



Oversight Committee Meeting

Date of Meeting: 03/31/08, 10:30-11:30a.m.

Minutes Prepared By: Jenna Kliner for Debbie Veglahn

1. Purpose of Meeting

- Agenda:
 - Introduction – John Gleason, CIBER Project Manager
 - Project Update
 - Project Charter
 - Modifications to Campus Solutions; Role of Oversight Committee
 - Discussion of next meeting and future meetings

2. Attendance at Meeting

Debbie Veglahn, Chris Bakkum, Bill Colclough, Bob Hetzel, Paula Knudson, John Gleason

3. Meeting Notes, Decisions, Issues

- Debbie welcomed everyone to the meeting. John Gleason, CIBER Project Manager, was introduced.
- The project update:
 - New CIBER consultants came on board in March. The project will be fully staffed by the end of April; except for the consultant for Academic Advising, who will start in the fall.
 - The SIS Project had a very successful Open House on March 25th. Debbie thanked everyone who was able to attend and show their support of the project.
 - The Change Management System was discussed; there are still mandated changes and problems fixes that take resources away from the project (2-3/week lately.) Examples include the unclassified leave statements change by the UW-System; MADD reporting changes by UW-System; WI placement scores no longer including the social security number which is currently used to match to UW-L student records; and CAS trouble-shooting (loading ACT scores). The project time-line is on a very tight schedule and resource management is essential.
- Project Charter: UW-System required the three campuses to formulate one. The Charter includes control and risk management strategies and the communications plan from the original CIBER Readiness Assessment and Project Charter, April 2007. Any feedback on the document would be appreciated by Debbie. She will be asking the executive sponsors to sign later this week.
- Modifications to Campus Solutions:
 - Debbie presented the proposed guidelines for the role of the Oversight Committee in approving high priority gaps. The goal is to implement Campus Solutions as “vanilla” as possible and the project team will work with CIBER to explore Campus Solutions

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- functionality and work-arounds for all gaps wherever and whenever possible.
- There are applications currently used on campus and performed in CAS that are not delivered by Campus Solutions, e.g. class scheduling, facilities management, residence hall management.
 - The proposed guidelines indicate that major gaps will come before the Oversight Committee when:
 - Development work requires 200 or more hours.
 - A campus-wide policy change may be necessary.
 - Gap solutions will have an impact on funding or revenue.
 - Debbie provided a few examples of gaps that have initially been identified as requiring 200 or more hours of development work: Telecounseling for recruiting and admissions; academic standing change from a semester basis to a credit basis; addition of disbursement rules used for financial aid packaging; student financials integration with the shared financial system.
 - Modification Request Process:
 - UW-L functional lead, in consultation with the UW-L development staff and the CIBER consultants, will be responsible for researching alternatives—third party software purchase vs. development from scratch vs. borrowing from another campus and implementing at UW-L.
 - A draft of the modification form to be completed was reviewed. The form will be completed by the functional lead.
 - The functional lead will present the modification and a recommended solution to the Oversight Committee; the goal would be to send the modification form to the committee prior to the scheduled presentation.
 - Expectation is that the Oversight Committee will make a decision at the meeting so work can continue to move forward; these modifications will be on a tight timeline.
 - Emergency meetings might be called; some things may need to be done via e-mail.
 - It was suggested that the modification form be sent to the Oversight committee at least one week prior to any scheduled presentation. In addition, whenever possible, discussions on modifications should begin early with the committee so there is time to educate and ask questions.
 - There are 5000 hours for development work of gaps included in the SIS Project Budget. There are also hours included in the CIBER Statement of Work where funding is shared by Common Systems. These dollars would be used to hire additional CIBER consultants to do the actual development work for the project due to the scarce resources in ITS. It is essential that knowledge transfer occur prior to the CIBER consultants' exodus. Although there are dollars budgeted, there is still concern about the tight timeline for accomplishing everything that needs to be done prior to specific go-live dates. Debbie will be monitoring this closely.
- Debbie will be scheduling future Oversight Committee meetings for May – December using Outlook. The meeting schedule will still be 1/month with the understanding that additional meetings may need to be scheduled to accommodate the project schedule.



4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
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None
