

BASIS Functional Area Activities

The following activities performed by the functional area offices will aid Computing Services and facilitate completion of the BASIS projects. These apply to each module being addressed, each constituting a project of its own.

Preliminary

1. Define the objectives for a new system and the scope of the project
2. Assign an individual overall responsibility for the project and identify available resources
3. Ensure that core functional area representatives have a basic understanding of the current systems and operation
4. Survey the institution to determine what needs outside of the central office might be addressed by a new system and recruit a campus representative to participate in the project
5. Investigate how similar systems are implemented at other institutions and how our problems, if present, have been addressed
6. Survey the market to see what new technologies might be applied to help reengineer our processes
7. Ensure that core functional area representatives possess a thorough understanding of NSM and TARGET

Throughout

1. Schedule and establish agendas for meetings and ensure participation by the appropriate personnel
2. Attend and actively participate in project meetings
3. Identify necessary project activities and develop and monitor a project schedule
4. Provide a periodic project report
5. Keep management and other functional area personnel informed of project activities, system design concepts, and current issues
6. Make or obtain necessary decisions
7. Respond to functional questions or concerns expressed on BASIS-L

Analysis and Design

1. Define functional requirements for the system including security, electronic transaction routing, and conversion requirements
2. Solicit input from the campus community at large and provide up to date project information to the campus community
3. Ask why things are done as they are and why things need to be done as requested
4. Consider the relationships and investigate the impact to existing systems (including MSA) and to other systems under development
5. Review and critique meeting summaries produced by Computing Services
6. Identify policy issues requiring Steering Committee action and present these to the committee

7. Review Computing Services' file designs, data dictionary definitions, and other system documentation

Development and Testing

1. Participate in the development of screen layouts, command definitions, and the menu structure
2. Unit test programs as they become available and provide feedback to the developer
3. Serve as the first line of contact and support for other users of the system during the development and testing process
4. Develop user documentation
5. Develop online help text for commands and special help topics
6. Develop and execute a system test plan to ensure that all necessary system components are in place and working satisfactorily

Implementation

1. Develop training materials and prepare plans for providing training
2. Train the personnel that will provide "help desk" support
3. Conduct user training
4. Request and schedule production batch jobs through Computing Services Production Control
5. Ensure appropriate forms and equipment are available as necessary
6. Coordinate conversion and provide necessary conversion data
7. Setup security definitions for access and obtain the necessary TARGET routing definitions
8. Check availability of system functions in the production environment

Post Implementation

1. Maintain application security definitions and other system control tables
2. Request and monitor batch system processes
3. Provide ongoing training and user support (help desk)
4. Post online application notices as necessary
5. Publish bulletins or newsletters to keep users informed of new developments and to present time saving techniques
6. Maintain a list of *frequently asked questions* with answers
7. Monitor the system including the use of available diagnostic programs and report problems needing attention
8. Request enhancements and prioritize these as their need arises
9. Test and authorize changes to be moved to production
10. Update system documentation (online and hard copy) as updates are made
11. Coordinate development and use of ad hoc reports and information requests

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