This newsletter provides regular PMO updates regarding the Statewide ERP program. These updates will also be posted on the ERP website

NEWSLETTER

ERP Program Update

Volume 4, February 26, 2016

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Congratulations to all stakeholders for closing out the financials solution design!

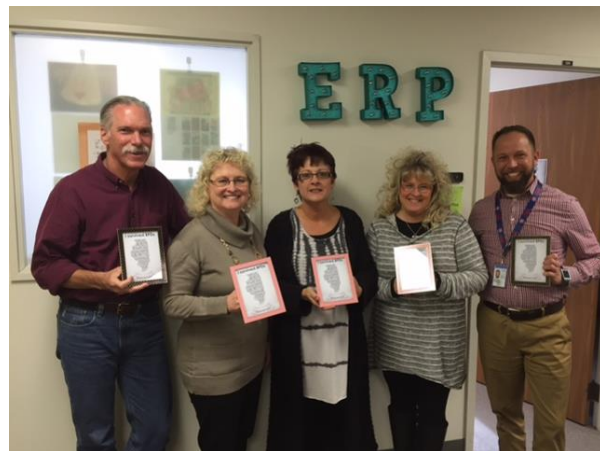**Solution design closeout – Financials, procurement, and grants mgmt. (FPG)**

We have officially closed out the solution design phase for the Statewide financials, procurement, and grants management implementation! We want to officially recognize all the effort that all stakeholders have put in over the past six months. The primary output - the solution design Business Process Design (BPD), Functional Specification Design (FSD), and Configuration Rationale documents will be used as a blueprint to build out the system in the upcoming FPG implementation.

Feedback was solicited from all blueprint and pilot agencies, and there were over 1,500 agency comments that were logged and -

triaged during the solution design deliverable review process to ensure that the agreed upon solution satisfies the State's requirements.

What happened to the feedback that agencies provided?

Every one of the 1,500+ comments submitted during the review period was reviewed and addressed by the State subject matter experts (SME) leads. Some comments were agency-specific and will be addressed during their respective cluster implementation, but those affecting Statewide solution design and pilot agencies were addressed and incorporated into design deliverables.

Pilot agency recognition for solution design efforts

After all comments were reviewed and reconciled, final review meetings were conducted with pilot agency representatives as well as additional affected agencies to ensure that the design deliverables included requested modifications and met overall State requirements.
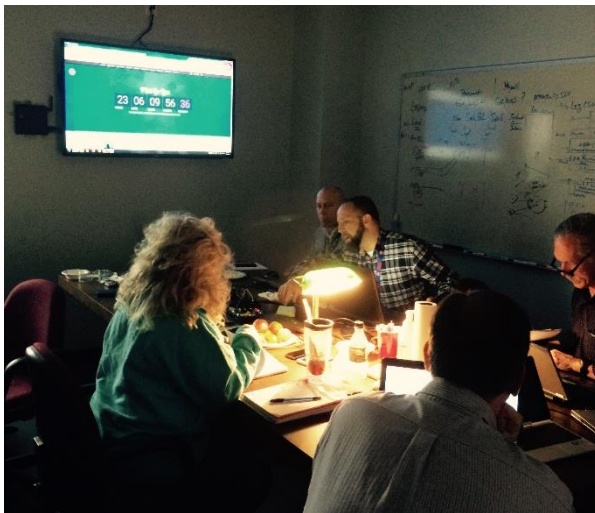
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Solution design closeout – Financials, procurement, and grants mgmt. (FPG) (continued)

How are the design deliverables going to be used in the upcoming implementation phase?

Business Process Design (BPD) – will be used to outline SAP requirements that are in-scope for the 73 defined processes. In addition, the BPDs highlight the SAP roles that are required to complete each process as well as an overview of any development required.
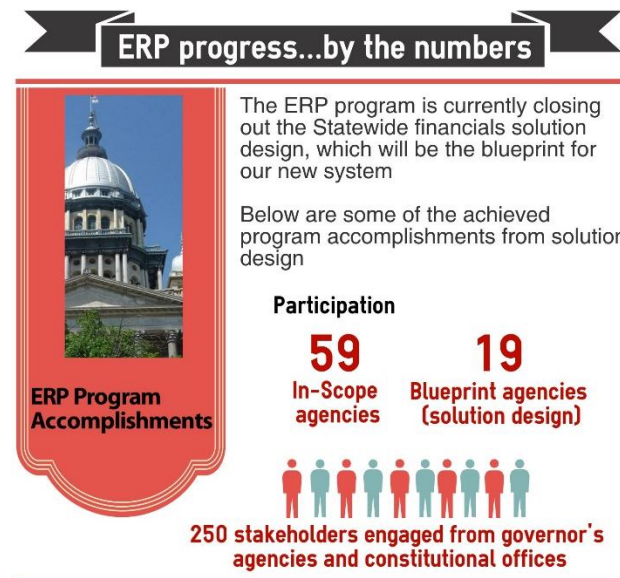

Burning the midnight oil to close out Packet 1

Functional Specification Design (FSD) – includes a deep-dive on each required development element that was identified in the BPDs. Each RICEFW (report, interface, conversion, enhancement, form, and workflow) development element identified in BPD has a corresponding FSD.

Configuration Rationale Documents – contain agency-specific values that will be built into SAP.

All pilot agencies have documented their respective configuration values that will be built in SAP during upcoming implementation.

ERP by the numbers

Below are some of the ERP program accomplishments from the solution design phase

ERP progress...by the numbers

The ERP program is currently closing out the Statewide financials solution design, which will be the blueprint for our new system

Below are some of the achieved program accomplishments from solution design

ERP Program Accomplishments

Participation

59 In-Scope agencies

19 Blueprint agencies (solution design)

250 stakeholders engaged from governor's agencies and constitutional offices

As of January 2016

ERP progress...by the numbers

The solution design deliverables will be used as the blueprint instructions to build, test, and train ERP users in the upcoming financials implementation

Engagement

70 design sessions conducted

2,500 design session stakeholder interactions

Communications

6 communication methods utilized

3,000 program communication touchpoints

Solution Design

200 design documents created for **73** processes

1,500 agency deliverable comments reviewed

2,100 hours to refine and approve documents

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ERP implementation methodology

Now that solution design is complete, the focus shifts to system configuration, testing, and training for pilot agencies

Financials, procurement, and grants mgmt. (FPG) - Implementation kick-off

Now that solution design is closed, we turn our attention to moving forward with the FPG implementation. Initially, there will be a heavy focus on the pilot implementation, as we will bring pilot agencies live prior to rolling out to remaining in-scope agencies. Deloitte will be the system integrator (SI) assisting with configuration, development, testing, and training for pilot and remaining cluster financials implementations.

What is going to happen in the next two months?

Configuration and development

The first thing that the SI will complete is basic system configuration and RICEFW element development. This will be completed over the next two-three months and there will be unit testing completed alongside development to pressure-test development.

Testing

While development is ongoing, the State will be gathering and prioritizing testing scenarios in parallel. There will be multiple end-to-end integrated testing rounds, which will encompass testing scenarios across multiple agencies and systems. In addition, there will be several conversion and interface testing rounds to ensure accurate data transfer.

Training

Users, roles, and curriculum planning finalization will be completed initially. After this, lesson plans will be created over multiple months as development is finalized, and end user training registration will be initiated.

ERP Implementation Methodology

Go-live

Packet 2

04 STEP — Training
- Classroom training
- Web-based training
- Workflow walkthroughs
- Dress rehearsal

03 STEP — Testing
- Unit testing
- Integrated testing
- User acceptance testing

02 STEP — System Configuration
- RICEFW development
- Agency-specific configuration
- Technical environment configuration

01 STEP — Solution Design
- Conference Room Pilots (CRP)
- Business Process Design (BPD)
- Functional Specification Design (FSD)
- Configuration Rationale

START

I am not a pilot agency; how will I be involved over the next few months?

The initial FPG implementation focus will be on the pilot agencies, but non-pilot agencies will be involved in identifying and finalizing integrated test scenarios. In addition, we will be actively working with in-scope agencies to finalize cluster designation and FPG implementation rollout timelines.

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Financials, procurement, and grants mgmt. (FPG) - Implementation kick-off (continued)

Once the remaining agency clusters' FPG implementations have kicked off, we will obtain configuration values from those agencies in their respective packets and complete necessary configuration.

Even though the majority of focus will be on pilot agencies regarding system configuration, test script development, and training over the upcoming months, there will still be opportunities for agencies to provide feedback for major implementation milestones.

In addition, the configuration, development, testing, and training implementation methodology will be repeated for each cluster implementation, since there will be different agency requirements that need to be addressed.

Timeline

We will shortly be posting a detailed pilot implementation timeline to the ERP website, and this schedule will include all major work streams. The State is currently working with Deloitte to formalize the FPG implementation milestones to ensure that the pilot implementation will be successful.

In addition to the pilot implementation, we are also finalizing the overall timelines for the remaining FPG implementation clusters as well as the Human Capital Management (HCM) design phase.
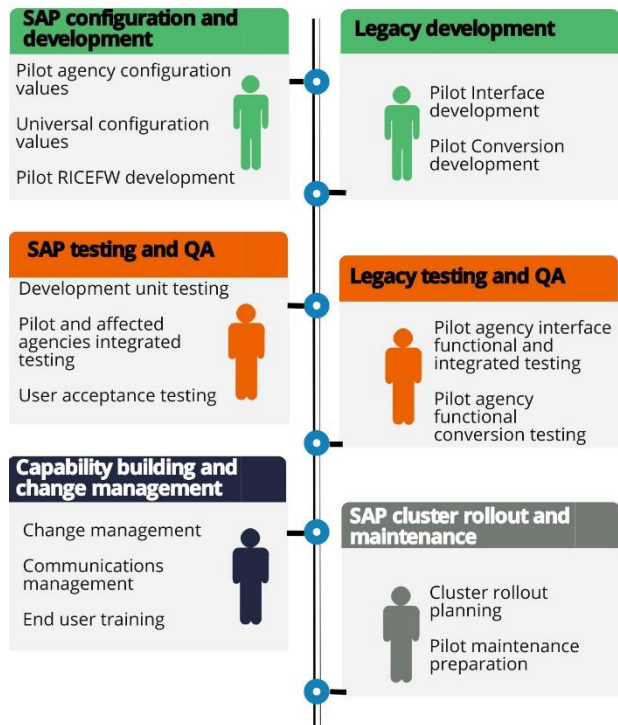
ERP Website

Cluster designation

Now that Packet 2 SI designation is complete, we are finalizing the remaining non-pilot cluster implementation timelines and agency cluster designations, which will be shared with agencies shortly.

We are actively working to determine the best agency sequencing plan that will both mitigate program risk and maximize Statewide ERP adoption.

Implementation work streams

Below are major work streams for the pilot implementation and cluster rollout

SAP configuration and development
Pilot agency configuration values
Universal configuration values
Pilot RICEFW development

Legacy development
Pilot Interface development
Pilot Conversion development

SAP testing and QA
Development unit testing
Pilot and affected agencies integrated testing
User acceptance testing

Legacy testing and QA
Pilot agency interface functional and integrated testing
Pilot agency functional conversion testing

Capability building and change management
Change management
Communications management
End user training

SAP cluster rollout and maintenance
Cluster rollout planning
Pilot maintenance preparation

Thank you for your continued support and hard work throughout this ERP process. Please do not hesitate to reach out with any questions!

The Statewide PMO Team

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Below is a SAP word search to help pass the time in case you haven't gotten your fill of all things ERP-related!

SAP WORD SEARCH																FIND THESE SAP TERMS:
If there is more than one word in the term, there will be NO spaces between words in the puzzle. (2) next to the term means you can find it at least two times in the puzzle.																ACTIVITY TYPES
C	Z	A	D	R	T	F	P	L	L	B	N	A	M	S	T	ASSESSMENTS
R	E	G	D	E	L	L	A	R	E	N	E	G	Y	H	E	ASSET CLASS
E	X	T	H	G	R	E	C	K	I	N	R	T	A	M	S	COMPANY CODE
T	T	S	S	E	C	O	R	P	V	A	I	X	S	T	O	COST CENTERS
N	E	E	L	D	M	A	A	E	N	O	C	E	S	E	L	DATA
E	R	D	E	R	V	D	T	T	I	A	P	M	E	L	C	DUNNING
C	N	O	A	P	I	J	U	B	X	Y	C	A	T	A	D	EXTERNAL FUND
T	A	C	O	S	T	C	E	N	T	E	R	S	C	F	N	GENERAL LEDGER
I	L	Y	S	A	P	B	E	Y	N	D	A	W	L	W	E	GRANT
F	F	N	E	Z	B	O	T	F	U	I	M	A	A	O	H	MASTER DATA
O	U	A	K	L	A	I	N	O	W	N	N	E	S	U	T	MONTH END CLOSE
R	N	P	A	O	V	E	R	S	I	O	N	G	S	B	N	PROCESS
P	D	M	D	I	W	P	I	N	O	A	L	I	E	P	O	PROFIT CENTER
B	L	O	T	M	I	A	T	A	D	R	E	T	S	A	M	RICEFW
C	O	C	I	W	B	S	E	L	E	M	E	N	T	S	D	SAP (2)
U	A	S	S	E	S	S	M	E	N	T	S	O	J	A	H	SPONSOR
L	M	P	I	N	S	T	U	R	F	A	O	H	I	G	T	VERSION
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