

## Project Information

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Item	Enter Information Requested
Project Name:	PeopleSoft Financials 9.1 Upgrade
Proposal Date:	10/17/2011
Submitted By:	Keiver Jordan and Alex Davis
Need By Date:	November 5, 2012
Executive Sponsor:	Harry Schuckel

## Project Charter

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### 1 Executive Summary

PeopleSoft Financials 9.1 will provide the University of Baltimore with a supported system and the framework to add additional modules that will allow for better accounting practices which will provide senior leadership and campus finance managers with more comprehensive data.

### 2 Problem/Opportunity

- 2.1 The PeopleSoft Financial application at UB is designed to be an integrated system with Campus Solutions and Human Capital Management (i.e. student charge transactions being sent to Finance directly). The Financial application has been out of support since Spring 2007, resulting in a number of integration issues with the Campus Solutions and Human Resources which Oracle will not provide solution support assistance.
- 2.2 A recent USM Audit Report recommended UB implement the Accounts Receivable module to resolve their finding related to sponsored research billing. Implementing this new module on an unsupported version of Finance is not advised due to lack of Oracle support and end user training. This opportunity will be handled in a separate phase 2 effort.

### 3 Measureable Business Objectives

- 3.1 Perform Fit-Gap and Delta presentations before June 30, 2012
- 3.2 Upgrade the PeopleSoft Financials (Phase 1) by November 5, 2012

### 4 In Scope

- 4.1 Fit-Gap and Delta presentations
- 4.2 PeopleSoft Financials Upgrade to version 9.1
- 4.3 Creation of reusable test scripts

### 5 Out of Scope

- 5.1 Implementation of the Accounts Receivable module, which will be done in a phase 2 project with separate project initiation documentation. The goal will be to have this module in production by June 1, 2013.

### 6 Success Criteria

- 6.1 Upgrade of the PeopleSoft Financials system by November 5, 2012

## 7 Assumptions

- 7.1 Administration and Finance department has adequate staff available for the functional testing in the project.
- 7.2 Testing for the Financials Upgrade will be conducted at the same time as testing for the Campus Solutions Split.

## 8 Major Risks

Description	How Likely 1=low, 2=med,3=hi	Impact 1=low, 2=med,3=hi	Score Likely x Impact
Doing a double jump upgrade requires more time than 48 hours causing a longer outage window than normal or postponement of the implementation	3	3	9
Production or Campus Solution Split issues cause the DBA assigned to be diverted from project tasks and delays the implementation	2	3	6
Not implementing the Accounts Receivable module will cause UB to not meet the recommendation set forth in the recent USM audit finding	3	3	9

## 9 Obstacles, Constraints and Dependencies

- 9.1 Dependency – The double jump upgrade script needs to be evaluated and tested before the production implementation outage window can be determined.

## 10 Project Milestones and Major Deliverables

Milestone/Deliverable	Responsible Individual	M/D
Fit-Gap and Delta Presentations Completed	Keiver Jordan	M
FNDEV Upgrade Environment Setup (6/29/12)	Mason Paris	D
Customization Evaluation Completed	Keiver Jordan	M
Customization Re-apply Completed	Mason Paris	M
Test Pass 1 Completed	Keiver Jordan	M
Test Pass 2 Completed	Keiver Jordan	M
Test Pass 3 Completed	Keiver Jordan	M
Implementation of the Financials Upgrade Completed	Mason Paris	M

## 11 Project Resource Summary

11.1 Estimate time required of IT Department Staff 11.2 (List each role and the number of hours required)	
Role (e.g. Developer, Analyst, Network Engineer)	Hours needed (e.g. x hrs/mon for x months; x hours total)
DBA	600
Technical Consultant	160
PeopleSoft Developer	800
Server Engineer	40
Network Engineer	20
System Architect	10
Project Manager	500
11.3 Estimate time required of other Organization Staff (Add rows as needed)	
Role (e.g. Project Manager, Tester, Analyst)	Hours needed (e.g. x hrs/mon for x months; x hours total)
Functional Lead	800
Fit-Gap Consultant	320
Analyst	800
Tester (multiple)	800

## 12 Project Procurement

Procurement	Responsible Party	Type	Estimate	Budgeted?
Fit-Gap Consultant	Keiver Jordan \ Alex Davis	RFP	\$ 54,000	Yes FY 2012
Technical Consultant	Mason Paris / Alex Davis	RFP	\$ 28,000	Yes FY 2013
<b>TOTAL</b>			<b>\$ 82,000</b>	

## 13 Supporting Documents

The project plan will be available in @Task, once the planning phase has been completed.

### Project Sign-off

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#### OTS Review

Signature/Date	Name/Title
	Alex Davis / Senior Systems Analyst

#### CIO Approval

Signature/Date	Name/Title
	David Bobart / CIO

#### Executive Approval to Proceed with Project

Signature/Date	Name/Title
	Harry Schuckel / Senior VP Admin & Finance