

Meeting Notes



Program Advisory Committee Meeting

Date: 10/08/09

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS West Conference Room

Update on Executive Steering Committee

Jennifer Sims opened the meeting with an update on the 10/1/09 Executive Steering Committee Meeting. The focus of the ESC meeting was to talk about the work which needs to be done in the next 14 weeks and the business case for Business Objects. The ESC decided to approve and fund the required work through December. The ESC supports implementing Business Objects for ARRA and more reporting for Bureaus. A funding plan is currently underway with the intention that it will not affect Bureaus budgets in the current year. The funding plan will be part of the Fall Bump. Business Objects would be in and available after January.

Marty Scott was asked at an earlier PAC meeting to get with Bureaus for immediate reports requirements. Bruce Theurer mentioned that there may already be reports available in SAP on which the Bureaus could be trained.

There will be money left after the required work and Business Objects are implemented. It will be used for additional work on the proposed priority items that the Steering Committee requests to be done such as ESS, remittance Advice, and work arounds. The implementation of these additional items may require having more staff staying on after December.

The ESC also determined that more communication to City employees was needed on the benefits of the SAP implementation. The ESC noted that it seems apparent that the current support team size is not adequate and analysis needs to be done as part of the fiscal year 2010-2011 budget cycle.

Support Patch

Bruce Theurer reported on the support patch process which will be executed for each environment (Sandbox, Development, and QA). Data will be refreshed from production, then the patches will be installed and tested in each area. The team is already doing the patches now. Bruce reported that Sandbox is already patched. Year end HR patches are going in also and testing will run concurrently with the other patches. The Team's #1 priority is to prep for these patches.

The schedule is from Oct 1 through Dec 6. Impacts to the Bureaus and users are as follows:

- "Freeze" changes to the system: 10/15 - 12/3. It was explained that the freeze window is not a black out but a tighter change control with analysis to criticality to the business, the effort required and the impact on testing.
- Interface testing: 11/9 – 12/3
- System down: 12/4 – 12/7 (weekend) This would mean off line on Friday night and up again on Monday morning.

It was noted that important payroll dates and Thanksgiving were avoided in the scheduling. However, the team was informed that they may work on 11/11 – Veterans Day.

Two calendars for October and November with the time lines was provided as part of the handout.

Examples of What will Freeze

- Creation of new roles or modifying existing roles. (If there is a change of personnel in an existing role, the new hire will be able to be role mapped in that role.)
- Development of new HCM Queries
- Improvements to reports
- New transaction to be added to roles

Examples of What will not Freeze

- Adding or subtracting existing roles to personnel
- FILO – critical break/fix work to financial reports(CAFR, budget to actual reports)
- HCM – critical break/fix work to payroll
- Tech – critical system performance issues

Discussion on Support Patch

It was mentioned that council members may need to know about the freeze. For example they could create a new wage or system role. There may be a need to communicate swiftly on a broader city wide level. Jennifer mentioned that council will be made aware. A question was asked if a request for new work schedules would be done. The answer was that it will not be done during the freeze time unless it involves a catastrophic event.

Status on Other priority work

Bruce discussed the status on this work.

- Brass interface testing is in process with a target date for completion by 10/15.
- FMLA Workbench and reports starts in Dec. Preliminary requirements work can be done by BHR.
- FPD&R interface starts in Dec.
- W-2 will begin after SRP is updated and patched
- 1099 will begin after SRP is updated and patched
- New asset Class will begin in Dec.
- 2010 Labor Contract as needed

EBS Operating Principals

A handout was presented with the EBS Mission and Governance Structure. The PAC members were asked to review this handout and send comments to Bruce by Oct 15th.

Sub Committee on Prioritization

Anna Kanwit reported that the committee should have the results by the next PAC meeting on Oct 22nd or no later than Nov 1st. The subcommittee meets next Tuesday Oct 13th.

BHR/legal Analysis on Time reviewer role and security requirements.

This revolves around authorization issues with some roles being able to see information that only managers should see or confidential information. There is a list of roles and what information can be seen and the list will be run by the attorneys by end of October or sooner. Some Bureaus would like to see the list to communicate to the unions. Tom Schneider stated it may be possible to provide to the Bureaus the list of transactions for each role, but work will need to be done to make it more understandable for the non-team members.

Next Steps

- Sub Committee on prioritization prepare for Oct 13th meeting.
- PAC to review ESB operating principals document and send comments to Bruce by Oct. 15.
- EBS team to investigate the possibility of providing a list of the transactions by role.
- Next PAC meeting on Oct. 22nd.