ERP Planning Group Minutes

Date: October 14, 2013

Attendees:
Jacob Chandler, Donna Artho, Somer Franklin, Dave Hammonds, John Hitzeman, Aaron LeMay, Diane McCormick, Matt McKnight, Scot Mertz Chuck Mize, Paige Smith

Agenda:

1. **Introduction of Members (Jacob Chandler)**
   Members introduced themselves. Additional members may be needed to fully represent constituents.

2. **Purpose of ERP Planning Group (Jacob Chandler)**
   The purpose of this group was outlined:
   a. Create and maintain a strategic roadmap for the ERP System
   b. Plan and ensure alignment of daily actions with strategic initiatives through coordinated decision making and prioritization of initiatives
   c. Participate in a system-wide decision-making process regarding ERP changes as a representative for your division and making recommendations in the best interest of campus

3. **Overview of Enterprise Services (Jacob Chandler)**
   Jacob presented an overview of the Enterprise Services department within the Division of Information Technology. Several key ideas related to:
   a. What services are provided by Enterprise Services
   b. What challenges Enterprise Services staff face daily in providing services:
      i. Current decision-making process is too granular, with too many #1 priorities
      ii. Requests need further refinement to develop action plan
      iii. Distributed decision-making
      iv. Limited prioritization
      v. Multiple entry points for requests
   c. A new delivery model to help address some of the challenges experienced
   In the coming months, Enterprise Services staff will present several ideas for addressing some of these challenges.

4. **ERP Planning Group Participation (Jacob Chandler)**
   Jacob described the participation level of the ERP Planning Group members to include:
   a. Bring new initiatives that are being considered, including TOA and projects
   b. Discuss priority of initiatives in relation to other initiative requests
   c. Participate in subcommittees to help further develop new initiatives
   d. Ensure appropriate priority and focus is given to initiatives within each respective division
   e. Discuss appropriate timelines for new implementations, business process changes, upgrades, and patches.
To be effective in our prioritization and scheduling of initiatives, we must have a common location for all initiatives. These initiatives must be viewed as cohesive solutions rather than individual isolated requests, which can happen through our regular collaboration in this meeting.

Members will propose other standing members, as needed, while striving to keep the group as small and effective as possible.

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<tr>
<th>ACTION ITEMS</th>
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<tbody>
<tr>
<td>Send a list of currently supported ERP software</td>
<td>Jacob Chandler</td>
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<tr>
<td>Identify major initiatives within Division, and send to Jacob before November meeting.</td>
<td>All members</td>
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5. **Discussion of Next Steps (Jacob Chandler)**

The following high-level next steps were outlined:

a. Identify major initiatives (e.g. eProcurement, CRM, HR, upgrades, decommissions, replacements, DR/BC)

b. Discuss major initiatives and their relative priority

c. Agree on roadmap

d. Gain confirmation of roadmap priorities

e. Develop teams or sub-committees to further define strategic initiatives