

HCM Implementation Team
Meeting Notes
1 p.m., March 21, 2006, AD-231

Present: Best, Boish, Covey, Cunard, Foye, Furze, Goodell, Lix, Medina, Moyers, Ross, Scott, Suelzle, Tavolazzi, Trivedi, Venter, Winrow

Absent: Delgado, Mitchell

Configuration Calendar: The schedule for Configuration will be an intensive six weeks. This step gets us ready for Integration Testing in May. During Configuration we will be configuring tables, validating CMS values, and beginning to document our business processes. When considering business processes, although there may be three or four ways to accomplish a given goal, it is important to define the best business process and document it, including security issues (e.g., which roles have access to which fields), which processes we need training defined for, and what scenarios will be used for testing. The CMS-provided scenarios are a starting point, but we need to develop our own set. The more efficient we are in gathering testing scenarios at this stage, the better shape we will be in when we get to Production. We should also be aware of any tickets that have been logged by Dominguez Hills and the pilot campuses as they may have already articulated problems we are encountering. Recording this information in the Configuration Guides in as much detail as possible will serve us well in the future when we need to replicate the processes.

The question was raised as to what, if anything, can be changed by the campus on shared tables. Veer and Jennifer will ask CMS for clarification on this.

Issues Log. Pat thanked everyone for all the work they did for the Issues Log. The procedure for updating issues now that they are listed on the Issues Log is to send the update information to Cyndie and Pat. Issues that have been closed prematurely can be reopened.

Data Center Transition: CMS is on schedule for Phase I for Wave 4 campuses, which includes SDSU. This weekend CMS will copy one instance (HSDCNV) for us from the old world to the new and will then give us empty shells into which Kathi will clone CNV into TST and TRN on Monday. We will be testing this thoroughly next week. During the weekend of April 22 CMS will copy PRJ, DVL, and STG (as well as F8SDDVL, which is a Finance instance) from the old world into the new. After that, we will continue to have access to the old world for only 21 days. A four-hour webcast is scheduled for tomorrow for the technical folks. Cyndie has sent an e-mail regarding installing the VPN client. If you have any problems, Cyndie will need to log a Remedy ticket.

Technical Team Update: Once TRN has been cloned from the new-world CNV, the Tech Team will populate it with data. The old-world CNV will be off limits as of 5 p.m., Friday, March 24. We will try to load as much data as possible into old-world CNV before the Friday cutoff. The Technical Team will start working on interfaces next week.

Template for Business Process Documentation: Pat distributed a template for documenting business processes and discussed its various sections. Entry points and hand-off points within each business process should be kept in mind.

Training Plan: Cyndie asked the Team Leads to think about how the project should handle training—both for team members and for end users—and what processes in their modules should be particularly addressed in training. Making use of the new Training Manager being hired by HR is one possibility. Another possibility is to bring trainers to campus. Regardless of who ends up conducting classroom training for end users, the Subject Matter Experts from the team should attend the first few go-rounds to serve as a resource for the trainer as well as for the trainees. The first step could be a series of demonstrations/discussions for groups of end users, perhaps scheduled twice a month in SSW 1500.

The training for Crystal Reports offered by its manufacturer is not without value but someone who had taken that training would have to relearn much once he or she began working with Crystal in the PeopleSoft world. Cyndie and Pat will look into the possibility of bringing someone to campus to train us on the use of Crystal.

Cyndie is still interested in purchasing the UPK package, but the decision will have to wait until after CMS Central has taken action on the issue.

Communication Plan: The demonstrations/discussions mentioned in the training discussion would also serve as part of the project's communication plan. A revised website for the project should be available shortly, if not particularly robust at first. The message for the general public is the implementation is proceeding according to plan and that all issues brought to the team's attention will be addressed.

Steering Committee: At the last meeting of the Steering Committee, Cyndie and Pat told the committee members that they would be asked to provide guidance on upcoming unresolved issues. At this point, Cyndie is aware of two topics for the Steering Committee: the Department User Interface (DUI) and the centralized/decentralized issue. While time is short at present, Cyndie hopes that in the next three to four weeks the team will be able to devote more time to developing the DUI and to combining the STF and ATF into a single form.

Staffing is another topic that needs to be brought to the attention of the Steering Committee. Although the project has yet not reached a point where the team can make specific recommendations on what positions needs to be hired in what areas, we still need to make an educated guess and move forward with a proposal for the Steering Committee. Carol suggested that a generic job description could be posted advertising multiple temporary positions (with the possibility of reappointment/permanency). This would allow for the assembling of an applicant pool at the same time the team is refining exactly where the successful applicants should be housed. A separate meeting will be scheduled to discuss the staffing proposal in more detail.

CMS Baseline Delivery Workshops: Sydney, Carol, Sheryll, Judi, Veer, Jennifer, and Cyndie will be attending the entire 2-1/2 days of the CSM Baseline Delivery Workshops, May 22-24.

Alliance '06 Conference Recap: Those who attended the Alliance '06 Conference found it to be worthwhile. In particular, Carol received some tips for exporting data into Excel. Team members interested in receiving a copy of those tips should let Carol know.

Other Items:

Multiple Business Units: Jennifer and Lorretta have asked the systemwide HR and Finance list serves about the issue of multiple business units. CMS is researching why the decision was originally made to have only one business unit. When Jennifer has compiled the responses, the topic will come to the Team Leads again.

Contact Information Maintenance: Cyndie has begun talking with Carol Redding in TNS about how we will be able to maintain employee contact information—campus phone number, fax number, and e-mail—in PeopleSoft on an ongoing basis.

Teleconferences: Jennifer pointed out that a number of teleconferences for systemwide HUG subcommittees are scheduled for the near future. The project conference room (AD-231) is reserved for them, and any team member interested in attending is welcome.

- Administer Workforce—Thursday, March 23, 9 to 10 a.m.
- Develop Workforce—Thursday, March 23, 10 to 11 a.m.
- Temp Faculty—Thursday, March 23, 2 to 3:30 p.m.
- Time and Labor—Tuesday, March 28, 10 to 11 a.m.