

MEMORANDUM

TO: Gerry Bomotti

FROM: BASIS Steering Committee  
Tom Dorre, Committee Chair



DATE: March 25, 1993

SUBJECT: Estimated Implementation Dates

The BASIS Steering Committee is proposing target dates for implementation of the BASIS I and II projects as outlined in this memorandum. These dates are based on the original memorandum (dated February 20, 1991, which outlined the project concept) and the information and time lines presented to the Chancellor/Vice Chancellors at a meeting in June, 1991, as well as numerous discussions with core groups and university departments.

At the beginning of the project it was proposed that BASIS I, which includes payroll, personnel and personal services budgeting, would be the top priority of the overall project. The time frame presented to the Chancellor/Vice Chancellors at the meeting in June, 1991, proposed the project could be completed in 36 months. It was originally proposed some modules of the system could be implemented as soon as January, 1992. After the Project Core Team was established, and numerous meetings to discuss the needs of the University, it was decided to designate the Payroll Module as the last module to be implemented. Based on this information, and the current status of the project, the following are the estimated implementation dates for the various modules that have been identified in the BASIS I project:

	<u>MODULE</u>	<u>ESTIMATED IMPLEMENTATION</u>
	Leave Accounting	June 1, 1993
	✓ Hourly Time Reporting	( Dates for
	✓ Labor Distribution	remaining modules
<i>Some</i>	— Billet Management	will be defined
<i>Some</i>	— Personal Services Budget/Budgeting	as project progresses)
	Personnel	
	Payroll	<u>January 1, 1995</u>

The Steering Committee believes these dates will allow for a top quality system to be implemented that will meet the needs of the University for many years. We realize these dates are later than initially noted, however, we believe that the "learn as you go" concept will also allow us to develop an even better system than originally planned.

MEMORANDUM

March 25, 1993

page 2

We have discussed the reasons for not meeting the original time estimate of 36 months. We felt this discussion was necessary to ensure we do not experience the same problems as in the past. The main reasons include the inability to recruit and keep a full complement of qualified programmer/analyst staff as well as other support staff from other areas of the project, the broadening of the scope of the project as the project teams became aware of the campus needs through departmental reviews, and the lengthy debate over technical and policy issues within the project teams and with others at the University. We believe the knowledge of and full appreciation of these reasons will help us in meeting the target dates discussed for each of the systems.

BASIS II represents the second phase of the project. Planning, design and implementation was estimated to take 42 months. The start of BASIS II was approved in the spring of 1992 with additional funds being allocated to Computing Services from Business Affairs and Financial Affairs. The time line presented to the Chancellor/Vice Chancellors in June, 1991, with some model overlap, projects an implementation date of fall of 1995. At this time all of the modules have not been identified or a definitive implementation order for the known modules established. However, based on current information, the following are the estimated implementation dates for the BASIS II project based on the current status of the project:

<u>MODULE</u>	<u>ESTIMATED IMPLEMENTATION</u>
Journal Voucher	August, 1993
✓ Vendor Management	
Interdepartmental Transactions	
✓ Travel Authorizations	
Requisitions	
Purchase Orders	
Bid Solicitations/Contracts	
Accounts Payable	<u>October , 1995</u>

Updates on the progress of these estimated implementation dates will be made, at the very least, on a quarterly basis.

MEMORANDUM

March 25, 1993

page 3

A major issue facing the Steering Committee, Project Core Teams and University departments is the development of user training programs and documentation material. This topic has been discussed many times in the meetings of the groups involved in this project. (The minutes of the latest Financial Affairs Advisory Group BASIS meeting on March 8, 1993, discussing this topic are attached for your information.) Many individuals have recommended the addition of a technical writer / training specialist type position to assist the central offices in the development of training and user documentation material. The overall success of these projects depends on the ability to train the users throughout the University and to provide documentation material that is useful to the user. The Steering Committee supports this concept and recommends the addition of one FTE position for this purpose.

The staffing commitment from Computing Services for the project is as follows:

BASIS I	4.0 FTE
---------	---------

(Currently have two positions filled, one position vacant and a current existing position within Computing Services will be reassigned no later than July 1, 1993.)

BASIS II	2.0 FTE
----------	---------

The above staff commitment is in addition to the Project Leader, David Wimberly, and Kathryn Cantrell who are assigned to both projects.

All members of the original group, Business Affairs, Computing Services, Financial Affairs and Human Resources, have agreed to monitor the projects closely. We all realize that staff assignments and commitment of staff is essential to the success of the projects and we are committed to this being a successful project for the University.

attachments

cc: Steering Committee (with attachments)