



## EBS Joint ESC/PAC Meeting

**Date:** 5/28/09

**Time:** 10:30 A.M. – 12:00 P.M.

**Location:** EBS West Conference Room

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### Introduction

In preparation for the June 11 go live decision, a joint ESC/PAC meeting was conducted. Ken Rust introduced guests Bruce Higgins and Harish Luthra from the SAP Group.

### Parallel 3 Testing

- 114 reported issues
  - 90 closed
  - 24 open
- Team reviewing and resolving reported issues daily
- Scheduling issue resolution meetings with specific bureaus to ensure issues are closed

### Consolidated Issues Log

- Total issues: 231
  - 205 closed
  - 26 open
- Open PP3 bureau validation issues will be added to the consolidated issues log

ESC member, Sue Keil, asked the PMO if there are any open issues critical to go live. Bruce noted only one open issue is critical to go live. Fire Bureau needs the ability to explain the details on the pay remittances to their employees.

### Project Schedule

- PP3
  - PP3 Issue Resolution 5/18 – 5/29
  - Cost object demonstrations 5/21 – 5/29
- Training
  - Level 2 Make up
  - OJTs, primarily for central roles
- Interim time process
  - Dry run 5/14 – 5/27
  - Assessment 6/1 – 6/5
- Cutover Activities 6/5 – 7/2
- Go-Live Decision (Joint ESC/PAC) **6/11**

The June calendar is attached.

### HCM Support Plan

Jane Braaten reviewed the draft HCM support plan (handout). The key differences with HCM from FILO is 1) required support sessions for go live; and 2) the paycheck resolution process. Below is an update of some of the key components to the Plan.

- Distributed support contacts for each bureau and module to change agents on May 27
- Bureau staff availability message sent May 18
- Some bureau timekeepers required on site June 13 – message to agents by May 29
- Paycheck resolution process by June 2

- Checklist for timekeepers on time entry error corrections by June 2
- Schedules for required go live support sessions for timekeepers, personnel admin by June 2

Revenue suggests we include the timekeeper meetings in the support plan.

### **Bureau Readiness**

- Time entry readiness checklist (handout)
- PAC discussion of dashboard (handout)

### **PCG QA Reports**

PCG Consultants Tim Easton and Bob Fuller provided an overview of the recent QA reports to members.

#### 1. Bureau Readiness Assessment Report

Tim Easton, PCG Consultant, gave an overview of the assessment done for the 1<sup>st</sup> and 2<sup>nd</sup> week of May for the larger bureaus (Parks, Police, Fire, PBOT, and Water). This is the third round of reports. Tim noted that 1) it was clear that the system was not ready three months ago; 2) bureaus are taking care of issues, developing workarounds if necessary for go live; 2) PP3 definitely was needed; and 4) improvement was seen in all areas. The only area not reflected and not much attention on is reports, but no reds or showstoppers in this report.

#### 2. Quality Assurance Status Report for May 9

Bob Fuller, PCG Consultant, gave an overview of the QA status report for May. The areas reported on were 1) cost objects walk through with bureaus, 2) FLSA testing, 3) Dry run process, 4) 1 WRICEF, seniority calculations, 5) completion of PP3, and 6) Integration regression testing.

### **Go, No-Go Checklist**

The Project leads reported out that most of the Go/No Go Checklist activities that were to be completed by the end of May are done and a couple more will be done by next week. Overall, the City leadership is reflecting a "Go" status that should result in a "Go" decision on June 11.

### **Looking Forward**

It is critical that governance continues for this new system. Bruce defined the roles of the PAC and ESC members, and gave a preview of future (July) meeting topics.

- Advisory Committee: Operational
  - Monitor & assist in improving efficient and effective use of the system.
    - Prioritize work within the current implemented scope
    - Identify future needs
- Executive Steering Committee: Strategic
  - Recommend operating principles to Council
  - Prioritize, support and guidance on additional functionality and scope
  - Budget recommendations
- Deferred/Postponed
  - FILO & HCM Post Go-live items
  - ESS rollout
  - Deferred Functionality (reduced scope to ensure success, now we need to revisit those functionalities)
    - e-Recruit
    - MSS, etc

- New Functionality
  - Near term
    - Risk Management (wants to replace their current system with SAP)
    - Loan (Housing Bureau to service loans)
  - Future
    - Inventory
    - Plant Maintenance
    - Other

**Meeting Schedule**

- 6/4 PAC Meeting, No ESC
- 6/11 Joint ESC/PAC – Go Live Decision
- 7/2 PAC Meeting? No ESC
- 7/9 July ESC
- 8/6 August ESC

**June Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>31</b>	<b>1</b> JUNE	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Deadline for IBIS changes to HR/ Central Payroll	<b>6</b>
	Time Entry Assessment					
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> <b>Go Live Decision</b> Final HR transactions in IBIS	<b>12</b> Final IBIS Time Entry	<b>13</b> Pseudo Payroll Final IBIS Payroll
	No PA Transactions into SAP					
<b>14</b> IBIS Data Available	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> <b>PAY DAY (IBIS)</b>	<b>19</b>	<b>20</b>
<b>SAP Downtime - includes FILO</b>					SAP Time Entry	
Data Conversion				PA Entry Begins		
No PA Transactions into SAP						
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
SAP Time Entry						
PY Processing & Corrections						
<b>28</b>	<b>29</b>	<b>30</b>	<b>1</b> JULY	<b>2</b> <b>PAY DAY (SAP)</b>	<b>3</b>	<b>4</b>
PY Processing	PY run in SAP					