Agency Readiness Checklist

Phase 3 Agencies

The following Agency Readiness checklist is for those agencies that will go-live with SCEIS Finance (FI) and Materials Management (MM) functions on November 2, 2009 (Phase 3) and with Human Resource and Payroll functions on March 2, 2010 (Wave 2). These agencies are listed in the table below.

Agency Name	Agency Number	Advocate	Inventory Management	Sales & Distribution
Adjutant General's Office	E24	Elizabeth Ellison		
Alcohol and Other Drug Abuse Services	J20	Eric Clark		
Archives and History, Dept of	H79	Eric Jordan		
Attorney General's Office	E20	Elizabeth Ellison		
Budget and Control Board	F03	Laura McLendon	Yes	Yes
Criminal Justice Academy	N20	Eric Clark	Yes	
Commerce, Dept of	P32	Eric Jordan		
Deaf and Blind, School for the	H75	Elizabeth Plyler		
Disabilities & Special Needs, Dept of	J16	Elizabeth Plyler	Yes	
Education. Dept of	H63	Eric Clark	Yes	
Educational Television Network	H67	Eric Clark		
Employment Security Commission	R60	Eric Clark		
Forestry Commission	P12	Eric Clark		
Governor's Office	D17	Elizabeth Plyler		
Governor's Office - Executive Control	D05	Elizabeth Plyler		
Governor's Office -Mansion and Grounds	D20	Elizabeth Plyler		
Health and Human Services, Dept of	J02	Laura McLendon		
Higher Education, Commission on	H03	Elizabeth Ellison		
Housing, Finance and Development Authority	L32	Elizabeth Ellison		
Juvenile Justice, Dept of	N12	Eric Jordan	Yes	
Labor, Licensing and Regulation, Dept of	R36	Elizabeth Ellison		
Lieutenant Governor's Office	E04	Elizabeth Plyler		
Mental Health, Dept of	J12	Laura McLendon	Yes	
Motor Vehicles, Dept of	R40	Elizabeth Ellison	Yes	
Natural Resources, Dept of	P24	Laura McLendon	Yes	
Parks, Recreation and Tourism, Dept of	P28	Eric Jordan	Yes	
Probation, Parole and Pardon Services	N08	Elizabeth Plyler	Yes	
Public Safety, Dept of	K05	Elizabeth Ellison	Yes	Yes
Regulatory Staff, Office of	R06	Eric Clark		

Agency Name	Agency Number	Advocate	Inventory Management	Sales & Distribution
Revenue, Dept of	R44	Laura McLendon		
Sea Grant Consortium	P26	Eric Clark		
Second Injury Fund	R16	Elizabeth Plyler		
SLED-State Law Enforcement Division	D10	Eric Jordan	Yes	
Supreme Court/Judicial Department	B04	Laura McLendon		
Technical and Comprehensive Education, State Board for	H59	Elizabeth Ellison		
Tuition Grants Commission	H06	Eric Jordan		
Vocational Rehabilitation Department	H73	Laura McLendon	Yes	Yes

The following Agency Readiness Checklist describes activities an agency needs to complete throughout their implementation efforts. These activities will be discussed on a monthly basis with Agency Support Team (AST) Leads and are *subject to change based on SCEIS project planning activities.* Additional tools and information to support the completion of these activities will be provided as needed.

In addition to this checklist, readiness reports and other monitoring tools will be available to assist agencies in ensuring their tasks are being completed. Individual tasks will be monitored monthly by your assigned SCEIS Agency Advocate and entered into a SharePoint tracking tool. The readiness report will be produced monthly and forwarded to the AST Lead for review. After the AST Lead has had one week to review and respond, the report will be forwarded to the AST Sponsor.

This information will assist both the Agencies and SCEIS in knowing of any delays in Agency Readiness activities as soon as they are identified. This is important so that a revised plan may be developed to meet the ultimate goal of implementation according to the established dates.

5/07/2009

	March					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
1	Attend monthly AST Lead meeting	Attend and participate in Enterprise Change & Communications (EC&C) sponsored meeting to discuss upcoming agency activities	N/A	• AST Lead • AST Sponsor and SMEs as needed	Attended meeting (via sign-in sheets)	• Agenda • Presentation • Handouts
2	Attend FI master data meetings	Agency Subject Matter Experts (SMEs) attend sessions with SCEIS FI team members to discuss master data elements such as Fund, Functional Area, and Cost Center	FI	AST SMEs attend sessions and complete data-gathering activities	Completed worksheets that contain financial master data objects, such as agency cost centers	• Powerpoint presentations • Excel spreadsheets and instructions; • Meeting discussion
3	Complete agency FI and MM current process worksheets	Agency completes Excel spreadsheets by answering questions about FI and MM current processes and positions completing those processes	FI MM	• AST Lead facilitates completion • AST SMEs support completion of activities	Worksheets completed and submitted to AST mailbox	Excel worksheets from EC&C
4	Complete computer skills survey	Agency core users in Finance, Materials Management and Human Resources complete electronic survey that assesses basic	FI MM HR PR	• AST Lead and HR Director facilitate completion • AST SMEs support completion of survey	Agency submits responses to SCEIS EC&C team	• Weblink to survey • Instructions

3

March						
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
		computer skills and access.				
5	Complete interface requirements	Agency outlines legacy systems that require an interface to SCEIS; a full analysis must be completed to avoid the accidental omission of key interfaces requiring modifications Confirm HR/PR interface requirements from Blueprint	Tech FI MM HR PR	AST Technical Lead works with SMEs (and AST Lead if necessary) to identify & provide requirements to SCEIS	Interface chart and template returned to SCEIS by due date	Interface Strategy Landscape of systems
6	Discuss current requisition approval process and begin to identify Supplier Relationship Management (SRM) workflow requirements	Agency attends scheduled meetings to discuss electronic routing of shopping cart to appropriate staff	MM	• Agency MM Subject Matter Experts (SMEs) • AST Lead, as needed	Agency SMEs attend meeting and provide requested data by established deadline	Excel spreadsheet
7	Begin Agency Training Coordinator activities	Agency training coordinator is provided a list of agency training activities to support SCEIS training efforts	Trng	• Agency Training Coordinator (ATC) • AST Lead, as needed	Attended ATC Kick-off meeting	ATC Workshop materials
8	Participate in FI process workshops	Agency FI SMEs attend appropriate workshops to discuss FI processes for SCEIS	FI	• Agency FI SMEs • AST Lead, as needed	Attendance at meetings	PowerPoint presentation

4

	March					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
9	Begin HR/Payroll data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data within HRIS (Human Resource Information System) and Central Payroll systems	HR PR	HR and Payroll SMEs	Agency confirms that they have started activity	Data cleansing guidelines and checklist
10	Complete current reporting requirements worksheet	Agency provides a list of reports that are mission-critical or mandated by state, federal, or local government entities	FI MM	• AST Lead • Agency FI & MM SMEs, as needed	Agency provides requested data by established deadline	• Reporting Approach Position Paper • PowerPoint presentation • Excel document

5

	April					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meetings	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities	N/A	• AST Lead • AST Sponsor and SMEs as needed	Attended meeting (via sign-in sheets)	• Agenda • Presentation • Handouts
2	Discuss current requisition approval process and continue to identify Supplier Relationship Management (SRM) and other FI workflow requirements	Agency attends scheduled meetings to discuss electronic routing of shopping cart to appropriate staff and additional FI workflow	MM FI	Dependent on workflow subject • Agency MM SMEs • FI SMEs	All necessary data is collected (current state, roles for workflow, etc.)	Excel spreadsheet
3	Continue FI master data collection	Agency works with SCEIS to provide master data elements such as Fund, Functional Area, and Cost Center	FI	FI and MM SMEs	Completed worksheets that contain financial and MM master data objects, such as agency cost centers	• Powerpoint presentations • Excel spreadsheets • Instructions • Meeting discussion
4	Begin data cleansing activities for FI and MM; Complete HR/Payroll data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data such as property records, inventory management, purchase orders, contracts,	FI MM HR PR	• AST Lead • Agency FI, MM, HR, and Payroll SMEs	Agency confirms that they have continued activity for FI and MM, and completed it for HR/Payroll	Data cleansing guidelines

6

	April					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		grants, funds, etc; Includes identifying and correcting inaccurate data within HRIS (Human Resource Information System) and Central Payroll systems				
5	Initiate assignment of FI & MM SCEIS roles to employees	Agency's AST WFT Lead works with SMEs to assign SCEIS security roles to employees	EC&C	• WFT Lead • AST Lead • SMEs, as needed	WFT Lead and AST Lead attend workshop	Role mapping toolkit Role mapping spreadsheet
6	Complete technical readiness checklist and perform connectivity tests; make updates to infrastructure as needed	Agency has assessed infrastructure requirements for workstations, network connectivity, etc	Tech	Technical Lead	Technical Lead has completed checklist and submitted to AST mailbox	Technical Readiness Checklist & Instructions
7	Participate in knowledge transfer or feedback sessions	Attend organized sessions to obtain knowledge of SCEIS functions or to provide feedback on new functionality	MM FI HR PR	Agency SMEs	Agency attends session (sign-in sheets)	Meeting discussion and Presentations as provided
8	Begin identifying employee work schedules / work weeks	Each employee must have an assigned work schedule and work week in the SCEIS system	HR PR	AST members and SMEs will lead the collection efforts for the agency	All agency work schedules and work weeks are accounted for	HR/Payroll Data Request Guide, Excel spreadsheets

7

May						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting, Agency Training Coordinator (ATC) meeting, and HR/Payroll AST meeting	Attend and participate in EC&C sponsored meetings to discuss upcoming agency activities	N/A	• AST Lead • ATC • AST Sponsor and SMEs as needed	Attended meeting (via sign-in sheets)	• Agenda • Presentation • Handouts
2	Begin legacy application modifications for interface to SCEIS	Agencies begin to prepare legacy systems for interface to and/or from SCEIS	Tech	• Technical Lead • Agency FI and MM SMEs as needed	Agency confirmation that development has begun	• Interface Strategy • Landscape of systems
3	Assess impact of SCEIS on agency FI and MM processes and people	Assess how employees may be impacted by process changes, new/changed roles/responsibilities or organizational changes	EC&C	• WFT Lead • AST Lead, as needed • SMEs	Agency completes Workforce Impact Assessment	Workforce Impact Assessment template
4	Begin assignment of SCEIS roles to employees for Finance and Procurement	SCEIS roles determine access to SAP transactions and the training courses assigned to individuals. Effective role mapping will ensure proper training and proper security access for agency SCEIS users	FI MM	• WFT Lead • AST Lead, as needed • SMEs	Agency completes and provides role mapping spreadsheet that includes assignment of SCEIS roles to core users	Role mapping toolkit Role mapping spreadsheet
5	Gather employee names to create	Having an Active Directory	Tech EC&C	• AST Lead • Technical Lead	A list of employee names, email	Template to gather information

5/07/2009

	May					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
	Active Directory accounts	account is necessary to access SAP applications			addresses, and phone numbers are provided	
6	Begin to identify skill gaps	Agency helps to identify knowledge, skills, and abilities that are needed for employees to work effectively in SCEIS	EC&C	• WFT Lead • AST Lead, as needed • SMEs	Agency completes skills assessment	Skills Assessment
7	Begin to identify agency-specific training requirements & conduct training activities, as needed	Agencies may require unique training to prepare users adequately for SCEIS training and to address agency-specific needs accurately. In these situations, it is the agency's responsibility to assess specific training needs and determine the training curriculum and support required	EC&C Trng	Agency Training Coordinator and AST Lead, as needed	Agency-specific training is completed prior to the start of SCEIS training	WFT Recommen-dations
8	Participate in knowledge transfer or feedback sessions	Attend organized sessions to obtain knowledge of SCEIS functions or to provide feedback on new functionality	MM FI	Agency SMEs	Agency attends session (sign-in sheets)	• Meeting Discussion • Presentations as provided

9

	May					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
9	Complete HR/Payroll data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data within HRIS (Human Resource Information System) and Central payroll systems	HR PR	AST members and SMEs will lead the data cleansing efforts in the agency	All necessary data is compiled and submitted to the HR/Payroll team	HR/Payroll Data Request Guide and Checklist, Excel spreadsheets
10	Begin and complete HR/Payroll data collection requests	All requested data collection activities will be completed by the agencies	HR PR	AST members and SMEs will lead the data cleansing efforts in the agency	All necessary data is compiled and submitted to the HR/Payroll team	HR/Payroll Data Request Guide and Checklist, Excel spreadsheets
11	Complete current process worksheet for HR and Payroll	Agency completes Excel spreadsheet by answering questions about current documents current (legacy) processes and positions completing those processes	HR PR	AST Lead facilitates completion and AST SMEs support completion of activities	Worksheet completed and submitted to Advocate	Current State worksheet from EC&C

		June				
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
1	Attend monthly AST Lead meeting, Agency Training Coordinator (ATC) meeting, and HR/Payroll AST meeting	Attend and participate in EC&C sponsored meetings to discuss upcoming agency activities	N/A	• AST Lead • ATC • AST Sponsor and SMEs as needed	Attended meeting (via sign-in sheets)	• Agenda • Presentation • Handouts
2	Provide master data, including Inventory Management data as appropriate	Agency Subject Matter Experts (SMEs) provide data elements such as Fund, Functional Area, and Cost Center	FI MM	• Agency FI and Inventory SMEs • AST Lead, as needed	SCEIS received requested data/spreadsheets by due date	
3	Continue legacy application modifications for interface to SCEIS	Agencies continue to prepare legacy systems for interface to and/or from SCEIS	Tech	• Technical Lead • Agency FI and MM SMEs as needed	Percentage complete based on testing of interfaces in late August	• Interface Strategy • Landscape of systems
4	Provide data for integration testing	As needed, agencies provide data and test scenarios to use during integration testing	FI MM	• AST Lead • Agency FI and MM SMEs	SCEIS received requested information by due date	
5	Complete FI and Procurement data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data	FI MM	• Agency FI and MM SMEs • AST Lead	Agency confirms that they have continued activity for FI and MM, and completed it for HR/Payroll	Data cleansing guidelines
6	Review and implement Workforce Transition (WFT)	Based on analysis of agency workforce impact	EC&C	• WFT Lead • AST Lead • AST Sponsor	Agency reviews and implements recommendations	WFT Recommendations Document

11

	June					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
	recommend-dations	assessment and role mapping, a list of actions to help prepare users will be provided to the agency				
7	Participate in knowledge transfer or feedback sessions	Attend organized sessions to obtain knowledge of SCEIS functions or to provide feedback on new functionality	MM FI	Agency SMEs	Agency attends session (sign-in sheets)	• Meeting Discussion • Presentations as provided
8	Complete identification of skill gaps	Agency helps to identify knowledge, skills, and abilities that are needed for employees to work effectively in SCEIS	EC&C	• WFT Lead • AST Lead, as needed • SMEs	Agency completes skills assessment	Skills Assessment
9	Complete identification agency-specific training requirements & conduct training activities, as needed	Agencies may require unique training to prepare users for SCEIS training and to address agency-specific needs. In these situations, it is the agency's responsibility to assess specific training needs and determine the training curriculum and support required	EC&C Trng	Agency Training Coordinator and AST Lead, as needed	Agency-specific training is completed prior to the start of SCEIS training	WFT Recommen-dations

12

	July					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
1	Attend monthly AST Lead meetings	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities	N/A	• AST Lead • AST Sponsor and SMEs as needed	Attended meeting (via sign-in sheets)	• Agenda • Presentation • Handouts
2	Continue legacy application modifications for interface to SCEIS	Agencies continue to prepare legacy systems for interface to and/or from SCEIS	Tech	• Technical Lead • Agency FI and MM SMEs as needed	Percentage complete based on testing of interfaces in late August	• Interface Strategy • Landscape of systems
3	Conduct FI and MM manager/supervisor preparation sessions	Briefing sessions will be held with agency leaders to provide tools to communicate process changes, transition to new roles, and upcoming training activities	EC&C	• Managers/ supervisors within agency • AST Lead • AST Sponsor	Attendance at session	Manager/Supervisor Toolkit
4	Conduct agency staff briefings in FI and MM departments	Agency leaders brief their staff on upcoming SCEIS activities to prepare users. Include one-on-one sessions (if applicable), role assignments, and training activities	EC&C	• AST Lead • AST Sponsor • WFT Lead	Confirmation that staff briefings were held	Manager/Supervisor Toolkit
5	Validate agency role mapping	Prior to beginning	EC&C	• AST Lead • AST Sponsor	Agency Sponsor	Role mapping validation

13

#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
	for Finance and Procurement	training registration, appropriate agency staff must validate that all SCEIS users are mapped to the appropriate SCEIS role or roles		• WFT Lead	sign-off on validation	instructions
6	Participate in knowledge transfer or feedback sessions	Attend organized sessions to obtain knowledge of SCEIS functions or to provide feedback on new functionality	MM FI	Agency SMEs	Agency attends session (sign-in sheets)	• Meeting Discussion • Presentations as provided
7	Begin to register for FI and MM training	Core users enroll in SCEIS training through GeoLearning Learning Management System	Trng	Agency Training Coordinator and AST Lead	All agency core users enroll in appropriate training	GeoLearning quick reference guide/ instructions
8	Participate in HR/Payroll integration testing	Activities to test the integration points within SCEIS between among various Human Resource and Payroll functions	HR PR	AST Lead and SMEs will participate in testing or help determine who in the agency is best suited to participate		Testing software, possible presentation to introduce concepts

14

	August					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities	N/A	• AST Lead • AST Sponsor and SMEs as needed	Attended meeting (via sign-in sheets)	• Agenda • Presentation • Handouts
2	Complete legacy application modifications for interface to SCEIS	Agencies complete interface(s) to and/or from SCEIS	Tech	• Technical Lead • Agency FI and MM SMEs as needed	Interfaces completed	• Interface Strategy • Landscape of systems
3	Validate technical readiness/user connectivity	Agency confirms that infrastructure requirements are met, including printing capabilities	Tech	• Technical Lead • AST Lead • AST Sponsor	Agency provides confirmation to SCEIS project	
4	Complete employee one-on-one discussions with FI and MM employees	Agency managers and supervisors meet individual with core users to discuss roles assigned and upcoming SCEIS activities	EC&C	• AST Lead • WFT Lead • AST Sponsor	Discussions are completed	• Manager/Supervisor Toolkit • Role Reports
5	Complete training registration for SCEIS FI and MM training	Core users enroll in SCEIS training through GeoLearning Learning Management System	Trng	Agency Training Coordinator and AST Lead	All agency core users enroll in appropriate training	GeoLearning quick reference guide/ instructions

15

	September					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities	N/A	• AST Lead • AST Sponsor and SMEs as needed	Attended meeting (via sign-in sheets)	• Agenda • Presentation • Handouts
2	Attend FI and MM SCEIS training	Agency core users attend assigned SCEIS training	Trng	• Agency Training Coordinator • AST Lead • AST Sponsor	Users complete appropriate training	Training registration Training evaluations
3	Complete organizational readiness checklist for FI and MM implementation	Assesses the progress toward completion of status on completing certain readiness activities including communication of role assignments, training registration, and training attendance	EC&C	• AST Lead • AST Sponsor • ATC • WFT Lead	Checklist is completed and returned to EC&C	Organizational readiness checklist and instructions
4	Provide FI and MM transactional data	FI and Procurement "open" data such as general ledger GL balances and open purchase orders that need to be loaded into SCEIS prior to go-live	FI MM	• Agency FI and MM SMEs • AST Lead, as needed	Provided data spreadsheets	Excel spreadsheets Instructions
5	Participate in organizational readiness activities for FI and MM	Provide information to FI and MM users regarding how to access SCEIS, how to get help, etc.	All	• AST Lead • Agency FI and MM SMEs	Agency distributes materials and completes activities	
6	Assign HR/Payroll	Through the role mapping	HR PR	AST members will be required	Agency employees	Excel spreadsheet,

16

September						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
	SCEIS roles to employees	process, HR/Payroll employees will be mapped to specific user roles in the system based on their duties in the agencies and the tasks in the system to perform those duties		to assist in role mapping efforts to identify employees and map them to the appropriate roles	are mapped to the correct roles in the system based on their daily tasks and system functionality	PowerPoint presentations to explain the processes

17

	October					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities	N/A	• AST Lead • AST Sponsor and SMEs as needed	Attended meeting (via sign-in sheets)	• Agenda • Presentation • Handouts
2	Provide transactional data	FI and MM "open" data such as general ledger balances and open purchase orders that need to be loaded into SCEIS prior to go-live	FI MM	• Agency FI and MM SMEs • AST Lead, as needed	Provided data spreadsheets	Excel spreadsheets Instructions
3	Validate FI and MM converted data	Agency FI and MM SMEs confirm that account balances and other data is accurate in SCEIS, based on legacy data provided by agency	FI MM	Agency FI and MM SMEs	Agency ensures the appropriate staff has reviewed and approved all conversion results	Test results
4	Complete FI and MM training	Agency core users attend and complete assigned SCEIS training	Trng	• Agency Training Coordinator • AST Lead • AST Sponsor	All core users in the agency has completed assigned training	Training Reports
5	Support "freeze" period for FI and MM	Agency SMEs confirm that general ledger balances in SCEIS are accurate	FI MM	• AST Lead • Agency FI and MM SMEs • AST Sponsor	AST Sponsor/Agency Head sign-off	
6	Participate in organizational readiness activities for FI and MM users	Provide information to users regarding how to access	All	• AST Lead • Agency FI and MM SMEs	Agency distributes materials and completes	

18

	October					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
		SCEIS, how to get help, etc.			activities	
7	Complete agency cutover activities for FI and MM	Agencies are responsible for executing FI and MM cutover activities during the appropriate timeframes identified by the Cutover Plan.	Tech	• Technical Lead • AST Lead • AST Sponsor	The completion of this task signifies the transition from agency legacy systems to SCEIS	SCEIS Cutover plan
8	Participate in HR/Payroll integration testing	Activities to test the integration points within SCEIS among various Human Resource and Payroll functions	HR PR	AST Lead and SMEs will participate in testing or help determine who in the agency is best suited to participate		Testing software, possible presentation to introduce concepts
9	Participate in manager / supervisor preparation sessions for HR/Payroll	Managers and supervisors will be invited to sessions to prepare for the conversations they will have with their employees regarding role changes after go-live	HR PR	AST Lead will assist in identifying managers and supervisors to attend sessions and will assist with preparation	Agency managers and supervisors are prepared to discuss role changes with employees	PowerPoint presentation, prepared scripts / prompts
10	Register for HR/Payroll training courses	Agency employees will need to be registered for the appropriate HR/Payroll training courses based on their newly identified roles in the system	HR PR	AST Training resource will assist employees with training related questions and registration issues, and serve as liaisons to the SCEIS Learning Team	All employees are registered for the appropriate courses based on their identified roles	Training scheduling tool

19

	October					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
11	Begin general Employee Self-Service and Manager Self-Service training	Agency employees will need to complete appropriate training classes to familiarize themselves with the functions and features in ESS and MSS	HR PR	AST Lead and members will help monitor employee progress to make sure all employees complete training	All employees in the agency sign off that they have completed the necessary ESS/MSS training course(s)	Training tool or presentation, employee certification of completion

	November					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
1	Contact Service Center for FI and MM technical issues	Call the Service Center to resolve issues such as accessing SCEIS	All	• AST Lead • Communications Lead	N/A	SCEIS Help card
2	Schedule organizational reviews with agencies	SCEIS Enterprise and Change & Communications team members to meet periodically with agencies to assess transition to SCEIS	N/A	AST Lead	Meeting scheduled	
3	Support learning labs as needed for FI and MM	SCEIS team members work with agency FI & MM subject matter experts to support core users entering transactions into SAP	FI MM	AST Lead	Schedule support and lab	
4	Begin employee one-on-one discussions for HR/Payroll	Employee conversations with managers / supervisors regarding role changes and new duties	EC&C	• AST Lead • AST Sponsor • WFT Lead	Discussions are completed	Manager/ Supervisor Toolkit Role Reports
5	Assist in HR/Payroll data migration / configuration	Provide HR/Payroll data that needs to be loaded into SCEIS prior to go-live and review final configuration within the SCEIS system	HR PR	HR/Payroll SMEs	Required activities are completed	

	November					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
6	Attend AST Lead Meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities	HR PR	AST Leads		PowerPoint presentation; Imaging discussion / demo
7	Attend HR / Payroll training	Users attend assigned training courses	HR PR	Agency Training Coordinator and AST Lead		Training tools and materials

	December					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
1	Contact Service Center for FI and MM technical issues	Call the Service Center to resolve issues with accessing SCEIS	All	• AST Lead • Communications Lead	N/A	SCEIS Help card
2	Schedule organizational reviews with agencies	SCEIS Enterprise and Change & Communications team members to meet periodically with agencies to assess transition to SCEIS	N/A	AST Lead	Meeting scheduled	
3	Support learning labs as needed for FI and MM	SCEIS team members work with agency FI & MM subject matter experts to support core users entering transactions into SAP	FI MM	AST Lead	Schedule support and lab	
4	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities and demonstrate Human Resource/Payroll system functionality	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
5	Complete data clean-up	Final data clean-up activities completed by the agencies for loading	HR PR	AST Lead and SMEs will lead the data cleansing and clean-up efforts in the	SCEIS team receives all required data in clean form with verified	Excel spreadsheets

23

December						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		into the system		agencies	accuracy	
6	Complete employee one-on-one discussions for HR/Payroll	Employee conversations with HR/Payroll managers / supervisors regarding role changes and new duties	EC&C	AST Lead, WFT Lead, and AST Sponsor	Discussions are completed	Manager/ Supervisor Toolkit; Role Reports
7	Attend HR / Payroll training	Users attend assigned HR/Payroll training courses	Trng	Agency Training Coordinator AST Lead, and AST Sponsor	Users complete appropriate training	Training registration Training evaluations

	January 2010					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
2	Validate HR/Payroll agency role mapping	Revisit mapped roles to validate accuracy and relevance before go-live	HR PR	AST Lead and members will participate in these efforts with HR office	Agencies sign off on updated role mapping documents	Role mapping database, Excel spreadsheets
3	Complete HR/Payroll interface development	Finalize development for all external interfaces	HR PR	AST members will help validate interface functionality and requirements	Interface development completed by SCEIS team	
4	Validate payroll comparison testing results	Payroll tests will be run on data in the new system to compare results with Comptroller General's Payroll to check accuracy	HR PR	AST members and SMEs will participate in validation or help determine who should be involved in testing efforts	Successful comparison test runs validated by agencies	
5	Attend HR / Payroll training	Users attend assigned training courses	Trng	Agency Training Coordinator AST Lead, and AST Sponsor	Users complete appropriate training	Training registration Training evaluations

	February 2010					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities and demonstrate Human Resource/Payroll system functionality	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
2	Complete and validate HR/Payroll converted data	Validate accuracy of converted data in the system before go-live	HR PR	AST members and SMEs will participate in validation or help determine who should be involved in testing efforts	Agency ensures the appropriate staff has reviewed and approved all conversion results	
3	Complete HR/Payroll agency cutover activities	Agencies are responsible for executing cutover activities during the appropriate timeframes identified by the Cutover Plan	Tech	Technical Lead, HR/Payroll SMEs, and AST Lead	The completion of this task signifies the transition from agency legacy systems to SCEIS	SCEIS Cutover plan
4	Complete HR/Payroll training	Users attend assigned training courses	Trng	Agency Training Coordinator AST Lead, and AST Sponsor	Users complete appropriate training	Training registration Training evaluations
5	Support HR/Payroll "freeze" period for legacy applications	Agency SMEs support SCEIS to ensure data from legacy applications is accurate	HR PR	AST Lead, Agency HR and Payroll SMEs, and AST Sponsor	AST Sponsor/ Agency Head sign-off	

26

February 2010						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
6	Prepare HR/Payroll users for implementation	Provide information to users regarding how to access SCEIS, how to get help, etc.	HR PR	AST Lead, Agency HR and Payroll SMEs, and AST Sponsor		

March 2010						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Use new HR/Payroll processes and systems within agencies	Use SCEIS HR/ Payroll functionality to complete daily work tasks	HR PR	ASTs and SMEs are the resident agency experts on the system and its functionality. Serve as point of contact as system ramps up in agencies		
2	Use agency HR/Payroll SMEs and Service Center to resolve questions and issues	Call the Service Center to resolve issues such as accessing SCEIS	All	AST Lead and Communications Lead	N/A	SCEIS Help card
3	Attend HR/Payroll go-live support sessions	SCEIS team members work with agency subject matter experts to support core users entering transactions into SAP	HR PR	AST Lead and Agency HR/Payroll SMEs	Schedule support and lab	