

FIT GAP STRATEGY

FIT GAP ANALYSIS

Introduction

Fit gap analysis reviews:

- each of the business processes by functional area,
- all key data elements that will need to be converted,
- methods for the use of certain data elements.

The purpose of fit gap analysis is to:

- ensure that PeopleSoft meets all current Brandeis business processes;
- moderate changes in procedures to be sure that 'Best Practice' is the norm;
- identify necessary interfaces for capture; and
- identify issues that require policy changes.

Process

Sessions

The fit gap analysis process will take place in sessions conducted by a PeopleSoft functional expert. Working sessions will begin developing the input for Brandeis-specific rules and tables. Management representatives will attend any sessions covering controversial topics

Session Schedule

We will need at least three full-day sessions lasting from 9:00 am to 4:00 pm per module. Because the required tasks can be extremely detailed, we may need as much as several weeks to complete work on any one module.

Because different gaps can require more research, we may need additional time or resources for investigation by PeopleSoft consultants and Brandeis functional and technical resources.

Session Purposes

The fit gap working sessions will:

- determine necessary interfaces,
- identify conversion requirements,
- determine necessary customization,
- develop the prototype model,
- develop testing requirements,
- identify necessary outside vendor contacts,
- identify reporting requirements,
- identify security requirements,

- identify testing scenarios/scripts, and
- configure PeopleSoft to reflect Brandeis control tables, and business processes and rules.

Attendees

A cross section of the user community, technical staff, and management will attend fit gap sessions, including the

- PeopleSoft project manager and Functional Expert,
- Financial Technical Lead
- Conversion Technical Lead
- Data Administrator and,
- Project Manager.

and representatives of:

- G/L,
- A/P,
- P/O,
- Budgeting,
- Grants,
- HR,
- Payroll,
- Student, and
- Other management as needed.

All fit gap sessions will require a note taker.

Equipment

Fit gap sessions will use:

- a PC linked to the PeopleSoft demo database and the current on-line system,
- a PC image projector,
- a whiteboard,
- post-it sheets, and
- snacks.

Agenda

All fit gap sessions should include:

- review of prior session minutes,
- reading of the agenda,
- update of the status of action items.

Deliverables

Fit gap sessions will deliver:

- functional specifications for -
 - conversion,
 - interfaces,
 - customizations,
 - reports, and
 - security;
- prototyping scripts,
- issue resolution,
- a fit gap document detailing the results of the fit gap analysis process,
- a draft prototype database to explain the fit gap results to the user community and show how the resulting system will work at Brandeis.