HCM Academic Management Discovery Project

Kick-Off Meeting
11.04.2019
Agenda

• Welcome and Roll Call
• Project Overview
• Project Details
• Questions
• Next Steps
## Working Group Members

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Project Overview
Project Summary

• A system-wide, multi-phase discovery project of third-party software applications to provide best-fit recommendations for a single system-wide supported software application to meet the recruitment, hiring, tenure tracking, career and compensation business needs for faculty employment and academic organizations

• Three phases
  – Phase I Requirements and Software Solutions
  – Phase II Detailed Cost Analysis
  – Phase III Detailed Implementation Plan
System Member Stakeholders

- Texas A&M University
- Tarleton State University
- Prairie View A&M University
- Texas A&M University at Galveston
- Texas A&M University - Corpus Christi
- Texas A&M International University
- Texas A&M University - Kingsville
- West Texas A&M University

- Texas A&M University - Commerce
- Texas A&M University - Texarkana
- Texas A&M Health Science Center
- Texas A&M University - Central Texas
- Texas A&M University - San Antonio
- Texas A&M Engineering Experiment Station*
- Texas A&M AgriLife Research*

*Texas A&M AgriLife Research and Texas A&M Engineering Experiment Station are included as stakeholders due to shared administration and governance of faculty at Texas A&M University.
Project Timeline

Phase I
Requirements and Software Solutions
- October 2019 – April 2020

Phase II
Detailed Cost Analysis
- May 2020 - TBD

Phase III
Detailed Implementation Plan
- Dates TBD
Governance

Project Management
A&M System Office of Information Technology | Workday Services

Member Participation
• A&M System Academic Council
• Chief Financial Officers
• Provost / Dean of Faculties
• Human Resources Officers

Recommendation → Recommendation → Approval

Executive IT Council
Academic Technology Council
A&M System IT Shared Services Council
Workday HCM Advisory Council
Communications
- Keep your institution’s leadership informed of the project
- Distribute materials or emails as appropriate
- Collect feedback from faculty, business and financial offices as may arise

Participation
- Attend meetings and send a representative if needed
- Stay informed about faculty-related business needs
- Be engaged and supportive for an overall system-wide solution
- Help us stay on task and in scope
Project Details
Gather business requirements from member academic organizations and the third-party vendor software features and solutions.

Considerations will include detailed benefit and gap analysis, along with estimated costs for software and implementation plans.

Includes member feedback, vendor benchmarking, presentations and product demonstrations.

Deliverable will be best-fit software finalist(s) to continue to Phase II.
Develop detailed software and user fees, implementation project scope and costs, integrations and reporting impacts, and total estimated costs for software finalist(s).

Considerations will include implementation and ongoing maintenance expense, cost savings and projected efficiencies.

Includes projected member implementation plans and change management impacts, presentations and product demonstrations.

Deliverable will be decision for system-wide supported software to continue to Phase III.
Phase III
Detailed Implementation Plan

Develop a detailed implementation plan with project scope, third-party contractor resources, timeline, member involvement, change management and training requirements, and propose project management leadership.

Considerations will include operational, finance, information technology, academic, student, faculty and staff community involvement for a successful implementation.

Includes member cost impacts and executive summary and final report for approval.

Deliverable will be a project plan recommendation for final decision to proceed.

Phase III Detailed Implementation Plan

• Dates TBD
Questions
Questions

• You mentioned tenure and tenure tracking, is it specific for tenure tracking, or will the software have ability to contain portfolio so faculty can use it as a repository for tenure-track faculty to go up? Yes, it is intended to work for career advancement.

• Texas A&M just signed a 5 year contract with Interfolio (includes TAMU, TAMUG, Ag and Engineering). How will this process affect us if the system decides to go with a different software? There is no predetermined path, or intent, if an institution has moved forward with a vendor already, for the System office to say the institution must change their vendor. (TAMU purchased all three modules: faculty search, promotion, and 180).

• Has the System signed a contract with Interfolio? No; this project working group is together to evaluate that.

• You mentioned member costs, do you have any idea what the total cost target is at this point in time and what the ongoing service contract might be? We do not know; it will be one of the deliverables.

• Will System Members be required to adopt whatever software is selected? It will not be a requirement; we hope System Members will choose to adopt it.

• Will costs still be spread across the A&M System even if a member decides not to use it? Unknown at this time.

• Since costs may be based on users, don’t you need to first know how many users there will be? Yes, it will be important and determined as we work through this.

• About how many are we going to consider? Right now, we have found at least four vendors; we will be evaluating software vendors who have experience with Tier 1 higher education institutions. If anyone on the working group has experience with researching vendor products, please let us know.
Next Steps
Near-term Actions Items

1. Confirm meeting dates/times for working group
   Meetings will be set for Wednesdays, 1:30 – 3:00 p.m. through December, every two weeks
   Will do another Doodle poll for meetings in the spring semester
2. Document project scope and begin requirements
   TAMU can share information about Interfolio
   WTAMU and Texarkana can share information about Sedona
3. Identify software applications for review
Have a Wonderful Workday!