# SCEIS Executive Oversight Committee Meeting

Wednesday, April 24, 2013

# Agenda

- Call to Order, Welcoming Remarks and Approve Prior Minutes
- SCEIS Activity Report
- Report on CAB Recommendations
- Next Meeting
- Adjournment

# Call to Order, Welcoming Remarks and Approve Prior Minutes

# SCEIS Activity Report

# SCEIS Activity: User Support

- We are focused on the integration of User Support (Communications, Training, Help Desk, Reporting) across all areas.

- This will provide timely tools to users & SCEIS Team, strengthen quality of user information, leverage resources from all areas, and ensure a focus on analysis of user needs.

# User Support Priorities

@ Training:

– Key courses in high-quality online format

– Implementation Training

– New Course Development

– Strategic Training Curriculum

– Engage more training resources from outside

– uPerform Upgrade

@ Communications:

– Key constituent planning

– Website upgrade / microsite for SRM 7.2

– Staff assist visits / agency profiles

– Onboarding recommendations for new hires

# User Support Priorities

- ⚙ Reporting
  - PBF Reports
  - Agency specific reports
  - Re-tooling Reporting Training
  - Costing Project & related reports
  - Reports documentation and data dictionaries
  - Replace vacant positions

- ⚙ Help Desk:
  - Initiatives to reduce tickets
  - Ticket analysis for comm. & training ideas
  - Process improvement to become more efficient
  - Enhancement of tools

## Help Desk

- We will soon begin working with agencies on communication opportunities to reduce the number of password resets which will assist with improved productivity.

- Recent items have been included in the Weekly Updates and prepared for the User Group meeting

  - Importance of providing critical detail in Help Desk tickets
  - How to submit a screen shot of an error message
  - How to address common Leave and Time error messages

# SCEIS Activity: User Group

- The SCEIS User Group has met twice this year:
  - January 11, 2013
  - March 1, 2013

- Both meetings were extremely well attended:
  - January: 178 people from 38 agencies
  - March: 134 people from 44 agencies

- Next Meeting: this Friday, April 26, at 9:00 a.m.

# SCEIS Activity: Current Project Schedule

| Project | Status | Estimated Completion Date |
|---|---|---|
| **Automated Deposits** | Complete. | April 12, 2013 |
| **Public Aid & Income Tax Payments** | In progress. | May 3, 2013 |
| **Implement SCEIS in Legislative Agencies (contributing to retirement of STARS):** Legislative Printing and IT, Legislative Audit Council, Education Oversight Committee and Senate | In progress. | June 3, 2013 |
| **Retire STARS - Spending Transparency** | In progress. | June 2013 |
| **Retire STARS - 1099s** | In progress. | October 2013 |
| **Business Warehouse 7.3 Upgrade** | In progress. | May 10, 2013 |
| **SRM 7.2 Upgrade** | Proof of Concept. | September 3, 2013 |
| **PBF – Public Budget Formulation** | In progress. | August 5, 2013 |
| **Implement SCEIS in remaining Legislative Agencies (contributing to retirement of STARS):** Code of Laws and Legislative Council and House of Representatives | In progress. | September 3, 2013 |

| TASK | BEGIN | END |
|---|---|---|
| Integration Testing | 5/28/2013 | 6/14/2013 |
| Record u-Performs | 6/17/2013 | 7/12/2013 |
| Develop Training Material | 6/17/2013 | 7/12/2013 |
| Conduct Train the Trainer | 7/15/2013 | 7/26/2013 |
| Conduct Training | 8/05/2013 | 8/30/2013 |

# SCEIS Activity:
# SRM 7.2 Go-Live Schedule

| TASK | BEGIN | END |
|------|-------|-----|
| SRM 5.0 System Freeze | 8/19/2013 | 9/02/2013 |
| Data Migration: Contracts and Purchase Orders | 8/19/2013 | 9/02/2013 |
| Go-Live SRM 7.2 | 9/03/2013 | |

Note: Reverse Auction training will be conducted in February and March of 2014 to allow the existing contract to expire.

# Report on CAB Recommendations

# CAB Recommendations

- Since the last EOC meeting (Jan. 24, 2013), the SCEIS Change Advisory Board has met once:
  - February 21, 2013

- During this meetings, the CAB approved 2 Requests for Enhancements.
  - One small project was approved and has been completed. It improved functionality for MM users at the Corrections Department. (It is detailed in the appendix of this presentation.)

  - One large project (over 450 hours) requires EOC review today. It is detailed on the following slide.

## Employee Time Record Enhancement (Portal)
### Requesting Agency: Transportation Department
### (RFC-0090)

## Total Estimated Hours: 845

### Description

*Add "Employee Additional Information" text field, Work Breakdown Structure (WBS) number and WBS text description to MySCEmployee, allowing employees to detail work activities and managers to approve these details, which are required for federal project billing purposes. Also, enhance reporting to display this information. The reporting of this information will enable easy review of time charged to federal projects as required by various oversight entities.*

# Next Meeting

# Meeting Adjourned

# Appendix: SCEIS Enhancement Request Approved by the CAB in February 2013

## Sales & Distribution Profit & Loss (P&L) Commission/Revenue by Customer

*Requesting Agency: Department of Corrections*

(RFC-0103)

### Total Estimated Hours: 83

### Description

*Enhance the current "S&D Sales Report by Month" Business Warehouse report to include the "partner" field. This will allow the Department of Corrections, Prison Industries, to track sales commission for employees and evaluate sales trends for customers across periods.*