

PSFIN V8 Project Weekly Update for 10/22/2007

| Tasks & Announcements | | |
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| Due Date | Description | Page |
| N/A | New: PSFIN V8 Project Schedule Revised | 2 |
| N/A | UPK Player for User Acceptance Testing (UAT) | 3 |
| Postponed | Revised: Banner Integration Tasks for User Acceptance Testing (UAT) | 4 |
| 01/11/08 | Revised: Effective Training Skills Course for Certified Trainers | 6 |

| Upcoming Events | | |
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| Date | Event | Page |
| 10/24/07 | PSFIN V8 Project October 2007 Institutional Readiness Web Conference | 5 |

| For More Information: | |
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| Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu | |

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| To: | Campus Coordinators, Technical Representatives, and Certified Trainers |
| Subject: | PSFIN V8 Project Schedule Revised |
| Message: | <p>A joint memo from William Bowes and Tom Maier, dated October 19, 2007, announced to all Georgia<i>FIRST</i> institutions that the timeline for the PSFIN V8 Project has been extended by one month. This gives us the opportunity to enhance the final product and to give each institution an additional amount of time to prepare for Go Live!</p> <p>New dates for some major milestones are shown below:</p> <ul style="list-style-type: none"> • User Acceptance Testing: <ul style="list-style-type: none"> • Groups 1 and 2 combined: 01/28/08 - 02/15/08 • UAT schedule and details located at: http://www.usg.edu/gafirst/fin/project/v8/news/uat/ • Super User Training: <ul style="list-style-type: none"> • Group 1: 02/18/08 – 03/07/08 • Group 2: 03/10/08 – 03/28/08 • Super User Training schedule and details located at: http://www.usg.edu/gafirst/fin/training/ver8/training_events/ • Go Live!: <ul style="list-style-type: none"> • Group 1: 04/07/08 • Group 2: 05/15/08 • Travel & Expenses Module: <ul style="list-style-type: none"> • The new Travel & Expenses module will be implemented for all employee expense reimbursements at all Georgia<i>FIRST</i> institutions effective July 1, 2007. <p>The revised PSFIN V8 Project schedule will be discussed in more detail at the IR Web Conference on Wednesday (see page 5.)</p> |
| Action Required: | Review the revised PSFIN V8 Project schedule and forward the schedule to all appropriate personnel. |
| Deadline: | None |
| Respond To: | psfin_upgrade@usg.edu if you have any questions |
| For More Information: | <ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu |

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| To: | Campus Coordinators |
| Subject: | UPK Player for User Acceptance Testing (UAT) |
| Message: | A UPK Player that contains all the topics to be covered in UAT is now available. You will find the web link for the player on the UAT page at the following URL: http://www.usg.edu/gafirst/fin/project/v8/news/uat/ . |
| Action Required: | All UAT attendees should review the UPK Player for their module before attending UAT. |
| Deadline: | N/A |
| Respond To: | Michael Barnwell at psfin_upgrade@usg.edu if you have any questions. |
| For More Information: | <ul style="list-style-type: none">• Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/• Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu |

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| To: | Campus Coordinators |
| Subject: | Banner Integration Tasks for User Acceptance Testing (UAT) |
| Message: | Each institution whose Banner databases are not hosted by OIIT must prepare a Banner test environment that is at the same version as Banner production. You must submit the necessary information for us to create the database link from PSFIN to the Banner clone (BNRLINK). You will also need to have your Banner DBA create and test the link from Banner to the Financials clone used for UAT (PSFIN link). |
| Action Required: | <p>Task 1. Prepare Banner environment and submit link information</p> <p>Your Banner DBA must prepare a Banner test environment and submit the appropriate information to OIIT so our DBAs can create the link from PSFIN to Banner (BNRLINK).</p> <p>Task 2. Ensure your firewall rules allow traffic from OIIT to your Banner server</p> <p>Your Networking staff will need to ensure your firewall allows traffic from OIIT to your Banner clone. OIIT will provide you with the information you need to create the firewall rule if it does not exist.</p> <p>Task 3. Create and test PSFIN link</p> <p>Your Banner DBA should create the PSFIN link and test the link to ensure it is functioning properly.</p> |
| Deadlines: | Postponed. The PSFIN V8 Project Team will send out an announcement with the new deadlines for Group 1 and Group 2 as soon as they have been determined. |
| Respond To: | psfin_upgrade@usg.edu if you have any questions |
| For More Information: | <ul style="list-style-type: none"> Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu |

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| To: | Campus Coordinators, Technical Representatives, and Certified Trainers |
| Subject: | PSFIN V8 Project October 2007 Institutional Readiness Web Conference |
| Message: | <p>The next monthly Institutional Readiness Web Conference has been scheduled for:</p> <ul style="list-style-type: none"> • 10:00 a.m. Wednesday, October 24, 2007 <p>Participation in these monthly meetings is vital to the success of the V8 Project and is therefore mandatory. All Campus Coordinators should plan to attend or designate an alternate to attend in your place. At least one representative from each institution should participate in these monthly meetings.</p> <p>This meeting will be conducted in a live web conference format using Wimba's Live Classroom. You may participate from your institution through a computer connected to the Internet. If more than one person from your institution will be participating, then we ask that you arrange to meet together in one place and only use one computer to connect to the meeting. You can also use a projector to facilitate larger groups.</p> |
| Action Required: | <ul style="list-style-type: none"> • Before the meeting, test the computer you will be using to be sure you can enter the Wimba Live Classroom. The instructions are posted here: http://www.usg.edu/gafirst/fin/project/v8/news/events/. • Participate in this meeting Wednesday, October 24, 2007 at 10:00 a.m. |
| Deadline: | As noted above |
| Respond To: | psfin_upgrade@usg.edu if you have questions. |
| For More Information: | <ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu |

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| To: | Campus Coordinators and Certified Trainers |
| Subject: | Effective Training Skills Course for Certified Trainers |
| Message: | The Effective Training Skills course is now available for all Certified Trainers. Certified Trainers were sent an email on 10/15/07 with detailed information needed to begin the Effective Trainer Skills online course. |
| Action Required: | Certified Trainers must complete the course by the deadline given below. |
| Deadline: | January 11, 2008 for Group 1 and Group 2 |
| Respond To: | Certified Trainers should refer to the Getting Support section of their PSFIN V8 Training Tip Sheet for information on how to request further assistance if they are having any difficulties with this training. |
| For More Information: | <ul style="list-style-type: none">• Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/• Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu |