

# LASER PROJECT STEERING COMMITTEE MINUTES

**10:00a.m., January 23, 2003, ISO Conference Room**

*\*PREPARED BY: Jesse McCurry, Communications Coordinator*

*\*REVISIONS BY: Rebecca Gould, Dale Schultz, Diana Blake, Viki Horan*

## **Attending**

Diana Blake, Ruth Dyer, Rebecca Gould, James Guikema, David Hillier, Jesse McCurry, Larry Moeder, Keith Ratzloff, Dale Schultz, Betty Stevens, Beth Unger, and Lloyd Walker.

## **Absent**

Don Foster and John Streeter.

## **Minutes**

- The minutes from the December 19, 2002 meeting were approved as corrected.
- Larry Moeder added the following agenda item: General discussion on progress.

## **LASER Project Update**

- Dale Schultz advised that Oracle Apps World was going well.
- Keith Ratzloff asked if a revamp of the modules was in process. Dale explained the process and functionality of the revamp, and assured the committee that any changes will be finalized before the modules are needed.
- The Control and Reporting Document, as modified by Diana Blake, was unanimously approved.
- Dale Schultz discussed the need to take action on the Technical Architecture Document. Dale and Lloyd Walker recommended a global focus and consideration of other layers that may need to be added (data and information architecture). Dr. Unger indicated that a review of the document was in process.
- Lloyd indicated that feasibility and comprehensive plan documents have been submitted to the state. Based upon a conference call with KITO, it is believed that LASER will proceed with either a letter of concurrence or approval. KITO requires bi-monthly reporting. A request for approval of the next phase of LASER will be submitted on January 30, 2003.

## **Communication**

- No public announcements will be made at this time.
- A letter from the Executive Computing Committee through the AKO list will initiate communication with departments.
- Project Team Orientation is scheduled on February 4, from 1:00 to 4:00 p.m. in the Hemisphere Room of Hale Library.

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## Supervision and Evaluation

- Dr. Unger and Keith Ratzloff emphasized the need to clearly address evaluation issues, noting that Dale will provide leadership and supervision on the LASER Project, but supervisors must complete evaluations within their respective departments. The annual performance evaluation process might require customization that takes into consideration the various time commitments and levels of responsibility required for those with roles on the LASER Project. Dale mentioned that employees will be evaluated on project progress and, as a result, some staff may realize a career enhancement that could lead to advancement.
- The importance of project progress, as well as support for the Project Director, was emphasized.
- Diana advised that the time constraints and issues of complexity that the LASER Project Team is facing are typical of an IT project of this type.

## Training

- Training has been initiated with the purchase of five Oracle Learning Network interactive training sessions. The training will be provided on either an individual or group basis. Those returning from Apps World will begin the process of researching needed training opportunities.
- Diana detailed the training process:
  - ◆ K-State will apply existing funds to the \$395 per subscription fee.
  - ◆ Jesse will coordinate the training needs, with on-site courses arranged as appropriate.
  - ◆ The Steering Committee tentatively plans to complete the overview module on February 6.
- Diana and Dale met with CGI and UserTech/Cantebury to discuss training needs. If requested, CGI will provide a motivational speaker for the kick-off event free of charge.

## Survey

- Rebecca presented information on the status of the unit surveys.
- After formal approval is received, a weekly feature on the LASER Project will be included in InfoTech Tuesday.

## Staffing

Most LASER staff are in place, or are in the final stages of the interview process.

## Success Factors

- Key people must be identified.
- A commitment for consistent staffing and resources must be obtained.
- A fax machine and whiteboards must be procured.

# LASER PROJECT STEERING COMMITTEE MINUTES

## **Action Items**

- *Rebecca Gould:*
  - ◆ Update AKO list for LASER Project.
  - ◆ Disseminate the departmental surveys.
- *Jesse McCurry:*
  - ◆ Schedule TUTOR demo.
  - ◆ Coordinate on-site training as needed.
  - ◆ Build a departmental contact list.
  - ◆ Initiate weekly LASER article for InfoTech Tuesday after a public announcement has been made.
- *Dale Schultz:*
  - ◆ Obtain feedback from Harvard Townsend on the Technical Architecture Document.
- *John Streeter:*
  - ◆ Continue to build and customize listservs.
- *Beth Unger:*
  - ◆ Request that the Executive Computing Committee send a letter to the AKO list that announces the LASER Project and requests contacts who will receive the student information survey and the financial information survey.
- *Lloyd Walker:*
  - ◆ Look into the possibility of adding other layers (data and information architecture) to the Technical Architecture Document.
  - ◆ Submit a request for approval on the next phase of LASER by January 30.

The meeting adjourned at 11:32 a.m.

## **Next Meeting**

February 27, 2003  
LASER Project Conference Room  
10:00 a.m. – 12:00 p.m.