ERP CORE IMPLEMENTATION TEAM  
Date: October 12, 2007  
Location: Sparks Hall 3rd Floor Conference Room  
Submitted by: Josh Jacobs

Members Present:
Jackie Dudley  
Phyllis Baurer  
Joyce Gordon  
Tracy Roberts  
Linda Miller

Anita Poynor  
Josh Jacobs

Members Absent:
Jim Baurer  
Linda Myhill  
Teri Ray

10-12-07  
CORE TEAM MEETING  
1. Review of the PDD Document - PDD version 4.0

Pg4  
- “no stop” language questioned vs. “one-stop”  
- There should be a lead in paragraph that is more broad stroke, picture of the process, benefits and need

Pg6  
- Mission/objectives  
  o How do we measure them?  
  o Possibly reorder the Exec Summary/Mission/Objectives  
- Benefits  
  o Win/Mac compatible language changed/reworded  
  o Access and reporting added  
  o Possibly inserting the Executive Summary into the Benefits section  
- History  
  o ECSI conversation listed  
  o Identification of conversions and 3rd parties  
  o SEVIS change listed  
  o Additional 3rd party/Homegrown systems added from Tracy  
  o Blackboard needs listed  
  o RacerNet and Luminis interaction identified

Pg10  
- Related Documents  
  o Hardware lists  
  o Trip reports  
  o CBTs  
  o Etc.

Pg11  
- Project scope  
  o Payment gateway  
  o SEVIS update  
  o DARS name change  
  o Each person is to send 3rd party changes

Pg12  
- 2.2 – Anita will work up Best Practices
3.0 – Student Admissions live? Luminis Live?
  o Insert visual timeline of GO Live dates

- budget – add backfill process and accounting into the narrative

Assumptions
  o Halt on new system/program requests, unless approved by the Core Team/Steering Team
  o Vanilla implantation of Banner

- Dependencies
  o Notes on unique identifier that is eliminating the SSN
  o Include general university processes
  - 5.2.3
    o Expand SunGard to include “resources and consultants”
    o Add reference to “8.2”

- Risks
  o Include cost over run
  o Add in contingencies (all members to make suggestions to Jackie and Phyllis
  o Eliminate “Issue Control #” column and the “Weight” column

- Conflict Resolutions need to be added in?
  o Add a line to the Core Team description (pg20) and clarify the manager conflict resolution line
- Core responsibilities should include review of additional systems and the requests for 3rd party vendors
- Add Terry, Linda, Josh to Core
- Add Linda and Josh to Portal team
- It needs to be clear that the Core should be responsible for the monitoring of progress and success
- Add Communication, Predictions, Accommodations, and Acceptance of Close-outs as the responsibility of the Core

Add Student Reps to the Student and Luminis teams (not names)

Move the functional team description to the top of that sections

Add paragraph about Luminis responsibilities
- Edit 9.1 to have continual review of documents and delivery

Implementation section to be developed including points to be assessed/completed/addressed and then it should be linked to the close-out process
- Possibly highlight Quality Assurance and limit breakdowns of the section “9”
  (Import section from SIU for the Implementation)

change management should further define the org chart change process to be “related to the project”

1.5 take place of 9.6

9.8 Possibly under close-out sections? Who is responsible?
- 9.9 Josh will draft section to insert
- 9.10 delete
- 9.12 “manage” conflicts not “resolve”
- System requirements should be listed in a separate document

Duplicate scenarios under the Project successes

2. Other Business:

- Approved the backfill position put forward by $17,500 Jackie and Finance
- Adjourned meeting