Team: Steering Team

Purpose: The Steering Team will oversee the project to implement SCT’s Banner Student-Financial Aid software system, the selection and implementation of an academic advising/degree audit software system, and the selection and implementation of other required ancillary systems.

Team Sponsor: Carl Patton, University President

Team Members: Ron Henry, University Provost and Steering Team Leader
• Reid Christenberry, Associate Provost and Chief Information Officer
• Bill Fritz, Banner Project Leader
• Cherise Peters, Banner Associate Project Leader
• Kevin Hughes, Cornelius & Associates
• James Squires, SCT

Resources: George Rainbolt, Admissions & Standards
• John Pratt, Cornelius & Associates
• Ed Cornelius, Cornelius & Associates
• Wanda Taylor, Administrative Support

Duties of this team:
1. Provide Direction. To provide overall project direction to the Implementation Team and Focus Teams.
2. Ensure Teamwork. To ensure that Georgia State University, SCT, and C&A work together as a team.
3. Provide Resources. To provide the financial and personnel resources required to successfully execute the project.
4. Remove Barriers. To remove barriers that might hinder the progress of the Implementation Team
and/or Focus Teams.

5. **Establish Boundaries.** To establish boundaries to the project and to the activities of the Implementation Team and Focus Teams.

6. Ensure that academic policy issues are addressed with the Banner Conversion Task Force (BCT). To ensure that all suggestions for new or modified academic policies are raised to the BCT for review. The BCT will make recommendations for new or modified academic policies to the Admissions & Standards Committee, and the Senate Executive Committee for final approval.

7. **Monitor Progress.** To monitor the progress of the project and to take corrective action when satisfactory progress is not being achieved.

8. **Communicate Support.** To communicate total and enthusiastic support for the project to the President, the Board of Regents, and the University community.

**Success Measures:**

1. All selected Banner Student-Financial Aid modules and the selected academic advising/degree audit system will be in production no later than 8/31/2002. Post-implementation clean-up will be completed no later than 12/31/2002.

2. The Banner Catalog module will be in production to support the Fall 2002 semester no later than 10/31/2001.

3. The Banner General Person module will be in production to support the Fall 2002 semester no later than 11/30/2001. General Person information from OASIS will be converted and loaded into Banner no later than 11/30/2001.

4. The Banner General Student module will be in production to support the Fall 2002 semester no later than 12/31/2001. General Student information from OASIS will be converted and loaded into
5. The Banner Academic History module will be in production to support the Fall 2002 semester no later than 1/31/2002. Academic History from OASIS (with grades through the Fall 2001 semester) will be converted and loaded into Banner no later than 1/31/2002.

6. The Banner Location Management, Faculty, Scheduling, Financial Aid, Recruiting, Admissions, and Transfer Articulation modules will be in production to support the Fall 2002 semester no later than 1/31/2002.

7. Admissions data from OASIS will be converted and loaded into Banner no later than 5/31/2002.

8. Academic History from OASIS (with grades through the Spring 2002 semester) will be converted and loaded into Banner no later than 5/31/2002.

9. A system to replace the current PACE academic advising/degree audit system will be in production no later than 5/31/2002.

10. The Banner Registration and Accounts Receivable modules, and selected cashiering and electronic payment systems will be in production to support registration for the Fall 2002 semester no later than 5/15/2002.

11. An ADVANCE Banner web registration for Fall 2002 semester will occur May 28 through June 2. A/R holds and balances from OASIS and Summer 2002 Phase 1 course registrations from OASIS will be converted and loaded into Banner just prior to this ADVANCE registration period.

12. An EARLY Banner web registration for Fall 2002 semester will occur July 5 through July 10. Incremental A/R holds and balances from OASIS and Summer 2002 Phase 2 and 3 course registrations from OASIS will be converted and
loaded into Banner just prior to this EARLY registration period.

13. A REGULAR Banner web registration for Fall 2002 semester will occur the first week in August 2002. Incremental A/R holds and balances from OASIS will be converted and loaded into Banner just prior to this REGULAR registration period.

14. Academic History from OASIS (with grades through the Summer 2002 semester) will be converted and loaded into Banner no later than 8/31/2002.

15. A LATE Banner web registration for Fall 2002 semester will occur during the first week of Fall 2002 classes. Incremental A/R holds and balances from OASIS will be converted and loaded into Banner just prior to this LATE registration period.

16. The production Banner Alumni & Development and Housing modules will be integrated with Banner Student and Financial Aid as part of this project. This will result in a single, integrated database supporting all of the installed Banner modules.

17. End-users will be adequately trained in the use of the system prior to module ‘go live’ dates.

18. An easy to use, end-user reporting environment will be designed and implemented as part of this project. Critical, must have reports, that are not provided as part of the purchased system will be developed and available prior to module ‘go live’ dates.

19. Technical and end-user documentation will be developed and available prior to module ‘go live’ dates.

20. Processes and procedures for operating the Banner system in a production mode will be developed and implemented by 12/31/2002.

21. All maintenance and support responsibilities will
be turned over to the appropriate functional and technical groups by 12/31/2002.

22. The Banner project team will be de-commissioned at the end of the implementation project – 12/31/2002.

23. This project will be completed at or under the approved budget.

**Budget:**

The approved budget for the Banner Student-Financial Aid Implementation Project is $11.0M.

**Boundaries:**

1. During the project, the *Steering Team* will strive to minimize negative impact on the operations of the University and customer service to the University community (students, faculty, and staff).

2. There will be a “freeze” on non-critical enhancements to the legacy student information system (OASIS) and to the legacy academic advising/degree audit system (PACE). Modifications to OASIS and PACE will only be made to fix ‘broken’ code, to correct corrupted data, or if the modification is required to satisfy mandated/legislated requirements.

3. There will be a strong prejudice against modifying either baseline Banner or the BOR/OIIT Georgia modifications to Banner. All suggested modifications will have to go through a review process.

4. The *Steering Team* will not be empowered to establish or modify academic policy. Recommendations for new academic policies or changes to existing academic policies will be raised to the Banner Conversion Task Force (BCT).

**Operating Guidelines:**

1. The *Steering Team* will meet once per month during the life of the project, or more often as needed.
2. The Steering Team will be a model for effective team processes.

3. The Steering Team will communicate their activities, decisions, and action steps, as appropriate, to various project personnel.

**Ground Rules:**

1. Team members will be prepared for all meetings.

2. Agendas for Steering Team meetings will be sent out at least 72 hours in advance.

3. Meeting minutes will be circulated within 48 hours of each meeting.

4. Team members will follow-up on all action steps that they commit to during a meeting.