



January 2019

NextGen ERP Update

Board of Trustees Meeting

Topics

- Internal Audit Update
 - Internal Audit Activities Update
 - Key Lessons Learned from OLA MNLARS Study

- Quarterly Project Update
 - Status Update / Upcoming Milestones
 - Our Journey: From initiation to now
 - Current & Future State Business Processes: Who Participated & Examples of Deliverables
 - RFP Process: Teams & Timeline
 - Change Management Update
 - Implementation Timeline



MINNESOTA STATE
NextGen

NEXTGEN INTERNAL AUDIT UPDATE

Leading Practices for Board's Role

Project governance and management

- Approve upcoming key milestones as recommended by the Steering Committee
- ***Monitor project risks (via regular project team updates and PRRs)***

Organizational change management

- Promote and support the project goals
- Direct any individual wanting to provide feedback to the project team

Stakeholder involvement

- Promote and support the participation of key stakeholder constituencies in the project

Project execution

- No board role in project execution

Internal Audit Activities Update

- Project risk review checkpoint #3
 - Status = In progress
 - Deliver results = March Board of Trustees meeting
- Trustees requested Internal Audit review lessons learned that are potentially helpful to NextGen from other State of Minnesota agency's large transformational software projects
- Internal Audit used the three publicly available Office of Legislative Auditor (OLA) reports on the State of Minnesota's Licensing and Registration System (MNLARS) to inventory and assess the potential impact of lessons learned on NextGen

Key Lessons Learned

- OLA identified 22 lessons learned (i.e., findings)
- 12 have applicability to NextGen (see table below)
- 10 were specific to motor vehicle management and not applicable to Minnesota State

OLA lessons learned topic (lessons per topic)	NextGen Phase 1 project actions
Project management (1)	Addressed
Data accuracy (3)	Addressed
Policy impacts (2)	In progress
User training (1)	Addressed
System controls for data accuracy (1)	In progress with IA recommendation
System availability (4)	In progress with IA recommendation



MINNESOTA STATE
NextGen

QUARTERLY PROJECT UPDATE

PREPARED BY : Melinda Clark

REPORT DATE : 12/26/2018

OVERALL HEALTH STATUS

	OVERALL	SCOPE	SCHEDULE	BUDGET	RESOURCES
CURRENT STATUS	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK
LAST STATUS	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK

Phase 1 Budget (FY18-FY19)

Legislative Funds	\$ 8,000,000.00
Campus/System Office Contributions	\$ 8,000,000.00
Total Funding Sources	\$ 16,000,000.00
Spent to Date	\$ 1,932,463.39
Current Obligations	\$ 3,371,811.39
REMAINING BUDGET	\$ 10,695,725.22

HEALTH STATUS NOTES:

Overall status remains ON TRACK. Future State Business Process will be finalized January 2019. CampusWorks and the Minnesota State RFP Team is in the process of reviewing and editing RFP requirements. The NextGen RFP will be published June 2019.

CampusWork's Change Management Lead is on track to present The NextGen Organizational Readiness Assessment to the Steering Committee in January 2019. The Minnesota State Change Management Lead posting will be posted by end of January.

PHASE 1 TIMELINE

10/26/2018

FY18												FY19						FY20														
Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3		
JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020
RFP for BPR and ERP Consulting Services						Business Process Reviews (HR, Finance & Student)																										
						Planning			Current State			Future State & Gap Analysis																				
																		RFP Process, Evaluation, Vendor Selection for ERP Solution														
																		RFP Planning & Requirements						Post RFP, Evaluation, Vendor Selection, Contract Negotiations								
Legacy Technology Preparation																																

PREPARED BY : Melinda Clark

REPORT DATE : 12/26/2018

MILESTONE STATUS

MILESTONES	START DATE	END DATE	LEADERSHIP COUNCIL REVIEW	BOARD OF TRUSTEES REVIEW	STATUS
Business Case w/ High-level Timeline for ERP Replacement	7/2015	3/2016	3/2016	3/2016	COMPLETE
Funding Strategy	1/2016	6/2017	6/2017	6/2017	COMPLETE
Project Charter	9/2017	9/2017		1/2018	COMPLETE
Risk Management Plan	1/2018	1/2018	--	--	COMPLETE
Communications Plan	1/29/18	4/03/18	5/2018	6/2018	COMPLETE
Change Management Plan	1/24/18	7/27/18	9/10/18	--	COMPLETE
PHASE 1					
Planning	1/23/18	4/04/18	--	3/2018	COMPLETE
Current State Process Reviews	2/12/18	6/29/18	--	--	COMPLETE
Future State Business Process Mapping	7/16/18	1/18/19	1/2019	1/2019	ON TRACK
Conduct ERP Request for Proposal (Draft, Post, Evaluation)	7/16/18	11/2019	--	--	ON TRACK
Finalize Phase 2 Funding Strategy	5/2019	5/2019	5/2019	5/2019	Not Started
Vendor Selection (Selection, Negotiations)	12/2019	3/2020	12/2019	12/2019	Not Started
Legacy Technology Updates	7/2016	3/2020	--	--	ON TRACK
PHASE 2					
Finance Planning & Implementation	4/2020*	9/2022*	TBD	TBD	Not Started
HR Planning & Implementation	4/2021*	12/2022*	TBD	TBD	Not Started
Student Planning & Implementation	4/2022*	8/2024*	TBD	TBD	Not Started

PREPARED BY : Melinda Clark

REPORT DATE : 12/26/2018

Summary of Activities

ACCOMPLISHMENTS (since last update)

- ✓ BPR: Conducted Vendor Showcases
- ✓ BPR: Student, HR and Finance Teams finalized current state business processes
- ✓ BPR: Student, HR and Finance Teams began mapping future state
- ✓ BPR: Conducted Data Management Team and IT Team Kickoff
- ✓ BPR: Data Management and IT Teams began mapping current & future state
- ✓ BPR: Student, HR and Finance Teams map future state
- ✓ BPR: Data Management and IT Teams map current & future state
- ✓ BPR: Conducted Data Management Tech Talk with Minnesota State Community
- ✓ BPR: Conduct IT Tech Talks with Minnesota State Community to identify current & future state 3rd party integration needs.
- ✓ BPR: Conduct Future State Regional Reviews.

- ✓ CM: Finalize Change Management Plan
- ✓ CM: Launched Readiness Assessment
- ✓ CM: Conducted Transition Management Team Kickoff
- ✓ CM: Conduct Readiness Assessment.
- ✓ CM: Identified Transition Management Teams.

- ✓ RFP: Began RFP Planning
- ✓ RFP: Finalized RFP Timeline
- ✓ RFP: Identify RFP Team
- ✓ RFP: RFP Team Kickoff

UPCOMING ACTIVITIES

December 2018

- BPR: Finalize Future State Processes (all teams),
In progress, to be completed by 1/18/19
- CM: Post Minnesota State Change Management Lead Position,
In progress, to be completed by 1/31/19
- CM: Post Request for Instructional Designer,
In progress, to be completed by 1/31/19
- RFP: Draft RFP Requirements,
In progress, to be completed by 2/28/19

January 2019

- BPR: Finalize Future State Processes (all teams)
- CM: Post Minnesota State Change Management Lead Position
- CM: Post Request for Instructional Designer
- CM: Publish Organizational Readiness Assessment
- RFP: Draft RFP Requirements

February 2019

- CM: Identify Change Management Lead
- CM: Identify Instructional Designer for Change Management Training Materials
- RFP: Conduct Final Reviews of RFP Requirements

BPR – Business Process Review

CM – Change Management

RFP – Request for Proposal

NextGen | Our Journey



1 Project Initiation 2015 to 2016

2 Current and Future State Business Processes Apr 2018 to Jan 2019

3 Identify Technology Solution July 2018 to March 2020

4 Implementation: Configure, Test and Deploy 2020 to 2025

Project identified as a key priority by Charting the Future Technology Team.

ISRS NextGen project was developed and kicked-off in January 2015.

Conducted 52 listening sessions with students, faculty and staff and a statewide survey (633 responses; 28% from students). Identified Minnesota State's challenges and opportunities with ISRS.

Engaged 3rd party experts to establish business case for Phase 1 funding which was approved March 2016.

Conducted three custom, pre-recorded showcases to learn about features provided by modern student and administrative technology solutions.

Working teams defined current and future state needs for a technology solution for Student Services, Finance and Human Resources.

Conducted regional reviews to provide feedback on current and future state documents.

The Request for Proposal (RFP) Team, in partnership with CampusWorks, writes RFP and identifies RFP requirements for a student and administrative technology solution.

RFP will be published in June 2019.

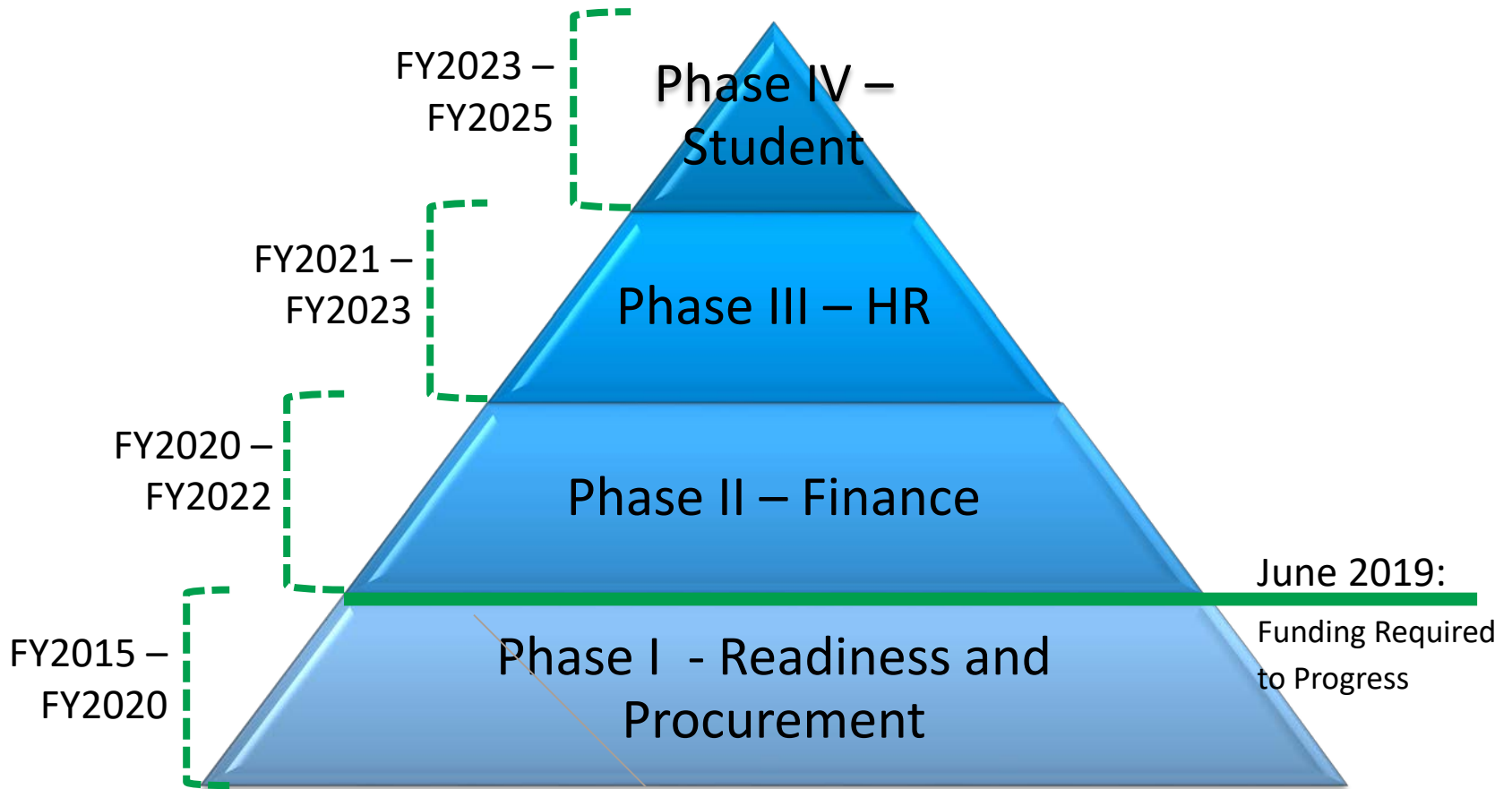
A NextGen vendor will be selected with a contract signed no later than March 2020.

Implementation teams work with the selected vendor(s) to configure, test, train and transition to the new student and administrative technology solution.

Targeted implementation dates:

- Finance, July 2020
- HR/ Payroll, January 2023
- Student & Academic Services, Spring 2024

NextGen | Phases



Phase 1 | Working Teams

COORDINATING COMMITTEE (24 team members)

HUMAN RESOURCES/PAYROLL

- Staffing (13)
- Personnel Actions (10)
- Faculty (16)
- Benefits (11)
- Payroll (10)

FINANCE

- Finance Operations and Budgeting (29)
- Facilities and Public Safety (29)
- Accounts Receivable (24)
- Procurement, Payables and Equipment (19)
- Accrual, Auxiliary and Grants (20)
- Student Payroll and Taxes (15)

STUDENT SERVICES

- Curriculum (23)
- Admissions (24)
- Financial Aid (22)
- Workforce Solutions (13)
- Student Success (26)
- Academic Records (27)

INFORMATION TECHNOLOGY (22)

DATA MANAGEMENT (32)

COMMUNICATIONS (19)

REPORTING STANDARDS (62)

Phase 1 | Current State

SSS.110 | Campus/Community Resource and Referral

The following information focuses on understanding the current state of this process.



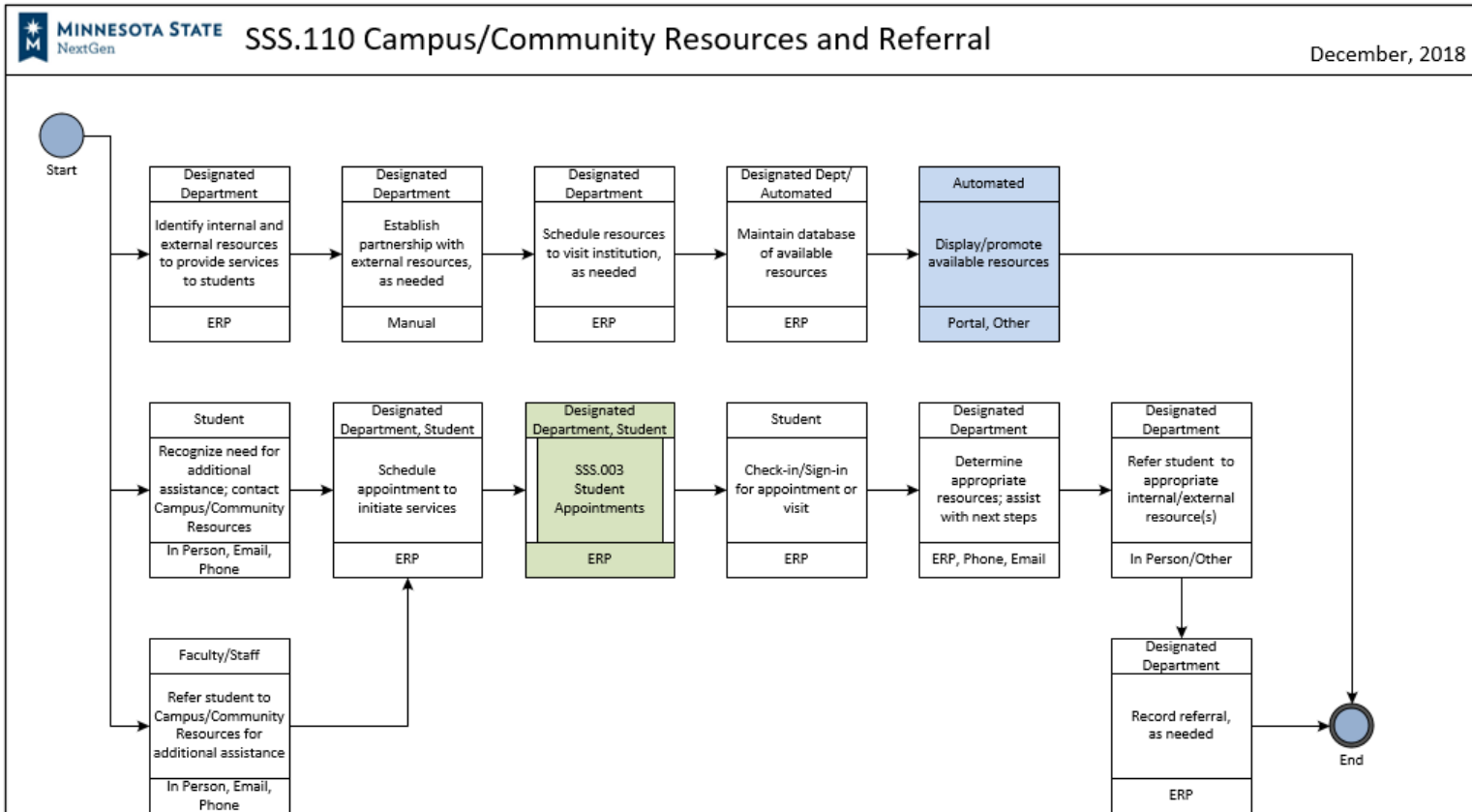
OBJECTIVES:	TASKS & ACTIVITIES:
<ul style="list-style-type: none"> • Connect students to campus and community resources to address non-academic needs 	<ul style="list-style-type: none"> • Provide services to students in need, referring to community resources as necessary • Screen students for service eligibility • Maintain records of participation

KEY CONSIDERATIONS:	ROLES:	DELIVERABLES:
<ul style="list-style-type: none"> • FERPA constraints/requirements • Confirm eligibility to receive services • Examples include but not limited to: <ul style="list-style-type: none"> ○ Housing ○ Food ○ Childcare ○ Transportation ○ Financial Emergency Benefits ○ Health Insurance ○ Legal Services 	<ul style="list-style-type: none"> • Student Life • Academic Advisors • Community Partners • Case Managers • BIT • Financial Aid • Foundation • Counseling Services 	<ul style="list-style-type: none"> • Services and referrals provided to students • Retention of student completed • Basic needs met

SAMPLE

For illustration only – only a partial representation of the full process.

Phase 1 | Future State Student



SAMPLE

For illustration only – only a partial representation of the full process.

Phase 1 | Future State Data & IT

Data Management

- Describe current state data management challenges and opportunities by reflecting on and adding to a study conducted by a Minnesota State community of practice group in 2015
- Recommend requirements are for enterprise wide data management, warehousing, and analytics functionality

Information Technology (Local Integrations)

- Identify products/services (commercial or home grown) are in use at campuses today because ISRS:
 - Does not fill a need and the functionality is not present in ISRS.
 - Does not fill a need because ISRS functionality is present but not sufficient.
 - Does not fill a need but the need is out of scope for an ERP.
- Propose campus applications that will no longer be needed when a modern enterprise ERP becomes available

Phase 1 | RFP Team

- The RFP team consist of 57+ members from the system office and campuses
- The Team will be actively involved in the selection of a new ERP system. Their role includes:
 - Advising on development of requirements
 - Evaluating and scoring functional sections of vendor proposals
 - Engaging in the vendor demos and interview process
 - Recommending selected vendors to the ERP Steering Committee
 - Ensuring a fair and equitable process to select a recommended vendor for this project

Phase 1 | RFP Structure



November to February

Draft requirements,
Seek Input from
Advisory Groups &
Finalize
Finalize RFP
Identify Additional
Subject Matter Experts
for Demos

March to June

Compile RFP/Legal
Review

June: Release RFP

July 2019

Vendor Proposals Due

July to September

Score Proposals &
Determine Finalists for
Demos

September to November

Conduct Demos &
Reference Checks

November to December
Vendor Selection

December/January

Board of Trustees
Approves Procurement

March 2020
Contract Signed

Phase 1 | Change Management

Transition Management Teams (TMTs) have been created at all institutions to provide local NextGen communications and coordination.

Roles & Responsibilities

- Preparing the local institution for NextGen
- Coordinating institutional NextGen activities
- Identify impediments to the NextGen transition
- Provide feedback to NextGen project management
- Understand and champion change management at their institution
- Organize monthly local transition management meetings
- Attend bi-monthly statewide meetings (via skype)

Things to look for

- Are any groups getting forgotten
- Is the communication getting through
- Is the communication being believed
- Are any groups having any trouble letting go of the old ways (ISRS processes)
- Are there any policies, practices or structures that are impeding transition
- What information, skills or assistance do people need

Transition Management Team roster can be found on the NextGen site under Documents at:
<https://mnscu.sharepoint.com/sites/NextGenERP/SitePages/Home.aspx>

Phase 1 | Change Management

Organizational Readiness Assessment

- All presidents, faculty and staff (from the system office and campuses) were invited to participate in a readiness assessment survey in September. 1,859 responses were received, with responses from each institution.
- Data from the survey will be presented in the Organizational Readiness Assessment which will focus on the following areas:
 1. NextGen Change Readiness and Engagement Approach
 2. NextGen Change Readiness Survey Results
 3. NextGen Change Readiness Detailed Findings & Recommendations, focusing on:

a) Awareness	e) Communication
b) Readiness	f) Capacity
c) Vision / Impact	g) Training
d) Leadership	h) Culture
 4. NextGen Change Readiness Conclusion
- The Organizational Readiness Assessment will be presented to the Steering Committee in January 2019 and published to the NextGen site.

Timeline | Implementation

- **April 2020:** Phase 2 planning will kickoff once we contract with the ERP solution is selected, contract with our 3rd Party Owners Rep; and identify internal planning teams.
 - Finalize detailed project plan for Finance. Including but not limited to (and in no specific order): resource requirements, scope, design, local prep activities, testing, pilot, cutover, issue resolution, and ongoing support, training & communications
 - High-level project plan HR and Student
- **April 2020 – December 2020:** Identify Finance Implementation Team(s)
- **January 2021:** Kickoff Implementation Phase
- **July 2022:** Finance Cutover (align to fiscal year)
- **January 2023:** HR Cutover (align to calendar year)
- **Spring 2024:** Student Solutions Cutover (to support summer / fall start)

NOTE! All implementation dates are TENTATIVE.

Dates are subject to change during implementation planning with ERP vendor.

In December, each working team member was thanked individually by a letter and certificate from the Chancellor.

Thank you!

...to those who participated on a NextGen team.
...to those who supported staff on a NextGen team.
...to those who participated during regional reviews.

Phase 1 | Finance Team

NAME	INSTITUTION
Marissa Miller	Anoka Ramsey Community College
Kim Bienfang	Anoka Ramsey Community College
Mary Gish	Bemidji State University
Monte Hegg	Bemidji State University
Ron Beckstrom	Bemidji State University
Kari Christiansen	Central Lakes College
Christina Anderson	Central Lakes College
Tracy Riba	Century College
Sheila Reed	Fond du Lac Tribal & Community College
Pauline Arnst	Hennepin Technical College
Kim McLaughlin	Hibbing Community College
Al Finlayson	Lake Superior College
Autumn Johnson	Lake Superior College
Nickoel Anderson	Lake Superior College
Michelle Broz	Metropolitan State University
Sou Vang	Metropolitan State University
Nicole Arvidson	Metropolitan State University
Pa Her	Metropolitan State University
Chris Rau	Minneapolis Community and Technical College
Ronika Rampadarat	Minneapolis Community and Technical College
Jason Dorsett	Minneapolis Community and Technical College
Janine Corbin	Minnesota State Community and Technical College
Pat Nordick	Minnesota State Community and Technical College
Wayne Wolden	Minnesota State Community and Technical College
Jenna Sobiech	Minnesota State Community and Technical College
Karen Gabrielson	Minnesota State Community and Technical College
Cheryl Miller	Minnesota State University Mankato
Cheryl Haefner	Minnesota State University Mankato
Debbie Sinning	Minnesota State University Mankato
Rick Straka	Minnesota State University Mankato

Phase 1 | Finance Team

NAME	INSTITUTION
Steve Smith	Minnesota State University Mankato
Twyla Tinney	Minnesota State University Mankato
Ginny Bachmann	Minnesota State University Moorhead
Jodi Landgaard	Minnesota West Community and Technical College
Derek Guiher	Normandale Community College
Cindy Rinta	North Hennepin Community College
Karen Kedrowski	Northeast Higher Education District
Billie Sikkila	Northeast Higher Education District
Shannon Jesme	Northland Community and Technical College
Michelle Bakken	Northland Community and Technical College
Christine Gerding	Ridgewater College
Dan Holtz	Ridgewater College
Jennifer Loeschen	Ridgewater College
Cheryl Norlien	Ridgewater College
George Bass	Riverland Community College
Rob Wittenberg	Rochester Community and Technical College
Elizabeth Schmidt	Saint Paul College
Scott Mitchell	Saint Paul College
Scott Wilson	Saint Paul College
Stephanie Adams	South Central College
Deb Kerkaert	Southwest Minnesota State University
Jackie Tauer	Southwest Minnesota State University
Anita Baugh	St Cloud Technical and Community College
Laura Gapinski	St Cloud Technical and Community College
Kimberly Wolters	St Cloud Technical and Community College
Diane Illies	St Cloud Technical and Community College
Jill Jochum	St Cloud Technical and Community College
Greg Aalbers	St. Cloud State University
Lisa Sparks	St. Cloud State University

Phase 1 | Student Services Team

NAME	INSTITUTION
Brian Wollum	Anoka Ramsey Community College
Brittany Tweed	Anoka Ramsey Community College
Deidra Peaslee	Anoka Ramsey Community College
Ricardo Gonzalez	Anoka Ramsey Community College
Heather Moeller	Anoka Technical College
Lesa Lawrence	Bemidji State University
Nina Johnson	Bemidji State University
Kris Williams	Bemidji State University, Northwest Technical College
Crystal Olson	Central Lakes College
Wendy Adamson	Central Lakes College
Katie Svoboda	Century College
Kirsten Fabozzi	Century College
Pam Engebretson	Century College
Scott Roelke	Dakota County Technical College
Rhonda Allen	Hennepin Technical College
Tracy Seran	Hennepin Technical College
Jennifer Evenson	Hibbing Community College - AdvancedMN
Aaron Salasek	Inver Hills Community College
Scott Klaehn	Inver Hills Community College
Hanna Erpestad	Lake Superior College
Karla Seymour	Lake Superior College
LaNita Robinson	Lake Superior College
Peggy Gustofson	Lake Superior College
Robyn Rohweder	Lake Superior College
Tamara Arnott	Lake Superior College
Cindy Bourke	Metropolitan State University
Daryl Johnson	Metropolitan State University
Lois J. Larson	Metropolitan State University

Phase 1 | Student Services Team

NAME	INSTITUTION
Chris Rau	Minneapolis Community and Technical College
Jason Dorsett	Minneapolis Community and Technical College
Tara Martinez	Minneapolis Community and Technical College
Tom Williamson	Minneapolis Community and Technical College
Jennifer Eccles	Minnesota State College Southeast
Dave Dumbeck	Minnesota State Community and Technical College
Janet Johnson	Minnesota State Community and Technical College
Julianna Lindsey	Minnesota State Community and Technical College
Krista Shaikoski	Minnesota State Community and Technical College
Kyle Johnston	Minnesota State Community and Technical College
Brian Jones	Minnesota State University Mankato
Chris Mickle	Minnesota State University Mankato
Donna Marzolf	Minnesota State University Mankato
Dr. Lynn Akey	Minnesota State University Mankato
Elizabeth Lohrenz	Minnesota State University Mankato
Ginger Zierdt	Minnesota State University Mankato
Jacy Fry	Minnesota State University Mankato
John Engquist	Minnesota State University Mankato
Louise Dickmeyer	Minnesota State University Mankato
Nikki Stock	Minnesota State University Mankato
Tyler Heu	Minnesota State University Mankato
Heather Soleim	Minnesota State University Moorhead
Melissa Dingmann	Minnesota State University Moorhead
Tom Reburn	Minnesota State University Moorhead
Jodi Landgaard	Minnesota West Community and Technical College
Brenda Dickinson	Normandale Community College
Justin Martin	Normandale Community College
Lucas Feldkamp	Normandale Community College
Matt Traxler	Normandale Community College
Susan Ant	Normandale Community College

Phase 1 | Student Services Team

NAME	INSTITUTION
Meghan Rucinski	North Hennepin Community College
Steve Yang	North Hennepin Community College
Carla Johanson	Northwest Technical College
Sarah Doman-Flygare	Noth Hennepin Community College
Sean Olson	Noth Hennepin Community College
Erin White	Pine Technical and Community College
Jessica Migler	Pine Technical and Community College
Robin Johnson	Pine Technical and Community College
Brad Krasaway	Rainy River Community College
Jim Martinson	Ridgewater College
Jim Rice	Ridgewater College
Rebecca Peine	Rochester Community and Technical College
Sarah Carrico	Saint Paul College
Judy Zeiger	South Central College
Pat Carmody	Southwest Minnesota State University
Beth Knutson-Kolodzne	St. Cloud State University
Mike Uran	St. Cloud State University
Sue Bayerl	St. Cloud State University
Anita Baugh	St. Cloud Technical & Community College
Darcie Mueller	Winona State University
Denise McDowell	Winona State University
Dr. Linda Kingston	Winona State University
Lori Beseler	Winona State University
Mari Livingston	Winona State University
Paul Stern	Winona State University
Tania Schmidt	Winona State University

Phase 1 | Student Services Team

NAME	INSTITUTION
Brenda Bailey	System Office ASA
Brent Glass	System Office ASA
Cassandra Levesque	System Office ASA
Chris Halling	System Office ASA
Gary Hunter	System Office ASA
Katie Vaccari	System Office ASA
Kim Lynch	System Office ASA
LeAnn Snidarich	System Office ASA
Louise DiCesare	System Office ASA
Marla Sykes	System Office ASA
Marta Mohr	System Office ASA
Michael Olesen	System Office ASA
Miranda Evans	System Office ASA
Pakou Yang	System Office ASA
Paul Shepherd	System Office ASA
Paul Zak	System Office ASA
Sheri Hutchinson	System Office ASA
Tim Anderson	System Office ASA
Todd Harmening	System Office ASA
Andy Levesque	System Office ITS
Annie Salner	System Office ITS
Brian Murphy	System Office ITS
Eric White	System Office ITS
Guillette Douvier	System Office ITS
Jeff Crandall	System Office ITS
Jill Bedel	System Office ITS
Jodie Sahlstrom	System Office ITS
Kristie Cencer	System Office ITS
Lisa Carter	System Office ITS

Phase 1 | Student Services Team

NAME	INSTITUTION
Michelle Pichaske	System Office ITS
Patricia Hammer	System Office ITS
Ron DeJong	System Office ITS
Shari Anderson	System Office ITS
Sonya Jacobs	System Office ITS
Sue Schnabel	System Office ITS

Phase 1 | Human Resources Team

NAME	INSTITUTION
Dawn Hohmann	Anoka-Ramsey Community College
Sharon Wolfgram	Anoka-Ramsey Community College
Mary Nienebar	Century College
Robin Layer	Century College
Heather Schultz	Dakota County Technical College
Julia Glenn	Dakota County Technical College
Laura Sorenson	Dakota County Technical College
Val Beighley	Dakota County Technical College
Melissa Danner	Hennepin Technical College
Judi Seifert	Lake Superior College
Andrew Skluzacek	Metropolitan State University
Carla Ballard	Metropolitan State University
Kellie Cecil-Medina	Metropolitan State University
Sue Raddatz	Metropolitan State University
Cindy Brimacomb-Whiteaker	Minnesota State College Southeast
Pat Nordick	Minnesota State Community and Technical College
Angela Marie Johnson	Minnesota State University Mankato
Brian Breck	Minnesota State University Mankato
Deborah Anderson	Minnesota State University Mankato
Debra Norman	Minnesota State University Mankato
JoAnn Scholtz	Minnesota State University Mankato
Nina Stupeck	Minnesota State University Mankato
Melissa Osland	Minnesota State University Moorhead
Tim Killian	NHED Mesabi Range College
Dawn Cooper	Normandale Community College
Karen Melin	North Hennepin Community College
Brenda Skluzacek	Pine Technical and Community College
Alex Sedlmayr	Winona State University
Ashley Anderson	Winona State University
Jessica Wenzel	Winona State University
Lori Adler	Winona State University

Phase 1 | Human Resources Team

NAME	INSTITUTION
Andrea Kubat	System Office HR
Barb Biljan	System Office HR
Chris Dale	System Office HR
Faith Latimer	System Office HR
Gretchen Michienzi	System Office HR
Jim Jorstad	System Office HR
Jim Jorstad	System Office HR
Joe Trcka	System Office HR
Kathy Running	System Office HR
Toni Munos	System Office HR
Wendy McCance	System Office HR
Debbie Schadewald	System Office IT
Lynn Lutz	System Office IT
Marie Krey	System Office IT
Michael Freund	System Office IT

Phase 1 | Finance Team

NAME	INSTITUTION
Mark Wegge	St. Cloud State University
Stacey Matthees	Winona State University
Tanya Schamaun	Winona State University
Andy Bestler	System Office Finance
Ge Thao	System Office Finance
Denise Kirkeby	System Office Finance
Metody Popov	System Office Finance
Mike Nordby	System Office Finance
Susan Anderson	System Office Finance
Ann Page	System Office Finance
Steve Gednalske	System Office Finance
Kathy Froyland	System Office ITS
Lisa Liljedahl	System Office ITS
Dave Lund	System Office ITS
Roger Gillson	System Office ITS
Brianna Trembulak	System Office ITS
Marie Krey	System Office ITS
Amy Deck	System Office ITS

Phase 1 | Facilities & Safety Team

NAME	INSTITUTION
Travis Barnes	Bemidji State University
Kari Christiansen	Central Lakes College
Chad Haatvedt	Itasca Community College
Al Finlayson	Lake Superior College
Chris Maas	Metropolitan State University
Curt Schmidt	Minneapolis Community and Technical College
Roger Broz	Minneapolis Community and Technical College
Chandler Holland	Minnesota State University Mankato
Pat Buhl	Normandale Community College
Shayn Jensson	Rochester Community and Technical College
Heidi Andersen	South Central College
Don Beckering	System Office Safety & Security
LeAnn Snidarich	System Office Workforce Solutions
Dave Marshall	Vermilion Community College
Tania Schmidt	Winona State University
Cheri Coughlin	System Office Facilities
Emily Ziring	System Office Facilities
Greg Ewig	System Office Facilities
Heidi Myers	System Office Facilities
Kay Buhl	System Office Facilities
Paul Harrington	System Office Facilities
Stacy Brown	System Office Facilities
Amy Deck	System Office ITS
Dave Lund	System Office ITS
Jill Bedel	System Office ITS
Jim Nelson	System Office ITS
Maureen Cade	System Office ITS
Roger Gillson	System Office ITS
Tom Chervenak	System Office ITS

Phase 1 | Communications Team

NAME	INSTITUTION
Autumn Johnson	Lake Superior College
Hanna Erpestad	Lake Superior College
Julio Vargas Essex	Metropolitan State University
Jennifer Eccles	Minnesota State College Southeast
Brian Jones	Minnesota State University Mankato
Nikki Stock	Minnesota State University Mankato
Angela Proehl	Normandale Community College
Carrie Shidla	Normandale Community College
Susan Ant	Normandale Community College
Jackie Tauer	Southwest Minnesota State University
Pat Carmody	Southwest Minnesota State University
Anita Baugh	St. Cloud Technical and Community College
Brent Glass	System Office ASA
Tim Anderson	System Office ASA
Dana Michalicek	System Office ITS
Eric White	System Office ITS
Kathy Froysland	System Office ITS
Michelle Pichaske	System Office ITS
Shari Anderson	System Office ITS

Phase 1 | IT Team

NAME	INSTITUTION
Kris Engesather	Bemidji State University
Clay Passick	Century College
Michael Grotzer	Hennepin Technical College
Ravi Gupta	Hennepin Technical College
Steve Fudally	Lake Superior College
Ben Deneen	Metropolitan State University
Steve Reed	Metropolitan State University
Luke Brandt	Minneapolis Community and Technical College
Linda Peters	Minnesota State University Mankato
Joseph Collins	North Hennepin Community College
Todd Luebke	North Hennepin Community College
Kristi Karels	Northwest Technical College
Christy Westfield	Southwest Minnesota State University
Amy Simon	St. Cloud State University
Edward Callahan	Winona State University
Jan Erwin	Winona State University
Lori Mjoen	Winona State University
Lisa Carter	System Office
Mari Payton	System Office
Mark Malecek	System Office
Mike Janke	System Office
Shari Anderson	System Office

Phase 1 | Data Management Team

NAME	INSTITUTION
Doug Olney	Bemidji State University
Wendy Adamson	Central Lakes College
Nichole Petersen	Century College
Tracey Roy	Itasca Community College
Dr. Lynn Akey	Minnesota State University Mankato
Mark Lewis	Normandale Community College
Patrick Walker	Normandale Community College
Andrew Mundt	North Hennepin Community College
Carla Johanson	Northwest Technical College
Laura Kriese	Ridgewater College
Logan Michels	Riverland Community College
Nichole Sorenson	Saint Paul College
Narren J. Brown	South Central College
Alan Matzner	Southwest Minnesota State University
Brent Donnay	St. Cloud State University
Bill Soranno	Winona State University
Andy Levesque	System Office
Ann Page	System Office
Brent Glass	System Office
Dick McMullen	System Office
Katie Vaccari	System Office
Lisa Liljedahl	System Office
Lynn Lutz	System Office
Metody Popov	System Office
Mike Nordby	System Office
Paul Guillaume	System Office
Paul Zak	System Office
Stacy Brown	System Office
Summer Harrison	System Office
Susan Anderson	System Office
Susan Carter	System Office
Tom Chervenak	System Office

Phase 1 | Reporting Standards Team

NAME	INSTITUTION
Doug Olney	Bemidji State University
Kris Engesather	Bemidji State University
Wendy Adamson	Central Lakes College
Nichole Petersen	Century College
Clay Passick	Century College
Michael Grotzer	Hennepin Technical College
Ravi Gupta	Hennepin Technical College
Tracey Roy	Itasca Community College
Steve Fudally	Lake Superior College
Tamara Arnott	Lake Superior College
Ben Deneen	Metropolitan State University
Steve Reed	Metropolitan State University
Luke Brandt	Minneapolis Community and Technical College
Jennifer Eccles	Minnesota State College Southeast
Dr. Lynn Akey	Minnesota State University Mankato
Linda Peters	Minnesota State University Mankato
Brian Jones	Minnesota State University Mankato
Mark Lewis	Normandale Community College
Patrick Walker	Normandale Community College
Susan Ant	Normandale Community College
Carrie Shidla	Normandale Community College
Andrew Mundt	North Hennepin Community College
Joseph Collins	North Hennepin Community College
Todd Luebke	North Hennepin Community College
Carla Johanson	Northwest Technical College
Kristi Karels	Northwest Technical College
Laura Kriese	Ridgewater College
Logan Michels	Riverland Community College
Nichole Sorenson	Saint Paul College

Phase 1 | Reporting Standards Team

NAME	INSTITUTION
Narren J. Brown	South Central College
Pat Carmody	Southwest Minnesota State University
Alan Matzner	Southwest Minnesota State University
Christy Westfield	Southwest Minnesota State University
Amy Simon	St. Cloud State University
Brent Donnay	St. Cloud State University
Anita Baugh	St. Cloud Technical & Community College
Bill Soranno	Winona State University
Edward Callahan	Winona State University
Jan Erwin	Winona State University
Lori Mjoen	Winona State University
Andy Levesque	System Office ASA
Brent Glass	System Office ASA
Katie Vaccari	System Office ASA
Paul Zak	System Office ASA
Susan Carter	System Office ASA
Summer Harrison	System Office Facilities
Stacy Brown	System Office Facilities
Ann Page	System Office Finance
Metody Popov	System Office Finance
Mike Nordby	System Office Finance
Susan Anderson	System Office Finance
Paul Guillaume	System Office HR
Dick McMullen	System Office ITS
Jill Bedel	System Office ITS
Lisa Carter	System Office ITS
Lisa Liljedahl	System Office ITS
Lynn Lutz	System Office ITS
Michelle Pichaske	System Office ITS
Tom Chervenak	System Office ITS

Phase 1 | Reporting Standards Team

NAME	INSTITUTION
Mari Payton	System Office ITS
Mark Malecek	System Office ITS
Mike Janke	System Office ITS

Phase 1 | Coordinating Committee

NAME	INSTITUTION
Kari Christensen	Central Lakes College
Al Finlayson	Lake Superior College
Sue Raddatz	Metropolitan State University
Tom Williamson	Minneapolis Community and Technical College
Lynn Akey	Minnesota State University Mankato
Mark Johnson	Minnesota State University Mankato
Rick Straka	Minnesota State University Mankato
Melissa Osland	Minnesota State University Moorhead
Deb Kerkaert	Southwest Minnesota State University
Mike Uran	St. Cloud State University
Lori Adler	Winona State University
Barb Biljan	System Office
Brent Glass	System Office
Denise Kirkeby	System Office
Greg Ewig	System Office
Joe Trcka	System Office
Kari Campbell	System Office
LeAnn Snidarich	System Office
Mari Payton	System Office
Mark Malecek	System Office
Mike Janke	System Office
Shari Anderson	System Office
Tim Anderson	System Office
Toni Munos	System Office

Appendix

NextGen Overview

Project Objective: Provide an enhanced student experience and “future proof” our technology investment.

- Deliver tools to improve registration, degree planning, credit transfer, online advising, data analytics, recruitment and administrative processes to support student success
- Phase 1 – Design phase (2017 – 2019)
Business process reviews, RFP development, data integration, project management, communications and ISRS platform refresh
- Phase 2 – Implementation phase (2020 – 2025)
Implementation of all new functionality, new reporting and data analytics

Topics Presented To Date

BOT SESSION	TOPICS PRESENTED	DECISIONS MADE
June 2014	<ul style="list-style-type: none"> • Topic introduced 	
October 2015	<ul style="list-style-type: none"> • Student Experience (overview) • Update on listening sessions and business case development 	
March 2016	Presentation of NextGen Business Case	Board supports.. <ul style="list-style-type: none"> • moving forward with planning • submitting FY2018 biennial legislative request
October 2016	Presented estimates timeline and budget	NextGen updates to be presented to Board biannually - in January and June
June 2017	<ul style="list-style-type: none"> • Received \$8M from FY2018 legislative request - enough for team to kickoff Phase 1 (business process reviews, RFP, legacy technology preparation) • RISK! Failure to provide sufficient funding to enter into long term contracts for Phase 2 (implementation) will add significant and critical delays to the project. 	Board supports... <ul style="list-style-type: none"> • moving forward with Phase 1 • submitting FY2018 supplemental funding request and FY2019 biennial legislative request
January 2018	<ul style="list-style-type: none"> • Introduction of ERP Steering Committee • Introduction of Phase 1 and vendor (CampusWorks) 	Board supports... <ul style="list-style-type: none"> • Project overall design • Phase I timeline

Topics Presented To Date

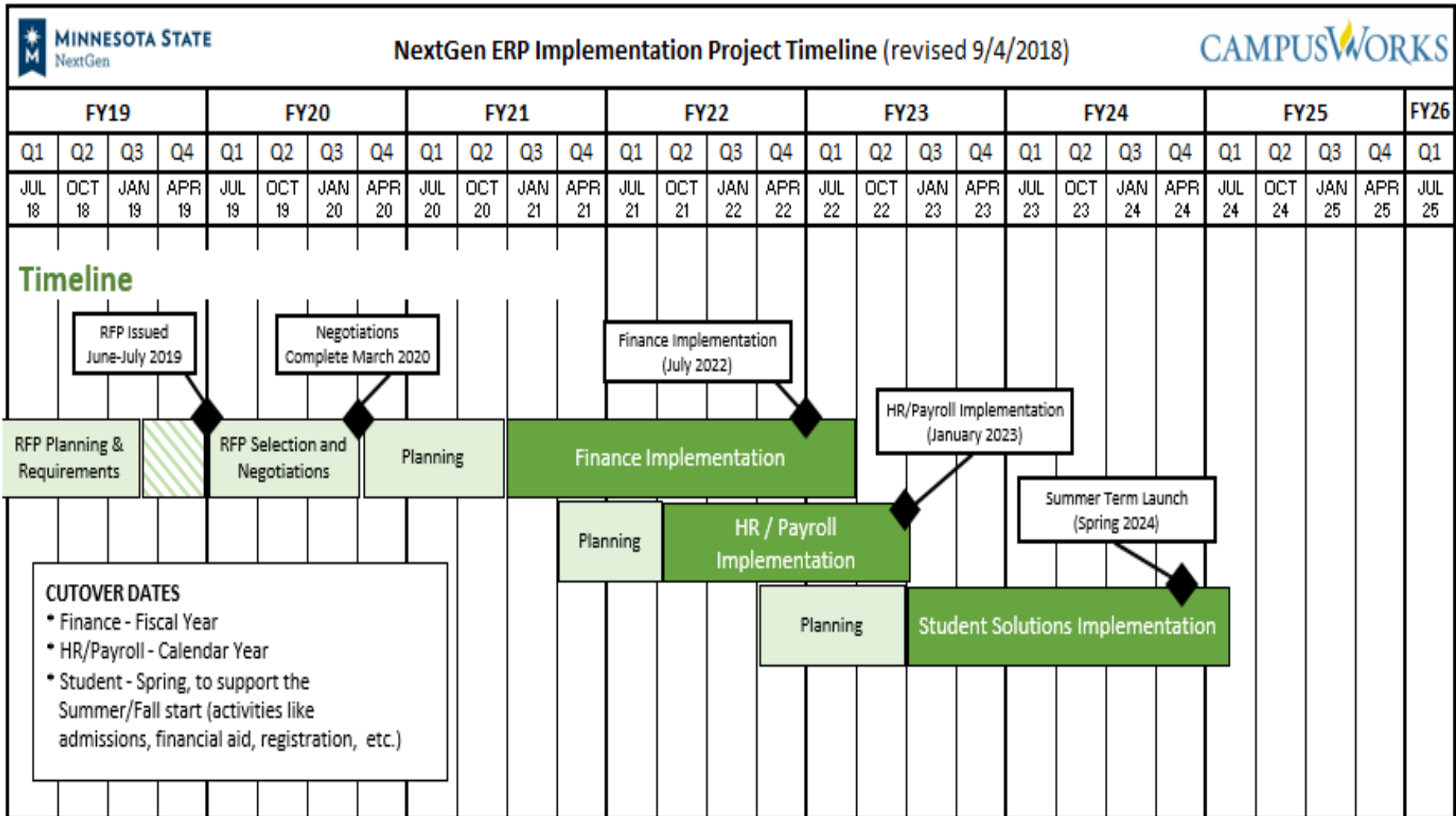
BOT SESSION	TOPICS PRESENTED	DECISIONS MADE
March 2018	<ul style="list-style-type: none"> • Project organization structure • Reviewed program dashboard template • Communication Plan for BOT and Leadership Council Updates 	Board supports... <ul style="list-style-type: none"> • Revised project team structure • Reporting format • Update cadence for BOT and LC
June 2018	<ul style="list-style-type: none"> • Communications Plan • Change Management Strategy 	Board supports... <ul style="list-style-type: none"> • Communication vehicles and cycles • Change Management Strategy and looks forward to seeing the Change Management Plan during the September Board Meeting.
September 2018	<ul style="list-style-type: none"> • Revised project timeline • Change Management Plan 	Board supports... <ul style="list-style-type: none"> • Tactical adjustments made for the good of the project • Change Management role of the Board of Trustees
October 2018	<ul style="list-style-type: none"> • TSM Lessons Learned • Critical Success Factors 	n/a – informational presentation showing the project’s commitment towards continuous improvement (learning from prior projects).

NextGen vs. Legacy Rewrite

NextGen Project	Typical Legacy Rewrite Project
<p>Purchase of commercially available software.</p> <p>No customizations allowed – change business processes to match software.</p>	<p>Contractor/internal staff hired to rewrite in house/legacy code.</p> <p>Code is written to accommodate business practices. Emphasis on process standardization varies by project.</p>
<p>Business readiness and organizational change management is part of the software as a service acquisition process.</p> <p>Project governance, stakeholder engagement, board and audit oversight are integral to the project. There are many checkpoints for course correction.</p>	<p>Process tends to focus on transferring legacy functionality to new software platform; may not start with effort to rethink how business is done.</p> <p>Often seen as an IT project since the focus is on rewriting existing system.</p>
<p>Software is maintained and hosted by vendor.</p> <p>Project design includes substantial user engagement in product selection and change management.</p>	<p>Resulting software is “one of a kind” tailored to own environment.</p> <p>Project design may or may not include user engagement as code is written.</p>

Timeline | Implementation

SPEAKER: Melinda



NOTE! All implementation dates are TENTATIVE. Dates are subject to change during implementation planning with ERP vendor.

Recap of Upcoming Activities

January 2019

- BPR: Finalize Future State Processes (all teams)
- CM: Post Minnesota State Change Management Lead Position
- CM: Post Request for Instructional Designer
- CM: Publish Organizational Readiness Assessment
- RFP: Draft RFP Requirements

Next Board Update:

- Written Update: 2/2019
- BoT Training Session: 3/2019

February 2019

- CM: Identify Change Management Lead
- CM: Identify Instructional Designer for Change Management Training Materials
- RFP: Conduct Final Reviews of RFP Requirements

BPR – Business Process Review; CM – Change Management; RFP – Request for Proposal