Project Status Report – March 2003

Highlights for March

In March, the project management team began the in-depth work of defining the detailed plan for the project and the procedures for organizing it. Work in this area included:

- The Project Definition Document, which is the overall guiding plan for the project and its processes.
- The Communication Plan for organizing both internal and external project communications.
- The Issues Tracking Database for managing unresolved project issues.
- The Data Standards document, which will organize data administration standards for Banner and related UWF systems.
- Other standard reports, formats for meeting agendas and minutes, and related procedures.

The Coordinating Committee finalized the implementation teams structure and membership.

Technical staff installed the Banner development and training environment.

Oracle technical training began.

The initial process review sessions with Human Resources were completed.

April Plans

- Project detailed planning will continue.
- Oracle technical training will continue.
- SCT consultants will visit campus for the initial Finance System information gathering sessions and for the second Human Resources System planning session.
- SCT consultants will also deliver the Finance System Overview and Chart of Accounts training.
- A kickoff meeting for project staff will be held on April 17.
- UWF will finalize its Banner system support contract with the Central Florida Regional Data Center.

The kickoff meeting for project staff, for all Banner team members and interested parties will be held on Thursday, April 17, from 9-noon in the UWF Conference Center Room A.