



## Guiding Principles:

1. Use of full capability of technology to enhance support services to students, faculty and staff.
2. Automate and streamline as many existing processes as possible.
3. System will be implemented utilizing standard functions or already existing standard configuration functions.
4. Be open to the different PeopleSoft functions that can lead to the same or better outcome results.
5. Decisions will be made by quorum. Quorum is 5 out of 9 colleges.
6. Majority Rule will apply; no consensus decisions.
7. Timely decisions will be made to prevent cost overruns and delays.
8. Minimize the need for paper.
9. Business processes will be changed to minimize customization and ongoing maintenance.
10. Minimum to no customization. This would negatively impact the base software releases and upgrades.
11. Customization will only be approved if:
  - i. It is needed to comply with State, federal or other statutory or regulatory requirements.
  - ii. Cost to customize is minimal
  - iii. Already within scope of project
12. All policy decisions that cannot be made by the members of the functional user group will escalate to the SIS Operational Steering Committee.



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## Ciber Inc. Recommends New Module Roll-out Deployment Plan

Ciber Inc. has now been onsite working with the LACCD for about nine months. During that time Ciber has completed all the scheduled planning activities defined in the Statement of Work (SOW), has completed the Decision Director reconciliation, and developed a full project plan. The key activity during the planning phase was the fit/gap analysis sessions. It was during those sessions, which were conducted over 8 weeks, Ciber reviewed the key drivers for the implementation of PeopleSoft's Campus Solution software. A combination of everything that has been learned in numerous planning meetings has resulted in Ciber recommending a deployment that differs from the original plan that was proposed in the contract.

The original plan called for a phased deployment that would have two pilot colleges going live in the Fall of 2015 with the remaining seven colleges going live in the Fall of 2016. This was an approach that was requested by LACCD during the Request for Proposal (RFP) process which originally started over two years ago. Ciber has since learned that the main driver behind LACCD's request to

have a phased deployment was driven by a desire to reduce risk. The perceived risk LACCD was wanting to control originated in what resulted in a big bang rollout of SAP HCM in 2005. It was that experience that led LACCD to request a phased or pilot deployment by colleges.

Now however, after finally starting the project and being onsite to validate the proposal assumptions, Ciber has learned a different approach will better serve LACCD as a whole. Ciber believes the risk associated with trying to maintain the deployment plan to go-live with only two colleges in a pilot phase for 2015 with the rest coming live in 2016 under a single institution configuration is far greater than the risk in moving all nine colleges at the same time. For PeopleSoft's Campus Solutions application to run effectively for the "pilot" colleges, numerous temporary interfaces would be needed to pull any data for students or faculty that interact with non-pilot colleges into PeopleSoft so that it can have access to the information needed to service them effectively. It would also be necessary to manually input data from the PeopleSoft pilot colleges

## Ciber Inc. Recommends New Module Roll-out Deployment Plan

into the legacy DEC system so that the non-PeopleSoft colleges have access to all necessary information for students and faculty. The technical challenge alone would be monumental.

It is also worth mentioning that no PeopleSoft institution has ever tried a single institution “pilot” school deployment. The risk associated with trying to be the first to do that is certainly greater than what Ciber believes LACCD wants to undertake.

Deployment will still be phased in the sense that functionality will only come up as it occurs in the new Fall of 2015 Academic Year. That means that Admissions will go-live first in October of 2014 and then Financial Aid will need to go live with ISIR processing in January of 2015 before the rest of the modules are brought live to support actual enrollment. The revised recommended deployment schedule gives plenty of time for a comprehensive testing and training plan to be executed, mitigating any major flaws, issues, or bugs in the system. The main contingency will be a fall back to going live with everything in the Fall of 2016. Since even in the original model, DEC will be needed for the seven colleges that were not live in the Fall of 2015, there will be no reason it can't run for all nine colleges in 2015 if at any point it is felt the system is not fully ready to deploy. Ciber's implementation strategy supports numerous checkpoints to assess the progress and readiness for production. Should at any time LACCD feel something is not ready, Ciber will work to address the issue and bring things back on track to meet the Fall of 2015 go-live schedule. With 6 full months of complete production support, LACCD should be well covered after go-live to help with initial adoption. And again, if for any reason something major is not right, the project can always fall back on the contingency and push the whole cut-over back to the Fall of 2016 and still be delivered within the original and current project timeline.

To read the full Ciber Rollout Strategy White Paper, visit the SIS Modernization Project website at [www.laccd.edu/sismodernization](http://www.laccd.edu/sismodernization) and click on Intranet, followed by Project Plan.

The recommended module deployment plan was presented to the two decision making committees assigned to the SIS Modernization project. The new plan was unanimously approved by the Operational Steering Committee on August 5th and unanimously approved by the SIS Policy Advisory Committee on July 31, 2013. Interim Chancellor Dr. Adrianna Barrera also reviewed the proposal and has endorsed the new deployment plan. The final decision-making body that must review and approve the proposal is the LACCD Board of Trustees. If passed by the Board in its October meeting, the Office of General Counsel will work with the Ciber attorneys to amend the existing contract.

To learn more about the membership and role of the SIS Decision Making and Escalation Committees for the SIS Modernization project, please visit the project website at [www.laccd.edu/sismodernization](http://www.laccd.edu/sismodernization) and click on Intranet, followed by Project Plan.



### **Advantages of the Recommended Deployment Plan:**

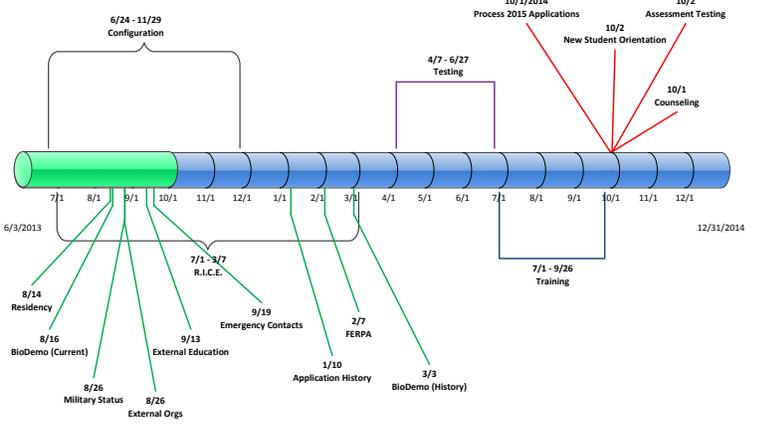
- The new SIS System will be developed, and piloted, Module-by-Module, across all nine colleges, in a phased schedule, this prevents a BIG BANG roll-out.
- Module roll out will be based on the student enrollment life-cycle.
- Data between PeopleSoft and DEC will consistently be synchronized throughout the module roll out because DEC will continue to serve as the primary system of record.
- DEC will remain on line throughout the recommended deployment plan to serve as a “safety net” and to produce the MIS and 320 reports for FY14/15.
- Debugging by Module roll-out, all nine campuses will participate producing a cohesive involvement of all nine campuses (synergy from working together).
- Resolved Multi-College enrollment issues—especially online enrollment.
- Elimination of existing problems surrounding Self-Service.
- A single solution will be used by ALL students maintaining quality customer service.
- Communication! A single message—with everybody participating at the same time.
- Leveraging cross-campus knowledge transfer.
- With the phased module approach, campus staff, per module will receive training and deploy the functionality at the same time.
- Implementing production Go-Live once.



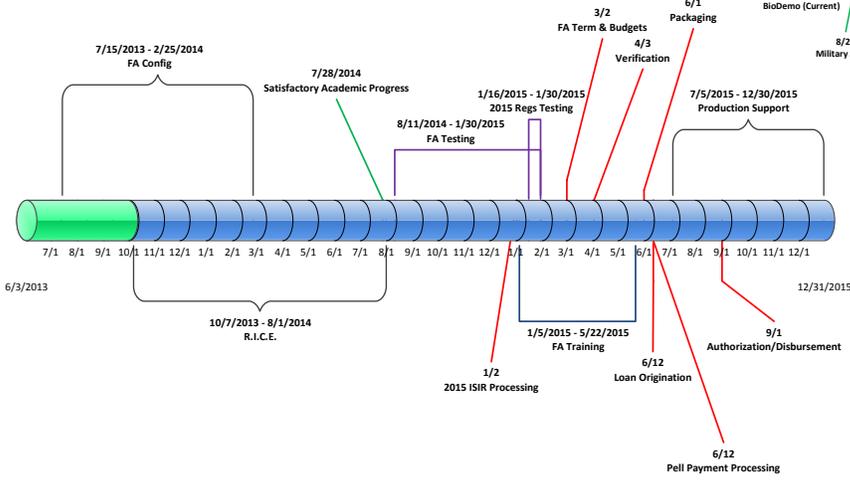
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# Module Roll-out Timelines

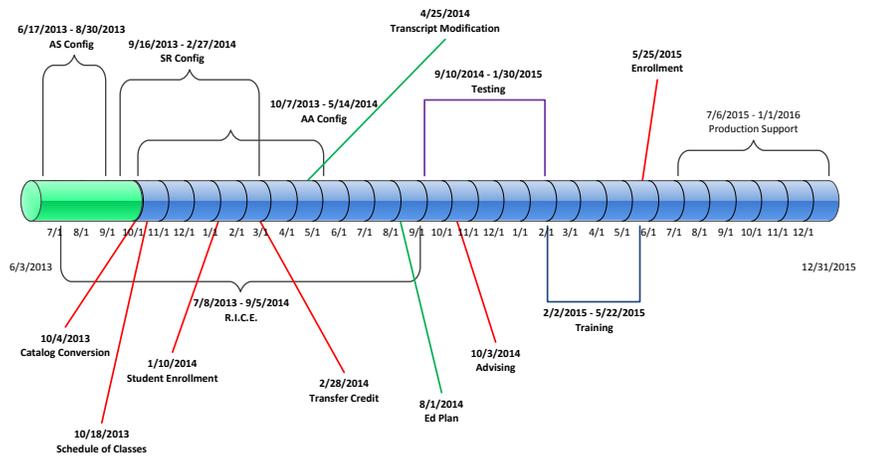
## Admissions / Recruiting / Prospecting / Campus Community (Fall 2015)



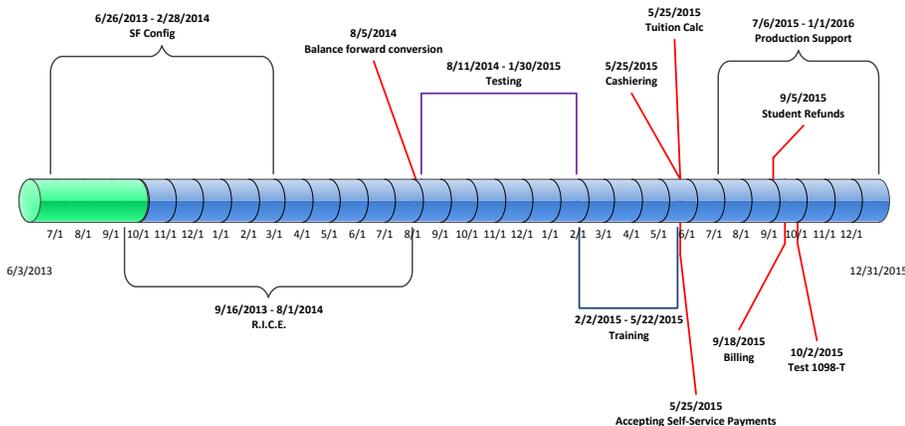
## Financial Aid (Fall 2015)



## Academic Structure/Academic Advising/Student Records (Fall 2015)



## Student Financials (Fall 2015)



## Meet James Weimholt: New Business Analyst



James Weimholt has over ten years of experience with PeopleSoft Campus Solutions including the full lifecycle implementation at Cal State LA and major version upgrades at San Jose State and Cal Poly Pomona. He has held roles as business analyst, systems analyst, PeopleSoft developer, and project manager in higher education settings. James is fascinated with all aspects of information systems and software development, and he gets his greatest satisfaction in partnering with end users to improve and automate systems. James holds a BS in Computer Information Systems and an MBA from Cal State Los Angeles.

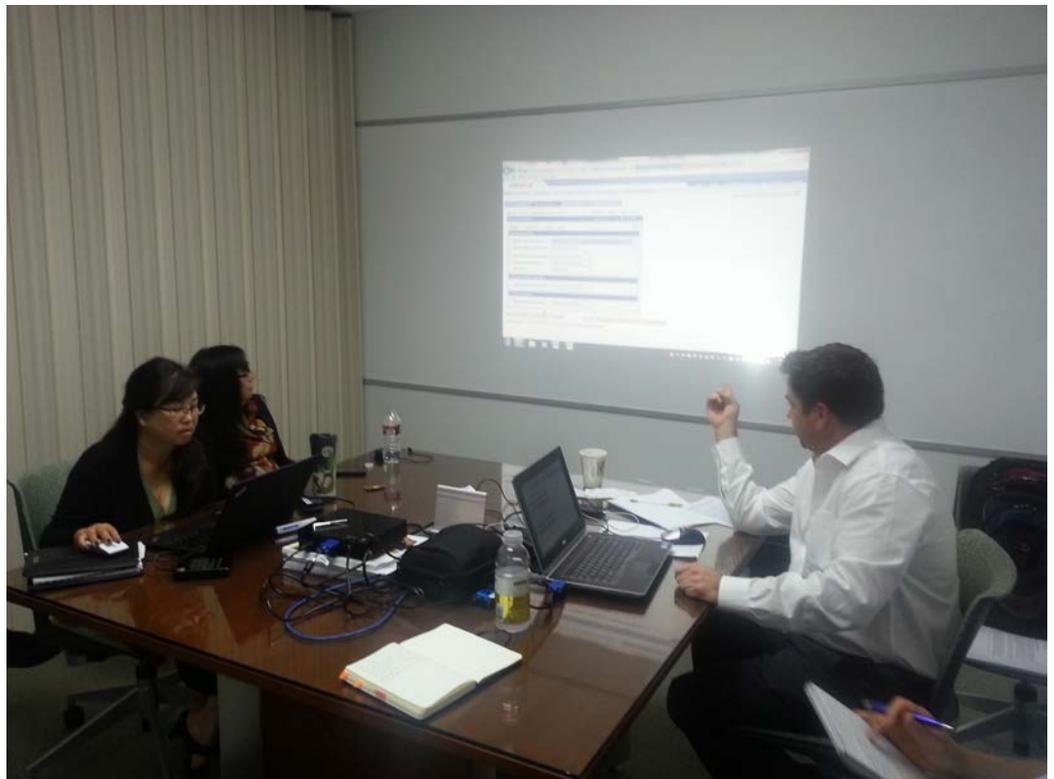
## ESC Technical Staff Attends Oracle PeopleSoft PeopleTools Training

Despite the newsletter's hiatus, the summer has been a very busy time for the SIS Modernization IT team. Many steps had to be taken in order to prepare for what was the upcoming configuration phase. One of the major tasks was training for our business analysts and programmers. We had 32 individuals attend a condensed and accelerated PeopleTools I/ II training. Two sessions were held splitting the large group into two groups of 16. Classes were conducted on June 17 and July 8. As described on Oracle University's website the PeopleSoft PeopleTools I / II Accelerated training offers a general description of PeopleSoft system architecture, along with the tool set used to develop new PeopleSoft applications, or customize existing ones.

The objectives of the class was to learn to:

- Develop new and customize existing PeopleSoft applications.
- Create and deploy a PeopleSoft application.
- Enhance applications and pages.
- Create and use sub records and sub pages.
- Create and modify PeopleSoft definitions.
- Create and use views.

The IT teams obtained great insight into the overall structure of PeopleSoft and the amount of effort required to create bolt-ons/extensions and customizations. They also learned why any type of customization is undesirable unless absolutely necessary.



## The SIS Marketing Plan

In a successful marketing plan, an organization must focus on the best way for getting services to move from concept to customer. As part of the SIS Project, a targeted Marketing Plan is being developed to move the organization from “A new SIS is coming,” to “The SIS Project is here.” On June 4, 2013 and Sept 18, 2013, two workshops were held with all the campuses’ public relations officers and/or staff to discuss marketing and communications of the SIS project, and lay the foundation for effective marketing of the SIS Project to the LACCD campuses.

The public relations staff of each campus provided input for branding the project, communications—including use of a project Website—and strategies for messages coming from the District, but being disseminated by each local campus in the way that is best for them.

In the near future, the branding image will be unveiled and a contest for naming the project portal will be conducted. The LACCD SIS Stakeholder community is absolutely vital to the success of the project. Working with each campus’ public relations team, our goal is to get the right message out at the right time to the right people and take any mystery out of the SIS project as we move forward.



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## Meet People Soft Campus Solutions: Configuration Teams

In late June, the SIS Modernization project transitioned to Prototype 2: Basic Configuration. The Project team will apply LACCD’s core configuration values to the unmodified base System. LACCD’s core data will also be converted to populate test databases in the Software. High-level configuration planning sessions have begun to define how the system tables will be configured to meet LACCD’s requirements and how the identified interfaces will be connected.

Data Conversion Planning is also a key activity in Prototype 2. During this segment conversion sources, data mapping and data cleanup occurs.

Small configuration teams consisting of district and college representatives meet daily with the lead consultant to configure the different fields/screens in PeopleSoft Campus Solutions. During the fourth week of every month, the functional users from the nine LACCD colleges and the Educational Services Center are invited to review the configuration set-ups developed by the configuration teams. At the monthly configuration review meetings, the functional users will have an opportunity to provide feedback on the completed configuration activities before the team advances to additional fields/screens in the module.

Below is a summary of the configuration activities that took place during the summer months.

### Student Financials

Lead Ciber Consultant: Ms. Sheena Porter  
LACCD Configuration Team: Josie Valencia (Assistant ERP Functional Business Analyst, ESC), Violet Amrikhas (Financial Analyst, Valley College), Hubert Lee (Central Accounting) and Christopher Nersisyan (SIS Modernization Project, IT Manager, ESC)

The Student Financials team has been working on creating the item table, which is a control table that holds the item type information. Item Types are similar to transactional codes that are required to post any transaction to the student account. In building the item type table, the follow tasks have been completed:

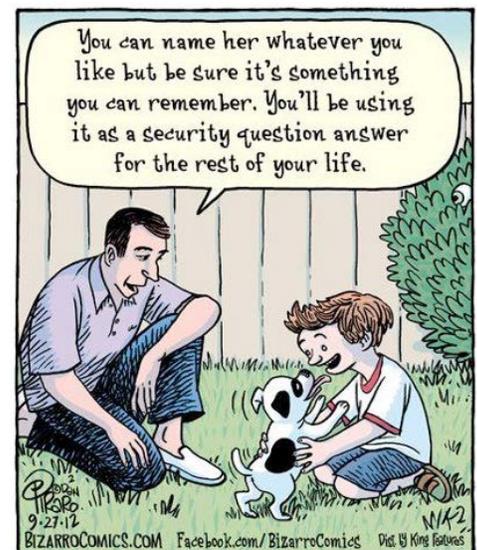
- Item Type numbering and naming logic was designed
- Mandatory Charge Item types for all colleges were created
- Item Type security tree was set up

In addition, we have been working with the Accounting Department to configure the General Ledger accounting strings associated with each transaction and on mapping the interface file from Oracle PeopleSoft Campus Solutions to SAP to post the transactions to the General Ledger.

We are now moving into the phase of creating term fees that are used for tuition calculation in conjunction with the item types to assess the mandatory fees (Enrollment Fee, Health Fee, Student Rep Fee Non-Resident Tuition, Non-Resident Tuition F1, Capital Outlay, SEVIS, and IMEDS) that should be charged to a particular group of students based on specific criteria; for example, ITV students vs. students taking online courses or a combination of both. The term fee component is also used to calculate the fee due dates and the refund schedule in the event of a drop/withdrawal, for all term fees.

### Campus Admission / Recruitment Community/

Lead Ciber Consultant: Ms. Roslyn Fletcher  
LACCD Configuration Team: Dominic Kwan (Supervising System and Programming Analyst, ESC), Olivia Alvarado (ERP Functional Business Analyst, ESC) Rocio Rubalcava (A&R Supervisor, City College) and Anna Salazar (Registrar, East LA College)



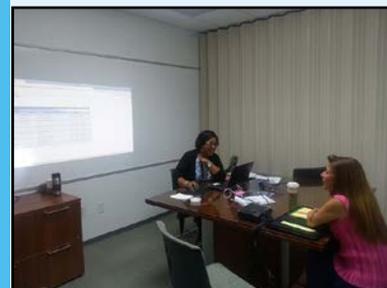
## Campus Community Implementation Team Summer Activities

This summer the Campus Community implementation team designed the core framework for bio-demographical and external organization data in PeopleSoft. This framework is shared by all of the PeopleSoft modules, including Recruiting and Admissions, Student Records, Student Financial Aid, Student Financials and Academic Advising. Now that Campus Community data has been configured in PeopleSoft, it is possible to create in the Test PeopleSoft environment a new Person and new External Organization (school or vendor) record that will store current details as well as historical data changes. Converting DEC bio-demo records is also underway now that the core bio-demo fields have been configured. Shared data elements set up so far include:

- Names: Additional name types for diplomas and international students have been added.
- Addresses: Address types for diplomas and international addresses have been added.
- Birthdate
- Gender
- Citizenship
- Visa Type: Includes a complete list of all Department of State visa types.
- Social Security Number
- Ethnic Background

- Phone: Home, Cell, Work and Campus phone types.
- Email: LACCD (campus) and Personal email types.
- Health: Immunization and TB test information.
- Accommodation Types
- Residency Status: Includes information about exceptions to residency for fee purposes and also a page for capturing residency appeals.
- External Organizations: A comprehensive list of high schools and colleges from California, throughout the United States and other countries is being stored in PeopleSoft. Accreditation status, multiple locations and multiple contacts for each school or business can also be stored.
- Languages: Includes the ability to capture a student's proficiency in one or more of 62 languages.
- Extracurricular Activities
- Athletic Participation
- Search/Match: The core team configured a comprehensive Search/Match set of rules that will identify pre-existing people and potential duplicates in the new system.

In addition to setting up these shared data elements, the team configured the Student and Exchange Visitor Information System (SEVIS) core tables in PeopleSoft needed to issue an I-20 form for an F1 student. PeopleSoft SEVIS functionality accesses shared data that will reduce data entry time and also centralize the alerts system that is needed to manage immigration reporting requirements.



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**October's Monthly Configuration Review Meeting**  
**Open to all LACCD employees.**

**Meetings will be held at the ESC, 6th floor conference room**

**Financial Aid**

Tuesday, October 29, 2013  
9:30 a.m. - 12 noon

**Student Financials**

Tuesday, October 29, 2013  
1:00 p.m. - 3:00 p.m.

**Admission/Recruitment/  
Campus Community**

Wednesday, October 30, 2013  
9:30 a.m. - 12 noon

**Student Records**

Wednesday, October 30, 2013  
1:00 p.m. - 3:30 p.m.

**To view September's configuration review meeting presentations, visit the project website.**



## Meet PeopleSoft Campus Solutions: Configuration Teams

### Financial Aid

Lead Ciber Consultant: Mr. John Tinney  
LACCD Configuration Team: Aguié Alvizo (Financial Aid Technician, CFU), Samantha Arambegedara (Senior Accountant, Central Accounting Unit), Larry Choi (Computer and Network Support Specialist, CFU), Cheuk Fong (Senior Software Developer, ESC), Lindy Fong (Financial Aid Manager, East LA), Socorro Magana (Financial Aid Technician, CFU), Thai Quach (Senior Computer and Network Support Specialist, CFU), Anafe Robinson (Financial Aid Manager, Pierce College), Cynthia Sandico (Financial Aid Manager, CFU), Albert Saryan (System & Programming Supervisor, ESC), James Weimholt (ERP Functional Business Analyst, ESC), Jason Zhu.

The Financial Aid implementation team has been working diligently to configure PeopleSoft Campus Solutions in a way that will satisfy the business requirements of all nine colleges. The ultimate goal is to streamline processes where possible, and deliver a quality user experience for the students. We began by configuring the Financial Aid default tables. These values have a major impact on downstream Financial Aid processes. For example, how the system calculates Pell Grant awards is dependent on how the default tables are configured. We've also configured the rules that determine how ISIR (FAFSA) data is loaded and stored in the system. The ISIR load triggers several other processes including activating students for the aid year and the building of a 'Financial Aid Term'. The largest configuration to date has been building the Financial Aid Budget system. There are numerous components that have to be configured in order to automate the building of a student's Financial Aid budget. This includes creating budget categories, items, and formulas which will all come together to create an accurate budget for each student that applies for Financial Aid. Budgets are essentially an estimate of costs and is a major factor in a student's award package.

Over the coming weeks we will begin configuring Financial Aid Award tables. Each of the nine colleges will have their own set of item types (fund codes) which

will require participation from all members of the implementation team. In addition to creating item types we will also be configuring aggregate tables, awarding rules, disbursement schemas, and many other award related tables.

Having so many team members involved with configuration is one of the best ways to learn how the system works which will help with troubleshooting issues that arise in the future.

### Student Records

Lead Ciber Consultant: Mr. Stephen Iron  
LACCD Configuration Team: Edward Afana (ERP Functional Business Analyst, ESC), Johnny Berella (ERP Team Leader, Student Systems, ESC), Bobbi Kimble (Dean, Educational Support Services, ESC)

The Academic Structure team has finished the base configuration for LACCD. This includes the creation of:

- Academic Institutions.
- LACCD Campuses. – All colleges have been added.
- Academic Careers. CR = Credit
- Level and Load rules. In conjunction with the Financial Aid Team, Level Load Rules have been created.
- Define Academic Organizations and Groups. Over 400 Organizations and Groups have been created covering all colleges.
- Define subject areas. 533 unique subjects.

The Student Records team has converted the catalog of classes. There were well over 20K unique courses resulting in over 550k rows of data that have been entered into PeopleSoft.

The next steps will be the conversion of the student majors, enrollments and graduation credentials.

