

**Joint BI Project Coordinators/BI Executive Sponsors Meeting Notes
January 20, 2017**

Attending: Kathy Luker, David Stack, Mark Treiber, Tim Lehmann, Beth Schaefer, Dale Matenaer, Jenny Jiang, Anne Milkovich, Mark Clements, David Halderman, T.J. Teegan, Jocelyn Milner, Jason Fishbain, Patrick Hare, Lynsey Schwabrow, Elena Pokot, Claudio D'Agostino, Sheryl Van Gruensven, Barb Holschbach, Mike Bubolz, Dan Dunbar, Jen Chapek, Shane Webb, Chip Eckardt, Sally Eckwright, Jon Allen, Jordania Leon-Jordan, John Standard, Ashi Yusef, Katie Jore, Jim Smola, Lorie Docken, Lisa McGrath, Andy Cunningham, Nachi Ganesan, Sue Traxler, Robert Flum, Erica DeBord, Amy Crist, Dorothy Frechette, Caty Cederth-Huron, Emily Howe-Huron

Facilitator: Kathy Luker

Note taker: Meg

- Implementation Phase Meeting Structure
 - Plan going forward: BI Project Coordinators Meet Biweekly and Executive Sponsors Join Once a Month
 - Brief System Updates
 - Focus on system and campus implementers
 - How's it going? Success?
 - What kinds of updates would be helpful to hear from each other – and from the System – on a regular basis?
 - We want this to be your meeting.
- Brief Updates
 - UW System
 - CSRG Budget Process – D Stack
 - Meeting on Jan 12 of CSRG Budget committee
 - Service providers talked with committee reviewed budget requests
 - BI/OBIEE Implementation Adjustment – 1 FTE for merge manager, 1 FTE for trainer/communication, extend .5 FTE project manager
 - OBIA request for HRS/SFS
 - Follow up meeting of same committee on 17th
 - No clear thumbs up or down on OBIA
 - “Sticker shock”
 - Concern that this investment was focused on HRS data and not student data
 - We are doing student data campus by campus
 - Realize we are coming from behind and it's going to take funding to catch up to peer institutions – this was recognized and supported

- Started with the realization that our tool was going out of date and are now at a point that the decisions we make are part of a strategic path
- Perception that campus leaders that would support this work haven't received direct communication from the project
 - We are relying on campuses to communicate this
 - Engagement with Stakeholders is important
- Questions: Two FTEs?
 - This was an adjustment: one FTE for change management and one FTE for training/communication/change management
 - Asked to extend .5 FTE PM for a year
 - Was this request approved? → not yet and we don't have a timeframe yet for an answer
- Training – K. Luker
 - Change of attendee requested LaCrosse
 - All of the people going to training in Feb have been communicated with
 - Mark Thompson from Maverick Solutions the instructor
 - 2 days for campus admins
 - 3 days for Reports and Dashboards
- Huron Engagement (SOWs) – K. Luker
 - 2 statements of work
 - Infrastructure
 - Platteville's move from 11g to 12c included
 - Early Adopter Implementation Support
 - Huron will spend two weeks with each early adopter campus and system CDR
 - Pending SOW
 - Cover change management/communication
 - This is to be signed soon
 - Huron working with David, Kathy and Mark to understand and prepare for strategy work with UW System executives
 - Includes better job of communicating and asking about priorities for stakeholders
 - Leadership alignment
 - Communications aspect: understanding perceptions and communicating realities
 - Question: Was the last SOW a change from the first three?
 - A couple months ago we reviewed the SOWs and this last one wasn't a message I've heard before
 - This is a new one to address change management and communication
 - Change management SOW was not reviewed then
 - David has reviewed it now and will share with Executive Sponsors

- Technical infrastructure – M. Treiber
 - Central Environment Update
 - DRMT Environment set up on 1/13
 - Many campuses are starting setting up local dev environments
 - Half and half windows and Linux
 - Central Dev
 - Needed reinstall will be ready next week
 - Test/QA
 - Start date 2/6
 - Get people off central environment and onto local dev environments before this gets central shut down for reinstall
 - Prod
 - Working with Huron to finalize set up
 - Huron SOW Sub Projects
 - Security/Authorization Setup
 - Get everything that we need to move Platteville into central Dev environment
 - RPD Merge Management
 - Naming standards suggested by Operational Governance
 - Suggested that Platteville follow the suggested naming standards of 5 characters which would require them to do re-work
 - How do I get Oracle's assistance?
 - Information has been provided to campus admins
 - The number needed will be communicated to admins
 - Eau Claire and Stout are both Windows
 - Updated installation doc that could be provided?
 - Tim posted a Linux version but not windows
 - A windows version will be sent out
- Operational Governance – L. Docken
 - Naming convention approved
 - Communication between operational governance and campuses
 - Upcoming
 - Merge and catalog management
 - Security issues
 - Support processes
 - Will be dividing into sub teams to work through issues and come up with recommendations
 - Have you put thought into making sure naming conventions are consistent with other shared systems?
 - Will look into this
 - There is no overall agreed on acronym for campuses across UW System

- This is not what HRS uses (though some are)
 - This is preferred code
 - We should have consistency across systems
 - HRS and SFS use the same five letter codes starting with UW
 - We will look at those and find inconsistencies and correct
 - Changes would be significant for Platteville
 - How should Operational Governance Committee communicate with institutions?
 - This needs to be worked through
 - We don't have a website or wiki
 - Provide feedback to Laurie if you have some
- Share and Learn: status on system sources and campuses progress including discussion
 - HRS/SFS/CDR
 - Waiting for dev environment to come up
 - Working with one of the subgroups from op gov
 - RPD
 - Practices for efficiency
 - OBIA decision will define next steps
 - Linux server is up and changes are made
 - Meeting with Huron the week of Jan 30th
 - Be mindful of where Lisa and some campuses connect CDR data to other data sources
 - Info has been gathered
 - Platteville OBIEE Migration
 - Subgroup from operational governance group to help find common ground during implementation and how it ties in with HRS SFS CDR
 - 11g environment for production but also have several 12c environments that are not in production
 - on hold because short staffed
 - departures from campus
 - working with Huron to see what is needed to update 12c
 - Early Adopters
 - EC and Stout working together this week with Huron
 - EC: local dev env is set up
 - Had some trial and errors with firewalls
 - RPD dev is going well
 - More detailed work can begin
 - Testing admissions info
 - Developed difficult query and the results are coming through well in BI
 - Stout
 - Having Huron come to campus and collaborating
 - This has been the most beneficial week on this project so far
 - Got direction on models

- Feel like they are pointed in the right direction and making progress
 - Recommend: Play with it before Huron gets there but expect to throw everything away
- Campuses in the cue to work with Huron should know that firewall issues will probably need to be dealt with
 - Both with getting local server set up and also with getting Huron folks access
- River Falls developer came for one day on Wednesday
- Huron is with EC next week
- Milwaukee
 - Setting up internal test system on Linux
 - Teams are looking at various process that will need to be addressed in implementation
 - Query analysis team is looking at shared queries and trying to get the number down to a more manageable number
 - Working on succinct subject areas -how many and what will be in them
 - Keeping a log of questions for Huron
 - Huron is there the week of Feb 6
 - We have a lot of questions and would like to expedite answering those questions
 - If a campus has questions, is it possible to have a campus submit questions?
 - Don and Zac's emails will be given so that they can be contacted
 - Also there is a shared site in the works so that they can record FAQs
 - Responsive as possible Mon-Thurs
 - If there's an overwhelming number there could be a wait
 - Meta Data extract file sent by Barry – Question will be answered soon
 - Jenny will forward email to Cati
- Green Bay and Whitewater
 - GB has server and had started instillation
 - Getting instructions on window server will be great
 - Have been doing query analysis and is working on getting idea for subject areas
 - No outstanding issues
 - Whitewater
 - Really happy to hear positive experiences with interaction with Huron
 - Who do we direct small technical questions to?

