Executive Oversight Committee
Monday, September 21, 2009

FI-MM Phase 3 – Yellow

- Integration testing for all functional areas, FI, MM
- Cycle One -started 7/13/09
  - Finance/Material Management – 17 total scripts (encompassing a total of 654 individual steps)
- Cycle Two -started 8/03/09
  - Finance/Material Management – 34 total scripts (encompassing a total of 1072 individual steps)
- Cycle Three -started 8/24/09
  - Finance/Material Management – 46 total scripts (encompassing a total of 1348 individual steps)

Work Stream Status – FI/MM

– Status as of Tuesday a.m. Cycle 3:

- Team is at 95% steps complete as of Tuesday morning, based on the 46 scripts written. 30 scripts have been closed successfully in Cycle 3

- 16 scripts are on hold currently (11 are on their last steps).
  - (7) pending Invoice forms completion (only 1 step left)
  - (5) pending outbound STARS issues and/or STARS run required
  - (1) pending AR_IDT script - partial payment retesting
  - (3) SD scripts have not been started
    - (2) concern the Spirit interface dev.
    - (1) is pending an OSS note.

Work Stream Status – FI/MM

- Interface Testing
  - As part of Integration testing we tested Interfaces from the SCEIS side

  - Starting September 14 we started accepting interface test files from the agencies.
    - Will test full cycle of all test data sent to us, including:
      - error handling
      - full process after the interface is received
      - verifying data is in the SCEIS system

HR/Payroll – Yellow

– Integration Testing for HR and Payroll

– Cycle One - started 7/13/09

- HR/Payroll – 15 total scripts (encompassing a total of 1284 individual steps)

– Cycle Two - started 8/03/09

- HR/Payroll – 32 total scripts (encompassing a total of 1284 individual steps)

– Cycle Three – started 8/24/09

- HR/Payroll – 18 total scripts (encompassing a total of 1248 individual steps)

Work Stream Status – HR/PY

- Cycle Four - Begins 9/21/09 for HR and Payroll
  - **Due to the fact that the CG made changes to the method of payroll calculations, which impacted the teachers pay, the ALL teachers scripts were pushed to Cycle Four. Our plan is to re-do ALL teachers scripts - the entire script from start to finish (meaning: create position from scratch, hire the teacher, etc.).

- Cycle Three - As of Week 3, Day 5 (Friday, September 11), we completed 95% of the required 100%. The three issues that prevented us from completing Cycle Three on time are/were:
  - Org Structure
  - EPMS
  - Appointment Change issues.

- Our plan is to run the remaining steps of Cycle Three prior to starting Cycle Four on October 21st.

- – The Road Ahead: The purpose of Cycle Four will be built upon the objects tested in Cycle One through Three while also adding Adobe Forms, HR Admin, reports and the remaining RICEFW, Portal items and the re-do of the 10 Teacher scripts from Cycles Two and Three. HR/PY Cycle Four Scripts are comprised of 24 Scripts. Unlike the previous three cycles, Cycle Four will be four weeks long. Reason: To ensure we capture all remaining requirements and resolve any and all outstanding issues.

- – Payroll Parallel

- – Currently we are seeing Gross Pay accurately reflected for approximately 90% of the population.

Work Stream Status – HR/PY

- Of the 90% that have accurate Gross Pay we are seeing that approximately 70% are within .02 + or – for Net Pay.

- Type of errors being researched:

  - Employee is on furlough and furlough amounts were spread over multiple pay periods

  - Timing of overtime payments outside pay period

  - Temporary salary adjustments or other categories of additional benefits pay not identified

  - Shift differentials not identified

  - Mismatch information from data in two legacy systems (HRIS pay rate different than what was paid in CG payroll)

- The immediate focus of testing will be to achieve close-out of Wave 1 Cycle 1 testing

Work Stream Status – Other

- **Gap/Interface/Enhancement Analysis - Yellow**
  - Development of Enhancements in SCEIS has been completed, but we still need to continue to test
  - Test Interfaces in Integration Testing but still need to test the full cycle from the Agencies
- **Reporting – Green**
  - Created scope/charter document for the reporting task force that will focus on Business Objects Financial Dashboard requirements

SAP Portal – Yellow

- 100% of HR Employee Self Service(**ESS**) Portal Content/Framework was completed in **DEV**

- 100% of HR Employee Self Service(**ESS**) Portal Content/Framework was completed in **QAS**

- Completed Integration Testing for Employee Self Service (**ESS**)

- 97% of HR Manager Self Service(**MSS**) Portal Content/Framework was completed in **DEV**

- 97% of HR Manager Self Service(**MSS**) Portal Content/Framework was completed in **QAS**

Work Stream Status – SAP Portal

- – 62% of HR Administration Portal Content/Framework was completed in DEV
- – 62% of HR Administration Portal Content/Framework was completed in DEV
- – Continued working on the log-on and home page "Portal Branding" for the MySCEmployee
- – Begin preparing for the Portal System Performance Test to be conducted in October 2009

Training – Yellow

– Training enrollment and On-line courses began September 3. OLT includes:

- SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation, SCEIS Financial Overview, SCEIS Materials Management Overview, SCEIS General Ledger Accounting Basics, SCEIS Accounts Payable Invoice Processing, SCEIS Accounts Receivable

– Instructor-led training began September 8. First 2 weeks include:

- Accounts Payable, Grants Management, Procure to Pay, Accounts Receivable, Funds Management, General Ledger, Procurement, Asset Management

Work Stream Status - Training

– To date, there are 9,008 course enrollments in the SCEIS Training System.

– Courses with highest enrollments:

- SRM200 Shopping Cart Requisitioning (1261 enrolled)
- COR120 Enterprise Core Component Overview (1241 enrolled)
- SRM201 Shopping Cart Approver (651 enrolled)
- FI100 Financial Overview (647 enrolled)

– As of Tuesday, September 15:

- 8 online training classes have been launched to support 4,765 enrollments
- 30 instructor-led classes have been completed
- 373 students have attended Instructor-led classes

Work Stream Status - Training

- – Have encountered several technical issues with the SCEIS Training System (Blackboard/Go Sign Me Up); continue to work with vendor to resolve issues and resolve Service Desk tickets.
  - • Currently have 169 tickets open
- – Preparing for HR/PY training deployment

Organizational Readiness - Yellow

– Advocates

- Continued to work on processes for SCEIS Training incident resolution
- Helped agencies with registration issues to include: add, change, delete issues; correcting role mapping
- Collected data from agencies on upcoming data conversions

– Communications

- Supporting resolution of SCEIS training system issues and development of quick reference cards for agencies
- Distributed MySCEmployee communications to Wave 1 HR/PY and Finance Directors
- Completed presentation for MySCEmployee roadshow; 8 agency meetings have already been requested
- Continue to support project data requests and communications

Work Stream Status – Organizational Readiness

– Workforce Transition

- Continue to process role mapping updates for Phase 3 agencies

- Compiling HR/PY role mapping data

- Preparing Manager/Supervisor toolkit for Wave 1

- Preparing Workforce Transition recommendations for Wave 1

Work Stream Status – Shared Services

Shared Services - Yellow

- Completed SCEIS Service Desk procedures (100% complete)

- Defined the Support Organization (100% complete)

- Identified/Finalized training requirements for tier 1 Service Desk in the areas of Finance, Procurement, and HR/PY

- Continued finalizing the Call Classification of calls for current and future functionality (80% complete)

- Continued to validate the "Service Portfolio"/scope for the Shared Services model in alignment with all the go-lives in 2009 and 2010 (75% complete)

Work Stream Status – Shared Services

- Begin Operations Handover activities (20% complete) . September-October activities:

  - Define roles and responsibilities for support

  - Validate the procedures for support

- Begin Production Support and Environment Readiness. October activities:

  - Formalize the functional and technical Shared Services support

  - Implement user support (mock version/test)

  - Validate the readiness of the Service Desk/Shared Services

Work Stream Status – Production Support

- **Production Support – Green**
  - The SCEIS team is doing a good job of production support even though call volume remains high

Executive Oversight Committee
PHASE 3 CUTOVER
Ed Strube, SCEIS Integration Team Lead

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Purpose of Cutover

◎ The SCEIS team is finalizing a transition plan in preparation for November 2. What this means is that prior to November 2 there will be a 1-2 week period during which finance and procurement activity will have to be on hold. This is required in order for us to move agencies data into SCEIS.

◎ The SCEIS staff will provide guidelines for the cutover. Some agencies have legally mandated requirements that can not be held, such as entitlement/benefit payments. We will need to accommodate these needs if possible. The SCEIS team will be providing guidelines for handling exceptions. The team is committed to working with agencies during this transition period.

Agency Impact for Cutover

October 15
– Final Finance Master Data submitted to SCEIS
– All appropriation transfers must be completed by COB (OSB and STARS)

October 16
– Freeze systems for daily processing. All inbound transactions are held through Go-Live.
– Stop deposits by noon. Continue to deposit in banks; hold deposit transactions.

October 17
– Agencies can begin to prepare cash/revenue/expenditure transfer files

Agency Impact for Cutover

- *October 19*
  - Agencies begin completing Transactional Data spreadsheet

- *October 21*
  - CG concludes processing (COB)

- *October 22*

  - CG reports are run & distributed to agencies

  - Begin process of reconciliation – legacy system to SAP/STARS

- *October 23*

  - SCEIS provides YTD reports of budget balances

  - Agencies return transaction data spreadsheets

Agency Impact for Cutover

- *October 24*
  - Complete SAP/STARS reconciliation for appropriations and cash (SCEIS team)
  - Agencies begin building budget, cash transfer files

- *October 25*
  - If required by Go-Live, prepare revenue and expenditure transfer files

- *October 27*
  - Agencies complete budget transfer file and submit (COB)
  - SCEIS begins review and balance of budget transfer files

- *October 28*
  - Freeze all exception transactions

- *October 29*
  - Submit revenue and expenditure transfer files, if required by Go-Live

Agency Impact for Cutover

- *October 30*
  - SCEIS transfers budget to fund level
- *October 31*
  - SCEIS system validation
  - Begin Transactional Data loads into SCEIS
- *November 1*
  - SCEIS system validation
  - Finalize data loads
- *November 2*
  - Go-Live
  - Process any errors/changes
  - Begin post-Go-Live support

Agency Impacts for Cutover October 16th – November 2nd

					16	17
					•Freeze Systems for Daily Processing •Stop Deposits by Noon •Freeze Role Mapping	•CGs Office can Begin Processing Data •Agencies Can begin Tracking Transaction Files
18 •CGs Office Continues to Process	**19** •Agencies Track Purchasing/Inventory/ Sales Transaction Detail •CGs Office Continues to Process	**20** •CGs Office Continues to Process •Agencies Holds Inbound Transactions from STO	**21** •CGs Office Concludes Processing (COB) •Agencies Continue to Hold Inbound Transactions from STO	**22** •Hold ALL Inbound Transactions thru Go-Live •CG Reports are Run and Distributed to Agencies •Begin Legacy Reconciliation	**23** •SCEIS Provides YTD Reports for Budget "Push Down" •Agencies Return Purchasing/Inventory/ Sales Transaction Detail	**24** •SAP/STARS Reconciliation for Appropriations and Cash •Agencies can Begin Building Budget Push Down File.
25 •Continue SAP/STARS Reconciliation •Agencies Continue to Build Budget Push Down File	**26** •Continue SAP/STARS Reconciliation •Agencies Continue to Build Budget Push Down File	**27** •Complete SAP/STARS Reconciliation •Agencies Complete Budget Push Down File and Submit COB •SCEIS Begins Review and Balance of Budget Push Down Files	**28** •Freeze Check Writing •Exception Agencies Freeze	**29** •SCEIS System Validation	**30** •Push Down Budget to Fund Level •SCEIS System Validation	**31** •SCEIS System Validation •Begin Data Loads
1 •SCEIS System Validation •Finalize Data Loads	**2** • Go-Live •Process Changes •Post Go-Live Support					

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FINANCIAL UPDATE
Pat O'Cain, Deputy Division Director