

User Acceptance Testing (UAT) Session Agenda for November 6, 2008

Meeting:	UAT Session to Review Accounting Module J2EE Application Release 0.8	Facilitators: Al Finlayson Bill O'Brien
Date:	November 6, 2008	
Start Time:	8:30 AM – 3:15 PM	
Location:	St. Cloud State University, St. Cloud Minnesota Centennial Hall Room 455 - AM Session (8:30 AM – Noon: morning coffee & rolls – please consume food & beverage outside PC lab) Education Building Room B110 (PM Session Noon – 3:15 PM: Lunch, mid-afternoon coffee & bars)	Recorders:
Participants:	See attached list	

Day Date	TOPIC	DISCUSSION LEADER	DISCUSSION
8:30 (15 min)	<ul style="list-style-type: none"> ▪ Get Settled In ▪ Session Overview 	Al Finlayson Bill O'Brien	<ul style="list-style-type: none"> ▪ Welcome ▪ Review of Agenda and Session Goals ▪ Welcome to Purchasing Users
8:45 (90 min)	Review Application Release 0.8 – Part 1	Al Finlayson OPI Staff	<ul style="list-style-type: none"> ▪
10:15 (15 min)	Break		
10:30 (60 min)	Review Application Release 0.8 – Part 2	Al Finlayson OPI Staff	<ul style="list-style-type: none"> ▪
11:30 (30 min)	Lunch		
12:00 (90 min)	<ul style="list-style-type: none"> ▪ Review of Morning Session ▪ Prior UAT Session Follow-up (Punch List) ▪ AC-J2EE Documentation 	Al Finlayson OPI Staff Bill O'Brien Angela Marckel	<ul style="list-style-type: none"> ▪ Review of 2 Preliminary Documents
1:30 (15 min)	Break		
1:45 (90 min)	<ul style="list-style-type: none"> ▪ Additional Discussions 	Al Finlayson OPI Staff Bill O'Brien All	<ul style="list-style-type: none"> ▪ Continue Review of Preliminary Documents (as needed) ▪ Update on Manager View ▪ Security Administration Application (within scope of AC-J2EE project) ▪ Open Issues Discussion
3:15	Adjourn		

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Accounting J2EE Web Application, Release 0.8 User Acceptance Testing Meeting			
Members Name	Institution	Confirmed	Notes:
Adams, Stephanie	South Central TC	1	Bringing one AP staff (Donna S.)
Belko, Dawn	North Hennepin CC	1	Bringing one AP staff
Bernard, Dee	MCTC	1	Bringing one AP staff
Bienfang, Kim	Anoka Ramsey CC	1	
Bjelland, Dave	Alex TC	1	Bringing additional staff (Joan S., Jen W.)
Doss, Brad	Riverland C&TC	0	Unable to attend
Fliss, Diana	MnWest C&TC	0	Collaborative Sourcing Team meeting at Mn West
Gardner, Joann	Bemidji State	0	Unable to attend
Kerkaert, Deb	SW State	1	
Kroening, Mike	MSC-Southeast Tech		
Marble, Jan	MSU Mankato	0	Not attending
Meyer, Wendy	Anoka Tech	0	Not attending
Onken, Karen	Anoka Tech	1	Might be bringing one AP staff
Overturf, Sandy	Hennepin Tech	1	
Scherman, Ron	Pine Tech	1	Bringing one AP staff (Teresa P.)
Sinning, Deborah	MSU Mankato	0	
Smith, Steve	MSU Mankato	1	
Sylvester, Robin	Bemidji State	0	Unable to attend
Thorn, Dave	Winona State	1	
Vopatek, Christine	Central Lakes College	1	Bringing one AP staff
Wagner, Jeff	SCSU	1	
Wegge, Mark	SCSU	1	
AP Staff attending	multiple institutions	8 + 1 maybe	Central Lakes; MCTC; Alex TC (2); Pine Tech; <i>Anoka Tech</i> ; BSU; SCSC (up to 6?); South Central; North Henn
OOO and Others Name		Confirmed	Notes:
Anderson, Susan	Budget Unit	0	Unable to attend
Buse, Beth	Internal Audit	0	Not attending
Edwards, Connie	Campus Assistance	1	
Finlayson, Al	ITS	1	
Froysland, Kathy	ITS	1	

User Acceptance Testing (UAT) Session Participants for November 6, 2008

Accounting J2EE Web Application, Release 0.8 User Acceptance Testing Meeting			
OOO and Others Name		Confirmed	Notes:
Gednalske, Steve	Tax Services	0	
Gillson, Roger	ITS	1	
Halloran, Bill	ITS	0	UAT observer, unable to attend
Heydman, Jeremy	ITS	1	
Kirkeby, Denise	Financial Reporting	maybe	Will try to make meeting
Liljedahl, Lisa	ITS	1	
Lund, Dave	ITS	1	
O'Brien, Bill	Finance Admin	1	
Nordby, Mike	Campus Assistance	1	
Page, Ann	Tax Services	0	Not attending
Rushenberg, Gerry	ITS	0	Not attending
Schmidt, Valerie	ITS	0	Not attending
Smith, Kent	ITS	0	Unable to attend (training in Fergus Falls)
Stallworth, David	Campus Assistance	1	
Stoddard, Tim	Financial Reporting	0	Not attending
Thompson, Ra Nae	ITS	0	
Welter, Teri	ITS	1	
Roger Goerke	OPI	1	
John Holland	OPI	1	
Doug Kartio	OPI	1	
Andy Miller	OPI	1	
Heather Tinkham	OPI	1	
Mark Waldal	OPI	1	
Angela Marckel	Fredrickson Comm's	0	Unable to attend
Lynn Kissock	Fredrickson Comm's	1	
	Yes	40	
	maybe	2	
	Total	42	@ 11-05-2008.
	not attending	19	
	non respondents	1	
	Maximum Possible	61	(Average participation – approx 32 to 34) Expect about 42 for Nov 6th

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#	Origination Date	Description	Assigned to	Status
1.	01-22-08	Optimal: 16 C/Us, OCC-Fin (CSU, Financial Reporting, ITS), OCC-ITS (CRM, User Testing): 20+ user PC's (Multiple sessions for some C/Us). Previous UAT Site: WFP Training Room 3354: 16 user PC's, plus outlets for add'l laptops.	Bill O'Brien	Current UAT Site: SCSU Training Room Centennial 455 has 40 PC stations. In use for July 2008 and later sessions. Quarry Center (Waite Park) also possible UAT site after November 2009.
2.	01-22-08	RdB to Oracle implementation delay to February 2009 roll-out.	Bill O'Brien	Accounting J2EE web application pilot delayed by 2 months, until April 2009.
3.				

Campus members formerly serving on AC-J2EE Conversion UAT Group		
Jerry Winans	Bemidji State University	Retired July 1, 2008
OPI staff formerly working on AC-J2EE Conversion Project		
Steve Engels	OPI	Working on Tuition Waiver project
Eric Foster-Johnson	OPI	Working on Tuition Waiver project
Hiromi Suenaga	OPI	Working on Tuition Waiver Project
Pallab Lahiri	OPI	Working on another project