

FAMIS UPDATES

July 2006

The FAMIS core team, with the assistance of **Bill Managan, Scott Slagle, Dave Sherwood, Debbie Hutchinson and JoAnne McVicker**, successfully completed Phase 2 testing of the FAMIS software package. Phase 2 testing primarily consisted of proving software configuration concepts used in setting up FAMIS for use at WWU. We were able to walk through the entire process from receiving the service request (formerly Work Request), turning that request into a Work Order or Project, routing the Work Order to the shop or department, purchasing of required materials, logging work hours against the WO, and finally through to billing of our client. The 3rd and final test phase is scheduled to begin shortly. During Phase 3 testing, supervisors and WCC staff who deal with the processes most leveraging to FAMIS will participate through hands-on use of FAMIS. Input from Phase 3 participants will provide the linchpin between concept configuration and actual use of the FAMIS software package, any issues identified will be resolved prior to FAMIS go live. Once this phase is successfully completed in-depth user training will begin.

In addition to the completing configuration and testing a major task being worked currently is the writing of Standard Operating Procedures (SOP) and user training documentation. Once completed these documents will provide the “backbone” for how FAMIS is used at WWU and will assist current and future users of the FAMIS system.