

Please share this update on the CUNYfirst Project with your colleagues; those who are now directly working on CUNYfirst tasks and those who will be managing change in the future.

- **Update at Queens College and Queensborough College**

As of this writing, more than 31,000 students have registered for at least one class in the new CUNYfirst system. That number is very close to the total number of students who registered for classes in the fall term. Understanding and executing new ways to do things and learning where to find certain information remain the challenges for the students, faculty and staff at the Vanguards.

- **Conference Room Pilot Sessions (CRPs) for Wave Two**

On Tuesday, meetings began with a large group of Subject Matter Experts (SME's) and the CUNYfirst Campus Solutions team to begin introducing and learning about the configured CS system to the Wave Two Colleges (remaining Community Colleges, CUNY Law and Lehman College). The first all-day session focused on the structure of the system and a look at how security roles play a part in who can use CUNYfirst and what access they will have. On Wednesday, three separate sessions were held focused on Student Records, Admissions and Student Financials (Bursar and Financial Aid). At all sessions, it was clear that college professionals are gearing up and are anxious to understand the many tasks needed to prepare them to get ready for launch. All of the sessions had full attendance and the SME's were actively engaged in learning about the new system and how it will work in their office and at their Colleges.

- **CRP Sessions Continue for Wave Two**

Below is the schedule for next week's CRP session for Wave Two SME's with updated room locations. The schedule for all CUNY meetings involving College SME's can be accessed by going to <https://firstcalendar.cuny.edu>. Participants must carry College or CUNY ID to enter buildings. We also ask that those who attended last week's session continue to attend session area meetings

Date	CRP Session Topic	Location
Tues Jan 25	Student Records (2)	Oracle – 101 Park Office - Near Grand Central
	Student Financials (2)	Oracle – 520 Madison Avenue Room 30104 - 30th Floor
Wed Jan 26	Admissions (2)	Hunter College - School of Social Work - 129 East 79th Street - Room 1010
	Student Records (3)	Oracle – 520 Madison Avenue Room 30102 - 30th Floor
	Student Financials (3)	Oracle – 520 Madison Avenue Room 30104 - 30th Floor

- ***Communication (Wave Two)***

Also on Tuesday, the first of many Communications Workshops – Boot Camp – was held at the Graduate Center for the Wave Two Colleges, conducted by CUNYfirst Communications Manager John Ray and Communications Assistant Dan Gornetzki. In attendance were Communication Liaisons, and, depending on the College, representatives from Student Life, IT, Webmasters and Design and Project Liaisons. The purpose was to revisit communication plans that were created for Queens College and Queensborough CC for their launch and review their evolution and execution. Representatives from both colleges by professionals and students helped those in attendance learn the experience of introducing CUNYfirst to the Vanguard communities and getting students, faculty and staff working in the system. The sharing of their experiences will serve as a great starting point for the new colleges in planning a communications strategy, especially in creating efforts to involve students as leaders and consumers. Workshop attendees were also given examples of visual and written communication that was created to serve as a blueprint.

When we move into subsequent waves, similar workshops will be organized around the lessons learned at all the Colleges that have gone live with CUNYfirst Campus Solutions.

- ***Project Management – Managing Change (Wave Two)***

Later Tuesday afternoon, Wave Two Project and Change Management Liaisons met at a session led by CUNYfirst Project Lead Mara Bianco, and Organizational Readiness Manager Dr. Linda Shatzer. This meeting was focused on strategies for success, readiness activities (what we need to work on now and as we get closer to launch), application security and creating business continuity plans. As with the CRP sessions, everyone acknowledged the timing of tasks, the volume of work and attention to detail. College representatives requested on-going support from the CUNYfirst team and timely, transparent communication about deadlines and project requests. The colleges were asked to create calendars and asked to support the train the trainer model that will drive learning and adoption during Wave Two.

- ***Upcoming Modules***

The CUNYfirst Project is busy with additions to the HCM and TAM modules, and working on the launch of inbound (City/State) payroll and Work Study Payroll tools. The Procurement team is ramping up our efforts to begin building the Procurement module. Our team has been looking at process flows and interface designs in light of how we'll need to work with new Procurement systems at the State and the City. We are working with our implementation partners to create a schedule and will be reaching out to our college experts soon to share our goals, timelines, meetings/work sessions and other items pertaining to launching this complex, important and widely used new set of tools.

- **Maintenance – CUNYfirst Unavailable Saturday night to Sunday night**

The CedarCrestone has scheduled Maintenance for this weekend. All instances will be unavailable beginning:

Start Date: January 22th,2011

Start Time: 7:00 PM ET

End Date: January 23rd,2011

End Time: 7:00 PM ET ** (see comment below)

Note: A list of the high priority instances will be provided by the Oracle Technical team and the CUNY Production Support team that will be brought up early after maintenance is complete: Please provide this information to other team members as needed.

Pstage will be unavailable from 9am Saturday, 1/22/11 until 8am Monday, 1/24/11 due to extended maintenance.