

TO: (all team members and support folks)

FR: Jim Isch

RE: The New BASIS

DA: January 1995

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Since 1990, the University has been developing a comprehensive new administrative software system. While all those involved with the project have worked extremely hard and devoted a tremendous amount of time to it, my assessment is that we have not made enough progress toward successful completion of the project. If we are to be operational with these major components in the next four to five years we simply must hasten our efforts.

To this end, I recently challenged the BASIS Steering Committee to recommit themselves to the project and to develop a revised project structure with a corresponding timeline. Inherent in this increased effort will be improved resources (i.e. staff, space, equipment).

Even though the details of structure and resources are attached allow me to highlight a few things about our "NEW BASIS"

1. It is the number one priority for the division of finance and administration. We must do our normal work (i.e. pay our employees, process travel requests, pay our bills, etc.); however, after the essentials of daily operations comes BASIS as our top priority.

2. The new teams are designed to be more focused and streamlined as most only have four members with "support personnel" utilized as necessary. The team leader will be asked to facilitate a successful completion of the assigned module. Using the attached "BASIS Functional Area Activities" as a guide, I am asking each team to meet during the next two weeks and provide Dick Cottrill, BASIS project coordinator, with the general team structure, how you will operate, projected timeline, list of "things to do" in terms of research/data collection, special needs, testing, demo, retesting, training, documentation, etc.

3. The team members will be working 100% on BASIS. Support personnel will devote as much time as necessary on an "as-needed" schedule. The various department heads are committed to release time for support personnel to assist with BASIS. This effort will require proper planning and effective communication between the team leader and the support people.

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4. I have approved additional staff in Business Affairs, Human Resources, and Financial Affairs according to their requested needs. These additional people, once trained, will allow these departments to operate at, or very near, full capacity for normal business.

5. I am in the process of securing space for the BASIS Teams to reside. The intent of this plan is to bring about improved communication, a sharing of ideas, and total commitment to the project by the key players.

6. Efforts will be concentrated on the Hourly Timesheet, Labor Distribution and Travel modules in order to ensure a successful implementation by July 1, 1995.

In closing, let me emphasize the importance of this project to the Division of Finance and Administration...simply stated, it is the most important thing we will do for the University in the next few years. It will provide the tools with which we will perform our work in the future. The quality of these tools will define the quality of our services, the efficiency of our work and our ability to satisfy on going internal control concerns identified by auditors.