

May 15, 2009 – Edition #128

CUNYfirst is Coming Soon!

Next week marks a busy and important two-week stretch of activities. Next week we'll be focused on assessing campus and university readiness in front of a very important decision to go-live with new processes for Human Resources, Budgeting and for our Vanguard Colleges, Queens College and Queensborough CC. Many people will be involved in this assessment so please share this with your colleagues.

- ***Project Update – Readiness Assessment***

On May 27, the CUNYfirst leadership will ask our campus teams if they are ready to Go Live with new applications for HR and Recruiting, for Line Item Budgeting and for creating new Course Catalogs. Prior to that, Dr. Linda Shatzer, the CUNYfirst Organizational Readiness Manager, will be contacting Campus Executives to assess readiness in the following categories: Data Preparation/Validation, Help Desk support, Communication, Security, Systems status after go live (which systems will no longer be needed), Reports Identified, Technical Readiness and Training. The answers given will assist the CUNYfirst Core Team in reaching out to teams that have concerns or issues and help to resolve them. While there are many tasks assigned to our Core Team that are necessary for launch, we want to make sure that our campus teams and their staff is ready to begin the transformation to the new system.

- ***Human Resources – Training Orientation***

This past Monday, CUNYfirst Training Manager Adante Harvey sent out an invitation to Training Orientation to more than 500 CUNY professionals who have been identified at their campuses as the first users of the new CUNYfirst Human Resources applications. These people work in our HR and Budget offices and the Affirmative Action and Compliance officers. Two orientation sessions will be held at BMCC Little Theater (Theater 2) from 10am to Noon and 1 – 3pm on Wednesday, May 20. At these sessions new users will be introduced to the concept of training for CUNYfirst and how to find and enroll in the classes they'll need to work in the new system. No training, no access. Those attending will also receive material that will help them understand the role they have been assigned for security and the classes needed for those roles.

- ***Human Resources – Data Validation***

The final round of employee data validation is underway. Files containing the most recent information about staff is being verified by HR professionals to make sure the data is correct and that all employees are entered, errors are corrected and roles assigned. The data is due back to the university Office of Human Resource Management next Friday, May 22. After the data is received, it will be shared with our training team to include new employees or those who have been added to the first round of training. The final data files will be given to Oracle and uploaded into the CUNYfirst system which will become the system of record at launch.

- ***Human Resources – Users Acceptance Test Update (UAT)***

Users Acceptance Testing is nearing completion. Testers this week spent time closing out issues of processes that weren't working and getting scripts. All the scripts planned for testing were executed.

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All that remains is fixing the known defects, 41 in all, that need to be resolved before go-live. Next week, the plan is to begin regression testing – that means testers will re-test scripts that have been fixed and also test processes that are dependent on the processes that have been fixed.

- ***Planning and Budgeting***

Users Acceptance Testing begins next week for the Line Item Budgeting application which is the first launch for the Planning and Budgeting module. The test precedes training for Budget staff which is scheduled to begin the first week of June.

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- The Week Ahead – May 18 - 22**

The follow meetings are scheduled:

Financial Aid - Vanguard and Wave Two - NY State Aid 230 W 41st - 10th Floor Conference Room	Mon, May 18	10:00 AM – 4:00 PM
HR - Regression Testing (UAT) TBD	Tue, May 19 to Thu, May 21	
Financial Aid CRP - Vanguard and Wave Two Colleges Only OSFA - 15th Floor Large Conference Room	Tue, May 19	10:00 AM – 4:00 PM
Planning/Budgeting - UAT TBA	Wed, May 20 to Fri, May 22	
Procurement - Reports Committee 230 West 42st Street, #535	Wed, May 20	9:30 AM – 11:30 AM
HCM - Training Orientation BMCC - Theater Two (Little Theater) - 199 Chambers Street Campus		10:00 AM – 12:00 PM
Financial Aid CRP - Vanguard and Wave Two Colleges Only OSFA - 15th Floor Large Conference Room		10:00 AM – 4:00 PM
CUNYfirst Steering Committee BMCC - Richard Harris Terrace		12:30 PM – 2:30 PM
HCM - Training Orientation BMCC - Theater Two (Little Theater) - 199 Chambers Street Campus		1:00 PM – 3:00 PM
Finance Liaisons 230 W 41st Street - 10th Floor Conference Room		1:00 PM – 4:00 PM
Train the Trainer Review Brooklyn College	Thu, May 21	
Query Workshop Brooklyn College		10:00 AM – 12:00 PM
Communication Liaisons Via WebEx		11:00 AM – 11:30 AM
CS Super User Monthly Meeting Phone/WebEx		1:00 PM – 2:00 PM
Procurement - Vendor Management Committee 230 W 41 St - Rm 525		1:00 PM – 2:00 PM
Query Workshop Brooklyn College		1:30 PM – 3:30 PM
Query Workshop City Tech	Fri, May 22	9:30 AM – 11:30 AM
Query Workshop City Tech		12:30 PM – 2:30 PM