

Meeting Notes

Program Advisory Committee Meeting

Date: 2/10/11

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS Conference Room



Discussion Topics

- Timekeeping and other Process review- We are trying to set up a process to work as a team to help Bureaus identify issues, assign resources and get training as needed. The approach for the effective use of SAP PAC sub- group was reviewed with the PAC. We are currently working with PBOT on problem solving and process reviews.
- Change Request Process- It was reviewed with the PAC that submission of a change request is required for changes to the system with interfaces. (EX: Windows 7 compliance will need to test interfaces) EBS requests that Bureaus submit change requests as soon as possible for requesting testing of interfaces. Also reviewed was the way the sub committee prioritizes changes requests. Three or less change requests received will be sent electronically for voting. Members were reminded that even if a change request requires low effort, it does not mean that it will be completed first.
- Role removal for users with out training – Members were reminded that two policies are currently in place: In order to receive a role, employees need to receive training. If employees have not accessed the system 90 days, Bureaus will receive notification that the role will be inactivated.

A proposal was submitted to the Pac was that role removal will occur if training is not completed (following notification 30 days before role is turned off). Discussion followed with the reminder there can be 1x1 training with EBS or Bureau specific training. It was pointed out that Bureaus can pre-notify EBS with the need for training for new hires. Dorothy Elmore did bring up the ideas of the time be shortened for e-learning. After discussion the PAC agreed with the proposal to remove the roles.

Regarding the shortened timeframe for e-learning: For consistency, the notification period will be 30 days for all required training.

BOBJ

A demo was provided to the PAC. There was a discussion regarding downloading of data from business objects to Excel or not. Perspectives were discussed that it will not meet all the needs required for analysis that will require downloads but also the need to exploit the capabilities of the tools and try to remove legacy/shadow data sources from our processes were discussed. There will be more discussion on this issue at the next PAC meeting.

The implementation plan for BOBJ includes current SAP reporting (budget to actuals), expanded SAP data (new reports, financial with HR), and SAP and Non-SAP data. Deployment roll out plan will be with small super user groups (already completed), to expanded super users in Feb-March and then to users as needed. BOBJ requires hands on training.

EBS Status

The presentation was provided in written form but was not reviewed due to time constraints.

[PAC Presentation 2/10/11](#)