

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: May 18, 2005
Time: 9:00am-11:00am
Place: ITS Conference Rm

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

Note Author: Bill Witsman

Agenda and discussion items

No questions were raised concerning the SCT Project Manager April monthly report

- The general nature and purpose of these planning documents was discussed
 - Configuration Management Plan
 - Project Definition Document
 - Communication Plan
 - Organization Plan
 - Prioritized Services Requirements

Configuration Management Plan (last revision date from web site was May 9) was discussed. The essence of this document is to define what we're going to control and put under configuration management with SSCT. We will create a set of baseline-original documents. EIU and SSCT will agree upon and sign off on the original documents and for any changes to these documents.

EIU will also have a set of documents and other entities for which only EIU will need to sign off on the originals and changes. These are listed in section 2.7 and include: quality assurance plan, communication plan, organization plan, BPA deliverables, data standards, report standards, changes to Banner Technology (anything underlined is a tech entity).

Jeff - Can they use hyphen instead of underscore so we don't lose on e-mails? Bill will look into this.

The submission and approval procedures for changes to items controlled by configuration management were discussed. These are outlined in the document.

Bill will review and correct inconsistencies in the tracking and identification areas of the document. Also state that the "Name" of requestor should not be anonymous. Add a "Description" of the work product.

The Prioritized Services Requirements document was reviewed. The Process Team Leaders will be working on the matrix lists.

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Jeff asked about the HR component of Grant Administration to comply with federal requirements. Bill asked Chuck to get to Joy Craft and determine what is available.

- Data Standards Team
 - Discussion was held but no conclusions were made as to the members and charge
 - Finance is first group that needs these standards
 - Bill will provide the SC with more information at the next meeting
- Reporting Work Team
 - Determine members and charge – General discussion but no action taken
- BPA seminar – May 10-12
 - Overview of seminar – Seminar went well and attendees were very productive
 - Each Process Team leaders has tentative plans to use BPA during their implementation
- SCT Project manager monthly report – distributed with agenda
- EISE Web Site – changes have been made and work continues on this.
- EISE Budget and end of year issues
 - A later than expected project start has shifted the consulting time payments to later in the project thus allowing for the acquisition of software needed for early FY06. Bill is working with SCT on the purchase of Operational Data Store software and services and the interface to WebCt.

Because of the amount of work yet to do on the planning documents, members should continue to review and make suggested changes. The committee will meet next Wednesday, May 25th, 9:00 until 12:00.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC012	Review and planning documents for next meeting discussion	SC Members	Before May 25 meeting	
AISC013	Determine members for Data Standards Team – pass names to Bill	SC Members	Before May 25 meeting	
AISC014	Determine members for	SC Members	Before May 25	

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	Reporting Standards Team – pass names to Bill		meeting	
AISC015	Discuss with areas the needs and nature of a reporting tool	SC Members	Before May 25 meeting	
AISC006	Find a Project room	Bill W		Still looking

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC016	Investigate Grant Administration	Chuck Phillips & Joy Craft	ASAP	
AISC017	Can we use hyphen instead of underscore character for document naming standards	Bill W	ASAP	
AISC018	Review and correct the tracking and identification areas, make other minor changes to Name and Description within the Configuration Management Plan	Bill W	ASAP	

Attachments and/or meeting Handouts listed:

SCT Project Manager April monthly report sent via email with this agenda