Fridays @ first

May 9, 2008

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

The following is an update of the CUNYfirst Project. This contains information that should be shared with your campus team. As we move toward General Ledger Go-Live, we suggest you share this with your Finance and Administration and Business Office staff.

> ❖ *General Ledger – Users Acceptance Testing*

Users Acceptance Testing for the new CUNYfirst General Ledger began this week. This is where we make sure the system meets our requirements. A small group of Subject Matter Experts who have taken General Ledger training or are one of our Train the Trainers will start the process. They are developing test scripts based on their day-to-day knowledge of CUNY's business functions or on their knowledge of the CUNYfirst General Ledger. Overall Users Acceptance Testing begins in June over a three week period with groups coming from our senior, community and specialty colleges, in that order.

Forty-five people from around the university attended our General Ledger Sandbox sessions – three one-day sessions – which allowed them to "touch" the system to work with sample journals they created so they could understand the CUNYfirst system's functionality.

> ❖ *General Ledger – Training*

Train the Trainer workshops concluded this week after seven days of content instruction and presentations. Finance lead Bill Fox and Finance Architect Lynn Rosa were on hand Monday to answer specific questions from the 36 trainers on how to teach General Ledger processes to new learners. Training for the General Ledger begins with an orientation session for end users on May 20 at John Jay College. Details will be released next week. End user training will begin the week of June 2.

Training liaisons met Thursday, May 8, and were updated on the current status and were given a demonstration of the CUNYfirst Enterprise Learning Management (ELM) system. This tool will be used to manage training activities at their campus.

> ❖ *Project/Change Liaisons*

CUNYfirst Project and Change Management Liaisons held a webinar Tuesday, May 6, on Help Desk for users, including creating a support network, developing a knowledge base to respond to common questions and how we will promote self-help tools. They also heard how work within the CUNY Help Desk community is focused on staffing, training and having the proper tools for support.

Project and Change Management Liaisons were also given an update on a number of campus based tasks and how they will continue to update their checklists for General Ledger Go-Live. All campuses completed their checklist.

Fridays @ first

❖ ***CUNYfirst Community Assessment***

The 2008 CUNYfirst Community Assessment concluded Monday May 5. We thank everyone for taking time to respond to the survey. The analysis of the results, due next month, will give us insight into the CUNYfirst Project for communication training, leadership and organizational readiness. On June 19, Change Management and Communication Liaisons will meet to discuss the findings of the survey and develop a series of action plans in response.

❖ ***IT Directors***

CUNYfirst Program Manager Mara Bianco met with university Information Technology Directors at their monthly meeting. She shared with them the Campus Checklist tasks that lists what needs to be done prior to the General Ledger Go Live. She also walked them through our Technical Readiness tasks, which is where we are working with technology staff from around CUNY to make sure we are ready to meet our technical requirements from campus to campus to access CUNYfirst processes.

❖ ***Next Week – Student Financials***

CUNYfirst will kick off the next round of meetings with the university's Bursar community, focusing on processes that have been created following the first round of fit/gap meetings. This series of ten meetings on consecutive Tuesdays and Wednesdays will focus on future business processes when our professionals use CUNYfirst Student Financials. Participants will also discuss a list of queries and reports needed when our Vanguard Colleges (Queens College and Queensborough Community College) go live next year.

❖ ***Next Week – Procurement***

Procurement (purchasing and accounts payable) Liaisons will begin their work Wednesday to create a uniform procurement system for CUNY to meet our collective needs. The Liaisons will work in two groups; a *Configurors* group will take responsibility for creating the basic processes and a *Validators* group will work within the configured systems to ensure it meets CUNY requirements. CUNY purchasing and accounts payable professionals will be represented in the Configuror and Validator groups.

John Ray