ERP CORE IMPLEMENTATION TEAM
Date: May 4, 2007
Location: Sparks Hall 3rd Floor Conference Room
Submitted by: Helen Turner
Members Present:

Jackie Dudley	Joyce Gordon
Jim Baurer	Josh Jacobs
Phyllis Baurer	Lynda Myhill

Members Absent:
Anita Poynor
Janice Thomasson

Jackie opened the meeting with the agenda handout.

The first discussion dealt with the membership of each core team. Jackie stated that this committee would develop the listing of team members which would then be taken to the Steering Committee to be approved. She emphasized that this will require a significant amount of time on the part of the members selected. Additionally, Tom Denton would like this list be the last level or the organization that will need to be approved by the Steering Committee.

Phyllis distributed a handout of the Administrative Computing staff assignments to each team.

The next discussion was "backfilling."

Joyce asked for clarification of some details of backfilling and how to deal with the effects it would have on an office when two major staff members had to be out at the same time.

Jackie said that it definitely would happen but that as the need arises they would have the freedom to bring in other people to help. She emphasized that the team would need to be talking to people and working on schedules to allow workloads to be shuffled down to others.

Phyllis felt that people would need to be aware that they will have to pick up and do things that are not their normal jobs in order to keep the departments going.

Joyce was concerned that since HR workloads are so unpredictable, problems could arise.

Jackie mentioned that there is a budget for backfill and that it would be up to team leaders to decide the requests that would be channeled back to the core team. The core team will be responsible for approving backfill assignments within the given budget.

There was a discussion of the team memberships. Jackie emphasized that they need to get all the best people who understand what is needed but not too many to impede the process. Also, they should use people from other offices not just administrative offices.

Jackie would like to get team membership lists suggestions in writing before the next meeting in order to discuss it at that time.

Jackie mentioned that the design of the software modules would dictate who needs to be on what teams and in what capacity. Changes could still be made after the design is in place. People will need to make changes in their work loads and they will need time to accomplish this.

Josh mentioned that he felt they need to have some "some outside" prospective on all this to insure balance and everyone agreed with him.

Jackie mentioned that the goal from the very beginning was to look at our processing methods now and redesign them to make the university more productive.

There was a brief discussion of the "battles" that will have to be dealt with in regards to people not wanting change. It will be the team's responsibility to talk with these people and convince them that this is for the best of the university. These issues will be handled by the Core Team, before sending items to the Steering Committee for review.

Joyce felt that people need to be prepared for the changes to come as early as possible so that the resistance to change can be dealt with. Linda agreed and felt that the university staff needs to be notified of the procedures and how their work will change.

Jackie said that they need to be cognizant that people understand this project is not a means to eliminate jobs but to be prepared to change how they work.

Linda felt that there was a misconception of losing jobs but that jobs would be there if these people want to learn and change.

There was a discussion of when the Core Team will meet and how often. For now, it was decided that they would meet every Wednesday afternoon at 1:30 in the Sparks Hall 3rd Floor Conference Room contingent on getting that location reserved.

Joyce mentioned that the Committee members should not get complacent now that their work is complete (selecting a vendor) but to realize this is just the beginning. Jackie agreed and stated that there was a "tremendous" amount of planning to be done and although the vendor will help, there is still a lot that is unique to MSU and would be best addressed by the committee.

It was mentioned that the SIU (Southern Illinois University) had a website with lots of valuable information that would be helpful for the committee members to check out.

The question was raised as to where the ERP Project Management would be located. Jackie said that a couple of places had been mentioned but no decision made at this time. A Steering Committee meeting is being scheduled to discuss this issue.

There was discussion about the Portal Team head and the committee agreed that it should Linda Miller and that she would be asked to make suggestions for her team.

Jackie said that she would contact other support team leads for membership recommendations.

There was a discussion concerning Data Standards. Jackie had a handout that she distributed for the committee to review. She felt it had a lot of useful information and forms. At this point, there was a discussion of the level of data standards that would be needed. Jackie felt that this

was a major item and that they might need a team to manage it. It was decided that this would be discussed at a later meeting after reviewing the material and having time to think it through.

Archiving of data was the next item up for discussion. There are many decisions that will need to be made concerning this one item, i.e. how long to keep mainframe up and running, length of time to keep records, etc.

Joyce asked that everyone begin to discuss it with their teams and get everyone's prospective. Then they could decide if another team was needed at a later date.

Next item for discussion was communication. Several ideas were discussed including having a web site for the campus to access; need for a logo; student newspaper continuous ad; putting information in student billings; link on RacerNet; link on PIN site; etc.

Josh will be bringing his notes and drafts to the next meeting.

Meeting concluded.