



# MEMORANDUM

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**DATE:** May 26, 2004

**TO:** Presidents  
College Information System (CIS) Phase 2C Colleges

**FROM:** Sandra W. Williams  
Vice President for Administration

**SUBJECT:** CIS Phase 2C "Go Live" Readiness

As you may already know, one of the major milestones in the project plan for your college's implementation of the CIS financial system, including general ledger, purchasing and accounts payable, includes a review and approval by the college's Financials "Install Team" of the testing of the new system.

As included in the project plan, the completion of this milestone needs to be confirmed in writing to the Project Office. A form is attached for your convenience in doing so. **We will appreciate your sending your college's confirmation form to John Taffe by June 11, 2004 so that we can determine the overall status of the financial system "go live" at that time.**

If you or your college's CIS project manager have any questions about the project plan or status reporting, please feel free to contact John Taffe, Project Coordinator at ([taffej@ncccs.cc.nc.us](mailto:taffej@ncccs.cc.nc.us)) or Phil Shepard, CIS Project Manager at ([shepardp@ncccs.cc.nc.us](mailto:shepardp@ncccs.cc.nc.us)).

SWW:RRB:sh

Attachment

c: Bob Blackmun  
Phase 2C College Project Managers  
Phase 2C Business Officers  
Phil Shepard  
Marcia Daniel  
John Taffe

S04-015  
E-Mail



**North Carolina  
Community College System (NCCCS)  
College Information System (CIS) Project  
Financial System Go-LIVE Confirmation**

Approval by the College President and Business Officer provides the NCCCS Project Office a confirmation and commitment by the College that they are prepared to Go-Live with the Financial System (Colleague's General Ledger, Purchasing and Accounts Payable) by July 2004.

Please acknowledge acceptance of the statement above by signing and dating below.

\_\_\_\_\_  
Community College Name

\_\_\_\_\_  
College President

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Business Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
College CIS Project Manager

\_\_\_\_\_  
Date