EBS PAC Meeting

Date: 3/26/09
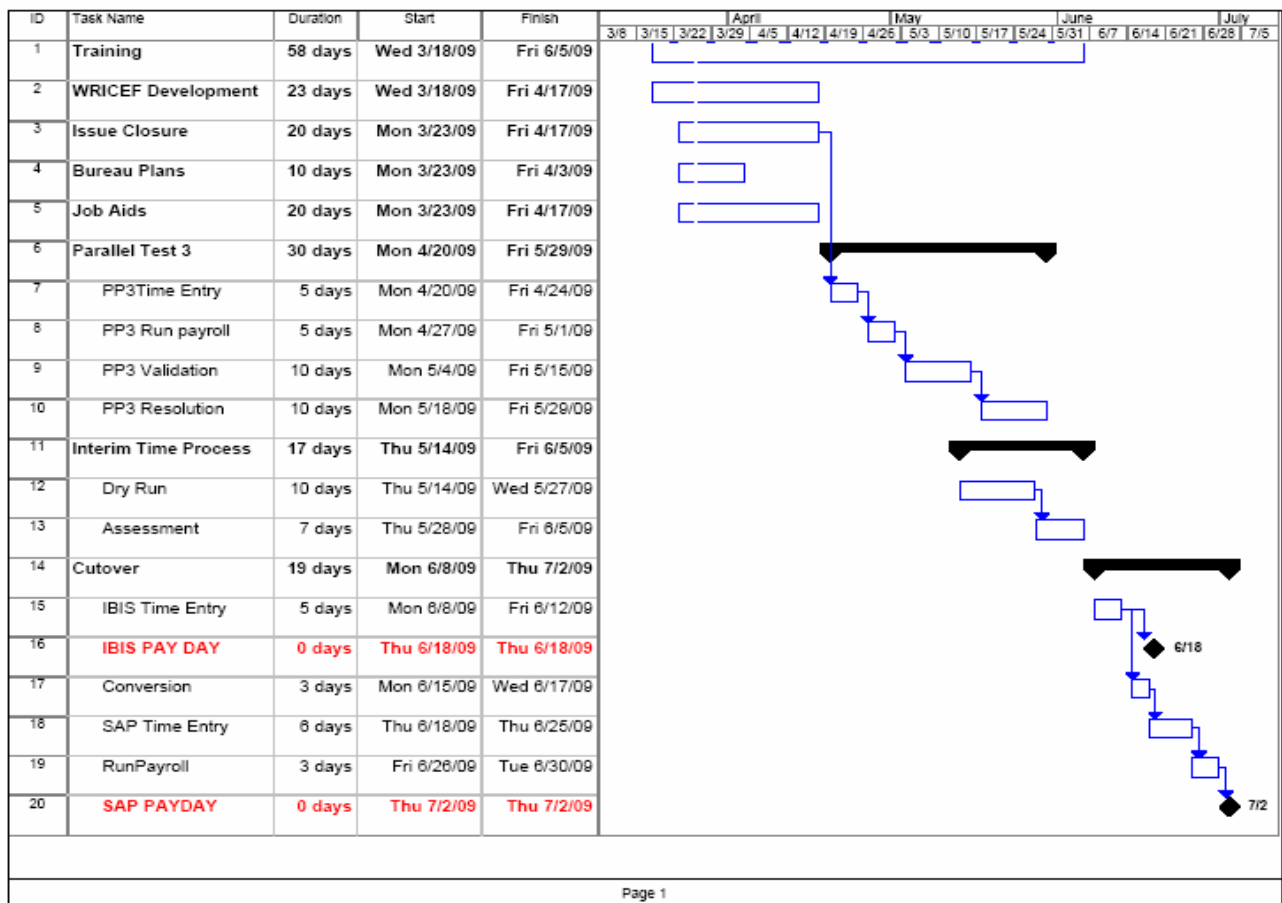**Time: 10:30 A.M. – 12:00 P.M.**
Location: EBS West Conference Room

Introduction
PAC meeting focused on the Project Plan, the process and disposition of issues, the Cutover schedule, bureau readiness responsibilities and tasks, the revised dashboard, and the frequency of PAC meetings.

Project Plan
The Project Plan below is to help you visualize the work that needs to be done from now until the first Pay Day on July 2, 2009. It requires efforts from both the Project and the bureaus to complete these tasks.

ID	Task Name	Duration	Start	Finish
1	Training	58 days	Wed 3/18/09	Fri 6/5/09
2	WRICEF Development	23 days	Wed 3/18/09	Fri 4/17/09
3	Issue Closure	20 days	Mon 3/23/09	Fri 4/17/09
4	Bureau Plans	10 days	Mon 3/23/09	Fri 4/3/09
5	Job Aids	20 days	Mon 3/23/09	Fri 4/17/09
6	Parallel Test 3	30 days	Mon 4/20/09	Fri 5/29/09
7	PP3Time Entry	5 days	Mon 4/20/09	Fri 4/24/09
8	PP3 Run payroll	5 days	Mon 4/27/09	Fri 5/1/09
9	PP3 Validation	10 days	Mon 5/4/09	Fri 5/15/09
10	PP3 Resolution	10 days	Mon 5/18/09	Fri 5/29/09
11	Interim Time Process	17 days	Thu 5/14/09	Fri 6/5/09
12	Dry Run	10 days	Thu 5/14/09	Wed 5/27/09
13	Assessment	7 days	Thu 5/28/09	Fri 6/5/09
14	Cutover	19 days	Mon 6/8/09	Thu 7/2/09
15	IBIS Time Entry	5 days	Mon 6/8/09	Fri 6/12/09
16	IBIS PAY DAY	0 days	Thu 6/18/09	Thu 6/18/09
17	Conversion	3 days	Mon 6/15/09	Wed 6/17/09
18	SAP Time Entry	6 days	Thu 6/18/09	Thu 6/25/09
19	RunPayroll	3 days	Fri 6/26/09	Tue 6/30/09
20	SAP PAYDAY	0 days	Thu 7/2/09	Thu 7/2/09

Important Dates to Highlight on the Project Plan

- 3/23 – 4/3   Development of bureau action plans – The Project will send instructions to the bureaus so action plans are completed by 4/3.

- 3/23 – 4/17   Release of time entry job aids – the Project will be providing to the timekeepers and change agents job aids for time entry and for Parallel 3 testing, such as Attendance/Absence codes definitions and guidelines, and switches definitions and guidelines.

- 4/20 – 4/24   PP3 Time Entry
- 4/27 – 5/1   PP3 Run Payroll
- 5/4 – 5/15   PP3 Validation – bureau time analysts need to report issues immediately to the Project
- 5/18 – 5/29   PP3 Resolution

- 5/14 – 5/27   Interim time process – dry run
- 6/1 – 6/5   Timekeepers provide feedback to employees

Issue Disposition

Bruce Theurer explained the new process for managing system and bureau readiness requirement issues.

- Validation of Issues Log
    - The Project is reconciling the consolidated issues log and is meeting with bureaus to confirm that these are your issues, and once we close them, you will be ready for go live.
- Issue Disposition
    - Bureau meetings will continue with those bureaus that were not ready for go live, to resolve and close their issues.
- New issues or requests to re-open an issue must be submitted to PMO (Bruce Theurer)
    - All new issues will be submitted to Bruce, and the expectation is these new issues will be generated from support centers or PP3 testing
- Daily review of the Consolidated Issues Log by the Project team
    - The team leads will meet daily to review the issues log and report the status of the issues. The issues log will be published on the EBS website.

The issues are categorized as follows:

Category	Closure planned prior to PP3	Closure
Break-Fix	Yes	Project team member will resolve issue in system, provide documentation to bureau (i.e. remuneration statement) bureau confirms issue is resolved
Communication	No	Communication has been completed to the appropriate group
Configuration	Yes	Configuration and unit testing is completed. Integration validation complete.
Data	Yes	Included in cutover plan and documented method to validate conversion will be completed accurately
Post Go-Live	Yes	Work around defined (joint bureau and project), documented, communicate to appropriate groups.
Process	No	Process is defined, documented and communicated to appropriate group
Requirement	Yes	Dispostion is communicated to bureau and bureau understands decision Re-classified to Post Go-Live or Configuration. Only Anna can re-open.
Training	No	Training has been planned and delivered

Cutover Schedule

The schedule will be published on the EBS website.   There are two important things to note on the schedule that will have an impact your timekeepers and staff: 1) the time collection processes will begin on June 11 with timekeepers entering time into SAP on June 18, and 2) the lead timekeeper will need to be available by phone and with the ability to come in if needed for the final IBIS payroll on Friday, June 12 and Saturday, June 13. Central Payroll must finish payroll June 13 for data conversion to start on Sunday, June 14.

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 Final IBIS Payroll
					No PA Transactions into SAP	
14 IBIS Data Availa Data Conversion	**15**	**16**	**17**	**18** PAY DAY (IBIS)	**19**	**20**
	SAP Downtime - includes FILO					
	Data Conversion				SAP Time Entry	
	No PA Transactions into SAP			PA Entry Begins		
21	**22**	**23**	**24**	**25**	**26**	**27**
	SAP Time Entry					
				PY Simulation		
28	**29** Final Corrections	**30** PY run in SAP	**1** JULY	**2** PAY DAY (SAP)	**3**	**4**
PY Simulaiton						

Bureau Tasks

Jane Braaten reported on upcoming tasks and communication responsibilities bureaus will need to complete for the Project.

- Communication responsibilities
  - Very important the bureau project staff (timekeepers, change agents, and sponsors) communicate with one another.
  - Timekeepers must report the issues to their change agent and sponsor.   Timekeepers need to document valuable information from the support centers.
  - Change agents play a key role in communicating Project news in their bureau. Change agents need to take action with the Project updates, newsletters and time and payroll memos by forwarding them to staff with a personal note.
  - Sponsors need to help support their change agents and timekeepers.
- Bureaus to complete action plans with required elements by 4/3
  - Document specific scenario support sessions or training room space needed
  - Document actions planned to support major project initiatives (testing, readiness, dry run, cutover)
- Bureaus to provide information on payroll parallel and cost object demonstrations
  - Provide work schedule validation for employees included
  - The Project has identified nine bureaus that require additional testing (PP3) for go live: BES, Bus Ops, BOEC, BTS, Fire, Parks, PBOT, Police and Water. Two additional bureaus require cost object demonstrations for grants: BHCD and POEM.
- Pilot employee self entry
  - Revising the ESS plan with new deadlines
  - Project will provide classroom support classroom environment for eLearning on ESS

Dashboard
Jane Braaten reported on the new dashboard. The bureau readiness requirements and guidelines have been redefined to help bureaus communicate more effectively to the Project their readiness status.

BR Requirement	Completed/On Track - Green	Yellow - Some Risk	Red - High Risk
Issue Resolution	Issues are identified and resolved or mitigated	Issues are identified and plans are in place to address. We have some concerns about our ability to resolve or mitigate.	Unresolved issues and progress not satisfactory
Testing	Testing plan in place, entry, validation and resolution on track to our satisfaction	Testing plan in place but we are behind in our tasks.	Testing plan not clear, tasks not being done and/or results are showing unacceptable level of problems.
Timekeepers	Timekeepers are prepared or attending training sessions per plan. Job aids and internal bureau education is on track. Confidence level is appropriate for go live.	Timekeeper preparation in progress but engagement in activities not enough. Some progress being made with bureau education. Confidence level not as high as we would like to see at go live.	Timekeepers do not feel adequately prepared, planned preparation activities do not show adequate engagment and they are not comfortable to go live.
Business Process - Interim time keeping process - Tools to collect time - Bureau processes aligned to SAP	Necessary business processes are aligned with the new SAP system and plans are on track for end users to be ready to implement. All necessary manual time entry processes are documented and communicated. Time collection tools are created and users understand how to use them.	Necessary business processes are aligned with the new SAP system. Plans are in place for education of the new processes. Necessary manual time entry processes are identified but we still have work to complete to get them documented and communicated.	Necessary business processes are not aligned with SAP. We are not making acceptable progress to document them and communciate them to targeted groups.
Data Conversion - Org Management Structure - Work Schedule validation - Employee Master Data validation	Data cleaning assignments made, Data preparation and validation is on track.	Data cleaning assignments (plans) are made, but we are behind in the work.	No clear assignments (plans) and we do not feel we can accomplish this by go live
Interfaces	Interfaces tested and functioning	Interfaces tested with some problems	Interfaces not tested or testing results not acceptable
Go Live Support	Our planning for support on track	Our plan is in place, behind in tasks and concern about our ability to support users	No plan in place for support and a high level of concern

PAC Meeting Frequency?
The PAC decided to cancel the April 2 meeting, and meet on April 9 and 23. The PAC will do assessment after their meeting on the 23rd to determine if they should reconvene weekly.

What's Next
Thursday, April 9 at 10:30 – noon, PAC meeting in the EBS West Conf. Room