

Fridays @ first

June 13, 2008

The following is an update of the CUNYfirst Project. This contains information that we want shared with your campus team and interested parties.

We are moving swiftly toward the Go-Live date for General Ledger we are focused on the tasks at hand that must be completed. We have now established a daily check in with key stakeholders and process owners to make sure that we are ready and our finance professionals are ready to be supported when the system goes live.

❖ **General Ledger – Users Acceptance Testing**

This week we concluded Users Acceptance Testing. We thank finance office professionals from around the university for their participation in this important activity, spending many hours making sure the General Ledger processes meet CUNY requirement. Their comments from working in a real-time environment are invaluable. Starting Monday, June 16, users from around the university will continue testing in a “sandbox” setting – that means they can go on line from their offices or other remote locations (as they will when the processes are live) to see how the General Ledger performs in real work settings

❖ **General Ledger Training**

We have concluded two full weeks of training for General Ledger end users. Training continues Monday at the Borough Training Centers at Hostos CC (Bronx), Brooklyn College, Queens College and City College (Manhattan). Three classes are held – Introduction to CUNYfirst (Mondays), Chart Field Structure (Tuesdays) and Introduction to General Ledger (Wednesdays).

Training for the General Ledger continues the next two weeks and we encourage those who have not signed up to do so promptly. There is plenty of space for people to take classes. Security access to the CUNYfirst General Ledger will only be given to those who have completed training. Supervisors in our business offices should check to see who on their staff has attended training and who needs to do so.

Some statistics: As of today, 306 individual courses have been completed with 110 people taking the full suite of three General Ledger introductory courses needed for Go-Live.

The CUNYfirst Training Liaisons will meet Thursday June 19.

❖ **Help Desk**

This is a reminder to our General Ledger end user community that support for using the Enterprise Learning Management (ELM) system comes via the Central Office Technology Support Center until General Ledger Go-Live. After that, campus Help Desk locations will begin their support of CUNYfirst for end users. Collateral will be sent to the campuses to further define the escalation process and work flows.

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❖ **Security**

Security Liaisons will be trained on PeopleSoft functionality next week at Oracle University. Security Lead Mark Manis will be providing security processes and procedures for General Ledger Go-Live.

❖ **Student Administration (Campus Solutions)**

An important process for our Vanguard Colleges (Queens College and Queensborough Community College) has begun. We are starting the first data load of student information for those colleges in advance of the Campus Solutions implementation scheduled for next spring. The Vanguards will go live with the Student processes in time for class registration for Summer and Fall 2009 terms.

This coming week, we have another round of Student Record sessions where we are looking at the configured systems so we can begin to understand work and process flows.

❖ **Human Resources (Human Capital Management)**

The first round of summer sessions on Position Management and Talent Acquisition Management (Recruitment) begins this coming week. As with our other work, this round of sessions are to evaluate the configured HR processes and compare to see if they fit our current work processes or if there are gaps. There are sessions scheduled the next three week for HR processes.

❖ **2008 CUNYfirst Community Survey**

This coming Thursday, June 19, Communication and Change Management Liaisons will be given the results of the 2008 CUNYfirst Community Survey. The results are focused on input areas like communications, leadership and customer orientation and outputs like personal/professional growth, training and support and the benefits of change. That information will be shared by campus leadership through the CUNYfirst campus teams.

In general, there remains a strong commitment across CUNY toward high customer service for our students and all other constituent groups. There is a desire for more information about the project, especially how it affects our work and our offices. And there is a strong belief among staff that campus leadership is supportive of the project and that managers and supervisors will be supportive to allow staff to attend training to learn new skills.

A summary of results will be available June 23rd on the CUNYfirst Project website – <http://first.cuny.edu>.

❖ **CUNYfirst Steering Committee**

The CUNYfirst Steering Committee meets this coming Wednesday, June 18. On the agenda is an update on the Project's status, a demonstration of the General Ledger and other items.

❖ **Campus Executive Meeting**

The next Campus Executive meeting is Monday June 23.