

LASER Project Steering Committee Meeting

August 28, 2003, 1:30pm

Anderson 116

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

**REVIEWED BY: Rebecca Gould, Viki Horan, John Struve*

Attending

Diana Blake, Al Cochran, Rebecca Gould, James Guikema, Dave Hillier, Jim Koelliker, Gary Leitnaker, Larry Moeder, Monty Nielsen, Keith Ratzloff, Dale Schultz, John Streeter, John Struve, Harvard Townsend

Absent

Chris Althoff, Betty Stevens, Beth Unger, Wayne Usry, Lloyd Walker

Approval of minutes

The minutes from the June 26, 2003 Steering Committee Meeting were approved with the following corrections:

- The Minutes and Action Items paragraphs were modified to read, "Monty Nielsen will *lead an effort* to identify and codify existing University Academic Policies and *help* determine how to proceed."
- Under Steering Committee Changes, correction was made to Jim Koelliker's department name, Biological and Agricultural Engineering.

The minutes from the July 31, 2003 Steering Committee Meeting were approved with the following correction:

- Committee name correction on page 2: Joint Committee On Information Technology (JCOT)
- Under Absent, add Jim Koelliker

Review of LASER Project progress

- LASER Project Progress Chart was distributed to members. The project is on schedule with the exception of business processes and business requirements. A major question is whether the new system will use cash- or accrual-based accounting. John Struve will lead the effort to resolve these business processes and requirements issues and report back to the Steering Committee.
- A question remains on whether changes in business processes will be imposed on campus units. Keith Ratzloff will report back at the September 25 meeting.
- The financials portion of the LASER project is on schedule, but there will be a delay in the upgrade release of the student systems application from Nov 2003 to Feb 2004. Despite this delay, Dale Schulz is confident the July 1, 2005 deadline will be met.
- There was discussion on the impact of the student system and the financials system going live at separate times, and the possibility of having to build interim bridges to communicate between existing systems and the new system. Currently there is a 6-8 month gap between the go live date of the financials system and the student system.
- There is agreement that a graphic representation needs to be developed to fully realize the relationships between the two systems and consider what options are available in the timing of their separate go live dates. John Struve will provide a graphic representation at the September 25 meeting.

Report on status of project

- Discussion took place on the need for a moratorium in the duration of the LASER project and the proper timing and execution of the moratorium. Typically a cost benefit analysis is executed during these projects to justify future developments on the system and to prioritize future projects that will be pursued.
- John Struve will lead the effort in meeting informally with the ECC before making a recommendation on a moratorium. Joining John Struve from the Steering Board Committee are Monty Nielsen, Keith Ratzloff, Larry Moeder, and Dale Schulz.

Summary of TARS

- In response to long wait times for answers to outstanding TARS, Oracle has developed a new system where LASER team members will assign a ranking number of importance and the Oracle development team will better know which TARS to respond to immediately.
- The current list of outstanding TARS was distributed, with the majority relating to student finance and financial aid sections of the system.

Presentation/discussion of communications plan

- Latest communications plan was distributed and there was discussion on the careful approach that must be taken in executing the plan. John Struve emphasized that in addition to the meeting chart he is developing a more specific track on "who, what, where, when, and how" in regards to these presentations. This is an evolving document.
- On Sept 3, 2003 John Struve, Bryan Kraus, Dale Schulz, and Dave Winter will be making a presentation to Fran's group about the financials portion of the project.
- As of date, John Struve states that he is ready to communicate about the financials portion; student side is 6 weeks behind [in terms of] the communications plan.
- John Struve wants to work with Keith Ratzloff, Monty Nielsen, and Larry Moeder to decide on specific audiences that need to be approached.
- To be successful in our communication efforts, John Struve would like to form a group of informal experts to seek advice from them about campus constituents
- The Controller's Office staff and Registrar's Office staff need to be as well-versed as the LASER team about the new Oracle system to be able to field questions appropriately. There was a suggestion a presentation be made to those offices' staff before any other presentations are made, which led to the agreement that a feedback loop is needed for the communications plan.
- The influence (of the new system) on the departments is a great concern.

Discussion of Steering Committee role

- John Struve sees himself as a facilitator of making decisions rather than actually making the decision himself. It was agreed that the Steering Board Committee needs to draw a line on where they make decisions whether that means only address ones that effect money, cross office lines, etc.
- John Struve suggested that an informal line of communication be established during the month through the listserv.

Review of John Struve's position

- A position description for John Struve's position was distributed. Agreement reached that his duties will be evolving over a period of time.

College Advisory Board (CAB) meeting in September

Larry Moeder and John Struve will be attending CAB this September in Chicago. Aimee Cabrera is working on their power point presentation on the progress of the student system portion of the LASER project and on going concerns. John and Larry will report on CAB at the September meeting.

Dr. Unger's testimony before Joint Committee on Information Technology August 21

Report distributed to committee members for review. John Struve had a brief conversation with Dr. Unger and she reported that her testimony went well.

Information about Oracle efforts to take over PeopleSoft; impact on LASER project

- A timeline on Oracle's efforts to take over PeopleSoft was distributed. The ramifications of a take over can be either positive or negative, depending on if Oracle will continue to support existing PeopleSoft products.
- There is another town hall meeting scheduled for Sept. 3.
- There was discussion over whether K-State should adopt an Oracle HR system to have a complete ERP.

Other items

- Brian Kraus will be attending the Oracle User Group meeting next week (week of Sept. 1) to help make decisions about financials.
- The question of team moral was posed and John Struve recognized there is a need for team building now to avoid problems in the future.

Action Items

- ❖ John Struve and Dale Schulz will make a presentation on the implementation cycle.
- ❖ Keith Ratzloff will meet with Dale Schulz to further discuss the accounting processes and will bring back a clearer direction to the committee at the next meeting.
- ❖ John Struve will bring direction on a moratorium on legacy system upgrades to next meeting.

Next meeting

The next meeting of the LASER Project Steering Committee will be held September 25, 2003 at 1:30pm in Anderson 116. Members are encouraged to submit agenda items to John Struve.