

Fridays @ first

December 12, 2008

CUNYfirst is Coming Soon!

The following contains the latest information on the CUNYfirst Project and upcoming activities. Please share with those who you believe will be interested in its contents.

❖ **Training – Presentation Skills Workshop – Human Resources**

It's time for training.

Beginning next week, December 16 – 17, those responsible for teaching the new HR processes will begin learning their role in CUNYfirst. Nearly 70 people from around CUNY who have been identified and volunteered to be trainers will attend a two-day presentation skills workshop led by the CUNYfirst Training Team. We call this Train the Trainer. It's the first step to teaching our HR professionals, managers and others the specific processes they'll use in their role in CUNYfirst. Remember, access to the system is based on the role that is assigned at each campus and the University offices. When we train, we focus on the skills needed for someone to do their job, and not an overall knowledge of all processes. This allows us to customize training to what people do and not waste anyone's time. In January, these Train the Trainers will return to learn how to teach the specific business processes for people to use CUNYfirst. They'll put their new knowledge and skills into action when training commences in February.

❖ **Human Resources (Human Capital Management – HCM)**

As we get closer to our 2009 go-live for new HR and Recruiting modules, we need to test them to make sure they meet CUNY's requirement. On Wednesday, December 10, our HR team and our Testing consultants held an all day workshop on Users Acceptance Training (UAT). UAT is scheduled to begin in January, after System Integration Testing (SIT) is complete. UAT is where actual users test the application to ensure it works and to identify any defects. A key task for those attending the kick-off was to think of a less-than-usual task they may have to perform and note that as a possible testing scenario.

Next Tuesday, December 17, the CUNYfirst HR team will host a Conference Room Pilot (CRP) session for Faculty Workload. The purpose of this session will be to clarify the faculty workload process and requirements. The CUNYfirst HR Team will review the delivered functionality of the CUNYfirst system. Working in collaboration with our Oracle partners, those attending will develop a solution that meets CUNY's requirements.

❖ **Student Administration (Campus Solutions – CS)**

The CUNYfirst Student team made a presentation today before the Registrars Council. The topic was the need to get all colleges to convert their class schedules and course catalogs for use in CUNYfirst. The team also informed the Wave Two colleges that we need to begin the process for converting their student records from SIMS to PeopleSoft. Conversion is where specific information about a student is processed so that it can be seen in specific fields in CUNYfirst.

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Also today, our Student Finance Team Lead Ed Loble, and Financial Aid Lead Ali Morgan, presented a TAP (NY State's Tuition Assistance Program) solution created by Oracle to the Financial Aid Council. The council was in agreement with the solution.

❖ **Finance – Procurement**

Subcommittees of the Procurement Liaison groups (Configurers and Validators) are reviewing the Procurement plan documents. These are the written acknowledgment of the ways in which the system readily meets the needs of CUNY's procurement, and the ways in which alterations, or CEMLI's, (conversions, extensions, modifications, localizations and interfaces) may need to be designed to meet those requirements, and as they have been discovered in our Configuration sessions.

An example of a "fit" is the way PeopleSoft manages requisition approvals by forwarding requisitions from the originator to various approvers in sequence according to which department budget is being charged. The PeopleSoft system provides many options for configuring the approval workflow prior to the requisition's appearance in the Purchasing Department so no changes to the basic system are required.

A "gap" has been identified in the way CUNY pays its bills. For the most part, aside from the Non-Tax Levy Entities, checks aren't written by CUNY, but by the City and State. Oracle will build interfaces to the two government entities with our encumbrance and payment data, and our configured CUNYfirst system will accept a return file with the check payment information so that it will be visible to the users. The development of the interfaces for this are the CEMLI's that will be built to fill the "gap" – the CUNY requirement that the PeopleSoft system does not provide within its delivered system.

❖ **Finance – Planning and Budgeting**

The CUNYfirst Planning and Budgeting team resumes its work sessions this coming Tuesday December 16. The focus will be on finalizing business processes. The work here is to review how we currently prepare and manage our budgets, and how we'll do that work when CUNYfirst goes live next year. A key part of the meeting is reviewing how we currently develop our budgets throughout the fiscal year and how we'll do that in the future. The next session for this team is January 6, 2009.

❖ **Coming Up – Campus Executive Meeting**

The CUNYfirst Campus Executives will meet a week from today, Friday December 19. At that session will be a review of the current Project status, as well as looking ahead at the campus based tasks for the launch of the Human Resources and Recruiting modules for 2009.

❖ **Campus Presentations**

In the past two weeks, we have attended three campus "Town Hall" meetings at New York City College of Technology, Hunter College and the College of Staten Island. All were well attended and well led by our campus teams. Thank you very much for your leadership in creating excellent presentations as we move toward implementation of the Human Resources modules.

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❖ **Shadow Systems**

IT professionals from all campuses – those responsible for developing user reports and who have developed and support existing systems – met December 5 to learn more about how CUNYfirst will work with the goal of identifying shadow systems and legacy reports that will still be needed after CUNYfirst is fully functioning.

The meeting was very detailed and technical in nature, but the basic task ahead is to identify what shadow systems and legacy reports can be retired because CUNYfirst functions will do the same work, and which shadow systems and reports need to stay and be supported. More meetings will be held to continue this work. As part of the Organizational Readiness Checklist, we'll track the shadow system activities.

❖ **Email Response Management System (ERMS)**

Adding to the many acronyms to remember is a new one. On Monday, December 8, CUNYfirst successfully launched the Email Response Management System. It's the tool to connect users with a question or issue to their Help Desk. Each campus (and the University Offices) has a new Help Desk email address specifically to respond to CUNYfirst issues. It will also help us track issues to make sure they are resolved in a timely manner. Those email addresses are listed under the Support tab on the Project website – <http://first.cuny.edu>

Our thanks to the Help Desk professionals from around CUNY who participated in testing and training which led to this successful go-live.

Next week: Our year in review.

Have a good weekend.

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