

User Acceptance Testing (UAT) Session Agenda for December 18, 2008

Meeting:	UAT Session to Review Accounting Module J2EE Application Release 0.9	Facilitators: Al Finlayson Bill O'Brien
Date:	December 18, 2008	
Start Time:	8:30 AM – 3:15 PM	
Location:	Quarry Center, Waite Park (just west of St. Cloud) Training Room morning coffee & rolls, lunch, mid-afternoon coffee & cookies	Recorders:
Participants:	TBD	

Day Date	TOPIC	DISCUSSION LEADER	DISCUSSION
8:30 (15 min)	<ul style="list-style-type: none"> ▪ Get Settled In ▪ Session Overview 	Al Finalyson Bill O'Brien	<ul style="list-style-type: none"> ▪ Welcome ▪ Review of Agenda and Session Goals
8:45 (90 min)	Review Application Release 09 – Part 1	Al Finlayson OPI Staff	▪
10:15 (15 min)	Break		
10:30 (60 min)	Review Application Release 0.9 – Part 2	Al Finlayson OPI Staff	▪
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 Fred. Comm.	<ul style="list-style-type: none"> ▪ ▪ ▪ Review of Additional 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 Additional Documents (as needed) ▪ Update on Manager View ▪ Security Administration Application (within scope of AC-J2EE project) ▪ Project Schedule Review / Future UAT Sessions ▪ Open Issues Discussion
3:15	Adjourn		

User Acceptance Testing (UAT) Session Participants for December 18, 2008

Accounting J2EE Web Application, Release 0.9 User Acceptance Testing Meeting			
Members Name	Institution	Confirmed	Notes:
Adams, Stephanie	South Central TC	1	
Belko, Dawn	North Hennepin CC	1	
Bernard, Dee	MCTC	1	
Bienfang, Kim	Anoka Ramsey CC	1	
Bjelland, Dave	Alex TC	0	Unable to attend
Doss, Brad	Riverland C&TC	0	Unable to attend
Fliss, Diana	MnWest C&TC	0	Will not be attending
Gardner, Joann	Bemidji State		
Kerkaert, Deb	SW State	1	
Kroening, Mike	MSC-Southeast Tech	0	Unable to attend
Marble, Jan	MSU Mankato	0	Only attending FUG meeting on Dec 17
Meyer, Wendy	Anoka Tech	0	Unable to attend
Onken, Karen	Anoka Tech	0	Unable to attend (orientation)
Overturf, Sandy	Hennepin Tech	0	Unable to attend
Scherman, Ron	Pine Tech	1	
Sinning, Deborah	MSU Mankato	0	Will not be attending
Smith, Steve	MSU Mankato		
Sylvester, Robin	Bemidji State	1	
Thorn, Dave	Winona State	1	
Vopatek, Christine	Central Lakes College	0	Unable to attend
Wagner, Jeff	SCSU	1	
Wegge, Mark	SCSU	1	
Additional staff attending	multiple institutions	n/a	
OOO and Others Name		Confirmed	Notes:
Anderson, Susan	Budget Unit	0	Unable to attend
Buse, Beth	Internal Audit	0	Will not be attending
Edwards, Connie	Campus Assistance	1	
Finlayson, Al	ITS	1	
Froysland, Kathy	ITS	1	

User Acceptance Testing (UAT) Session Participants for December 18, 2008

Accounting J2EE Web Application, Release 0.9 User Acceptance Testing Meeting			
Gednalske, Steve	Tax Services	0	Will not be attending
OOO and Others Name		Confirmed	Notes:
Gillson, Roger	ITS	1	
Halloran, Bill	ITS	1	Observer, attending morning session only (no lunch)
Heydman, Jeremy	ITS	1	
Kirkeby, Denise	Financial Reporting	1	
Liljedahl, Lisa	ITS	1	
Lund, Dave	ITS	1	
O'Brien, Bill	Finance Admin	1	
Nordby, Mike	Campus Assistance	1	
Page, Ann	Tax Services	0	Will not be attending
Rushenberg, Gerry	ITS		
Schmidt, Valerie	ITS	0	Will not be attending
Smith, Kent	ITS	0	Unable to attend
Stallworth, David	Campus Assistance	1	
Stoddard, Tim	Financial Reporting	1	
Thompson, Ra Nae	ITS		
Welter, Teri	ITS	1	
Roger Goerke	OPI	1	
Pallab Lahiri	OPI	1	
Doug Kartio	OPI	1	
Andy Miller	OPI	1	
Heather Tinkham	OPI	1	
Mark Waldal	OPI	1	
Angela Marckel	Fredrickson Comm's	0	Will not be attending
Lynn Kissock	Fredrickson Comm's	1	
	Yes	31	
	maybe	0	
	Total	31	@ 12-16-2008. (1 no lunch)
	not attending	17	
	non respondents	4	
	Maximum Possible	52	(Average participation – approx 32 to 34)

User Acceptance Testing (UAT) Session Issues and Former Participants for December 18, 2008

#	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 another project
Eric Foster-Johnson	OPI	Working on another project
Hironi Suenaga	OPI	Working on another Project
John Holland	OPI	Working on another project