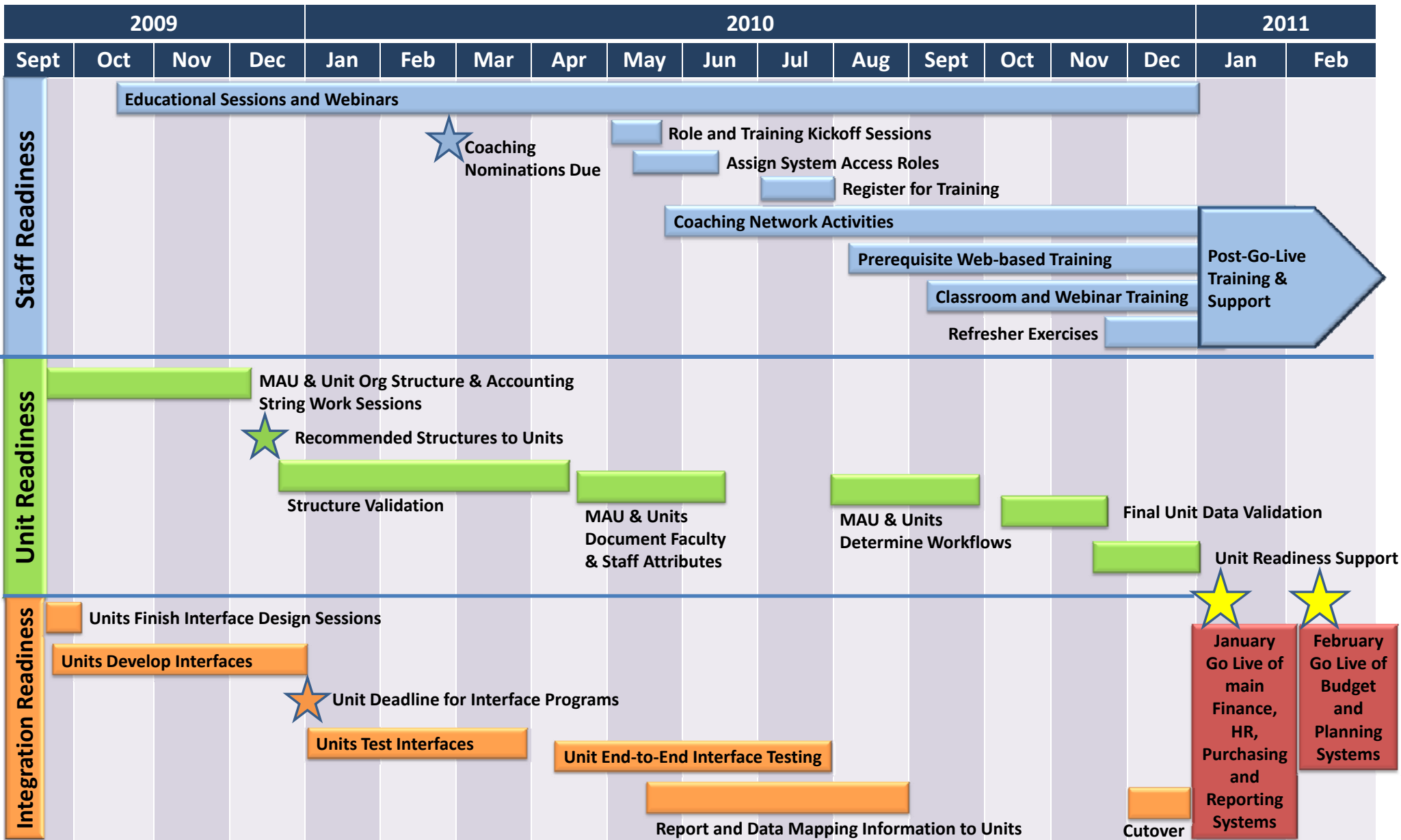


Getting Your Unit Ready for Enterprise Business Systems



Enterprise Business Systems Projects (EBSP) Outreach

Staff Readiness

EBSP keeps you updated through monthly eNews, web site updates and presentations at various campus meetings.

EBSP will have ongoing educational sessions and webinars beginning in fall 2009. The schedule will be posted to the web in October. Upcoming topics include Interfaces and Report Information for Units. It is important for you to attend these sessions as they will provide detailed information for you and your units regarding the changes, processes and how we will do our work in the new systems.

EBSP will work with units to prepare staff for the transition. Sessions will be held to educate unit supervisors and end users on how to assign roles in the new systems and understand the training requirements for each role.

Training beginning in late summer 2010 will include:

- Online prerequisite courses.
- Hands-on classes.
- Follow up tutorials and refresher exercises.

Support for users will include a staffed support call center, site labs, online tools, and a coaching network. The coaching network will provide the campus with peer support to provide guidance on the new systems. Before Go Live they will participate in pilot training and assist in testing and classroom training. After Go Live they will be the in-house experts when users need help.

MSU will begin using the new EBS budgeting application in February. The budget process will follow the usual university calendar with the units using the new system in March and April.

Unit Readiness

In summer and fall 2009 At Your Side Consulting (AYSC) is meeting with MAU and unit representatives to provide guidance in how to organize the financial organization structures. MAUs and units can keep their current structure or reorganize to take better advantage of the new systems.

In the spring AYSC will provide guidance to units in how to organize the personnel organization structure. In summer, 2010, AYSC will work with units to determine workflows, and will work with units in late 2010 to assure they are ready for Go Live.

Integration Readiness

EBSP is developing a crosswalk that will help units compare the current reports to future reports in the business intelligence system. This will map all existing reports we are replacing with new reports (monthly fund ledgers, labor distribution, any other doc viewer reports, etc.). In addition, they are creating data crosswalks of old data fields to new data fields in business intelligence system. This will include a mapping of MSU data and how to pull similar data in the new BI system. Not every field will crosswalk from old to new, but every attempt will be made to accomplish a crosswalk.

Currently the units with systems that need to interface to the new EBSP systems will continue to work with EBSP to review the Functional Design Specifications (FDS) and data mapping documents. Once complete, impacted units should initiate the technical design, coding and testing efforts. Once extract and uploads have been completed, testing can begin with real data.

From now until Go Live Departments should consider data cleansing (e.g., removal of duplications, completion of 'blank' fields, correction of invalid data, purging of unwanted data). From April to mid July the majority of interfaces should participate in end-to-end interface testing.

Note, "Interfaces" refers to those systems that will interface to/from either the Financial or HR/Payroll systems after Go Live. A spreadsheet will be available after the Interfaces Educational Session in mid-October with the tasks and timing for units that have interfaces to/from either the new Financial or HR/Payroll systems.



The MSU Enterprise Business Systems Projects (EBSP) is the team working to create EBS, the connected administrative business systems and improved processes for MSU's finances, human resources and research administration.

ebsp.msu.edu

