



Executive Oversight Committee

Monday, August 3, 2009



Work Stream Status

	Finance	Materials Management	Human Resources /Payroll	Technical	Deployment	Enterprise Change & Communications	Training
Phase 3	Y	Y	G	Y	G	Y	Y
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	Y	Y	Y	G	Y
Organizational Readiness	Y	Y	Y	G	G	Y	Y
Training	Y	Y	Y	G	G	Y	Y
Shared Service Center	G	G	Y	G	G	Y	Y
Production Support	G	G	G	G	G	G	G

🌀 FI-MM Phase 3 – Yellow

Integration Testing Cycle One - started 7/13/09 for all functional areas, FI, MM, HR and Payroll

A. Finance/Material Management

- 17 total scripts competed
- One script has been stopped with a technical error; SAP is currently working on the fix

B. HR/Payroll

- 15 total scripts competed

C. Concerns from Cycle One

- Inventory was not ready for Cycle one and will start in Cycle two
- Still an open issue with one FI/MM script (Purchase Order that doesn't encumber funds)

🌀 FI-MM Phase 3 – Yellow

Integration Testing Cycle Two - begins 08/03/09 for all functional areas, FI, MM, HR and Payroll

A. Finance/Material Management

- 34 total scripts

B. HR/Payroll

- 32 total scripts

C. Concerns going into Cycle Two

- Development Objects - Interface. Enhancement testing could be delayed while development is completed *

** What is not tested in Cycle Two will be tested in Cycle Three*

🌀 HR/Payroll – Green

- HR/Payroll has started Integration Testing (see above)
- HR/Payroll continues to build Quality Assurance test System for parallel testing
- Information entered into HRIS
 - Wave One: Agencies with all elements completed: 25/30 (83%)
 - Waves Two/Three: Agencies with all elements completed: 28/40 (70%)
- Time Conversion Spreadsheets
 - Wave One: Agencies with all elements completed: 16/30 (53%)
 - Waves Two/Three: Agencies with all elements completed: 25/40 (63%)
- Wave One Payroll Parallel Data Collection
 - Wave One: Agencies with all elements submitted: 14/30 (47%)

🌀 Gap/Interface/Enhancement Analysis - Yellow

- Development of Enhancements in SCEIS continues (including PCA)
- Finalized technical designs for the interface processes and continue to development on the SCEIS side
- Established a priority list for development objects so we can assign development work to resources based on highest priority
- Sent out a follow up document to agencies to better define interface processes

🌀 Book of Record – Green

- Book of Record has been moved to the Production System, and SCEIS is now the Book of Record.
- Continue to work on reconciliation (ongoing process).

🌀 Reporting – Green

- Finalizing agency reporting needs/specifications for the next go lives
- Continued to update the SAP Reporting Manual
- Created scope/charter document for the reporting task force that will focus on Business Objects Financial Dashboard requirements

SAP Portal – Green/Yellow

- 100% of HR Employee Self Service(ESS) Portal Content/Framework was completed in DEV
- 90% of HR Employee Self Service(ESS) Portal Content/Framework was completed in QAS
- 25% of HR Manager Self Service(MSS) Portal Content/Framework was completed in DEV
- 25% of HR Administration Portal Content/Framework was completed in DEV
- Continued working on the log-on and home page "Portal Branding" for the MySCEmployee
- Finalized Portal Scope for November 09, December 09 and January 2010 go-lives. (Current scope for portal is ESS, MSS, and HR Admin) 7

🌀 Organizational Readiness - Yellow

- SCEIS released its first edition of “SCEIS Live Notes” on Monday, July 27th
- Continue to conduct Phase 3 and Wave 1 role mapping
 - FI Role Mapping Returned (Step 1) - 97%
 - FI Role Mapping Returned (Step 2) - 78%
 - MM Role Mapping Completed - 89%
 - HR PY Role Mapping Returned - Wave 1 - 65%
 - ESS MSS Role Mapping Worksheet Returned - Wave 1 - 13% (Due Aug 7th)
- Created and distributed mapping for training that must be taken before go-live. Additional training needed for lower priorities will be scheduled in November multiple mapping worksheets for all Phase 3 agency employees with 6+ roles; asking agencies to prioritize their role
- Initiated topics for Agency Transition Packet
- Formatted and distributed multiple Data Conversion documents

🌀 Training – Yellow

- Conducted video broadcast training pilot with SCETV. Will work with SCETV to develop videos for all overview courses (FI 100, MM 100, and HR 100) to use for training delivery
- Finalizing course catalog
- Outlined LMS requirements and finalizing contract with new LMS vendor (Blackboard); preparing for implementation on August 5th
- Continued meeting with functional team members and updating course development materials based on updated curriculum
- Preparing for open enrollment for Phase 3 training on August 17th, with a start date of Phase 3 training on August 24. Continue to work with functional teams on course development
- Preparing for HR/PY training delivery to begin on September 28th
- Developed, edited, and merged content for the ECC/SAP COR120 Navigation course in uPerform

Shared Services - Yellow

- Conducted 2nd Knowledge Transfer meeting with Central Agencies representatives (CG, MMO, OHR) for Shared Services initiative
- Continued developing Service Desk Procedures in relation to Shared Services for Tiers 1, 2 and 3 (50% complete)
- Finalizing the Call Classification of calls for current and future functionality (50% complete)
- Continued to validate the “Service Portfolio”/scope for the Shared Services model in alignment with all the go lives in 2009 and 2010
- Identified Training requirements for Tier 1 and Tier 2 support

Production Support – Green

- The SCEIS team is doing a good job of Production Support even though call volume remains high

Cycle One

Monday, July 13th through Friday, July 31st
~ 12 working days ~

Cycle Two

Monday, August 3rd through Friday, August 21st
~ 12 working days ~

Cycle Three

Monday, August 24th through Friday,
September 12th
~ 12 working days ~

Integration Testing Overview

🌀 Cycle One Time Frame

- Monday, July 13th through Friday, July 31st (12 working days)

🌀 Integration Testing is comprised of three cycles of testing

- Each cycle is three weeks long.
- The testing covers business processes with touch points simulating real world situations
- HR/Payroll begins with Organizational Management, Personnel Management, Time, FI and Payroll. Each test encompasses areas that cross role, Agency and Division
- FI/MM begins with Procurement and follow the process through Payment

🌀 Purpose of Cycle One

- Test business processes, conversions and enhancements.

🌀 Preparation for Cycle One

- Complete the required configuration, individual unit tests, and Functional Design Specifications (FDSs) needed to secure the necessary development for our integration testing.

Integration Testing: Cycle One

🌀 Cycle One Scripts

- Finance(FI)/Material Management (MM) had 18 total scripts
 - Example test script: IT124 Procurement for a non-stock Item from an existing contract using Grants
- 100 % of FI/MM scripts where completed as of COB Friday
- HR/Payroll had 15 total scripts
 - Example test script: Scenario A – New Hire – Original Appointment
- 100 % of HR/Payroll scripts where completed as of COB Friday

🌀 Issue/tracking log

- FI/MM tracked 11 total issues, 100% of the issues have been resolved
- HR/Payroll tracked 46 total issues, 70% of the issues have been resolved (32 tickets resolved)

Integration Testing: Cycle Two

🌀 Cycle Two Time Frame

- Monday, August 3rd through Friday, August 21st

🌀 Cycle Two Scripts

- Finance(FI)/Material Management (MM) have 34 total scripts (16 additional scripts)
 - Example Test Script added: IT70-a IM Procurement, Good Receipt, Invoice of a Stock Item from existing Contract
- HR/Payroll have 31 total scripts (18 additional scripts)
 - Example Test Script added: Scenario ZZZ13 – New Hire Full Time Exempt

🌀 Issue/tracking log

- All issues not resolved in cycle one will continue to be tracked through cycle two until resolved
- Re-test as needed

When is a test complete?

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- ☞ When test has been executed from beginning to end and all Medium, High and Critical priority defects have been resolved.
 - ☞ All documentation changes have been made.