

**EISE Project Activities  
Eastern Illinois University**

**April 2005**

- Advancement Module
  - Solidified major milestone dates for advancement module
- Cross Functional Collaboration Group
  - This group was formed and began meeting to address the more technical issues that affect multiple process teams. All Process Team leaders, their team's ITS technical staff and the EISE Training Team leader are attending.
  - Decided to meet twice a month
  - Worked on early drafts of the Project Definition Document
- Finance Process Team
  - Consulting/Education - Overview & Chart of Accounts
  - Began developing chart of accounts
- Financial Aid Process Team
  - Began meeting to discuss startup issues
  - Reviewed and gave feedback on the Project Definition Document
- Human Resources Module
  - Solidified major milestone dates for human resources module
- Steering Committee
  - Formulated the framework for project related communication as being open with documents and meeting notes made available to the entire campus
  - Defined the nature and scope of additional teams, Cross Functional, Data Standards, Reporting Standards
- Technical
  - Banner software installed remotely by SCT on EIU test servers
  - Consulting/Education - Introduction to Oracle, PL/SQL
  - Three ITS staff attended a regional SETA (SCT users group) conference
- EIU EISE Project Manager provided a short status report for the Board of Trustees

**EISE Project Activities  
Eastern Illinois University**

**May 2005**

- All Teams
  - Consulting/Education - Business Process Analysis Overview and Detailed Training – 56 people from all sectors of the campus attended a BPA overview session. 24 of these people continued with detailed training of how to perform BPA. A number of real life processes were charted during practice BPA sessions.
  - Consulting/Education - Data Conversion Analysis Consulting – All Process Team leaders and ITS technical staff worked with SCT to determine preliminary plans for the conversion of existing data into the Banner systems.
- Cross Functional Collaboration Group
  - Worked on early drafts of the Project Definition Document
- Finance Process Team
  - Consulting/Education - Chart of Accounts two, Reporting, Conversion Strategy
- Steering Committee
  - Much work was done on the primary planning documents, Project Definition Document, Configuration Management Plan, Communication Plan, Organization Plan, Training Plans, Prioritized Services Requirement Document and matrix
- Technical
  - SCT on campus to verify the successful installation of Banner software and help education EIU technical staff with technical system issues
  - Consulting/Education - Advanced Oracle, PL/SQL
- EISE project presented to EIU Staff Senate and numerous guests
- Neil Plaistow, SCT Project Manager on campus for two days
- Scott Winkler has replaced Jan Gillingham as EIU's SCT Account Manager.
- SCT and EIU developed a complete consulting and education plan

**EISE Project Activities  
Eastern Illinois University**

**June 2005**

- Cross Functional Collaboration Group
  - Began reviewing data common to all modules such as names, addresses, and ID's.
    - “General person” data and how it affects all modules
    - Correct format for a standard Banner ID
    - The use of SSN within Banner and it's uses by campus offices
    - The affects of mass loading data from current systems
- Data Standards Team
  - Organized and began meeting weekly
  - Reviewed the general charge, purpose and format of the standards document
  - First priority was to establish enough standards to allow the Finance Process Team to begin entering some data for trial training purposes. Non-person/vendor name standards established.
  - Dealt with individual names and addresses, how many, format of
  - Abbreviation appendices established for different types of abbreviations
- Finance Process Team
  - Worked on chart of accounts
- Financial Aid Process Team
  - Discussed areas in need of BPA (business process analysis)
  - Familiarize with SCT consulting/training methods
- Steering Committee
  - Continued much work on planning document
  - Finished organizing the Cross Functional Collaboration Group and the Data Standards Team
- Technical
  - Banner production servers ordered and received
  - Addressed Banner security issues to allow Finance Process Team to continue working
  - Consulting/Education - Object Oriented Analysis & Design
- EISE Project web site now contains planning documents
- Signed contract for data mart and WebCt connection software from SCT
- Finished paying for Oracle campus license

**EISE Project Activities  
Eastern Illinois University**

**July 2005**

- Advancement Process Team
  - Team members have been working on BPA's (business process analysis)
- Cross Functional Collaboration Group
  - Continued working on data common to all modules such as names, addresses, and ID's.
    - "General person" data and how it affects all modules
    - Correct format for a standard Banner ID
    - The use of SSN and ID within Banner and it's uses by campus offices
    - The affects of mass loading data from current systems
    - Began additional data cleansing efforts for student and personnel data
- Data Standards Team
  - Dr. Doug Bower took over a chairperson
  - Developing framework for defining how access to data will be determined
  - Continued to work on details of Standards Document
- Human Resources Process Team
  - Began meeting weekly
  - Overview of team and member responsibilities and roles
  - Began building the Employee Class and Position Class tables
  - Consulting/Education - Overview and Navigation, General person Training
- Steering Committee
  - Continued much work on planning document
  - Sent final version of planning documents requiring SCT signoff to the project sponsors for review
  - Project personnel are expressing more concern about the additional work duties related to the project
  - Began formulating a policy for the use of EISE funds for overtime and other personnel services expenditures
- Student Process Team
  - Team subgroups related to BPA (business process analysis) began meeting and produced results for
    - Manually adding a student to an on-campus class
    - Student Billing and Student Payment
  - Two new BPA groups were created
    - Recruiting
    - International Admissions Recruiting
- Technical
  - Banner production server hardware fully installed
- Neil Plaistow SCT Project Manager and Scott Winkler of SCT Account Manager were on campus for two days

**EISE Project Activities  
Eastern Illinois University**

- EISE Project web site now contains descriptions of all teams, their members, meeting agenda, meeting notes and SCT provided consulting/education plans

**EISE Project Activities  
Eastern Illinois University**

**August 2005**

- Advancement Process Team
  - Team members have been working on BPA's (business process analysis)
- Cross Functional Collaboration Group
  - Determined the format for the standard Banner ID
  - Continued the review of multiple name and addresses for people
  - Begin reviewing the interaction of Position Control with the Finance module
- Data Standards Team
  - Team requests someone from Records Office to serve
  - Sue Harvey from Records has joined the team
  - Patti Bailey has replaced Tracy Hall from Financial Aid
  - Data Standards Team will lay the framework for how data security will be administered but the details will be handled by others
  - This team will work with the Cross Functional Collaboration Group in regard to the number and uses of names and addresses to be available
  - Continue to work on details of Standards Document
- Finance Process Team
  - Continue work on developing chart of accounts
  - Developing methods and dates for various data conversion issues
- Financial Aid Process Team
  - Dealing with issues of basic people data; Banner id, name, address, etc
  - Begin identifying data cleansing issues
  - Consulting/Education - Initial Technical Training
- General
  - The EISE web site now has a calendar listing future consulting and training session
- Human Resources Process Team
  - Reviewed BPA (business process analysis) activities
  - Reviewed and assigned all task logs to team members
  - Continue to work on Employee Class and Position Class tables
  - Consulting/Education - Employee, Position Control and Budgeting Training
- Steering Committee
  - Additional work to formulate a policy for the use of EISE funds for overtime and other personnel services expenditures
  - Deal with several issues referred to Steering Committee by project teams
- Student Process Team
  - Data Cleansing
    - Efforts began to identify and address data inconsistencies within the current student systems and inconsistencies between the current systems and Banner. Efforts include staff from ITS, Records, Admissions, Graduate School, Financial Aid, Business Office, and International Programs

**EISE Project Activities**  
**Eastern Illinois University**

- Technical
  - Consulting/Education - Data Migration Toolkit Training
  - Consulting/Education - General Person Data Migration
  
- New VP of Student Affairs Dr. Dan Nadler was appraised of the EISE project

**EISE Project Activities  
Eastern Illinois University**

**September 2005 - Partial**

- Advancement Process Team
  - Working on cleaning up data in current system
  - Team reviewing preliminary concepts of how data is handled within Banner
  - Team members have been working on BPA's (business process analysis)
- Finance Process Team
  - Consulting/Education - Purchasing, Accounts Payable and Bank Reconciliation
  - Consulting/Education - Finance Data Mapping Session
- Human Resources Process Team
  - Reviewed Compensation task log items
  - Reviewed Benefits tables
  - Continue to work on Employee Class and Position Class tables
  - Consulting/Education - Benefits, Deductions, COBRA Training
  - Consulting/Education - Initial Technical Training
- Steering Committee
  - A subcommittee continues to formulate a policy personnel services expenditures
  - Addressing concerns that have been raised about the priorities of project work versus normal work assignments
- Student Process Team
  - Data Cleansing and BPA efforts continue
  - Begin full committee meetings
- Technical
  - Consulting/Education - Oracle Developer