



# **Executive Oversight Committee**

## **Monday, July 12, 2010**

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# **Production Support**

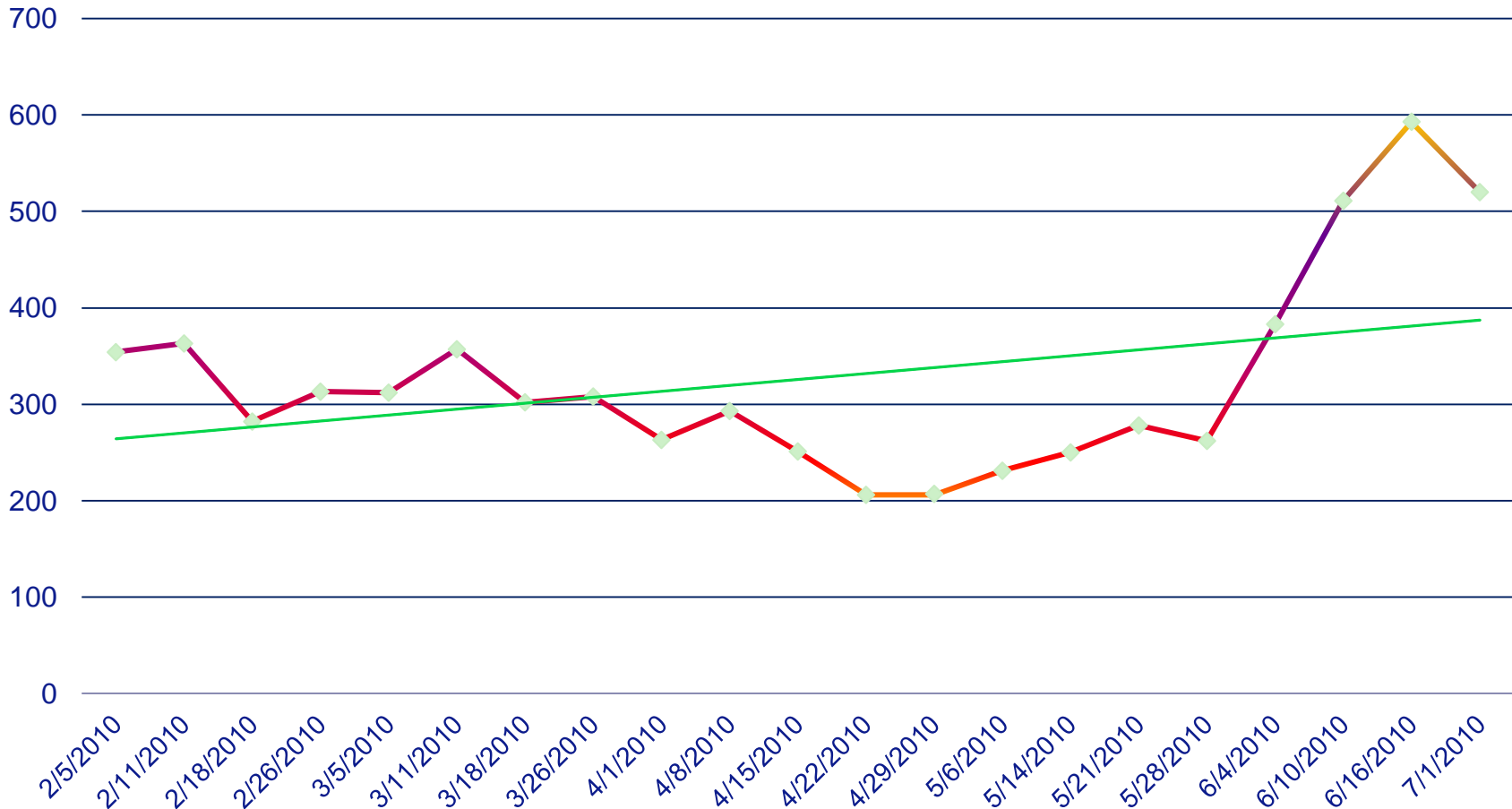
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# Production Support Service Desk Ticket Trends

**Total Tickets by Week**



# Production Support Service Desk Aging Report

	<= 5 Days	6 to 10 Days	11 to 15 Days	> 15 Days	Total	6/14/2010
FI Team	<u>56</u>	<u>29</u>	<u>15</u>	<u>50</u>	150	113
MM Team	<u>28</u>	<u>6</u>	<u>3</u>	<u>9</u>	46	34
HRESS	<u>11</u>	<u>4</u>	<u>3</u>	<u>13</u>	31	46
HR MSS	<u>6</u>	<u>8</u>	<u>1</u>	<u>4</u>	19	28
HR PA/QM	<u>11</u>	<u>5</u>	<u>0</u>	<u>6</u>	22	21
HR Payroll	<u>36</u>	<u>12</u>	<u>2</u>	<u>7</u>	57	15
HR Time	<u>54</u>	<u>22</u>	<u>5</u>	<u>13</u>	94	53
HR Travel	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	2	4
IM Team	<u>2</u>	<u>0</u>	<u>0</u>	<u>5</u>	7	10
Blackboard Tier II	<u>1</u>	<u>2</u>	<u>0</u>	<u>0</u>	3	5
Training Team	<u>0</u>	<u>1</u>	<u>1</u>	<u>4</u>	6	5
Security Team	<u>8</u>	<u>0</u>	<u>1</u>	<u>4</u>	13	21
Integration Team	<u>3</u>	<u>3</u>	<u>1</u>	<u>2</u>	9	20
BWV Team	<u>3</u>	<u>0</u>	<u>1</u>	<u>2</u>	6	6
Development Team	<u>0</u>	<u>0</u>	<u>1</u>	<u>4</u>	5	6
Workflow	<u>2</u>	<u>1</u>	<u>0</u>	<u>3</u>	6	8
Deployment Team	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	1	8
CG Vendor	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	2
CG Payroll	<u>2</u>	<u>0</u>	<u>0</u>	<u>1</u>	3	3
CG Accounts Payable	<u>2</u>	<u>1</u>	<u>0</u>	<u>1</u>	4	2
CG Accounting	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	1	1
Enhancements Team	<u>0</u>	<u>0</u>	<u>0</u>	<u>31</u>	31	29
Performance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	1
	227	94	34	161	516	441



# **Year End Status**

## **Monday, July 12, 2010**

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## 🌀 Year End Closing

- Agencies continue to clean up 2010 Purchase Orders/Invoice Payment
- SCEIS / CG Office working together to close FY 2009-2010. Key Activities:
  - Process final payments, clear errors and reconcile SCEIS to STARS
  - Support agencies with guidance on Closing Package reports from SCEIS
  - Parallel CAFR Preparation – A parallel CAFR will be produced using SCEIS for FY 10.



# **Wave 2 Status**

## **Monday, July 12, 2010**

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## Payroll Statistics for July 1 Regular Payroll

*(includes Wave 1 and Wave 2)*

– Total Gross Pay:	\$40,316,720.85
– Total Net Pay:	\$25,343,938.07
– Total # of direct deposits:	25,960
– Total # of live checks:	3,001
– Total # of employees:	28,961



### **Total of Off-cycle Payroll** *(Prior to the July 1 check date)*

- Total Gross Pay: \$57,436.62
- Total Net Pay: \$42,862.94
- Total # of direct deposits: 37
- Total # of live checks: 42
- Total # of employees: 79

### **Off-cycle for 7/6/10**

- Total Gross Pay: \$30,714
- Total net : \$25,062.42
- Total # of direct deposits: 34
- Total # of live checks: 27
- Total no of employees: 61



# **Wave 3 Schedule**

## **Monday, July 12, 2010**

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# Wave 3 Schedule

Project Phase	Start Date	Ending Date
Wave 3 Kickoff Meeting EC&C	6/1/2010	6/1/2010
Realization	6/3/2010	8/2/2010
Final Prep	8/3/2010	8/16/2010
Cutover	8/17/2010	9/1/2010
Go-Live	9/2/2010	9/2/2010
First Check Issued/ Travel Go-Live	10/1/2010	10/1/2010
Post Production Support	10/1/2010	

# Wave 3 Key Tasks

Tasks	Start Date	Ending Date
Training Begins (OLT 6/28/10) (ILT 7/12/10- 8/27/10)	6/28/2010	8/27/2010
Agency Cutover/Conversion Presentation	8/2/2010	8/2/2010
Agency Nakisa Workshop	8/3/2010	8/13/2010
Agency Pre-Go-Live Ready Room	8/3/2010	8/13/2010
Freeze Period: Implement Cutover Plan	8/17/2010	9/1/2010
Post Go Live Ready Room	9/2/2010	10/1/2010



# **Phase 4a (DHEC)**

## **Monday, July 14, 2010**

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## Phase 4a

August 2

- Department of Health and Environmental Control
  - Meet weekly with DHEC to discuss open issues
  - Will have on-site support during first 2 weeks of go-live
  - Freeze period in preparation of go-live will begin July 19
- Started special demo sessions with DHEC

## 🌀 Phase 4a – Open Tasks

- Complete Interface Testing
- Validating DHEC Master Data
  - We have loaded into test system what has been supplied
- Data Migration
- Complete Cutover Activity document
- Developing Journal Entry Templates for Cash, Budget, Revenue, and Expenditure Transfers
- Identify exception transactions during Cutover phase
- Finalizing the Cutover Plan

## 🌀 Phase 4a – Key Dates

- *July 15*
  - Final Master Data agreed upon and submitted to SCEIS
  - All Appropriation Transfers must be completed by COB (OSB and STARS)
- *July 16*
  - Freeze systems for daily processing. (All inbound transactions are held through Go-Live)
- *July 17*
  - Agencies begin to prepare cash/revenue/expenditure transfer files
- *July 19*
  - Agencies begin completing Purchasing/inventory/sales spreadsheet (must be completed by COB October 23)
- *July 21*
  - CG concludes processing (COB)
- *July 22*
  - CG reports are run & distributed
  - Begin Legacy System to SAP/STARS reconciliation process



## 🌀 Phase 4a – Key Dates

- *July 27*
  - Agencies complete budget transfer file and submit (COB)
- *July 29*
  - Submit revenue and expenditure transfer files (if required by Go-Live)
- *July 30*
  - SCEIS transfers budget to fund level
- *July 31*
  - SCEIS system validation
  - Begin data loads
- *August 1*
  - Finalize data loads
- *August 2*
  - Go-Live
  - Process any errors/changes
  - Post Go-Live support

## 🌀 SCDC - PI Inventory Go-live

- Material Master: All Material Master records have been created and the material extensions were completed on June 28.
- Roles Mapping: The SCEIS agency advocate has been working with the SCDC training coordinator to keep role mapping data current.
- Freeze Period: PI was notified of the freeze period with deadlines of activity in their legacy system.
- Data Conversions: PI was provided Guides for inventory data migration follow-up by discussions.
- Workshops: Will provide a refresher workshop to PI for inventory the week before go live. We're working with the SCEIS training team on logistics.



# **DOT Project**

## **Monday, July 14, 2010**

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## 🌀 Department Of Transportation

- Completed kickoff meeting
- SharePoint setup
  - All team members have access to SharePoint
  - Posted meeting agenda's, meeting notes
- Scheduled meeting for Sub Team
  - Finance Team
  - Material Management Team
  - HR/Payroll Team
  - EC&C Team
- Scheduled SCDOT/SCEIS overall team meeting July 15
  - Start combining results from all sub teams
  - Start initial scope document based on meeting
  - Start initial project go-live schedule discussions

# Summary of Activities

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- 🌀 DHEC Go-live
- 🌀 SCDOT Scoping process
- 🌀 HR/Payroll Wave 2/Wave 3
- 🌀 Year End Processing
- 🌀 2010 CAFR
- 🌀 BOR II Project
  - Print contingent checks out of SCEIS
- 🌀 Reporting Group
- 🌀 Production Support