Banner/EAS Chart of Accounts (CoA) Clean-Up and Synchronization Project
Phase 3

Planning, Analysis & Design (PAD) Phase
PMLC Gate Review

February 7, 2018
• Project Overview
  – Project Team
  – Business Needs
  – Business Requirements

• PAD Deliverables
  – Project Definition Document
  – Business Requirements Review/Functional Specifications (IT)
  – Project Schedule

• Next Steps
CoA – Phase 3 – PAD Phase Gate Review

Project Overview

Banner/EAS Chart of Accounts (CoA) Clean-Up and Synchronization Project

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>CoA Clean-Up (CoA Structure As-Is)</td>
<td>May 2015</td>
</tr>
<tr>
<td>Phase 2</td>
<td>Banner CoA Field Use Redesign</td>
<td>July 2017</td>
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<tr>
<td>Phase 3</td>
<td>Maintenance of CoA between EAS and Banner</td>
<td>September 2018</td>
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</tbody>
</table>

Today’s Focus:

Phase 3

PAD Phase Gate Review
CoA – Phase 3 – PAD Phase Gate Review

Project Team

Executive Sponsors
Ann McCorvey
Dale McLeod
Frank Azuola

Project Owners
Sharon Heinle
Mike Gardner

Comptroller
Neena Ali

HRIS
Albert Mojica

DIT-EIS
Anna de Lapparent
Michelle Hall

SAIG
Aileen Miller
Joyce Cage-Ford
Sulé Williams

DIT-BIS
Mike Wolf

Project Manager
Melissa Weicker

Manisha Wadhwani
Joseph Francis
Phase 3 was originally intended to provide automated synchronization of the CoA between EAS and Banner.

Focus of Phase 3 has changed due to uncertainty around the future state of the University’s ERP systems.

Phase 3 will now consist of stop-gap measures including periodic reports and processes to ensure that the CoA in Banner and EAS remain synchronized until a decision is made on the new ERP system.
## Project Overview - Business Requirements

<table>
<thead>
<tr>
<th>No.</th>
<th>Goal/Objective Category</th>
<th>Priority (H, M, L)</th>
<th>System (Banner, EAS, Both, Mapping)</th>
<th>Description</th>
<th>Stakeholder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Process-Oriented Support</td>
<td>H</td>
<td>Banner</td>
<td>Stop-gap program in Banner that would automate the shutdown process to reduce manual entry.</td>
<td>Multiple</td>
</tr>
<tr>
<td>2.</td>
<td>Reporting</td>
<td>H</td>
<td>Both</td>
<td>Report showing changes to CoA since a specific date.</td>
<td>SAIG/BI/CO</td>
</tr>
<tr>
<td>3.</td>
<td>Reporting</td>
<td>H</td>
<td>Both</td>
<td>Report showing differences in CoA between EAS and Banner.</td>
<td>SAIG/BI/CO</td>
</tr>
<tr>
<td>4.</td>
<td>Reporting</td>
<td>H</td>
<td>Both</td>
<td>Dependency report that would provide details for departments that need to take action if a Banner code is still in use in Banner, but already end dated/inactivated in EAS.</td>
<td>SAIG/BI/CO</td>
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</table>
## PAD Phase Deliverables

<table>
<thead>
<tr>
<th>PAD Phase Deliverables</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Project Definition Document -</td>
<td>Complete</td>
</tr>
<tr>
<td>Business Requirements Review &amp; Functional Specifications (IT)</td>
<td>Complete</td>
</tr>
<tr>
<td>Project Schedule</td>
<td>Complete</td>
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</tbody>
</table>

### Timeline

- **Proposal**: Nov 2017 - Feb 2018
- **Planning, Analysis & Design**
- **Solution Development**
- **Testing & Readiness**
- **Deployment**
- **Closing**

**PAD Gate Review**
- **February 7**
Project Definition Document
- Provided a comprehensive overview of the project consistent with the proposal content and addressed project management approach, including PMLC process and artifacts

Business Requirements Review & Functional Specifications (IT)
- Reviewed stop gap program requirements
- Documented 4 functional specifications for technical solutions for
  - FTVORGN
  - FTVFUND
  - FTVACTV
  - FTVACCI
- Met with BI to develop Data Warehouse tool to use for reporting
# CoA – Phase 3 – PAD Phase Gate Review

## PAD Phase Deliverables - Estimated Timeline

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<tbody>
<tr>
<td>Gate Review</td>
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## Stop Gap Programs

- **FTVORGN**
  - Development
  - Testing
  - Deployment

- **FTVFUND**
  - Development
  - Testing
  - Deployment

- **FTVACTV**
  - Development
  - Testing
  - Deployment

- **FTVACCI**
  - Development
  - Testing
  - Deployment

## Data Warehouse Reports

- Development
- Testing
- Deployment

## Closing

- Closing Gate Review

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• Approval to proceed into Development & Testing Phase for CoA Phase 3

• Phase 3 Development and Testing Phase
  – Development/Analyst Testing
  – Deployment Plan Development

• Mid-Phase Briefing – June 2018

• Gate Review – September 2018
Banner/EAS CoA Clean-Up and Synchronization Project
For More Information, Contact:

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