CRPs in a nutshell

As we move closer to finalizing design work on the new HR/Payroll system, we are approaching an important milestone: the Conference Room Pilot sessions.

Commonly known as CRPs, these sessions will be scheduled over the course of two weeks beginning May 21. Each session will focus on one or more proposed future process.

During each session, members of the project team will present the process. They will show the process flow in various scenarios, pulling up PeopleSoft screens at points in the process where they are accessed and used.

These will be interactive sessions, with attendees encouraged to provide feedback and ask questions. A scribe will be present to take detailed notes.

Following the CRPs, this input will be used to refine the future processes.

CRPs are NOT...

CRPs are not design sessions. (The design work has been done.) Nor are they test sessions. (Testing is later, once the system has been built.) CRPs are design reviews that communicate the designs – and gather feedback that will make the designs better.

CRP Goals

Communicate Designs
- Business process flows
- PeopleSoft screens and configurations
- Major design decisions
- Changes from current state processes
- Other points relating to design

Gather Feedback
- What will work?
- What is unlikely to work?
- What was missed?
- What needs to be changed?
- Questions

Participants

CRP invitations will be sent to:
- People who participated in the requirement sessions (all campuses)
- People who work in the current processes
- Managers
- Leadership Group
- Advisory Group
- Additional Executives

Planning and Logistics

- An informational kickoff session for all participants will provide details and set expectations – to be scheduled a week before the CRPs.
- CRP sessions will unfold over two weeks. Related processes will be grouped into individual sessions.
- The functional teams (HR, Benefits, Payroll) will lead CRPs concurrently, but each team will have only one session at a time.

CRP Session Roles

Presenter: Presents the business process flows, scenarios, and decisions
Demonstrator: Demonstrates transactions in PeopleSoft
Scribe: Takes notes and reviews the notes at the end of each session
Audience: Provide feedback on designs (positive and negative, asks questions)

Key Dates

CRP Kickoff Session
The same hour-long session will be held twice, to accommodate different schedules: 9-10 a.m. Tuesday, May 15 – and 2-3 p.m. Thursday, May 17
(Locations to be announced. Both sessions will be available via Adobe Connect.)

CRPs May 21-30 (Schedule for all sessions will be sent the week of May 7.)