



Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	June 14, 2004
Time:	11:00 AM ET
Location:	McFall Chart Room

Invitees/Attendees (* in attendance, # absent, + substitute, = by conference call)

Names			
*	Bruce Petryshak	#	Toby Singer
*	Linda Dobb		
*	Chris Dalton		
#	Ron Lancaster		
*	Charlotte Petryshak		
*	Dale Schroeder		
*	Cindy Fuller		

1 Opening Statements

Bruce Petryshak welcomed all to the meeting. As a general review, Petryshak stated that the meetings scheduled for the fourth Monday of each month would be held only if an agenda item would warrant a meeting. The standard agenda items, budget and communication report would be presented only at the second Monday meeting each month.

2 Approval of Minutes

The minutes from the May 24, 2004 meeting were reviewed and approved. The minutes will be posted to the BG@100 web site.

3 Presentation of HCM Phase 1 Scope for Approval

The HCM Phase 1 Scope Document had been presented for review and consideration for approval at the May 24 meeting. Linda Dobb was unable to attend the May 24 ESC meeting and was provided the information during a meeting with Charlotte Petryshak on June 8. Ron Lancaster was unable to attend today's meeting but provided his approval prior to meeting time. The HCM Scope Phase 1 document was approved by the ESC and will be posted to the web site.

4 Project Status Update

Bruce Petryshak reported that Terry Dillon has joined the project team as Functional HR Consultant. Also, technical consultant Kevin Washington began on June 7 and Todd Glick began on June 14. Susie McKinney is scheduled to begin as Functional Benefits Consultant on June 22.

The job posting for Applications Developer was in papers in Toledo, Cleveland, Columbus, Findlay and Ann Arbor beginning the previous weekend. The newspaper ads will run for 7 days with a review of applications to begin on July 2. The position was also posted on Computer Jobs.com and Higher EdJobs.com. The pool of applicants can be used for six months and after that time, a new search would be initiated if more positions needed to be filled.

Office space for the project team continues to make progress. The AAA building on Wooster Street is being equipped for the project team. The restroom facilities are being modified and the available lighting, electrical and networking capabilities are being reviewed. Office furniture will be selected from a vendor providing slightly used furniture. The building will have access for 40 plus team members, offices for project leads, 1-2 conference rooms, and a room with approximately 10 machines to be used for testing. Some project team members will continue to have duties within ITS and will remain in Hayes Hall, the balance of the project team members will be moving to the AAA building once it is available.

The Functional teams are building configuration tables. There are many to be completed and some will need to be manually loaded. To date, approximately thirty tables have been finished. The Technical team has been completing work on creating the seven environments that will be used within the project and documenting technical standards and procedures to be used throughout the project.

Project team members are continuing to attend PeopleSoft training. Sue Tomor and Mike Failor attended PeopleTools 1, Phyllis Short and Sue Tomor completed SQR training and Jen Sader completed the Query/Crystal course.

5 Looking Forward

Work will continue to complete the building of the project team. Current position vacancies include: Functional Payroll Consultant, Conversion Lead, External Project Manager, Training Lead, Change Management, Administrative Support, and Applications Developer.

Interviews are being completed for the Administrative Support position. This position is being filled with a Supplemental Staffing hire and a decision should be made by the end of the day on who will fill this role. A review of the Applications Developer applicants will begin on July 2. Those hired into this position will be BGSU employees on a one-year renewable contract. These positions may continue for 1-5 years and employment is tied to the BG@100 project.

An initial Query training class will be offered to project team members by Charlotte Petryshak on July 7. Jen Sader will be developing further Query training as a follow up to this initial session.

6 Portal Update

Bruce Petryshak shared a Portal Update as provided by Toby Singer.

Since BGSU was awarded the \$1,087,450 five-year grant to implement an Enterprise Portal, the following has been completed:

- › establishment of a technical project team
- › establishment of a portal mission statement
- › establishment of business objectives
- › participation in portal page development training
- › participation in Oracle application server training
- › definition of an initial "look and feel" of the enterprise portal
- › building of a BGSU portal in the CampusEAI development environment
- › establishment of a BGSU development portal environment
- ›

Additionally, during the past several weeks the following items have been accomplished:

- › establishment of a project plan to support a December 2004 production implementation
- › identification of production hardware requirements
- › certification of the development environment through CampusEAI
- › identification of nine initial portlets for BGSU Enterprise Portal deployment - initial portlets include: Campus Events, Quick Mail, Campus Views, Weather, Search, Academic Information, Library Check Out Record, Blackboard, and Favorites.
- › an initial build of the development portal containing: Campus Weather, Campus Events, Campus News, and Search

The plans for the next several weeks include the following:

- › defining an identity management (single sign-on) plan
- › attending additional training for Enterprise Portal administration with a consortium of universities at Kansas State
- › establishing final goals and objectives
- › further involvement by Marketing & Communication in portal development
- › continuing the build of development portal

7 Presentation of Change Control for Approval

Charlotte Petryshak reviewed the Change Control Process document being presented to the Executive Steering Committee. PeopleSoft estimates that for each module it will take three to six months to complete a significant upgrade with zero customizations. While it is desirable to implement the PeopleSoft software vanilla, requests for changes or customizations will surface. This change control process document would define how these requests for changes or customizations would be resolved.

The document outlines what is considered a customization, what are acceptable and unacceptable customizations, and the process by which requested customizations would be presented to the ESC for their review and approval.

The following definition of a customization was presented for approval:

A customization is any add, change or delete to a PeopleSoft delivered component. A component may take the form of any of the following.

- › Online Pages (a.k.a. screen or panel viewable via web application)
- › Database Tables
- › Interfaces (usually batch but could be triggered online)
- › Reports
- › Workflow
- › Any change to the software that would need to be repeated during an upgrade

The following definition of an acceptable customization was presented for approval:

- › Maintain compliance where required by law
- › Maintain compliance with local, state and federal government agencies
- › Maintain compliance with university specific agencies
- › Maintain compliance with outside vendors
- › Maintain existing interfaces with other university systems
- › Maintenance of translate table. PeopleSoft delivers numerous code tables and their interpretations in a collection called the translate table. It is assumed that customers will add, change and delete the delivered values as desired.

The following definition of an unacceptable customization was presented for approval:

- › Aesthetics. This would include such things as changing the labels on fields, changing the order of fields, deleting unused fields, any change in appearance, etc.
- › Using any delivered field for anything other than what it was designed for
- › Adding approved changes to a delivered online page
- › Adding approved changes to a delivered application database table.

Requests for customizations that are not clearly addressed by the acceptable and unacceptable definitions may be presented to the ESC as an Action Item for consideration. The Action Items would be presented at a normally scheduled ESC meeting unless an urgent decision was required. The format of the Action Item presentation would be the following:

- › Background information related to the item
- › Choice of alternatives
 - first choice would always be the result of using the vanilla software
 - at least one other, but no more than two other choices that would explain the desired customization and why it is valued

- › All non-vanilla alternatives would estimate cost in terms of hours required and external consultant costs. In addition an estimate of the ongoing maintenance cost would be documented.
- › Date ESC decision is needed.

ESC members were asked to review the Change Control Process document and approval would be requested at the June 28 meeting.

8 Communications Review

Fuller reported that questions from the open forums have been documented as a Frequently Asked Questions (FAQ) link on the BG@100 web site. The questions and answers at this site will expand as more open forums are held. The next open forum is scheduled for July 22. Weekly updates will continue to be included in the Monitor. As information on the BG@100 website is updated, a message outlining the changes will be provided to those who have subscribed to the BG@100 listproc.

Bruce Petryshak adjourned the meeting at 12:40 p.m.

Next Meeting Date:	June 28, 2004, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Cindy Fuller