DEPLOYMENT GROUP KICKOFF CTCLINK TERMINOLOGY

This document includes new terminology used during the DG kickoff presentation. Find more at the ctcLink Glossary.

ctcLink

A single, centralized system of online functions for the Washington community and technical college system, which includes PeopleSoft, HighPoint Mobile, 25Live room scheduler, Online Admissions Application, a budget planning tool and integration to third-party applications such as Canvas and CampusCE.

PeopleSoft (PS)

The enterprise software the Washington State Board for Community and Technical Colleges (SBCTC) uses to manage all student (Campus Solutions or CS), human resources (Human Capital Management or HCM), and financial (Finance or FIN) data. This is referred as ctcLink on our project.

Enterprise Resource Planning (ERP)

Numerous connected business processes which enable the flow of data between them. By collecting an organization's shared transactional data from multiple sources, ERP systems eliminate data duplication and provide data integrity with a single source of truth. ctcLink is an ERP.

Project Management Office (PMO)

- College PMO: College department led by the Project Manager. This could be an office of one.
- ctcLink Project PMO: The team members that make up the ctcLink Project Management Office.

Milestones

Specific key project achievements in the project timeline.

Quality Gates

The ctcLink Project implementation methodology includes five quality phase gates — Initiation, Structure, Construct, Transition and Deploy — which include milestones in each. At the time of kickoff, a deployment group has completed its Initiation phase and is entering the Structure phase.

Initiation Phase

Activities leading to the starting line of a deployment group's implementation timeline. Includes all project planning preparation tasks, initial college and project management planning, completion of deliverables for Peer Review.

Structure Phase

Formal project kickoff, Global Design Adoption (GDA) Canvas courses followed by Business Process Fit/Gap (BPFG). Outcomes are tied to homework assignments which drive local configuration data. Data conversion and validation activities begin during this phase.

Go-Live

The point at which data is converted from Legacy to ctcLink and the college is using ctcLink for transactions.

Go-Live, go-live, go live

- "Go-Live" is a noun: This weekend is our college's Go-Live.
- "go-live" is an adjective: We are getting ready for go-live weekend.
- "Go live" is a verb: We will go live on ctcLink in the next deployment group.

Work Packages
A group of related tasks within the project schedule (also known as the Project Plan).

Global Design Adoption (GDA)
Self-paced courses (in Canvas) to introduce PeopleSoft basics, gain a foundation of knowledge about PS and a basic understanding of global and local configuration and how this impacts local business processes.

Business Process Fit/Gap (BPFG) Sessions
Remote sessions led by project staff to demonstrate business processes in ctcLink. Configuration homework and Change Action Plans are completed as part of this process.

Configuration (aka Homework)
Determining the values for data elements at your college, e.g. departments, plan codes, service indicators.

Data Conversion (5 cycles)
Taking data from the Legacy system, combining it with other data colleges submit, crosswalking to new values, and making data available in ctcLink. The conversion cycle process is iterative – getting closer to the desired results with more iterations – building on each prior cycle for cleaner and cleaner data by Go-Live.

Data Validation
Comparing data that has converted into ctcLink with the source data to verify that it has converted accurately and has crosswalked to the correct values.

PeopleSoft Fundamentals
A Canvas course to introduce the foundations of PeopleSoft. Course information includes an overview of ctcLink, Frequently Asked Questions, videos on how to navigating ctcLink, as well as resources such as Terms and Concepts, Quick Reference Guides (QRGs) and Navigation Guides.

ctcLink Security
Setting permissions and access to the modules, pages and data each ctcLink user is able to view, and which functions they can perform with the data.

User Acceptance Testing (UAT)
A process to confirm the system meets mutually agreed-upon requirements. A Subject Matter Expert (SME) provides confirmation after reviewing data in ctcLink compared to Legacy. UAT is one of the final stages of the project before Go-Live.

Legacy
The HP 3000 administrative system used by the Washington community and technical colleges, first established in 1981 with the PPMS product.

Legacy Data Clean-Up
Correcting data errors in SMS, FMS, PPMS, FAM before they are converted to ctcLink

Crosswalks, Crosswalked
A list that indicates what a specific data value in Legacy *becomes* in PeopleSoft. e.g. EPC value 814 is *crosswalked* to (becomes) Plan Code WETWTAPT.

Production and Development
- Production (Prod, PRD): the "live" ctcLink that end-users see.
- Development (or DEV): environments where processes are built and tested before going live on production.

Production Workshops
Four-day workshops for users to configure course catalog, schedule classes, set up requisites, and create Academic Advisement Reports.