

Finance System Leadership Group Meeting Minutes August 2, 2012

Attendees: George Anderson, Christopher Burton, Cathy Bye, Jean Carr, Catherine Chan, Mike Chang, David Ellis, Mike Glisson, Margie Hattenbach, Keith Martin, Darlene Pullin, Tracey Shipper, Muhammad Soonasra, Samantha Yurus

Status and Schedule of Upgrade to 9.1

Mike Glisson forwarded the current status of outstanding tasks related to upgrade testing to the group before the meeting. Catherine will add a couple of items that are not in the task list. At the time of the meeting, ES was working on 11 tasks and functional groups were in the process of testing or re-testing 33 tasks.

ES completed an upgrade pass on July 23 with production data as of May 29. The next upgrade pass and data refresh will occur after we close August (period 12), which should be available in early October. ES will also perform at least two “dress rehearsal” upgrades in late October and/or early November. Dress rehearsal upgrades are when the DBAs complete the upgrade as they would during the real thing – working 24 hours a day.

ES will continue to concentrate on completing tasks related to making the 9.1 test environment work as far as running processes, creating and approving documents, etc. After that, they will look at ways to improve performance or processing speed.

The actual upgrade is still planned for December 6-11.

Next Meeting

Mike Glisson will schedule the next meeting for September 6 at 3 PM to review our progress on upgrade testing.