

## **EIU EISE Project Meeting Notes**

Team/Group: EISE Steering Committee

Date: March 30, 2005

Time: 9:00 am

Place: ITS Old Conference Room

Attendees: Bill Witsman, Jeff Cross, Brenda Ross, Sue Harvey, Linda Moore, Jone Zieren, Julia Abell, Larry Cannon, Chuck Phillips, Kathleen Moreno. Not in attendance: Chat Chatterji

Note Author: Bill Witsman

### **Agenda and discussion items**

- Next meeting
  - Committee will schedule regular monthly meetings on the 3<sup>rd</sup> Wednesday of each month with the next being April 20<sup>th</sup> at 9:00am. Location will be determined by availability of conference rooms.
  - Later in the meeting it was determined that a meeting would be necessary next week Thursday April 7 at 9:00. Location to be determined and communicated by Bill.
  
- POP meeting
  - Impressions and reactions → Generally favorable comments were made. SCT was very positive about the cooperative and positive spirit of EIU's people and the support shown by the VP's.
  - Key SCT people → Larry asked to know who is Jann and Andy report to within SCT. Bill will get this information
    - Jann Gillingham – Account Manager
    - Neil Plaistow – Project Manager → Reports to Andy Hollander
    - Andrew Hollander – Senior Project Manager
  
- Project Schedule and Tasks
  - Planning document creation
  - Short term training & install
    - Business Process Analysis – April 5, 6, 7 → Now changed to May 10, 11, 12
    - Introduction to Oracle (OR101) – April 19, 20, 21
    - PL/SQL and Database Objects (OR102) – May 3, 4, 5
    - Remote installation – April 19
    - Onsite install verification and training – May 16, 17, 18
  - Long term project schedule → Bill still has budget analysis to do. Discussed this as a major impact and risk to the project. SC decided to raise this issue to the VP level.
    - Moving A/D sooner
      - ITS resource commitment during 5 system work
      - Budget affects
    - Other IT projects planned for distributed departments → Bill raised concerns that several other technology projects are scheduled or are being planned around campus and the affects these will have on technology people.

- Change Control Board
  - Typically SCT Account Manager, SCT PM, EIU PM
  
- Business Process Analysis → Much discussion about the benefits of BPA and who should be attending. A general feeling is to include more operational unit and other system users. Bill will converse with SCT next week about including more people in the BPA concepts part of this training.
  - Nature of and use for EISE project
  - How deep and wide to we go with this analysis?
  
- Cross Functional Collaboration Group → There was much discussion about the role of this group and especially with regard to the completion of the planning documents. Some SC members want to consider having the SC finish the planning documents. This topic will be discussed at the 4-7 meeting. Bill will assemble the current version of the Project Definition Document, examples of this and the other planning documents from other institutions and other related materials then provide these electronically for SC members.
  - Members – Team Leaders, IT resource team members
  - Purpose
  - Chair
  
- Other
  - Emphasis was made by multiple members that we should project the view that this is a University project and not an Information Technology project.
  - In regard to the above, concerns were expressed as to the title of the last ITS publication article titled “ITS to begin transitioning Eastern’s administrative computing to Banner”

### **Decisions Made**

### **Decisions for referral**

Raise the issue of the timing of implementing Development to VP level

### **Tabled/Future discussion Items**

For discussion at 4/7/05 meeting

- Cross Functional Collaboration Group
  - Members – Team Leaders, IT resource team members
  - Purpose
  - Chair
  
- Project communication methods
  - Requirements
    - MS Office
    - E-mail with standards

- Meeting documentation – agenda & meeting notes for SC, PT, others
  - Purpose – Project management, Accountability, Communication
  - Required?
  - Format
  
- Data Standards Team
  - Purpose
    - Determine the standards for data entry including values and formats
    - Address issues surrounding the access, use and modification of data – who, how, when
    - Work between the Steering Committee and Cross Function Col. Group
    - Security?
    - Handle specific data issues in adhoc teams then disband
  - Determining membership
  
- Reporting Work Team
  - Purpose
    - Look at what data is delivered via reports – Banner, departmental
    - Standard reporting methods – formats, headers, identifiers of data source
    - Review of tools
    - Special reporting issues
    - Security for reports and e-print
    - Define levels who will create reports
    - Define standards for report maintenance
  - Determining membership
  
- Training Coordinator – Sandy Bowman
  
- Other Teams
  - Security
  - Testing and Quality Assurance
  - Technology
  
- EISE days
  
- Project Room

**Ongoing Tasks , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC001	Determine who Jann G, Andy H, Neil P report to within SCT	Bill W		
AISC002	Determine and communicate location for 4-7, 4-20 meeting	Bill W		
AISC003	Raise the issue of the timing of implementing Development to VP level	Bill W		Bill discussed this with VP Cooley. A meeting is set with VP Cooley, VP Nilsen, Bill, and Chat Chatterji for April 19
AISC004	Discuss BPA training with SCT and possibility of including others.	Bill W		Bill had initial discussion with Neil. A conference call is being arranged for next week with Neil and an SCT training person