



Executive Leadership Committee Meeting Minutes

November 7, 2018, 2:00 – 3:00 p.m.

WebEx and DoubleTree by Hilton Seattle Airport

Members Present

Jan Yoshiwara, co-chair, SBCTC Executive Director, ctcLink Project Executive Sponsor

Kevin Brockbank, Spokane Community College president

Choi Halladay, ctcLink Project Steering Committee Chair

Grant Rodeheaver, Deputy Executive Director for IT, SBCTC

Christy Campbell, ctcLink Project Director, SBCTC

Members Absent

Joyce Loveday, co-chair, Clover Park Technical College president

Marty Cavalluzzi, Olympic College president

Ivan Harrell, Tacoma Community College president

Denise Yochum, Pierce College Fort Steilacoom president

Others in Attendance

Charlie Crawford, WACTC-Tech Instruction Commission representative

Stuart Trippel, WACTC-Tech Business Affairs Commission representative

Brian Culver, WACTC-Tech Information Technology Commission representative

Reagan Bellamy, WACTC-Tech HR Management Commission representative

Janelle Runyon, ctcLink Communications Manager

Welcome

Kevin Brockbank will be chairing today's meeting on behalf of Joyce Loveday. Kevin noted he is the only president in attendance today so there is no quorum for today's meeting. Any action items (including approving meeting minutes) will be tabled until the next meeting. It is still important for the committee to go through the project status in order to provide an update to the full WACTC presidents group during the business meeting tomorrow.

Approval of Minutes

Approval of minutes from the October 4, 2018 meeting tabled to the next meeting.

ctcLink Program Status

Christy Campbell reported on the ctcLink project status:

Remediation

There has been slow progress on the remaining Remediation items. Many of the remaining items are big items that take time, resources (and some require system-wide input) to plan and complete. Christy said Community Colleges of Spokane is tracking Remediation as “red” in the bi-weekly status reports. The project agrees with that due to several missed deadlines. Tacoma is reporting Remediation as green as the critical issues they had identified in Remediation have been resolved. SBCTC and the pilot colleges continue to work through the remaining items and will continue reporting on them until they are all closed.

Other/New Solutions Project Activities

Physical Inventory – Waiting on project resource availability to build the prototype in PeopleSoft before understanding if there is a need for a third-party vendor to help with an asset-tracking solution.

Continuing Education – Plan is to have an RFP out and a vendor/product selected by the end of the year. Once the product is determined, a plan and timeline will be developed regarding when that new solution can be deployed.

Online Admissions Application – The project team is reviewing Campus Solutions 9,2 and reaching out to other PeopleSoft colleges across the nation regarding their OAA solutions. The project team will prepare “demos” of possible solutions from other colleges and have the OAA workgroup members review and score them. The findings will go through governance for recommendation and next steps.

Budget Planning: The Oracle budgeting product that replaced Hyperion in the purchased products (through Mythics) may work for colleges as the budgeting tool. Once Finance resources are freed up at SBCTC and colleges, more research can be done into this tool.

Accessibility – Based on input from the Steering Committee, we are asking a third party vendor to come in and test ctcLink to do our due diligence and understand where our accessibility challenges are with ctcLink/PeopleSoft prior to putting a request out to implement a new third-party solution.

Overall Status/Deployment Group 2

The project’s current and overall status remains “green” as the project is on track, making expected progress and key activities are being tracked per timeline and budget. Schedule and Scope remain “yellow” due to training activities that are not yet scheduled out, the overlap of DG2 and DG3 activities as well as the outstanding in-scope solutions as Christy outlined above.

DG2 is on track, with Clark and SBCTC agency working through validating their data in ctcLink/PeopleSoft following the pre-determined cycles of converting data from the legacy environment to ctcLink.

Deployment Group 3 (DG3) Status and Kickoff

Christy gave a high-level overview of the DG3 “Pre-Kickoff” meeting held on Nov 2, 2018. DG3 college PMs met with the ctcLink Project Management Office (PMO) team members to discuss the project schedule and activities within the schedule. PMO gave a preview of what the full year of implementation will include. In addition, DG3 will be the first to go through the internal quality assurance (peer review) process, so some time was spent discussing how DG3 will work as a cohort, supporting each other to a successful implementation for all five colleges involved in DG3 (Cascadia, Lower Colombia, Olympic, Peninsula, Pierce). The goal is to refine the peer review process for future deployments. During the pre-kickoff, college PMs asked for an on-campus pre-kickoff with project management as well. This was not previously planned, but it is something the project is more than happy to do to ensure college PMs and their teams have the right information to be successful in the coming year. Following the on-site DG3 pre-kickoffs in December, there will be individual college kick-off meetings in January, ending with a formal one-hour DG3 Kickoff on January 28, 2019.

Deployment Group 3 Gate 1 Initiation Phase Progress

Christy discussed the college deliverables in the Initiation Phase and how the project and colleges are tracking progress. The Initiation Phase is potentially 18 months of work, including hiring a PM, developing a project budget, creating several college-level plans (OCM, communications, legacy business process mapping, risk management, data cleansing, etc.), Deployment Group 4 colleges have already been working on Initiation Phase deliverables.

External Oversight

- Moran is still waiting on The Burgundy Group for a fully documented Technical Architecture of the ctcLink system as they have implemented it in the Amazon Web Services (AWS) environment. In addition, the “AFRS” CEMLI is listed as red as this is an item that is still outstanding since the implementation vendor did not deliver it upon go-live in August 2015. Moran is also tracking implementation and communications of the new training model.
- The State’s Office of the Chief Information Officer (OCIO) had nine (9) conditions for approval of the new Investment Plan (January 2018). Seven of the nine conditions have been met. The OCIO will be sending an official notice/letter of the conditions met to-date. The remaining two conditions are under way or planned.

Note: There was some discussion about when/how Moran includes colleges in the quality assurance reporting. During the pilot implementation, colleges were included as part of the

go-live readiness process (readiness to go live) as well as part of the lessons learned review after each deployment. This can be reviewed further with Moran for clarification.

Budget

Christy said the look of this report will change soon. We have been asked by OFM and the OCIO to build our stages in smaller chunks (6 months instead of 1 year).

The project is about \$5.2 million under budget due to some delayed hiring and the money not yet spent on solutions, such as OAA and continuing education. The money is still dedicated, but will be spent later than originally planned.

ctcLink Governance Update

The Working Group continues to review the Common Process Workshop (CPW) results and making recommendations to the Steering Committee. The group has decided to meet bi-weekly rather than weekly, but will hold additional meetings or take online polls/votes as needed. The Steering Committee continues to review recommendations from the Working Group as well as discussing and making decisions on other important project issues, such as recently supporting a requirements gathering process for Guided Pathways.

Kevin noted that ctcLink governance seems to be working as designed.

Project Requirements/Scope Review

Christy said the PMO is reviewing decisions that were made by the implementation partner (Ciber) early in the project related to scope and requirements. Many decisions were made regarding what was in scope and what was not. Some of those decisions went through the governing body at the time and some did not. The project will be going back and evaluating the full scope and decision that were made along the way. The result will be a complete Requirements Traceability Matrix for the entire project.

Project Management (PM) and Organizational Change Management (OCM) Activities

Christy said many college PMs and OCMs took advantage of recent trainings provided by SBCTC/ctcLink this fall. Twenty-three college and project staff attended the two-day PM training and 27 attended the one-day OCM training. In addition, 26 college PMs attended the Nov 1-2 PM Summit and several more attended online. Only one-two colleges missed the summit altogether. Some great information was shared/discussed, including project planning/scheduling, quality management approach for the project (peer review), OCM, a “life after go live” discussion with Tacoma and project staff, conversion and data validation activities, end user training approach, user acceptance testing and security redesign and implementation.

Deployment Group 4 (DG4)

Colleges in DG4 are in the Initiation Phase as well and many of the colleges have completed a majority of the initiation phase work. Initiation activities that DG4 can be doing, as well as upcoming initiation work for DGs 5 and 6 were also discussed at the PM Summit.

Next Meeting

The next meeting will be held December 13 at 2:00 pm at Renton Technical College.