## Wave 1 Meet Up – 10/20/2015

## 10am to 2:30pm at Pierce College

The Wave One Project Managers met on Tuesday, October 20, 2015 to come together as a group to discuss how we could collectively be successful for the Wave One implementation of ctcLink. Our purpose was to strategize what we thought were the big issues which may impede our success and the strengths we had as a group to capitalize on in order to be a success. The following is a list of requests that we feel will help us in our journey to a successful implementation.

# Communication Improvements:

* We want to be cc’d on emails to presidents related to ctcLink. This allows us to be knowledgeable about what information the presidents are receiving without a significant time lag. This also allows us to be informed before information goes out to other commissions. Some of us are not part of commissions and do not get information this way.
* More transparency and timeliness of responses.
* Process – decision making and challenging/appealing this – who should do this. Dennis says this is the change process. When the colleges identify something as “not working”, like Running Start and Chart of Accounts, this information needs to come through us to Jason and Dennis and we need a process for these to be reviewed before they are implemented.
* Put us all on the OCM listserve, get it up to date. We can still use individual emails if people want to, but the official list needs to be accurate. This list should include all those people involved as an OCM / PM (those who attended the meeting). Each college has people with different expertise involved and most have multiple people on a team.
* We would like to use the 365 site to share resources between project managers. This would allow all PMs access to our shared information. A file has been created named “Documents by OCM”. We need the properties edited so this this can be on the OCM documents page. If SBCTC does not want us to put our shared documents here we will come up with a new plan. Cascadia has offered to host a shared space.
* Clearinghouse of questions so we can all see what questions have been asked and the answers. Sandy could create a higher level Q & A.
* We would like for Sandy to open up the help tickets so we can all see the Q & A. We will submit our questions via the ticket system. We will also work as a group to combine all our questions into one weekly document instead of multiple emails. We would like responses within a week.

# Additional information or resources needed:

* We want a list of the roles used at the pilot colleges. We need to know what was actually used, and what staff positions are in those roles. This will give us a good starting point for reviewing our own crosswalks.
* Data cleanup – need instructions.
* Sandbox with limited access, aliased data from Spokane and Tacoma
* We would like Golden Gate access at the same time we have sandbox data. We need this so we can start building reports and so IT can begin linking to supplemental systems which will remain. October date –we are requesting that August 29th be changed to October 24th, 2016. We need one date and it needs to be final. We can’t work with a window of time.
* We would like SBCTC to make a recommendation that we not be open to the public on Monday and Tuesday of go live.
* We need clarification about activate your account. When will we have access to our real/live data? Will we still have to do some AYA Monday morning? Are you saying you can activate the week before, months before?

# Questions that need answers now:

* **Training** – what is the training plan for employees and students? In the absence of a concrete plan from SBCTC we are required to come up with a training plan primarily based on us learning the system on our own and teaching it to each other.
* **Financial Aid** – what can we do / clean up to make our transition successful?
* **Roles** - What roles still exist that were in the BPD, and what do we do now? Need the full list of roles, role descriptions, and what access they have.
* **Ad hoc reporting** – what capability will there be for staff to produce a quick list of people, within PeopleSoft – not having to have access to Golden Gate?
* **Global decisions** – what global decision have been made?
* **Repeat grades** – what is the policy?
* **Commitment accounting** - at what level?
* **Chart of accounts** – when will we see a new one, and what is the plan for fixing?
* **Running Start** - What is the plan for fixing it?