Dear UCPath Project Team and Stakeholders:

As discussed and agreed upon in the UCPath Executive Steering Committee meeting earlier this week, the project has set a deadline of December 15th to complete the UCPath design phase. The scale and complexity of UCPath configuration and process design has required more work effort and taken longer than planned, and finalizing design is a critical milestone which enables systems development, testing, change management and training activities to progress. Since the majority of system design and policy/standardization decisions have now been clarified, we need to make a strong, final push to “lock down” the remaining open areas of the design effort so that other work streams can proceed with an understanding of the future state business processes and the scope of UCPath system functionality. The December 15th milestone will also facilitate the synchronization of project plans across all locations and provide an opportunity to reassess resource requirements going-forward. After December 15th, all requests for changes must be directed to a new project change request board for approval before any work will be initiated. Requests that are not approved may require the locations or UCPath Center to develop business processes or other workarounds.

December 15th is an aggressive milestone and requires significant effort from the project team. The milestone includes:

- BPMs finalized, including GL integration. All processes between campuses/medical centers and UCPath will be finalized as part of the December 15 deadline. (Those processes which are internal to the UCPath Center and do not touch campuses/medical centers and those processes between the UCPath Center and UCOP will still need to be defined after 12/15).
  - 29 of the 38 process maps created in BPM II will be distributed for feedback on November 12th. The remaining 9 process maps will be distributed no later than November 26th.
  - Campus feedback for process maps must be received by December 7th.
- Tier 1 FDDs finalized (except, potentially, vendor interfaces around premium files – items that should not impact campuses/medical centers).
- All “Parking Lot” items closed.
- All Gaps closed, including CEMLIIs and Extensions.
- All ODS design completed with the exception of the budget ledger, JPM, and minor data extensions as required.
- Data conversion mapping and translation logic finalized (Note: Does not require campus involvement).
- Technical infrastructure design requirements finalized (primarily associated with the infrastructure at Oracle On-Demand).

Because resource contention is a major project challenge, due dates for other project activities will be reset to the next calendar year. Locations may delay the following project activities in order to meet the December 15 design deadline:
Test planning and scenarios/cases review
Reporting analysis and requirements
Training strategy and review
- Data conversion validation/cleanup activities, including non-PPS data conversions

(Note: The data conversion cycle planned for December will be shifted to early 2013)

The UCPath PMO will continue to work on the areas above, and locations are not expected to provide review and input until we complete the design milestone. (Locations are welcome to provide review and input in these areas if resources are available. However, all requested due dates in these areas will be in the next calendar year.)

Please refer questions regarding the December 15th system design milestone to local PMOs, Randy Wilson (Randy.Wilson@ucop.edu) or Tony Lo (Anthony.Lo@ucop.edu).

Thank you in advance for your help and engagement to meet this critical project milestone and for your continuing support of the UCPath project.

Tony Lo