SCEIS Project Evaluation Form

Requesting Agency: *SCEIS (Budget and Control Board)*

Project Name: *Travel Management Year-End*

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.)

The solution presented within this Request for Change (RFC) will prevent unapproved year-end finance postings. The change, once implemented, will provide a system cut-off date for the current Fiscal Year (e.g., Monday, June 30th 1:00 PM). After this deadline, users will not be allowed to enter travel trips within SCEIS. Those trips may be entered via the Finance Accounts Payable process.

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.

If travel trips for the current Fiscal Year (e.g., 2014) are posted to the next Fiscal Year (e.g., 2015), there will be a discrepancy in SCEIS agency finance

and budget reports. This will cause accounting reconciliation issues during the fiscal year-end processing.

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.

This RFC will automate the functionality of posting HR travel trips in Finance at year-end to prevent trips posting in the incorrect Fiscal Year. This change will make the system consistent with SC State travel guidelines. In addition, this will save the SCEIS Team hours of manually correcting financial postings in Human Resources and Finance.

Value Score (average of category totals): **4.67**

II. Resource Determinants

The **resource** scale is a range from 1 to 6 with 6 being "high resources" to complete the project and 1 being "low resources" presently available to complete the project.

1 and 2 = low resources
3 and 4 = medium resources
5 and 6 = high resources

Level of resource requirements (circle one):   1   2   3   **(4)**   5   6

The scope of the project impacts the resources to be expended upon its delivery. Resources may include development time, additional hardware and or software, or extraordinary agency system requirements such as interfaces outside of the agencies control. This can also be influenced by time constraints to deliver a project.

The SCEIS Human Resources/Payroll Team, Technical Team and AMS contractor resources would be required for this project. Estimated project hours total 147.

Scope of project (circle one):   1   2   **(3)**   4   5   6

Scope elements that may hinder a project may include interagency collaboration, agency data not being accessible or ready, or pending statutory requirements.

The solution will require configuration changes and no customization.

Variation from existing configuration or technology (circle one):
1   2   3   **(4)**   5   6

Technology variations include utilizing hardware, software or technology that deviates from the SCEIS Standard Configuration, not following standards of architecture or implementation, or adding a higher level of risk.

This change will not require customization to SCEIS Travel Management.

**Risk associated with implementing the change (circle one):**

1 (2) 3 4 5 6

Rate according to the level of risk, including strategic risk, financial risk, project management risk, technology risk or operational risk, associated with implementation of the requested change.

The Accelerated SAP (ASAP) methodology will be used to reduce the risks associated with this change. There is an existing prototype in the SCEIS environment.

Resources Score (average of category totals): **3.25**

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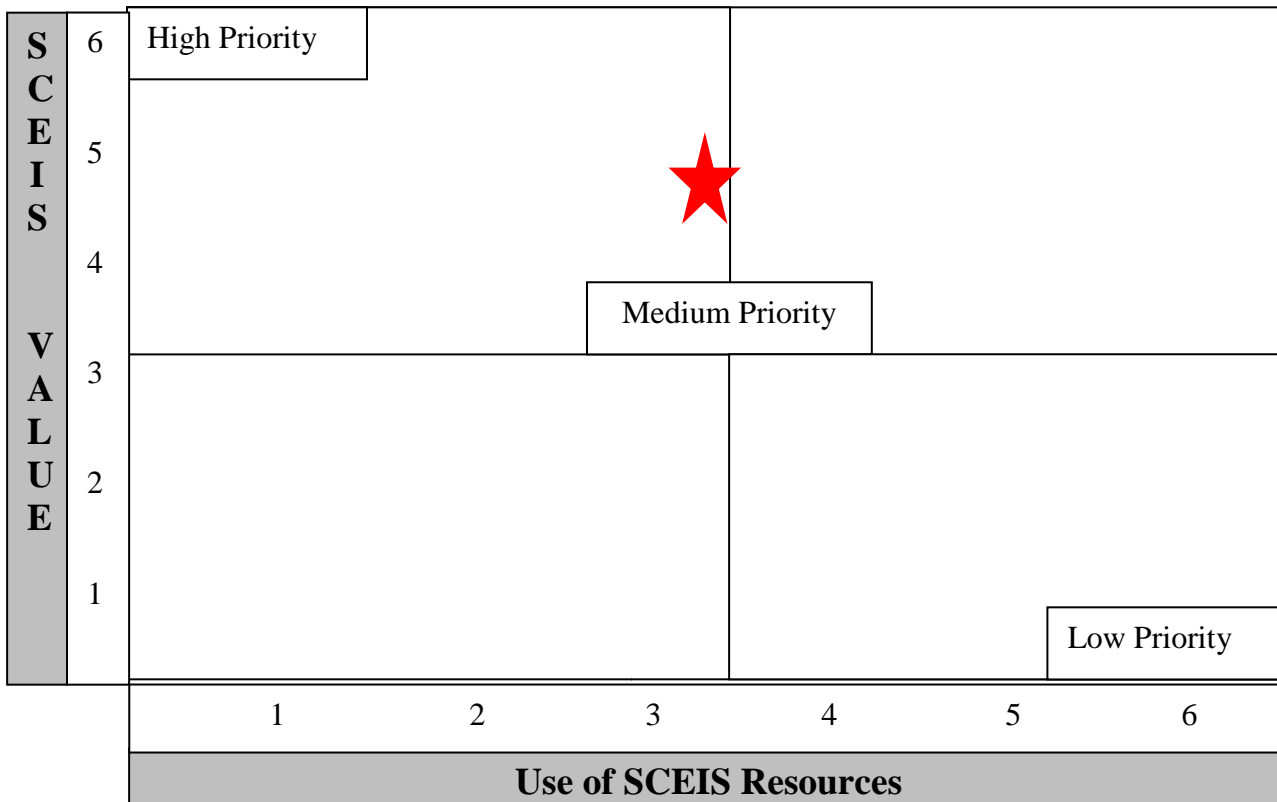
Priority recommended based on overall Resource and Value rankings (check one):

☐ low value/low resource
☐ low value/high resource
☐ low value/medium resource

☐ high value/low resource

RFC Number: 147

☒ high value/medium resource
☐ high value/high resource

Action recommended based on ranking scores and descriptions (check one):
    ☒ Proceed   ☐ Discontinue project