Fridays @ first – Summer Thursday Edition

June 26, 2008

We are in ready mode for our *first* major launch for CUNYfirst – Go-Live of the General Ledger, scheduled for Tuesday July 1.

❖ *Are We Ready for Launch?*

On Monday, June 23, CUNYfirst Campus Executives and Project Liaisons met with the Core Team to confirm General Ledger Go-Live readiness. Oracle and CUNY team leaders confirmed that the following were in ready mode to go live or have plans in place to bring them to readiness by June 30: System Hosting, Performance, Configuration, Testing, Security, Data Readiness/Conversion, Training, Organizational Change Management, Post Go-Live Support and Contingency Planning. Then our Campus Executives confirmed that for the activities assigned to them were complete and they too were ready to begin. The plans are being tracked on a daily basis and if there is a change in status we will notify all parties.

❖ *Next Steps*

A final round of Users Acceptance Testing in a remote sandbox setting was completed Wednesday, June 25. The testing again confirmed what final steps are needed to move toward a live working environment. Currently, we are performing the scheduled final tests and activities that will take us into a new live General Ledger.

End users who have taken all three training courses – Introduction to CUNYfirst Financials, Chart of Account Structure and Introduction to General Ledger – will receive their new CUNYfirst User ID and Password to access the system from their campus Application Security Liaisons prior to July 1. Once it is communicated that the General Ledger is live, they will sign in. A memo explaining the steps for signing in will be issued on Monday directly to the end users.

❖ *Post-Go-Live Training*

There is one more training session before Go-Live this coming Monday, Introduction to CUNYfirst Financials. Most of the attendees will be our Help Desk analysts from around the University. General Ledger Training will resume July 8 and every Tuesday in the month. During that day, all three General Ledger courses will be offered at the four Borough Training Centers at Brooklyn College, City College (Manhattan), Hostos Community College (Bronx) and Queens College. The Introduction to CUNYfirst Financials will be held from 9:30 – 11am, Chart Field will be held from 1 – 2:30pm and Introduction to General Ledger course will be held from 3 – 4:30pm.

❖ *Post Go-Live Support*

Once the CUNYfirst General Ledger is functioning, our local campus Help Desks will be available to provide support for end users. End users have been given that information via their campus teams. They have also received information about the current internet browsers from their Technical Readiness Liaisons to connect with CUNYfirst and the settings needed to work within the General Ledger. Any changes that need to be made will follow these standards.

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❖ *When CUNYfirst General Ledger Goes Live*

- All users and campus teams will be notified that the system is operational. On Monday, users will be given the URL to access the system and the specific information they need to begin working in the General Ledger.

- When users sign in for the *first* time, they will be required to change their password as per CUNY standards. Each password must contain at least 8 characters and contain a capital letter and a number or a symbol.

- Users will log into the Enterprise Learning Management (ELM) system to access templates and the General Ledger Spreadsheet uploads.

❖ *THANK YOU*

On the cusp of going live, we must thank the hundreds of professionals who have gotten us to this point. From the university and campus leadership, to our subject matter experts and finance professionals who have given dozens of hours of time and advice, to our campus teams and liaisons who have helped manage the project, and to the CUNY Core Team and our implementation partner Oracle and consultants who have worked tirelessly for the success of this project. This is the *first* step, and we want to make sure to recognize a truly team effort.

To paraphrase Project Director Suman Taneja, the General Ledger is like moving into a new house that has the foundation formed and the bare walls and roof in place. Now we'll add detail work as we continue to build CUNYfirst.

❖ *Next week*

In addition to the General Ledger, our Human Resources (Human Capital Management – HCM) team will hold sessions on Salary Administration and Labor Management issues – understanding how currently configured CUNYfirst Processes fit with how our HR professionals currently work.

Have a good weekend