

UC FLEX NEWSLETTER

#012 (January 7, 2005)

This edition of the newsletter covers the following topics:

- Town Hall Meeting – January 18, 2005
- Major Accomplishment – SAP Departmental Cost Centers Defined
- End User Training Assessment Survey
- December Project Update and What's Coming Next
- Project Contact Information

Town Hall Meeting – January 18, 2005

We are excited about implementing the UC Flex Financial modules starting in April 2005, and about initiating the efforts to replace our Human Resources Management System and our Grants Management systems. We invite you to stay involved by attending the fourth Town Hall meeting to be held on January 18 at 2 p.m. The UC Flex Executive Sponsors - Bob Ambach, Sandra Degen, Dale McGirr, Jim Plummer, Fred Siff and Jim Tucker - and President Nancy Zimpher will join the Executive Steering Committee and industry partners in presenting this Town Hall meeting.

To date there have been three previous Town Hall meetings:

- to kickoff the project
- to share with the community the selection of SAP as the Financial software system, and
- to present the selection of IBM as our Financials implementation partner and to share project timelines, objectives and the role of the community in ensuring their successful attainment.

This fourth meeting will outline the rollout of the UC Flex Financial module, complete with user training commitments and schedules, the beginnings of the Human Resources module and the Grants Management system, as well as other developments. There will also be a question and answer session. The previous town meetings have had over 200 community members at each and the discussions have been lively and informative.

Please plan on attending the UC Flex Town Hall meeting scheduled for **Tuesday, January 18, from 2:00 to 3:30 p.m.** in the MainStreet Theater on the 200 level of the new Tangeman University Center, Clifton Campus. The Theater is located on the Food Court level and can be entered from the Steger Student Life Center side of Tangeman.

We are looking forward to seeing you there and sharing with you another milestone in a community-wide effort.

Major Accomplishment – SAP Departmental Cost Centers Defined

In November 2004, end users representing colleges, departments and units from across the UC Community were asked to complete the set up of their cost centers. Working with members of the Business Process Team, the users worked diligently and dedicated many hours of their valuable time in order to meet an extremely tight schedule. The UC Flex Project Team would like to thank everyone who contributed to this exercise for their commitment and support and congratulates them on meeting an important project milestone.

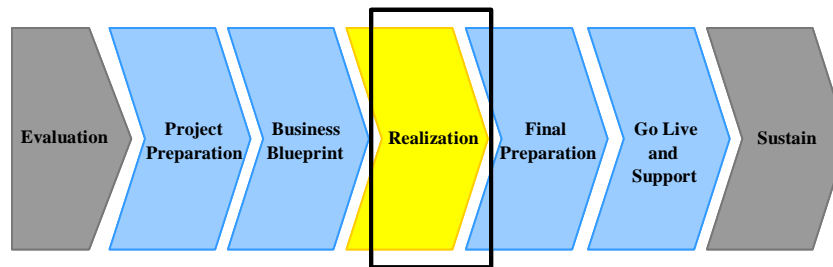


End User Training Assessment Survey

In December 2004, the Change Management and Training Team initiated an End User Training Assessment Survey, which was sent to all Business Administrators for distribution throughout their colleges, departments and units. The purpose of the survey was to identify the business processes currently used by each CUFS user, their level of involvement and general computing requirements. This information will be collated and mapped to the roles in the UC Flex system in order to determine what training is needed by each user.

To date, 583 completed surveys have been received, with more expected to be returned. Once the current business processes have been mapped to roles in UC Flex, the Change Management and Training Team will forward this information to the Business Administrators for their approval or amendment. When the roles have been finalized, each individual will be "mapped" to the training classes that they will need to perform their roles and this list sent to the Business Administrators for distribution and review.

December Project Update and What's Coming Next



UC Flex Financials is currently in the Realization Phase

December's **key activities and accomplishments** include:

- UC Flex Financials project:
 - Chart of account design finalized.
 - Business Process teams held second round of confirmation sessions with Business Process Owners
 - SAP conducted a QA review of the SEM-BPS system
 - Completed Training Strategy, Standards, Course Templates and Course Prototype
 - Completed the mapping of roles and transactions within SAP Financials
 - GUI strategy determined
 - Launched an end user training assessment survey (ended 12/17)
 - Conducted Change Readiness Survey #2 (ended 12/10)
 - Designed and launched the new UC Flex Web site (www.uc.edu/ucflex) and combined Listservs (523 subscribers)
 - Developed the Communications Toolkit and introduced it to the ESC and selected Sponsors
 - QA/Production Platform Sizing completed and P-570 QA/Production platform received
- UC Flex Human Resources Project:
 - Continued work on Project Preparation activities

Next steps include:

- UC Flex Financials Project:
 - Continue BW Blue Print effort scheduling meetings with UCFlex team to discuss BW reporting requirements and catalog reporting
 - Conduct Interface Testing
 - Install P570 Production Server
 - Continue Unit Testing for Business Process Procedure (BPP) & Development Objects
 - Analyze Change Readiness Survey #2 results
- UC Flex Human Resources project:
 - Selection of the implementation partner

Project Contact Information



We welcome your feedback! Questions, concerns and suggestions can be submitted via:

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[We review this e-mail account regularly]

Additional UC Flex information (including past Newsletters) is currently available on the ***NEW*** UC Flex web site located at www.uc.edu/ucflex/. UC employees who do not currently receive this Newsletter and other UC Flex communications directly can sign up by clicking on the link on the right-hand side of the UC Flex Home Page. We urge you to stay informed!