Business Readiness Team (BRT) Kickoff Meeting
Peralta is moving from a “data storage” system to a “process control” system.
# Peralta BRT Structure

## Process areas which are changing

<table>
<thead>
<tr>
<th>Admissions &amp; Records</th>
<th>Campus Community</th>
<th>Self Service</th>
<th>Schedule &amp; Course Catalog</th>
<th>Financial Aid</th>
<th>Student Finance</th>
<th>Counseling</th>
<th>Faculty</th>
<th>Student Government</th>
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<tbody>
<tr>
<td>BRT Co-Chairs</td>
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<td>Matt Kritscher &amp; Charlotte Smith</td>
<td>Tony Powell &amp; Joyce Brown-Willis</td>
<td>Mario Rivas &amp; Joyce Brown-Willis</td>
<td>Jannett Jackson &amp; Sheryl Queen</td>
<td>Kerry Compton &amp; Judy Cohen</td>
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<td>Counselor</td>
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<td>Leslie Scurry</td>
<td>Hermia Yam</td>
<td>Mary Shaughnessy</td>
<td>Adrienne Riley</td>
<td>Hector Corrales</td>
<td>Terrance Green</td>
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<tr>
<td>Berkeley City College</td>
<td>Loretta Newsom</td>
<td>Paula Coil</td>
<td>Fabian Banga</td>
<td>Johnny Dong</td>
<td>Robert Vergas</td>
<td>Resurrection (Resie) Nicolas</td>
<td>Joseph Biehalski</td>
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<td>College of Alameda</td>
<td>Marcean Bryant</td>
<td>Pat Deenoncourt</td>
<td>Mary Shaughnessy</td>
<td>Min Wu</td>
<td>Angelita Finlayson</td>
<td>Muriel Montague</td>
<td>Shirley Robinson</td>
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<td>Laney College</td>
<td>Rene Rivas</td>
<td>Ron Moore</td>
<td>David Reed</td>
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<tr>
<td>Merritt College</td>
<td>Suzanna De La Torres</td>
<td>Anika Toussant-Jackson</td>
<td>Alexis Alexander</td>
<td>Jane Fong</td>
<td>Alice Freeman</td>
<td>Jaqueline Bell</td>
<td>Tom Branca (Lead)</td>
<td>Patricia Rom</td>
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<tr>
<td>Others As Needed</td>
<td>Angela Thong</td>
<td>David Betts</td>
<td>David Betts</td>
<td>Angela Thong</td>
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A BRT is a small within a business area that is responsible for preparing the area to operate using the new student administration system.

BRTs are needed to:
- Design and validate changes to current business processes
- Conduct change impact assessment and change plans
- Test the application thoroughly to ensure operability
- Prepare super users within the organization
- Prepare for production cut-over and go-live
- Ensure post-go live support is in place and is working
- Assess and resolve risks throughout the project
- Be the “voice” or advocate of the business area

**BRT = Business Readiness Team**
Communication Liaison

- Link between the Project Communications Lead and the BRT
- Leads communications effort for the BRT
  - BRT Specific
    - General departmental updates
    - Stakeholder specific mailings, etc
    - Functional content on the web-site
    - Coordinate focus groups
  - Overall project support
    - Help organize cross-functional events
    - Help prepare for SMT updates
    - Provide content for Peralta newsletter
What are your time commitments?

- The amount of time needed for the business readiness teams depends on your role
- Attend a weekly 1 hour business readiness team meeting
- Spend approximately 1-4 hours per week following up on action items back in the business area
- In addition, BRT leads can expect to spend an additional 1-2 hours per week planning for meetings and coordinating between business readiness team members
- Lastly, communication liaisons (CLs) can expect to spend an additional 1-2 hours per week working on project communications activities
# Project Progress Scorecard

**Last Update:** Tuesday, October 09, 2007

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<tr>
<td>Admissions and Records</td>
<td>Matt Krifscher</td>
<td>Charlotte Smith</td>
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<td>Admissions consultant coming on 10/28 to finalize</td>
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<td>Campus Community</td>
<td>Tony Porell</td>
<td>Joyce Brown-Wilks</td>
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<td>Admissions consultant coming on 10/29 to finalize</td>
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<tr>
<td>Faculty &amp; Student Self Service</td>
<td>Mario Rivas</td>
<td>Joyce Brown-Wilks</td>
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<td>CBSI is completing configuration.</td>
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<td>Schedule and Course Catalog</td>
<td>Jannett Jackson</td>
<td>Sheryl Queen</td>
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<td>Course Catalog now in production</td>
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<td>Kerry Compton</td>
<td>Judy Cohen</td>
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<td>Configuration must be complete by 10/31.</td>
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<tr>
<td>Student Finance</td>
<td>Jacqueline Bell</td>
<td>Defnie Del Rosario</td>
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<td>Interface and check printing process decisions underway</td>
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</table>

**IS responsibility**

<table>
<thead>
<tr>
<th>Complete</th>
<th>Corrective Action in Place</th>
<th>On Schedule</th>
<th>Deadline in Jeopardy</th>
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<tbody>
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<td>☒</td>
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Next Steps

- Schedule weekly meetings if not already in place
- Identify BRT leader
- Identify Communications Liaison (CL)
- Other area specific actions?
  - Process validation status
  - Change impact assessment
Questions?
What will you be doing?  
Part One

- **Alignment** – between now and December
  - Review and validate processes documentation
  - Identify and resolve process issues
  - Conduct change impact assessment
  - Update risk identification and mitigation plans
  - Identify organizational alignment issues for resolution

- **Engagement** – November through January
  - Develop and execute business test plans
  - Help develop the training plan for impacted stakeholders
  - Validate training material to ensure it addresses changes
  - Identify and develop super users
  - Promote training and other go-live efforts
What will you be doing?
Part Two

- Readiness – production transition planning – February & March
  - Determine deployment success measures
  - Develop and execute communication plan
  - Determine contingency plans and workarounds
  - Define readiness and go-live checklist
  - Prepare, schedule and conduct leadership transition sessions
  - Develop legacy system shutdown plan
  - Conduct user sessions to communicate changes
  - Conduct go-live final review with the checklist
  - Conduct data readiness assessment
  - Validate all employees have security access and a proper desktop
  - Participate in business process cut-over

- Reinforcement - post go-live – April through Summer
  - Document and resolve issues
  - Document achievement of success measures and resolve issues
  - Monitor implementation and adjust transition plan
  - Conduct lessons learned
  - Hand off into the organization for long-term maintenance
On departmental operations, they work with leaders so they understand the change, and the implications if they decide not to adopt the change. Work with departmental leaders to ensure that the organization is ready to adopt the change.

The business team is responsible for the actual change. They ensure that the data, business processes, and systems are ready and in place for go-live. They provide on-site support for employees within their constituency group that might need help. They or team support for new processes and systems are ready and in place for go-live. They provide on-site support for employees within their constituency group that might need help.

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Business Team Meeting: Business team leaders are responsible to ensure their team is property...