



## Kuali Project

### Meeting Minutes for Functional Council Face-to-Face, November 14<sup>th</sup> – 16<sup>th</sup>, 2005

Web Address: Web address: <http://www.kuali.arizona.edu>

Contact e-mail: [kuali@arizona.edu](mailto:kuali@arizona.edu)

Location: Harrah's Hotel and Casino, Las Vegas, Nevada

Submitted By: M. Vega

#### DAY ONE

November 14<sup>th</sup>, 2005, 12:00pm to 5:30pm

#### MEETING GOALS

1. Transference of knowledge on Financial Documents (FD) functionality
2. Identification of any FATAL problems with FD functionality
3. Additional transference of knowledge of GL
4. Identification of any GL issues
5. Finalization of Phase I delivered report list
6. Transference of knowledge on reporting environment

#### PRESENT

University of Hawaii	Kathie Egami, Henry Ito, Paul Kikuchi
Michigan State University	Dave Brower, Vince Schimizzi
rSmart	Dick Barber Tony Potts (Lead Developer GL)
San Joaquin Delta College	Claire Tyson
Indiana University	Kathleen McNeely (Chair, Functional Council) Joan Hagen Ailish Byrne (Configuration Manager) Randall Embry (DM CoA, Lead Developer CoA) Brian McGough (Lead Architect, DM Financial Transactions, DM Workflow) Phil McKown (Project Analyst) Lora O'Connor (DM KRA) Bill Overman (Lead SME, CoA) Jim Thomas (Project Manager) Barry Walsh (Board, Ex-Officio)
University of Arizona	KyMBER Horn, Mark McGurk Mary Vega (scribe)
NACUBO	David Lyons
Cornell University	Steve Lutter, Arthur Mintz, Mary Wheeler Aaron Godert (DM Nervous System, DM Financial Transactions)



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#### **AGENDA**

- A. Review of Kuali Financial Documents and Nervous System Functionality
- B. Discussion on GL functionality and GL issues
- C. Kuali Delivered Reports (Phase I) and the Reporting Environment – **Deferred to Tuesday**

#### **DECISIONS MADE**

- Add status report for edocs to weekly meeting agenda.
- Error messages will be written by each institution.
- Suspense account functionality - GL subcommittee will continue to work on design and architecture for suspense fund.

#### **ACTION ITEMS**

- Phil will identify status for each edoc and post information for Functional Council.
- Revisit information to include on the Help Screen.
- Tara's team to assist with web page scrolling and colors (usability issues).
- Identification of bugs found during testing edocs (usability and functionality): Phil McKown will prepare a policy on usability and functionality bugs identified. The testing coordinator will facilitate and the Functional Council will adjudicate.
- GL "back office" code – Due before December 12<sup>th</sup> developers meeting
  - All institutions to write their own business rules
  - Assigned team to prepare proposal for technical review
  - Technical team to make recommendation
- Balance Inquiry
  - Subcommittee (Joan/Vince) will identify how it will work, write spec, DM resources, FC decides where it fits into the plan.
  - Phil McKown will update the scope document to reflect changes to the GL, list as enhancement TP-H1.

#### **SUMMARY OF DISCUSSION**

##### **A. Review of Kuali Financial Documents and Nervous System Functionality (Godert)**

##### **Status of Transaction Processing (TP) edocs**

- The status of each financial document is available in Confluence - <http://fms.dfa.cornell.edu:8080/confluence/display/KULEDOCS/Financial+Transaction+Processing+Release+Status>
- Only two documents are currently being tested – Transfer of Funds and the Journal Voucher. Maintenance documents – some are part of the CoA and others are part of edocs.



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#### TP eDocs Plans Moving Forward

- The General Error Correction and Internal Billing documents will be the next documents tested.
- Some documents still need their Functional Specification to be completed – Budget Adjustment – minimal work; Cash Receipts and Auxiliary Voucher – most work has been completed.
- The following documents need “pre-testing cycle” development
  - Budget Adjustment, Procurement Card – no work
  - Disbursement Voucher, Cash Receipt – some work done
  - Pre-encumbrance, YE Transfer of Funds, YE General Error Correction, Auxiliary Voucher – almost done
- Phil will identify status for each edoc and post information for Functional Council.

#### JIRA Issues Synopsis

- 44 Journal Voucher issues
  - 16 bugs from Kymber
  - 4 bugs from Chart merge
- 21 Transfer of Funds issues
  - 2 bugs from Kymber
  - 1 from Chart merge
- 38 “All Documents” issues (NS)
  - 12 bugs
    - 7 bugs from Kymber
    - 2 bugs from Chart merge
  - The rest from code reviews or developers
- Based on the bugs/issues, the two weeks remaining will not be met. Once all bugs are closed Aaron will have a better idea of the timeline.

#### Level of Functional Interaction

- Most analysis and functional specification review is complete. Functional interaction is at a minimum. Aaron expects interaction to pickup when testing starts.

#### Ensuring Quality

- A process for code review has been defined – this started with the Journal Voucher and Transfer of Funds documents. The Development Managers and Developers are involved in the code review.
- At the beginning of a new “Testing Cycle” the following process is done:
  - Code review for each document – review all code specific to the document (adhere to programming standards, unit testing standards – baseline of functionality and code)
  - Documentation review for each document



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- JIRA and Confluence are used together to ensure and manage quality.
  - Developers follow JIRA usage standards
  - Development Manager manages a "Release Status Page"
  - "Automatic Release Notes" – identifies what was fixed in the latest release.
  - Testing Coordinator knows what to expect "Issues Tracking Workflow"
- Change management process – the use of release candidates
- Systems status page – provides specific information for testers and developers for releases.
- Mass changes to the chart; adhere to standards (naming conventions). This had an impact on documents; merging branch with changes into the mainline of code.

### Newly Integrated Nervous System Components

- Partial attachments integration
  - Still needs FEDORA
- Partial authorization integration
  - "Initiation" permissions checking (workgroup based)
  - Pluggable like the Business Rules framework
  - Still needs to be integrated with the user interface
- Interface enhancements from usability sessions

### More Nervous System Work

- KRA requirements – technical work needed
- Workflow integration upgrades
- Tackle some issues during December meeting in Tucson

### Demonstration of Financial Documents and Nervous System

- Error messages will be written by each institution.
- Review of color choices; need to involve Tara's team
- **The use of Help Screen – information provided is minimal. Add first paragraph of the testing document? A recommendation was made to defer conversation.**
- **Web page and scrolling position; this issue needs to be discussed. Involve Tara's team or do we need a group of end users from each institution? We can't afford to jeopardize functionality – period of maximum learning.**
- Bugs and suggestions; we need a process for prioritization and decision making, functionality is key.
- Discussion on usability and functional experts: Functionality, Usability, Technically:
  - Is this group empowered to make decisions or is that the role of the Functional Council?
  - Extend real users; provide an opportunity to make recommendations. Kymber will filter tasks entered into JIRA.



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- Use a developer to assist with priority – use the same process as an enhancement request? We need a quick way to resolve items.
- Decision is to list, review, rank issues, talk with developers – developers will confirm or not (bug – something you can't live without and workaround is undesirable).
- **Testing coordinator to facilitate and Functional Council to adjudicate – Phil will write up as policy.**
  - Functional issues will stay with current development team.
  - Usability issues that affect other modules – Tara will help identify using usability reports.

#### **B. Discussion on GL functionality and GL issues**

- Overview was skipped
- Discussed GL Poster/Scrubber/Error Correction – GL Back Office, Mary Wheeler drafted a list of items related to “back office” functionality:

#### IU Specific Values and policies in the current GL “back office” code.

Q: How are we going to handle the conditions?

A: Expand tables to include indicators “Y or N” – certain processes rely on attributes. Eliminate some of the hard coded rules and utilize tables. A group/subcommittee (non-functional) will need to decide where the data resides. Business analysts are only preparing documentation not designing table structure.

#### **Decision:**

1. Each institution to write their own business rules.
  2. Using Sterling's document, the GL subcommittee will identify functionality that should not be hard-coded.
  3. The proposal will be reviewed by the technical team and the technical team will make a recommendation.
- Team is Dick Barber (convener), Functional group (GL/FT to decide, Mary Wheeler, Sterling George, Claire Tyson).
  - If outside of scope, raise as an issue to the Functional Council. Due before December developers meeting in Tucson, 12/12/2005.

#### IU account numbers are unique across charts

Chart and account is primary key

#### Should we consider a “suspense” process?

- Suspense fund is new functionality. We need to identify circumstances where suspense functionality applies.



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- Hold off for future phase; GL subcommittee will continue to work on design and architecture for suspense fund.
- Present to Functional Council – no longer part of Phase I.

#### How many types of interfaces are required?

- Balance inquiry – does it take into account transactions completed during the day? Need to define “pending”, what will be included? Is it more than on-line applications?
- Enhancement is being considered but it does not get prioritized with other edocs currently on the table. Functional Council supports placing balance inquiry into an auditable edoc.
- Subcommittee (Joan/Vince) will identify how it will work, write spec, DM resources, FC decides where it fits into the plan.
- Phil will update the scope document to reflect changes to the GL, list as enhancement TP-H1.

#### GL “back office” process – can it be run more often than nightly?

- DB can handle it but current processes were not written with this in mind. Other systems will need to be reconfigured as well. Keep decision support extract in mind.



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#### DAY TWO

November 15<sup>th</sup>, 2005, 8:00am to 5:00pm

#### MEETING GOALS

1. Finalization and agreement on updated Scope Document
2. Transference of knowledge about resource needs and limitations
3. Prioritization of Phase II products (understanding that items at the bottom might not get done in Phase II)
4. Increased knowledge by FC of Chart of Accounts
5. Sign-off of Chart of Accounts Data Model
6. Sign-off of COA Kuali functionality (searches/inquiries/maintenance docs)
7. Identification of problems and assignment to these in Phase I or II
8. Preliminary plan for financial policy templates and fiscal officer development

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#### **AGENDA**

- A. Review of Updated Scope Document with Development Managers and full discussion and understanding of resource gaps
- B. Priority setting for Phase II (KFC only – DMs and Project Manager will meet separately)
- C. Kuali Delivered Reports (Phase I) and the Reporting Environment
- D. Review Phase II priorities with DMs and Project Manager
- E. Detailed Review of Chart of Accounts
- F. Review of Conceptual Data Model
- G. Review of the Entity Relationship Diagram
- H. Includes demonstration of Kuali Functionality:
  - i. Lookups (searches)
  - ii. Inquiries
  - iii. Maintenance Documents
- I. Discussion on Financial Policy Templates and the Fiscal Officer Development – **Deferred to Wednesday**

#### **DECISIONS MADE**

- Search results; need to change message to indicate/clarifying that record set is incomplete.
- Utilize usability testers for setting search limit and if tables can be overridden.

#### **ACTION ITEMS**

- Kathleen to email all Lead SMEs to identify basic reports for their module.
- Functional Council will prioritize the enhancements for Phase II.
- Discuss what it means to “Kualify” – January/February 2006
- Finalize Budget Year and Flexible Claim on Cash Enhancements- Lead SMEs to facilitate.
- Deliver ER Diagram for ERA module – Jim Becker/Lora O'Connor

#### **SUMMARY OF DISCUSSION**

##### **A. Review of Updated Scope Document with Development Managers and full discussion and understanding of resource gaps**

- Per Jim and Phil, there is a resource shortage but they are still looking to meet the March 31<sup>st</sup> deadline.
- Phase I resources are not available to work on Phase II tasks. Assistance is needed on prioritizing tasks and planning Phase II. Currently, Phase II estimates and resources are in deficit 12,158 hours (6.8 FTEs for April '06 – June '07).
- Assume resources stay constant, options are: scope and timeline. Per our contract with Mellon we need to deliver baseline – FIS Conversion.



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- The complexity of the project is going to grow – we need to ensure effective management of people. The 6-7 FTE shortage is a concern – we need to get additional resources (cash or developers). The concern was expressed to the Board in Orlando, FL.
- The effort for the Nervous System was not included in the original project estimates. However, the efficiencies gained will payoff at the end. Additional benefits will be realized with the edocs.
- IU Foundation resources are not included in the estimates.
- KRA initiative – another effort for additional resources. Contracts and Grants (CnG) have a lot of enhancements – can we defer or drop off items? The CnG post-award items need to be done. OSU is fully committed – will we owe resources to OSU? This depends on KRA, currently 2,800 hours excluding efforts from OSU. AIMS is one item that can be leveraged at each of the schools.
- Testing is not built into the estimates.
- The project schedule is aggressive but contingencies are built into the plan – 75% utilization rate. The utilization rate would increase if they were co-located. Current developers are up to speed. There is approximately a one-month learning curve if a new developer joins the project with JAVA experience and existing tool set.
- The current development teams are small working units. One benefit of the team size is that they are easily transferable to other projects/modules. Overall, the structure is working well and naturally progressing into Phase II.
- Discussed support for Phase I – what is this going to look like? The ideal scenario would be to utilize implementation partners. During Phase II, current development team will not have time to support implementation of Phase I.

#### B. Priority setting for Phase II (KFC only)

- Approach – baseline system is not touchable, the focus is on enhancements. If we adjust the baseline we will not be in compliance with the Mellon Grant. We need to ensure what we deliver is a success (does it work and will others implement?)
- Eliminated all high priority enhancements (provided a surplus) and reviewed essential enhancements.
- Overall prioritization of modules – expectation that all the modules will be completed; purpose is to provide guidance. After each school individually prioritized each module, the combined results were:

<u>Module</u>	<u>Total</u>	<u>Priority</u>
Contracts & Grants (CnG)	14	1
AP/Purchasing	16	2
Labor Distribution	29	3
Accounts Receivable	31	4
Capital Assets	35	5



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**\* Labor Ledger is tied to CnG**

- We still need a place holder for the Budget module – IU Budget Office is providing the development resources; no budget estimates are included for this module.

#### C. Kuali Delivered Reports (Phase I) and the Reporting Environment

- David Lyons provided a list of standard financial reports – core financial standard reports). The reports are included in the project plan. This is adequate for Phase I – a good package of reports need to be available.
- Kathleen is worried about the GL module – behind schedule. Writing the report at the end will be challenging.
- No resources are allocated for writing the standard reports. Kathleen is volunteering resources for the SQR report writing for Phase I – using David's write-up FMS resources will prepare drafts for David to review and confirm.
- All schools are responsible for their own data warehouses.
- A resource issue does exist for Phase II reporting.
- The Board made the decision to use SQR.
- **The identification of basic reports for each module should be assigned to the lead SME for the module; Kathleen will email all Lead SMEs.**

#### D. Review Phase II priorities with DMs and Project Manager

- Jim Thomas and the developers were very happy with the module priorities recommended by the Functional Council. The order of priorities is not important; however, all the modules need to be completed. The prioritization was more “guidance” and the developers may identify dependencies between the modules.
- **Functional Council plans to prioritize the enhancements in the near future – will be added to the FC Meeting agenda.**
- What does it mean to “Kualify?” – Does this mean to utilize the Nervous System? Data dictionary? What can we live with? – **Defer conversation until February, after EPIC implementation at IU.**
- If additional resources are obtained, what would they work on? It was decided that they would work on the high priority items, not their own items of interest.

#### E. Detailed Review of Chart of Accounts

#### F. Review of Conceptual Data Model

- Conceptual data model is a pre-cursor to an ER diagram – based on the perception of an end-user.
- Reviewed the conceptual data model with added enhancements:
  - Custom Attributes
    - Extends the functionality of any chart object.



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- Originally intended to accommodate additional “account” reporting needs.
- Functionality expanded to be used for all chart objects including project code.
- Additional functionality allows you to add options to a custom attributes.
- Further testing will identify flexibility
- Custom attributes tab will display on applicable maintenance edocs.
- Program Code
  - Objective is to provide separate data collection, tracking, lookups, extraction and reporting capability for program codes required for community colleges (CIP and TOP).
  - The code will be available as an account attributes that will be displayed on all edocs with number and description.
  - No business rules will be applied to the program code at this time.
  - Is optional; one code per account
- Flexible Claim on Cash
  - Objectives are to (a) allow an institution to post the “cash offset entry” to a different account than the account used in the original entry, and (b) allow institutions to segregate cash transactions by bank.
  - **Sterling will incorporate more detail into the documentation he has created.**
- Budget Year Enhancement
  - Help meet requirement to segregate budgeted funds by fiscal year.
  - Facilitate budgeting for variable year ends associated with contract and grant accounts.
  - Majority of the impact of this enhancement is on the GL and transaction processing side.
  - Chart of Accounts will include attributes to associated budget year with account number.
  - **This enhancement needs further discussion; The GL team needs to finalize with assistance from Sterling.**

**Decision: Clarify enhancements and how they affect both groups; SME chairs to facilitate and get resolved – set deadlines.**

- Testing Plan
  - With model after Kymber's plan and will be starting shortly. This includes testing document preparation, functionality/usability testing, routing testing, release and regression, and user testing.
  - Discussed using test data that has been given to MSU; the finalized 2004 data out of FIS and will be available in the next few weeks.



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- Kuali CoA – each institution has their own interest to use in conjunction with existing institutional data. We need to know reference tables and setup parameters.

#### **G. Review of the Entity Relationship Diagram**

- Mary Wheeler asked for an ER diagram for ERA. Lora O'Connor will talk with Jim Becker offline about options.
- The ER Diagram needs to be updated with enhancements and maintained – Jerry Neil?

#### **H. Includes demonstration of Kuali Functionality:**

- Lookups (searches)
  - Search results; need to indicate message clarifying record set is incomplete.
  - Utilize the usability testers to answer the following questions:
    - What should be limits be?
    - For certain tables, can they be overridden?
- Inquiries
- Maintenance Documents



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#### DAY THREE

November 16<sup>th</sup>, 2005, 8:00am to 10:00am

#### MEETING GOALS

1. Shared knowledge about testing
2. Update on how testing is going and what the timeline is
3. Clear picture of how testing has to work and what expectations are
4. Update on all subcommittees and identification of any major issues

#### PRESENT

University of Hawaii	Kathie Egami, Henry Ito, Paul Kikuchi
Michigan State University	Vince Schimizzi
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#### AGENDA

- A. Testing for COA and Financial E-docs
  1. How is it going



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2. Do we have problems with testing that need to be fixed
  3. Timeline discussion
  4. Testing scripts
- B. Review of reports from subcommittees and discussion on issues raised
- C. Discussion on Financial Policy Templates and the Fiscal Officer Development

### **DECISIONS MADE**

#### **Next Kuali Functional Council Face to Face**

- Claire Tyson has volunteered to host in California at the end of January 2006 or early February 2006; preference is San Francisco, California.
- Use Kymber's test scripts/templates for preparing documentation for testing.
- Each school to fulfill their responsibility for testing.
- User documentation - in the short-term, use FIS documentation.
- Engage David Lyons in Endowments.

### **ACTION ITEMS**

- Claire Tyson will send out three possible dates for the next Functional Council F2F. Everyone to respond to Claire by the deadline.
- Kymber will setup a conference call with testers to walk through the testing scripts in addition to providing an overview on JIRA (purpose, use of).
- Kymber will setup a conference call with the Lead SMEs: purpose is to train them on testing at their own institutions.
- Vince Schimizzi will talk with Jay Sissom and get a drop dead date for enhancements.
- GL subcommittee to finalize Budget Year and Flexible Claim on Cash enhancements.
- Financial Policy templates and Fiscal Officer Development
  - David Lyons will talk with NACUBO about resources for developing Financial Policy templates.
  - Kymber will create a template for Fiscal Officer Development using Indiana University's Fiscal Officer Development Series Curriculum packet.
- Jim Thomas will outline and clarify deliverables expected for Phase I.
- Jim Thomas is interested to hear future plans from each core partner – what are the plans and/or expectations for April 1<sup>st</sup>, 2006? Please forward to Jim no later than December 1<sup>st</sup>, 2005.
- Dick Barber to talk with John Robinson about fielding questions on Kuali implementation.

### **SUMMARY OF DISCUSSION**

#### **A. Testing for COA and Financial E-docs**



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- The testing cycle is two documents at a time. This is an iterative development process, development and functional. The testing is better managed with daily interactions between the testing teams and developers. The issues/bugs are gathered, documents and assigned through JIRA.
- Aaron has budgeted one month per document, with the exception of Year End documents. March 31<sup>st</sup>, 2006 is the end date for the finalization of the last document.
- Bugs discovered were part of the Nervous System and Aaron's team are focusing on fixing those bugs. As a result, testing the TOF and JV is limited. As the bugs are fixed and test data becomes available, testing on documents will go quicker. Only three accounts are currently available for testing, which minimizes the testing available for routing.
- Kymber has completed and posted testing scripts. The testing scripts are self-explanatory; however, **Kymber will setup a conference call to walk through the testing scripts in addition to providing an overview on JIRA (purpose, use of).**
- Schools have identified their testers and Kymber will be assigning schools specific scenarios for testing. All schools/testers will be testing all documents. As testing increases, Kymber will keep us informed if additional resources are needed: testers beyond Central Administration staff.
- Problems with testing that need to be fixed
  - The testing for Transfer of Funds and the Journal Voucher are on hold due to the large effort of the Chart team bringing down changes. The project plan in Confluence does not reflect the two week delay.
  - Current project plans are not hitting the date. Aaron is not sure if the timeline will be pushed out due to the chart merge; it may be more or less time.
  - The chart is done but has a few remaining issues – should be stable by November 29<sup>th</sup>, 2005.
- Timeline Discussion
  - Plans for unit release every 24 hours (nightly builds)
  - No formal testing plan; Kymber will facilitate a conference call with Lead SMEs to train for testing at their institutions.
  - Kymber plans to use a training lab to facilitate users testing together.
  - Each institution must test – fulfill their responsibility – schools must hold each other accountable.
- Testing Scripts
  - Testing scripts do not include workgroups and routing – these need to be accounted for in the plan. Add special conditions routing, workgroups, fiscal officer routing to the testing script.
  - Testing details and testers are specific to the module.
  - Brian McGough feels some degree of responsibility to enforce look and feel.



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- What is the expectation of QA person? If testing/testing scripts are working, make small adjustments. There is a need for consistency in testing and the tools used (templates).
- Discussion about a regression testing tool
  - Acquiring a tool can save time if utilized.
  - In the past a tool was purchased but abandoned. It is better for users to retest new leases. This allows testers to gain familiarity with the documents – training the testers.

#### B. Review of Reports from Subcommittees and Discussion on Issues Raised Financial Transactions/General Ledger, update provided by Sterling George

##### 1. Financial Transactions

- Mission/Scope: Convert existing FIS financial transaction eDocs to Kuali
- Overall Status of eDoc Development:
  - Analysis and documentation – functional portfolio and permissions and review of functional specifications complete or in process for all financial transaction eDocs except for the Budget Year Adjustment document.
  - Development: development of skeleton; integration of business rules, permissions and routing complete or in process for all financial transactions eDocs except for the Budget Year Adjustment document.
  - Transfer of Funds and Journal Voucher are currently being tested.
  - Incorporation of enhancements – development for the ability to upload CSV files into eDocs has been completed, but not tested by users.

##### 2. General Ledger

- Mission / Scope: Implement agreed upon GL enhancements as approved by FC (see items below); Convert FIS GL “back-office” process functionality in Kuali (incorporating any GL enhancements).
- Overall Status of Identified GL Enhancements
  - Budget year enhancement – The functional specifications and impact of this enhancement need further clarification. Work is underway to identify the impact on the chart of accounts (needed fields and tables) and the GL processing that will need to occur (in the core accounting cycle, GL table updates, and other areas – i.e., budget construction, year-end, etc...). Sterling is seeking additional input – talking with Arthur Mintz. **GL subcommittee needs to discuss and signoff on enhancement.**
  - Flexible claim on cash – The specifications for this enhancement are nearly complete and could probably have sign off by the sub committee after review. Also the chart and GL processing affects have been identified. **GL subcommittee needs to discuss and signoff on enhancement.**
  - Ability to create encumbrances related to ICR – This enhancement request is fairly complete and could be ready for sub committee review with a few brush ups to the document. The impact on the chart of accounts is related to the



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removal of literals used by the current ICR process and the possible addition of a field to assist with threshold tracking. The affect on GL processing is limited to code in the core accounting process.

- Balance inquiry screens with optional pending ledger entries – Work will start on this once one of the developers finishes their current assignment.
- Possible addition of suspense accounts for error correction – The GL sub-committee needs further discussion on this topic to determine the conditions under which suspense accounts may be applied. Once identified the edits performed in the scrubber may be modified to handle this functionality.
- Issues / problems? My concerns lie mostly with the budget year enhancement which further discussion should help alleviate. This enhancement will change the keys to the GL tables which can affect balance inquiries, reporting, accounting process (i.e., budget construction (?)), and GL processes (i.e., year end balance forwards).
- Overall Status of Conversion of Back-Office Functionality
- Development is underway on the scrubber, poster, GLCP error correction e-doc, and the year-end programs.
- Items slated for future work as developers become available include: completion of the core accounting process (de-merge, poster, reversals, & ICR), the external collector process, the Pre-Disbursement Processor (PDP), and the delivered standard reports.
- Functional and technical specifications documents – Work will continue on these documents to: further clarify the poster process; add additional error handling messages; incorporate the GL enhancements for documentation purposes; propose methods for removing hard coded literals; and act as an agreed upon list of business functionality.
- Configurability – Efforts are underway to identify modules within the core accounting process that may be optional for some institutions (On/Off Indicators) and to remove hard-coding to enhance the maintainability of the code and ease implementation efforts.
- Issues / problems? While there are functional issues we need to work through at present three items are at the forefront: identification of the best methods for removing hard-coded literals; discussion of the use of suspense accounts for certain types of errors; and the ability to upload GL transactions into the GLCP error correction process.
- Vince Schimizzi will talk with Jay Sissom and get a drop dead date. Developers need to know next steps.

#### CAMS, update provided by Shelley Pierce

- Overall goal: To provide an intuitive, comprehensive yet flexible capital assets framework which will result in increased productivity and efficiency for colleges and universities.



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- Near term objective: Train and educate the members of the capital assets team on features and proposed enhancements of the current system and its benefits. A demo has been scheduled for our first meeting of the Indiana University system. (Theresa Cain will present)
- Progress: The first capital assets group meeting has been set-up and confirmed for Friday, December 16<sup>th</sup> from 1-3pm Indiana time.
- Next Steps: To finalize recurring meeting dates, times, etc.
- Issues: None at this point.
- Special Notes: Members of our team are listed below:

Group Member Name	Title/College
Shelley Pierce	Lead SME San Joaquin Delta College
Alan Blumberg	SME University of Arizona
Nancy Abbott	SME Cornell University
Ken Lum	SME University of Hawaii
Kevin Hanaoka	SME University of Hawaii
Anna Jensen	SME University of Indiana
Boyd Shumaker	SME Michigan State
Theresa Cain	SME University of Indiana

- Theresa Cane is the business analyst
- Shelley is reviewing documentation sent by Theresa Cane

#### Endowments, update provided by Mary Wheeler

- Overall Goal: Develop the Kuali Endowment Module: Use the IU Foundation's system as a base for Kuali module – has 99% of functionality.
- Near-term objectives: Current period-get a handle on the functional requirements and enhancements - Planned delivery by December-January
  - Each institution to access the IUF ETA test system to process transactions and set up data entities that would be typical of their practices and policies
  - KEM team members are to “brainstorm” with their Kuali GL counterparts to talk about how the two modules may fit together, along with their gift systems. The purpose of the brainstorming is to identify issues, data values, etc.
  - Complete a questionnaire of institutional policies and practices, to enhance each institution's understanding of all of our needs
  - Review the scope document and enhancements and understand them completely, including what the impact will be on each institution.
- Progress: A scope document has been drafted, and the suggested enhancements are at stage 2 – they have been described in detail by the institutions. The member institution's are in various stages of accessing and understanding the IUF ETA system



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- Future Plans:
  - During the winter and early spring – answer the question: How does the Kuali Endowment Module fit into the overall Kuali project? There is a standard look and feel of Kuali docs – how does that fit in with the development of the KEM?
  - Perform Kuali fit analysis - how would the transaction documents fit into the Nervous System structure? What KEM transactions would be outside of the Nervous System structure? Deliverable by March 31, 2006
  - Detail design and development would start around April 2006.
- Issues:
  - Because this group is starting a bit farther back than the others in designing and developing the Kuali Endowment Module, it has been difficult to get organized and figure out what the next logical steps are. The size of the group was expanded but scope has been determined.
  - Have to accommodate a resource shortage. IUF will contribute 1 FTE as a development resource, and Kuali has 1 FTE allocated to Endowment Module – depending on other priorities.
  - Joan is the only FC member on the team – may be an issue, SMEs have not seen Kuali – this may be an issue for all phase II modules.
- Next Steps:
  - The need for a face-to-face meeting in mid-December or mid January is under discussion. Decision to be made by November 18.
  - Rescheduling calls to avoid conflict in meetings; bi-weekly, 11:30EST
- **Engage David Lyons in endowments.**

#### Workflow, update provided by Damon Dorsey

- Meeting since early September with the goal of identifying what if any gaps exist between partner institutions' workflow requirements (approvals and FYIs) and what the workflow functionality can provide.
- A majority of time spent reviewing current FIS document routing. FIS document groups reviewed include: Financial, Chart of Accounts Maintenance, Labor, C & G, Capital Assets and Accounts Receivable.
- Completed the review of current document routing in October and had several meetings following this for clarifications, general discussion and some preliminary identification of routing requirements. To bring this process to a close, partner institutions have been asked to identify and document workflow requirements that differ from current FIS functionality by November 11<sup>th</sup>.
- The identified requirements will be compiled and shared with the workflow technical team and be made available to the Functional Council. The goal is to identify needs above FIS.



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- Next meeting on 11/18 opportunity to have technical representation at the meeting to review as a group – get a general sense.
- Issues concerns: some items not reviewed: EPIC/ERA transaction, Capital Assets/Accounts Receivable. Plan to work with these teams to get information.
- Future Work—this committee was originally convened in its current form as a short-term (two month) effort with a fairly specific goal. Given the concerns above, there is still some work to be done toward this original goal that will need to occur in close cooperation with the committees for the associated modules. Beyond this, Damon is uncertain what the future form or goals of this committee should be.
- Discussion on routing changes
  - Will they be part of default configuration or do we expect institutions' to develop as part of implementation? Who does the work if new rules are approved? It is unclear at this point.
  - Requested to defer this conversation until documentation is shared with the technical team. Understanding is needed to accommodate for routing that does not occur today.
  - Will OneStart Workflow be able to accommodate?
  - We will save money upfront if the workflow is configurable.
- Discussion on sequence of modules
  - Starting with TP edocs: financial transactions, chart of accounts are a critical piece.
- Schools need to plan to ensure strong technical support on campus. Cornell has two people working on the workflow team. This is very expensive; however, in order to exploit capabilities technical resources need to be educated.

#### CoA, update provided by Bill Overman

- The chart of accounts sub-committee has been working on reviewing business rules in current FIS chart of accounts e-docs and classifying those rules, and developing a plan to document maintenance tables.
  - Plan to add additional information to the documentation developers are preparing in Confluence.
  - Plan to work with other SME groups to gather similar information for maintenance tables for other modules, both to provide consistency and to further our groups understanding of those tables.
  - Completed the review and classification of business rules for the account document, the account delegate document, and the object code document.
  - Completed first pass of the rules for the sub-object code document and will complete this task at their next meeting.
  - Expectation that the workload will increase as developers move into coding the rules identified.
- Impact on progress on the chart of accounts



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- The budget year and flexible claim on cash enhancements - initial definition of how this will work, but the possibility for modifications still exist.
- Additional enhancements may be necessary as the general ledger is converted to handle items that are currently hard-coded with IU rules. Those enhancements have not been identified at this time
- Some current functionality on FIS inquiry screens that I do not believe is planned for phase one (Account, Organization, and Organization Reversion Inquiry screens)
- Concerned that one school is not participating. Kathleen feels that the lead SME is not responsible for follow-up. Nobody on the KFC disagreed.

#### AP/Purchasing, update provided by Cathy and Kathleen

**Note: EPIC release is planned for Saturday 11/19/2005. Staff associated with the AP/Purchasing module was not in attendance.**

- Goal: To define a Purchasing/Payables model for each institution using the current Indiana University EPIC system; and to create enhancements to Kuali/EPIC for the Purchasing/AP area.
- The group has completed the functional specification document for 2 enhancements: Assign a Req to Buyer (which includes scope to split PO's, etc), and Commodity Codes. This is now being reviewed by institutions for final comment and then we will forward to the Development Team.
- Jennifer worked through real process flows with Delta and UH and documented areas where there are issues/concerns. The next steps are to determine how this can be shared, and what actions may result.
- Minimal progress on the A/P - need to reinvigorate the Electronic Invoicing Enhancement Subcommittee soon.
- Because of the Indiana University implementation of EPIC into production scheduled for 11/19, this SME team has not been meeting as much as they probably should have.
- Issue: The Disbursement Voucher document is part of the G/L team, but Accounts Payable people from this SME group need to be involved in that team. Cathy has asked Damon and Kymber to be included in their team meetings.
- Next Steps for Disbursement Voucher: Joan is gathering functional people (AP, edoc, travel, imaging, tax); Joan and Steve will provide a demo for members in the edoc subcommittee. This is a large document. Decisions need to be made while moving forward. Note: Jerry Neil sent out an inventory of functions for the DV yesterday
- Cathy and Jennifer need to invigorate the next teams, with priority being Electronic Invoicing, so we can create functional specification documents. Will refocus in January – the DV portion needs to get started.



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#### KRA, update provided by Lora O'Connor

- The functional subcommittee has been meeting on a regular basis for the past several months. The focus of the subcommittee has been to prioritize in-scope initiatives as well as review documentation and resolve issues in reference to the current module.
- The current module in development is Budget. This piece differs slightly from the financial documents, in that it contains 11 documents within it. The user is allowed to navigate between each of these documents in order to build a budget representative of their proposal. Also, the Budget does not route. There are some unique technical considerations for Budget in regards to the overall Kuali project.
- The subcommittee has reviewed business rules documents created by the pre-award Business Analyst for each of the primary pieces of functionality that correspond to the aforementioned 11 documents. A list of deferred enhancements was created for future reference. The business rules documents will be converted shortly to the approved FC specification format.
- In addition to the documentation for the current module, the subcommittee has been working on a gap analysis of the SF424 (R&R) Forms for the Grants.gov initiative. This initiative is gaining momentum due to the short timeline for implementation set forth by the National Institutes of Health.
- Grants.gov deadline: Lora O'Connor has assigned an IU resource to look at Grants.gov.
- There are no current issues causing delays or lack of agreement at this time. However, the response time from subcommittee members could be improved when additional information is requested.
- Concern: KRA consists of modules that require expertise of individuals not currently represented on the subcommittee. There has been a push for establishing additional subcommittees for those modules that require specific expertise, such as Conflict of Interest. Subcommittee members may feel unable to provide these names due to their institutional structure. How should these people be identified? Should Kuali establish a process for obtaining additional names for modules such as Conflict of Interest, Human Subjects, Animal Subjects, etc.?
- The final decision on KRA is pending with the Board. Until the Board makes a decision on the future of KRA, the development process will continue to fall behind.
- Post award is the focus driven by the Functional Council. Kathleen has expressed her concern to the Board – comments were minimal.
- There is a healthy interest in cross-pollination (pre-post award). Post award will go quicker; Pre-award is still unknown.
- Brad Wheeler is talking with institutions.

#### Accounts Receivable (Non-Student), update provided by

- Two meetings to date:



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- Friday October 7<sup>th</sup>, consisted of an FIS AR system demo, as well as an overview of the approved enhancements for the Phase II release.
  - Monday November 7<sup>th</sup>, consisted of Oncourse training, a review of the Kuali IB e-doc, and preliminary work on the functional spec document for the Customer Maintenance screens.
  - One area of concern is that SME members have expressed the need to compare our specs to those of their current systems and to document changes where differences exist. Additional functionality is beyond project scope at this time.
  - Future Plans: UC Davis, who is currently using a modified version of the IU FIS, has expressed a desire to demo their system for the Kuali AR subcommittee. UC Davis believes that the current functionality of their AR system is more comprehensive than the current IU FIS version. They have indicated that they would make their code available to us for the project if we were interested in their system's functionality. We have invited UC Davis to demo their system for the AR subcommittee via net meeting on December 12<sup>th</sup>. After the demonstration and future conversations with UC Davis, we will have a better picture of the future.
  - Developer resources are assigned based on IU's understanding of the system but resources may change; may encourage UC Davis to offer resources.
  - A business analyst has been assigned from IU and the documentation has started.
- C. Discussion on Financial Policy Templates and the Fiscal Officer Development
- What are the products? How will they be organized?
  - Financial Policy Templates
    - We need to provide a framework – structure, a minimal set of policies, template for language. **David Lyons will talk with NACUBO about resources; the Functional Council will provide guidance and oversight.**
  - Fiscal Officer Development
    - **Kymber will create a template using Indiana University's Fiscal Officer Development Series Curriculum packet.** Possible tools to include are: Power Point presentations, handouts, and training (case studies and pop quiz). The content will be different for each school.
  - rSmart will provide functional training.

### Project Manager Recap – Jim Thomas

- Before the meeting Jim was worried about scope and resources. After the meeting Jim is positive about Phase II scope and deferment of reasonable items.
- Jim is more concerned with Phase I. Some critical decisions have not been made and the delivery date for Phase I is four months away.
- General Ledger and Disbursement Voucher are a concern – late start and resource issues. Additionally, some items are not accounted for in the plans.
- Jim is working on filling the QA position again.



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- The developers will have a face-to-face (f2f) meeting the week of December 12<sup>th</sup>, 2005 – these meeting are most productive. It is possible that f2f meetings will become more frequent among individual development teams.
- Developers have local distractions, are they truly dedicated to Kuali? It is difficult to completely focus on Kuali assignments.
- The General Ledger needs to come to closure on issues.
- **Jim will outline and clarify deliverables expected for Phase I.**

#### Additional Comments – Kathleen McNeely

- Deadlines are encouraged; deadlines drive decisions.
- Some communication problems in the beginning, but we are getting better – timely and open discussions are occurring.

#### Additional Comments – Barry Walsh

- The Board acknowledges that issues are minimal with this project. The Kuali project is setting the bar high and others will be looking at the Kuali model.

#### Discussion on Documentation

- Interested parties need to understand Kuali technically and functionally.
- Documentation is an issue. Can this be outsourced? The Mellon Grant has budget designated for documentation.
- What are the expectations for March 31<sup>st</sup>, 2006? Jim Thomas is preparing a proposal for discussion at the Board Face-to-Face in January 2006, Tucson, Arizona. Kathleen commented that this proposal needs to be done ASAP.
- At a minimum, developing the documentation will require 2 documentation specialists: a technical and functional writer. Documentation will be an ongoing task to support Kuali versioning – this is a big task.
- Aaron Godert discussed a pilot group concept – created in parallel. A demo site would be supported for people to use and make decisions about Kuali implementation.
- Steve Lutter discussed Cornell's plans for summer 2006:
  - Install GL and CoA: Cornell will need assistance with the basic installation.
  - Cornell will test to see if Kuali works with Cornell's current infrastructure.
  - Cornell will use conference room pilots to perform feasibility assessment.
- Per Barry, the Kuali partners will have assistance with implementation. The documentation will be for non-Kuali partners. Kuali is more like a gated community than open source.
- Kathleen asked about rSmart's plans; rSmart will need documentation to get a partner. What is the objective of the documentation? Timing is crucial – we need comprehensive documentation for both functional and technical elements of Kuali.



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- Barry would discourage people if documentation is not available. People need documentation and support.
- Dick Barber – Helpdesk concept: if people download and do not understand, who is going to field the calls? This needs to be supported separately.
- Kathleen voiced concern about IU resources – IU does not have the resources to provide this service.
- Documentation can be supported by rSmart but they cannot provide this service on their own. **Dick Barber will talk with John Robison about fielding questions.**
- **Jim Thomas is interested to hear future plans from each core partner – what are the plans and/or expectations for April 1<sup>st</sup>, 2006? Please forward to Jim no later than December 1<sup>st</sup>, 2005.**