



South Carolina Enterprise Information System

Work Stream Status

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Work Stream Status



	Finance	Materials Management	Human Resources /Payroll	Technical	Deployment	Enterprise Change & Communications	Training
Phase 3	G	G	G	G	G	G	G
HR/PY Wave 1	G	G	G	G	G	G	G
Gap / Interface / Enhancement	Y	Y	Y	Y	Y	Y	Y
Book of Record	G	G	G	G	G	G	G
Reporting	G	G	G	G	G	G	G
SAP Portal	G	G	G	Y	Y	G	Y
Organizational Readiness	G	G	G	G	G	G	G
Training	G	G	G	G	G	G	Y
Shared Service Center	G	G	Y	G	G	Y	Y
Production Support	G	G	G	G	G	G	G



Work Stream Status



FI-MM Phase 3 – Green

- Realization Phase
- Functional Teams are finalizing the Functional Specifications (FDS)
- Interface templates will be sent to each agency this week so they can start their side of Interface development
- Data Conversion templates will be sent to each agency this week so they can start their side of collecting data needed to load into the SCEIS system
- Functional Teams continue to meet with agencies to collect Master data and Workflow data
- Concern: Getting started with configuration of the system. With GAP meetings, data collection, Knowledge Transfer program and other agency activities taking time, teams do not have the resources to concentrate on system configuration. Will address with Team Leads this week to make sure we stay on track

HR/Payroll – Green

- Finished prototype of one Adobe form to assess the resource and time requirements
- FDS Requirements in progress: Conversions 100%, Enhancements 95%, Interfaces 100%, Forms 63%, Reports 96%. Total FDS: 89%
- Continue to configure system to start Integration Testing 7/13/2009
- Started work on test scripts and integration plan for integration testing



🌀 **Gap/Interface/Enhancement Analysis – Yellow**

- Finishing a “working” model of the PCA Gap that we can demo to the agencies. Targeting meeting for May 19th or 20th
- Begin development of the function specifications as needed for Gaps that have been identified
- Started to determine process changes based on Gaps that have been identified
- Current Status of Gaps
 - Review in process: 25, Policy Decisions: 15, Gaps being addressed: 103, Future Phase: 20

🌀 **Book of Record – Green**

- Currently testing in the QA system (copy of the production system) with live transactional data
- With year-end approaching, we will need to utilize resources from the BOR project to help with year-end activities

🌀 **Reporting – Green**

- Met with Steve Elliott as a first step in establishing a Report Focus Group to help SCEIS Team develop management level reporting, to support standard reporting and build a foundation for Business Objects

🌀 **SAP Portal – Green/Yellow**

- MM and Payroll teams to start testing functionality of Portal



Work Stream Status



🕒 **Organizational Readiness – Green**

- Distributed April Readiness Reports to Agency Sponsors on May 5th (Agency readiness reports are based on activities identified in the Agency Readiness Checklists within the Agency Implementation Guide)
- Completed Knowledge Transfer kickoff and started functional team Knowledge Transfer sessions
- Completed Organizational Impact Assessment documents and distributed to agencies to assess agency impacts

🕒 **Training – Yellow**

- Facilitated the CO500 courses: SCEIS Managing the Year-End Closing Processes
- Updating the Master Curriculum to determine courses that need to be updated, created, combined or converted to on-line training
- Developing on-line navigation course
- Reviewing eLearning Technologies that are available to us to conduct on-line training
- Began contacting agencies with facilities to gather further information for logistical purposes
- Conducted on-boarding activities for four new Training Team members



Work Stream Status



🌀 Shared Services – Yellow

- Jim Mills conducted the kickoff meeting to start developing Shared Service model for the State of South Carolina
- Completed SAP workshops with the Service Desk
- Completed job shadowing between the Service Desk and the SCEIS Team. Next step is to have key production support team members visit the Service Center to better understand their processes

🌀 Production Support – Green

- The SCEIS Team is doing a good job of production support even though call volume remains high
- Reviewed Asset process with FI and MM Teams. It was determined that the Asset process needed to be documented for all scenarios. Once completed, a training class would be created, along with an Asset manual



SCEIS Project Planning

Project Plans and Supporting Documents

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SCEIS Project Plan Overview



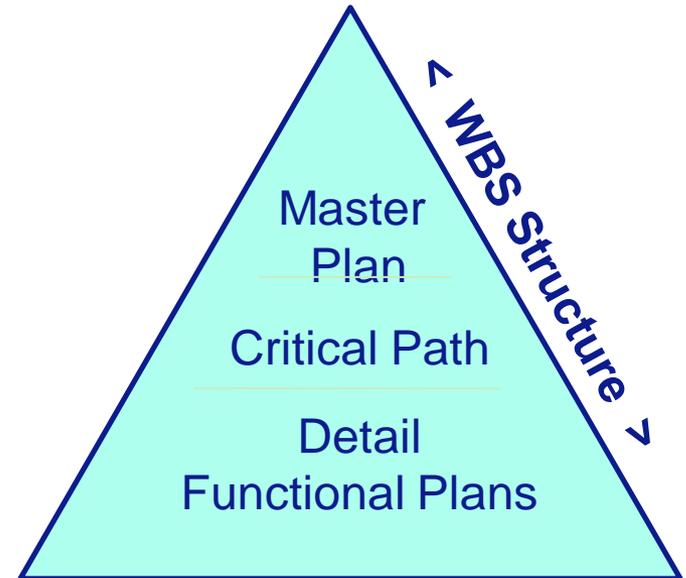
- Overview of all project plans
- PMO structure/project plans
- Agency Implementation Guide
- High level milestones
- Support documentation and high level plans



Overview of Project Plans



- ④ High level master plan
- ④ Critical Path
- ④ Functional plans
 - Finance Detail Project Plan
 - Material Management Detail Project Plan
 - Technical/Development Detail Project Plan
 - HR/Payroll Detail Project Plan
 - EC&C/Training Detail Project Plan
- ④ Cutover Plan





Overview of Project Plans



- ④ The plans are living documents that will be reviewed after each phase/bucket and adjusted accordingly
- ④ All plans are aligned using the same WBS structure, so that all plans can be aligned to the same task
- ④ Each functional team maintains its own detailed project plan
- ④ The Critical Path document provides SCEIS management a view of current status. The Critical Path document will also combine the HR/Payroll plan with the FI/MM plan



PMO Structure/Project Plans



☉ Integration Team/PMO Lead

- Responsible for updating the Master plan based on updates from the functional teams
- Responsible for updating Critical Path plan
- Master plan and Critical Path plan do not contain all the detailed tasks

☉ Finance (FI) PMO Lead

- Responsible for updating the FI Detail Project plan
- Responsible for rolling up to the Master plan based on WBS structures

☉ Materials Management (MM) PMO Lead

- Responsible for updating the MM Detail Project plan
- Responsible for rolling up to the Master plan based on WBS structures



PMO Structure/Project Plans



- ① Technical Development PMO Lead
 - Responsible for updating the Development Detail Project plan
 - Responsible for rolling up to the Master plan based on WBS structures

- ① Enterprise Change and Communications (EC&C) Lead
 - Responsible for updating the EC&C Detail Project plan
 - Responsible for rolling up to the Master plan based on WBS structures
 - Responsible for maintaining the Agency Readiness checklists



Agency Implementation Guide



- ④ Provide guidance to potential savings identified in the updated business case study that will serve as a basis to agencies as they report their savings from the SCEIS implementation to the Senate Finance Committee and House Ways and Means Committee
- ④ Provide agencies guidance for implementation of SCEIS
- ④ Detailed Agency Readiness Checklists for Agency Support Team (AST) members are included as appendices



Agency Readiness Checklists



- ④ Information provides a “road map” for the major agency activities an agency needs to complete throughout their implementation efforts
- ④ Checklist allows agencies to know ahead of time the activities they will be involved with for the life of the project
- ④ Each checklist was developed to align with the Master Project Plan WBS elements
- ④ Activities are subject to change based on SCEIS project planning activities and additional activities will be added as needed

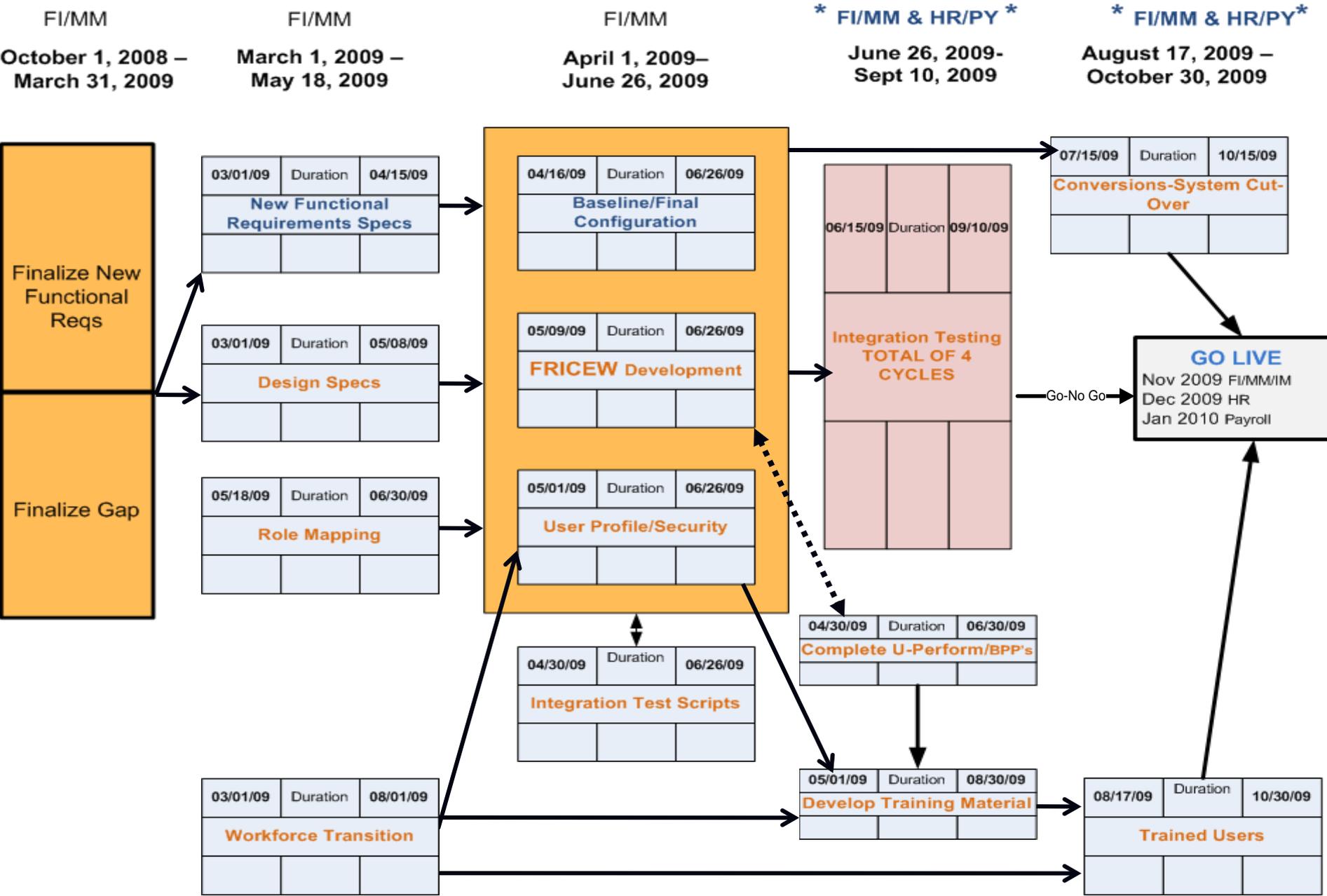


Agency Readiness Checklists



- ① Specific due dates will be provided via communications from EC&C team
- ① Activities will be discussed on a monthly basis with Agency Support Team Leads and members
- ① Tools and templates to complete activities will be provided, as needed
- ① Individual tasks will be monitored monthly by an assigned SCEIS Agency Advocate
- ① A readiness report will be produced monthly and sent to agencies to track progress

SCEIS HIGH LEVEL CRITICAL PATH





High Level Milestones for Phase 3



🌀 Project Prep	12/01/08 – 01/30/09
🌀 Blueprint	02/02/09 – 03/31/09
🌀 Realization	
– Functional development specs	04/10/09 – 05/15/09
– Baseline configuration	04/10/09 – 06/26/09
– Integration testing	06/15/09 – 09/11/09 (4 cycles)
– Data migration	01/05/09 – 09/30/09
– Training*	08/15/09 – 10/09/09
🌀 Final Prep	
– Cutover	10/01/09 – 11/02/09
– Go-Live	11/02/09

* Note: Training dates are still being finalized based on role mapping, number of courses and course content development timelines



High Level HR/Payroll Milestones for Wave 1



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- 🌀 Project Prep 03/17/08 – 5/12/08
 - 🌀 Blueprint 05/13/08 – 10/31/08
 - 🌀 Realization
 - Baseline configuration 12/01/09 – 05/29/09
 - Integration testing 06/15/09 – 09/11/09 (4 cycles)
 - Data migration 01/05/09 – 09/30/09
 - Training* 08/15/09 – 11/02/09
 - 🌀 Final Prep
 - Cutover 11/02/09 – 12/02/09
 - Go-Live 12/02/09 (DMV 03/01/10)
 - Go-Live (First Check Cut) 01/02/10 (DMV 03/16/10)

* Note: Training dates are still being finalized based on role mapping, number of courses and course content development timelines



- ① Project plans are supported by following documentation
 - Requirements list
 - Functional & technical design specifications
 - Configuration documentation
 - Business process integration test scenarios
 - uPerform documents
 - Training materials
 - User authorization matrix
 - Agency Readiness checklists

- ① Monitoring and controlling project
 - Work stream status reports
 - Project status reports
 - Issues/risks/decisions log
 - Issue resolution and escalation as required
 - Agency Readiness reports



Questions?
