

Office Memorandum

DATE: August 9, 2007

TO: Distribution VI

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SUBJECT: CSU CMS HRSA Upgrade Project

The mission of the CSU's Common Management Systems (CMS) project is to provide efficient, effective, high quality service to students, faculty, and staff. The CMS target is to complete the migration of all CSU campuses to the CMS core applications (Financials, Human Resources, and Student Administration) in the secured, centralized CMS data center before the end of 2008.

The Cal State L.A. Financials and Human Resources applications are currently running successfully in the CMS data center. The campus is now working to convert our last application, the Student Administration system (GET), to run at the CMS Salt Lake City data center operated by Unisys. The following provides details of this work in progress.

This project will be conducted in two phases.

Phase 1 – The first phase will merge our current Student Administration (GET) system into our CMS Human Resources system to create the new CMS HRSA Version 8.0 system. This phase will be completed by August 27, 2007.

Friday, August 17, 6:00 p.m. thru	
Monday, August 27, 6:00 a.m.	GET and HR systems unavailable
Monday, August 27, 6:01 a.m.	LIVE ON CMS HRSA 8.0

Phase 2 – The second phase will upgrade the CMS HRSA Version 8.0 system to CMS HCM Version 8.9, the enhanced software version that all campuses must be using before the end of 2008. This phase will be completed in February 2008.

During each of these two phases, there will be approximately 10 days when the system will be unavailable to all users. Every effort will be made to minimize the actual duration of both of these outages. Each functional office will do their best to mitigate any negative impact on student services. Please contact the respective administrative office if you have any questions.

Phase 1 User Impact

Most members of the campus community will be unaffected by this phase. Except for some campus and CSU customizations, CMS HRSA is nearly identical to GET. However, the merging of our Human Resources and Student Administration systems will impact those individuals with different identification numbers in both systems. All affected individuals will be contacted directly by Human Resources Management and will be provided with specific information regarding this change. Other system users will not be affected by the ID change.

Phase 1 User Changes

While most GET SA users will not see differences in functionality during the first phase of the project, the campus will derive benefits from being a member of the CMS user community.

- The campus will have access to centrally-developed CMS programs and modifications developed by the other CSU campuses.
- Operating in the Unisys data center in Salt Lake City will provide the campus with greater system capacity and redundancy.
- Unisys provides information security and professional business continuity planning that is overseen by the CSU Chancellor's Office.

Phase 2 User Changes

The second phase will provide the following enhancements for GET users:

- The Student Administration portion of the system, renamed "*Campus Solutions*," will include easier to use and more powerful self-service applications for students and faculty.
- For the first time, faculty and student views of the data will be identical.
- *Campus Solutions* will contain features that support the CSU Board of Trustees 22 Initiatives to Facilitate Graduation.
- There will be substantial improvements to Student Academic Advisement capabilities.
- Students will be able to request an online Degree Progress Report that will help them and their advisors identify outstanding degree requirements.

The Registrar's Office and the Academic Advisement offices will provide additional information on these new functionalities, as well as provide training and support for students, faculty and staff. Our goal is to make the system easier for the campus community to understand and to use effectively. More detailed information about training will be communicated to system users during phase 2.

Project Update

There is a new CMS Web site with current information about the project, including project status reports, as well as previews of new functionality and news concerning user training and schedules. The site is named "*CMS Update*." The Web address is <http://cms.calstatela.edu/index.htm>. In addition, Web visitors are encouraged to use the "Feedback" option on this site to provide comments and suggestions throughout the course of the project.