

## ORION II

Interface Inventory kickoff meeting

September 2, 2003

2:30 – 3:30

HR Conference Room

Attendees: Herman Moller (IT)  
Darlene Pike (Bursar)  
Janine Everly (Business Office)  
JUDY BRESNAHAN (Accounts Payable)  
Pat Minyard (IT)  
Truc Phan (IT)  
Suzie Amason (IT)  
Mary Cauley (FA)  
Patrick Grayson (SAG)

### Agenda:

Discuss external interfaces on the system and what needs to be done to rehost them.

#### 1. Scope

- It was decided that the best way to inventory the interfaces was by application/subsystem grouping and this was the approach of the meeting.
- The meeting concentrated on identifying the interfaces and establishing the POC's to form the basis for the Inventory Document. Where possible other information was gathered (protocol, direction etc) but it was agreed that this information would be completed with the main POC's on an individual basis.

#### 2. Identify a definitive list of interfaces, create an inventory spreadsheet containing the following information:

- Source system (FCCJ app or Client organization)
- Target system (FCCJ app or Client organization)
- FCCJ Owner/POC
- Client POC
- Direction (incoming, outgoing. both)
- Transmission protocol used
- Data format/location
- Frequency
- Programs/job names involved
- Other considerations/notes

- The group Identified 64 discreet external interfaces falling into the following groupings:
  - a. Financial Aid - including all OSFA, CPS, Loans, and various Excel Download/Upload interfaces (the main POC's are Mary McCauley, Anissa Cameron, Kathy Johnson and Herman Moller)
  - b. Payroll (Main POC's are Joe Malek and Suzie Amason)
  - c. Finance – including Accounts Payable, Bank of America, Credits and Collections interfaces (main POC's are Elaine McEntee, Truc Phan)
  - d. Student Records – including FASTER, FACTS, GED, ACT/SAT, CPT, CLAST interfaces (main POC's are Terry Salmon and Pat Minyard)
- Prior to the meeting Mary McCauley had taken the initiative to create the inventory spreadsheet for the Financial Aid system with a comprehensive and detailed list of interfaces. It was decided this format would be used for all systems.

### 3. Next Steps

Patrick Grayson will compile and format the Interface Inventory document by sub-system and will distribute this to the individual FCCJ points of contact.

For each interface, the POC will research the required information and complete, as far as possible, the detail on the inventory.

Patrick will follow up with the POC's on an individual basis to confirm the completeness and accuracy of the inventory.

A checkpoint of these next steps will be taken during the weekly status meetings.