

Fridays @ FIRST Memo

To: CUNY FIRST Campus Communication Liaisons
cc: Campus Executives, CUNY FIRST Core Team

The following is an update of the CUNY FIRST Project.

- ***PROJECT/CHANGE MANAGEMENT***

Project Management and Change Management Liaisons met Friday, February 29th to focus on three issues – Campus Based Activities, Organizational Readiness and Testing. Project Management Liaisons were given a checklist of project tasks and their target completion dates. Those tasks include the audit of shadow systems, which is underway on all our campuses, training preparation activities and communication, among others.

- ***TESTING***

CUNY FIRST Testing Manager Jeff Smith explained the kind of testing that will occur with CUNY FIRST. His key message is that we will test our new processes BEFORE exposing them to end users. We will not turn on any processes that haven't been thoroughly and vigorously tested to CUNY standards. After all, these processes will be used by tens of thousands of our staff and hundreds of thousands of our students. Testing also focuses on the speed of transactions.

- ***TRAINING***

The work to build our CUNY FIRST Borough Training Centers is complete. Terminals are being installed and configured. The centers will have between 25 – 40 terminals for user training. The FIRST group to be trained will be those who will begin working in the new General Ledger this Spring.

- ***STUDENT ADMINISTRATION***

An updated plan for Financial Aid implementation has been agreed upon and shared with CUNY's Financial Aid professionals.

For the Wave 1 Vanguard (Queens College and Queensborough Community College) our Oracle partners will develop interfaces from CUNY FIRST to our current Financial Aid systems. For Wave 2 and beyond, our Oracle partners would like to pursue an implementation of PeopleSoft Financial Aid as the colleges come on to CUNY FIRST.

With that decision made, work is continuing to finalize the decisions made for Vanguard implementation a year from now.

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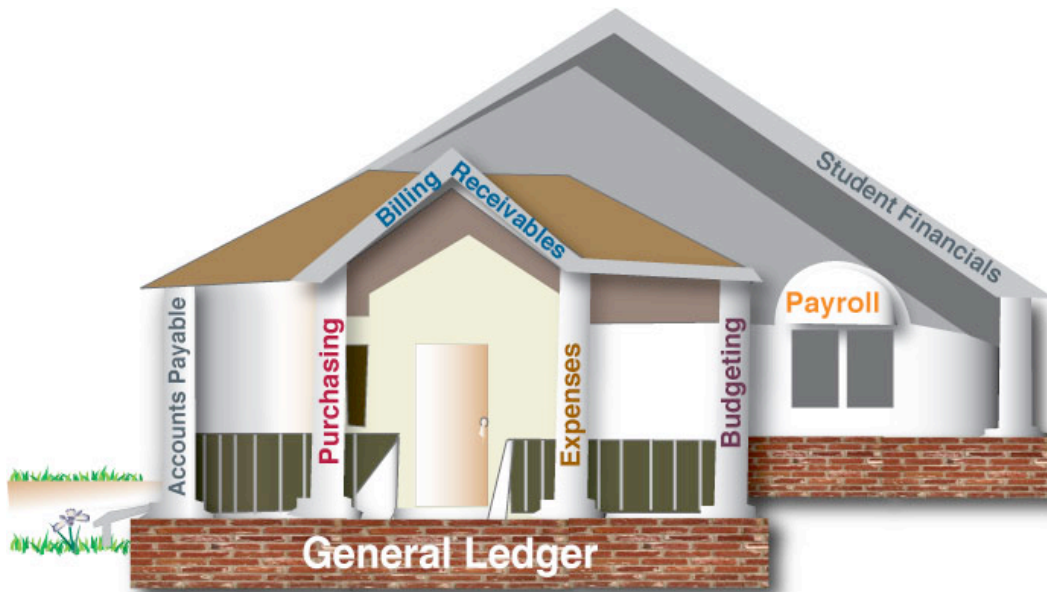
- **HUMAN RESOURCES/ACADEMIC NEEDS**

Our Human Resources team met last Wednesday with a group of CUNY Provosts and campus HR professionals began a discussion about Faculty work load and tenure tracking capabilities within CUNY FIRST. This is one of many meetings with our academic leaders to introduce the various capabilities of CUNY FIRST processes.

- **GENERAL LEDGER**

We are beginning to create general and specific communication about the General Ledger implementation. These include an explanation of the General Ledger and its place in CUNY's business and functional world, how the GL work will be different from current processes, and more. One key concept we want to pass on is the relationship of the GL and the Chart of Accounts to all the financial business we conduct. Work with your Finance Liaison to create an explanation to your campus community about the General Ledger and what it will mean at your college.

This graphic below shows how the General Ledger is the foundation of what is being built for our financial processes in CUNY FIRST.



COMMUNICATIONS

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- **PROJECT LOGO**

Introducing..... the new Project logo!

It is not ready for primetime, yet. We are creating a graphics package for our campus teams for their use and for the use of all Project participants. That package will include a usage guide, PowerPoint templates, logo placement rules, etc. **DO NOT USE THIS NEW LOGO UNTIL THEN.**

It's important to remember that the three balls have meaning for the project. We have three constituents we want to serve – students, faculty and staff. We are working to improve and update processes in our three key areas – finance, student administration and human resources.

We also want to pass along something we have introduced in presentations at John Jay and Baruch Colleges. These are the driving forces for the CUNY FIRST Project.

CUNY FIRST is:

- ❖ Integration
- ❖ Industry Best Practices
- ❖ Standardization without loss of identity
- ❖ Self-Service
- ❖ Accurate and timely information to better serve students, faculty and staff
- ❖ Replacement of aging computer systems

Next week, many of our colleagues will meet at Alliance '08, Oracle's Higher Education User's Group (HEUG). They'll join PeopleSoft users from around the country to talk about and share their project experiences. That interaction should provide important perspective about our work on the Project and also help us evaluate many of the practices that have been used or are in place in creating systems at our colleges and universities. We will share that experience with you later this month.

Have a great weekend.