

Charter – ERP Business Operations Committee

Mission

The mission of the ERP (Enterprise Resource Planning) Business Operations Committee is to ensure Division of Information Technology scheduled work does not conflict with other major Institutional events. This group also is responsible for coordinating the testing of proposed implementation of new products or releases prior to being moved to production status to minimize the negative impact of any change.

Goals

Coordinate the testing and implementation of projects which may impact multiple modules, considering:

- New release training and implementation schedules,
- EMU business activity calendars,
- New product implementation.

Objectives

- Coordinate the use of test database instances and the schedule of refreshes in conjunction with the Division of Information Technology.
- Recommend, in conjunction with the Division of Information Technology, hours of operation for the EMU technology environment, considering:
 - Business needs
 - Customer needs
 - Support constraints
 - Infrastructure maintenance and support requirements
- Communicate to all parties that may be affected by the operations schedule to assure that appropriate action can be taken – e.g., Help Desk, Training, user constituencies.

Composition

The Committee should be composed of major stakeholders responsible for the day to day operations of their specific functional area.

I.T. will provide two representatives. One representative from each of the following Divisions/Departments:

- Academic and Student Affairs
- Admissions
- Advancement
- Business and Finance
- Faculty Senate
- Financial Aid
- Human Resources
- Payroll
- Records and Registration
- Student Business Services

Other offices may be asked to participate on a regular basis to assist in planning purposes, as a non-voting representative.

Chair

Co-chaired by a Division of Information representative, assigned by the CIO, and a business department representative, chosen from the committee at large.