

**HCM Implementation Team**  
**Meeting Notes**  
**2 p.m., July 25, 2006, AD-231**

Present: Bake, Best, Boish, Chan, Covey, Cunard, Espineli, Furze, Goodell, Mitchell, Moyers, Perry, Ross, Smith, Suelzle, Tandon, Tavolazzi, Venter, Winrow

Absent: Delgado, Medina, Scott

**UAT Build and Planning:** Construction of UAT begins this afternoon with Kathi cloning Production into TRS. This evening Ralph and Michael will begin running DMS scripts to move configuration and security from CNV to TRS.

After an extended discussion of which CIRS extract (July 24 or July 31) should be used for UAT, it was decided to use the July 31 extract. Using that extract, on Monday and Tuesday of next week William will do what he needs to do with a view to having the instance ready as soon as possible.

**Deployment Schedule:** The deployment schedule is the plan of how we will go live over the next three weeks. If there are things that need to be incorporated into the deployment schedule, give the details to Ruchi and Michael. We will not be building Production until we have completed basic validation in UAT (not before August 3). We hope to start building the environment on August 7, with it available to users on August 9 for data validation and data entry and open to everyone on August 14. Data entry catch up could be going on at the same time, or we could wait to catch up on data entry until after go live.

**Outstanding Show Stopper Issues for Go-Live Decision:** Pat met with the consultants last week to review open issues. No show stoppers were identified. Pat will be sending to each lead a list of open issues for each team. At next week's meeting, we will need to know how/when each of those issues will be resolved. Test scripts need to be signed off on as well. Next Wednesday Pat and Cyndie will be making a decision as to what will be going live on August 14.

**Status of Security Accounts and Testing:** Security testing should be complete by the end of this week. Query security should be available by end of this week. For self service, the only page that will be available for user self service on August 14 will be Candidate Gateway. Roles are still being validated. Until the roles have been validated, Dennis cannot associate real people with the roles. It is the plan to migrate the real user accounts from a test environment to Production.

**Training—Outstanding Needs:** Training needs to be coordinated among modules to avoid overlap. Ben, Sheryll, and Sydney will meet with college dean's office staff to go over the new position form and revised STF. Jen will meet with Jill, Sydney, and Cindy about ATFs. We will schedule sessions on August 8, 9, and 10 to introduce the internal application procedure to the campus (the UAT environment will be used for this). We will need to arrange to train recruiters to deal with applications within a couple of weeks of going live. A training manual for running queries will be developed and placed on the

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HCM web page. We will also plan on offering regular (monthly?) training on queries. The new training manager in HR can help with scheduling and marketing all training.

**Other Issues:** Jennifer reported from the recent HUG meeting that CMS is looking to begin the transition to 9.0 this coming spring. CMS has asked for representatives from each campus for each (module) subcommittee. She also distributed some information from the meeting:

- Projected modifications for phase 2.
- CMS Central organization chart.
- The timeline for 21<sup>st</sup> Century Project, which is starting design next month. They are asking for volunteers to participate.