

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: September 21, 2005

Time: 9:00am-12:00 noon

Place: ITS Conference Room 3057

Attendees: Members of the EISE Steering Committee present were: Bill Witsman, Jeff Cross, Sue Harvey, Jone Zieren, Chuck Phillips, Julia Abell, Chat Chatterji, Linda Moore and Larry Cannon. Brenda Major and Kathleen Moreno were absent.

Note Author: Bill Witsman

Agenda and discussion items

- Status of subcommittee work for the use of EISE funds personnel services expenditures
 - Discussed EISE funds personnel services expenditures. Bill, Jone, Chuck and Jeff will be meeting soon.
- Amount of historical data to be kept from the current systems of each module
 - At previous meeting committee discussed that this is best determined mutually by the teams
 - Bill will ask each Team Leader to give a brief list and detail and form of historical data to be kept.
- Suggested addition of risk to Project Definition Document
 - VP Cooley recommended that a new risk be added to the Project Definition Document for changes in SunGard SCT staff assigned to EIU. Bill has included this into the next document draft.
- Banner Priority – University Mission
 - Consider a recommendation to the Exec Committee on this matter. This will be worked at the next meeting.
- Reporting Standards Team
 - Member yet to be assigned
- Survey of University employees by EISE project personnel
- Outstanding action items
- Campus Communication
 - EISE newsletter/article
 - DEN articles
 - Status reports – EIU PM & SCT – will be acquired and placed on web site
 - There was discussion on getting info out to the University. The committee would like a few lines put in the newsletter weekly. People should be directed to the

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question and answer portion of the EISE website. An article linked from the newsletter will start going out soon.

- Concerns were brought up on the time that will be needed to put together departmental training manuals. Sandy Bowman will be available to assist with training.
- The Business Process Analysis will be posted on the website.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC014	Determine members for Reporting Standards Team – pass names to Bill	SC Members	Before next meeting	Completed
AISC015	Discuss with areas the needs and nature of a reporting tool	SC Members	Before next meeting	Completed
AISC006	Find a Project room	Bill		Still looking
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
AISC027	Formulate measurement issues and methods	Jeff, Linda, Jone		
AISC029	Add to web site the SCT PM status reports and SCT consultant trip reports.	Bill	ASAP	
AISC030	Activate and begin monitoring a web site FAQ	Bill	ASAP	In progress
AISC031	Check with other institutions about employee work duties during and after a project implementation	Chuck	ASAP	
AISC032	Define use of project funds for personnel services expenditures	Chuck, Jeff, Jone, Bill	ASAP	In progress – first met with Labor relations Aug 24
AISC033	Check with IRS on use of SSN and 1098 form	Larry	ASAP	

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Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC034	Develop standard survey format	Linda Moore	ASAP	
AISC035	Arrange for Steering Committee to know when Team notes are posted to web site	Bill	ASAP	Completed

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: