

Banner 8 Technical Meeting – March 9, 2010

Attendees: Alex Garcia, Mrinal Virnave, Jesus Hernandez, Kim Montoya, Bruce Schaa, Scott Archer, Liz Archer, Curtis Ewing, Rich Chavez, Bruce Ernst, Art Trujillo, Kit Marlow, Olga Conter, John Roberts, Paul Berver, Dudley Moore, Cecil Ayers, Linda Moreno, Crystal Wang, Pam Jeffries, John D., Shaun Cooper, and Laura Ramirez

- Systems Checklist – Alex
 - This list was sent a while back to EAS
 - It lists all the systems that EAS manages
 - Met with Jesus and Rich and did a first pass on the list

- Go-Live Plan – Alex
 - Changes - Alex
 - Q: (Alex) Are there any changes to be made?
 - A: (Paul) We are still insisting that this will take 3 days. Need about an 18 hour cushion
 - Scott would like to move item 112 to 77 on the Go-Live Plan
 - Paul would like that no outages be scheduled for Go-Live weekend

 - Timeline – Alex
 - We need to get the green flag from the Clients at 12:30 on Thursday, March 25
 - Per Paul, DBA can turn over the system to developers by Friday morning, if no problems are encountered
 - Q: (Alex) What will be delivered? A: (Paul) What will be delivered is what is currently in UBN8. You have to work on security, Workflow, Luminis, etc.
 - Per Mrinal, Luminis will not be brought down until Sunday morning and not Friday night as the links break
 - Q: (Paul) When do we plan to turn the instance over to the Clients? A: (Mrinal) They can test everything besides Luminis
 - Q: (Alex) How long will it take for ICT to be done and release to the Clients?
 - Xtender will be okay to do at a later time (after go-live) per Mrinal
 - Luminis to be brought up Friday night, if not Sunday morning per Mrinal
 - Everything gets connected except Luminis and UC4
 - We will Go-Live with UC4 and E-Print along with Banner
 - Liz wants to know when to create the UC4 logins. EIS will notify Liz when she may begin this process
 - Q: (Shaun) What security do you want loaded? A: (Liz) What will be loaded is the new security access based on the Security Spreadsheets
 - Per Shaun, loading of security should not be a problem
 - Send all notifications to ban8tech for internal testing or issues. Once the system is available, a notification will be sent to the Clients via banner8

- Q: (Shaun) What if someone tries to register via Luminis? A: (Alex) Can't we just disconnect everything?
- Per Shaun, we need to create a list of all the staff members that will be testing on Go-Live weekend by creating a new class for giving them INB access
- Q: (Alex) So, ICT can connect all ancillary systems and test initially within a 24 hour period? A: (Shaun) Wouldn't that be a good scenario of how it should be? Everything should be done/connected by then
- Per Shaun, we should reconnect Luminis on Friday, if the Clients sign-off
- Make sure that everyone knows that once Luminis is turned on, there is NO turning back to Banner 7 per Shaun

- Worst Case Scenario
 - Q: (Alex) Can we have the system to the Clients by Sunday morning? A: (Paul) Yes, if we don't have issues like losing the network, fat fingering within a process, etc.
 - We can have it done within 18 hours since all processes have been running cleanly per Paul

- Banner 7 Worst Case Scenario
 - Q: (Alex) Where is it that our decision will be made to revert back? A: (Paul) DBA need to rename the database, rename the code tree, rename the forms within the code tree. This takes about 1 hour to do
 - Per John Roberts, we would need about 2 hours to decide what our next step would be if we need to consider reverting back to Banner 7
 - The restart needs about 18 hours and the Clients will need to test again per Paul
 - Per John Roberts, if by Saturday at noon, we are still on Step 1, we will know to go back to Banner 7
 - Clients will need to be notified about reverting back
 - We need to know when the Clients want the database back, etc.
 - Must be a BIG issue in order for us to go back to Banner 7

- E-mails sent to ban8tech for ICT. Luminis being up again goes to uno_reports. Final release e-mail goes to banner8 per Mrinal
- If Pamela Roggow has issues, she can send an e-mail to banner8 or contact Alex. We need to ask the Clients to provide their immediate contact phone number when submitting issues
- Preliminary e-mails, status of where we are at, to be sent to ban8tech per Bruce E.
- Q: (Alex) When are we going to do the final release? A: (Mrinal) After the Clients have tested with the inclusion of Luminis

- John D. will let us know when Luminis is done
 - Password Changes – Paul
 - Q: (Paul) When is a good time to do the passwords changes in PBAN, after we Go-Live?
 - A: (Jesus) When this happens, we run into all sorts of issues
 - Per John, this needs to be done anyway and it's preferable when we are more stable
 - April 25 is the best time for this to happen as it is after Alpha Registration per Shaun
 - Focal Points – Mrinal
 - Q: (Mrinal) Who needs to be the focal point of contact? A: (ICT) It was agreed that Alex will be the focal point of contact for any and all technical issues
 - Q: (Alex) Who needs to be onsite? A: (Jesus) Do we need to be here?
 - Focal points of contact per Mrinal
 - Administrative – Mrinal or Shaun
 - Technical – Alex
 - Access - Liz
 - Loads – Pam
 - Q: (Pam) Are Clients wanting to do loads are part of their testing?
 - A: (Liz) No one is running their feeds, so there is no need for doing the loads
 - Directory - Scott
 - Liz and Scott will be gone on Thursday, but can be reached
 - They will connect remotely and will have their cell phones turned on
 - Q: (Scott) Can I have an updated phone list to call certain ICT staff?
 - A: (Alex) Who do you need to contact so I may add to the Directory?
 - Scott needs to contact Sam Hammond or anyone in his group
- PBN8 Rebuild – Paul
 - PBN8 will be rebuilt three more times from now until we Go-Live
 - Everything is going fairly well and the automation, too
 - TBAN needs to be restarted as Paul forgot to rebaseline the instance before doing the export/import
- Security Access – Liz
 - Per Paul, the PBAN security will be brought forth to PBN8
 - Access will be granted to the developers for PBAN in Banner 7 and brought forth in Banner 8 with a security spreadsheet per Mrinal
 - Granting of access for developers can be done by Liz now

- Liz received a spreadsheet from Kathy Montoya for access to new forms/processes and stated that the spreadsheet format was changed slightly
 - Per Liz, there are 3 forms that are new with Banner 8 security
- Go/No Go Dates – Alex
 - Technical Go/No Go scheduled for next week on March 16
 - Final Go/No Go scheduled with the Clients on March 18
- Sungard Notification – Pam
 - Q: (Pam) Maybe we should notify Sungard that we will be upgrading to Banner 8 during that weekend
 - A: (Mrinal) Yes, I have already placed a call to Larry Criddle that we plan on upgrading that weekend
 - Mrinal has not heard back from him, though. Perhaps Mrinal can follow up with Sungard for confirmation