

Effort Reporting System
Technical Advisory Group
Notes of the March 15, 2005 Meeting
DRAFT – 3/16/2005
Accepted – 4/19/2005

Attendees: Jon Good (UCOP), Adam Cohen (UCOP), Wayne Kidd (UCOP), Abdulla Jehaberdeen (UCOP), Renata Ellis (UCB), Don Rutherford (UCB), Lyle Kafader (UCSD), Judith Freed (UCLA), Mabel Lai (UCLA), Larry Johnson (UCD), Beatrice Cardona (UCSF)

The meeting was conducted via conference call. Notes from the 2/15 meeting were reviewed and accepted without correction.

Project Status Update

Adam reported that the design work has been completed for interface file processing, report period initiation and effort report generation. Coding is underway in each of these areas. The design of the user interface for the web application is nearing completion as well. The specifications for these portions of the system will be reviewed with the TAG at a future meeting.

TAG members were updated on the discussions at the previous Management Group meeting regarding hiring a training and communications specialist to prepare common materials for the project. TAG members were also provided an update on the work of the Requirements Group which reviewed ways to “roll up” multiple FAUs for an employee effort report to a single line representing work on one project.

Campus Implementation Updates

Campus representatives were polled regarding the status of ERS implementation planning at their campus. All of the campuses report that working groups had been formed and begun to meet to plan for ERS implementation. UCLA has formed a technical group that is reviewing the steps necessary to prepare an operational environment. UCB has begun examining data issues but has not yet begun planning for implementation. UCSF has started high-level planning and budgeting for the ERS implementation.

Adam mentioned that the plan which was developed for the pilot phase of the project may be useful to campuses to use as a template for planning campus implementation projects. Also, the analysis that is currently underway to prepare a plan and cost for hosting the ERS application at UCOP may be useful for campuses to help identify the major areas and tasks that need to be addressed in the implementation process.

Review of Web Design Specification

The group reviewed a specification document describing the general web page design guidelines that will be followed for system development, and the browser requirements that will be needed for ERS. The document provides information on specific versions of browsers that can be supported given the underlying design guidelines. **Campus**

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representatives were asked to report back on any specific OS or browser versions that had to be supported based on the installed base at their campus.

The group agreed that use of Javascript within web pages would be acceptable but should be managed to not impose excessive browser requirements.

The issue of screen resolution was discussed and the group was asked to establish a standard resolution for the ERS web application. **Campus representatives were asked to look into what standards for screen resolution may have been adopted and what typical screen resolutions are in use at their campus.**

Next Meeting

The next ERS TAG meeting will be Tuesday May 17, 2005 from 2-4pm, and will be conducted via conference call. The ERS team will publish agenda and other materials via project website and will announce availability and confirm conference call details in advance of the meeting.