

Fridays @ FIRST Memo

To: CUNY FIRST Campus Communication Liaisons
cc: Campus Executives, CUNY FIRST Core Team

The following is an update of this week's effort for the CUNY FIRST Project.

- ***STUDENT ADMINISTRATION***

The key activity this week was on Tuesday February 19th, when members of various councils, Student Administration subject matter experts and Campus Executives met at New York City College of Technology. They were given a read-out of the fit/gap work of our Campus Solutions (Student Administration) pillar. Attendees were updated on work that involved our entire university community on Financial Aid, Student Financials, Admissions, and Student Records.

A number of questions came up during the meeting. Responses will incorporate them into a larger FAQ for the Project website – <http://first.cuny.edu>. Several were around how we track and incorporate Continuing Education students into the system (which we are still working to configure), where PhD candidates fit into CUNY FIRST (the next step as we build programs for graduate students) and when will non-Vanguard colleges learn what wave they will implement student processes (will be determined from lessons learned from the Vanguards).

- ***FINANCIAL – General Ledger***

Work continues on the General Ledger as part of the configuration and build phase. We are planning to start the system testing of the General Ledger at the end of March 2008. The testing will continue through the end of June 2008 and it is intended to validate that the system would meet the requirements of the campuses and the central office. A key responsibility for the campuses is the identification of shadow systems that will feed into the new General Ledger. A memo was sent today to CUNY FIRST Campus Executives to explain the identification process. The Campus Project Management Liaison will be asked to complete the shadow system by March 31st.

We are also developing Communication activities that relate to General Ledger. This will be shared with the Communications Liaisons at an upcoming on-line meeting.

- ***HUMAN RESOURCES***

A key activity underway is our work with the various vendors who provide benefits to CUNY staff. This will determine which vendors will provide direct self-service to CUNY FIRST and which want us to link to their web sites for our needs. The HR Team is also identifying business processes to build the HR applications.

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- ***TRAINING***

We have begun the identification of content to create courses for the train the trainers in March. These trainers will be the first to learn General Ledger processes so they can not only assist in training, but become valuable resources for support after Go-Live.

By the end of this month, construction will be complete for our Borough Training Centers at Hostos, City College, Queens College and Brooklyn College.

We have the following important meetings this week. The agendas were detailed in last week's Friday's @ FIRST memo.

- ***CUNY FIRST STEERING COMMITTEE/CAMPUS EXECUTIVES JOINT MEETING – Tuesday Feb. 26 – W. 57th - 16th Floor Seminar Room – 2-4pm***
- ***HELP DESK – CAMPUS MEETING – Wed. Feb. 27 – W. 57th – 16th Floor Seminar Room – 10am - Noon***
- ***FACULTY WORKLOAD – Wed. Feb. 27- W. 57th – 14th Floor Conf. Room – 1-4pm***
- ***PROJECT MANAGEMENT/CHANGE MANAGEMENT LIAISONS – Friday Feb. 29 – W. 57th – 14th Floor Conference Room – 9a - Noon***

These meetings are an important part of what we're doing and will play a key role in how we move forward.

We have chosen and are finalizing the new project logo and will debut it next week.

Enjoy the snow while it lasts and have a great weekend.