

Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Agenda

NAME OF COUNCIL/TEAM: Enterprise Level Scheduling Solution - ELSS (2018-2019)		
OBJECTIVE OF MEETING: Introduction to Project, Review of Charter, and Review of Project Objectives.		
DATE: 08/31/2018 TIME: 10:00am	LOCATION/ROOM #: Admin Conference Room CALL-IN NUMBER: +1 408 638 0986 or +1 646 558 8665 CALL-IN CODE: 645 765 330	
FACILITATOR(S): Kale Braden, Dyne Eifertsen, Kevyn Montano		
TIMEKEEPER:		
ASSISTANT: Kevin Porter		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
ELSS Charter and Scheduling Process Report		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Allotted
Introductions""	All	10 min.
Overview and History of Enterprise Level Scheduling System Project	Braden, Eifertsen, & Montano	20 min.
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Discussion of Charter: ~ PROJECT BACKGROUND AND NEED ~ PROJECT PURPOSE AND SCOPE ~ PROJECT OBJECTIVES ~ PROJECT DELIVERABLES ~ SUCCESS INDICATORS ~ PROJECT ASSUMPTIONS ~ PROJECT RISKS, CONSTRAINTS, OR DEPENDENCIES ~ PROJECT TIMELINE/KEY MILESTONES ~ PROJECT ORGANIZATION, ROLES, AND RESPONSIBILITIES	Braden, Eifertsen, & Montano	30 min.
Sub-teams and invited experts/guests.	Braden, Eifertsen, & Montano	15 min.
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
Ad Astra User Access levels. Recommendations on security levels within the Ad Astra Systems (who has action to view, edit, and add scheduling information).	Braden, Eifertsen, & Montano	

Room Preferences/ Restrictions (Establishing the rules by which sections are assigned to classrooms)	Braden, Eifertsen, & Montano
Event Processes and procedures	Braden, Eifertsen, SEARS, & Montano
Recommendations on changes that might be necessary to room numbers and names and processing of those recommendations (if approved) into both the Ad Astra and PeopleSoft systems.	Braden, Eifertsen, & Montano
Developing business practices, protocols, and procedures for utilizing Ad Astra Scheduler and Ad Astra Platinum Analytics to develop ARC's schedules	Braden, Eifertsen, & Montano
Protocols and recommendations on utilizing the analytics within the Ad Astra systems.	Braden, Eifertsen, & Montano
Identify and develop additional technological infrastructures needed to support scheduling within the Ad Astra systems.	Braden, Eifertsen, & Montano
OTHER INFORMATION: The ARC Enterprise Level Scheduling System Implementation team will be focusing upon the installation, configuration, and operational protocols of the scheduling software, not building ARC's Academic schedules.	