

Project Organizational Chart



Steering Committee

Dave Rector, Chair
Elizabeth Clark
Richard Coughlin
Lou Ann Gilchrist
Donna Liss
Regina Morin
Judy Mullins
Tammy Roberts

Integration Team

Tammy Roberts, Chair & Project Manager
Nancy Asher
Diane Blosovich
Angela Carron
Cheryl Cragg
Marla Fernandez
Michael Garzanelli
Bethany Gibson
Jill Graves
Laurie Hall

Charisse Hatfield
Sally Herleth
Brenda Killen
David Lusk
Greg Marshall
Adrien Presley
Dana Safley
Robin White
Brittany Harden

Project Sub-Teams

A Project Sub-Team will be formed as needed. The memberships will be made up of at least one Integration Team member and other campus personnel with the desired expertise to assist the Sub-Team to complete their specific assignments. In most cases the Sub-Teams will be reviewing, piloting, and/or implementing an assigned application/functionality. Some tasks assigned will have specific guidelines that will need to be followed to ensure consistency and needed details are gathered for setting the timing and priority of implementations.

The Integration Team representative(s) on the Sub-Team will be responsible for ensuring the Project Manager and Integration Team are kept informed of the progress of the Sub-Team. Sub-Teams will come and go throughout the project as needed. A list of the initial Project Sub-Teams, their charge/responsibilities, and their members are provided in Appendix II. The Project Manager will maintain the on-going documentation of the Project Sub-Teams for the duration of the project.

Roles and Responsibilities

• Project Steering Committee/Executive Committee

The IT governance group, the Information & Applications Steering Committee, will serve as the Project Steering Committee/Executive Committee and provide leadership at the administrative level for the Banner 9 Upgrade. This committee will:

- support the Integration Team
- stay abreast of developments through frequent communication
- make decisions as necessary to ensure that an institutional perspective is maintained throughout the implementation process. This will include making institutional policy decisions as necessary, and in a timely manner to ensure continued progress on the project.
- make decisions regarding requested changes to major systems
- will ensure that appropriate priority is given to the project and its associated parts

• Integration Team

The IT governance group, the Administrative Applications Integration Team, will serve as the project management team to provide leadership at the functional level for the Banner 9 Upgrade. They will:

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- oversee the upgrade and implementation of all Banner 9 Administrative Pages and Self-Service Applications
- serve as members and/or team leads for Project Sub-Teams identified as part of this project and any Post Banner 9 Upgrade projects established as a result of this project's efforts
- define/update and test user procedures
- validate data
- develop/update policy proposals and procedure manuals
- validate/update end-user training material
- ensure established guidelines are followed for assigned tasks

Additionally, in order to provide as much stability as possible to the project, the team members will remain in place throughout the duration of the project. If necessary or deemed appropriate, staffing of the teams will be adjusted during the project lifespan to ensure the project's success. Project Team member changes will be reviewed and approved by the Steering Committee.

- Project Manager

The Project Manager serves as the Chair of the Integration Team and as an ex-officio member of the Project Steering Committee. The Project Manager will:

- keep the Steering Committee and the Integration Team informed regarding project progress
- maintain the documentation for the Banner 9 Upgrade project including the Project Sub-Team memberships, the revaluations of the lightweight applications, and the Banner 9 Upgrade Schedule

- Project Sub-Teams

Project Sub-Teams will be established for each Banner Lightweight Application to be implemented, and may also be established for functionality that warrants it. At least one member of the Integration Team will serve on each Project Sub-Team, along with staff from related functional areas with expertise in the functionality being implemented.

The Project Sub-Team lead will keep the Project Manager and Integration Team informed regarding concerns or issues that arise.

The Project Sub-Teams will:

- define/update and test user procedures
- validate data
- develop/update policy proposals and procedure manuals
- validate/update end-user training material
- ensure established guidelines are followed for assigned tasks

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Project Sub-Teams

Project Sub-Teams will be established to complete specific assignments required to complete the overall Banner 9 upgrade. They will be provided with a specific charge/list of responsibilities. The membership will include at least one Integration Team member and campus personnel with the desired expertise to assist the Sub-Team to complete their specific assignments. In most cases the Sub-Teams will be reviewing, piloting, and/or implementing an assigned lightweight application or functionality. The Integration Team representative(s) on the Sub-Team will be responsible for ensuring the Project Manager and Integration Team are kept informed of the progress of the Sub-Team. A current list of the Sub-Teams, their charge/responsibilities, status of their work, and their members are provided below.

Faculty Grade Entry Pilot Status (COMPLETE)

Faculty Grade Entry and Academic History: Academic History and Faculty Grade Entry lets your faculty enter grades for class assignments as well as post midterm, final, and incomplete grades – all from one location, from any device. Additionally, Faculty Grade Entry provides an updated user interface (UI) for faculty grading including the ability to upload a spreadsheet of grades.

Pilot participants' responsibilities:

- Access the new Banner Faculty Grade Entry (FGE) tool and review your spring courses.
- Grade as many of your courses as you'd like via FGE using the manual grading functionality, the import file process, or a mix of the two processes
- Provide feedback on the FGE tool and any of the features and functionality you have comments of interest
- Review and provide feedback on the user documentation
- *Complete your spring final grades on time!

Members:

Tammy Roberts
Adrien Presley
Maggie Herron
Ashley Ramsey
Mark Hatala

Emily Costello
Ruthie Dare-Halma
Julia Delancey
Yuna Ferguson
Amy Fuller

Chad Mohler
Jonathan Vieker
Stacey Kaden
Barbara Kramer

Summary Results: Responsibilities - COMPLETE. Several members of the team were able to use FGE for their May 2016 grades. Feedback was provided that resulted in some clarification updates to the documentation and the instructions provided. Potential issues identified were documented and were resolved in the spring 2016 release of FGE. With the successful pilot, FGE went live as an option for all faculty grading starting with summer 2016 final grading.

Finance Purchase Requisition Review Status: IN PROCESS

Finance Purchase Requisition: Finance Purchase Requisition allows faster procurement of products and services with an intuitive user experience and dashboard to help manage requisition processing.

Responsibilities:

- Complete a preliminary review of Finance Purchase Requisition
- Identify benefits of the application
- Identify and document issues or concerns
- Provide a recommendation on implementation

Members:

Angela Carron - Lead
Cheryl Cragg

Kim Murphy
Beth Oberman

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Registration Review and Pilot Status: IN PLANNING

Registration: The Registration application provides four key processes. You can choose to implement any or all of the new functionality.

- Registration Planning: Allows students and advisors to create planned registration schedules. Also integrates with the DegreeWorks Student Educational Plan (SEP).
- Block Registration: Allows students to self-select the block of classes they wish to attend. Admin users no longer have to register students into blocks.
- Projected Registration: Leverages degree audit to generate a projected list of student courses for selection to be used for the next registration term.
- Structured Registration: Students are guided through the selection of classes based on their academic program requirements.

Responsibilities:

- Complete a preliminary review of Registration
- Identify benefits of the application
- Identify and document issues or concerns
- Provide a recommendation on implementation
- Identify and develop training materials needed for pilot
- Setup pilot for Spring 2018 registration
- Provide status updates to I-Team and Project Manager
- Provide recommendation for campus go-live from pilot

Members:

Tammy Roberts – Co-Lead	Brittany Harden	Jay Self
Maggie Herron - Co-Lead	Charisse Hatfield	Robin White
Bethany Gibson	Diane Moore	Faculty Representative
Kasey Graves	Melissa Rodman	Student Representative(s)

Student Advising Profile Review and Pilot Status: IN PLANNING

Student Advising Profile: Student Advising Profile offers a convenient single view of the most critical information necessary for students and advisors to make better academic decisions. The application also integrates directly with Ellucian DegreeWorks for a complete advising solution.

Responsibilities:

- Complete a preliminary review of Student Advising Profile
- Identify benefits of the application
- Identify and document issues or concerns
- Provide a recommendation on implementation

Members:

Kasey Graves – Co-Lead	Randy Hagerty	Jonathan Vieker
Brittany Harden – Co-Lead	Charisse Hatfield	Student Representative(s)
Kathy Elsea	Adrien Presley	
Ted Frushour	J.D. Smiser	

Direct Deposit Review and Pilot Status: IN PLANNING

Direct Deposit: Direct Deposit provides an enhanced user experience to maintain direct deposit information for both employees and students and offers an intuitive future-proof user experience to enter bank account and routing information.

Responsibilities:

- Complete a preliminary review of Direct Deposit

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- Identify benefits of the application
- Identify and document issues or concerns
- Provide a recommendation on implementation

Members:

Michael Garzanelli – Co-Lead
Bill Maples – Co-Lead

Angela Carron
Beth Oberman

Attendance Tracking Review

Status: ON HOLD

Attendance Tracking: The Attendance Tracking application allows faculty to quickly and easily enter attendance on a mobile phone, tablet, or webpage. Faculty can choose to mark those present or absent, and may also add details on time spent in class.

Responsibilities:

- Complete a preliminary review of Attendance Tracking
- Identify benefits of the application
- Identify and document issues or concerns
- Provide a recommendation on implementation

Members:

Kathryn Brammall
Kathy Elsea

Athletics
IT Services Rep

Provost's Office
Others TBD

Employee Profile Review

Status: NOT STARTED

Employee Profile: The Banner Employee Profile gives employees a consolidated view into their personal employment, and job-related information. It provides a manager with a comprehensive view of their team members with easy and efficient ways to complete the administrative tasks involved with supervising employees including: direct reports list and access to direct reports' profiles.

Responsibilities:

- Complete a preliminary review of Employee Profile
- Identify benefits of the application
- Identify and document issues or concerns
- Provide a recommendation on implementation

Members:

Sally Herleth – Lead
Nancy Asher
Cheryl Cragg

Kathy Elsea
John Gardner
Michael Garzanelli

Bill Maples
Karl Schneider

Event Management Review

Status: NOT STARTED

Event management: The Event Management application provides tools to manage an event and its functions as well as enabling event registration in Self-Service. With Event Management, you can monitor event registration, attendance, and participant information.

Responsibilities:

- Complete a preliminary review of Event Management
- Identify benefits of the application
- Identify and document issues or concerns
- Provide a recommendation on implementation

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Members:

Jill Graves - Lead
Laura Bates
Diane Bloskovich
Nancy Asher

Marie Delaney
Bethany Gibson
Brittany Harden
Beth Oberman

Brandi Wriedt
Athletics Rep

Position Description Review Status: NOT STARTED

Position Description: With Human Resources Position Description, it becomes much simpler to manage the creation, editing, routing, and approval of position descriptions for key stake holders like hiring managers and human resources staff.

Responsibilities:

- Complete a preliminary review of Position Description
- Identify benefits of the application
- Identify and document issues or concerns
- Provide a recommendation on implementation

Members:

Arletta Nelson - Lead
Michael Garzanelli
Sally Herleth

Bill Maples
Polly Matteson
Steve Petersen/DeeDee Moore

Janet Romine

Communication Management Review Status: NOT STARTED

Communication Management: Banner now includes new features that will work across the enterprise. Communication Manager is for transactional connections to your constituents using Banner data, such as financial aid award letters, or messages with reminders to register for classes or notification when tuition is past due. The new functionality in Banner adds another great tool to communicate with specific populations in the overall system.

Responsibilities:

- Complete a preliminary review of Communication Management
- Identify benefits of the application
- Identify and document issues or concerns
- Provide a recommendation on implementation

Members:

Nancy Asher – Lead
Gabe Evans
Marla Fernandez

Kasey Graves
Charisse Hatfield
Heidi Templeton

Stacy Tucker-Potter
Amanda Shreves
Robin White