

Conditions and Concerns for Go-Live Decision
Submitted to SBCTC 9/18/2019

X	Condition / Concern	Level	Accountable Organization	Responsible Person	Anticipated Completion Date	Notes / Status
1X	Written documentation provided to Clark that outlines data conversion for Student Finance, in consultation with Sabra.	Condition	SBCTC	John Henry / Elizabeth	9/30/2019	COMPLETED: System will be handed over at Go-Live with tuition calc turned off for fall term and any prior terms. CNED will be turned on
2X	Turn off tuition calculation for fall 2019 and older.	Condition	SBCTC	John Henry / Charles	9/30/2019	COMPLETED: Fall 2019 Dependent on Conversion Solution to complete this task. All older will not be calculated. Meeting scheduled for 9/30 with Clark – determined best options for Clark was a full detailed conversion. Met to discuss impacts.
3X	Complete the security mapping. Completed by October 4th.	Condition	SBCTC	Tara	10/3/2019	COMPLETED: Data Access Managers for the pillars have been meeting with Tara to determine access for staff. Have mapping in many files.
4X	Assign Clark College people to the security roles. Completed by October 4th.	Condition	SBCTC	Tara	10/4/2019	COMPLETED – but issues: Data Access Managers for the pillars have been meeting with Tara to determine access for staff. Bill Welch has been assigning roles in parallel to Tara’s mapping. Have begun having staff test roles. Reviewing all

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						role assignment and modifying what was incorrectly assigned week of 10/21-25. SBCTC project staff will spend Friday reviewing roles in their areas and updated based on lessons learned from FLC upgrade.
5X	Complete workflow of the requisition to Purchase Order to Accounts Payable process, as well as the travel process; need SBCTC to focus on workflow and ensure it works as expected	Condition	SBCTC	Christyanna/ Emmett	10/22/2019	COMPLETED: 9/20/19 Christyanna met with Clark about purchasing workflow. 9/24 meeting scheduled with team to set up a few workflows in UAT. 9/26 – Emmett sent email with next steps and timeframe of late next week. Tanya is testing, still issues – appears to be a security role issue, also not the right people to test Workflow question – push to AP. Webex 10/22 to address
6X	Purchasing process needs an approval override mechanism, and there is a security role for this process.	Condition	SBCTC	Christyanna/ Emmett	9/27/2019	COMPLETED: 9/20/19 Christyanna met with Clark about approval workflow. 9/27 – Sabra has been granted the roles needed to override.
7X	Provide clarification regarding the accounts payable flow.	Condition	SBCTC	Christyanna/ Emmett	10/7/2019	COMPLETED: 9/20/19 Christyanna met with Clark about payable workflow. 9/27 – Need order of QRG’s for the process Christyanna scheduled meeting with Christy.

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8X	Resolve the following issues from User Acceptance Testing (UAT): Human Capital Management (HCM) - absence management - need resolution.	Condition	SBCTC	Sanjiv	9/27/2019	<p>COMPLETED: 9/26/19 Clark has verified that they are good with the updated conversion logic of 1 to 8 and 2 to 16. Clark will identify any people that are not standard hours and will make those adjustments post go live.</p> <p>Sanjiv is working on a fix and testing this. 9/24 – Sherri will test tomorrow in UAT 9/26 – Fix has been successfully tested in SIT and moved to UAT.</p>
9X	Resolve the following issues from User Acceptance Testing (UAT) Dual Processing: Posting of funds from our financial management system (FAM) to Student Finance.	Condition	SBCTC	Jodi / Elizabeth / Prakhar	9/30/2019	<p>COMPLETED: 9/30/19 Meeting with Clark and FA The posting of disbursements is resolved. It's a problem when reversed with how data is converted.</p>
10X	<p>Convene in-person training session for Financial Aid to demonstrate and train on the whole dual process from application to award of financial aid.</p> <ul style="list-style-type: none"> • Student Finance (SF)/Financial Aid – Clark needs to see financial aid disbursements come over correctly to SF in Dual Processing • SF – Clark needs to see converted SF data convert correctly for financial aid (i.e. FAEXP file) • External file for PeopleSoft Service Indicator Assignment 	Condition	SBCTC	Jodi/ Becky	9/30/2019	<p>COMPLETED: 9/23/19 Meeting at Clark, need to find out what is still outstanding. Clark provided a comprehensive list. SBCTC staff in person at Clark on 9/30. 9/27 Elizabeth shared FAEXP file with Clark (Sabra and Christy). Sabra still need to review the file.</p>
11X	Provide training on adding fees and instructors to classes/courses.	Condition	SBCTC	Elizabeth/ Becca	9/20/2019	<p>COMPLETED: - Workshop on Friday. Josie – working with adding Instructors on advisor</p>

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						table on 9/30. Fall tuition calc will NOT be turned on – no need to apply fees to fall classes in PS.
12 X	Remedy issues with posting to general ledger for online admissions application (OAA) and OSECE application for continuing ed.	Condition	SBCTC	Becca/ John Henry/ Prakhar (OSECE) / Brock (OAA)	10/3/2019	COMPLETED: – For OSECE based on meeting 9/27 OAA – Elizabeth met with Sabra on Thursday 10/3
13 X	Clarify time and labor outstanding questions from common process workshops: <ul style="list-style-type: none"> When employees create a timesheet, we do not know if they have the option to submit or save for later. [can't save for later] Schedules for employees. We have not received confirmation on who is authorized to change the schedule. Provide information to Clark to clearly understand the process for late timesheets. 	Condition	SBCTC	Sanjiv	10/1/2019	COMPLETED: Sanjiv met with Clark Tuesday 10/1. Saved for later timesheets – Sanjiv clarified
14 X	Develop a report to identify students who are subject to financial aid repayment of all aid as a result of a complete withdrawal.	Condition	SBCTC	Jodi	10/11/2019	COMPLETED: Will discuss with Clark at 9/30 meeting We tested a new query on Friday that identifies students with "W" grades and fin aid funds.
15 X	Test the extract job for Financial Aid to capture FAM rollover track codes.	Condition	SBCTC	Jodi	10/3/2019	COMPLETED: Will discuss with Clark at 9/30 meeting In progress . Successfully tested
16 X	Timeline for adoption of Policy 188 Accessibility Plan that outlines identified timelines and reporting expectations for SBCTC and Oracle to correct accessibility.	Condition	SBCTC	Carli/Mark	10/1/2019	COMPLETED: Will follow up with the agency. Carli expects draft by January 2020. Carli provided a written timeline.

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17 X	Confirm what changes Oracle and SBCTC have made (or will be made) by the time we go live to be accessible.	Condition	SBCTC	Christy	10/18/2019	COMPLETED: Tickets (SR) have been logged and working with Oracle. 9/27 – Christy talked to Oracle and they are updating the document from Level Access. Many updates in PS Tools 8.57, reviewing when to implement for ctclink. Changes made to login page navigation and student tiles. Working to implement tools 8.57 before DG3 goes live.
18 X	HighPoint Mobile available at Go-Live.	Condition	SBCTC	Jill/ John Henry / ERP Support	9/20/19 reviewed. Robert Drake says it will be available.	COMPLETED: Project meeting with Support this week. Clark demo and UAT 10/3/2019.
1X	SBCTC staff will ensure that queries they have developed are available to Clark in SVL (i.e., testing environment) and production environment, especially those related to Finance.	Concern	SBCTC	Tara	10/23/2019	COMPLETED: Queries written for Sabra.CTC_SF_CNV_ACCT_NO_RFND CTC_SF_CNV_ACCT_RFND Migrated to production
2X	SBCTC staff will provide training to Clark employees regarding understanding and assigning security roles and SACR/Finance preferences. Completed by October 4 th .	Concern	SBCTC	Johnathan	10/10/2019	COMPLETED: Need to meet with Security team about training. Susan meet with ITS 10/2. SBCTC meeting 10/10.

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3o	SBCTC staff will work with Clark to identify all screens that should have limited access by Clark staff.	Concern	SBCTC	Tara		Susan provided list. What roles provide access to this information? 10/21 Working with the teams to gather all of these pages and roles. Have an initial list
4o	General Ledger (GL) – need to see the VPA Process (i.e., state funds compared to reimbursed - John Ginther)	Concern	SBCTC	Christyanna/ Andy P.		POSTPONED: Need information about this from John G’s area Sabra talked to John G and is scheduling a meeting, but is likely to be a post Go-Live activity.
5x	Provide the ability to run the running start billing in parallel for fall quarter.	Concern	SBCTC	Elizabeth/ John Henry/ Christyanna	10/21/2019	COMPLETED: 9/27 – Dependent on decision of fall tuition calc Clark may run December billing from ODS and start new billing process with winter term. 9/30 – Elizabeth will check with Jodi and Becky 10/10 – Elizabeth requesting a new file from Kael and it was provided 10/17. Complete - 10/21 – Elizabeth tested this file and it was a success.
6o	At Go-Live, all of self-service needs to be fully accessible.	Concern	SBCTC	Christy	10/22/2019	9/23/19 Clark worked to prioritize needs. Christy working to determine when PS Tools 8.57 can be made available. Working with support to implement in Dec. Modified sign in and some tiles.
7X	Resolve Admission application for international to GL from UAT.	Concern	SBCTC	Brock / John Henry	10/22/2019	If you indicate you are International student it doesn’t work – OTM ticket # 1447

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						9/27 – Amanda is working on this and will have update to Ryan by Monday 9/30. OTM indicates a fix has been found, waiting to test. International will continue to use separate system due to timing. In Progress - 10/10 – Amanda working with Ryan on payment processing (CyberSource)- fake credit card not working? 10/21 Ready for Ryan to re-test. Successful test and Ryan was able to matriculate the student.
8X	Resolve Student Finance Hi Low from UAT.	Concern	SBCTC	Brock/ John Henry	9/27/2019	COMPLETE: This work effort to update the equations will take more time than DG2. There is a work around for the colleges until this issue currently in production is resolved. Expect it to be resolved prior to DG3.
9X	Resolve Early Alert from UAT.	Concern	SBCTC	John Henry	9/20/2019	COMPLETE: Becca met with Ryan to resolve
10X	Resolve Academic Standing (testing limited) from UAT.	Concern	SBCTC	John Henry	9/30/2019	COMPLETE: 9/26/19 Becca met with Clark on Monday 9/30 and this was redesigned.
11X	Resolve Fluid staff home page from UAT.	Concern	SBCTC	Becca	9/26/2019	COMPLETE: Susan and Ryan were both able to access in UAT
12X	Develop training on the new Centralized Absence Management Process to include the following: <ul style="list-style-type: none"> Run, Identify and Calculate - this is now a SBCTC process Correct errors 	Concern	SBCTC	Sanjiv	9/20/2019	COMPLETE: Sanjiv providing training to go over these items.

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	<ul style="list-style-type: none"> Finalize absences Process for Personal Holiday and Personal Leave Day, meaning if in PeopleSoft a day equals 8 hours how do we at the college level adjust the hours to reflect the actual work shift the employee has. This was a concern brought up last summer and we do not have a documented process yet. How do we make manual adjustments/corrections? 					
13 X	Weekly status report by SBCTC of all of the above conditions and concerns, along with the identification of the SBCTC staff member to which they are assigned.	Concern	SBCTC	Christy / Dani	10/26/2019	Will send this document out with updated every Tuesday and Thursday. COMPLETED
1o	Test security mapping after the security mapping is completed by the SBCTC.	Condition	Clark	Josh Giha	Still trying to get roles set	10/1 Key staff are testing their access to PeopleSoft. 10/11 provided link in trainings. Many people are testing and reporting issues. Identified an issues with config for CS homepage. KEY roles to test? Things we give a lot of people.
2X	Test the entire business/workflow process from beginning to end, once the SBCTC has corrected the critical issues as outlined from UAT. Faculty workload is a priority and include Clark's Human Resource staff.	Condition	Clark	Jennifer Ward (training) and SMES	10/18/2019	COMPLETED: 8 sessions scheduled for Tuesday – Friday 10/15-18. HR, Fin Aid. FWL also testing
3x	Identify and create end-user training documents.	Condition	Clark	Susan Maxwell / Jennifer Ward	10/31/2019	In process. Homepage Quick Reference Documents posted. Detailed presentations posted for employee and manager self-service, travel, requisitions. Video scripts edited, voice over

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						10/25. Initial work COMPLETED. This is an ongoing task
4X	Complete Go-Live weekend planning and documentation.	Condition	Clark	Susan Maxwell		COMPLETED: Have rooms, SBCTC staff, Clark contact list. Finalize Week of Plans. Rooms, people, communications, food
5X	Provide training sessions for IT Service Center, Tech Hub, Student Ambassadors, Tutors, and Library.	Condition	Clark	Susan Maxwell / Jennifer Ward	10/3/2019	COMPLETED: 2-4pm Pub 258B,C
6X	Communicate with students regarding upcoming myClark changes.	Condition	Clark	Shanda Haluapo	Continue through 10/31/2019 11/15/2019	COMPLETED Began communications 9/25. Hard copy communications beginning of October. Student Involvement Fair 10/9.
7X	Complete building requisites.	Condition	Clark	Shelley Ostermiller	10/22/2019	COMPLETED All requisites have been built. Will need to troubleshoot as we register students.
8X	Complete building required transfer rules.	Condition	Clark	Shelley Ostermiller	10/25/2019	COMPLETED All transfer rules from primary transfer school have been built. As new requests come in they will be evaluated to determine if they should be added.
9X	Verify direct deposit banking info one last time, in final production.	Condition	Clark	Ryan Paulos	10/27/2019	Validate via query – COMPLETED , accurate
10 X	Develop business process in Financial Aid to capture enrollment changes and manually assign service indicators.	Condition	Clark	Chippi Bello / Tanya Kerr	10/22/2019	COMPLETED: SBCTC discussed queries with staff 9/30. Worked with SBCTC to identify necessary queries. Will have staff here Go-Live week to create queries as needed.

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11X	Submit to SBCTC the prioritization of accessibility issues that have been reported by Level Access.	Condition	Clark	Susan Maxwell / Steering Team	9/23/2019	COMPLETED: Matthew reported out on his findings.
12O	Memorandum of understanding (MOU) between all ctclink colleges must be signed by the individuals who are responsible for or have full access to dataLink. (This does not include employees with access only to the local ODS or data warehouses.)	Condition	Clark	Shanda Haluapo	10/25/2019	Grant providing version 1 of MOU to Clark.
1X	Clark needs to develop a process to request, approve, and monitor security roles after Go-Live.	Concern	Clark	Josh Giha	10/4/2019	COMPLETED: Meeting 10/2 to finalize, shared in meeting 10/4. Continue to work on documents.
2O	Clark needs to continue to work on documenting business processes.	Concern	Clark	Tanya Kerr, Andrea Sanchez-Turner		In progress. Phase 2 of stabilization will be business processes
3O	Update applications as soon as data is available, with Financial Aid applications prioritized.	Concern	Clark	Andy Barsotti		Should have data available as it comes into production. ctclink ODS is being set up
4o	Create a replacement report for data currently accessed through FMS Query.	Concern	Clark	Ryan Paulos		In progress, 10/7 query mtg.
50	Continue to address issues from change action plans, as identified from the fit/gap analysis.	Concern	Clark	Steering Team		In progress
6o	Monitor the myClark ctclink accessibility plan.	Concern	Clark	Susan Maxwell		In progress, documentation being completed on time. Additional requests.
7o	Build remaining Academic Advisement Reports (AARs)	Concern	Clark	Shelley Ostermiller	1/1/2020	Building in production as we are able. Have scheduled times to work on these during Go-Live Week. Have the largest AAR's in production. Reviewing each

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8X	Provide ample gourmet coffee and donuts to SA staff during cutover period	Concern	Clark	Bill Belden	11/1/2019	COMPLETED. Be aware of decaf and non-dairy creamer requests
9	Determine the amount of costs incurred by Clark regarding compliance with myClark ctcLink accessibility plan to advocate for financial resources from SBCTC.	Concern	Clark	Bill Belden		
10	Washington Administrative Code (WAC) for Clark College needs to be updated to address the change from a 7-year catalog to a 4-year catalog, to better support ctcLink.	Concern	Clark	Bob Williamson		