

**Audience: Deans and Heads of Division
Faculty and Division Executive Officers
Client Services Accountants**

This monthly bulletin is the 2nd in a series of communications, primarily used to inform the University management team of the Financial System Upgrade project progress to date, and to request fullest commitment and maximum participation of the finance system users from across the University.

Project Activities

The project team continues to conduct system integration testing, infrastructure build and training material preparation during the month of April. The test data preparation required for User Acceptance Testing (UAT) is being finalised. The UAT testers will be given training between 18th & 28th April prior to the execution of the UAT Testing which will be over a 4 week period throughout May. The first part of the UAT Testing will be conducted at 22 Arthur Street, and the second part will be conducted at the end users' office for connectivity and performance testing.

End User Training Course Curriculum

The curriculum was signed-off and is now available for viewing through the Accounting Services website. Please refer to the following link: http://www.fsd.unsw.edu.au/v88/upgrade_index.html for information. Training updates and other project/preparation updates will continue to be posted on this site – keep watching!

Specialist Training Programmes

Two training programmes have been established for NSF Experts & Specialist CSA courses. These are primarily instructor led courses in a classroom environment. Enrolments have now closed with 115 participants nominated.

Training session times, dates and locations will be advised shortly and are expected to commence on 1st May running through into early June.

Enrolments For General End User Training

We have had an excellent response rate with several hundred enrolments received to date. Enrolment has closed, but as we will take a few days to process them, we will still accept late enrolments next week.

If the classroom training courses become full, late enrolments may miss out. Please make sure all of your staff have enrolled already or do so next week.

Once all enrolments are processed, we will issue a General End User Training Course Schedule. Special consideration for dates will be given to remote users attending from ADFA and the Rural Clinical Schools.

General End User Training Courses

Training for everyone else is being delivered via 3 channels:

1. Lecture Sessions

UPK (Online Training) & PeopleSoft Fundamentals (3-3.5hrs).

Sessions are planned between 15th–19th May 2006. Attendance at one of these sessions is mandatory for everyone who uses NS Financials.

2. Classroom / One-On-One Training

We have limited places available for classroom led training for some topics (refer to the course curriculum). If/when these are filled, staff will still be able to self-train on many of these topics using the new online training tool. Classes are planned for end of May through to June 2006.

3. Online Training

We are using a new training tool that will enable staff to access NS Financials training information over the web. The online training uses a simulated environment to show staff how to navigate to the right menu and what information to fill in. It will cover the major types of transactions performed.

Staff will be able to conduct their application training from their own desk, at their own convenience 24 hrs day/7 days per week. If they only do a task occasionally, they can go back in and re-do the courses.

All staff enrolled to do these courses will be issued joining instructions when they are available (this is anticipated around 20th May).

General university staff will have a month to familiarise themselves with the new upgraded system before the planned Go-Live date of 21st June 2006.

Should you require any further information or assistance regarding the upgrade do not hesitate to contact Cecilia Yuen on extension 51635.

Kind regards,

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Frank Laezza

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Ken Dysart