# UTSA PeopleSoft Steering Committee Meeting

**Sept 30, 2013**  
**3:30 - 5:00 pm**  
**UH 6 Zoom Conference Room**

**Steering Committee Attendees:**  
Rebecca Anderson, Pamela Bacon, Barbara Centeno, Lenora Chapman, Brian Cordeau, Jackie Hobson, Ken Pierce, Dr. Can Saygin, Rebekah Smith, Paul Tyler, Terry Wilson

**Project Team Attendees:**  
Jacquelyn Kyle, Rene Paniagua, Carlos Gonzales, Douglas Hartzler, Cynthia Orth, Kari Peterson, Magdalena Torres-Foley

**Minutes:** Veronica Guerrero

## Agenda Items

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time allotted</th>
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<tbody>
<tr>
<td><strong>1. UTShare Project Update</strong></td>
<td>15 minutes</td>
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| - Integration Testing – Week 6 of 7 (81 issues identified to date)  
  - Performed at ARDC 17 Integrated Business Process (IBP) teams comprised of 1-2 representatives from each UTShare Campus  
  - This week: Grants Award & Cost collection and Bank Statement processing  
  - Project is at 48% complete towards goal of March go-live; Should be 59%  
  - Exploratory RFP currently being prepared for Hosting/Managing Services for ARDC  
  - Not thought to be an impact on March 1st go-live  
  - May include staff augmentation due to loss of resources  
  - Will assist with Disaster recovery, Backup and contingency planning  
  - Hyperion/Budgeting to start today – needs additional resources  
  - Compliance Reporting – 6% of 160 reports completed to date | |
| **2. UTSA Project Team Current Activities** | 30 minutes |
| - UTSA PeopleSoft project master timeline  
  - Technical  
    - Building 14 Interim approval workflow processes in SharePoint to support PeopleSoft sequenced deployment plan  
    - Preparing Production Security setup spreadsheet for default base roles due Oct 18th  
      - Role permissions and page access definitions are managed by ARDC  
      - Delineation of duties for role definitions expected to occur overtime after go-live  
  - PeopleSoft Support and Sustainment Center “soft” launch on Sept 26th  
    - Single Point of Contact (SPOC) announced at 9/26 Change Leaders  
      - Two tickets submitted by Campus representatives and responded to on Friday  
  - Conversion  
    - FMS – June/July converted journals required reposting due to ARDC table migration error  
    - HCM – Sept 4th data currently being validated  
  - Training  
    - Course offering list revised to accommodate deployment plan for approval workflow  
    - Developing and preparing Front Office training courses  
      - Validating to ensure quality alignment with integration testing as course work is designed  
      - Applying a Training development standard for Front Office training materials | |
| **3. UTSA Change Management** | 10 minutes |
| - Monthly Change Leaders meetings ongoing with Webinar offered every other month  
  - Identifying top Business impacts at UTSA effecting current operational procedures | |
| **4. Questions and Comments** | 15 minutes |