

## CMS Project Update Team members to begin testing

The Financials and Human Resources teams are testing the CMS/PeopleSoft products and preparing to convert the old system data into the CMS system. Staff from colleges and administrative areas joined the implementation staff on design teams that described the business processes to be converted to the new software. These teams met January through March, spending many hours each week working through the CMS software.

“The campus has been very supportive of the project,” said Phyllis Weddington, CMS project director,

“Folks have been cooperative about sending their staffs for large blocks of time to work through our processes. Chico is fortunate to have interdisciplinary project participation from departments and colleges, administration, student, and consultants.”

Many of these design team members are also participating in the next step of the project, testing. Testing will continue into May. Staff are going through training first (testing the training materials as well!) and then working with the new software. Training will be rolled out to the campus users as each piece is deployed.

Following the testing, the teams will begin converting the old system (legacy) data into the CMS system in preparation for turning it on.

Each step in this process has required a tremendous amount of effort from all involved. Bill Post, vice provost for Information Resources and CMS sponsor notes, “We know our staff are very good from how well they perform their normal duties. However, in a project such as this, we can compare their performance against others at campuses across the country who are engaged in similar projects. It is clear our staff rank with the best nationally. In the coming months, the pressure on some of our key staff will be intense, and they deserve our full support and thanks for bringing us this far.”



*Janice Logan (left above) and Carol Rudolph, (right above) of Procurement and Contracting Services, test the new CMS software. Belinda Pacheco (bottom right), from Io Consulting, assists in the testing.*



### What is CMS?

Common Management Systems is a CSU initiative to bring state-of-the-art services to students, faculty, and staff through improved, integrated administrative systems for human resources, financial services, and student information.

The California State University System has undertaken the installation of such a software package at all 23 campuses and the Chancellor’s Office.

## Training offered on new CMS systems

Campus end-user training on the new Human Resources and Financials CMS systems began in April. Financials is presenting information to campus users on the CMS Chartfields and their relation to the FAS account structure in PowerPoint demonstrations. Current FAS users will be first to receive this training.

Human Resources is training selected staff to assist in the testing of the processes and the training materials.

Financials and Human Resources will offer courses through the Information Technology Training Program in conjunction with User Services. Campus users will register for CMS courses through the IT Training

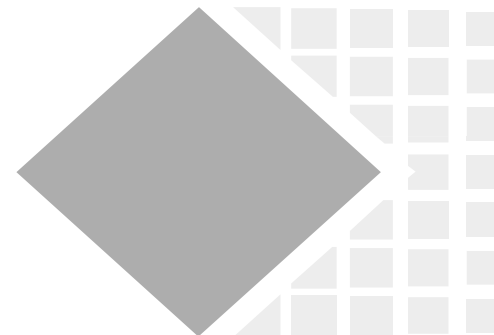
Program Web registration <http://training.csuchico.edu/>. Certain courses will be required before a campus user can receive an ID and password for CMS. Look for e-mail announcements and flyers in your mailbox. Since college staff may not be available during some of the summer months, many of the courses will not begin until August.



*University President Manuel Esteban (center) speaks to a CMS training group as Cindy Cleland, workshop leader, and George Wellman, look on.*

**For more information on the Chico CMS implementation see, <http://www.csuchico.edu/cms>**

**For systemwide CMS information see the CSU Website, <http://cms.calstate.edu/>**



# Staff Computing Project assists CMS

This spring the CMS Financials team determined that the campus financials end-user (currently using FAS) would need the CMS/PeopleSoft client software on their desktops. At the same time, the provost's office decided to fund a staff computer replacement project targeting administrative staff in academic departments.

This initiative coincided nicely with the CMS project as the software to run CMS Financials will only work on a PC, which are the replacement

computers provided by the staff computing project. The new computers began arriving in April and User Services is installing the CMS



software path (shortcut icon) and Brio on each new machine along with the regular Microsoft Office suite of products.

However, having the CMS software path (shortcut icon) on your desktop does not mean you have access to CMS, since each staff person must attend the training to receive an ID and password. Non-academic staff using Macintoshes who need to have access to CMS Financials should contact User Services about PC availability and purchase information.

## Frequently Asked Questions

### FAS to CMS information

For more information on the new financial coding structure and how it compares to our existing FAS structure, see the new FAQ pages on the Chico CMS Web site. Go to <http://www.csuchico.edu/cms/faq> and click on financials. More questions and answers will be posted as submitted.

## CMS audit

An audit of the CMS Project by the state auditor will commence in May or June and continue through the summer. It was requested by Senator Alarcon and Assembly Member Diaz on behalf of the California Faculty Association (CFA) and the California State Employees Association (CSEA) and approved to proceed by the Joint Legislative Audit committee (JLAC) on April 8. Larry Mandel, university auditor, will be the main CSU contact. Documentation pertaining to the CMS audit is available at <http://cms.calstate.edu/T6CMSAudit.asp>

# Chico passes internal project review

The Chico CMS project is proceeding on schedule to meet the July go-live date for both Human Resources and Financials, according to Patrick Murray of Io Consulting.

“Chico’s staff have done a tremendous job working cooperatively towards a common goal, and the consulting team, after some initial adjustments, has been outstanding,” he said. The remaining project tasks will be monitored closely to ensure timely completion.

Murray, representing our implementation partner, Io Consulting, conducted an internal review of the Chico CMS project on March 25-26. The purpose of the Internal Project Review (IPR)

was to provide an outside perspective on the project activities undertaken up to the assessment date. The objective of the review was to assess the risks, issues, and progress to date, and to provide a method for project management to identify potential project improvements.

The IPR was based on dependencies and assumptions associated with Chico’s Statement of Services (SOS) with Io Consulting that included project delivery on time and within budget.

To date, the Human Resources implementation is proceeding smoothly and will go live in July with Recruit Workforce, Administer

Workforce, Labor Cost Distribution, and Reporting functionality.

The Financials project that includes General Ledger, Accounts Payable, Purchasing, and Reporting functionality is somewhat larger in scope than Human Resources. Some potential problems were identified in accomplishing all the financial technical tasks in the time available, but these issues have been resolved by juggling some priorities and adding some technical consulting resources. Financials is on track for implementation July 1.

The complete Internal Project Review will be available on the Chico CMS Web site, <http://www.csuchico.edu/cms/action.htm>.

## Administrative Workload/Service Levels Please be patient during the transition

For the next several months a number of Financial Services and Human Resources staff will continue to be engaged in various CMS/PeopleSoft implementation tasks. A lot of work has to be done in a short period of time. Staff members are working extended hours to keep up on the implementation and to keep the regular work flowing.

Due to the workload involved, some services to the campus will not be

performed as quickly as before. Financial Services and Human Resources are committed to staying reasonably current, but please be advised it may take longer to get some transactions completed.

We are attempting to reallocate workload to those not as impacted by the implementation. We appreciate your understanding and apologize for any inconvenience you may experience.

### **Common Management Systems**

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**Information Resources**