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**Foothill - DeAnza Community College District
Operational Data Store –
HR Functional Training Agenda**

1. Meeting Logistics

Item	Description
Date	**Monday, August 3 – Thursday, August 5, 2009**
Time	**9:00 am – 4:30 pm**
Location	**Foothill-DeAnza District office; Room D260 (to be confirmed)**

2. Attendees

Role	Name
Facilitator	**Susan Shaw, SunGard Higher Education**
Participants	Department Functional/Technical Staff - Internal designated report writers; Department Managers; IT Department Support Staff – responsible for report writing from Banner HR; Campus reporting tool expert; Institution's ODS Administrator.

3. Pre-Work

- The ODS should be installed, technical training completed and the Meta Data published.
- The reporting tool should be installed, the joins of ODS views completed and participants should be trained on the reporting tool.
- Provide training room or facility with one computer for the instructor, a projection method, and one computer for each one or two participants.
- Reporting tool user accounts and passwords should be accessible from the training lab.
- Either Banner SEED data or institution data should be available in the ODS.
- Participants should bring report specifications of actual reports they want to create to class.
- It is recommended to have the ODS Administrative interface and SQL access to the ODS database both accessible from the instructor's station for demonstration and research purposes.

4. Purpose

- Provide an overview of the Banner Operational Data Store (ODS)
- Provide an understanding of Banner HR module business concepts in the ODS via a thorough review of the metadata and Human Resources reporting views.
- Provide enough introductory experience using the ODS so that participants are able to successfully support ad hoc operational reporting needs via their selected reporting tool

5. Agenda Topics

Day 1 – August 3 – Overview

Topic	Approximate Time
Session Introduction	9:00-9:30

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• Introductions • Expectations • Review Session Agenda	
ODS Overview (abbreviated) • What is the ODS? • Why use the ODS? • ODS Components	9:30-10:15
Hyperion Introduction & Overview • Basic functionality	10:30-12:00
Lunch	12:00 – 1:15
Hyperion Overview (cont'd) • Demonstration of a simple report	1:15-2:00
Detailed Look at the HR Meta Data • Meta Data Overview • Business Concepts Diagrams • Reporting Views	2:00-3:00
Report Writing Workshop • Discuss report objectives for the week • Map out a simple report using Just Getting It Done template and Meta Data • Group creates the report along with instructor	3:15-4:15
Review • Exercise: Three Things You Learned Today	4:15-4:30

Day 2 – August 4 - Reporting

Topic	Approximate Time
Report Writing Workshop • Continue group report building exercise from prior day • Map from the Meta Data and create reports from the specs that have been brought to class	9:00 – 12:00
Lunch	12:00 – 1:15
Continue the Report Writing Workshop • Create reports from the specs that have been brought to class • Additional discussion and practice using the Metadata	1:15 – 4:30
MGRSDAX table and GTVSDAX table • Additional discussion and demonstration of ODS Display Rules as needed	
Review • Exercise: Three Things You Learned Today	

Day 3 – August 5 - Reporting

Topic	Approximate

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	Time
Developing a Reporting Strategy • Organization of the ODS Initiative • Reporting 101	9:00 – 9:30
Continue the Report Writing Workshop • Continue to create reports from the specs that have been brought to class	9:30 – 12:00
Lunch	12:00 – 1:15
Continue the Report Writing Workshop • Continue to create reports from the specs that have been brought to class	1:15 – 4:30
Review • Exercise: Three Things You Learned Today	

Day 4 – August 6 - Reporting

Topic	Approximate Time
Demonstrate ODS Freeze functionality (tbd)	9:00 - 9:45
Demonstrate ODS Self Service Reporting functionality (tbd)	9:45 – 10:15
Continue the Report Writing Workshop • Continue to create reports from the specs that have been brought to class	10:45 – 12:00
Lunch	12:00 – 1:15
Continue the Report Writing Workshop • Create reports from the specs that have been brought to class	1:15 – 3:30
Review • Exercise: ODS Q & A • What comes next? • Evaluation	3:30-4:30

6. Document History

Revision Record

Number	Date and Sections	Author	Notes
1.0	July 15, 2008	Susan Shaw	Agenda Creation

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