

# Administrative Systems Governance

## PeopleSoft 9.0 Governance Group

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### Members

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Vonnie Buske, Dan Edlebeck, HR – Director(TBD), Al Haberman, Jeff Janz, Steve McKellips, Carol Miller, David Wallace

### Meetings

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The Group will meet monthly or more often if needed during the project life-cycle

### Reporting

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The Group reports to Administrative Systems Exec Tier group, Quarterly .

### Objectives

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#### Project Planning:

- Identify critical project milestone dates and deliverables
- Identify tasks to be performed by each area and timeframes for completion. This includes interfaces to other enterprise and departmental systems and applications.
- Allocate appropriate resources for functions such Business Process Review and potential changes, Application Development, Testing, and identify staff responsible for completion of these tasks in each unit (this includes functional units and iCIT). Identify additional resources, if needed.

#### Leveraging investment:

Review and assess existing PS customizations in light of the new functionality delivered in PeopleSoft 9.0 and potential changes in business processes.

- A. Identify PS customizations that can be replaced by delivered PS functionality
- B. Identify PS customizations that were implemented because delivered PS functionality does not match existing business process or does not meet a business need
- C. PS customizations for which equivalent PS delivered functionality does not exist.

#### Project Management:

- Receive regular reports on meeting critical project milestones and deliverables
- On a timely basis identify risks to meeting critical project milestones and deliverables, develop recommendations
- Provide guidance to the PS integration team during the project life-cycle

#### Coordination of tasks:

- Develop formal approach to making decisions
- Identify process and timing for issues to be escalated to the Exec Tier (such as the risk of a unit not meeting established milestones, or a difficulty in making a decision)
- Establish Integration Team's role, provide guidance, define reporting responsibilities
- Identify and reach consensus on how the common data will be used
- Coordinate multi-functional testing
- Recommendations regarding PS customizations, along with the estimates for implementation and/or change of business processes.

## Reporting and escalation:

- Project Plan for approval
- Status of implementation, risks to meeting critical project milestones and deliverables, deviations from the plan, if any, accompanied by appropriate recommendations to mitigate the risk
- Recommendations regarding PS customizations, along with the estimates for implementation and/or change of business processes.

## Executive Tier Group

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### Members

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John Heyer, Randy Marnocha, Steve Summers, Elena Pokot

### Meetings

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The Group will meet Quarterly or more often if needed during the project life-cycle

### Reporting

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The Group reports to the Chancellor

### Objectives

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- To represent the entire university
- Establish a vision for the use of PeopleSoft SA and HRS in the business operations of campus;
- Sponsor, guide and inform PS 9.0 implementation planning process
- Establish PeopleSoft governance group, select / approve membership, and provide guidance to the PeopleSoft governance group
- Approve project roadmap and plan
- Establish a framework/guideline for prioritization of customizations, serving as arbiter if necessary
- Authorize the expenditure of any additional funds or timeline changes related to the PeopleSoft 9.0 Project
- Monitor accountability of the university departments in relationship to meeting project milestones