Basis Project Coordinator- Dick Cottrill
  Overall Basis Project Planning
  Attend All Basis Meetings
  Liaison to Steering Committee
  Keeping VCFA Informed
  Planning Basis Module Priorities
  Basis Scheduling

Financial Liaison- Colleen (permanent position)
  Attend Basis Meetings
  Presents to Steering Committee
  Keeping AVCF Informed
  Planning Financial Affairs Module Priorities
  Scheduling- Financial Affairs
  Assist Tech Writer w/ Documentation & Users Guide- Financial Affairs
  Testing

Financial Functional Area Leader- $38,000.00
  David Hyatt (suggested) (permanent position)
  Attend Basis Meetings
  Meet with Financial Affairs Personnel
  Coordinate Financial Affairs Concerns
  Formulating Test Plan- Financial Affairs
  Coordinates Testing- Financial Affairs
  Testing

Business/Purchasing Liaison- David Keith or Hire (permanent position) $38,000.00
  Attend Basis Meetings
  Presents to Steering Committee
  Keeping AVCB Informed
  Planning Business Affairs Module Priorities
  Scheduling- Business Affairs
  Assist Tech Writer w/ Documentation & Users Guide-Business Affairs
  Testing

Business/Purchasing Functional Area Leader- $38,000.00
  Donna Carter (suggested) (Temporary position)
  Attend Basis Meetings
  Meet with Business Affairs Personnel
  Coordinate Business Affairs Concerns
  Formulating Test Plan- Business Affairs
  Coordinates Testing- Business Affairs
  Testing
Human Resource Liaison- Bill Overby (permanent position) 
Attend Basis Meetings 
Present to Steering Committee 
Keeping AVCB Informed 
Planning Human Resource Module Priorities 
Scheduling- Human Resources 
Assist Tech Writer w/ Documentation & Users Guide- Human Resources Testing

Human Resource Functional Area Leader- 
Becky (suggested) (temporary position) $38,000.00
Attend Basis Meetings 
Meet with Human Resource Personnel 
Coordinate Human Resource Concerns 
Formulating Test Plan- Human Resources 
Coordinates Testing - Human Resources Testing

Technical Writer- Hire (temporary position) $28,000.00
Attend Basis Meetings 
Write Documentation & Users Guide- One person writing all documentation can maintain a single format and style. With the input of the area Liaisons, one writer can pull together all documentation into one Basis manual.

Basis Trainer- Joe Current
Attend Basis Meetings 
Basis Training 
Assist with Documentation & Users Guide

Financial Analyst/EDP Reviewer- Hire (permanent position) $28,000.00
Attend Basis Meetings 
Attend Basis meeting to provide input on auditor and FMAN concerns 
Keeping Director of FMAN Informed 
Monitor Life Cycle Development of Basis Programming

Director of Tax Management - David Hyatt or Hire (permanent position) Current
Human Resource Project/Program Manager $38,000.00
Project Program Manager/Computer Purchasing - 
David Keith or Hire (permanent position) $38,000.00
These are current position which would be vacated permanently by personnel moved to the Basis Project.
Data Entry Operators- (Temporary Positions) $66,000.00
(2) Travel and Business Affairs
(1) Accounts Payable
(1) Documents Examiner/Budget Assistant
(2) Human Resources
These people will take over data entry and routine duties to allow current trained personnel to attend functional area meetings, to perform testing, and to assist with duties previously carried by their supervisors.

Tax Researcher- $20,000.00
(1) This person would handle basic tax research and financial statement presentation issues to all current trained personnel to attend functional area meetings, to perform testing, and to assist with duties previously carried by their supervisors.

Other Personnel- Other members of Financial Affairs, Business Affairs, Human Resources, and Financial Management Analysis would be involved in development and testing on an intermittent basis. They would provide input through the Functional Area Leader and would only need to attend Basis meetings occasionally. The Functional Area Leader would determine who needs to attend Basis meetings and would invite them on an as needed basis.

Space requirements:
Two Basis testing/work stations in the third floor office currently occupied by Colleen and Joe.

Basis Nerve Center- Suggest taking back the large room in the basement and the Arboretum Office. All ten Basis employees would be located in one area to facilitate communication and planning.

Relocate Property tagging personnel and Surplus Management- suggest utilizing Travel Supervisor’s Office and Dick’s Current Office

Miscellaneous Needs
(9) Complete Workstations Needed- Desk, chair, computer, printer, calculators, phones, etc.
Drop additional mainframe lines into storage area.
(1) Copier
(1) chalk board
(1) Bulletin board
(1) Conference table
4 - 5 Additional chairs
(4) 4 Drawer File cabinets
Misc office supplies
Planned Process

Each Basis team (I & II) will meet with Computing Services at least twice weekly.
Basis Steering Committee will meet at least monthly.
Functional Area personnel will meet at least weekly.

Basis Project Coordinator will meet with other members of the Steering Committee weekly to provide progress report and receive feedback to take to Basis team.
Basis Project Coordinator will meet with VCFA weekly to provide progress reports.
Liaisons will meet with related Functional Area members of the Steering Committee weekly to provide progress reports and receive feedback to take to Basis team.
Liaisons will represent functional area concerns at Steering Committee meetings.
Area Leader will meet with related functional area personnel weekly to provide progress report and receive feedback to take to Basis team.
Area leader will summarize feedback and concerns at least weekly to the Basis list.

Basis Project Coordinator will plan and facilitate the Steering Committee Meetings.
Liaisons will plan Steering Committee presentations.
Area Leaders will plan and facilitate Basis team meetings and invite additional personnel from functional areas as needed.

Basis Project Leader will coordinate the overall Basis project schedule.
Liaisons will plan and coordinate modules within the Functional area schedules and priorities.
Area Leaders will plan and coordinate schedules at the module level.

Combined Efforts:
Liaisons will work with the Tech writer to ensure the accuracy of documentation.
Area Leaders and Liaisons would coordinate user groups to receive their input.
Tech writer will provide continuity to the Basis documentation.
Tech writer will work with Liaisons to document all Basis modules.
Area Leaders will plan module testing with input from the Liaisons.
Trainer will plan user training sessions.
Trainer will plan training materials.
Trainer will plan training schedule.
Results

- This structure would enhance communication to the Steering Committee. Steering Committee members would be more involved in the development process. All perspectives of an issue will be better represented to the Steering Committee and the Steering Committee members will be better informed when they make a decision.
- The number of comments on the Basis list will be reduced by having the Functional Leader accumulate them. This would help everyone stay better informed, as the sheer number of Basis emails can be overwhelming at times.
- User groups can be utilized earlier in the development process.
- Personnel in the functional areas would have a more structured avenue for providing input to the Basis project. They would spend less time on Basis meetings and their time spent would be more productively. There would be fewer people attending meetings “in case” something comes up that requires their input.
- Additional entry level positions will relieve some of the stress currently imposed on classified employees. This will avoid employee burn-out and costly employee turnover.
- Establishing clear responsibilities and leadership roles will add momentum to the project.
- There will be fewer problems with competing priorities and other distractions.
- Additional resources and personnel would effectively demonstrate campus administration’s commitment to Basis.

Additional Suggestions:

1. The time between when an issue is formally presented to the Steering Committee, and when a decision or request for specific additional information is made should be limited. The Steering Committee should lead the way in giving the project a sense of priority and urgency. Timely responses would do a great deal to provide this.
2. Have the Basis Project Leader, Liaisons, Area Leaders, and Computing Services provide a list of all the currently known modules. Everyone needs a picture of the overall project to grasp its enormity.
3. Some management planning tools (charts, timelines, critical path planning, etc.) may be helpful to give all personnel the big picture.
4.