

The President's Blue Ribbon Task Force on Restructuring has recommended two academic restructuring plans for consideration. The Campus Information Team and the Peoplesoft Development team have been tasked with providing a timeline and estimate to implement the proposed academic structure changes in the Peoplesoft HR/SA systems. As with any technical system, there are many options available to achieve the desired results. This document addresses the option of reflecting the academic structure changes in the administrative systems, i.e. inactivating current programs, moving plans (majors) under different programs (colleges), etc.

In determining the estimate and timeline requirements, the following assumptions are made:

- The academic reorganization will be effective for the fall 04 semester. It is strongly recommended that academic structure changes of this magnitude be applied at the beginning of a fall semester. Degree audit reporting requires that academic structure changes be implemented prior to fall term. Implementing changes of this type at mid-academic year will introduce data integrity challenges and reporting issues.
- The academic reorganization plan will be finalized and approved by no later than June 1, 2004 in order for the system changes to be applied by the fall 04 semester begin date.
- The Peoplesoft data must reflect the new structure by no later than August 8, 2004. This will allow sufficient time for data cleanup and Financial Aid re-budgeting prior to fall disbursement on August 14.
- Both Plan A and Plan B can be accommodated in the Peoplesoft system. Plan A requires less manual data entry effort to complete. Plan B proposes splitting larger programs which will require more manual data analysis and cleanup.
- There will be a representative from each area affected by the reorg to act as a Peoplesoft Structure Implementation Committee member. The implementation committee members will be the decision makers and liaisons for their respective areas.
- The July/August Peoplesoft updates and fixes schedule will be impacted due to resource requirements necessary to complete the reorganization data changes in the Peoplesoft systems.
- The ability to deliver new enhancements to NAU's Peoplesoft system will be impacted due to resource requirements necessary to complete the reorganization data changes.
- Sunday, August 8 from 6-noon will be dedicated to implement the majority of the Peoplesoft data changes. This may require that the system be unavailable to online users from 6-noon. Downtime on this date will impact final grading for summer 04 sessions.
- All data changes must be completed and signed off by August 1 in preparation for the August 8 implementation. This timeline allows one week for staging of program modifications, planning for unexpected data entry clean-up tasks, campus communications, etc.
- Prospect, applicant and non-continuing student records for summer 04 terms and earlier will not be changed to reflect the new academic structure. Comparison reports to semesters prior to fall 04 will continue to reflect the academic structure as it existed prior to fall 04.

Technical Implementation

After reviewing the Blue Ribbon Task Force restructuring recommendations, the Campus Information and Peoplesoft Development teams met on 2/26/04 to determine technical implementation timeline and estimates. The Information Resource Management team was unable to attend this discussion. The effect of the Peoplesoft academic data restructure on data warehouse and ODS reports is not included in this document.

The scope of the project was discussed and CIT and PS Development determined the following deliverables:

- **Peoplesoft academic structure plan changes.** A detailed data implementation plan as well as PS Development cross-reference tables will be created. This task will rely heavily on the Peoplesoft Structure Implementation Committee for guidance, direction and decision making. This task is the cornerstone to a successful and timely implementation of the Peoplesoft data changes required to reflect NAU's new organization in the transactional systems.
 - Task duration: 6/1/2004 through 6/21/2004
 - Time estimate: 3 weeks
 - Key members: Campus Information Team Business Analysts, Peoplesoft Structure Implementation Committee

- **Apply Peoplesoft academic structure data changes.** This task accommodates the manual data entry required to implement the data changes to Academic Groups, Academic Programs, Organization Trees, Academic Organizations, Plans, DLS program offerings, etc.
 - Task duration: 6/22/2004 through 7/2/2004
 - Time estimate: 2 weeks
 - Key members: AIO and DLS Business Analysts, 2 full-time data entry operators

- **Course catalog and schedule of class changes.** This task accommodates the development and testing of programmatic data sweeps required to reflect the academic structure changes in the course catalog and schedule of class data for fall 04, winter 04 and spring 05.
 - Task window: 6/22/2004 through 8/1/2004
 - PS Development estimate: 2 weeks
 - System testing estimate: 1 week
 - Key members: AIO Business Analyst, AIO staff members, PS Development

- **Prospect and Admissions data changes.** This task reflects the effort required to modify fall 04 and greater prospect and applicant/admit data. A new row must be created reflecting the program/plan changes for the prospect/applicant data. This task also accommodates the effort required to deliver data changes to CollegeNET reflecting NAU's new academic structure.
 - Task window: 7/2/2004 through 8/1/2004

PS Development estimate: 2 weeks

System testing estimate: 2 weeks

CollegeNET deliverable: 1 week

Key members: DLS, AIO and Admissions Business Analysts, PS Development

- **Student Records data changes.** This task reflects the effort required to implement the program/plan changes to student data. A new program/plan row will be required to reflect the student's new program/plan data. This task also addresses updates to student attributes. The data update will exclude any student who has applied for summer graduation and will only apply to continuing or new students for fall 04 semester and beyond.

Task window: 7/2/2004 through 8/1/2004

Programming requirements: 1 week

PS Development estimate: 2 weeks

System testing estimate: 1 week

Key members: AIO and Student Records Business Analysts, PS Development

- **Student Advisor Code updates.** This task reflects the effort required to reflect accurate advisor codes after the program/plan changes to student records.

Task window: 7/2/2004 through 8/1/2004

PS Development estimate: 1 week

System testing estimate: 1 week

Key members: Student Records Business Analyst, PS Development

- **Enrollment Cohort process.** The academic restructure will affect the method in which enrollment cohorts are determined. The logic which determines graduate student cohorts will be considerably impacted.

Task window: 8/9/2004 through 9/17/2004

PS Development estimate: 2 weeks

System testing estimate: 2 weeks

Key members: PAIR Business Analyst, PS Development, IRM

- **HR/Payroll/Budget data changes.** This task reflects the effort required to update NAU employee records to reflect changes associated with personnel reorganization.

Task window: 6/21/2004 through 7/1/2004 (fiscal year begin)

Time estimate: 3 days

Key members: HR/Payroll Business Analyst, Budget office, 2 full-time data entry operators

- **Degree Audit Requirements.** This task reflects the effort required to update degree audit requirements to reflect the new program/plan structure.

Task window: 7/2/2004 through 8/1/2004

Time estimate: 4 weeks

Key members: AIO degree audit staff members

- **Degree Audit Student Exceptions.** This task reflects the effort required to update student exceptions.
 - Task window: 8/9/2004 through 8/27/2004
 - Time estimate: 1 week
 - Key members: 2 full-time data entry operators, AIO degree audit staff members

- **Degree Audit functionality.** Records for students following older academic catalogs whose program/plan data is affected by the new academic structure will require manual updating in order to avoid loss of degree audit reporting functionality.
 - Task window: 8/9/2004 through 8/27/2004
 - Time estimate: 3 weeks
 - Key members: 2 full-time data entry operators, Campus Information Team, AIO staff

- **Financial Aid Re-Budgeting.** This task reflects the effort required to re-budget those students impacted by the academic structure change.
 - Task window: 8/9/2004 through 8/13/2004
 - Time estimate: 1 week
 - Key members: Financial Aid office personnel

- **Student Financials Item Types/Advantage system impact.** This task is dependent on decisions regarding allocation of class and program fees. New item types and interface to Advantage may be required.
 - Task window: 7/2/2004 through (no defined ending date – once structure in place, tracking and reporting will be simplified)
 - Time estimate: 2 weeks
 - Key members: SF Business Analysts, Advantage IT team member, 1 full-time data entry operators.