

# PeopleSoft Financials V8 Steering Committee Charter



<b>Team Name</b>	<b>Financials V8 Upgrade Business Process Steering Committee</b>	
<b>Project</b>	PeopleSoft Financials V8 Upgrade	
<b>Purpose</b>	<p>The Financials V8 Upgrade Steering Committee is charged with making decisions regarding business process changes for the GeorgiaFIRST institutions. Its purpose is to provide timely decisions regarding business processes in support of the GeorgiaFIRST Financials V8 upgrade project. In accomplishing this purpose, this team will:</p> <ul style="list-style-type: none"> <li>• Provide decisions regarding business process recommendations from the project team to the Project Sponsor.</li> <li>• Support the project goal of eliminating software customizations where possible by changing system business processes.</li> </ul>	
<b>Sponsor</b>	Bill Bowes	
<b>Team Leader</b>	Debbie Lasher	
<b>Team Members</b>	Debbie Lasher Sharon Logan Vera Boyll Carla Asbell Sharon Ellis Wanda Aldridge	Angela Pretteit George Horn Susan Dalton Marc Mascolo Traycee Martin Jan Fackler
<b>Facilitator</b>	Daphene Blackmon	
<b>Resources</b>	All members of the project team including fit/gap workshop participants.	
<b>Boundaries</b>	<ul style="list-style-type: none"> <li>• Changes to the Project Scope must be processed through a formal change control procedure.</li> <li>• Business process decisions must comply with legislative, regulatory, and statutory requirements.</li> </ul>	
<b>Timeframe</b>	Life of the PeopleSoft Financials V8 Upgrade from version 7.5 to 8.9.	

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## Operational Guidelines

1. This team will meet on an as needed basis.
2. Regular meeting attendance is expected of the Steering Committee members.
3. Decisions of the team will be made by consensus.
4. Issues that cannot be resolved at the Steering Committee level will be escalated to the Project Sponsor for resolution.
5. The Steering Committee will not resolve operational issues; instead responsibility for these issues will be delegated to the Core Team.
6. Business process issues requiring Steering Committee resolution will be escalated in the following manner:
  - a. Issues requiring Steering Committee resolution will be placed on the agenda of the next Steering Committee meeting for resolution.
  - b. If an issue is time sensitive in nature and requires immediate resolution or it will place the project or project timeline at risk and there is no Steering Committee meeting on the calendar within four business days of the issue being identified, a called meeting will be scheduled. An email identifying the issue and including all relevant documentation will be sent to the Steering Committee and a meeting will be scheduled three business days from the date of the email. (See items 7 and 8, below.)
  - c. Issues that the Steering Committee cannot resolve will be escalated to the Project Sponsor for resolution. The Business Process Steering Committee leader will escalate issues to the Sponsor within 24 hours of the recommendation by the committee to do so.
7. Issues that are escalated to the Business Process Steering Committee by the Core team will be presented using a standard template that contains the following information:
  - a. Summary of the issue
  - b. Background
  - c. Risks associated with this issue
  - d. Possible solution or options for resolving
  - e. The name of the sub-team lead who has escalated the issue.
  - f. A recommended solution.
8. When escalating to the Project Sponsor, the Steering Committee will include information as to why a decision could not be reached.
9. Business Process Steering Committee decisions will be published on the PSFIN V8 Upgrade website.