



EBS PAC Meeting

Date: 3/17/09

Time: 2:00 P.M. – 3:30 P.M.

Location: EBS West Conference Room

Introduction

The PAC convened to discuss bureau readiness issues and review the options to prepare a recommendation on a new go live date.

Project Update

The Project will have one issues list, the Consolidated Issues Log. Bruce Theurer showed the Consolidated Issues Log on the screen, and explained how the Project will document the issues for each bureau. This log will be published and updated once they have reconciled the issues with the bureaus' list of issues.

Bureau Readiness Needs

The Project met with those bureaus who indicated they were a no go (*see chart below*) to identify specifically what their issues are and what they must have to go live.

The "Y" indicates what bureaus said they must have to go live. Some of the bureaus need additional testing in order to raise confidence. Issues need to be resolved and closed. They need job aids for their timekeepers. Interfaces and HR training for central process owners are some of the other factors to be considered.

Bureau	Ready?	Time Keeper Training/Practice	Bureau Process Readiness	Testing	Issues Resolution	Job Aids	Other factors to be considered
BES	N	Y	Y		Y	Y	Cost objects
Biz Ops	N	Y	Y		Y	Y	
BOEC	N	Y		Individual scenario by TK	Y	Y	
BTS	N	Y	Y	Parallel	Y	Y	PA training
Fire	N			Parallel	Y		OM/PA information
FPD&R	N						Interface
HR	N		Y				Central bureau training
Parks	N	Y	Y	Parallel with 36 TK's	Y		Hiring of seasonal employees
PBOT	N	Y	Y	Focused PP	Y	Y	Interfaces, 12 hour shift testing
POEM	N						Staffing - FILO work load
Police	N			Focused PP	Y		
Water	N	Y		Focused PP	Y	Y	
BDS	Y						
BFS	Y						
BHCD	Y						
Cable	Y						
City Attorney	Y						
City Auditor	Y						
Council Offices	Y						
Gov. Relations	Y						
Human Relations	Y						
ONI	Y						
OSD	Y						
Planning	Y						
Purchasing	Y						
Revenue	Y						

Bureau Readiness Needs

The Project outlined the required action for the go live need.

Go Live Need	Required Action
1. Timekeepers training/readiness	<ul style="list-style-type: none">• Additional training/support centers, practice
2. System Readiness <ul style="list-style-type: none">○ Close Issues○ Payroll Testing	<ul style="list-style-type: none">• A single, defined list of issues (Consolidated Issues Log)• Testing scope? (Individual testing, focused parallel testing)
3. Interim time collection process	<ul style="list-style-type: none">• Dress rehearsal of bureau process (Bureaus want to practice the time entry process, i.e. collection of timesheets, time entry – Bureaus will establish their own kind of dress rehearsal)
4. Other considerations <ul style="list-style-type: none">○ Interfaces need to get done	<ul style="list-style-type: none">• Complete development

Key Factors for Success

- A plan that is tailored and focused on critical go-live concerns
- Scope Containment
- Sustain team morale and energy
- Bureau execution to the plan
- Project Team execution to the plan

Critical Decision Criteria

- What bureaus need to be confident
- What project and bureaus have the capacity to do
- Conversion effort and impact

Options

The Project determined that the one-month option to extend the go live date is not a viable option. Bruce explained that this option does not allow enough time for the Project and the bureaus to complete testing, and readiness activities. Therefore, the Project reviewed the specific activities involved with the two-month and three-month extension options.

2 Month Activities

<ul style="list-style-type: none"> • Critical Job Aids <ul style="list-style-type: none"> ○ Guidelines for A/A & Switches ○ Payroll Business Process ○ Key Report Descriptions • Training & Communication <ul style="list-style-type: none"> ○ Timekeeper Practice ○ Central Bureau Education ○ IBIS vs SAP Differences ○ Parking Lot Questions ○ FILO Structure ○ Support Process Plan • System <ul style="list-style-type: none"> ○ Disposition of current issues <ul style="list-style-type: none"> ▪ Close with bureaus, define workarounds ○ Complete WRICEF <ul style="list-style-type: none"> ▪ Mid-quarter conversion <ul style="list-style-type: none"> • 3 weeks (Tech & Functional) ○ Limited Integration Testing ○ Focused Payroll Testing ○ Mid-quarter conversion x 2 <ul style="list-style-type: none"> ▪ 5 weeks (Tech & Functional) 	<ul style="list-style-type: none"> • Pros <ul style="list-style-type: none"> ○ More Testing • Cons <ul style="list-style-type: none"> ○ Significant conversion work – mid-quarter year to date payroll conversion requires additional development and testing, and reconciliation by Central Payroll ○ High Impact to People ○ High Risk
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3 Month Activities

<ul style="list-style-type: none"> • 2 Month Activities, plus <ul style="list-style-type: none"> ○ Limited Requirements Configuration Changes ○ Dress Rehearsal/focused parallel 3 testing ○ Additional Classroom Training 	<ul style="list-style-type: none"> • Pros <ul style="list-style-type: none"> ○ Additional configuration ○ Full dress rehearsal ○ Least risk ○ No mid-quarter conversion • Cons <ul style="list-style-type: none"> ○ Highest cost ○ High impact to people ○ Conflicts with year end ○ Scope containment ○ Re-training required
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The Project advised the PAC to take into consideration with these options:

1. Activities to complete and the sequence those activities must happen (fix issues, retest, bureau readiness education, and training)
2. Testing required to raise confidence and assure the system works
3. Going live mid-quarter (option 2) adds the most complexity to our conversion process, and requires additional development and resources
4. The three-month extension requires no change to our conversion process (go live is on quarter which has completed testing)
5. The three-month timeline allows the Project to make limited configuration changes for requirement issues.

July Go-Live Cutover Schedule

The PAC looked at the cutover schedule for a three month extension (same sequence of events as April).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 JUNE	2	3	4	5 Deadline for IBIS changes to HR/Central Payroll	6
7	8	9	10	11 Final HR transactions in IBIS	12 Final IBIS Time Entry	13 Pseudo Payroll OMF Checkout Final IBIS Payroll
14 IBIS Data Available Data Conversion	15	16	17	18 PAY DAY (IBIS)	19 Pseudo Payroll	20
SAP Downtime - includes FILO Data Conversion				TK access to SAP		
				SAP Time Entry		
No Employee Transactions						
21	22	23	24	25	26	27
SAP Time Entry				-----		
	SAP Employee Transactions Begin			----- PY Simulation		
28 PY Simulation	29 Final Corrections	30 PY run in SAP	1 JULY	2 PAY DAY (SAP)	3	4

PAC Recommendation

Jennifer Sims summarized what needs to happen to raise confidence and be ready for go live.

1. Issues Resolved
2. Testing
3. Interim time collection process – bureau effort to practice time entry
4. Training
5. Job Aids/Definitions/Processes – understanding of how it all fits together
6. Accounting with our priority set employees and cost objects

The PAC recommended a three-month extension for the HCM go live.

What's Next

- Project and bureaus must be in agreement with actions to be taken
- Bureaus must work with the Project to resolve and close issues quickly
- Some bureaus may need to develop a plan/workaround for issues not resolved
- Post go live support communicated
- Consolidated Issues Log published

Future Meetings

The PAC and the ESC will meet on Thursday, March 19, to formalize the decision on the HCM reset schedule.