

EISE Project Meeting Notes Eastern Illinois University

Team/Group:	Advancement
Date:	April 16, 2007
Time:	10:30 am – 12:00 pm
Place:	ITS Conference Room 3057
Attendees:	Cas Searcy, Cris Ealy, Sandy Wheeler, Kim Harris, Jerilyn Hutson
Note Author:	Jerilyn Hutson

Agenda and discussion items

- ☞ Procedures documentation
 - Matching Gift Information
 - Documentation has been drafted.
 - Premium Gifts
 - 2nd draft
 - Team reviewed about half of the constituent procedures on April 13th. Additional review sessions were scheduled for April 17th and April 19th to finish constituents and begin campaigns and designations.
- ☞ Timeline and Test 3 conversion
 - Libby indicated that IT may try to load Advancement general person into PPRD this week in preparation for next week's migration to PROD.
 - More error reports are to come. Data changes are being made as possible.
- ☞ Security classes
 - Fine grain access control
 - This was tabled to next meeting when everyone would be present.
 - Users have been given to Jerilyn who will send to Cathy Ashmore.
- ☞ Reporting
 - There is nothing to report at this time. Team members are still preparing report information to send to IT for writing.
- ☞ ADS Test Region
 - Test files for ADS will be made available in the evenings until midnight when requested during the day to Libby. There will not be any support for the test region at night. Production data will be copied when requested. The region will be available for reviewing data after production is shut down. May also be available on April 24th during our extract process.
- ☞ Milestones
 - There are a few milestones scheduled to be completed in April:
 - Completion of procedures documentation
 - This should be mostly completed by the end of April
 - Security matrix
 - This should be completed by the end of April
 - Interfaces
 - The interfaces are not needed until a later date. The HR to Advancement and Advancement to Finance interfaces need to be completed by July. The Student to Advancement interface is not needed until later.
 - Final testing of conversion data

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- This should be completed around the end of April, first part of May.

☞ Training

- Kim, Cris and Jerilyn should meet again to work on training. Jerilyn spoke with Steve about training plans and he offered some suggestions.

☞ Go-Live Support Center

- The Advancement Team will not have a go-live support center. If any problems are encountered during go-live we will have to work out the issues.

☞ Next consulting session

- 5/22-24—Go-Live Consulting

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List, Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: