CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

71%

p2p.calstate.edu

Pre-Go-Live Trainings

Go-Live

"A DAY IN THE LIFE"
The Capstone to the CSUBUY Pre Go-Live Training Series
Join your assigned session for a recorded webinar with Q&A

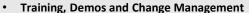| JAN 20	JAN 21	JAN 22
Shoppers & Requesters	**Approvers**	**Compliance Approvers**
Shopping Roles	Workflows	Workflows
Suppliers	Substitutions	Substitutions
Punchouts and Forms	Approval Actions	Approval Actions
Persona Selection	Shared Folders	Reviewing Forms
1:30 - 3:30 PM	9:00-11:00 AM	9:00 - 11:00 AM

Recently Completed ✔

- **Configuration**
  - Finalized Campus Configuration & Continued Gaining Confidence in CSUBUY
  - Finalized Production Workflow Approver Validation
  - Prepared and Began Production Migration for CSUBUY & CFS
- **Delegation of Authority (DOA)**
  - Ran DOA Import and Completed Cleanup
- **Training, Demos and Change Management**
  - Sent Campus Cutover Strategy Communication
  - Sent 2 Month Out Campus Notification
  - Attended End User and Compliance Approver Townhall
  - Forwarded/Shared Pre-Go-Live Training Invites to End User and Approvers
  - Communicated to Campus Stakeholder Groups (meetings, website, portal announcements)

In Progress

- **Configuration**
  - Converting Amazon Business Accounts to CSUBUY
  - Migrate Campus Configuration for CSUBUY and CFS into Production
- **Supplier**
  - Extend CSU Network Suppliers to Acceleration Campus
  - Approving New Supplier Registration
  - Send Supplier Round 1.2 Invitation Announcements and Invites
- **Training, Demos and Change Management**
  - Send 1 Month Out Campus Notification
  - Send Campus End User and Approver Training Strategies
  - Determine Operational Team Post-Go-Live Open Hour Assignments and Begin Scheduling
  - Book and Invite Campus End Users to Post-Go-Live Trainings
  - Finalize Preparations for Hosting In-Person Operational Team Trainings
  - Finalize Websites, Process Documents and Form Updates
  - Attend Contract Management Training
  - Continue Meeting and Communicating P2P Impacts with Campus Stakeholder Groups
  - Building Digital Adoption Platform (DAP) for Go-Live

Coming Soon ⏭

- **Supplier**
  - Send Supplier Round 2 Invitation Announcements and Invites
- **Training, Demos and Change Management**
  - Conduct Operational Team In-Person Training
  - Host Pre-Go-Live "A Day in the Life Demos" Trainings
  - Provide End User Training Materials
  - Communicate Deploy and Go-Live Activities
  - Hypercare Plan and Operational Team Communication
  - Schedule and Conduct Level 1 Support Training

Risks ⚠

- Resource constraints with multiple competing priorities (CSUBUY, Concur, CHRS Upgrades)
- Project communication to campus stakeholders