



Project Meeting Minutes California State University – Long Beach

Meeting Logistics

Meeting Title	CMS-FIN v8.4 Status Meeting
Meeting Date	February 25, 2003
Meeting Time	1:30 – 3:00
Meeting Location	EOC
Meeting Purpose	Status

Attendees

Name	Representing	✓
Shawn McCown	FIN Project Manager	✓
Elizabeth Beall	Purchasing Lead	✓
Maria D'Aloisio	COA/FIN Rptg Lead	✓
Les Freeman	General Ledger Lead	✓
Janet Foster	CMS Oversight	✓
Lisa Gallagher	CMS Support	✓
Alicia Goodall	Fin. Systems Analyst	✓
Candy Heck	Project Administration	✓
Lisa-Ann Hinkson	Fin. Systems Team Lead	✓

Name	Representing	✓
Charlie Hughes	Purchasing Director	✓
Joe Latter	Assoc. VP Fin. Mgmt.	
Janet Parker	Dir. Budget & HRIS	
Kristina Randig	Project Support	✓
Cynthia Riley	Budget Team	
Candie Sagehorn	Budget Team Lead	✓
Michelle Totten	Purchasing Team	✓

Meeting Summary/Discussion

Shawn started off the meeting with introductions for the new members joining the team.

Shawn then discussed some of the project status and protocol as follows:

- Meetings will be held on an every other week basis on Tuesdays from 1:30 – 3:30.
- Shawn gave an explanation of what a Baseline is in terms of PeopleSoft.
- Shawn mentioned that all the FIT GAP for the modules has already been completed except for Asset Management as it related to CDIP and Inventory.
- This 8.4 upgrade software should be available on 8/1/03. FIT-GAP team members should still be able to access the v8.4 prototype through the web.

In order to go live there is some work that can be accomplished now without waiting for the Baseline. We would like to go live on 8.4 sooner due to the significant improvements in the GL application and GL close process. This will result in a compressed time schedule.

One of the items that can be worked on immediately is to identify custom SQRs and queries. Will the custom SQRs and queries be needed in v8.4? Will there be new reporting requirements based on the FIT-

GAP sessions? We need to identify all the required reports and queries in order to start assigning resources.

A reporting matrix will be prepared by Kristina Randig with input from Alicia Goodall. Kristina will notify the team when the reporting matrix will be available. All team members are to review the reporting matrix and indicate which reports will be necessary in v8.4. Also, please indicate a date as to when you would first need to run the applicable report. These are not baseline reports. You should include all queries, whether they were developed for you or that you have written yourself. These reports should include all previous 7.5 Functional Specifications as well as any queries that are run as part of your Business Processes.

Shawn then walked the team through a high level timeline. A mini project plan was included in the handouts. This plan was to be ignored. A more detail project plan is under development.

On the j:drive in the finance folder you should find a folder called TEAM DELIVERABLES. The reporting requirements matrix will be available in that directory or your review. Please complete this matrix by 3/11/03.

We have also included a place on the j:drive for a team roster. Please go into the spreadsheet on the j:drive and update your team and responsibilities as needed.

Also included on the j: drive are the status report formats, example and definitions. Hard copies of the status reports along with a sample were handed out for the benefit of our new team members.

Facilities: need to check to see if all the laptops are in working order and that there are connections in Room 280.

Need to set up a meeting with Janet Foster to review the project plan. Kristina to forward a copy of the plan to Janet.

Next meeting date: March 26, 2003.

Action Items

Date	Issue/Task	Owner
2/27	Sent out e-mail regarding completion of Reporting Matrix	Kristina Randig
2/27	Send project plan to Janet Foster, set up meeting with Janet Foster and Shawn re: project plan	Kristina Randig
3/11	Check Lap Top Connections – check connections in Room 280	Kristina Randig
3/11	Complete applicable portion of Reporting Matrix	Team Leads
3/11	Update Team Roster on j: drive	Team Leads

Parking Lot Issues

Date	Topic	Discussion

