



SOAR

A NEWSLETTER OF THE UNIVERSITY OF MEMPHIS
SOFTWARE OF OPERATIONAL AND ADMINISTRATIVE RESOLVE

Welcome to the SOAR Newsletter!

February 2025

Throughout February, we continued the **Testing Phase!** During this phase, the teams are running and testing the numerous business processes built during the prior **Configuration & Build Phase**.

Testing enables the execution of SOAR business processes in a controlled, simulated environment to validate that the system **meets the documented requirements** before it goes live to campus.

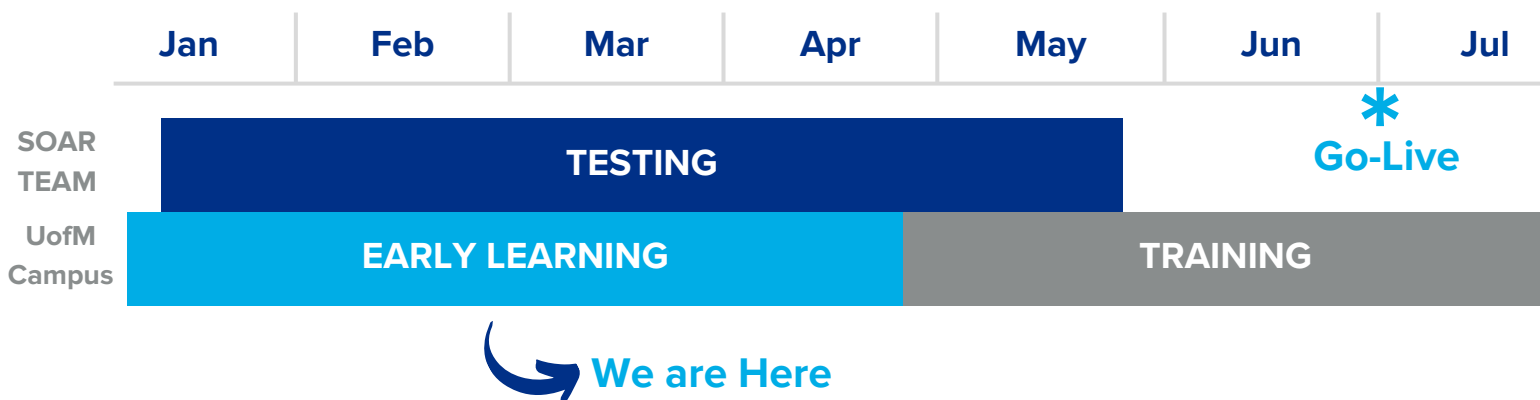
In This Edition | Learn about the testing process, get project updates and view preparation activities you can do **TODAY** to prepare for the transition to Oracle Cloud.

CLICK HERE TO REGISTER
SOAR Town Hall - Feb. 27



*UofM credentials
required to register
and attend.*

Project Timeline





Two Types of Testing

System Integration Testing (SIT)

- **Critical phase in the testing cycle.**
- Ensures that different modules or systems interact seamlessly and meet the specific business requirement.
- Process of preparing end-to-end test scenarios, executing the scenarios to ensure all systems are prepared for integration.
- Demonstrating key system functionality augmented by boundary system integration.
- Occurs in two phases.

User Acceptance Testing (UAT)

- **Vital step in ensuring that a system is ready for production.**
- Perform as a “day in the life” scenario.
- End users, everyday users of the system, are involved to ensure all business processes are prepared for integration.
- Identify and resolve issues before deployment, ensuring smooth transition to the new environment.

Testing Timeline



SIT1 Exit Criteria

- ✓ **Test Scenarios**
All SIT1 test scenarios for the respective work streams have been executed.
- ✓ **Boundary Applications**
All SIT1 boundary applications functionality have been executed.
- ✓ **Conversions**
SIT1 conversions have been tested.
- ✓ **Custom Reports**
SIT1 custom reports have been tested.
- ⚙️ **Defect Management**
Resolving defects found in the testing process.
- **Review and Approval**
Review and approval of the test results by the Process Owner.

Testing Objectives

Planning ✓

Develop comprehensive test plan, define resource and data requirements.

Development ✓

Identify business processes/scenarios to be tested.

IN PROGRESS

Execution ↶

Execute test scripts and log and track any defects.

Sign-Off

Follow up and resolve defects to obtain sign-off (confirming a successful test).

Process repeats for each testing cycle.



Training

A variety of training modules are in development (covering instructor-led, virtual, web-based/24-7, quick reference guides and more).

Training will be available by user type (aka, persona) so that you receive the training you need based on the role(s) you play at the University.



Web-Based Training

Self-paced modules in Canvas.



Quick Reference Guides

Provides step by step instructions on how to conduct processes.



Instructor Led Training (ILT)

Role-based courses providing business process and transactional training (live, instructor-led, in person or virtual).



Human Capital Management (HCM)

Staff Performance Appraisals | Due April 30 for employees not working through a current probationary period. If the probationary period was completed on or before 12.31.24, perform annual appraisal in upcoming **Staff Appraisal Cycle**.

IMPORTANT: Please ensure each employee has a complete and accurate annual appraisal **captured in SAMS** for current cycle; 2024-25 appraisal year appraisals will be moved to Oracle.

HR will be Able to Access
Prior Years' Appraisals
after Go-Live, but NOT
Supervisors/Managers

Record-To-Report (RTR)

- **Call to Action** | Equipment reps, **inventory and confirm** "Sensitive Minor Equipment" and "Controlled Equipment Under \$1,500" and please make necessary corrections.
- Oracle Fixed Asset Module requires location code for each asset. Please include a serial number when available.
- Account for **ALL assets** listed and assigned to dept/org; follow policy for actions needed:
 - Process **zero value** for equipment exceeded useful life
 - Update **location and org codes** utilizing **Workflow**
- Email requests for other updates to wf-fixed-assets@memphis.edu



February Town Hall

Join us February 27 for the **SOAR February Town Hall!** All are encouraged to attend this virtual event to hear the latest updates from SOAR.

As we get closer to Go-Live, it is imperative for everyone across campus to feel informed and prepared for a smooth transition!

REGISTER HERE



RESOURCES



Click here to view the **SOAR Website**

See what's changing, view recorded sessions and get the most updated information on our **[SOAR website](#)**.



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