

## PSFIN V8 Project Weekly Update for 04/21/2008

Tasks & Announcements		
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06/01/08	PSFIN V8 Security Workshops – Registration Open	6
N/A	<b>NEW: Business Processes and Updated UPK Player Available</b>	4
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Upcoming Events		
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08/06/08 and 09/10/08	<b>Updated: PSFIN V8 Security Workshops</b>	6

For More Information:
<p>Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a>  Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></p>

<b>To:</b>	Campus Coordinators, Technical Representatives, and Certified Trainers
<b>Subject:</b>	<b>NEW: Updated Project Information</b>
<b>Message:</b>	<p>The following V8 Project information items are new or updated:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.usg.edu/gafirst/fin/project/v8/news/golive/">http://www.usg.edu/gafirst/fin/project/v8/news/golive/</a> <ul style="list-style-type: none"> <li>• Go-Live Key Dates</li> <li>• Go-Live Deployment Checklist</li> </ul> </li> <li>• <a href="http://www.usg.edu/gafirst/fin/training/ver8/">http://www.usg.edu/gafirst/fin/training/ver8/</a> <ul style="list-style-type: none"> <li>• Training Events Information <ul style="list-style-type: none"> <li>• Detailed Super User Training Schedule</li> </ul> </li> <li>• Certified Trainer Resources <ul style="list-style-type: none"> <li>• Training Timeline</li> </ul> </li> </ul> </li> <li>• <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events/">http://www.usg.edu/gafirst/fin/project/v8/news/events/</a> <ul style="list-style-type: none"> <li>• Meetings &amp; Events list</li> </ul> </li> <li>• <a href="http://www.usg.edu/gafirst/fin/project/v8/news/weekly/">http://www.usg.edu/gafirst/fin/project/v8/news/weekly/</a> <ul style="list-style-type: none"> <li>• IR Task Checklist</li> <li>• IR Task Timeline</li> <li>• Weekly Updates</li> </ul> </li> </ul>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Review these items and distribute to appropriate staff as needed.</li> <li>• Prepare any questions for the 4/23 IR Web Conference if needed.</li> </ul>
<b>Deadline:</b>	N/A
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators, Technical Representatives, and Certified Trainers
<b>Subject:</b>	<b>Reminder: PSFIN V8 Project April 2008 Institutional Readiness Web Conference</b>
<b>Message:</b>	<p>The next monthly Institutional Readiness Web Conference has been scheduled for:</p> <ul style="list-style-type: none"> <li>• <b>10:00 a.m. Wednesday, April 23, 2008</b></li> </ul> <p>Participation in these monthly meetings is vital to the success of the V8 Project and is therefore <b>mandatory</b>. 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> <p><b><u>Special Agenda Item: New Training Information</u></b>  Certified Trainers need to participate in the April 2008 IR Web Conference along with Campus Coordinators and Technical Representatives, as we will be presenting new training information.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Before the meeting</b>, test the computer you will be using to be sure you can enter the Wimba Live Classroom. The instructions are posted here: <a href="http://www.usg.edu/gafirst/fin/project/v8/news/events/">http://www.usg.edu/gafirst/fin/project/v8/news/events/</a>.</li> <li>• <b>Participate in this meeting Wednesday, April 23, 2008 at 10:00 a.m.</b></li> <li>• Certified Trainers should attend this meeting.</li> </ul>
<b>Deadline:</b>	As noted above
<b>Respond To:</b>	<a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have questions.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators and Certified Trainers
<b>Subject:</b>	<b>NEW: Business Processes and Updated UPK Player Available</b>
<b>Message:</b>	<p>All of the PSFIN V8 Business Processes have been published to our GeorgiaFIRST Financials website. There is also an updated UPK Player that contains all of the modules.</p> <ul style="list-style-type: none"> <li>• <b>Note:</b> The UPK Player will be published to an individual player for each chapter of each module at a later date.</li> </ul> <p>You can access the Business Processes by going to <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/">http://www.usg.edu/gafirst/fin/project/v8/documentation/</a> and clicking on the <b><u>Business Processes</u></b> link.</p> <p>The UPK Player is available on the same page by clicking on the <b><u>UPK Player</u></b> link.</p> <ul style="list-style-type: none"> <li>• <b>Note:</b> The UPK Player is password-protected. <ul style="list-style-type: none"> <li>• User Name: <b>bor_upk</b></li> <li>• Password: <b>upkuser!</b></li> </ul> </li> </ul> <p><b>NOTE: This will assist you with the Project Scorecard criteria 3c: Institutions have changed their business procedures to take advantage of PS 8.9 best practices.</b></p>
<b>Action Required:</b>	Please distribute this information to your Certified Trainer(s) and all financials users.
<b>Deadline:</b>	None
<b>Respond To:</b>	Michael Barnwell at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators and Certified Trainers
<b>Subject:</b>	<b>NEW: Update Training Plans</b>
<b>Message:</b>	<p>It's time to dust off your Training Plans and update the parts that could not be specified previously, specifically, the dates and times of any instructor-led sessions or workshops.</p> <ul style="list-style-type: none"> <li>• <b>Note:</b> For Expenses Self-Service users, known as "Travelers" in Travel and Expenses terms, we recommend that you plan to use the UPK Player as your primary delivery method, but that you also schedule at least two workshops for these users to attend, so they can receive hands-on assistance if they wish.</li> </ul> <p>You should also review your complete plan to make any other changes or updates as needed.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• Update Training Plans to include dates and times of any instructor-led sessions or workshops, and update other sections as needed.</li> <li>• Send copies of the updated Training Plans to OIIT.</li> </ul>
<b>Deadline:</b>	<b>Friday, June 20, 2008</b>
<b>Respond To:</b>	Michael Barnwell at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> with copies of the updated Training Plans, or if you have questions.
<b>For More Information:</b>	<ul style="list-style-type: none"> <li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li> <li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li> </ul>

<b>To:</b>	Campus Coordinators and Security Administrators
<b>Subject:</b>	<b><i>Updated:</i> PSFIN V8 Security Workshops</b>
<b>Message:</b>	<p>Your V8 Security Administrator will be responsible for creating user security profiles for your V8 Financials environment before you Go-Live. In order to assist you with this task, the PSFIN V8 Project team is conducting two one-day Security Workshops in a lab environment.</p> <ul style="list-style-type: none"> <li>• What: Security Workshops</li> <li>• When: 8:30 a.m. – 4:30 p.m. <ul style="list-style-type: none"> <li>• Group 1: August 6, 2008</li> <li>• Group 2: September 10, 2008</li> </ul> </li> <li>• Where: OIIT, Athens</li> <li>• Who: V8 Security Administrators</li> </ul> <p>We will be covering the changes to security, and then we will work with your Security Administrator to establish V8 security profiles for your core PeopleSoft Financials users. These security profiles will be set up in your institution's Pre-Production database and will be migrated to your Production database at Go-Live.</p> <p>Your Security Administrators will need to prepare a Security Request Form for each of your existing core users in the Financials 7.5 system. These forms will document each user's access in the system, as well as each user's job roles that will be used to build V8 role assignments in your Pre-Production database.</p> <ul style="list-style-type: none"> <li>• <b>Note:</b> A revised Security Request Form will be posted to the PSFIN V8 website on or about June 1<sup>st</sup> at:  <a href="http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/">http://www.usg.edu/gafirst/fin/project/v8/documentation/technical/</a>.  Also, all business processes will be updated with the correct security role.</li> </ul> <p>The forms will be used during the workshop to build each core user with required role assignments. After the workshops, OIIT will extract your user security profiles from the Pre-Production environment and migrate it to your Production 8.9 environment.</p>
<b>Action Required:</b>	<ul style="list-style-type: none"> <li>• <b>Task 1: Register for a Security Workshop online at:</b> <ul style="list-style-type: none"> <li>• Group 1: <a href="http://securitygrp1.eventbrite.com/">http://securitygrp1.eventbrite.com/</a></li> <li>• Group 2: <a href="http://securitygrp2.eventbrite.com/">http://securitygrp2.eventbrite.com/</a> <ul style="list-style-type: none"> <li>• <b>NOTE: The event password is: V8</b></li> </ul> </li> <li>• Your Security Administrator should go to the appropriate link and enter the requested information for <b>one</b> attendee from your institution.</li> </ul> </li> <li>• <b>Task 2:</b> Prepare a Security Request Form for each existing core user in</li> </ul>

	<p>your Financials 7.5 system and bring it with you to the workshop.</p> <ul style="list-style-type: none"><li>• <b>Task 3:</b> Build each user in the Pre-Production environment and create all user security profiles before Go-Live.</li></ul>
<b>Deadlines:</b>	<ul style="list-style-type: none"><li>• <b>Task 1: Sunday, June 1, 2008, no later than 5:00 p.m.</b></li></ul> <p><i>Updated:</i></p> <ul style="list-style-type: none"><li>• <b>Task 2:</b> Completed by date of your scheduled workshop.</li><li>• <b>Task 3:</b> Completed during your scheduled workshop.</li></ul>
<b>Respond To:</b>	Shelia Sloan at <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a> if you have any questions.
<b>For More Information:</b>	<ul style="list-style-type: none"><li>• Visit the PSFIN V8 Project web site at: <a href="http://www.usg.edu/gafirst/fin/project/v8/">http://www.usg.edu/gafirst/fin/project/v8/</a></li><li>• Contact the PSFIN V8 Project team at: <a href="mailto:psfin_upgrade@usg.edu">psfin_upgrade@usg.edu</a></li></ul>