Overview & Assumptions
The functional design of the system will be undertaken in three primary phases of activity; Initial Design, Issue Resolution/Follow up, and the Conference Room Pilots.

Initial Design activity is scheduled from October 2011 through December 2011. The primary objectives of the Initial Design phase are to:
1. Identify the high-level configuration approach for the system (Business Units, Departments, Positions, Companies, Pay Calendars Pay groups, Actions, Action Reasons, etc.).
2. Discuss and document business processes that can be accommodated by the delivered system.
3. Identify any business processes that cannot be accommodated by the delivered system (CEMLI’s).

Issue Resolution and Follow up is scheduled in January 2012. The primary objectives of the follow up sessions are to:
1. Flush out any unresolved issues identified during Initial Design with the core UC project team.
2. Document approaches and finalize any required CEMLI’s

The Conference Room Pilots (CRPs) are scheduled to take place from February 2012 – May 2012. The primary objectives of the CRPs are to:
1. Present completed UC business processes
2. Finalize any change management, training & communication issues due to the new processes
3. Begin planning & documentation for end user training

Initial Design Approach
The Initial Design sessions are also undertaken in a series of phases:

Preparation

During the preparation phase, the following activity occurs:

1. The ‘gold’ higher education environment is created for use in the sessions.
2. The functional consulting team works with UC counterparts to get up to speed on the business process discussions that have taken place over the past year.
3. The consulting team builds out their base recommendations on the high level configuration approach.
4. The consulting team validates their assumptions on the configuration with a team of UC counterparts.
5. The PMO reviews the configuration base assumptions and raises any concerns.

**High Level Configuration Presentation**

During this phase of the functional design, the high level configuration assumptions are presented to the UC design team.

**Core HR Business Process Review**

During this phase of the project, the core HR business processes are presented & discussed with a cross section of participants across all functional areas. The core HR processes are those that impact all modules.

**Individual Module Process Review**

Once the core configuration and HR processes are discussed, process review for individual modules (Human Resources, Benefits, Payroll, Absence Management, and Commitment Accounting) can commence.