



Project Charter

HRSA 9.0 Upgrade

April 24, 2007

Executive Sponsors (ERP Executive Council): Paul Gandel, Lou Marcoccia, David Smith, Eric Spina, Eleanor Ware

Sponsors (ERP Council): Maureen Breed, Jim Crimmer, Susan Donovan, Bob Hartley, Neil Strodel, Chris Walsh

ERP Director: Erik Anderson

Project Manager: Linda Saul

Project Overview

Analyze, develop, test and upgrade to Oracle Campus Solutions 9.0. This will require installation of technical infrastructure, conversion of data and customizations from HRSA 8.0 to the new release, and testing all business processes that are supported by the system. Some functionality improvements will be included.

Objectives

- a) Provide functionality improvements, such as more intuitive navigation, improved interfaces between Campus Solutions and Financials through Integration Broker, and some self-service functionality. Additional improvements will be deployed after the upgrade is completed.
- b) Remove customizations that are no longer needed.
- c) Comply with payroll and financial aid regulations.
- d) Improve system performance and availability at a lower total cost of ownership.

Business Justification

- a) To get payroll and financial aid regulatory updates, SU must maintain support with Oracle. Support for version 8.0 expires on August 31, 2008.
- b) Oracle enhances functionality and technology with each release, and version 9.0 positions the University to take advantage of Oracle's next generation products (Fusion).
- c) Use of the current release enables effective collaboration with other HEUG institutions, and optimizes our use of the significant investment we have in Oracle.
- d) New infrastructure consolidates Operating Systems support and provides flexibility to add hardware to increase performance at a lower incremental growth cost.

Major Milestones

Charter and budget authorized	May 11, 2007
Scope approved.....	June 30, 2007
Begin initial pass of upgrade (infrastructure ready)	September 30, 2007
Upgraded database available for redevelopment and unit testing	January 3, 2008
Lifecycle testing begins.....	June 16, 2008
Upgrade implemented.....	September 28, 2008



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Roles & Responsibilities

Executive Sponsors (ERP Executive Council) – Authorize project charter, approve budget and milestone schedule.

Sponsors (ERP Council) – Provide internal resources for project, provide overall direction for the project, approve detailed project plans and schedule, monitor overall progress, work with the Project Manager to resolve issues.

ERP Director (Erik Anderson - tbd)

Project Manager (Linda Saul) – Provide overall coordination of technical and functional project plans, identify and manage project participants, communicate goals/objectives to project participants, identify and schedule tasks, resolve issues, ensure delivery of benefits.

For other project roles and responsibilities, refer to chart titled [Roles & Responsibilities – Upgrade.doc](#)

Project Deliverables

- a) Project documents: project charter, scope statement, risk management plan, schedule, communication plan, test plan.
- b) Retirement of version 8.0 and deployment of Campus Solutions version 9.0.
- c) Redevelopment or retirement of customizations (as identified during discovery).
- d) New functionality determined to be in scope (as identified during discovery).
- e) Deployment of commodity hardware and Linux operating system.
- f) Upgrade database from Oracle 9i to 10g.

Signatures

We authorize the project manager to commit resources to the project.

Paul Gandel

Lou Marcoccia

David Smith

Eric Spina

Eleanor Ware