



STRATUS

Change Agent Network Meeting:
Executive and Administrative Assistants
Reconnect

February 21 & 23, 2022

Agenda

- Welcome
- Project Update
- Functional Updates
- Pulse Survey #2
- Our Ask

STRATUS Updates

- Completed CRP 1 and CRP 2 (Q3 and Q4)
 - CRP1 - 94% pass rate
 - CRP2 - 90% pass rate
- Entering system testing and user acceptance testing (Q1 and Q2)
 - Additional system testing
 - Expand system testers to include additional testers
- Roadshows
- Re-engage Change Agent Network members

STRATUS Roadshows

Purpose of the Roadshow is to share STRATUS with high volume end-users to:

- Increase STRATUS awareness, demonstrate system functionality and accompanying workflows
- Gather feedback to inform communications and training
- February Roadshows
 - Six departments/nine sessions
 - Included live system demonstrations followed by guided Q&A
- Roadshow Series 2: Targeted for March 21 – April 1

Roadshow Demos

[Entering a Requisition](#)

[Approving a Requisition](#)

[Receiving, Coding and Approving](#)

“Why is this important?”

All campus users will now request their own goods and services by “Entering a Requisition”.

Users can check where a requisition approval stands in the system.

“Why is this important?”

Invoice maintenance – users can see the status of an invoice directly in the system.

Discussion and Q&A

- What gets you excited about what you've seen in the STRATUS demonstration?
- What barriers should we anticipate?
- Key highlights to call out in communications and/or training?

Roadshow Demos

Creating a Travel Authorization

Creating Expense Items

“Why is this important?”

Travel authorization and expense reports will be completed in the Expense area of STRATUS. This will replace Tiger Travel.

- Only Supervisors will approve travel authorizations.
- Individual expense items are created and then added to an expense report which is then submitted for reimbursement.
- Students will not be using for STRATUS for travel. Students will use a DocuSign process to submit travel reimbursements.

STRATUS Timeline

- March – May: System Integration and User Acceptance Testing
- May – June: End-User Training
- July: Go live
- July – August: Post go-live support

STRATUS Pulse Survey #2

- Survey Dates February 24 – March 4
- Separate survey audiences
 - Change Agent Network members
 - PeopleSoft Financial users
- Goal
 - Increase survey participation
 - Assess STRATUS awareness at all levels

Our Ask

- ▶ Promote Pulse Survey #2 participation
- ▶ Share department roadshow videos and solicit feedback from peers and team members
- ▶ Resources to support you (posted to website by 2/25)

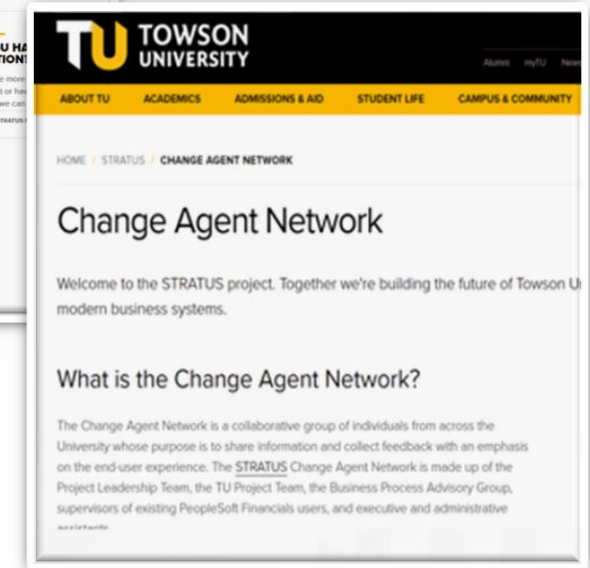
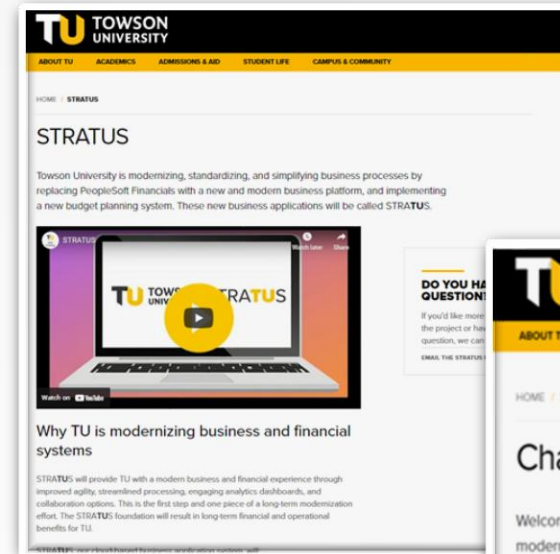
Next Session Preview
“Leading Through Change”

March, 2022

Questions?

Resources

- STRATUS Website
<https://www.towson.edu/stratus/>
- Change Agent Network Website
<https://www.towson.edu/stratus/change-agent-network.html>
- Newsletters
- Frequently Asked Questions (FAQs)
- Talking Points



Questions regarding the
Change Agent Network?

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