

Agency Readiness Checklist

Phase 4 Agencies

The following Agency Readiness checklist is for those agencies that will go-live with SCEIS Finance (FI) and Materials Management (MM) functions on May 3, 2010 (Phase 4) and with Human Resource and Payroll functions on June 2, 2010 (Wave 3). These agencies are listed in the table below.

Agency Name	Agency Number	Advocate	Inventory Management	Sales & Distribution
Corrections, Dept of	N04	Eric Jordan	Yes	Yes
Health and Environmental Control, Dept of	J04	Elizabeth Plyler	Yes	
Social Services, Dept of	L04	Elizabeth Ellison		
Transportation, Dept of	U12	Eric Jordan	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 Share Point 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.

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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • Agenda • Presentation • Handouts
2	Attend FI master data meetings	Agency Subject Matter Experts (SMEs) attend sessions with SCEIS finance 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 computer skills and access.	FI MM HR PR	<ul style="list-style-type: none"> • AST Lead and HR Director facilitate completion • AST SMEs support completion of survey 	Agency submits responses to SCEIS EC&C team	<ul style="list-style-type: none"> • Weblink to survey • Instructions
5	Complete interface requirements	Agency outlines legacy systems that require an interface to SCEIS; a full analysis must be completed to	Tech FI MM HR PR	AST Technical Lead works with SMEs (and AST Lead if necessary) to identify & provide	Interface chart and template returned to SCEIS by due date	Interface Strategy Landscape of systems

March						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		avoid the accidental omission of key interfaces requiring modifications Confirm HR/PR interface requirements from Blueprint		requirements to SCEIS		
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Agency FI SMEs AST Lead, as needed 	Attendance at meetings	PowerPoint presentation
9	Begin HR/PY 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

March						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
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	<ul style="list-style-type: none"> • AST Lead • Agency FI & MM SMEs, as needed 	Agency provides requested data by established deadline	<ul style="list-style-type: none"> • Reporting Approach Position Paper • PowerPoint presentation • Excel document

April						
#	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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Powerpoint presentations • Excel spreadsheets • Instructions • Meeting discussion
4	Begin legacy application modifications for interface to SCEIS	Agencies begin to prepare legacy systems for interface to and/or from SCEIS	Tech	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Agency confirmation that development has begun	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
5	Complete current process worksheet for HR and Payroll	Agency completes Excel spreadsheet by answering questions about current 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
6	Begin to assess impact of SCEIS on agency FI and MM	Assess how employees may be impacted by process	EC&C	<ul style="list-style-type: none"> • WFT Lead • AST Lead, as needed • SMEs 	Agency completes Workforce Impact	Workforce Impact Assessment template

April						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
	processes and people	changes, new/changed roles/responsibilities or organizational changes			Assessment	
7	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 (asset) records, inventory management, purchase orders, contracts, grants, uncollectibles, inactive funds, etc; Includes identifying and correcting inaccurate data within HRIS and Central Payroll systems	FI MM HR PR	<ul style="list-style-type: none"> • 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
8	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
9	Gather employee names to create Active Directory accounts	Having an Active Directory account is necessary to access SAP applications	Tech EC&C	<ul style="list-style-type: none"> • AST Lead • Technical Lead 	A list of employee names, email addresses, and phone numbers are provided	Template to gather information

April						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
10	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
11	Dissemination of core users' marketing information	Marketing materials to increase awareness and support for the HR/Payroll project among prospective core users	HR PR	AST members will be asked to help distribute materials in their agency	Agencies have received multiple pieces of collateral for distribution in the agencies	Flyers or break room posters, brochures, podcast information, newsletters, etc.
12	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 by the SCEIS team	HR/Payroll Data Request Guide, Excel spreadsheets

May						
#	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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Percentage complete based on testing timeframe	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
3	Complete assessment of 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	<ul style="list-style-type: none"> • WFT Lead • AST Lead • AST Sponsor and SMEs as needed 	Agency completes Workforce Impact Assessment	Workforce Impact Assessment template
4	Continue FI and MM data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data such as property (asset) records, inventory management, purchase orders, contracts, grants, accounts receivable, uncollectibles, inactive funds, etc.	FI MM	<ul style="list-style-type: none"> • Agency FI and MM SMEs • AST Lead 	Agency confirms that they have continued activity for FI and MM	Data cleansing guidelines
5	Participate in knowledge transfer or feedback sessions	Attend organized sessions to obtain knowledge of SCEIS functions or to provide	MM FI	Agency SMEs	Agency attends session (sign-in sheets)	<ul style="list-style-type: none"> • Meeting Discussion • Presentations as provided

May						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		feedback on new functionality				
6	Complete HR/Payroll data cleansing	All requested data cleansing and validation 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
7	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
8	Begin distribution of general Employee Self-Service/Manager Self-Service information	Distribute first wave of information to agencies for general employee information on ESS/MSS functionality and features	HR PR	AST members will be asked to help distribute materials in their agency	Agencies have received collateral to distribute to employees regarding ESS/MSS	Brochures, flyers, website content, presentations

June						
#	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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • Agenda • Presentation • Handouts
2	Provide master data, including inventory management data as needed	Agency subject matter experts (SMEs) provide data elements such as Fund, Functional Area, and Cost Center	FI MM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Percentage complete based on testing timeframe	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
4	Continue FI and MM data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data	FI MM	<ul style="list-style-type: none"> • Agency FI and MM SMEs • AST Lead 	Agency confirms that they have continued activity for FI and MM	Data cleansing guidelines
5	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)	<ul style="list-style-type: none"> • Meeting Discussion • Presentations as provided

July						
#	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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Percentage complete based on testing of interfaces in late August	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
3	Continue legacy application modifications for interface to SCEIS	Agencies continue to prepare legacy systems for interface to and/or from SCEIS	FI MM	<ul style="list-style-type: none"> • Agency FI and MM SMEs • AST Lead 	Agency confirms that they have continued activity for FI and MM	Data cleansing guidelines
4	Initiate assignment of SCEIS roles to employees for Finance and Procurement	Agency's AST Workforce Transition lead works with SMEs to assign SCEIS security roles to employees.	FI MM	<ul style="list-style-type: none"> • WFT Lead • AST Lead, as needed • SMEs 	Agency completes and provides role mapping spreadsheet that includes assignment of SCEIS roles to core users	
5	Identify skill gaps	Agency helps to identify knowledge, skills, and abilities that are needed for employees to work effectively in SCEIS	EC&C	<ul style="list-style-type: none"> • WFT Lead • AST Lead, as needed • SMEs 	Agency completes skills assessment	
6	Participate in knowledge transfer or feedback sessions	Attend organized sessions to obtain knowledge of SCEIS	MM FI	Agency SMEs	Agency attends session (sign-in sheets)	<ul style="list-style-type: none"> • Meeting Discussion • Presentations as provided

July						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		functions or to provide feedback on new functionality				
7	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

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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Percentage complete based on testing timeframe	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
3	Continue FI and MM data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data such as property (asset) records, inventory management, purchase orders, contracts, grants, accounts receivable, uncollectibles, inactive funds, etc.	FI MM	<ul style="list-style-type: none"> • Agency FI and MM SMEs • AST Lead 	Agency confirms that they have continued activity for FI and MM	Data cleansing guidelines
4	Complete 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	FI MM	<ul style="list-style-type: none"> • 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

August						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		mapping will ensure proper training and proper security access for agency SCEIS users				
5	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	

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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Percentage complete based on testing timeframe	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
3	Continue FI and MM data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data	FI MM	<ul style="list-style-type: none"> • Agency FI and MM SMEs • AST Lead 	Agency confirms that they have continued activity for FI and MM	Data cleansing guidelines
4	Review Workforce Transition (WFT) recommendations	Based on analysis of agency workforce impact assessment and role mapping, a list of actions to help prepare users will be provided to the agency	EC&C	<ul style="list-style-type: none"> • WFT Lead • AST Lead, as needed • SMEs 	Agency reviews and implements WFT recommendations	WFT Recommendations Document

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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Percentage complete based on testing of interfaces in late August	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
3	Continue FI and MM data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data	FI MM	<ul style="list-style-type: none"> • Agency FI and MM SMEs • AST Lead 	Agency confirms that they have continued activity for FI and MM	Data cleansing guidelines

November						
#	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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Percentage complete based on testing timeframe	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
3	Continue FI and MM data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data	FI MM	<ul style="list-style-type: none"> • Agency FI and MM SMEs • AST Lead 	Agency confirms that they have continued activity for FI and MM	Data cleansing guidelines
4	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	Conduct FI and MM Manager/Supervisor Preparation Sessions	Briefing sessions will be held with agency Provide leaders with tools to communicate process changes, transition to new roles, and upcoming training activities	Conduct FI and MM Manager/Supervisor Preparation Sessions	Briefing sessions will be held with agency Provide leaders with tools to communicate process changes, transition to new roles, and upcoming training activities
5	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	Conduct Agency staff briefings in FI and	Agency leaders brief their staff on upcoming SCEIS activities to prepare users include one-on-one sessions (if applicable),	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,

November						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		sessions (if applicable), role assignments, and training activities	MM departments	role assignments, and training activities		and training activities

December						
#	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	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Percentage complete based on testing timeframe	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
3	Complete FI and MM data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data	FI MM	<ul style="list-style-type: none"> • Agency FI and MM SMEs • AST Lead 	Agency confirms that they have continued activity for FI and MM	Data cleansing guidelines
4	Provide data for integration testing	As needed, agencies provide data and test scenarios to use during integration testing	FI MM	<ul style="list-style-type: none"> • AST Lead • Agency FI and MM SMEs 	SCEIS received requested information by due date	
5	Validate agency role mapping for Finance and Procurement	Prior to beginning training registration, appropriate agency staff must validate that all SCEIS users are mapped to the appropriate SCEIS role or roles	EC&C	<ul style="list-style-type: none"> • WFT Lead • AST Lead, as needed • SMEs 	Agency Sponsor sign-off on validation	Role mapping validation instructions

December						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
6	Begin to register for FI and MM training	Core users enroll in SCEIS training through GeoLearning Learning Management System based on learning plans developed from role assignments	Trng	<ul style="list-style-type: none"> • Agency Training Coordinator • AST Lead 	All agency core users enroll in appropriate training	GeoLearning quick reference guide/instructions

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 activities	N/A	<ul style="list-style-type: none"> • AST Lead • AST Sponsor and SMEs as needed 	Attended meeting (via sign-in sheets)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Interfaces completed	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
3	Validate technical readiness/user connectivity	Agency confirms that infrastructure requirements are met including printing capabilities	Tech	<ul style="list-style-type: none"> • Technical Lead • AST Lead • AST Sponsor 	Agency provides confirmation to SCEIS project	
4	Complete employee one-on-one discussions for FI and MM users	Agency managers and supervisors meet individually with core users to discuss roles assigned and upcoming SCEIS activities	EC&C	<ul style="list-style-type: none"> • AST Lead • WFT Lead • AST Sponsor 	Discussions are completed	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Agency Training Coordinator • AST Lead 	All agency core users enroll in appropriate training	GeoLearning quick reference guide/instructions
6	Participate in HR/Payroll Integration testing	Activities to test the integration points within SCEIS among	HR PR	AST Lead and SMEs will participate in testing or help		Testing software, possible presentation to introduce

January 2010						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		various Human Resource and Payroll functions		determine who in the agency is best suited to participate		concepts
7	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
8	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 Coordinator 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
9	Begin general ESS/MSS (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 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

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	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
2	Complete legacy application modifications for interface to SCEIS	Agencies complete interface(s) to and/or from SCEIS and begin testing activities	Tech	<ul style="list-style-type: none"> • Technical Lead • Agency FI and MM SMEs as needed 	Interfaces completed	<ul style="list-style-type: none"> • Interface Strategy • Landscape of systems
3	Complete employee one-on-one discussions with FI and MM employees	Agency managers and supervisors meet individually with core users to discuss roles assigned and upcoming SCEIS activities	EC&C	<ul style="list-style-type: none"> • AST Lead • WFT Lead • AST Sponsor 	Discussions are completed	<ul style="list-style-type: none"> • Manager/Supervisor Toolkit • Role Reports
4	Complete registration for SCEIS FI and MM training	Core users enroll in SCEIS training through GeoLearning Learning Management System	Trng	<ul style="list-style-type: none"> • Agency Training Coordinator • AST Lead 	All agency core users enroll in appropriate training	GeoLearning quick reference guide/instructions
5	Begin employee one-on-one discussions for HR/Payroll	Employee conversations with managers / supervisors regarding role changes and new duties	EC&C	<ul style="list-style-type: none"> • WFT Lead • AST Lead, as needed • SMEs 	Discussions are completed	Manager/Supervisor Toolkit Role Reports
6	Assist in HR/Payroll data migration / configuration	Provide HR/Payroll data that needs to be loaded into	HR PR	HR/Payroll SMEs	Required activities are completed	

February 2010						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		SCEIS prior to go-live and review final configuration within the SCEIS system				
7	Attend HR / Payroll training	Users attend assigned training courses	HR PR	ATC and AST Lead	Users attend assigned training	Training tools and materials

March 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	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
2	Attend FI and MM SCEIS training	Agency core users attend assigned SCEIS training	Trng	<ul style="list-style-type: none"> 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	Assess the progress toward completion of certain readiness activities including communication of role assignments, training registration, and training attendance	EC&C	<ul style="list-style-type: none"> 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 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> AST Lead Agency FI and MM SMEs 	Agency distributes materials and completes activities	
6	Complete HR/Payroll data clean-up	Final data clean-up activities completed by the agencies for loading into the system	HR PR	AST Lead and SMEs will lead the data cleansing and clean-up efforts in the agencies	SCEIS team receives all required data in clean form with verified accuracy	Excel spreadsheets

March 2010						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
7	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
8	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

April 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	FI MM HR PR	AST Lead attendance and FI, MM, and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
2	Provide FI and MM 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	<ul style="list-style-type: none"> • Agency Training Coordinator • AST Lead • AST Sponsor 	All core users in the agency has completed assigned training	GeoLearning Reports?
5	Support “freeze” period for FI and MM	Agency SMEs confirm that general ledger balances in SCEIS are accurate	FI MM	<ul style="list-style-type: none"> • 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 SCEIS, how to get help, etc.	All	<ul style="list-style-type: none"> • AST Lead • Agency FI and MM SMEs 	Agency distributes materials and completes activities	
7	Complete agency cutover activities for FI and MM	Agencies are responsible for executing FI and MM cutover activities during the appropriate	Tech	<ul style="list-style-type: none"> • Technical Lead • AST Lead • AST Sponsor 	The completion of this task signifies the transition from agency	SCEIS Cutover plan

April 2010						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
		timeframes identified by the Cutover Plan.			legacy systems to SCEIS	
8	Validate agency role mapping for HR/Payroll	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
9	Complete interface development for HR/Payroll	Finalize development for all external interfaces	HR PR	AST Lead and members will help validate interface functionality and requirements	Interface development completed by SCEIS team	
10	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 verify accuracy	HR PR	AST Lead and SMEs will participate in validation or help determine who should be involved in testing efforts	Successful comparison test runs validated by agencies	
11	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

May 2010						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Contact Service Center for FI and MM technical issues	Call the central service center to resolve issues such as accessing SCEIS	All	<ul style="list-style-type: none"> • AST Lead • Communications Lead 	N/A	
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	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	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
5	Compete 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	
6	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
7	Complete HR/Payroll training	Users attend assigned training courses	Trng	Agency Training Coordinator	Users complete appropriate training	Training registration Training

May 2010						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
				AST Lead, and AST Sponsor		evaluations
8	Support HR/Payroll "freeze" period for HR/Payroll 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	
9	Prepare HR/Payroll users for implementation	Provide information to users regarding how to access SCEIS, how to get help, etc.	HR PR	AST Lead, Communications lead, SMEs as needed	Information is distributed to users	

June 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 go-live support sessions for HR/Payroll as needed	SCEIS team members work with agency subject matter experts to support core users entering transactions	HR PR	AST Lead and Agency HR/Payroll SMEs	Schedule support and lab	