

# *Preliminary Draft Materials*

## MINUTES OF THE K-STATE LASER PROJECT STEERING COMMITTEE MEETING

10:00 a.m. to 11:25 a.m., 20 September 2002, Anderson 201

Preliminary Draft Prepared by:  
John Streeter, LASER Project Steering Committee Secretary

### Attending:

Tom Rawson, Beth Unger, Larry Moeder, Wayne Usry, Dale Schultz, Diana Blake, Ruth Dyer, Don Foster, Jim Guikema, Rebecca Gould, David Hillier, Keith Ratzloff, Betty Stevens, John Streeter, and Lloyd Walker.

### Absent:

None

1. Larry Moeder, Steering Committee Chair, called the meeting to order at 10:00 a.m.
2. The agenda for the meeting was approved.
3. The minutes for the 30 August 2000 Meeting were approved as written.
4. Under Old Business:
  - a. Dale Schultz discussed the need to consider a change order to expand the deployment of the Oracle Inventory application (Discrete Manufacturing) for use by departments other than the Division of Facilities. John Streeter is working with Oracle to determine the cost of additional applications software licensing that might be needed and agreed to develop the proposed change order.
  - b. Dale Schultz discussed the Scope, Objectives and Approach Document and requested steering committee approval. The decision on approval was postponed until the next meeting to give everyone an opportunity to review it another time.
  - c. Dale Schultz presented the Quality Management Plan. He emphasized its description of the roles and responsibilities of individuals. He highlighted the fact that K-State acquired licensing and intends to use Oracle Tutor for End User Training and Online Documentation. He discussed the need to identify a member of the project team (1) to serve as Tutor Specialist, (2) to facilitate the development of training materials using Tutor and (3) to coordinate and conduct training sessions for the project team and ultimately for the end users.
  - d. Dale Schultz gave an update on staff resources for "Financials." Fran Willbrandt will serve on the project team at .5 FTE as Financials Coordinator. David Winter will be the lead for Financial Accounting full time (1.0 FTE). Doug Ackley will lead Accounts Receivable and Student Accounts full time (1.0 FTE).

In conjunction with a series of meetings conducted jointly by Dale Schultz and the Controller's Office several key departmental financial people have agreed to play an active role in the project. Dough VonFeldt at the Educational Communications Center, Tim Poell in the Division of Facilities and Pete Morris and Kathy \_\_\_\_\_ in the K-State Salina Business Office were identified.

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- e. Dale Schultz described plans for a Preliminary Kickoff Meeting for the LASER Project Team. He is tentatively planning to schedule the meeting the week of October 14<sup>th</sup>-18<sup>th</sup>. It is preliminary because it precedes the State CITO/KITO Visit scheduled for October 23<sup>rd</sup> to discuss the project for formal CITO approval.
  - f. Rebecca Gould presented a revised project Communications Specialist Position Description, thanked everyone who had made suggestions, and asked for any further suggestions or revisions. A motion was made, and the committee approved the position description as presented.
  - g. Rebecca Gould distributed a preliminary Communications Plan and asked for suggestions by e-mail to further develop and improve the plan. There was considerable discussion of the types of project communications that would be necessary and appropriate, including presentations to various campus organizations and committees, such as the President's Staff, the Provost's Staff, the Executive Computing Council, the Deans Council, the Faculty Senate Committee on Technology (FSCOT), the Computing and Information Technology Advisory Council (CITAC), and the Information Resource Management Council (IRMC). The establishment of a one page web based feedback mechanism was suggested.
  - h. John Streeter reviewed the list serves that have been established for the project:
    - i. LASER Project Steering Committee ([lasersc-l@k-state.edu](mailto:lasersc-l@k-state.edu)) assigned only
    - ii. LASER Project Team ([laserpt-l@k-state.edu](mailto:laserpt-l@k-state.edu)) assigned only
    - iii. LASER Project Financial Systems ([laserfs-l@k-state.edu](mailto:laserfs-l@k-state.edu)) assigned and subscriber
    - iv. LASER Project Student Systems ([laserss-l@k-state.edu](mailto:laserss-l@k-state.edu)) assigned and subscriber
    - v. LASER Project Public Announcements ([laserpa-l@k-state.edu](mailto:laserpa-l@k-state.edu)) subscriber
  - i. Dale Schultz discussed the project team orientation manual that will be created from LASER project documents.
5. Under New Business:
- a. Beth Unger gave an update on the formal approval process under the State of Kansas Project Management Methodology (PMM) and discussed the preliminary agenda for the planned visit October 23<sup>rd</sup> by the Chief Information Technology Officer (CITO) and representatives from the Kansas Information Technology Office (KITO). Bruce Roberts is the Executive Branch CITO, who must approve projects for K-State. Rick Miller is the Chief Information Technology Architect (CITA) and Director of the KITO. Vicki Rogers is the Director of Project Management in the KITO, and works with the individual agencies preparing materials for approvals and bimonthly status reporting.

Beth reviewed information and insights that she had obtained from KU, Emporia State, and Fort Hays State following their recent meeting with the Joint Committee on Information Technology (JCIT) concerning the status of each of

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their student system implementation projects. She continues to work closely with Sue Peterson, K-State's Governmental Affairs Liaison, to prepare for the eventual need to present the LASER Project to the JCIT.

- b. Dale Schultz described the LASER Project Skills Inventory Web Survey Form to be used for identifying project team skills and training needs.
- c. Rebecca Gould said that a similar Shadow Systems Web Survey Form to be used to collect information concerning shadow systems in the departments is in the process of being developed based upon preliminary materials that had been submitted to her. She expected that it would be ready for review in approximately one more week.
- d. Diana Blake distributed Staff Resource Allocation Materials, which are being developed for the Central Management Information Systems (CMIS) Advisory Committee's use in recommending project priorities. Representatives of individual departments on that committee have been asked to submit time allocations for their respective staffs to each of the projects listed on the Projected Resource Allocations for Administrative Systems Support-Summary by Department.

There was discussion and general agreement that the types of information being collected could prove useful to the LASER Project estimating the cost for the projected use of staff time on the project.

There was discussion of the critical need for participating departments to firm up their plans for committing specific individuals to the project for specific periods of time including for the duration of the project.

6. Lloyd Walker recommended that the agenda for the next meeting include an item for discussion of the relationship between the LASER project and the Integrated Information Initiative.
7. It was suggested that the next meeting of the LASER Project Steering Committee could be scheduled on either Thursday, October 17<sup>th</sup> to enable Dale Schultz to go home that day, or Friday, October 18<sup>th</sup>. The determination was to be made by the secretary based upon the availability of the members and the meeting room. The meeting has since been scheduled in Anderson Hall 201 at 10:00 a.m. Thursday, October 17<sup>th</sup>.
8. The meeting was adjourned at approximately 11:00 a.m. by the Chair.