

Seattle Colleges ctcLink Work Plan July – September, 2020

***Updated 7/20/2020**

7 Months to Go Live

July 1, 2020 – July 31, 2020

Headlines

- ❖ **College Go-Live Coordinator:** Create process and recruit for college go-live coordinators – in progress
- ❖ **Preparing for Cycle 3 Conversion:** Gathering updates for Cycle 3 Conversion & Validation
- ❖ Departments are busy making ctclink configuration changes after Cycle 2 Validation
- ❖ IT Security work kicks off

Heavily Impacted Employees

Enrollment & registration – updating configuration files
HR/Payroll Directors and Staff – updating configuration files
College Business Offices – Finance Department configuration revisions
IT Security Team – beginning to learn PeopleSoft permissions structure

Communications

- Newsletter updates
- Communications regarding Cycle 3 Validation

SCD IT & Security Activities

- **7/8** – Begin working with SBCTC to create College Security Support Plan
- **7/10** – Security Permissions walkthrough with SBCTC
- **7/13** – Begin working on populating Security Matrixes
- Planning for Cycle 3 validation effort (computer labs / access / automated validation)

ctclink (PeopleSoft Maintenance / Data Entry)

- Purchasing continues entering supplier entries into ctclink production environment

ctclink Configuration Activities

Finance

- Revise earlier configuration assignments based on results of Cycle 2 validation – **submit by 7/14**
- Address FMS data errors in legacy cleanup files
- Update data files for Cycle 3: **Assets**, Vouchers, 1099 balances
- Complete Finance ‘Delta’ files for new Budget Codes

HCM (Human Capital Management)

- Revise earlier configuration assignments based on SBCTC feedback and results of Cycle 2 validation – **submit by 7/14**

Campus Solutions

- Update data files for Cycle 3: Test Scores, Student Groups, Academic Standing, International Student Birth Country / Country of Citizenship
- Complete ‘Delta’ files for Courses, EPCs, Unusual Action Codes
- Revise earlier configuration assignments based on SBCTC feedback and results of Cycle 2 validation – **Submit by 7/8**
- **BPFG Workshop:** Running Start Billing (1/2 day) – July 20 PM

Data Conversion & Validation Activities

Cycle 2 - Validation Feedback & Configuration Updates

- Based on validation results we will make changes to Finance, CS, Student Financials, and HCM configurations

Cycle 3 - Legacy Snapshot

- Copy taken of SMS/FMS/PPMS on **July 17**
- Begin planning for Cycle 3 validation

6 Months to Go Live

August 1, 2020 – August 31, 2020

Headlines

Cycle 3 Validation Begins - Limited Service Fridays in Enrollment Services & Financial Aid to allow staff to focus on ctcLink on Fridays.

College Go-Live Coordinator: Select/assign college go-live coordinators

Heavily Impacted Employees

Registration & Enrollment, FA staff – Cycle 3 data validation beginning August 21
Cashiering, Business Offices, Accounting – Cycle 3 data validation beginning August 25
Instruction staff - Cycle 3 data validation, Course Catalog Workshop

Communications

- Newsletter updates
- Supporting staff engaged in Cycle 3 conversion

SCD IT & Security Activities

- **Security: Continue** Security Matrix mapping for User Acceptance Testing Users – due 9/25
- **HelpDesk:** Begin working on College Support Plan
- Supporting Cycle 3 validation effort (computer labs / access / automated validation)
- Prepare for automated validation efforts for student transcripts

ctcLink Configuration Activities

Finance

- Begin populating Security Matrix Spreadsheets (for UAT participants only):

HCM (Human Capital Management)

- Begin populating Security Matrix Spreadsheets (for UAT participants only):
- Start preparations with SBCTC for parallel payroll testing

Campus Solutions

- Begin populating Security Matrix Spreadsheets (for UAT participants only):

Course Catalog Production Workshop (8/10 – 8/13) to train staff to maintain courses in PeopleSoft. Includes production time to actually check and update converted courses.

Cycle 3 Data Validation

- **Campus Solutions:** August 21 – September 9
 - Validation Workshops on August 20
 - Student Accounts validation begins on August 21
- **Finance:** August 25 – September 9
 - Validation Workshops on August 24
- **HCM:** August 25 – September 9
 - Validation Workshops on August 24

ctcLink (PeopleSoft Maintenance / Data Entry)

- Purchasing continues entering supplier entries into ctcLink production environment
- Begin maintaining Course Catalog in ctcLink – Course Managers

5 Months to Go Live

September 1, 2020 – September 30, 2020

Headlines

Cycle 3 Validation Continues: Finance, Student Services, and HR/Payroll teams will continue Cycle 3 validation.

Preparation for Cycle 4: Finalizing our configurations for our last full conversion & validation test cycle

Heavily Impacted Employees

Registrars, FA Directors, Enrollment staff – Cycle 3 validation & prep for Cycle 4
College HR & Payroll staff – Cycle 3 validation, prepping for Payroll testing
Business Offices, Cashiering, Accounting - Cycle 3 validation & prep for Cycle 4
Instruction staff – Class scheduling worksheet

Communications

- Newsletter updates
- Communications Committee focuses on developing student and faculty communication plans for Fall and Winter
- Supporting staff engaged in Validation & prepping for User Acceptance Testing

SCD IT Activities

- **HelpDesk:** Finalize ctclink End User Support Plan
- **Security:** Populating Security Matrices for User Acceptance Testing Users – due 9/25
- Supporting User Acceptance Testing Spring 1 – computer labs, access

ctclink (PeopleSoft Maintenance / Data Entry)

- Begin dual-entry (SMS and ctclink) of course and class changes after production workshops
- Purchasing continues entering supplier entries into ctclink production environment

ctclink Configuration Activities

Finance

- Continue populating Security Matrix Spreadsheets: 9/8 – 10/2
- Revise Finance Departments based on Cycle 3 validation – submit by 9/14
- Update data files for Cycle 4: Assets, 1099 balances, Grants/Projects – 9/14
- Complete Finance 'Delta' files for new Budget Codes
- Address FMS data errors in legacy cleanup files – 9/17

HCM (Human Capital Management)

- Continue populating Security Matrix Spreadsheets: 9/8 – 10/2
- Update HR and Payroll configurations based on Cycle 3 validation

Campus Solutions

- Continue populating Security Matrix Spreadsheets: 9/8 – 10/2
- Update data files for Cycle 4: Test Scores, Student Groups, Academic Standing, International Student Birth Country / Country of Citizenship – due 9/14

Class Schedule Production Workshop (9/8 - 9/11): Staff training on how to build and maintain classes and schedules. Includes production time.

Parallel Testing

- Payroll Parallel Test #1 - 9/16 – 10/6 (12B)

Cycle 3 Data Validation (continuing from August)

- **Campus Solutions:** August 21 – September 9
- **Finance:** August 25 – September 9
- **HCM:** August 25 – September 9

Cycle 4 Conversion Preparation

- CS Configurations due 9/9/20
- HCM and Finance Configurations due 9/14/20
- Cycle 4 Snapshot on 9/18/20