



**Minutes  
Gateway Steering Committee  
April 28, 2004**

**Attendees** Ellen Harshman, Bruce Vieweg, Michael Burks, Chris Cannon, Steve Dina, Jeanne Donnelly, John Goerke, Ned Harris, Robert Heaney, Kathryn Hundman, Paul Jackson, Bobbi Kysar, Phil Lyons, Lee McDurmont, Steve Miller, Linda Noyes, Sandy Pritt, Mark Schmotzer, Paul Schnabel, Julie Weissman, Elizabeth Winchester, Austin Winkleman

**Absent:** Robert Webster, Jeff Kapp

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>Luminis After action report</li> </ul>
Review minutes from meeting of April 14, 2004 Steering Committee - April 7, 2004 Executive Committee	<ul style="list-style-type: none"> <li>None</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>None</li> </ul>
New Business	<ul style="list-style-type: none"> <li>Finance Update – <b>Mark Schmotzer</b> – Presented to the Steering Committee the accomplishments and items to be completed before going live.</li> </ul> <p><b><u>ACCOMPLISHMENTS:</u></b></p> <ul style="list-style-type: none"> <li>Chart of accounts.</li> <li>Attended number of system education training.</li> <li>Cleansed vendor files and migrated data to test instance.</li> <li>Built fund/org security tables.</li> <li>Completed 95% of business process workflows.</li> <li>Today will deliver workflows, test plans and Banner role security profiles for the “req to check” processing cycle.</li> <li>Developed test plans for Accounts Payable, Purchasing, General Ledger, Grants and Contracts, and Security and Approvals.</li> <li>Developed user training material for self- service users.</li> <li>Trained over 295 end-users and will have completed training 380 users by the end of May 7, 2004.</li> </ul>

Topic	Discussion
	<p><b><u>OPEN ITEMS:</u></b></p> <ul style="list-style-type: none"> <li>• Need to install and test Evision check writing tool.</li> <li>• Install and test Xtender (Document Imaging Software).</li> <li>• Complete development of Banner self-service screens. Working with Jeff Kapp.</li> <li>• Complete end-user training material for on-line requisitioning.</li> <li>• Perform data migration of chart of accounts to pre-production instance.</li> <li>• Carry out test plans as described above.</li> <li>• Complete development of interfaces with current system.</li> <li>• Develop WebFocus – ITS is working on this piece.</li> <li>• Develop and permit e-mail notification of requisitions awaiting approval.</li> <li>• Develop modification to system to permit processing of service center IDOs.</li> <li>• Develop modification to permit NSF fund balance checking.</li> <li>• ITS and internal audit will be performing a security evaluation.</li> <li>• <b>Question:</b> Will the open item issues prevent finance from going live? <b>Response:</b> Open item issues will not prevent from going live.</li> <li>• <b>Question:</b> On the test plans, will you be able to give a ratio of successes and failures. <b>Response:</b> Will provide that information.</li> <li>• <b>Going live Communication</b> – Every department has been contacted during the self-service training sessions. Member of the committee are welcome to attend a training session to become more familiar and comfortable with progress.</li> </ul> <p>The purpose of this presentation today was to provide a status update on accomplishments and list open issues, and the magnitude to the issues. The next discussion will be a recommendation to go-live.</p>
Status Updates	<ul style="list-style-type: none"> <li>• Overall project – <b>Bruce Vieweg:</b> - Distributed the Spring Update for the Gateway Project, the Gateway Project Financial Summary Report and the Gateway Project Information Initiative Objective Measures of Progress report to the committee for review. An additional \$71,000.00 has been placed in the SCT Services account (7-70328) to extend the services of the remote DBA until October 2004. \$83,200.00 has been added in the Project Management account (7-70329) to cover the cost of the contracted WebFocus developer Joe Johnson. Programming services will be purchased from SCT to help with the conversion for alumni. <b>Question:</b> Who will assume the responsibilities of project management? <b>Response:</b> Ellen Watson is addressing this matter. A request for a contracted manager has been made.</li> <li>• Alumni &amp; Development – <b>Chris Cannon:</b> – Distributed several End-user materials that are being used as method of communication for division training. Met with functional team to discuss intergrading process.</li> <li>• Financial Aid – <b>Sandy Pritt:</b> Begun system education training with SCT Consultant Jan McDonald-Carey. Consultant is knowledgeable and we were pleased with training session. Working on activity list to prepare for training session. <b>Suggestion:</b> There is a need for representation from medical school. <b>Response:</b> There has been a discussion with Mike Myers and representation.</li> <li>• Human Resources – <b>Bobbi Kysar, Linda Noyes:</b> - System education training is scheduled for the week of May 4, 2004. Making progress with conversion, and in the process of identifying reporting interfaces. Completed cleaning test</li> </ul>

Topic	Discussion
	<p>data payroll and we are ready to move forward.</p> <ul style="list-style-type: none"> <li>• Student – <b>Ned Harris:</b> Completed system education for general student and registration. There will be two system education sessions that will overlap the first two weeks of June 2004. The student team is making progress.</li> <li>• Luminis – <b>Michael Burks:</b> More people are using the Gateway portal. There will be two additional categories developed for the portal search and Gateway training. As demands arise more categories will be created.</li> <li>• Data Conversion – <b>John Goerke:</b> The conversion team has identified a solution to fix the alumni problem, and is in the process of implementing the solution. Anticipate completion by May 2004.</li> <li>• Marketing &amp; Communication – <b>Kathryn Hundman</b> – Invited the committee members to attend the communication meeting for Friday, April 30, 2004 at 10:00 a.m. in the Pius Xii Library. Michael Burks will discuss groups in the Gateway Portal. Met with Jeff Kapp, Bruce Vieweg, and Michael Burks about content management.</li> </ul>
New Business	<ul style="list-style-type: none"> <li>• After Action Report - <b>Austin Winkleman</b> – Completed After Action Report that documented timeline impact and cause of downtime. There was a failure in the installation, which caused the hardware to function incorrectly. The report reflects how things were handled and list 24 recommendations for moving forward.</li> </ul>
Items to refer to Executive Committee	<ul style="list-style-type: none"> <li>•</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>•</li> </ul>