ERP Planning Group Minutes

Date: March 11, 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

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 & Prioritization (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.

Action Items:
   • IT@Sam will continue to update

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)**
DRAFT - Project Timeline

[Table and Diagram Content]

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