

## Fridays @ first

February 27, 2009

CUNYfirst is Coming Soon!

While the Project offices are humming with our teams working on new processes for Student Administration and Finance, our focus right now is the upcoming implementation in HR, as it will affect and be available to every CUNY employee.

- **Human Resources – Human Capital Management (HCM) - Users Acceptance Testing (UAT)**

Users Acceptance Testing began Tuesday February 24 at Hostos Community College as an eager group of professionals from around CUNY got their first opportunity to test the new CUNYfirst system for Human Capital Management. After a successful orientation session Tuesday morning, those in attendance executed test scripts for User ID validation and Position Management. These testing activities were part of Cycle-1 of UAT. Some testers were able to complete their scripts successfully while others had difficulties due to Identity Management component of the system. Testing was paused Wednesday afternoon after several testers were unable to perform their scripts because the system would not grant them access. Right now, technicians are focused on fixing that so that Cycle One testing can resume next week.

It is important to note that this is why we test the system. We must make sure it meets CUNY's requirements. It would be unrealistic that the system, in testing, will work all of the time, but our hope is that it will. Every Friday morning there will be a conference call to update each week's UAT efforts.

Attendance at the sessions were larger than expected, as we believe people wanted to get their hands on the new HR system they been hearing about for some time. It is important that anyone who is planning to come to testing confirm their attendance through their HR Liaisons. We are planning to limit the attendance to 20 per day so we will be asking HR Liaisons to recommend one person per day per campus to attend testing for two consecutive days (for example Monday & Tuesday and another Wednesday & Thursday). In all cases, space is limited and there are only so many computers to go around. Please make sure we know you are coming.

- **Training – Human Resources – Human Capital Management**

Train the Trainer sessions continue as we work toward Go-Live. Final preparations are being made and marketing material will be distributed next week prior to the March Orientation to Training sessions. At those sessions, HR professionals will learn how to access their training schedule and classes through the Enterprise Learning Management (ELM) system.

- **Project and Organizational Readiness – Human Resources**

Project and Organizational Readiness Liaisons took part in a webinar focused on the current and future tasks needed to make sure our offices and campuses are ready for the launch of the new HR and Recruitment systems in the coming months. They were walked through the various tasks associated with data preparation, shadow system and reports, technical readiness (both campus wide and desktop), and an update on UAT and Training.

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- **Student Administration – Campus Solutions**

We had a successful Student Records (SR) rollout 1 UAT session on February 24. 9 Nine testers/users attended the morning's training session and later the free format testing. Gartner, training team, and SR team sat with the users in groups to facilitate the testing and answer their questions.

Several sessions were held this week to begin the work needed to bring the Wave Two colleges (City College, John Jay, Lehman and York Colleges, CUNY Law, the Graduate Center and BMCC and Hostos Community College) into CUNYfirst. For Registrars focused on Student Records and Bursars working with Student Financials, our student team walked them through what the implementation would look like for the Vanguard Colleges (Queens and Queensborough) when they go live this year.

For the Financial Aid officers, their work is different. A new CUNYfirst Financial Aid system will go into effect during Wave Two.

- **The Week Ahead – March 2 - 6**

In addition to UAT and Train the Trainer sessions for our HR pillar, the follow meetings are scheduled:

### Tuesday, March 03, 2009

▲ **Time** 9:15 AM – 4:00 PM  
**Subject** Wave 2 Student Records - CRP Session  
**Location** Joseph S. Murphy Institute/ CUNY - 25 W 43rd Street - 19th Floor

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▲ **Time** 10:00 AM – 4:00 PM  
**Subject** Financial Aid CRP - Vanguard and Wave Two Colleges Only  
**Location** 230 W. 41st Street - 10th Floor Conference Room

### Wednesday, March 04, 2009

▲ **Time** 9:15 AM – 4:15 PM  
**Subject** Wave 2 Student Records - CRP Session  
**Location** Joseph S. Murphy Institute/ CUNY - 25 W 43rd Street - 18th Floor

▲ **Time** 10:00 AM – 4:00 PM  
**Subject** Financial Aid CRP - Vanguard and Wave Two Colleges Only  
**Location** 230 W. 41st Street - 10th Floor Conference Room

### Thursday, March 05, 2009

▲ **Time** 11:00 AM – 12:00 PM  
**Subject** HR Communications Update  
**Location** Phone/Webconference

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