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| Meeting Time: 10:00AM – 12:00PM | Room: UN-5018 | Webex link: https://meetings.webex.com/collabs/#/meetings/detail?uuid=M2FIBYET1FDLHI3HZ22L8VMT8G-4O4 |
| Invitees: Sam Bakane, Jeff Giacobbe, Chris Schinell, Yosef Morgan, Frank Downing, Rick Woods, Larry Bramble, Leslie Haskin, Paul Schaeffler, Gary Fischer |
| Item # | Subject: An update meeting to review our progress and findings for the following work efforts.  |
| 1. | **Agenda*** Discuss missing integrations to get a decision.
* Discuss start date for executing the backfill plans. Need to do so now in some cases.
* **Updates to Next Tuesday’s Bi-Weekly OM PMO Meeting (20-May-2014)**
	+ Program Updates
		- Action Items – Review & Update list below
		- Key Risks & Issues

* + - Program Planning Status – Rick
		- Quality Management – Larry
	+ Finance – Frank
	+ Student  – Yosef
	+ HR – Rick
	+ Enterprise Integration – Jeff & Paul
	+ Enterprise Reporting – Steve & Gary
	+ MSU IT Update – Jeff / Leslie (TBD)
	+ Communications - Charlie
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| **🡪*ACTION ITEMS*🡪** |
| **Item #** | **Task** | **Owner** | **Due Date** |
|  | PMs to establish 30-60 day detailed project plans, including tasks, responsible parties, start and end dates and effort estimates. – This action item remains open and PMs need to update project plans on a recurring basis.  | All PMs | COB Mondays before Bi-weekly OM PMO Meetings. |
|  | PMs to provide approved Positions/Roles and names for co-location of project resources which need to collaborate cross-functionally.  | All PMs | HR - is done.FIN -Target is 5/15 STU - Counts provided, Names being established, Discussion to be held on workspace options.INT – Jeff to advise regarding programmers. |
|  | PMs to begin to capture data conversion requirements and P. Schaeffler to establish recurring meeting to identify data migration and integration decisions and plans. – Paul will provide a detailed update on status. | Paul | Done - Meeting scheduled Tues 5/20 and is recurring on Tuesdays. |
|  | Charlie will lead a session on debriefing other teams on how the Competency and Skills Assessments were performed for HR so that the other teams can follow a similar approach.  | Rick | In-progressTarget 5/20 |
|  | Follow up with Erin Murray on lead time and cost to prepare rooms for project teams  | Rick | Done – phone call 5/8 w/Erin Murray and Meeting next week? |
|  | Add tasks for data definitions and standards review with the data governance teams in each pillars project Work Plan and PMP.Process: In keeping with the principles outlined in our Data Governance Committee meeting, the project plans for all pillars should provide time and opportunity for proposed data standards (and related items, cleansing, scope and duration of records to be migrated, etc.) be reviewed by the data stewards committee of the Governance Organization. Moreover, all data elements that have a cross divisional impact should be qualified and classified with a RACI-based index that clearly identifies the individual(s) at the University with primary responsibility for the data element as well as those with accountability, those who need to be consulted and those to be informed. Likewise, the manner in which this communication will occur should be part of the program and pillar PMPs and the PMs must ensure that these activities are designated as tasks with appropriate time lines established for the task to be accomplished satisfactorily. | Rick, Yosef, Frank, Paul, Gary | ASAP (before any related project tasks or meetings) Per Frank: The Finance pillar will seek the advice of the Data Governance Committee at the point in the project where the project team begins to map Legacy data into the target PeopleSoft tables. Frank is meeting Jeff G. on 5/9 to identify who chairs this committee and provide their charter. |
|  | Gary to provide Data Governance Org Chart and contact information. Finance needs to define PeopleSoft Chartfields now and needs the Data Governance contacts. | Gary | Target ASAP |
|  | ~~Add Data differences as a program level risk.~~ ~~There are 10 pages (400 to 500) of data differences just on student birthdate and CWID with the matching names.~~ | ~~Rick~~ | ~~5/7/14 (Done)~~ |
|  | ~~Give Paul & Kim permission to access PII data folder.~~  | ~~Rick~~ | ~~5/6/14 (Done)~~ |
|  | ~~Invite Jeff to Thursday meetings.~~ | ~~Chris~~ | ~~5/6/14 (Done)~~ |
|  | ~~Action Item raised by Kathleen Ragan:~~ ~~Find out the names of the people in the Student areas with whom the proposed PeopleSoft Chartfields had been recently socialized.~~ ~~Note: The Chartfield structure is not "finalized" but the Finance folks are getting closer.~~ | ~~Frank~~ | ~~6/3/14 Done. Frank followed up with Dianne Teixeria who met recently with Karen Pennington and Louis Anderson for this purpose.~~  |
|  | Student names for workspace colocation | Kathleen | TBD or 5/20/14 PMO |
|  | Confirm reservations for Room 5013 in week of 5/12.  | Yosef | By 5/8 |
|  | Open Action Item: Integration PM to meet with PQM Manager and Finance PM to establish a Data Quality Standards Document for the Data Migration. i.e. mismatched data that needs to be fixed (Kim L) Also for common\* data standards (20 PII elements i.e. name address, SS#, etc) \*Note: Data Governance Standards need to include Steve Johnson. | Paul | Target EOSept. May get 80% of needs in 3 weeks. |
|  | Chart of Accounts development.Also a RISK in Daptiv.This is an ongoing task where the CoA structure will be refined and exercised throughout the CRP1 & CRP2 sessions. The project team is very aware of the need to share this fundamental accounting information across campus.  | Frank | Structure by EOJune.Crosswalk table by EOAugust.This will continue into March, April 2015 etc. |
|  | HR will work with Sheri Jefferson to ensure that the requirements are captured to the design and configuration of the new HCM system. | John B. | 8/31/14 |
|  | HR and OIT to create Workday Training Plan for IT Resources. Follow up with Workday to determine what IT training may be necessary.Note: OIT Training is part of Daptiv HR Project level AI#4 that Cathy Bongo owns as follows: Complete training matrix for project team training to be reviewed with WD for pricing of training credits. | Rick | Leslie has proposed who needs to be trained.Cathy Bongo is working it as part of Daptiv HR-AI #4, but Workday can’t specify what and who needs to be trained until Leslie provides our support model. Workday owes us a RACI, that will help define this, but it depends on finishing legal negotiations. |
|  | Assign a resource to work with the HR Data Migration person. | Yosef | ASAP – Discussed with Kim and now has an idea of who to assign. |
|  | Charlie to meet with PMs for access to and coordination with the Vendors plans. | Charlie | In-progress Target 5/20 |
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