

Meeting Notes



Advisory Committee Meeting

Date: 9/10/09

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS West Conference Room

Introduction

The Advisory Committee reviewed their high priority request list (handout) and the process of prioritization. Marty Scott and Tom Schneider identified items on the EBS Request List that were essential business requirements for the City.

HCM Stabilization

Bruce Theurer reported on the status of HCM stabilization. This is the primary focus of the EBS Support Team. We are continuing to stabilize, and will continue to work with bureaus to ensure processes are being completed and on time.

- HCM Help Desk Tickets:
 - Open: 74
- Continuing stabilization
 - Retro activity and its impacts
 - Business Process stabilization
- User groups will begin September 22 – Bureau representatives will have direct contact with process owners and functional team members.
 - Every other week rotating between Time and OM/PA

Prioritization Process

Bruce Theurer revisited the process of prioritizing the requested items, and anticipated a three month timeline to complete the process. For example, the first session was recommendations from the team; the second session was prioritization of items; and the third session will be estimates from the team.

1. Identification of improvements, required changes
2. Initial prioritization by team
3. Team recommends priorities to AC
4. Advisory Committee Prioritizes
5. Impact analysis by team
6. Advisory Committee Validates/Re-prioritizes

Process Today

Bruce reported on the status of the priority list, and where we are today.

- Starting point: 27 previously prioritized
- Review Team and additional input not discussed previously
- Review prioritization criteria
- Evaluate how the prioritized items rate against the agreed upon criteria
- Validate/re-prioritize list

Input from FILO Team

Marty Scott identified FILO items from the EBS Request List as essential business requirements for the City.

No.	Area	Module	Description	Notes
44	FILO	FM	Add security to allow bureau staff who create WBS to also create related funded program; only feasible if can restrict by type of funded program.	
113	FILO	AR	RRB billings currently post revenue to misc rev 475100 or gov cost sharing accts. Bureaus want revenue to go to specific revenue accounts. This is difficult due to config requirements for DIP profiles, item categories, etc. Is there another way to obtain the revenue accts?	
327	FILO	MM	Contract listing report Y_DRP-63000032 improvements: show calculation of remaining balance (target value minus sum of all encumbering POs); add user-selectable and sortable field Vendor Name	Should replace item 76 on AC Priority List
146	FILO	MM	Improvement to work queues ME35K (Auditor, contracts) and ME55 (Purchases, requisitions) to make them viewable and sortable by date items arrived in queue (last release date in both cases).	Should replace item 100 on AC Priority List
62	FILO	GM	Convert the custom user fields on the internal order master data (GMEX & GMPT) to validate against the appropriate values. This will allow the user to validate the correct grant, sponsored program and funded program are selected.	
63	FILO	GM	Create GM budget upload program from excel spreadsheet. (The logic for this is defined in the IBIS budget conversion program) adapt this program to read excel input.	
111	FILO	GM	Report to Facilitate Grant Billings (Create a process for manual billing and create a new billing report)	
328	FILO	GM	Activate user exit for grant validity dates in the CATS screen to ensure the grants used for time posting is valid at time entry	
136	FILO	AA	Add Asset Class for Intangible Assets, as defined by Technical Accounting.	

Of these items, #136 – add Asset Class, is a required item that has a legal impact for the City.

Input from HCM team

Tom Schneider identified HCM items from the EBS Request List as essential business requirements for the City.

- Reports for Process Owners
 - BHR - 170, 180, 181, 198, 202, 203, 209, 219; PERS- 181; Deferred Comp – 182; Risk – 319; FPDR – 324
- Other Citywide Reports
 - 200, 246
- Interfaces
 - BRASS Interface – 172; 254, 289, 322
- Other Citywide HCM Functionality
 - 221, 241, 247, 249, 278, 288, 240 adding payroll information to timekeeper reports
 - 284 – time reviewer role development and deployment

No.	Area	Module	Description	Notes
170	HCM	PA	Custom report for BHRQA Team. Should allow direct unlock access to IT0008 and include old and new data for each infotype	Fall 2009
172	HCM	OM	BRASS Interface	
180	HCM	BN	Complete Ad-Hoc Query reporting for New Hires, Status changes, etc. (Benefits)	8/15/09?
181	HCM	BN	Complete Ad-Hoc Query reporting for New Hires, Status changes, etc. (PERS)	8/15/2009
182	HCM	BN	Complete Ad-Hoc Query reporting for New Hires,	8/15/2009

No.	Area	Module	Description	Notes
			Status changes, etc. (Deferred Comp)	
198	HCM	PA	Custom report for HR Class Comp.	
200	HCM	TM	Custom report for FMLA Coordinators	
202	HCM	PA	Custom report for HR AA DD	
203	HCM	PA	Custom report for HR E/LR annual sick and vacation leave usage	
209	HCM	PA	Audit reports for Class/comp - red circle, spec assignment, etc	Fall 2009
219	HCM	TM	CTA Auditing Reports	
221	HCM	TM	Implement FMLA Workbench	
240	HCM	PY	Itemize OT types and Kelly days on the Paycheck/Rem Statement – Fire	
241	HCM	TM	Base shift diff calculation on the # of scheduled hours rather than 8 hours	
246	HCM	OM	Custom Report for OM data that bureaus can run on demand	9/1/2009
247	HCM	TM	Time Evaluation Schema and Rules Documentation	1/31/2009
249	HCM	PY	Provide FILO users reporting for HCM costing related information. Need ability to determine date worked for posted time, and to query for cost objects entered on time sheets, but not yet posted. Optimally should allow display of all time to be posted (e.g. in addition to current pay period, look at previous pay periods with change dates > 1st day of current PP).	
254	HCM	OM	OM-FTI-Budget Interface - HCM team member to work with BFS on functional specs.	
284	HCM	TM	Activate Time Reviewer role for all supervisors and managers	
287	HCM	TM	Provide holiday indicator on CAT2 or in Display Work schedule calendar view	
288	HCM	PY	FPDR needs Actuarial reporting required by law	#288 replaces FPPENS annual download. FPDR needs this before 6/30/2010.
289	HCM	TM	Time Interface needs additional selection criteria for Part Time and Job Share codes for time loss adjustments	#289 is a duplicate of #215
319	HCM	PY	Wage reports for Risk actuarials	
322	HCM	PY	Modification to reporting standard hours for firefighters in FPDR Interface	Report all standard work schedule hours as regular hours for Pension processing per City Attorney.
324	HCM	PY	FPDR Actuarial report for Year End Earnings	

Of these items, #172 – BRASS Interface, is a critical item for providing accurate budget information to bureaus.

Criteria for Prioritizing FILO and HCM Improvements to Existing Scope

Bruce Theurer reviewed the adopted evaluation criteria, which is to assist the members in processing their requests to create a single City list of priorities for making improvements to the current implemented scope. Bruce asked the Advisory Committee members to evaluate how the prioritized items (27 items) rated against the agreed upon criteria.

Economic value to the City

- The item improves the collection of revenue, directly reduces the cost of business operations of the City or improves efficiency of operations. The benefit derived from the item is greater than the total cost to complete the necessary work and support it.

Critical to a broad range of business groups within the City.

- The item supports a number of bureaus or an entire business group (infrastructure, public safety, etc.) in the performance of essential business processes.

Eliminate shadow systems or a labor-intensive workarounds.

- The item will allow (a) shadow system(s) to be eliminated or it will automate within SAP a function currently being done manually outside the system.

Consistent with an enterprise business system and with standardized business processes.

- The item creates, enhances or maintains standard City-wide business processes and does not create a customized, one-bureau approach to business processes.

The timing of the request is consistent with the City's goals and objectives.

- The item does not cause duplicate work, conflict with or create a solution that will become obsolete by other strategies or initiatives.

Legally required

- The item is necessary to comply with statutory or regulatory requirements.

System maintenance

- The item is necessary to maintain the SAP system at a level necessary to receive effective support from the SAP Support Services as prescribed in the software maintenance agreement.

AC members share their concerns and suggestions with the prioritization process

- This process may be challenging given the lack of expertise or knowledge of these requests.
- Suggested we start with a "have-to-do" list and what it will take to do just that (time estimates). Then, we will strategize on prioritizing the other items, but we take out reporting items that may be addressed with the business objects functionality.
- More information needed to help us be effective decision makers. We need a complete list of what we have to do with level of effort – what's legally required or a must do for some other reason; and what is the impact of each item (Will it bring in revenue? Will it greatly reduce manual process?).
- Impact of the tasks to the bureaus – do we need to extend the EBS team
- Timing will have an impact on the decision making – the improvement items may be critical for the City to have, but it could be done at a later time.
- It was agreed that four things need to have priority and be completed: New Asset Class, BRASS interface, FMLA, FPD&R.

Next Steps

- EBS Support Team to provide estimates for completing required work and high priority items
- Prepare for Joint ESC/AC meeting timelines and resources on 9/17

Link to handout: <http://www.portlandonline.com/omf/index.cfm?c=50922&>