

HCM Implementation Team
Meeting Notes
1 p.m., May 16, 2006, AD-231

Present: Best, Boish, Chan, Cunard, Espineli, Fishbaugh, Foye, Furze, Goodell, Lix, Medina, Mitchell, Moyers, Perry, Ross, Scott, Smith, Suelzle, Tandon, Tavalazzi, Venter

Absent: Covey, Delgado, Winrow

Tech Team Update: Ralph thanked everyone for their spec documents for the interfaces. The documents are now being reviewed and the interfaces assigned to developers. Functional leads should expect contact from developers within the next week or two. Dennis will be looking at them from the security perspective and Nyla from the testing perspective. The design specifications for interfaces, reports, and modifications will be located on kanga under the appropriate functional area as follows:

[functional area]\Design Specs\Interfaces
[functional area]\Design Specs\Reports
[functional area]\Design Specs\Modifications

Version control exists within each document. If it is desirable to save a particular version as a snapshot for future reference, an Archive folder will be created. However, Ralph does not think that snapshots will be relevant for these documents.

Pat added that task updates this week will include tasks for the design specs for interfaces and tasks for approved modifications. If you have a problem with due dates (which is this week for each of these tasks, please let Pat know.

William reported that the Job Code table as delivered now from CMS is not what we thought it would be.

- There are duplicate class codes.
- Effective dates vary; it was our understanding that all CMS-delivered effective-dated data would have 1/1/01 as its effective date. The student job code of 1868 (for summer bridge positions) was actually created in 2004 and, therefore, has that effective date in the table. Judi suggested that these could be loaded manually.
- The table includes data from Long Beach and Northridge. There should be fewer than 1,000 rows; there are 3,700.
- The short descriptions are dropping the "AY," "10/12," "11/12," and "12-month" information, so multiple job codes end up with the same description.

While these problems may be fixed in the 020 Baseline, William asked that the functional leads contact CMS and find out what is going on. Jennifer will do so. In the meantime, William has a workaround so that he can proceed until we have an answer from CMS. By end of week he should have positions with new SCO position number loaded in TRN. A spreadsheet will be generated from TRN that will be used to load them into TRS.

Baseline 020 Installation: Kathi reported that it took seven hours to install 020 Baseline in PRJ, and that does not include the post-bundle fixes that need to be applied. Kathi will also apply the COBOL fix to CNV on Friday. If the instance goes down as a result, a ticket will be logged and Cyndie and Pat will be asked to escalate it if it is not addressed by CMS on Friday. No more CMS patches and fixes will be applied before go-live unless specifically requested by a functional team lead. Kathi will apply the post-bundle fixes on Friday, May 19. On Monday, May 22, she will apply PRJ into CNV (which, as a consequence, will be down for a day to a day and a half). CNV will then be cloned into DVL, TRS, and then TRN. Cloning usually takes about two hours.

Functional leads will do as much data validation as possible this week. TST currently has configuration that needs to go into CNV. Peggy expects this to be moved by end of week.

New Consultant Search: Pat reported that a candidate to replace Peggy has been found and will be onsite on May 30. He has some position management background and some commitment accounting experience. He will be working with Peggy for a two-week transition period.

Data Center Update: Pat asked the team how things are going in the new Data Center world, particularly concerning around response times. Last weekend Unisys did something that should have improved response times. Judi and Bob noticed some improvement during their Time and Labor fit/gap sessions. Stefani has not yet tried to rerun her queries. Pat asked that folks check it out and let Pat and Cyndie know by the end of the week.

Baseline Delivery Workshop: A CMS HCM 8.9 Baseline Delivery Workshop is scheduled for next week (Tuesday through Thursday) in Los Angeles. The following team members will be attending: Cyndie, Sheryll, Sydney, Robin, Carol, Jennifer, Dennis, Ruchi, and Elizabeth Reynertson. Sheryll and Jennifer will be going up to Los Angeles on Monday to attend the in-person HUG meeting. After the workshop Jennifer will be going from Los Angeles to San Francisco to meet with folks at SFSU.

Next Town Hall: Pat told the team that Cyndie would like to schedule the next Town Hall Info Session for May 31. The team felt that a meeting on May 31 would not leave enough preparation time (especially with many team leads out next week) and that the first week of June would be better. There was a discussion of which module would be addressed first that resulted in the following ordered list of topics:

- Self-Service (with dummy data)
- WFA/WFD combo—emphasize all in one database now
- Position Management/LCD—pools, LCD, old numbers going away)
- Time and Labor
- Temp Faculty

UPK Documentation: CMS is currently negotiating with PeopleSoft on the purchase of the UPK tool, which is used for generating testing and training documents including recruitment desk exercises and job aids. We have told CMS that SDSU would like to be part of the systemwide purchase agreement that is being negotiated. Although the purchase is not yet complete an use of the UPK tool has yet been included in our project plan, as an example of the tool's capabilities, Nyla distributed to functional leads a sample of documents she created using one of Jill's draft business process documents as the base.

Team Updates: Sheryll reported that we are getting ready to send information to the SCO by June 1 for the August 1 change. She also said that CMS says that the pay tape load issue may be larger than they originally thought.

Dennis reported that the security matrix is available on kanga.

Judi and Stefania reported a problem with Ben Admin conversion. Jennifer suggested that they contact CSU Fresno, which was a pilot campus for Ben Admin.

Testing Plans and Timelines: We are scheduled to start Integration Testing a week from Tuesday. Setting up the Integration Testing environment will include loading configuration values and conversion data. The consultants are preparing a calendar for the three weeks of testing that will include all the dependencies. The current plan is for Workforce Admin, Workforce Development, Position Management, Benefits, and Recruitment to begin Integration Testing on May 30, all working in a single environment. Somewhere between week 2 and week 3, Time and Labor and LCD will come in. Interfaces will be put into testing as they are developed.

Pat asked functional leads to let him know as soon as possible if they will not be able to sign off that their module is ready for Integration Testing by the end of this week. Individual modules may be moved out into a later week. Pat, Ruchi, and Jennifer will meet this Thursday to review the functional leads' responses. If no one will be ready on May 30, all three weeks of Integration Testing will be put off.

Other Items: There will no Team Leads meeting next Tuesday.