ERP Planning Group Minutes

Date: November 13, 2013

Attendees:
Jacob Chandler, Donna Artho, Somer Franklin, Dave Hammonds, Matt McKnight, Chuck Mize

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

   The participation level of the ERP Planning Group members to include:
   - Bring new initiatives that are being considered including TOA and projects
   - Discuss priority of initiatives in relation to other initiative requests
   - Participate in subcommittees to help further develop new initiatives
   - Ensure appropriate priority and focus is given to initiatives within each respective division
   - Discuss appropriate timelines for new implementations, business process changes, upgrades, and patches.

2. **Review Outstanding Action Items (Jacob Chandler)**
   The following action items were defined during the October 2013 meeting:
   - Send a list of currently supported ERP software – Jacob Chandler
     - Jacob did not provide this to the team.
   - Identify major initiatives within Division, and send to Jacob before November meeting – All Members
     - Initial lists of major initiatives were provided by:
       - Division of Enrollment Management (see attached document)
       - Human Resources
   - Members will propose other standing members, as needed – All Members
     - Membership changes have been requested as follows:
       - Academic Affairs has requested to add Bill Angrove
       - Attendees noted that we may need standing representation from Student Services.
       - Attendees noted that we should add Karyl Horn to represent the Payroll department

   Additional responses are needed from other departments. Some refinement may be needed for submitted initiatives.
3. **Major Initiative Discussion (Jacob Chandler)**

Formats varied for how initiatives were provided. Jacob shared copies of what he received as well as a proposed format that incorporated a listing of initiatives, an owning department, and columns to indicate which departments are affected or involved in the initiative. Involvement in an initiative was determined to be a bit vague, so we discussed options such as the RACI Responsibility Assignment matrix for designated the type of involvement each department may have in a given initiative. More information about RACI matrices can be found here: [http://en.wikipedia.org/wiki/Responsibility_assignment_matrix](http://en.wikipedia.org/wiki/Responsibility_assignment_matrix)

It was decided that the best representation of current initiatives and their impact would be using the attached matrix in which the Initiative is named and described, an owning department is defined, and the departments involved are identified using a RACI Responsibility Assignment matrix. Additional departments can be added as needed.