

Communication 02: To Stakeholders and Affected Users:

# SAP Processes & Forms Project Announcement



**WHAT:** Digital Process & Forms for the OM Maintenance and PAR Forms

**WHEN:** Project is expected to begin October 2015 with Go-Live in March 2016



## Project Overview

The objective of the SAP HCM Processes and Forms (SAP HCM P&F) project is to leverage SAP technologies we own to make the business, approval, and auditing processes surrounding employee personnel changes more efficient, accurate, and transparent. After a long and thorough RFP Process, we have issued an Intent to Award letter to MOURI-Tech LLC. Contract negotiations are beginning. We anticipate the project to start in approximately October with go-live in March 2016.

## What will change?

Our goal is to replace the paper OM Maintenance and Personnel Action Request (PAR) forms. So, the existing OM Position Maintenance Form and Personnel Action Request (PAR) Form will both be brought into the SAP system as an electronic form. There are 24 SAP transactional functions that these forms represent and by creating digital form we reduce the workload on the Operating Bureau Personnel Administrators (OBPA's) and Bureau OM specialists. But most importantly we will reduce manual entry errors through the use of data validation which will alert users of a problem at the moment the forms are filled out.

## Do we get to provide feedback? And do we get training?

Yes to both questions! We are looking forward to OBPA's and Bureau OM Specialists getting involved during the User Acceptance Testing phase of the project where you will be able to use the form prototypes. From your use of these prototypes you will help us refine the forms and make sure they function in the ways that best match the business processes. In addition, as the forms reach their final state these User Acceptance Testing sessions will enable users to learn the new forms. Post Go-Live we will have documentation and support materials available on the SAP Learning Center site.

## Who's affected?

Bureau OM Specialists and OBPA's from all bureaus will benefit from this enhancement to SAP. Other affected users include: Bureau Chiefs/Approvers and BHR Business Partners.

## Kick-Off

Once the project starts, we will having a Kick Off meeting, date to be announced in the future. We will go over the project highlights, project timeline, and answer any questions people may have.

## **Go-Live!**

We expect to Go-Live in March of 2016. Until then we will keep a repository of project documents and communications on the EBS site.

Project information and regular communications will be posted here:

<http://www.portlandoregon.gov/cao/68082>

## **Project Team**

**Executive Sponsors:** Anna Kanwit, BHR Director; David Rhys, Asst. BHR Director & Satish Nath, EBS Manager

**HR Business Process Owner (BPO):** Tom Schneider, HR System Manager

**Project Manager:** Monica Borden-Ooley, HCM Business Analyst

**Project Team:** Subject Matter Experts from BHR and Bureaus