ERP Planning Group Minutes

Date: February 12, 2015

Attendees:
Donna Artho, Jacob Chandler, Ruth Cubas, Dave Hammonds, Jaimie Hebert, Karyl Horn, Rose Kader, Aaron LeMay, Matt McKnight, Scot Mertz, Chuck Mize

Agenda:

1. Welcome (Jacob Chandler)

2. Needs
   - EDW - Donna Ortho and Chuck Mize to hold discussion

3. Upcoming Activities
   - Banner Upgrades:
     i. 2/20 for Financial Aid
     ii. 3/6 for Student and other background items
   - Bearkat Buy (SciQuest) training is ongoing and possibly will be completed by May
   - Budget development is upcoming
   - Business Continuity Plan exercises to possibly occur in March per David Hammonds

4. Upcoming Professional Development
   - Ellucian Live: April 12-15, New Orleans, LA
     i. ELLC15518 is the discount code that is unique to TCC
   - TCC: May 27-29, 2015, San Antonio, TX

5. Project Timeline (Jacob Chandler)
   Jacob distributed a draft project timeline (see page 3). The goal is to review this document each month to plan and commit to the current activities for the next six (6) months. This allows divisions to then focus on the next 3-6 months to be sure that the identified projects are planned, software is acquired, requirements are known, staffing levels are appropriate, etc.
   - This timeline is to promote transparency of what has been requested, how it is planned, how it is prioritized, how change requests should occur and their effects, and what resource capacity IT has to complete requests.
   - The timeline provides an overview of both Projects and Area Initiatives.
     i. Projects take priority over initiatives. Projects are typically budgeted and have greater strategic importance; initiatives may not.
   - Once committed, changes to the next six (6) months should be accepted with extreme caution because there are a lot of moving parts that may be affected.
     i. Jacob noted that Enterprise Services staff, on average, has 150 services requests and 130 projects that are in the queue to be worked on.
   - Requests that are not well defined cannot be prioritized because we don’t know what resources are needed and we don’t know how long they will take to complete.
6. **Project Timeline Next Steps (Jacob Chandler)**
   - Departments will:
     i. Review items on the project timeline within their respective areas.
     ii. Then, meet with Jacob (before our next meeting) to discuss current/future requests that need to be included on the project timeline. IT will then see what their capacity is for satisfying requests and meeting requested timeframes.
   - IT will:
     i. Work to show the cyclical work load over the last year. Because resource capacity fluctuates based on the number of other requests, this cyclical workload view will show what IT’s capacity is (or isn’t) at specific times of the year.
        1. Example: Last two weeks of August are heavy times for Incidents (Break-Fix) because it is the beginning of the Fall semester, a new budget, new staff, etc.
        2. Karly Horn noted that Payroll needs assistance at the end of December for year-end tax purposes.
     ii. Expand portfolio view as there are more projects (those that require multiple resources) that are in the queue at various stages.

7. **Topics for March**
   - Project Timeline
   - Data Standards

8. **Launch (Jacob Chandler)**