Fridays @ first

April 11, 2008

To: CUNYfirst Campus Communication Liaisons
cc: Campus Executives, CUNYfirst Core Team

The following is an update of the CUNYfirst Project.

❖ *General Ledger – Testing*

System Integration Testing began this week with our Finance Community to see how the General Ledger system operates in an environment that includes the various systems that feed information to it. To understand the testing that each process will face, I am attaching a CUNYfirst Focus sheet in this email to explain the testing plan for General Ledger and the Project at large. The next phase of testing the General Ledger is User Acceptance Testing where the processes are pushed to the limits to ensure it meets CUNY standards.

❖ *General Ledger – Training the Trainers*

We will begin Training the Trainers for General Ledger next week, with a two-day course. On Monday and Tuesday, trainers identified for colleges in Queens, Brooklyn and Staten Island will meet at the Brooklyn Borough Training Center for the presentation workshop. Wednesday and Thursday, trainers from Manhattan and the Bronx will participate in the same instruction at the Manhattan Borough Training Center at City College. The focus next week will be to give them skills to manage the learning environment and facilitate the training for our end users, which begins in May.

❖ *Project Management/Change Management – General Ledger*

The General Ledger Organizational Readiness Checklist was developed from the project plan for campus based activities, with input from the various CUNYfirst Project Teams (Finance Pillar, Security, Technical Readiness, Data Conversion, Testing, etc.). The objective is to prepare to "Go-Live" with the General Ledger in July. These activities will be conducted by the Campus Teams with instructions being given by the Core CUNYfirst Project Team. Specific Campus Team responsibilities are:

❖ The **Campus Team Project Management Liaison** will coordinate organizational readiness activities at the campus, working with the Campus Team members

❖ The **Campus Team Change Management Liaison** will monitor the progress of completing the organizational readiness activities on campus, working with the Campus Team Project Management Liaison to identify those activities that need further attention

❖ The **Campus Team Members** (e.g., Security Liaison, Technical Readiness Liaison, Finance Pillar Lead, etc.) will execute and complete the organizational readiness activities by the due dates. If tasks on the Checklist are unclear, Campus Team members should get in touch with their respective CUNYfirst Project team contact

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❖ It is important for the Campus Teams to meet as needed to communicate progress on organizational readiness activities. The Campus Team Change Management Liaison will monitor the completion of the activities on the Checklist, and will forward progress to the CUNYfirst Project Team. Campus organizational readiness success will be measured by the completion of the activities by the due dates.

❖ *Next Week and Beyond*

The CUNYfirst Steering Committee will meet Wednesday here at West 57th. They receive an update on Project Status and see a demonstration of the Enterprise Learning Management (ELM) system from Training Manager Adante Harvey. ELM will manage our learning and training activities for the Project. It is important to note that our ELM system went live April 9. Thanks to everyone, especially our campus experts who tested and helped put this system into production

On April 16, the Finance Liaisons will meet at West 41st. On their agenda is working with their campus Project Liaison to understand their work for the GL Readiness Checklist, an update on Training, updates on testing (including User Acceptance Training), reporting and the current status of the Chart of Accounts.

We are working with the Baruch Survey Unit to finalize the upcoming CUNYfirst Community Survey about the Project. That survey will be sent out to about 7,000 recipients at the end of April

❖ *SharePoint and Project Graphics/Templates*

The Project Calendar is on our SharePoint site – https://firstsharepoint.cuny.edu. Access right now is extended to Campus Executives, Project, Change Management and Communications Liaisons. All liaisons will have access by the end of April.

The new CUNYfirst style guide is written to accompany the new Project Graphics package. That guide is available on the SharePoint site or from the Communications Team.

Enjoy the weekend,

John Ray

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first.cuny.edu