

LASER Steering Committee Meeting

April 1, 2004, 1:30pm

Anderson 116

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

**REVISIONS BY: Viki Horan*

Attending

Diana Blake, Rob Caffey, Mark Grinter, James Guikema, Dave Hillier, Jim Koelliker, Gary Leitnaker, Larry Moeder, Monty Nielsen, Keith Ratzloff, Bruce Shubert, Ron Semarge, John Streeter, John Struve, Harvard Townsend

Absent

Erik Ankrom, Al Cochran, Rebecca Gould, Dale Schultz, Betty Stevens, Beth Unger, Wayne Usry, Lloyd Walker

Approval of minutes

Meeting minutes from the February 19 meeting were approved with no change.

Introduction of Mark Grinter

-Mark Grinter is the technical team lead for Financials.

Project plan update, Diana Blake, John Struve

-Diana Blake led the completion of the new Work Breakdown Structure (WBS) of the LASER project using Microsoft Project; the WBS is a complete list of all tasks in the project.

-The new plan was handed over to John Struve on March 29.

- Resources will be added to the plan, which will ultimately change the implementation timeline; John Struve recognizes that the student financial aid team is currently under-resourced.

-As a result of situations like the under-resourcing of student financial aid, a risk mitigation plan will be developed.

-The project plan contains detailed tasks through July 1, 2005, with placeholders for the remainder of the project.

-The plan takes into consideration the gaps in functionality and makes the assumption that Oracle will be able to deliver the solutions to those gaps as promised.

Work Packets

- Work packets will be distributed to team leads on a monthly basis to keep tasks at a manageable size; every other week team leads will report back their progress and this information will be entered into the WBS.

-The primary purpose of work packets is to monitor completion of tasks by the assigned deadline.

Transition to new project plan/KITO reporting requirements, John Struve

-The project plan for the next 90 days is due to KITO on April 1; that report will be based on the new project plan.

-By May 1 KITO will receive the project plan that covers the next fiscal year from July 1, 2004-June 30, 2005.

Architecture for 24/7/365 availability, Harvard Townsend

-ISO, the DBAs, and LASER project team leads have been meeting to clearly identify the server architecture for the LASER applications in an attempt to decide what products need to be purchased and by what date.

-Discussions took place about the expectations of the availability of the new systems; if the expectation is for 24/7/365 availability, the concern is that there would never be time to take the system offline for updates and backups.

-Another problem would be insufficient staffing to carry out the amount of testing and development that needs to be completed for 24/7/365 availability.

-The final decision of system availability will impact the project timeline, cost, and the people needed to carry out the project.

-Concern was expressed that we first ensure our internal processing and reporting requirements are met.

-One reason to push for 24/7/365 availability is that it fulfills one of the goals of the LASER project to relieve the time constraint for international students and present employees.

-Currently it is unknown what tasks the new system can do; i.e., can the new system perform batch updates in real time?

-A possible solution is to achieve maximum availability of the new applications given the resources that are already on hand, and not necessarily 24/7/365.

Project report

OFA update

-The OFA enhancements are expected to be released in August 2004; the procurement card issue needs to be resolved by then.

-The Application Desktop Integrator (ADI) issue will be resolved by the end of 2004-- ADI is how data is entered into the system.

-Risk mitigation will be added into the report to account for the chance that Oracle may not deliver solutions to the gaps in functionality on a timely basis.

College Advisory Board (CAB) meeting

-John Struve and Larry Moeder attended the Oracle CAB meeting in San Francisco, CA, hosted by Golden Gate University.

-A conference will be held this summer at Buffalo State College in New York for OSS team members. Buffalo State College will complete their OSS implementation (SABRE project) this June.

-A suggestion was made to observe other university websites for ideas about involving the campus community with the LASER project; Buffalo State College is a good example.

-DeVry University is live with all applications: Admissions, Enrollment, and Financials; there is an option to visit the Kansas City DeVry campus to see the applications running in real time.

IGS.M—(RCD) release content document

-Few of the OSS gaps are included in the most recent release content document for version IGS.M; the draft of the Release Content Document (RCD) is the basis for continuing conversations with the Oracle development team.

-Currently there are 21 OSS gaps and 5 OFA gaps.

-The solutions to the gaps in functionality must be delivered by our timeline; if there is a delay, all other tasks in the project plan will be delayed in a cascading effect.

Training facility

-Use of Fairchild 009 as a permanent training facility for the LASER project was approved By the Steering Committee.

-The Financials team estimates about 500 K-State staff members need to be trained, starting in December 2004.

-Training for the student system will begin in March 2005.

-Ron Semarge is the Financials training coordinator.

PMM training/ Oracle consultants

-John Struve completed Project Management Methodology and is now a Kansas Certified IT Project Manager.

-Beginning April 12 Kathy Essig will be on site to assist the OFA team.

-Marsha Gottavi will be on site for three weeks starting April 19 to assist the Student team, particularly with the Admissions module.

Next Meeting

The next LASER Steering Committee meeting will be held on Thursday, April 29, 2004 in Council Chambers in the Student Union from 1:30-3:00pm. Please send agenda items to acabrera@k-state.edu.