Date & Day	System	AM (9:30AM – 12:00NN)	PM Session (1:30pm-4:00pm)	

	AIMS	**PTI Activity (AM)**
		Academic Management System:
		    ● Applicant/Admission Process
		       ○ Admission Set-up
		       ○ Admission Reports/Forms
		
		Recap of issues and concerns
		Gather forms and reports
			Academic Management System:
			    ● Registrar Enrollment Process
			       ○ Enrollment Set-up
			       ○ Enrollment Reports
			    ● Grading System
			       ○ Grade Setup
			       ○ Period setup
			       ○ Grades Encoding
			       ○ Grades Report (TOR, Grades Eval Form)
			Recap of issues and concerns
			Gather forms and reports
				Admission Office
				Sir Alex (Focal Person-ICTO)
				OJT (2)
				Pinnacle
				Colleges (Deans/Chairpersons)
				Enlisters
				OUR

8/12/2024 (MONDAY)	ATHENA (FINANCE)	**PTI Activity**
		ATHENA - Financial System: **(AM &PM)**
		    ● Data Gathering and Gap Analysis
		       ○ Discussion of Inventory Modules
		       ○ Gathering of PLM Inventory Process
		       ○ Discussion of Inventory Modules
		       ○ Gathering of PLM Inventory Process
		       ○ Gathering of PLM Inventory Reports and Forms
		
		Gathering of PLM Inventory Reports and Forms
		Present Current System (Property) & database
		Recap of all gathered issues and concerns
				Property
				Maam Elsa (Focal Person-ICTO)
				OJT (2)
				Pinnacle

	HYPERION (HRDO)	**PTI Activity**
		Human Resource Management System:
		    ● Data Gathering and Gap Analysis
		       ○ Discuss and gather DTR Process
		       ○ Gather forms and reports
		       ○ Discuss Online Applications Process
		           ■ Leave Management
		           ■ OB Management
		           ■ Correction for Time In/Out Management
		       ○ Gather forms and reports
			PTI Activity
			Human Resource Management System:
			    ● Data Gathering and Gap Analysis
			       ○ Discuss Online Applications Process
			           ■ Change Schedule Management
			           ■ Overtime Management
			       ○ Discuss Online Applications Process
			           ■ Service Credit Management
			           ■ Monetization Management
			Recap of issues and concerns & Gather forms and reports
				John Ray (Focal Person-ICTO)
				OJT (2)
				Pinnacle
				HRDO

Date & Day	System	AM (9:30AM – 12:00NN)	PM Session (1:30pm-4:00pm)	
		PTI Activity Academic Management System: ● Finance/Cashier Process	*Additional interview or data gathering to colleges, if needed.*	Colleges (Deans/Chairpersons) **Sir Alex (Focal Person-ICTO)** OJT (2)

Date & Day	System	AM (9:30AM – 12:00NN)	PM Session (1:30pm-4:00pm)	
	AIMS	○ Fees Set-up ○ Payment Mode Setup ○ Scholarship Set-up and Tagging ○ Payment Process ○ Finance Reports ○ Configuration and others Recap of issues and concerns		Pinnacle Finance OUR

8/13/2024 (TUESDAY)	ATHENA (FINANCE)	**PTI Activity**
		ATHENA - Financial System: (AM) - BUDGET
		• Data Gathering and Gap Analysis
		  ○ Discussion of Budget Modules
		  ○ Gathering of PLM Budgeting Process
		Gathering of PLM Budget Reports and Forms
		Recap of all gathered issues and concerns
		
		PTI Activity
		ATHENA - Financial System: (**PROCUREMENT**)
		• Data Gathering and Gap Analysis
		  ○ Discussion of Purchasing Modules
		  ○ Gathering of PLM Procurement Process
		  ○ Gathering of PLM Procurement Reports and Forms
		Recap of all gathered issues and concerns
			PTI Activity
			ATHENA - Financial System: ACCOUNTING/BUDGET
			• Data Gathering and Gap Analysis
			  ○ Discussion of Billing, Disbursing and Check Voucher Modules
			  ○ Gathering of PLM Billing, Disbursing, and Check Voucher Process
			Gathering of PLM Billing, Disbursing and All Voucher Reports and Forms
			• Data Gathering and Gap Analysis
			  ○ Discussion of AIMS Integration
			  ○ Gathering of Collections Reports
			Recap of all gathered issues and concerns
			
			PTI Activity
			ATHENA - Financial System: (**ACCOUNTING**)
			• Data Gathering and Gap Analysis
			  ○ Discussion of Financial Modules
			  ○ Gathering of PLM Accounting Process
			Gathering of PLM Financial and Other Accounting Reports and Forms
				Maam Elsa (Focal Person-ICTO)
				OJT (2)
				Pinnacle
				
				Budget
				
				Accounting
				Treasury Office
				Procurement

	HYPERION (HRDO)	**PTI Activity**
		Human Resource Management System:
		• Data Gathering and Gap Analysis
		  ○ Discuss Prime HR Modules Process
		    ■ Learning and Development
		    ■ Rewards and Recognition
		    ■ Performance Management
		  ○ Gather forms and reports
		Recap of issues and concerns
			PTI Activity
			Human Resource Management System:
			• Data Gathering and Gap Analysis
			  ○ Discuss Prime HR Modules Process
			    ■ Recruitment, Selection and Placement
			    ■ Employee Database
			  ○ Discuss Security and Maintenance Module
			Recap of issues and concerns
				John Ray (Focal Person-ICTO)
				OJT (2)
				Pinnacle
				HRDO

	PTI Activity
	Faculty Evaluation:
	    ● Faculty Evaluation Process
	  Set-up
	  Reports/forms
	    ● Recap of issues and concerns
	LIBRARY SYSTEM (AM & PM SESSION)
	      ○ Discuss Circulation Process
	        ■ Check in
	        ■ Check out
	        ■ Renew
	        ■ Set up Library
	      ○ Discuss Patrons
	        ■ Patrons profile
	        ■ Fines and Charges
	      ○ Advanced search
	      ○ List
	      ○ Tools
	      ○ Discuss administration
	      ○ Reports and cataloging
	      ○ Discuss OPAC & KAHO
	      ○ Plotting and overall discussion
	      ○ Reports and forms
	      ○ Discuss Online library subscription
	Recap of issues and concerns
		Student:
		    ● Student Module
		      ○ Updating of Personal information
		      ○ Uploading of documents
		      ○ Viewing of Grades
		      ○ Student Accounts
		      ○ Deficiency
		Alumni Management System:
		    ● Alumni Process
		      ○ Set-up
		      ○ Reports/Forms
		Recap of issues and concerns
			Pinnacle
			Jam
			RGO
			Library
			VPRAES
			Student/OJT

8/14/2024 (WEDNESDAY)	PHOEBE/ARTEMIS/PHOENIX (above)		
	HYPERION (HRDO)		

	PTI Activity
	Human Resource Management System: (HRDO)
	    ● Data Gathering and Gap Analysis
	      ○ Applicant Portal
	      ○ Employee Portal
	      ○ Gather forms and reports
	      ○ Discuss Payroll Modules Process
	        ■ Payroll
	        ■ Payroll Setup
	    ● Recap of issues and concerns
	      ○ Gather Forms and Reports
	Recap of issues and concerns
		PTI Activity
		Human Resource Management System: (HRDO)
		    ● Data Gathering and Gap Analysis
		      ○ Discuss Payroll Modules Process
		        ■ Payroll
		        ■ Payroll Setup
		    ● Recap of issues and concerns
		      ○ Gather Forms and Reports
		Recap of issues and concerns
			John Ray
			OJT
			Pinnacle
			HRDO
			Payroll

Date & Day	System	AM (9:30AM – 12:00NN)	PM Session (1:30pm-4:00pm)
8/15/2024 (THURSDAY)		BUFFER DAY (ALL SYSTEMS)	

Date & Day	System	ONLINE 10:000AM – 4:00PM		

8/16/2024 (FRIDAY)	AIMS/SFES	Discussion with ICTO Team and presentation of PLM existing system
		CRS/CRSCM/GSP
		PLMAT/MCAT
			Academic Management System:
			● Wrap up meeting
			  ○ Recap of issues and concerns
			  ○ Signing of certificate of completions
			    ■ Kick-off Meeting
			    ■ User's Orientation
			    ■ End User's Process Alignment & Data Gatheri
			Signing of Gap Analysis Form
				Sir Alex
				OJT
				Pinnacle
				Jam
				Maam Elsa
				John Ray
				Sir Mark

	ATHENA (FINANCE)	**PTI Activity (Accounting Office)**
		    CRS/CRSCM/GSP - Cashier & Accounting
		    Payroll?		

	HYPERION (HRDO)	**PTI Activity** Discussion with ICTO Team and presentation of PLM existing system HRIS		

pared & Discuss by: ERP FOCAL PERSONS   Date: August 9, 2024

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Alexander A. Alac