

LASER Steering Committee Meeting
September 25, 2003, 1:30pm
Anderson 116

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

** REVIEWED BY: Rebecca Gould, John Struve*

John Struve chaired the meeting in the absence of Steering Committee Chair Larry Moeder.

Attending

Diana Blake, Rebecca Gould, Dave Hillier, Bryan Kraus, Gary Leitnaker, Dale Schultz, Betty Stevens, John Streeter, John Struve, Lloyd Walker

Absent

Chris Althoff, Al Cochran, James Guikema, Jim Koelliker, Larry Moeder, Monty Nielsen, Keith Ratzloff, Harvard Townsend, Beth Unger, Wayne Usry

Approval of minutes

The minutes from the August 28, 2003 Steering Committee meeting were approved with no changes.

Review of LASER Project progress

- Dale Schultz will be on leave from K-State from September 26 through October 29. His leave relates to taxes for consultants who are at the same site for more than a year. A-22 day break is required or otherwise there may be tax consequences. He will be available by phone or email during this time.
- Progress chart distributed to members and while the majority of tasks were on schedule if not ahead of schedule, discussion followed about items that were marked slow-going: business requirements definition, business process architecture, CRP1 technical tasks, integrated CRP session review, and business requirements mapping.
- Reasons why these major tasks are not on schedule is due to not completely understanding the full functionality of the new system; having been confronted with policy and procedure decisions; (and consequently) not having been able to effectively put a change procedure in place to make the final decisions on policies and procedures.
- Regarding business processes under Financials, Bryan Kraus is currently bringing testers to the CRP room for testing and discovering the best method to roll out the new system to departments
- Financials reported that by December 2003 they will be further along in understanding how the system works; they will have added more modules to the system, spoken to universities that have already implemented the system and are using similar processes, and will have worked out other bugs.

- Documents from Binghamton University on policy and procedure and the training manual from Ohio University have been provided for the LASER team to assist in their discovery and understanding of the new systems.
- Since Facilities is currently using Oracle Financials, it is important to include them in the set up of the new system that will be implemented for the entire campus.
- There is a strong recommendation to perform a walk-through of the new system for the Steering Committee to build enthusiasm and excitement; however we must be careful in downplaying any additional demands after seeing the capabilities of the system.
- There was more discussion on how/when to communicate the new system to other audiences with the agreement that talking with early adopters of the system will help facilitate buy-in among the rest of the campus.
- To avoid surprises there was a recommendation for preliminary communications to give people a heads up about upcoming decisions that need to be made; Aimee Cabrera will assist with these efforts.
- In addition a walk-through of the system on a regular basis was also recommended to avoid alienation of other team players and to keep everyone as informed as possible of new developments being made.

Report on status of project

- "Health check" from Oracle representative performed this week: Oracle representative interviewed key players from K-State to review the progress of the project and consider whether the right people are in place, is the project progressing at the correct pace, etc. An internal report is generated and used for Oracle records. John Struve will receive a summary of this report.

Summary of TARS

- Handout distributed with the following additions: TAR submitted regarding a problem with the Trading Community Architecture (TCA).
- Under SIS, there were 9 additional TARS added since last meeting.
- Q-bug reporting system working well since last meeting.

Kansas Information Technology Office (KITO) project reporting for next 90 days

- A negotiation with KITO has allowed project manager Lloyd Walker to submit LASER project tasks in 90-day increments; The next report will be submitted on October 10 and will cover the progress of the previous 90-day task report (July 1- Sept 30).
- One small glitch involves getting information from team leads and checking their reports with the actual plan to avoid over promising actual hours being worked.

CRP1 extensions--approval request

- The request for approval on extending CRP1 was in response to the last meeting discussion about the possible delay in the Oracle release of the

updated OSS; the proposal is an attempt to coordinate the end of CRP1s for both Financials and OSS.

- Extension will allow time for Financials team and select members from the Controller's office to visit (up to) three universities who are further along in their implementation of the Oracle product and better prepare them for setup in CRP2.
- OSS will also be in a better position to move to CRP2 with the extension.
- To make sure time is used efficiently during the extra months, both teams will be perfecting their test scripts and learning as much as possible about the new systems.
- Extension was approved by Steering Committee: Financials received a one month extension from November 1, 2003 to November 30, 2003. OSS received a three month extension from December 1, 2003 to March 1, 2004.

Business processes imposed on campus units

- Document distributed on the 6 points of implementation and discussion followed; document is subject to interpretation and John Struve will take recommendations for possible changes.
- Points are seen as minimum goals that need to be met in implementing the new systems.

Moratorium on improvements to legacy systems

- There was agreement on the need for more stringent policies for approving future projects in the upcoming years; Central Management Information Systems (CMIS) will be able to carefully review projects and identify high priority projects, versus those which can be put on hold.

Report from CAB, CAB vote on 2004 OSS Enhancements

- Overall CAB was a positive meeting; gained many contacts that are valuable to the team.
- Presentation was well-received and all questions were addressed and acknowledged by attending universities.
- There was agreement that Oracle should put more customer flexibility into OSS.
- John Struve will attend the next CAB meeting in March 2004.
- Handout distributed on the CAB vote for 2004 OSS enhancements.

Update on modifying go live dates

- Handout distributed which outlines the possible option of phasing in the OSS launch beginning in February 2006, as opposed to the original plan of a joint launch of Financials and OSS in July 2005.
- There was preliminary discussions on moving the release of the Customer Relationship Manager (CRM) module to the beginning of the launch to help create early buy-in, possibly to enhance our financial position in terms of effective recruiting and competing with other area universities such as the

University of Kansas; there is hope that by releasing CRM first, Oracle will have time to further develop OSS to better meet our needs.

- Questions to be considered: What are the budgetary implications? Does it force OSS to be released a year later?
- There will be a CRM demo on October 23; University of San Diego and Buffalo State are examples of schools that have followed this model (subsequently put on hold).

Other items

- John Struve will not be at the next meeting due to project management training.

Next Meeting

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