

ODS/EDW TEAM MEETING MINUTES
July 21st, 2009

Members: L.Boekeloo, D.Drummond*, R.Harper, K.Houser, A.Huang, J.Hulsebus*, J.Jach*, D.Jansen, T.LaLonde, N.Lewinski, M.Liberacki, D.Longjohn*, T.Marquardt, K.Oliver*, T.Pattok*, K.Rix*, K.Schaefer, M.Schulz, C.Stec, T.Strunk, T.Williams*, A.Wilson, T.Wolf*, C.Wolford (* = in attendance)

1. **ODS/EDW Update** – T.Wolf and T.Pattok reported that approval was given to obtain assistance from SunGard for resolving some of our outstanding issues concerning the ODS 8.1 upgrade. Tom has been contacted by a SunGard representative and a meeting is scheduled later in the day to discuss with SunGard what type of assistance is needed.
2. **Banner updates** – A memo from S.Atherton was presented to the group concerning the eliminated use of billing address on August 3rd. Beginning that day, only permanent and mailing addresses will be maintained in Banner. Cognos report authors need to be aware of this fact if they have any reports that either include field for business addresses or uses the business address as part of an “address hierarchy”

K.Rix shared a proposal she has submitted to SIT that calls for the population of Award Category with a value of 00 and a level of 0 for degree codes NDA and GNA. She also has another proposal entering student classifications in Banner or ESL or ATYP students. Both proposals are based to ensure these fields are populated with data when pulled into the ODS rather than being left null...which can then look-like a case of missing data.

T.Pattok shared with the group a proposal where some ESL students may be asked to take an undergrad class in the fall. Doing this in Banner requires that the student has multiple curriculums with different levels. There’s been mixed success in defining such students in Banner so that the information is properly loaded into the ODS.

3. **Cognos 8 Upgrade** – Plans are in place for the Cognos 8 production move to occur on Saturday, August 8th. Due to the nature of this “upgrade”, folks can begin moving their packages/reports to the Cognos 8 server as soon as possible or as close to the go-live date...whatever is their preference.

As a refresher for those who create packages using FrameWork manager, a demo on how to upgrade a FrameWork Manager package was given. Updated step-by-step documentation has been made available on the Novell drive

\\Ais_1\Dos_2\Users\Cognos\Data\Cognos 8.3. A list of available documents is:

- a. **“Cognos 7 FrameWork Manager packages upgraded to Cognos 8.xls”** – a spreadsheet which will be used to log which packages/reports have been moved to the Cognos 8 environment
- b. **“Cognos 8.3 2009 Upgrade Plan.mpp”** – project plan of tasks leading up to August 8th
- c. **“Cognos 8.3 FrameWork Manager Configuration.doc”** – Details how one configures their PC in order to access different Cognos 8 environments
- d. **“Cognos 8.3 FrameWork Manager Installation.doc”** – Installation process for those who need to install FrameWork Manager onto their local PC

- e. **"Upgrading a Cognos 7 FrameWork Manager Project To Cognos 8.3.doc"** – Shows how one takes a FrameWork Manager 7 project and upgrade it to version 8.3

It was reported that there is no automated way to move Cognos users "My Folders" entries from Cognos 7 to Cognos 8. Thus, a mechanism will be made available to users where they will be able to copy the contents of their "My Folders" into a Cognos 7 public area. These entries will then be migrated to Cognos 8 where the users will be able to copy them into their new Cognos 8 "My Folders".

Various training options were discussed with the team. The team agreed to a number of Cognos 8 training sessions be made available before August 8th and periodically after August 8th through mid-September. Documentation will also be created for users which, based on their personal assessment, may give them all of the Cognos 8 information the user needs. Overall, it is felt that the impact of the Cognos 8 interface will be minimal to the end users.

The Cognos 8 production server will be unavailable starting Wednesday morning as D.Jansen works through some issues with security patches that were experienced during Monday's outage.

- 4. **Key Dates** – Reviewing the project plan, below are the key dates the team established leading up to the August 8th Cognos go-live:
 - a. **Tuesday, July 28th** – For FrameWork Manager developers: all packages should be upgrade to Cognos 8.3, published to the Cognos 8 production server, and validate to be operational.
 - b. **Wednesday, August 5th** – First Cognos 8 training session scheduled. Second session scheduled for the following day.
 - c. **Thursday, August 6th** – For report authors: all reports should be migrated from Cognos 7 to Cognos 8.3. Developers may wish to implement their own "code freeze" so that these moves can be made at their discretion prior to August 8th.
 - d. **Saturday, August 8th** – Official transition to Cognos 8
 - e. **Monday, August 10th** – The first of 6 other training sessions for end users
 - f. **Friday, September 18th** – Target date to shutdown Cognos 7 environments

Next team meeting is scheduled for Tuesday, July 28th at 2:00 PM in the Henry Hall conference room.