SCEIS Change Advisory Board Meeting

Thursday, January 22, 2015

Agenda

- Welcome
- Adoption of Agenda and Minutes
- SCEIS Project Updates
  - Operational Resource Overview
  - Key Activities: Recent and Upcoming
  - Review New Requests
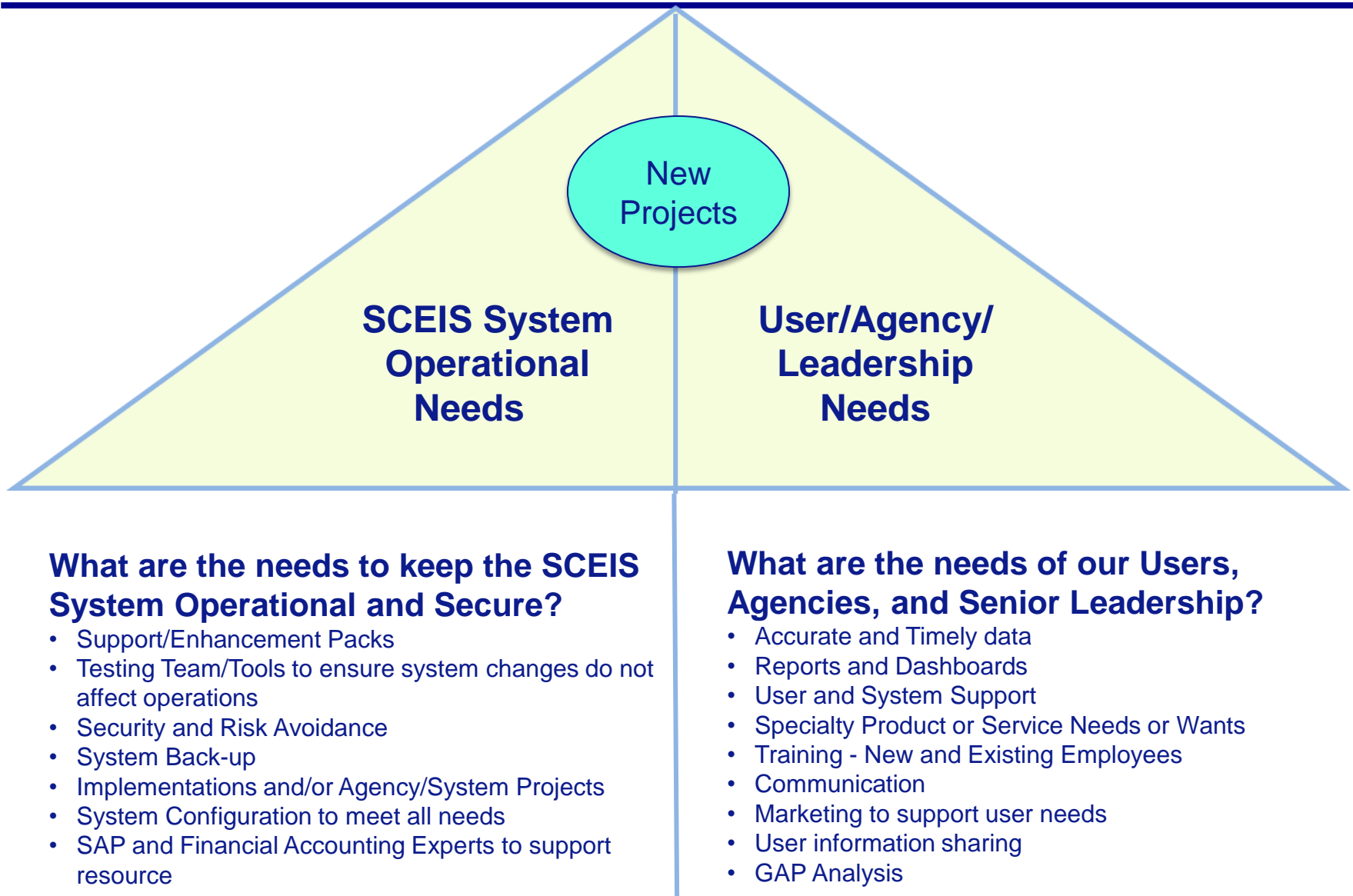- Review SCEIS Prioritization Matrix and Project Prioritization Guide

Adoption of Agenda and Minutes

SCEIS Updates

Operational Resource Overview

New Projects

SCEIS System Operational Needs

User/Agency/ Leadership Needs

What are the needs to keep the SCEIS System Operational and Secure?

- Support/Enhancement Packs
- Testing Team/Tools to ensure system changes do not affect operations
- Security and Risk Avoidance
- System Back-up
- Implementations and/or Agency/System Projects
- System Configuration to meet all needs
- SAP and Financial Accounting Experts to support resource

What are the needs of our Users, Agencies, and Senior Leadership?

- Accurate and Timely data
- Reports and Dashboards
- User and System Support
- Specialty Product or Service Needs or Wants
- Training - New and Existing Employees
- Communication
- Marketing to support user needs
- User information sharing
- GAP Analysis

- System support pack implementation completed weekend of December 12, 2014

- Process - Sandbox in Aug 14 - Dev - QA Oct 14

- 8-10 Week Min Testing - All teams

- BSI - HR update for taxes complete

- 1099's completed first week of January 2015

- W-2's completed week of January 20, 2015

- Building SCEIS Time-Machine for FY2015 year - end testing - used by all functional teams

New Requests: Review Only
(Under 100 Hours of Work Required)

New Requests: Review Only

RFC Number	Description	Number of Hours
00244	New clause (administrative fee) that must be included in every state term contract	22
00245	Vendors receiving NEW email address on old Fixed Price Bid that are no longer managed by that individual	17
00246	Data load template for temporary salary adjustments	46
00252	AP aging query is needed	15
00253	PO Line Item Value in ECC does not update Contract in SRM	22
00255	Tracking of Buyer Rejection of Shopping Cart	11
00256	Asset Transfer Process	77
00258	Additional Degree Choices (infotype 22) and Certifications (infotype 795) added	10

New Request for Approval

SC BUDGET AND CONTROL BOARD

New Request for Approval: Materials Management

Add specified fields to the existing "Current Contracts" BW Report and the "PO by Contract" Report
Requesting Agency: DHEC
(RFC-00254)

Total Estimated Hours: 124

Description

Add the following fields to the existing "Current Contracts" BW Report
      Release Value
      % Left on Contract
Add the following field to the existing "PO by Contract" Report
      Release Value

This will allow agencies to have to determine how much has been spent against a contract and what percentage is left on contract.

Review SCEIS Prioritization Matrix and Project Prioritization Guide

Wrap-up

Proposed Next Meeting Date

- The SCEIS Change Advisory Board is scheduled to meet again on:
  - Thursday, March 19, 2015, at 3:00 p.m.

Meeting Adjourned