Requirements Gathering Using DecisionDirector

Participant Orientation Session

November 5, 2012
November 6, 2012
November 13, 2012
SIS SYSTEMS ARE NOT ALL ALIKE

Remember the Technology Preview Presentations?

SAP, Ellucian, Oracle, Kuali

SIS Systems Differ In:

- Functionality
- User interface
- Technology platform
- Integration capabilities
- Report generation
- Levels of user access

...Just to name a few!
DEFINING REQUIREMENTS FOR UC’S NEW SYSTEM

- Some things are working well and we want to keep them working well with the new system

- Some things are challenging today and we want them to be less challenging with the new system

- We just can’t do some things now and we want to be able to do them with the new system
ABOUT DECISIONDIRECTOR

- Flexible and easy-to-use web-based platform for structured stakeholder collaboration
- Used by more than 200 organizations in ERP-class software system planning and selection projects
- Extensive library of customizable KnowledgePacks
  - Detailed functional and technical requirements
  - Student, Advancement, CRM, Portal, Document Imaging, Reporting

- Requirements Definition
- Vendor Evaluation
- Demo Evaluation
HOW CAN I PARTICIPATE?

1. You have already been identified as someone that UC would like to have participate
2. A DecisionDirector user account has been created for you
3. Check your inbox for an email from Advantiv
4. Use the information in the email to log in and provide input in your areas of knowledge
LOGGING INTO DECISIONDIRECTOR

User ID = portion of your email address that comes to the left of the @ symbol. Password initially same as your User ID. Change your Password the first time you log in.
CHANGE PASSWORD. CLICK ON THE ‘COLLABORATION’ BUTTON.
### Section: Application Processing [39]

Location: KP : STU-Admissions and Recruitment, Admissions

**Voting Instructions:** Please rate only those items below that pertain to your job function or expertise, and skip any items that you are not familiar with. Use your best judgment in determining if the Need for an item is "Critical" (cannot do without), "Important" (would be important to have the functionality but can get along without it for a period of time), "Desired" (would like to have rather than need-to-have), or "No Need" if you do not need the functionality at all. If you are unsure, please select "Unknown". Please also let us know if the functionality currently exists (via the "Have" field below), and in what system this functionality currently resides (via the "Source" field). For more information on participating in this forum, please refer to your "Quick Reference Guide". Thanks!

<table>
<thead>
<tr>
<th>Request</th>
<th>Description</th>
<th>Need</th>
<th>Have</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1092749</td>
<td>Ability to support automatically rolling or deferring an application from one term to another using user defined criteria.</td>
<td>Critical</td>
<td>Yes</td>
<td>Unknown</td>
</tr>
<tr>
<td>1092750</td>
<td>Ability to define specific application deadlines by division, program and campus.</td>
<td>Critical</td>
<td>Yes</td>
<td>Unknown</td>
</tr>
</tbody>
</table>
**Student Information System (SIS) Replacement Project**

**REVIEW AND PROVIDE FEEDBACK ON REQUIREMENTS**

**Section: Application Processing [39]**
**Location: KP : STU-Admissions and Recruitment, Admissions**

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- **Review functional and technical requirements**
- **Provide input on functional and technical requirements**
- **Ignore the ‘Accept Defaults’ checkbox**
WHICH REQUIREMENT STATEMENTS SHOULD I RESPOND TO?

1. If you’ve been asked to focus on a specific section(s) of a DecisionDirector forum, respond to the requirements in these sections first

2. Next, move on to sections that you have some experience or expertise with, or a specific interest in

3. You are not required to respond to every requirement statement. Respond only to those requirements that pertain to your job function or expertise. Skip any items that you are not familiar with.
CREATE YOUR OWN REQUIREMENTS. SAVE YOUR WORK!

Use blank entries at end of each section to create your own requirements.

Click Save
REVIEW YOUR PROGRESS. EXIT DECISIONDIRECTOR.

Click on name of KnowledgePack (KP) or Forum (VF) to review your progress.
USING DECISIONDIRECTOR

1. Log in using the provided credential (first time you should change your password).
2. Click on the ‘Collaboration’ link.
3. Use the navigation tree (left side of the page) to select the KnowledgePack (KP prefix), module, sub-module, and section that you are interested in.
4. Read each requirement statement and update:
   a. **Need** (Critical, Important, Desired, No Need, Unknown)
   b. **Have** (Yes, No, Unknown)
   c. **Source** (If Have=‘Yes’, select UC source system from drop-down)
   d. **Comments** (enter additional info, questions, or comments relative to this functionality)

5. Add additional requirements (that haven’t been presented in DecisionDirector) at the end of the section using the blank entries.
6. Save your input by clicking the ‘Save’ button at the bottom of each section.
7. Click the name of the Forum (VF) or KnowledgePack (KP) in the navigation tree to see a summary of your work (# of items in each section and # you have responded to).
8. You can exit DecisionDirector at any time and return to continue your input from where you left off. All of your work will be saved.
ANALYSIS OF USER INPUT

• Stakeholder inputs are compiled in spreadsheets for review and analysis
• Compiled data can be broken down by SME / non-SME and by cohort group
• Provides data on level of satisfaction with the current systems
• Offers data on level of utilization of current systems
• Present information on desired functionality not currently available
• Can be used to form a set of requirements for vendor response when needed
IT ALL DEPENDS ON YOU!

✓ Check your inbox for an email from Advantiv
✓ Log in and provide input
✓ Save your work
✓ Go in and out of DecisionDirector as many times as you need to
✓ DecisionDirector will be open November 5 - 30
Questions, Comments or Concerns?

For login or other technical problems with DecisionDirector contact Advantiv Solutions Customer Support directly at (866) 966-2911 x1 or support@advantiv.com

For other questions about DecisionDirector, please email our consulting partner, Collegiate Project Services. John Pratt with CPS is our main point of contact for this phase, and he can be reached at (864) 617-2594 or j.pratt@collegiateproject.com

For any questions related to UC’s SIS Replacement Project please send them to sis@uc.edu