



## HCM Go, No-Go Meeting

**Date:** 6/11/09

**Time:** 10:30 A.M. – 12:00 P.M.

**Location:** EBS West Conference Room

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### Introduction

The PAC and ESC convened to formalize the decision on HCM go live.

### Consolidated Issues Log

Bruce Theurer reported on the status of the issues log. The Project is working to close the open issues – there is final testing to complete, and some of the open items require follow up communications with the bureaus to ensure they understand the process or workaround.

- Total issues: 241
  - Closed: 234
  - Open: 7
- Communicate any process changes in support sessions.

### HCM Support Plan

Jane Braaten reported on upcoming dates and activities.

- Key components:
  - Schedules for mandatory TM, PA sessions sent to Agents 6/5; Agents need to schedule and notify bureau employees
  - Get Ready For Go Live meeting 6/16
  - Distributing Go Live packets on 6/16 to Agents (4 types of packets – timekeeper, ESS, ESS time reviewer and other HCM roles)
  - EBS call center opens 6/18 to receive calls from Support Contacts
  - Agent-Sponsor daily calls start 6/18; Support Contact daily calls start 6/19 (calls are scheduled through July 10)

### Cutover Plan

Bruce reminded the group to be sure and prepare for any operational impacts the cutover deadlines may have on your staff. In order to meet the Project timelines, bureaus may have to work additional hours.

- Ensure plans are in place to meet time entry deadlines on 6/12 for final payroll in IBIS, and 6/25 for the first payroll in SAP
- 6/24 deadline to submit personnel actions effective through BHR and into SAP for actions effective 6/11 or later
- Plan for work assignments during SAP downtime June 14-17
- SAP open for FILO and HCM (time entry, personnel actions) on 6/18

### Cutover Tasks and Dates

- 6/8 – OM conversion in SAP begins
- 6/10 – Bureau validation of OM data in SAP
- 6/12 – Friday – Final time entry in IBIS ends at 5pm
- 6/13 – Saturday – Final payroll run in IBIS
- **6/14-17 – SAP is not available (Down on Saturday 6/13 @ 6pm)**
- 6/14 – Conversion of current IBIS employee data into SAP begins
- 6/16-17 – Payroll, HR and Bureau validation of data in SAP
- 6/18-25 – Time entry (begins in SAP at 8am Thursday)
  - Bureaus to correct time entry errors daily
  - Time entry locks at 5pm on 6/25

**Cutover Tasks and Dates (cont.)**

- 6/18-24 – Personnel Actions entered in SAP
  - Bureaus must submit approved paperwork to HR early
  - PA actions lock at 5pm on 6/24
- 6/26 – Last day for Central Bureaus to correct errors
- 7/2 – First pay check in SAP

**Schedule – June**

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

**IBIS Time Entry completed by 5pm on 6/12.**

**PA actions completed by 5pm on 6/24**

**SAP Time Entry completed by 5pm on 6/25.**

**Note: July 3 is a Holiday. The bureaus and Project teams are not expected to be working on that day.**

**Bureau Readiness**

Jane reported on the bureau readiness handouts. On the time entry readiness report (handout), everyone is right on track for their timekeeper readiness. And, for the dashboard (handout), there were a few yellows to report on, but no reds: Parks – completing the details of their support plan, expect to close tomorrow; Police – business process should be yellow, due to time entry deadlines; Acct/BHR – finalizing business processes, and completing training.

### **Check in with Bureaus on Readiness**

Jennifer Sims announced that she has met with all the bureau directors and sponsors, and everyone has reported to her that they are ready for go live. There were some issues identified, and she has documented them for review by the Project. Many of them were FILO related, however.

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

The Project leads (HCM, OCM, FILO, TECH, END USER SUPPORT, and PMO) reported out that most of the Go, No-Go checklist activities are done, and all others are on track and will be completed by the go live date, June 18<sup>th</sup>.

### **Go, No-Go Decision**

After reviewing the Go, No-Go Checklist, Ken Rust asked SAP consultant Kelley Dillenberger and Tim Easton of Quality Assurance for their assessment. Both reported readiness for go live. Ken then asked the ESC members for their input, and received unanimous support to going live. Ken told the group he did express to City Council his recommendation to go live, and will be meeting with the Citizens Group this afternoon.

### **What's Next?**

- Sponsor/Change Agent daily calls begin June 18 at 4pm
- PAC meeting on July 2 – round table check in; no formal meeting
- ESC/PAC meeting on July 9

Report Date: 06/11/09

Time Entry Readiness Checklist Report for Bureaus in Group 1-Timekeeper and/or Group 2-Interim Timekeeper

Bureau	Group 1 - Timekeeper				Group 2 - Interim Timekeeper				
	Timesheets adapted for TK input into SAP?	Communication of timesheet & process changes planned?	Communication completed?	Dry run completed?	Interim process for time entry determined?	Timesheet created?	Communication of timesheet & process changes planned?	Communication completed?	Dry run completed?
Auditor's Office	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
BDS	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
BES	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
BHCD	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
BOEC	Yes	Yes	Yes	Not participating	N/A	N/A	N/A	N/A	N/A
Cable	Yes	Yes	Yes	Not participating	N/A	N/A	N/A	N/A	N/A
City Attorney's Office	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
Council Offices	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Fire	Yes	Yes	No	Not participating	N/A	N/A	N/A	N/A	N/A
FPD&R	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
Government Relations	Yes	Yes	Yes	Not participating	N/A	N/A	N/A	N/A	N/A
Human Relations	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
OMF-Accounting	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
OMF-BHR	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
OMF-BTS	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
OMF-Business Operations	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OMF-Financial Planning	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
OMF-Purchases	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OMF-Revenue	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
OMF-Treasury	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	No
ONI	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
Parks	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PBOT	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Planning & Sustainability	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
POEM	Yes	Yes	Yes	Not participating	N/A	N/A	N/A	N/A	N/A
Police	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Water	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes

4-Jun	HCM - Bureau Readiness Dashboard															
	BES	Parks	BDS	PBOT	Water	Police	Fire	BOEC	FPD	B Ops	Acct	Rev	BHR	BTS	BHCD	Pur
Issue Resolution																
Testing																
Timekeepers																
Business Process																
Data Conversion																
Interfaces																
Go Live Support																
	Completed/On Track - Green					Yellow - Some Risk					Red - High Risk					

11-Jun	HCM - Bureau Readiness Dashboard															
	BES	Parks	BDS	PBOT	Water	Police	Fire	BOEC	FPD	B Ops	Acct	Rev	BHR	BTS	BHCD	Pur
Issue Resolution																
Testing																
Timekeepers																
Business Process																
Data Conversion																
Interfaces																
Go Live Support																
	Completed/On Track - Green					Yellow - Some Risk					Red - High Risk					

**General Comments:**

1. Bureau processes for off-cycle checks and payroll are being finalized and expect to be completed by June 18.
2. Some issues on the consolidated issue log remain outstanding. Bureaus are waiting for closure and/or work-arounds for those post go live issues.
3. Parks is waiting to close one issue regarding training and security for their timekeepers.
4. Training remains an issue for BHR and impacts their business processes and overall readiness.