

## Project Status Report

Team:	Banner Project - Overall
Team lead:	Sue Korzinek, Project Manager
Date submitted:	11/30/04

- Banner Pre-POPs meeting was held on 10/27/04 and 10/28/04
  - Attendees
    - Bob Eaton, SCT Project Mgr
    - Karen Peters, SCT Account Mgr
    - Sue Korzinek, GVSU Project Director
    - Bob Fletcher, GVSU executive sponsor
    - Chick Blue, GVSU SIS Project Mgr
    - Ruthanne Griffin, GVSU HRS Project Mgr
    - Pam Achtyes, GVSU FRS Project Mgr
    - Ken Fridsma, GVSU Financial Aid representative
  - Project Charter defined
  - Summary of SCT processes was given by Bob Eaton
- Week of 11/8/04
  - Order hardware – IBM eServers
  - Open position for Unix Administrator
  - Open position for Oracle DBA
- Banner Kick Off meeting was held on 11/11/04 with Vice President of Administration and Finance, Tim Schad, speaking
- Continued POPs meeting on 11/11/04
  - Finalized Project Charter
  - Begin Project Definition Document (PDD)
- Finance first round subtask scheduling was completed on 11/12/04
  - Attendees
    - Bob Eaton, SCT Project Mgr
    - Pam Achtyes, GVSU Finance Project Mgr
    - Ed Lindeman, GVSU IT Project Mgr
    - Sue Korzinek, GVSU Project Director
  - Document is being reviewed prior to final acceptance
- Banner Kick Off party for functional teams was held on 11/12/04
- Week of 11/15/04
  - Continue work on PDD
  - Begin Data Standards Document
  - Discuss need for Configuration Management Plan
  - Begin defining all interfaces that are needed for project
  - Finalize Communication Plan
  - Issue RFP for Point of Sale Cashiering system
- Week of 11/22/04
  - Issue RFP for Report Writing system
- 11/29/04

- Point of Sale Cashiering system RFP's due
- Server hardware delivered to GVSU

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