

## **BI Project Executive Sponsor Meeting Notes**

### **August 11, 2017**

#### **Attending:**

Madison: Jocelyn Milner, Patrick Hare, Bob Dasika

Milwaukee: Bob Beck, Ed Melchior, Dale Matenaue, Josh Ebert, Jenny Jiang, Stephanie Warner

Eau Claire: Chip Eckhardt, Sally Eckwright

Green Bay: Paula Ganyard

LaCrosse: Erin Hein

Oshkosh: Anne Milkovich

Parkside: Jordania Leon-Jordan, John Standard

Platteville: Robert Flum, Amy Crist

River Falls: Joe Kmeich

Stevens Point: Shawn Voth

Stout: Jen Chapek, Shane Webb

Superior: Mike Olson

Whitewater: Elena Pokot, Lynsey Schwabrow, Claudio D'Agostino

System Admin: Lisa McGrath, David Blough, David Stack

HRS/SFS: Lorie Docken, Mary Kirk, Andy Cunningham, Nikki Burton, Scott Larson, Miguel Garcia

Huron: Cati Cederoth

Project: Tim Lehmann, Mark Treiber, Chris Spencer, Kathy Luker

Facilitator: Kathy Luker

Note taker: Mary Kirk

#### **1. Meeting Objectives and Agenda (Kathy)**

Kathy reviewed the agenda objectives and topics.

#### **2. UWBI Progress Dashboard Update (Kathy)**

Kathy shared the Progress Dashboard with some statuses, including: Operational Governance is in progress; Merge Management Catalog is completed; Security Authorization Readiness for Campuses is slightly behind; UW-Platteville migration is slightly behind; Student Data Reporting is on track. Mark Treiber shared the key highlights noting that Infrastructure is working with Madison, Platteville and Eau Claire; and Tim has Central Dev and Central Test ready with Central Prod in progress. Chris Spencer shared information on security policies which were updated and approved by President Cross. HRS/SFS data class guidelines will require multi-factor authorization. Conversation on student data needs to occur in this area as well. Contact Chris Spencer or Stefan Wahe in DoIT's Office of Cybersecurity with questions. Mark will also check with Tom Jordan in DoIT's Middleware group to provide a technical design for the MFA solution for campus' consumption. Andy Cunningham shared information on current critical issues, including the inability to hire a central merge manager (additional interviews are progressing

with an offer pending), and resource constraints on the BI & Reporting Team in OBIEE development. We are working with System get acquire additional Huron support in this effort.

### 3. **UWBI Project Risks** (Kathy)

To facilitate discussion and tracking, risks have been categorized into three areas.

#### 1. Adoption:

- High risk - Funding for a central Finance RPD has not yet been approved. Discussion was held with Rob Cramer on 8/8, discussing options.
- Medium Risk – Training resource.
- Medium to Low Risk – EPM warehouse.
- Medium Risk – Ad hoc query tool.
- Low Risk – UWBI support model.

#### 2. Schedule:

- High Risk – Current work on conversion of shared queries is just beginning. Need a plan to address the possibility they may not be available in time for campuses to recreate their custom reports.
- Medium Risk – Campus schedules with development work.
- Medium Risk – UW decision making process takes time.

#### 3. Technical Support and Setup:

- High Risk – In house OBIEE Admin knowledge centrally and at campuses is limited.
- High Risk – UW federated security model is complex.
- Medium to High Risk – Inability to fill the Merge Manager position.
- Medium to High risk – Risk of turnover of technical staff.
- Medium Risk – Security and merge management processes and procedures are complex.
- Medium Risk – No common UW security approach.
- Medium Risk – Oracle is historically slow in responding to service requests.
- Low to High Risk – Connections to multiple data sources.

### 4. **UW System OBIEE Deployment Timeframe** (Kathy)

Kathy shared the campus OBIEE deployment timeframe, which reflect the timeframe campuses have indicated they'd be ready for Central Dev and Central Prod environments. Email Mark Treiber, Kathy Luker and Catie Cederroth with any changes to your campus' timeline. Mark Treiber will be checking into the VM request for UW-Madison for Central Prod.

### 5. **UWBI / Shared Queries Demo** (Andy)

Andy provided a demo of the HRS/SFS "landing page" and demonstrated some of the shared query OBIEE re-development effort currently in progress.

### 6. **Training – Next Steps** (Kathy & Robert Flum)

An additional Reports and Dashboards class will be held at UW-Eau Claire September 6-8. Please send names of attendees to Kathy Luker.

Robert Flum shared information regarding a “training brainstorm” discussion held at the recent summer Project Coordinator’s meeting, as well as a demo held on July 31 where UW-Platteville’s training modules and documentation were discussed. Robert is chairing a Search Committee for a UWBI Trainer/Communication position and creating a position description. Catie Cederth is putting together a statement of work for a self-paced learning project.

**7. Summer Meeting – Common Interests (Kathy)**

The following common interests between campuses was noted at the summer meeting:

- Development approach
- Training materials
- Communication materials
- Collaboration
- Security roles documentation

**8. Project Transitions (David)**

The CSRG Data Management Workgroup reported out on July 27<sup>th</sup> – a new Data Management Council was named and will convene in August.

- Next steps include defining data domains, defining roles and responsibilities, finalizing common charter, determining methodology for prioritizing data management requests, considering acquisition of UWS data dictionary platform (software), developing reference/training materials and communication plan to promote data management as a strategy.

Kathy Luker is retiring on September 1, 2017. Regarding her replacement – in the short term Rob Cramer is considering engaging Huron to aid in management of the project. The long term plan is to hire a BI Program Director reporting to David Stack and working closely with the new Data Management Council. Send David feedback on the roles and responsibilities of the BI Program Director position.

**9. Next Meeting: TBD**