<table>
<thead>
<tr>
<th>Agenda</th>
<th></th>
</tr>
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<tbody>
<tr>
<td><strong>Introduction:</strong></td>
<td><strong>Jeanne Durr</strong></td>
</tr>
<tr>
<td><strong>WyoCloud Survey #2</strong></td>
<td>Analysis of Survey #2 Results</td>
</tr>
<tr>
<td><strong>Timelines</strong></td>
<td>Project, Training, and System Cut-Off Timelines</td>
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<tr>
<td><strong>Training Spotlight</strong></td>
<td>What to know about training before the Financial Management System Go-Live in mid-July</td>
</tr>
<tr>
<td><strong>Q&amp;A Session</strong></td>
<td>Your questions about WyoCloud answered</td>
</tr>
<tr>
<td><strong>Change Agent Open Discussion</strong></td>
<td>Feedback on Change Agent meetings, WyoCloud Newsletter, and Project</td>
</tr>
</tbody>
</table>
Introduction: Jeanne Durr

Associate VP of Human Resources
WyoCloud Survey #2
The WyoCloud Community Engagement surveys are meant to assess the level of engagement and readiness the campus community is feeling towards the launch of the WyoCloud systems.

Initial Survey  
November 2016

Mid-Implementation Survey  
March 2017

Final Survey  
June 2017
# WyoCloud Survey #2 Results

<table>
<thead>
<tr>
<th>Engagement Questions</th>
<th>Average Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am familiar with WyoCloud and the systems and processes it will impact.</td>
<td>3.48</td>
</tr>
<tr>
<td>I know where to get answers to my questions about changes that will impact me.</td>
<td>3.13</td>
</tr>
<tr>
<td>I believe I will receive the training and support I need to perform my job after WyoCloud is implemented.</td>
<td>3.53</td>
</tr>
<tr>
<td>I believe in the future the WyoCloud implementation will improve my efficiency.</td>
<td>3.63</td>
</tr>
<tr>
<td>I am motivated to participate in the WyoCloud change effort.</td>
<td>3.90</td>
</tr>
</tbody>
</table>

**Survey Scale:**

1 = Strongly Disagree  
2 = Disagree  
3 = Neutral  
4 = Agree  
5 = Strongly Agree
# WyoCloud Survey #1 vs. Survey #2 Results

## Engagement Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>#1 Avg.</th>
<th>#2 Avg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am familiar with WyoCloud and the systems and processes it will impact.</td>
<td>2.08</td>
<td>3.48</td>
</tr>
<tr>
<td>I know where to get answers to my questions about changes that will impact me.</td>
<td>2.02</td>
<td>3.13</td>
</tr>
<tr>
<td>I believe I will receive the training and support I need to perform my job after WyoCloud is implemented.</td>
<td>2.95</td>
<td>3.53</td>
</tr>
<tr>
<td>I believe in the future the WyoCloud implementation will improve my efficiency.</td>
<td>3.11</td>
<td>3.63</td>
</tr>
<tr>
<td>I am motivated to participate in the WyoCloud change effort.</td>
<td>3.46</td>
<td>3.90</td>
</tr>
</tbody>
</table>

**Survey Scale:**

1 = Strongly Disagree

2 = Disagree

3 = Neutral

4 = Agree

5 = Strongly Agree
What did the survey results reveal to our team?

1. Change Agents and Champions would like more exposure to what processes will look like within the actual system.
2. Our team should begin to distribute more information about the project throughout the general campus community.
3. More specific details on the project and training timelines are needed.
4. We must equip Change Agents with practical ways to facilitate change and address resistance within their areas.
5. The community needs some insight into what training will look like for the Financial Management System.
The WyoCloud Team Response

Example of Actions Taken

- Deep Dive Sessions
- Example Videos inside the System
- Poster Campaign

Examples of What Is Coming

- Cross-Walk Sheets of Old to New Chart of Accounts Values
- Laminated Sheets for Faculty on Preparing Travel Expense Items
- Online “How-To” guides
- Online forum for Change Agents for sharing tips with each other and asking questions
- Contact information for system issues
Grab these on your way out of the meeting!
Timelines
<table>
<thead>
<tr>
<th>Item</th>
<th>Cut Off Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts</td>
<td>1/31/17</td>
<td>No new values after January 31(^{st}), 2017. Anything after January 31(^{st}), 2017 will be subject to an approval process</td>
</tr>
<tr>
<td>Awards/Projects</td>
<td>5/30/17</td>
<td>Leverage pre-award process by May cutoff date to setup projects and awards</td>
</tr>
<tr>
<td>Suppliers</td>
<td>5/31/17</td>
<td>Exception if new suppliers are required for the last check run</td>
</tr>
<tr>
<td>Customers/Sponsors</td>
<td>5/31/17</td>
<td></td>
</tr>
<tr>
<td>Sponsored Project Billing</td>
<td>6/15/17</td>
<td>Final bills and draw downs for expenses thru May 31(^{st}), 2017 should be processed by June 15(^{th}), 2017</td>
</tr>
<tr>
<td>General Ledger</td>
<td>6/23/17</td>
<td>Corrections for May need to be completed by June 23(^{rd}), 2017</td>
</tr>
<tr>
<td>Accounts Payable Last Check Run</td>
<td>6/27/17</td>
<td></td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>6/27/17</td>
<td></td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>6/28/17</td>
<td>Includes POs and change orders</td>
</tr>
<tr>
<td>Procurement Card</td>
<td>6/30/17</td>
<td>All purchases from June 1(^{st}) through June 16(^{th}) should be reconciled by June 20(^{th}). If there are any items unreconciled (for purchases through June 16(^{th})) on June 21(^{st}), your defaults will be used and automatically charged.</td>
</tr>
<tr>
<td>Employees</td>
<td>6/30/17</td>
<td>Allows all employees to be paid by June 30, 2017</td>
</tr>
</tbody>
</table>
Tuesday, April 25th
A&S Auditorium (1:00 - 3:00pm)

• Words from President Nichols on the system and the benefits it will bring to the University
• Additional project updates
Dr. Nicholas Prince from the College of Business (Marketing & Management) will discuss practical ways to facilitate WyoCloud changes in your areas and to address resistance you may encounter in your areas.

Look out for a questionnaire before the event.
Next Change Agent Network Meeting

Wednesday, May 10th
Education Auditorium (2:30 - 4:30pm)

• Regular monthly Change Agent Network meeting
• Additional project updates and more important information about training and Go-Live preparation
Visit from Huron Consulting and Oracle leadership to discuss the WyoCloud project and how it is setting the stage for the future of business in higher education

Open invite to campus

Details TBD, more information to come

Wednesday, May 17th
Location and Time TBD
Wednesday, May 31\textsuperscript{st}
Wyoming Union Central Ballroom

- **All-Day User Experience**
- **Kiosks** set around the room with functional area experts
- **Hands-on walkthroughs** on laptops and information about each functional area (Travel Expenses, Creating Requisitions, Grants Management, etc.)
- **PRIZES**
Additional Deep Dive Sessions

April – June
Locations Vary

Past Deep Dives

- Budgeting – David Jewell
- Grants Management – Jonnie Jenkins

Future Deep Dives

*Dates, Times, Locations TBD*

- Expenses and AP
- Procurement
- General Accounting
- July – Year End: What to Know
- Additional PPM Grants Management
Training Spotlight
Training Spotlight

These training methods are confirmed at this point for the Financial Management System. More details to come.

- Online, On-Demand Training
- In-Person Support Labs
- In-Person Training Sessions?
• On-demand, self-paced
• Ability to repeat courses at your desire
• Each course should take approximately 1 hour or less
• Courses assigned based on your role at the University
• Quick Reference Guides available after completion for some courses
Online, On-Demand Training

Opens Late June (~6/19)
Online, On-Demand

• All University Users Will Complete:
  1. Online Basic Navigation Training
  2. Creating an Expense Report

• Based on Your Role, You May Complete Courses Such As:
  1. Processing Journal Entries
  2. Requesting Cash Advances
  3. Creating a Requisition

NOTE: Some users may only complete the first 2 trainings mentioned that are required of all users. Others (users in Old Main, for instance) may need to complete as many as 10 or more courses.
Open Post-Go-Live
In-Person, Locations Vary

- Labs administered by *functional area experts*
- *Drop in* during a range of times, bring questions about the training while working in the actual system
- *Will continue well after Go-Live*
• Training opportunities will be available frequently and well after Go-Live

• We would love to hear your feedback

• More training announcements to come!
Questions and Answers
Change Agents Open Discussion
Change Agent Feedback

Change Agent Network

- What requests do you have for the upcoming meetings?

Project Feedback

- What are you hearing about WyoCloud?
- What can our team do to support you?

Questions and Concerns

- What is keeping you up at night about WyoCloud?
Go to [http://www.uwyo.edu/wyocloud/](http://www.uwyo.edu/wyocloud/) for WyoCloud project updates and follow our social media channels.
### Upcoming Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>WyoCloud Town-Hall feat. President Nichols</strong></td>
<td>Tuesday, April 25th, 2017</td>
<td>1:00 – 3:00 pm</td>
<td>Arts &amp; Sciences Auditorium</td>
</tr>
<tr>
<td><strong>Managing Organizational Change and Resistance feat. Dr. Nicholas Prince</strong></td>
<td>Wednesday, April 26th, 2017</td>
<td>1:00 – 2:00 pm</td>
<td>Education Auditorium (Education Building Room 55)</td>
</tr>
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<td><strong>Next Change Agent Network Meeting</strong></td>
<td>Wednesday, May 10th, 2017</td>
<td>2:30 – 4:30 pm</td>
<td>Education Auditorium (Education Building Room 55)</td>
</tr>
<tr>
<td><strong>WyoCloud Forum feat. UW, Huron, &amp; Oracle Leadership</strong></td>
<td>Wednesday, May 17th, 2017</td>
<td>Time TBD</td>
<td>Location TBD</td>
</tr>
<tr>
<td><strong>WyoCloud Financial Management System Discovery Expo</strong></td>
<td>Wednesday, May 31st, 2017</td>
<td>All-Day</td>
<td>Wyoming Union Central Ballroom</td>
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Additional Deep Dive Sessions

April – June
Dates, Times, Locations TBD
• Expenses and AP
• Procurement
• General Accounting
• July – Year End: What to Know
• Additional PPM Grants Management