

COLLEGE *of*  
CHARLESTON

---

THE BATTERY PROJECT

Town Hall Meeting

November 8, 2007

# Why are we here?!

- Review what's happened since March
- Discuss plans for the BATTERY Project
- Set expectations for team members & departments across campus
- Answer common questions: staffing, training, timing

COLLEGE *of*  
CHARLESTON

---

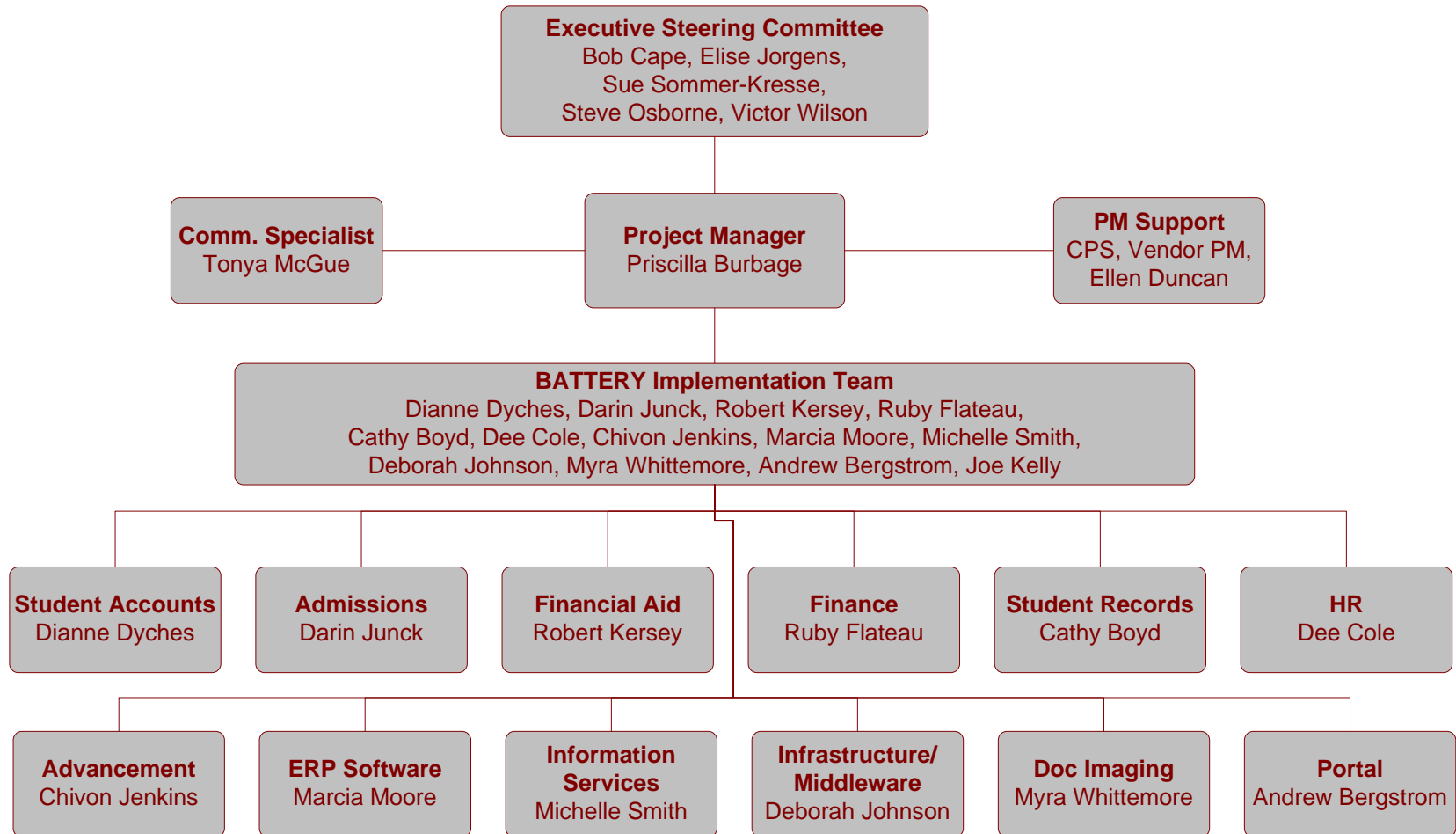
THE BATTERY PROJECT

Welcome from Bob Cape

# BATTERY Accomplishments

- Project Organization Established
- Business Process Review
- Requirements Specification using DecisionDirector
- Request for Proposal (RFP) Posted

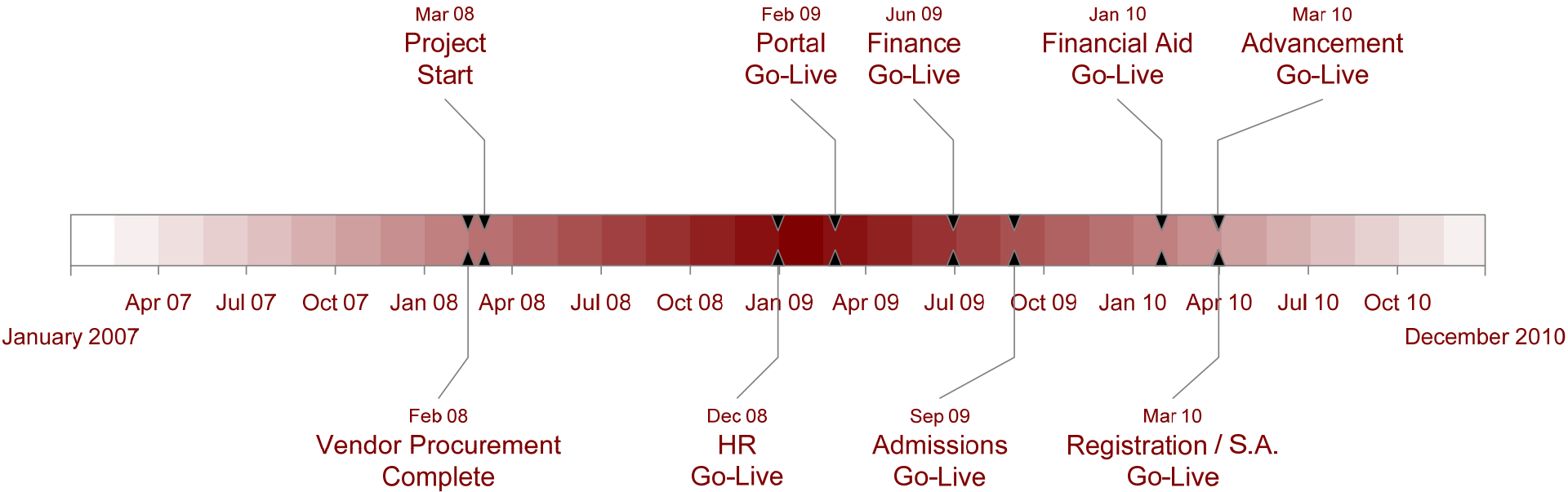
# BATTERY Project Organization



COLLEGE of  
CHARLESTON

THE BATTERY PROJECT

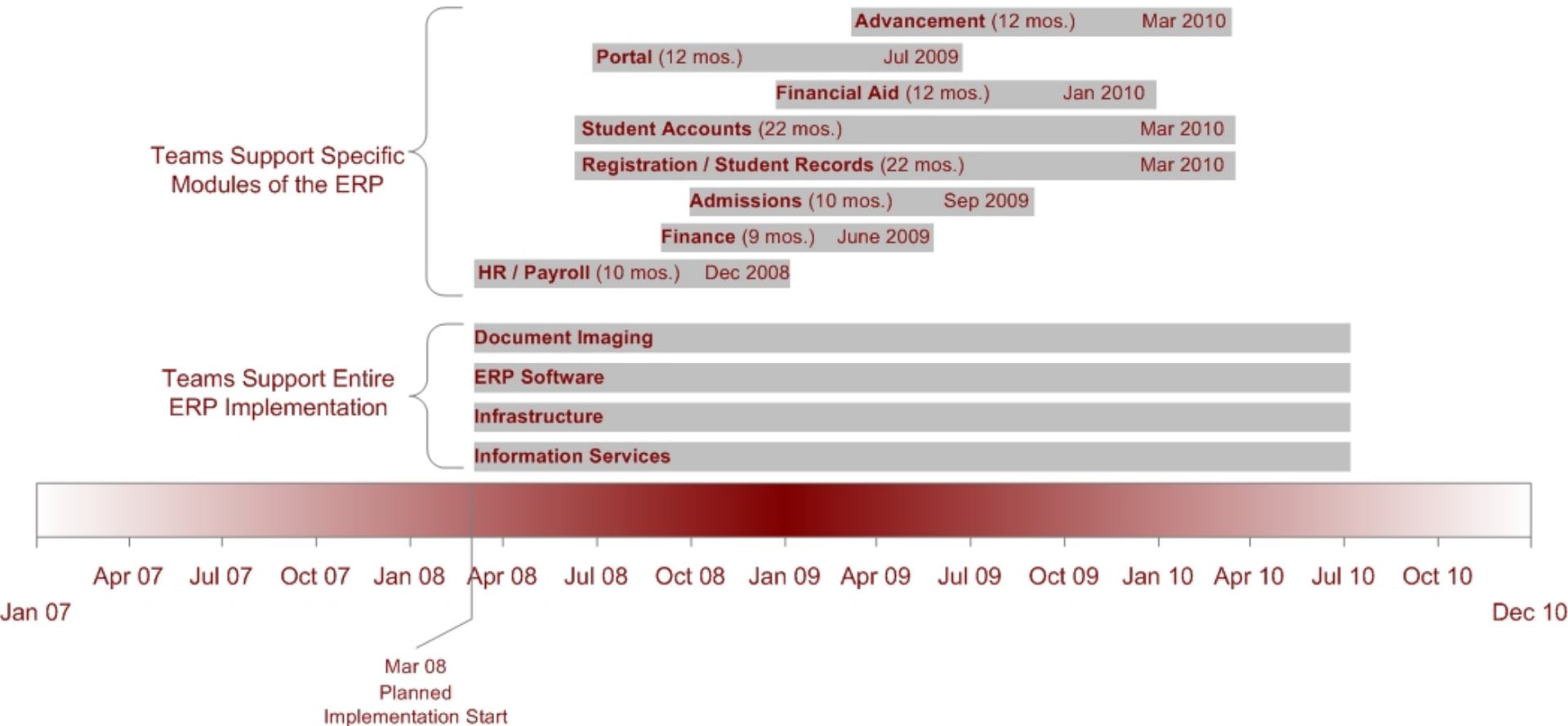
# Anticipated “Go-Live” Schedule



COLLEGE of  
CHARLESTON

THE BATTERY PROJECT

# Anticipated Implementation Timeline



COLLEGE of  
CHARLESTON

THE BATTERY PROJECT

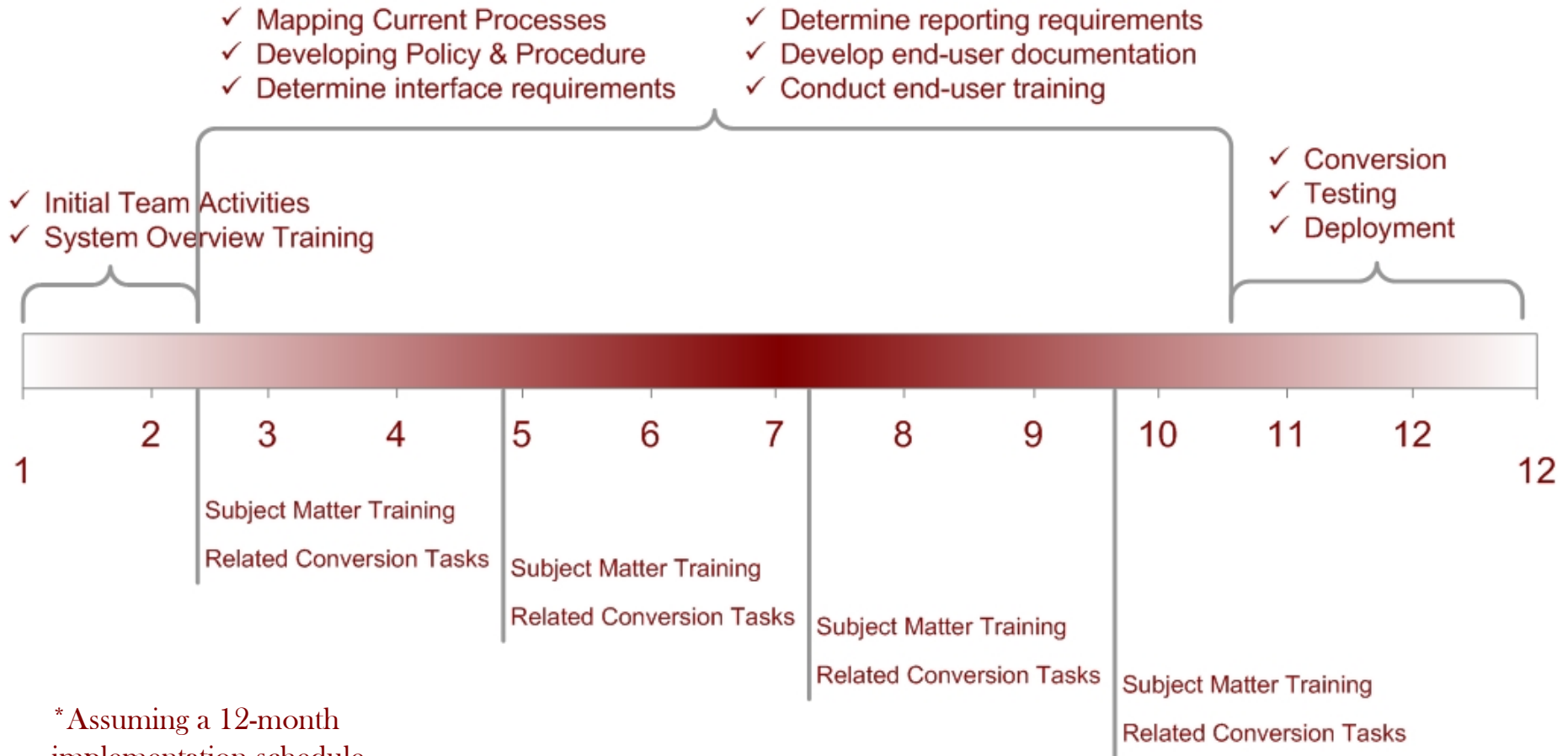
# Initial Project Activities

- Vendor will meet with College & CPS to reach agreement on implementation plan & timeline
- Information Services team will lead effort to reach agreement on data standards and conversion strategy
- ERP Software team will implement conversion strategy

# Initial Team Activities

- Team Kickoff
- Critical Issues Session
- Develop detailed schedule & work plan
- Module-specific training
- Software vendor-specific training; Oracle training

# Typical Implementation Lifecycle\*



\*Assuming a 12-month implementation schedule.

# Staffing the Project

- Implementation will require significant support from functional and technical departments.
- Overtime/comp time is not the best way to staff for ERP conversions and should be kept at a minimum.
- Backfill positions to release key project staff according to recommendations from CPS:
  - 10 Functional Areas totaling 8.5 FTE Positions
  - Technical Backfill totaling 15.5 FTE Positions
  - ...in addition to release time for BATTERY Team Leads

# Staffing the Project:

## Functional Release Time & Backfill

| Role/Position                               | FTE Load      |
|---|---------------|
| Student Registration / Records              | Up to 1.5 FTE |
| Student Admissions                          | Up to 1 FTE   |
| Student Degree Audit / Curriculum / Catalog | Up to 1 FTE   |
| Student Accounts                            | Up to .5 FTE  |
| Financial Aid                               | Up to 1 FTE   |
| HR Positions / Benefits                     | Up to .75 FTE |
| HR Payroll                                  | Up to .75 FTE |
| Finance                                     | Up to 1 FTE   |
| Advancement                                 | Up to 1 FTE   |
| Information Services                        | Up to 1 FTE   |

# Staffing the Project:

## Technical Release Time & Backfill

| Role/Position   | FTE Load      |
|---|---------------|
| Student Technical   | Up to 2.5 FTE |
| Student Accounts (A/R)                                    | Up to 1 FTE   |
| Financial Aid Technical                                   | Up to 1 FTE   |
| HR Technical  | Up to 1.5 FTE |
| Finance Technical   | Up to 1.5 FTE |
| Advancement Technical                                     | Up to 1 FTE   |
| DBA (1 General DB Maint; 1 Application-specific DB Maint) | Up to 2 FTE   |
| System Administration                                     | Up to 2 FTE   |
| 3 <sup>rd</sup> Party Software Support                    | Up to 2-4 FTE |

# Project Staffing Strategies

- Current open positions need to be filled ASAP.
- Departmental planning should take place now for re-distribution of duties so that acceptable service levels are maintained with key clients – while releasing team members for project work.
- Approved backfill positions should be filled one month in advance of implementation start dates so they can be trained/functional when team members become engaged in the implementation efforts.

# Immediate Next Steps

## ● RFP Process:

- Vendors submit responses by November 13, 2007
- Panel evaluates responses by December 14, 2007
- Vendor demos scheduled January 8-11, 2008
- Anticipate vendor selected by January 16, 2008
- Immediately enter into contract negotiation
- Implementation begins March 1, 2008

## ● Communications

- Communications Specialist
- Monthly BATTERY Briefings
- Quarterly BATTERY Broadcasts
- Website

# COLLEGE *of* CHARLESTON

---

THE BATTERY PROJECT

## Q & A

*All questions and answers will be documented and distributed*

*Copies from today's presentation will be distributed*

*Follow-up survey*