

## **Role Description for Campus Upgrade Rep**

### **Required Duties**

The Campus Upgrade Rep at each campus will be responsible for the following tasks throughout the PeopleSoft Financials 8.9 upgrade project:

- Participate in activities in Athens in preparation for go-live weekend including the following tasks:
  - Attend pre-conversion workshop held on site in Athens at the OIIT office.
  - Review and complete tasks as outlined on the PSFIN V8 Deployment Checklist.
  - Participate in go-live workshop held on site in Athens at the OIIT office.

### **Estimated Level of Effort**

The time commitment from the resource engaged in the Campus Upgrade Rep tasks will be heaviest the week of the pre-production upgrade and the week of the go-live upgrade during which time this resource will be required to be on site in Athens. It is estimated that resources will be in workshops at OIIT during the following times:

- **Group 1:**
  - Pre-production Upgrade, March 5 - 7, 2008
  - Go-live Upgrade, April 4 - 7, 2008
- **Group 2:**
  - Pre-production Upgrade, April 14 - 16, 2008
  - Go-live Upgrade, May 9 - 12, 2008

### **Qualities of Ideal Campus Upgrade Rep:**

- PeopleSoft Financials Super User
- Working knowledge of reconciliation techniques in the Financials application
- Familiarity with sub-module data and reconciliation to GL
- Ability to run PeopleSoft Financials Queries, SQRs, and nVision reports