

## **LASER Steering Committee Meeting**

February 19, 2004, 1:30-3:00 pm

Anderson 116

*\*DRAFT PREPARED BY: Aimee Cabrera, Communications and Training Coordinator*

*\*EDITED BY: Viki Horan*

### **Attending**

Erik Ankrom, Diana Blake, Rebecca Gould, James Guikema, Dave Hillier, Jim Koelliker, Gary Leitnaker, Larry Moeder, Monty Nielsen, Keith Ratzloff, Dale Schultz, Betty Stevens, John Streeter, John Struve, Beth Unger, Lloyd Walker

### **Absent**

Chris Althoff, Al Cochran, Harvard Townsend, Wayne Usry

### **Approval of minutes**

The December minutes were approved without change.

### **Introduction of Mike Crow**

Mike Crow, functional team lead of Registration and Records, provided the following project update:

- The deliverables report for Registration and Records has been completed and will continue to be updated on a monthly basis
- Faculty/Senate Waitlist committee is going well; adjustments to the legacy system will be acceptable until the functionality in OSS is fully established.
- The team is currently preparing for CRP2, the most critical phase for Registration and Records since this is where final set-ups will be completed; CRP2 will continue to run after CRP3 starts running .
- Training started for the Registration and Records office in December and will continue as a slow building process to ensure that staff is comfortable with the new system.
- KSU has been selected as one of two schools to provide input on self-service features for the Oracle technical team.

### **Mainframe decommissioning plan**

- John Streeter distributed a high-level inventory handout that covered ISO-supported systems; academic systems were not included in this list.
- According to the report, data that is currently stored on tapes needs to be converted into ASCII before it can be archived.
- A majority of the data in the legacy system will be converted and then brought into the new system—this is known as data conversion.
- The goal date for the decommissioning of the mainframe is summer 2006.
- The current estimated cost of keeping the mainframe running is about \$1 million per year.
- Each application requires a different plan because each has different data that needs to be converted and archived.
- Converting and archiving data are tasks that need to be completed by individual departments; the LASER project team will be building the interfaces; short-term interfaces are also included in this project.

### **Legacy database project**

- Diana Blake and Dave Hillier met to brainstorm about the best approach to archiving data that would not be converted to the new applications.
- Three approaches have been identified and a first draft of the proposed plan has been informally submitted to several Steering Committee members for review and feedback.
- Project sponsors are Larry Moeder, Keith Ratzloff, and Monty Nielsen; a project manager and additional resources are yet to be identified.

*Question about the legacy database project:*

How does this project interface with the Data Resource Stewards (DRS) project?

- Provided that the data is accessible through normal means, it will not be affected by the DRS effort.
- There is concern with fitting the project into the enterprise data model.

### **Work Breakdown Structure (WBS) progress**

-A 2-page summary of the Work Breakdown Structure (WBS) was presented to the Steering Committee; this abridged version replaces the former chart, providing a more appropriate amount of information for purposes of this meeting.

### **Remedy report**

-A shortened matrix of the Remedy report was presented to the group to replace the usual 15-page report; a majority of the issues are operational.

-K-State is beginning to build the CRP2 instance where policy and procedural issues will be housed; it was recommended that operational issues should be resolved soon.

-A majority of the technical assistance requests (TARs) relate to the OSS application.

-The gaps in functionality are not included in the Remedy report.

### **Final gaps in functionality report**

-John Struve distributed a list of the current gaps in functionality and Oracle's estimated resolution time for each gap. Gaps shaded in grey indicate those that need to be resolved by December 31, 2004, or in release IGS.M.

-K-State has strongly requested that Oracle meet this date to ensure a go-live date of July 2005 for Admission.

-The deliverables report created by Mike Crow reveals additional functionality gaps in OSS. In order to provide a complete list to Oracle, these gaps will be added to the existing functionality gaps report.

-In addition to K-State's list of gaps, there are 38 individual issues that have been brought forth by other universities; these will also be addressed in release IGS.M.

### **Project Report**

-A motion was made to approve the go-live date of July 1, 2005 for OSS and the staged implementation from July 05-March 06. The motion was approved unanimously.

-The timeline for the staged implementation is: Admissions July 2005, Student Financial Aid/Student Finance January 2006, Registration and Records March 2006.

-“Go-live” for OSS implies there will be recruiting functions that currently exist, the ability to admit and transfer data to student records with no loss of data or integrity, and no double entry will be needed to complete business processes.

-Discussions took place about OFA being ready to go live, and a gap was identified that will be added to the existing gaps report for Oracle: The system lacks the ability to enter data in a decentralized manner.

-Questions arose about the staged implementation plan, including how do we explain that students will be interfacing with a new admissions module, but enrolling in courses through the old KATS system?

-There was also concern in the Registration and Records office about the time needed to complete testing and Q&A before March 2006.

-With the concerns brought forth, a good fall-back plan will be needed for the OSS implementation.

### **Oracle visit**

-Dan Stockwell and Joe LeCluyse visited Kansas State University for 2 days and hosted frank discussions about the gaps in functionality with the OSS team.

-As an on-going follow up to their visit, John Struve has weekly conference calls with Dan Stockwell and Dale Schultz, and periodic on-site visits by Dan.

### **College Advisory Board (CAB) meeting**

-The next College Advisory Board meeting will be held March 10-11 in San Francisco.

-John Struve and Larry Moeder will be attending on behalf of Kansas State.

### **Training**

-A training facility has been defined in the lower level of Edwards Hall; project managers are working with Bruce Shubert and Tom Rawson for funding of the training for both the Financials and Student systems.

-Concerns about the training site include the need for an air handling unit, and the non-accessibility of the location for handicapped employees.

**IGS.L release**

-The release date for OSS version IGS.L has been confirmed for March 31, 2004.

**Communications**

-In January John Struve and Aimee Cabrera met with the Council of Academic Deans; next meetings will be with the Council on Academic Policies and Procedures (CAPP) and an advisory group.

**Issues**

-Changing the go-live methodology requires a new project plan.

-Diana Blake will lead the process of completing a project plan that is due by March 15, 2004.

**Laser Newsletter preview**

-Aimee Cabrera distributed a mock-up of the *LASER News Flash* that is currently scheduled for a quarterly release, moving to a monthly release as the project nears completion.

-Members provided feedback and suggestions for the publication:

-Provide a link to the electronic version from Info Tech Tuesday.

-Add team lead Mike Crow to the staff contact list.

-Explain LASER acronym.

-Include project mission statement.

-Add LASER website address to the front of the article.

-Include a section on "life after LASER" and write one way in which the new systems will make life easier for K-Staters.

-Include articles from the newsletter in Info Tech Tuesday.

-The estimated release date of the first issue is early March 2004.

**Action Items**

-Mike Crow will provide a gaps report in the same format as the existing report, to be submitted to Oracle before the end of March.

-The deliverables report will be emailed to Steering Committee members.

**Next Meeting:**

The next Steering Committee meeting will be held on Thursday, April 1, 2004 in Anderson 116 at 1:30 pm due to spring break.