

Banner 8 Kick Off Meeting – June 26, 2009

Attendees: Mrinal Virnave, Lori Gobble, Gary Black, Angela Throneberry, Mike Abernethy, Diane Madrid, Priscilla Padgett, Nancy Qualkenbush, Kathy Montoya, D'Anne Stuart, Dorothy Anderson, Pamela Roggow, Valerie Pickett, Teresa Burgin Jennifer Miera, Virginia Tucker, Janie Merchant, Angela Lopez, Brian Atwood, Yolie Work, Gloria Orozco, Doris Boteler, Cami Davis, Lori Montoya, Art Trujillo, Paul Berver, Rich Chavez, Jesus Hernandez, Olga Conter, Pam Jeffries, Alex Garcia, Laura Ramirez

- Introductions
- Timeline discussion – DBN8 will be available by June 30th. Jesus and Rich will go in first to DBN8 and test all the mods, interfaces, etc. They will then notify the users to go in and test what they have tested. Users will have access, but be aware of downtimes. PBN8 will become available sometime in August.
- Student area will have the most changes with the upgrade and the UTF8 conversion is the biggest change. PBN8 is considered our pre-production instance.
- Access on DBN8/PBN8 – Again the intention is that developers test first and then invite users to test what they have tested. Once all is working properly, then DBA will move to PBN8 for further testing.
- Q (Cami): How long will the upgrade take? A (Art): It will take about 48 hours based on history on when we went live with Banner 7. With the Banner 8 upgrade there are two new processes that we need to account for.
- Go live date – Spring Break 2010. PBN8 will be in production by Spring Break. The intention is to start on Thursday evening and may ask for the system on Friday, work through the weekend, and have users test over the weekend as well. HR prefers going live the weekend after Spring Break due to payroll processing while Student prefers the weekend before due to Registration. Banner 7 instances will still be available for the application of patches and upgrades.
- Banner 8 website – It is ready and will have much of the documentation for the project available. There will be an issues log that we will maintain and request that all communication be done via the Banner 8 list serve. We also ask that all issues be separated into functional and technical. This way we are clear on who will be working on resolving the issue at hand. Documents on the web will be updated continuously, so please check back often. Users will have the opportunity to upload their own documents onto the website. An e-mail will be sent out via the Banner 8 list serve along with the minutes of the meeting and the link to the Banner 8 website.
- Q (D'Anne): So where will we begin testing? A (Mrinal): The intention is to have all users test in PBN8 and by invitation only on DBN8 after the developers have finished their initial test.
- Downtimes (Paul) - requested that the users be aware of the downtime for the Banner 8 instances from noon to 1 pm and possibly after 7 pm. If the instance is needed by the

users, please call DBA and let them know. The downtime is not applicable during the weekend. The frequency of the downtime may decrease as we progress on the project.

- Q (Gary): What about the tnsnames? A (Art): DBA will provide the strings to the users to update their own machines.
- Training (Pam) – We are working with the vendor on the training schedule. We would like to have technical trainings in July and the functional overview trainings in August via WebEx. Once the overview trainings are done, we will determine what deep dive trainings are needed and coordinate with vendor to come on-site for the deep dive trainings. Training money must be used by December 2009 per the consortium with UNM and CNM. Pam will resend the training needs document.
- Q (D'Anne): What happened to the training on how to get into the Sungard website? A (Mrinal): Said that he will follow up on this.
- Q (Pam): Everyone have any questions or have enough to go by on their test plans or testing, etc.? A (no response): No one had any questions regarding what needs to be done on their end regarding test plans or otherwise.