

IT Project Governance Sub-Committee Meeting
Enterprise-wide Financial Business Systems
April 6, 2006

Attendees:

Sandy Russell (Chair), Marie Botticelli, Steve DiPaolo, Rick Falk, Colleen Gordon, Eileen Markey, Mike McKay, Joseph Percoco, Sanjana Rimal, Rosa Rivera, Don Smith and Dorothy Williams

Absent:

Pat Brancato, Bruce Fehn, Bernice Ginder, Ralph Lindauer, Ann Martin, Michael Mundrane, Aida Torres and Heidi Szymanski

Updated Business/Financial Project List: This document was distributed and reviewed.

- Page 1, ARS: This project, identified pre-ITPGC is now active.
- Page 2, Request for Escheat Monitoring and Reporting: Program modifications are required to enable the reporting of 'unclaimed monies' to the State of NJ. The state is requiring compliance by June 30, 2006.
- Page 3, SCI Support: This is a new active project required to support the ongoing State Commission of Investigation's review of University financial activities.
- Page 3, Supplemental Systems Development: This is a new request submitted by Rick Falk and Don Smith.

Status of General Ledger (GL) Implementation Project: Several meetings have been held with Steve DiPaolo and representatives from OIT and the Division of Accounting. Draft budget requirements and staff space have been identified. An RFP for consulting services was prepared and sent to ten vendors. Replies are due back on April 14. As of this meeting only two vendors had questions. It is estimated that on-line journal entries will be implemented by July 1, 2007. The full implementation of the new GL will be rolled out after the year-end closing for FY 06/07.

Steve has been meeting with Business Managers across the University to identify reporting requirements and to demo various reporting products available from vendors such as Noetix, Oracle Discoverer, as well as University supplemental systems that have been developed in Chemistry and Engineering. Steve reported that these meetings have been very successful. He is receiving very good feedback, individuals are asking good questions and it has helped identify gaps in the system and reporting requirements. To meet the business needs of the University, the current Financial Data Warehouse will need to be restructured. This requirement was included as part of the consulting work outlined in the RFP.

Another issue that was identified and being researched is the reporting problem caused by the way the University does salary commitments. Ron Thompson is doing a gap analysis and will submit a proposal.

In order to ease and simplify the transition to the Oracle General Ledger, activities in sub-ledger accounts (revenue and expense) will be consolidated into one account effective 7/1/06. This will also simplify reporting and the use of the financial data warehouse; no longer will departments be required to report on multiple accounts to obtain a fund balance.

Supplemental Systems Development: Rick Falk and Don Smith submitted this request. Rick indicated that over the past few months he has received input from other business areas that have issues and concerns related to the lack of budget reporting and capability for account management. Issues include:

- Duplication of data entry
- No ability to do budget forecasting
- No ability to manipulate data

This is also evident by the fact that there are departments who are providing resources to build or purchase individual systems, e.g. Chemistry, Engineering and Life Sciences. These systems address each of their needs. While everyone agrees that there may not be one system or any system that can meet everyone's

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needs, there was consensus that the University needs to centrally support one or two systems to meet the needs of the business areas.

It is being suggested that OIT review the functionality of one of the existing supplemental systems and enhance/modify and support it. Sandy agreed this request is very broad and there currently aren't clear system requirements so she asked how OIT would proceed with sizing and identifying resource requirements for it. Joe Percoco stated that this will be handled the same as any other project request would be – that is – an assessment phase to bound and frame the project and then cost out resource estimates which would then be submitted to the ITPGC. Whatever the decision, the system must be run on a hardware and software platform supported by OIT. Sandy agreed to champion this request during the assessment phase and she will work with Don and Rick to identify a group of individuals to identify key system requirements. They will also identify a person to lead this group. Sandy has experience in this area and indicated that this is not an easy task and individuals must stay focused on high-level requirements and not the smaller issues of 'how things are currently done' or 'individual preferences of how to do things'.

The next meeting will be scheduled for early June.