

Banner 8 Clients Meeting – March 11, 2010

Attendees: Alex Garcia, Mrinal Virnave, Jesus Hernandez, Kim Montoya, Bruce Schaa, Lupe Aragon, Lorraine Ortega, Kim Eiland, Mike Zimmerman, Pam Jeffries, Olga Conter, Priscilla Padgett, Sujey Aguilar, Brian Atwood, Kathy Montoya, Norma Noel, Joaquin Gonzalez, Shawna Arroyo, Paul Berver, Mark Hammersmith, Gary Black, Minerva Galaz, Abdulmalik Al-Gahmi, Art Trujillo, Prema Chinnasami, Virginia Tucker, and Laura Ramirez

- Housekeeping – Alex
 - There was a successful Payroll run at 100%
 - Test plans are complete and are posted on the Banner 8 website
 - Would like an update from each area, in case users were still testing
- Updates from Departments – Alex
 - HR/Payroll (Abdulmalik) – no problems
 - Finance (Gary) – good to go; final EOM ran with no errors
 - Fin Aid (Virginia/Prema) – no problems with packaging; still testing
 - Student (Kim E.) – nothing has been done since sign-off
- Security Spreadsheets – Alex
 - Documents were sent out to each area
 - Response sent by Finance
 - Still need HR, Fin Aid, Student, and Budget Office
 - If there are no changes needed on the Security Spreadsheet, please let us know either way so that item doesn't stay open
- Developer Access in PBAN – Alex
 - We need to grant access to the developers to assist during Go-Live and need the Clients' approval
 - The access would be for INB Forms only per Mrinal
 - Q: (Abdulmalik) Does this include modify access to be given? A: (Mrinal) There will be no data changes by the developers. This will only be for trouble-shooting
 - We need an "official" sign-off by Clients for the access. Timeframe is only for a week
 - Kim E. and Mike Z. are okay with granting access to the developers and has already sent an e-mail in response to this request
 - Kathy states there is a Report Writer user that grants all kinds of access for Finance and believes HR also has something similar
 - Abdulmalik will check with HR to see if they still have this Report Writer access. View only access is okay with Abdulmalik for the developers
 - Gary has no problems with granting this type of access, but needs to check with Lori Gobble
 - Granting of access is okay with SPA, if it's okay with Lori. Brian is also okay with granting access

- Per Mrinal, Clients should send their “official” decision via e-mail to Alex
- Point of Contact – Alex
 - We are in the process of creating a list of contacts so that we know who to contact to do the next step on the Go-Live Plan
 - Alex will be the focal point
 - Some information has been received by Clients, but are still in need of contact info from some areas
 - Communication goes to banner8. Please provide your cell phone numbers to reach you during Go-Live weekend
- Go-Live Weekend (States Document) – Mrinal
 - DBA did a good job in compressing our window to do the upgrade
 - There is a possibility that the system will be available by Saturday
 - A list of testers will include all of us at the Client meeting and anyone you deem is necessary. The reason for this list is so that staff at Alamogordo don’t get in and make changes in Production
 - UBAN will be available on Thursday evening as a Banner 7 instance. UBAN will be available for look-up only purposes
 - Sometime on Friday, DBAs will be done with the instance
 - Banner will be up, but not everything will be connected. Jesus, Rich, and staff will have access at a later point
 - Banner will be available to Clients once Appworx and E-Print are available
 - It would be wise to run one Payroll, PO. etc. to make sure what you tested or ran through the system actually worked and we don’t need to roll back
 - Q: (Abdulmalik) Are we testing with live data? A: (Mrinal) Yes, it’s really not a test, but make sure you check things like a Cashnet payment went through
 - Q: (Jesus) What if 5% of staff says it’s a Show-Stopper, we won’t go? A: (Mrinal) Any Show-Stopper, we don’t go. There needs to be an administrative decision made at that time
 - While everyone’s testing, we will bring up DARS, AdAstra, etc. (secondary systems)
 - State 5 on the document is the point of no return for the university. Once Luminis is turned on, transactions will be happening of which we have no control of
 - Clients need to be available to begin testing as early as Saturday and continue until Sunday
 - Q: (Paul) I expect some people to take a vacation during that week, do you need all day Friday? A: (Mrinal) I’m not worried about Friday since you’re all here anyway. It’s Saturday I’m concerned with
 - Right after Clients give sign-off in checking the system, Luminis will be turned on
 - Q: (Mike) Will these changes be included within the Communication Plan? A: (Mrinal) Not these new changes in the Go-Live Plan, but we will have it available to send to everyone ahead of time

- No Go Decision – Gary
 - Q: (Gary) Are the functional VPs on the list if we come to a No Go decision? A: (Mrinal) We will let them know as well. Shawna will send something
 - Per Mrinal, we will create a temporary 800 number to call in case we run into issues

- Our Many Instances – Clients
 - Q: (Abdulmalik) So PBN8 will be rebuilt from the ground up? A: (Mrinal/Jesus) Yes, as far as upgrades and patches go with the exception of the code tree
 - PBAN will be renamed to PBAN7 and will not be brought back up per Paul
 - DBAN clone will be happening right after Go-Live
 - UBAN will remain as a Banner 7 instance until the Clients are good to let go of it. It will remain as view-only
 - Q: (Kim E.) When DBAN is cloned, after Go-Live, sometimes we miss patches that were in PBAN. Is this going to be the same? A: (Paul) The code tree will be same as it was in PBAN, so we should be okay with being in sync
 - Banner 8 Party – Q: (Gary) When is this happening?
 - Tech Go/No Go – scheduled on Tuesday, March 16. Alex will communicate decision to the Clients
 - Final Go/No Go – scheduled on Thursday, March 18. We need to know who all needs to attend this meeting. Please forward additions to Alex

- Special Characters – Priscilla
 - There are some concerns on these not coming across and have been testing
 - Blackboard system does not support UTF8 per Priscilla
 - We may need to look at the function per Mrinal. It is a feed that is being passed to Blackboard
 - Priscilla is testing special characters that she entered as a case scenario and not what is available and coming from Banner currently
 - Alex requested that this be sent to Banner 8 with some examples so that developer may research
 - Q: (Priscilla) How are you going to handle Chinese characters? A: (Mrinal) It is considered to be invalid data, especially coming from the government. We could get special characters within an address for example, and it would error out at the browser level. Bruce Ernst cleaned out the 2 instances of special characters we had in Banner
 - After this discussion, Priscilla is no longer worried about this issue

- Reminders – Alex
 - Submit Security Spreadsheets, even if no changes are needed
 - Submit Point of Contacts for Go-Live weekend