

April 3, 2009

CUNYfirst is Coming Soon!

What's written below is an overview of the work the CUNYfirst Project team is doing in concert with our campus teams and various Subject Matter Experts and professionals from all over the university. Please share its contents with your colleagues who have a stake in our work and its outcome.

- **Human Resources – Data Validation**

CUNY's Human Resources staff, all over the university, has been engaged for a long time in making sure all personnel data is up to date and accurate. When CUPS (City University Personnel System) data is transferred and becomes CUNYfirst data, our professionals will have completed many tasks to ensure accuracy and completeness. Currently, staff is reviewing and validating that our current CUPS departments are correctly mapped to those found in the CUNYfirst Chart of Accounts in order to integrate properly with our Finance and Business needs. That work is due April 17 – next Friday. Meetings to validate that work and correct any remaining data errors will take place the following week. Ensuring correct names, addresses, positions, email addresses and other data has been part of the ongoing data validation effort. We are extremely grateful for HR professionals all over CUNY who have taken great care in this endeavor, and also the support of our HR community in supporting our work prior to launch. One of the remaining steps in data validation is finalizing the security roles created for our employees so they can perform CUNYfirst tasks once the new system goes live.

- **Human Resources – Users Acceptance Testing Update**

Users Acceptance Testing (UAT) continued this week, mostly on Workforce Administration and Labor Administration, which testers were able to get through nearly 50% of the Cycle 4 scripts. Testers also retested processes that failed earlier tests and were re-engineered to meet CUNY requirements.

Testing continues from Tuesday through Friday next week with Wednesday's session focusing on the retesting process.

- **Human Resources – Train the Trainer**

Train the Trainer sessions resume April 20. An updated schedule was distributed today by Training Manager Adante Harvey.

- **Super Users – HR and Campus Solutions (Student Administration)**

As the project moves closer to implementing the HR functionality and the first phase of Campus Solutions, an effort is underway to build a community of super users who will play a key role in helping the university learn and use the new systems.

For the Human Capital Management (HCM) module, there are now a group of 58 super users from all 23 campuses who have been formally designated as super users. These are individuals who are already known as "go to" staff on their campuses, who know the legacy processes well and are on the forefront of learning CUNYfirst. Many are either train the trainer candidates or testers in User Acceptance Testing.

The HCM Super Users group has had a couple of orientation sessions, launched a discussion listserv, and in the past week, held their first meeting via conference call and webex. Some of the topics covered included a project update, status of the group, special access and training, as well as some of the resources available on the CUNYfirst (first.cuny.edu) web site. The group will continue to meet on a regular basis.

For CS, super users from the two vanguard colleges held a first orientation session this past Wednesday to go over why they were chosen for the group, how they will benefit from being tied together in a network and future steps.

- ***Campus Town Halls and The Week Ahead – April 13-17***

Members of the CUNYfirst Core Team attended a Town Hall meeting hosted by the team at CUNY School of Law. Attendees were given an update on the Project and information of the effect on them in the new Human Resources Module. They also were shown part of the CUNYfirst Tour that can be found on the Project website – <http://first.cuny.edu>. The team at LaGuardia Community College will host a Town Hall meeting this coming Friday.

Our schedule for next week below:

CUNY Spring Break	Mon, Apr 13 to	Fri, Apr 17	
HR - Users Acceptance Testing 555 W. 57 th – 10 th Floor Conference Room	Tue, Apr 14 to	Fri, Apr 17	
Planning and Budget Core Team 230 W. 41st - 5th Floor	Tue, Apr 14		9:30 AM – 11:30 AM
Finance Liaisons 230 W 41st Street - 10th Floor Conference Room	Wed, Apr 15		1:00 PM – 4:00 PM
Communication Liaisons WebEx Web/Teleconference	Thu, Apr 16		3:00 PM – 3:30 PM
Training Liaisons Conference Call	Fri, Apr 17		10:00 AM – 11:00 AM
HCM Weekly UAT Update Web/Teleconference			11:30 AM – 12:15 PM
LaGuardia CC Town Hall Meeting Little Theater			1:00 PM – 2:00 PM

John Ray
CUNYfirst Communications Manager
cunyfirst@mail.cuny.edu