

**UT-Austin**  
**ProCard Project Team Agenda**

<b>Project Team:</b>	ProCard Policy and Process Team
<b>Date:</b>	February 19, 2019
<b>Start/End Time:</b>	9 am to 1 pm
<b>Location:</b>	UTA 7.532 Conference Room
<b>Team Members:</b>	Susie Brown, McCombs School of Business Dorothy Gillette, College of Pharmacy Theresa Kelly, Integrative Biology, College of Natural Science Julie Lake, Jackson School of Geosciences Sandy Jansen, Internal Audit (unable to attend) Erica Moreno, Athletics Sara Palacios, Cockrell School of Engineering Cheryl Pyle, Office of Student Affairs Amy Ramirez, College of Fine Arts Andy Spiegel, College of Liberal Arts (Team Leader) Ellis Trinh, Dell Medical School Echo Uribe, Briscoe Center
<b>Staff Resources:</b>	Felix Alvarez, Process Owner Matt Burns, Administrative Support Kendyl Cervenka, Subject Matter Expert (in attendance) Olga Finneran, Communications (in attendance) Ed Horowitz, FIS Natalie Kendrick, Subject Matter Expert (in attendance) Terri Shrode, Subject Matter Expert Alice Gustafson, Project Manager (in attendance)
<b>Guests:</b>	Carol Lee, Information Technology Service
<b>Objectives:</b>	Final walk-through of CUBO presentation and website; introduction to change management plan, complete process walks debrief and map changes; and data analysis resulting in data observations for use in root cause analysis.

----- AGENDA -----

TOPICS	WHO	TIME
1. Welcome back and check-in	Andy, All	5 min
2. Agenda review	Andy	5 min
3. CUBO presentation	Andy, Sara, Erica and Olga	10 min
4. Change Management and Communication Plans <ul style="list-style-type: none"> <li>o Website</li> </ul>	Olga, Alice	20 min

○ Change Management Plan		
5. Walking the Process debrief	Team	60 min
6. Break	All	10 min
7. Data Collection Plan and Analysis	Subteam, Alice	100 min
8. FAQs for website	Team	15 min
9. Review of completed work items, next steps, and prep for next meeting on root cause	Andy	10 min
10. Close meeting	Andy	5 min

Meeting Notes:

1. Andy announced that Cynthia has taken a new position outside of UT and will no longer be on the team. She will be replaced by Sandy Jansen, Chief Audit Executive.
2. Andy indicated that Darrell Bazzell approved the CUBO power point presentation so Andy walked through the final version, and took questions and comments from the team. He, Erica and Sara will present at CUBO on Feb 21.
3. Olga presented the final draft of the project website, asking for a few remaining items before go-live on Thursday, Feb 21. The team agreed to a soft rollout of the website; just CUBO on Thursday and then will come back at the next meeting to talk about how to introduce it to remaining stakeholders.
4. Alice distributed copies of the draft change management plan and walked through the various parts of the plan. The team was invited to review the plan in Box and add comments as we continue our work. It is intended to be a dynamic document that captures the needs of the project team and university community as solutions are approved and introduced to campus.
5. The team noted the changes in the process steps of application, issuance, and termination from process walk observations and VOC feedback. Usage will be reviewed before root cause at the March 5 meeting. Alice will update the process maps as best she can before the next meeting, and place the problem statements in Box.
6. The final data collection plan was distributed. The team broke into small groups and each took a section of the data collection plan to review and analyze data sets. They distilled them into meaningful data observations or statements, and will summarize their work for placement in Box.
7. Team members were asked to begin to identify FAQs for the website.

<b>ACTION ITEMS (from Previous Meeting)</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>
History of ProCard summary for website	Teri, Susie, Cheryl	2.12.19
Summary of Internal Controls for website	Cynthia, Kendyl, Alice	2.12.19
Presentation feedback to Olga	Andy	asap
Website feedback to Olga	Andy, Alice	asap
Timeline for website	Andy, Alice	2.12.19

<b>ACTION ITEMS (from Today's Meeting)</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>
Website Go-live	Olga	2.21.19

Website communication on agenda for next meeting	Team	3.5.19
Review and add to Change Management Plan	Team	On-going
Add problem statement to Box	Alice	asap
Update process maps	Alice	asap
Summarize data statements	Team	3.1.19
Capture questions and responses for FAQ's	Team	On-going