up, we will be documenting what is needed. After the functional folks have defined the tables, they should notify the technical folks.

HEUG Schedule: As many of the team members will be attending the HEUG conference in Nashville the week of March 13, it is possible that the consultants will also be away from campus, depending on what (and how many) action items result from the fit gaps.

Other Items:

Vacation schedule: Please send information about your vacation schedules and other days away from campus through September to Janet H. so that she can put it on the HCM Implementation Meeting Maker.

Testing and training audiences: Which staff members should be available for which kinds of testing and training is something to keep in mind when planning and approving vacation requests. System Testing is intended for project team members and a few super power users. User Acceptance Testing is intended for power users (a subset of all end users). End-User Training is intended for everyone who will have an account.

PeopleSoft demonstration: PeopleSoft has purchased a User Productivity Kit that can generate training documents, job aids, etc. The Chancellor's Office is considering purchasing a systemwide site license.

Demo of hiring processes: Janet H. will be sending out a Meeting Maker proposal to team leads for a demonstration of the processes involved in hiring a tenure-track faculty member, hiring a temporary faculty member, and hiring a staff member. Team leads are encouraged to bring other staff members who might be interested.