

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: July 6, 2005
Time: 9:00am-12:00 noon
Place: ITS Conference Room 3057
Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Jone Zieren, Chat Chatterji, Chuck Phillips, Julia Abell, Linda Moore
Neil Plaistow and Scott Winkler of SCT attended
Note Author: Bill Witsman

Agenda and discussion items

- Review of outstanding action items
- Neil Plaistow and Scott Winkler of SCT attended the meeting and answered questions for the committee during the discussions noted below.
- Contract status
 - SCT Operational Data Store and WebCt interface – Purchase and maintenance approved by BOT and EIU administration. Purchase has been made. Bill will work on services contract in next month.
 - Oracle Campus license – Since expenditures for SCT consulting time has shifted to FY06, the financing of Oracle was paid off in full. This saved EIU future finance charges. This does however create a deficit project budget earlier than expected and starting in FY06.
 - Cobol – EIU has received free licenses for an SCT certified Cobol compiler. This will help with the system maintenance and viability.
- Data Standards Team work
 - Data Standards Team has been working on a standard document. They have achieved enough to allow the Finance Process Team to begin their work of initial data entry for learning and investigative purposes.
- Planning documents for EIU and SCT approval – The committee gave their final approval on the following documents with the understanding that the PSRD matrix still needs to be modified by the Process Team leaders. The PSRD list will only include items that fit within the EIU/SCT contract. EIU initiatives, such as imaging, will be included on an EIU only matrix.
 - Project Definition Document
 - Configuration Management Plan
 - Prioritized Services Requirement Document and matrix
- Planning documents for EIU approval – There was some discussion about the following two plans. Further and final review of these will occur at the next meeting. Bill will meet with the Team Leaders and discuss the pertinent parts of the Communication and other planning documents.
 - Communication Plan –

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- Add Team Leader written status reports and verbal reports to SC
 - Organization Plan

- Quality assurance and project measurement – The subcommittee of Jeff, Linda and Jone discussed measuring the view that the campus has toward the project and measuring project success. The subcommittee will work to find potential EIU people who could develop a viable measurement tool.

- EISE web site
 - FAQ monitor and creation - Who will monitor, reply and create an ongoing FAQ was discussed. No conclusions were made.
 - Include SCT PM status reports and consultant trip reports to the web site. Neil stated that these reports are meant to summarize the overall project picture and point out any current or potential problems.

- There was some concern that the HR team had not met yet. Bill informed the committee that the HR Process Team will begin meeting soon and will be involved in it's first consulting/education session the last week in July.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Consider Data Standards Team recommendation for EIU to set standards for names and naming of University departments. – Not discussed for lack of time

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC012	Review and planning documents for next meeting	SC Members	Before next meeting	Ongoing
AISC014	Determine members for Reporting Standards Team – pass names to Bill	SC Members	Before next meeting	Ongoing
AISC015	Discuss with areas the needs and nature of a reporting tool	SC Members	Before next meeting	Ongoing
AISC006	Find a Project room	Bill		Still looking
AISC021	Add Cross Functional Collaboration Group and Data Standards Team to Organization Plan	Bill	ASAP	Completed
AISC022	Meet with VPSA Dan Nadler to review the EISE project	Bill	After Aug 1	Scheduled
AISC023	Make the changes to the	Bill	ASAP	Completed

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	planning documents as discussed			
AISC024	Research software to automatically notify via email when web site is updated	Chat		Ongoing
AISC025	Research method for collaborative document manipulation	Chat, Bill		Ongoing
AISC026	Discuss potential publications with VP Nilsen	Bill	ASAP	Discussion completed
AISC027	Formulate measurement issues and methods	Jeff, Linda, Jone		Ongoing
AISC028	Discuss with SCT appropriate document for quality assurance and measurement issues. Find template and examples from SCT and others	Bill	By next meeting	Completed – See documents at http://www.eiu.edu/~eise/eiunonly/plandocs/qualasr/ BE CAREFUL AS THERE MAY BE A SPACE IN THIS URL. IF SO DELETE IT.

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC029	Add to web site the SCT PM status reports and SCT consultant trip reports.	Bill	ASAP	
AISC030	Determine potential people capable of creating an measurement tool	Jeff, Jone, Linda	ASAP	

Attachments and/or meeting Handouts listed: