

LASER Steering Committee Meeting
December 11, 2003, 1:30pm-3:00pm
Council Chambers, Student Union

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

**REVISIONS BY: Rebecca Gould, John Struve*

Attending

Doug Ackley, Jay Alloway, Erik Ankrom, Diana Blake, Al Cochran, James Guikema, Dave Hillier, Jim Koelliker, Gary Leitnaker, Larry Moeder, Monty Nielsen, Keith Ratzloff, Dale Schultz, Betty Stevens, John Streeter, John Struve

Absent

Chris Althoff, Rebecca Gould, Harvard Townsend, Lloyd Walker, Beth Unger, Wayne Usry

Approval of minutes

The minutes from the October 30, 2003 Steering Committee meeting were approved with the following changes:

- Under OSS, corrected second bullet point to read “The student team has the current list of gaps” instead of “complete list of gaps.”
- Under Summary of TARs, edited first bullet point to read, “OSS has 22 open TARs.”

Introductions

From OSS

- Doug Ackley, Student Finance team lead; gave brief overview of how student finance relates to Admissions, Student Financial Aid
- Doug is the first of the LASER team leads to visit Steering Committee meetings on a rotating basis.

From Student Government

- Erik Ankrom, technology coordinator of Student Government was introduced; Erik will be serving on the LASER Steering Committee as the KSU student representative; he is also a member of the Waitlist advisory committee in conjunction with Registration and Records team.

Review of LASER Project progress

Financials

- Financial team successfully completed CRP1 at the end of November
- In November, all financials team members and Controller's staff held a two-day retreat to work through policy and procedure issues that are important to setting up the new system

OSS

- Have identified 15 critical gaps in functionality; Oracle has been made aware of these gaps.
- Several gaps will be addressed in release IGS.L (scheduled for release in February 2004) ,others will be addressed in release IGS.M (scheduled for release in early 2005)

Discussion on handling gaps in functionality

- The Steering Committee directed LASER team leads, in addition to identifying the gaps in functionality and informing Oracle of each issue, that a K-state risk assessment and mitigation plan should also be created in the event that Oracle cannot deliver a solution.
- A discussion took place about the need for involving business units when a change in policy and procedure is being considered as a solution to a gap in functionality.
- Business units have been consulted about current gaps, and considerations have been made to change business procedures. The Waitlist advisory group is a good example of how business units have been consulted for their input.

Summary of TARs

- Dale Schultz and John Struve will no longer bring Remedy reports to SC; instead they will provide a consolidated and summarized report; will be presented at the January SC meeting.

KITO project reporting update

- Lloyd Walker continues to be the primary contact between LASER and KITO.
- John Struve and Lloyd are looking to bring a more meaningful KITO report to the next SC meeting.

Report on project communications

- The level of communication both internally and externally has stepped up the past few weeks, with a major meeting held on December 8, 2003—this was the first meeting with all LASER team members since the project kick-off in April 2003; agreed to hold future meetings on a quarterly basis.
- Feedback from this meeting was fairly positive.
- The quarterly meeting with the CFOs was held last week and they discussed the Financials team site visits to Ohio University and Binghamton University; also reviewed the two day retreat regarding policy and procedure issues that took place in November.
- A meeting with the Council of Academic Deans is scheduled for Jan 12; this will be a short update during their regularly scheduled meeting; it is important to emphasize that there will be ongoing communication with the Council of Academic Deans for the duration of the project and not just a one time meeting.
- Starting spring semester, John Struve and Aimee Cabrera will be meeting with the Committee on Academic Policy and Procedure (CAPP), followed by meetings with the individual colleges.

- A discussion took place about how to best deal with campus groups to deliver correct information, begin dialogue, and also create buy-in overall for the project; it was suggested that SC members attending other departmental update meetings would have a positive influence on the project; this would help SC members stay current with the project.
- There was also discussion about the snowball effect of starting the communication plan; John Struve recognizes the communication plan is a time commitment and challenge to the project; the goal is to keep the appropriate campus groups as up to date as possible.

Report on go-live scenarios

- In response to Larry Moeder's request for a report on scenarios for go-live, John Struve and Larry Moeder have met and agreed to wait for the content release document regarding release IGS.L to be delivered before presenting a report to SC; report will be ready for January's meeting; Mark Grinter, Mike Stauffer, and John Struve are working on this report
- Some questions surrounding go-live dates include: Can KSU handle a "Big Bang" go-live date? If go-live is staged, how will the system integrate with the old system?
- With regard to go-live: we must consider the generous lead time needed for infrastructure, training, equipment.

Critical issues about Oracle Financials implementation:

- With regard to the project budget, there was discussion about the need for resources in order to create interfaces, for development, and to provide end-user training. End-user training requires proper training space and training equipment.
- One advantage KSU has is access to financials training manuals that have already been created by universities who have successfully completed implementation; K-State can also view their websites and training schedules.

Training

- There are many concerns about the training plans including finding a training facility, preferably a permanent one; we must also identify groups that need to be trained.
- Some options of training facilities are the CRP rooms in Foundation and the iTAC facilities.
- If possible, online training would be an ideal option to offer before formal classroom training begins.
- Trainers and coaches should be technically apt, as well as competent in adult teaching and learning principles.
- Training is needed for Oracle Tutor.
- There is a need to create a formal training plan, as well as identify resources for training.
- There are resources on campus to assist with the creation of a formal training plan, including the Conferencing and Workshop department; it is noted that they

charge for their resources; will also need to involve Rebecca Gould and Alma Deutch from HR.

- Dale Schultz pointed out the importance of keeping a core component of the project team in tact after the system goes live for updates and ongoing implementation of new patches

Legacy Database Project

- Diana Blake led discussion on how legacy data, not converted for use by the new OSS and OFA systems, needs to be stored in one central area where people can query the data and generate reports once the new systems are running.
- It is recognized that there is not a budget for a data warehouse in the LASER project since it was believed to be part of KSU's Integrated Information Initiative (III); The project needs a sponsor(s). Keith Ratzloff, Larry Moeder, and Monty Nielsen agreed to co-sponsor the project with Monty serving as facilitator.
- Currently the data is located on SAN and data is accessed through the mainframe.
- A decision needs to be made about ePrint—will this go away when the mainframe goes away? What if ePrint is the print solution for the LASER Project?
- A discussion took place about how the Legacy IT staff will be used on the LASER project. Staff will work on data conversion, building interfaces, setting beginning balances for the new system, learning Oracle Discoverer, and Oracle Reports.

Other items for the good of the cause

- Mike Crow from the Records and Registration team presented to Monty Nielsen's group about the Waitlist functionality; a committee made up of 9 faculty members and 4 students will be looking at the existing functionality of Waitlist and the needs of K-State users; there is a chance they will discuss policy and procedures for Waitlist.
- This was a positive meeting, good presentation; the Waitlist committee is possibly the prototype for how future academic policies and procedures will be handled.
- Facilities was successfully upgraded to Oracle Financials 11.5.8 on December 7, 2003.

ACTION ITEMS

- Keith Ratzloff, Dave Hillier, Monty Nielsen, Larry Moeder, and Diana Blake will meet to further discuss the Legacy Database Project issue. They will report back to the group at January's SC meeting.

Next Meeting

The next meeting of the LASER Project Steering Committee will be held on Thursday, January 29, 2004 at 1:30pm in Anderson Hall. Members are encouraged to send agenda items to John Struve.

