

HCM Implementation Team
Meeting Notes
1 p.m., April 11, 2006, AD-231

Present: Best, Boish, Chan, Covey, Cunard, Furze, Goodell, Lix, Medina, Mitchell, Moyers, Ross, Scott, Suelzle, Tandon, Tavalazzi, Trivedi, Winrow

Absent: Delgado, Foye, Venter

Introduction of New Consultants: Pat introduced and welcomed two new consultants. Ruchi Tandon will become the Oracle lead for the Workforce Administration and HR modules as well as taking over Veer's duties as Oracle functional lead. Theresa Chan will be serving as a resource for all of the teams in their testing, business process documentation, training, and security efforts. Veer's last day will be next Wednesday.

Upcoming Consultant Timeline: Susan Bloom (Absence Management) and Bob Perry (Time and Labor) will be joining us on Monday, April 24.

Development Timelines: Fifteen interfaces will be developed or modified for go-live. Pat and the Technical Team are in the process of prioritizing the list and identifying which developers will work on which interfaces. Functional team members will be asked shortly to begin developing the functional specifications for the interfaces.

It has been determined that we will need four modifications and three batch processes. We will be looking at an additional eight or ten modifications during configuration. For each of the modifications, a Project Team Recommendation (PTR) will have to be completed and submitted to Ellene for approval. Once approval has been received, functional team members will proceed to develop the functional specifications. Modifications are currently listed on the Issues Log. Once Ellene has approved the PTR, the modification will be closed on the Issues Log and entered into the Project Plan.

The goal is to have all interfaces and modifications completed by mid-May.

Configuration Schedule: Pat's current understanding of the configuration schedule is that all team members are working in the new-world CNV and that there is some back log as information has to be moved manually from the old world to the new world. Pat will be meeting with the consultants tomorrow to review the Configuration Calendar. Stefania mentioned that she had encountered a number of issues with CMS-delivered material.

Issues Update: Pat will be contacting team leads during the next week concerning items on the Issues Log with past due dates.

Data Center Transition Update: Cyndie reported that a ticket has been logged because Tech Team members were being kicked out of Application Designer; this may be related to a known issue involving XP desktops and firewalls. The Wave 4 campuses all seem to be having cloning issues. CMS is testing a solution for the RepliWeb problem. SDSU is still scheduled to go live weekend after next. Everyone needs to be out of all the old

environments by 5 p.m. on Friday, April 21. Folks will be able to work in the new-world CNV over that weekend.

Other Issues:

Remedy Tickets: At the moment the only functional team members who are set up to log Remedy tickets with CMS are Carol, Sheryll, Judi, and Jennifer. Cyndie asked whether she should submit requests so that the other functional team leads would also be able to log tickets. After some discussion, it was decided that Cyndie should submit those requests, especially since the CMS Remedy Helpdesk will be our support resource even after we move into production. Cyndie and Pat need to be notified whenever a ticket is logged in case they need to take action down the road to escalate the issue. Communication among modules teams is necessary to avoid logging duplicate tickets.

Project Schedule: Pat and Cyndie will be closely evaluating the project schedule over the next few weeks.

Communication Plan: Cyndie is still looking for feedback on the Intro to HCM document she circulated by e-mail. The first brown bag Town Hall meeting is scheduled for Wednesday, April 26, from noon to 1 p.m. in SS-1401. The topic for this first Town Hall will be a general introduction to the project.

Training: Cyndie is still looking for information from the team leads about what kind of training will be needed for their individual modules. The intent is not to give out a password until the person has attended (or is scheduled to attend) training. Human Resources has hired a new Training Manager, and she is scheduled to begin work on May 8. This person will probably be assisting team leads and subject-matter experts in arranging training sessions for individual modules.

John R. asked about the need for training at the departmental and college levels regarding faculty hiring. Sydney, John, and Cindy have concerns about introducing a new form—the combined ATF/STF as part of the interim between centralized and decentralized—given that end users still complete the ATF, which as been in use for decades, incorrectly. Cyndie is of the opinion that such a new form is a good idea—both as a proof-of-concept for PeopleSoft processes and because the conversion from centralized to decentralized will be incremental (just as the conversion to on-line requisitioning was) and, therefore, will take quite some time to complete.

Absence Management and Time and Labor: The fit/gap session for Absence Management and a fit/gap validation for Time and Labor will be scheduled as soon after Susan and Bob's arrival on campus on April 24. Detailed calendars for each will be shared with the team as soon as possible so that team members can arrange for representatives from the department and/or college level to attend pertinent sections.