Meeting Notes

Program Advisory Committee Meeting

Date: 11/18/10
Time: 10:30 A.M. – 12:00 P.M.
Location: EBS Conference Room

PAC Roles and Responsibilities Discussion

A hand out with the responsibilities of the PAC was reviewed and discussed. The handout clarified questions about the role of the PAC with regard to setting priorities for improvements on existing SAP scope and advising the ESC on priorities for additional functionality. See hand out attached at the end of these notes.

It was brought up that perhaps the PAC meeting format could be changed to be more oriented to the business process owners. Some suggested that the PAC should look at SAP wholelistically and consider where we want to be in 5 years, what the Bureaus needs are and how to deal with this as far as cost and staffing. It was pointed out that the roadmap will help with this. It was also pointed out that a plan should be developed before the next audit. It was discussed that we should identify the shadow systems and their timing needs, long range planning, business processes that are outside of SAP, and assessment of where we are with the implementations.

It was the consensus that the agenda of the PAC meetings be changed to avoid running out of time. It was suggested that the basic reports be sent out before the meeting to allow more time for discussions. A committee would also be put together for conversations on the roadmap.

MSS Functionality Review

A hand out with the requirements needed for the implementation of MSS was reviewed. It included those requirements that must be included as well as those that are desired but not essential. It was noted that the desired things were easier to do than the must have functions. The implementation strategy recommended would be a two phase approach with the idea to roll out MSS to all managers. See hand out attached at the end of these notes.

Roadmap Work Sessions

Value engineers will be meeting with the PAC the 1rst week in December. The entire topic will be the Roadmap as an initial input session. The SAP consultants will then have a review session later with the PAC in about a month.

Work Plan Update

Please refer to the presentation materials for this information.
PAC Presentation 11-18-10