



South Carolina Enterprise Information System

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# SCEIS Change Advisory Board Kickoff Meeting

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STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Thursday, August 2, 2012



# Welcome & Introductions

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# Purpose

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- ④ The SCEIS Change Advisory Board reviews, approves, and prioritizes requests for enhancements and modifications to the SCEIS system and for new SCEIS proposals.
  - ④ The mission of the Change Advisory Board is to ensure that decisions related to SCEIS are made from the perspective of, and in the best interest of the State of South Carolina.



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# SCEIS Change Advisory Board Charter Review

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- ① The Authority Section defines the role of the SCEIS Executive Oversight Committee (EOC) in the SCEIS Change Process:
    - The SCEIS CAB will approve (or deny) and prioritize all SCEIS change requests
    - Changes authorized by the General Assembly are considered approved for implementation without further consideration by the SCEIS CAB or EOC

# Charter Review: Authority Cont'd

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- ① The Authority Section defines the role of the SCEIS Executive Oversight Committee (EOC) in the SCEIS Change Process:
    - SCEIS will report all CAB approved projects that require less than 450 hours of development and implementation time to the EOC for informational purposes
    - SCEIS will present all CAB approved projects that require more than 450 hours of development and implementation time to the EOC for final approval and prioritization

# Charter Review: Voting Member Responsibilities

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- ④ Represent and make decisions/commitments for their area of representation.
- ④ Attend scheduled meetings on time.
- ④ Maintain focus on agenda items.
- ④ Review available material before meeting and be prepared to discuss and vote on it.
- ④ Leverage appropriate managers/staff to present proposals and/or aid in discussion.
- ④ Ensure the decisions are consistent with the Charter's guiding principles.

# Charter Review: Voting Member Responsibilities

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- ④ Make recommendations to SCEIS management regarding changes in business scope and schedule.
- ④ Review and make decisions on project-related business issues.
- ④ Help to facilitate communication supporting decisions related to the business areas they represent.
- ④ Communicate Change Advisory Board direction, activities and decisions to their respective senior management groups and the SCEIS user community.

# Charter Review: Voting Members

Organization	Name
State Treasurer's Office Representative	Clarissa Adams
Comptroller General's Office Representative	Anjali Griffin
Office of Human Resources Representative	Sam Wilkins
State Purchasing Office Representative	Voight Shealy
State Budget Office Representative	Beth Quick
User Group Appointment 1 (Finance area)	Martin Taylor
User Group Appointment 2 (HR area)	Robin Owens
User Group Appointment 3 (MM area)	Stephen Pullie
SCEIS Community At-Large	Scott English

# Charter Review: Advisory Members

Organization	Name
SC General Assembly Senate Appointment	Dianne Carraway
SC General Assembly House Appointment	Ryan Burnaugh
SC Governors Office Appointment	Josh Baker
Department of State Information Technology Director (DSIT)	Jimmy Earley
SCEIS Program Director	Cassandra Alston

# Charter Review: SCEIS Team Responsibilities

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- ④ Accept and compile a list of system enhancement requests.
- ④ Verify all requests are complete and all necessary information is provided to the Change Advisory Board.
- ④ Provide analysis of requested changes to include the estimated level of effort, value to the state, risk level, implementation schedule and cost.
- ④ Schedule meetings, send notices and perform other administrative duties related to CAB meetings.
- ④ Attend Change Advisory Board meetings as needed.
- ④ Manage projects to implement approved system changes.
- ④ Maintain a Change Advisory Board Action and Decision log (including preapproved maintenance/upgrades).

# Charter Review: SCEIS Team Responsibilities

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- ④ Maintain a library of material submitted to the Change Advisory Board.
- ④ Create metrics for Change Advisory Board to review for continual process improvement.
- ④ Track the status of a change.
- ④ Maintain the SCEIS Change Calendar/Schedule.
- ④ Initiate post-implementation reviews for implemented changes when needed.
- ④ Release notices related to changes.

## 🌀 Responsibilities of the Chairperson:

- Provide leadership to the Change Advisory Board membership.
- Determine a Change Advisory Board quorum when conducting a meeting and voting.
- Facilitate Change Advisory Board meetings and decision processes.
- Ensure all members have an opportunity to present their positions.
- Preside over the agenda or designate a replacement to preside.
- Ensure actions of the Change Advisory Board are consistent with the Change Advisory Board Charter.

## 🌀 Chairperson Responsibilities, Cont'd:

- Call for and announce the results of Change Advisory Board votes.
- Ensure completion of Change Advisory Board business at each meeting.
- Adjourn the Change Advisory Board meetings.

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- ⌚ A Vice Chairperson will be appointed by the voting membership and will serve for a period of time to be determined by the voting membership.
  - ⌚ In the absence of the Chairperson, the Vice Chair will assume the Chair's responsibilities.

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## 🔄 Elect Chair and Vice Chair

- Determine length of term for each position

## 🔄 Adopt Charter document as “Final”



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# Enhancement Process Overview & Review of Sample Documents

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# Enhancement Process Overview



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- ④ The SCEIS Team will prepare one form for each enhancement request
  - ④ The SCEIS Team will submit completed Project Evaluation Forms for each request to be discussed prior to each CAB meeting

# The Project Evaluation Form

## Page 1 – Value



### SCEIS Project Evaluation Form

**Requesting Agency:**

**Project Name:**

#### Project Grid Rankings

Project rankings are determined by evaluating both value and resource determinants.

**Value** is defined by the level of importance to the State of South Carolina, user community, and the SCEIS system itself.

**Resources** are defined as the projected labor, costs and time required to complete the requested project (e.g., personnel, hardware, and software).

#### I. Value Determinants

The **value** scale is a range from 1 to 6 with 1 having a low level of importance and 6 having a high level of importance.

- 1 and 2 = low value
- 3 and 4 = medium value
- 5 and 6 = high value

**State Benefit (circle one):** 1 2 3 4 5 6

This score reflects the overall benefit to the state. Change requests that improve agency processes, enhance controls, streamline work flows or create cost efficiencies may be factors that contribute to this scoring. (Please note: A change request that is required by law, regulation or executive mandate would be a candidate for a higher score within this category.)

**User Community Benefit (circle one):** 1 2 3 4 5 6

Examples include a high level of interest across agencies, cost or time savings for enabling this new efficiency. This category should also consider factors such as increased convenience for individual users.

**SCEIS Benefit (circle one):** 1 2 3 4 5 6

This score reflects the proposed project's ability to eliminate redundancies, reduce paper handling, and promote adoption of SCEIS functionality.

**Value Score (average of category totals):**



# The Project Evaluation Form

## Page 3 – Priority



**South Carolina Enterprise Information System**  
SC Budget and Control Board

**Priority of Project**

S C E I S  V A L U E	6	High Priority					
	5	★					
	4						
	3	Medium Priority					
	2						
	1					Low Priority	
		1	2	3	4	5	6
		Use of SCEIS Resources					

**III. Project Priority**

Priority recommended based on overall Resource and Value rankings (check one):

- low value/low resource
- low value/high resource
- low value/medium resource
  
- medium value/low resource
- medium value/medium resource
- medium value/high resource
  
- high value/low resource
- high value/medium resource
- high value/high resource

Action recommended based on ranking scores and descriptions (check one):

Proceed                       Discontinue project



# Current Projects

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- 🌀 **Public Budgeting Formulation—Bruce Burnett**
  - 🌀 **Supplier Relationship Management Upgrade to Version 7.0—Wanda Dixon**
  - 🌀 **SAP Support Packs—Larry Mallett**



# Next Meeting

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# Next Meeting and Future Schedule

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- 🌀 The SCEIS Change Advisory Board will meet on a regular basis, according to a schedule to be determined by the members.
  - When will we meet next?
  - What will be our meeting schedule going forward?



# Meeting Adjourned

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