

HR Systems Integration Project

KICKOFF MEETING

Kirby Fell (FUESD)
Peyri Herrera (SDCOE)

1/28/22

Agenda

- **Introductions**
- **About Our Project** – What is the business need?
- **Project Details** – What's the scope, who's involved, and how will we know we were successful?
- **Timeline** – What is our project schedule, and what are our deliverables?
- **Tools We'll Use** – Google Drive, Monday.com
- **Next Steps**

Imagine a day...



A New Hire joins our district and HR enters their data in PeopleSoft, ***and then...***

The New Hire's data is automatically moved into Infinite Campus with no need for duplicate entry!

With our HR Systems Integration Project, that day is coming in May.

- Streamlined procedures, increased efficiency
- New Hires able to access systems more quickly
- Repeatable project management methodology

Scope

In Scope

The project will focus on the integration of PeopleSoft and Infinite Campus.

HR and IT department staff, as well as newly hired employees, will be impacted.

**Out of scope
for *this*
project:**

Frontline

Project Organization

Project Sponsor

- Kirby Fell

Project Manager (SDCOE)

- Peyri Herrera
- Candace Wong,
Project Management Asst

Steering Committee

- Brian Morris
- Julie Norby

Project Team

- Megan Nelson (IT)
- Melissa Rodarte (HR)
- Estephanie Ramirez (HR)
- Cheli Gallegos (HR)

Others Involved

- Bob Gits and Infinite Campus Support Team

Stakeholders

- HR Department
- IT Department
- New Hires

Objectives & Success Criteria

How will we know we were successful?

1

The integration will work.

New Hire data and updates to existing employees in PeopleSoft will import to Infinite Campus on a nightly basis, without error

2

We will help staff save time.

HR staff will benefit from streamlined procedures (reduced data entry) which will save them time, especially during the months when there are many staff changes and New Hires are brought onboard

3

Quicker access for New hires.

New Hires will be able to access Infinite Campus, Google Workspace, and Clever more quickly

4

We will be ready for the next project.

FUESD will be equipped to use a repeatable project management methodology and templates for consistency and standardization

LCAP Goal Alignment

- ✓ Provide access to relevant, coherent, and rigorous standards-based instructional programs to improve student learning and increase student achievement.

IT Dept Goals

- ✓ Provide excellent customer service
- ✓ Increase efficiency and minimize human intervention
- ✓ Build and maintain partnerships
- ✓ Secure network and data resources

Project Schedule

Jan 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	X	PLANNING &				21
23	24	DISCOVERY				28
30	31					

Feb 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	DESIGN &			11	12
13	14	BUILD			18	19
20	X	22	X	X	X	26
27	28					

Mar 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	DESIGN &			11	12
13	14	BUILD			18	19
20	21				25	26
27	28	29	30	31		

Apr 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	X	X	X	X	X	16
17	18	TESTING			22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	IMPLEMENTATION					14
15	& POST-GO LIVE					21
22	23	24	25	26	27	28
29	X	31				

Jun 2022						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	CLOSURE			10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

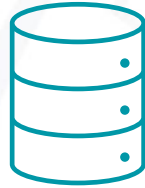
KEY DATES:

- Jan. 28: Kickoff Meeting
- **Mar. 31:** Design & build complete
- Apr. 10 and 24: Dates of PeopleSoft Sandbox refresh – best testing dates are Apr. 11-22
- Apr. 28: Sign off on testing
- May. 15: Go Live

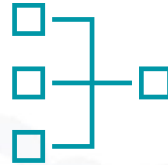
Deliverables



File layout



A nightly routine to import data from PeopleSoft into Infinite Campus



Business process diagram



Documentation of the change in the process



Test scripts



Pre- and post-metrics



Survey



Final report presentation

Tools We'll Use

Google Drive



HR/SIS integration ▾

10 people · Fallbrook Union Elementary School District

Name ↑



01. Meetings



02. Project Plan



03. Status Reports



04. Communications



05. Requirements and Specs



06. Surveys



07. Testing



08. Closeout Activities



09. Administrative



10. Miscellaneous








Tools We'll Use

Monday.com

🔗 HR Systems Integration Project ⓘ ★

This is a board used by Fallbrook Elementary and the EPMO team.

📌 HR Systems Integration Project

		Subitems	Subitems Status	Responsible	Status	Activity Timeline
Planning & Discovery	🗨️	▶️ 🗨️ 13	<div style="width: 100%;"><div style="width: 33%; background-color: #00c853;"></div><div style="width: 33%; background-color: #ff9f00;"></div><div style="width: 33%; background-color: #a9a9a9;"></div></div>		Working on it	Jan 10 - 31
Design & Build	🗨️	▶️ 🗨️ 3	<div style="width: 100%; background-color: #a9a9a9;"></div>			Feb 1 - Mar 31
Testing	🗨️	▶️ 🗨️ 5	<div style="width: 100%; background-color: #a9a9a9;"></div>			Apr 1 - 29
Implementation	🗨️	▶️ 🗨️ 2	<div style="width: 100%; background-color: #a9a9a9;"></div>			May 2 - 15
Post Go Live	🗨️	▶️ 🗨️ 2	<div style="width: 100%; background-color: #a9a9a9;"></div>			May 16 - 27
Closure	🗨️	▶️ 🗨️ 5	<div style="width: 100%; background-color: #a9a9a9;"></div>			May 31 - Jun 15
				 +2		Jan 10 - Jun 15

Next Steps

- February: Design & Build Phase
- Bookmark and use Monday.com board
- Attend bi-weekly status meetings
- Read bi-weekly status reports