

ANNOUNCEMENT

TO: GeorgiaFIRST and Augusta University Financials PeopleSoft Financials Users

POSTED: February 26, 2024

SUBJECT: Final Review for Module Requirements – Due March 15, 2024

We are currently in the Assessment phase of the USG Unified ERP Project. At this stage, we are reviewing and finalizing the requirements for the HR, Financials, and Student Information systems. This will set us up for the next phase, where we will evaluate potential solutions during the Solicitation/Acquisition phase.

One of our goals is to ensure that the USG Community can review and provide feedback on these system requirements. As a starting point, we partnered with ISG (Information Services Group). ISG issued 745 surveys to the USG Community to perform a current state assessment of the systems in use today. The overall response rate was 63%, which provided a strong starting point. Next, ISG’s expertise with HR and Finance requirements, combined with the State of Georgia’s HR and Finance requirements, served as the baseline. ISG’s expertise and research of other states’ Student Information system requirements developed those requirements.

Over 400 participants throughout the University System participated in 43 workshops to review these baseline requirements, identify any missing requirements, and modify existing requirements as needed. The results of these participants’ efforts are the final HR, Financial, and Student Information system requirements we are sharing with you.



We are confident in these final requirements the workshop participants collaborated on, and we want all system users to be just as confident. Therefore, we would like the entire USG community to review the requirements and provide feedback. This is another opportunity to ensure your voice is heard as we continue the Unified ERP project.

After conducting the workshop activities, the requirements are now in “Final Draft” form for review. Please look for major requirements that were missed and any requirements that you feel are inaccurate or incorrect. Avoid “wordsmithing” the requirements or adding institution-specific examples for a requirement.

Please feel free to share this message with any coworkers who would like to review the requirements and provide feedback. Please note that we have shared this message with various listservs to prevent individuals from receiving too many duplicate emails.

Instructions of providing feedback:

1. Review the applicable requirements document(s). You will need this information to comment on an existing requirement or to create a new one. Go to the Unified ERP website to review the documents: <https://www.usg.edu/unified-erp/requirements-gathering>. You will need to sign in with USG Single Sign-On.
2. The information in these requirement documents is confidential. Do not share the information in these documents with anyone outside of the University System of Georgia.
3. Open the feedback form: <https://app.smartsheet.com/b/form/0c5ed19e4e7b4d7f9fca1b0c178a9dc0>
4. Enter your institution, name, and email address.
5. To suggest edits for an existing requirement or suggest a new requirement, you will need to select/enter the applicable system, requirement number (unless submitting a new requirement), the functional area, and the functional group.
6. If you have additional feedback to enter, click at the bottom of the form to edit or submit an additional requirement. You can add up to ten entries. If you need to add more entries, reopen this form to submit a new one.
7. Click Submit to send in your feedback.

All feedback must be submitted by close of business, **March 15, 2024**.

Thank you for your participation in this critical USG initiative. If you have questions, please direct them to Unified-ERP@usg.edu.

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the [ITS Customer Services website](#).