

P&F – Comm 04 [Stakeholder Update 1.6.16]

Audience: All P&F Distribution Lists

Processes & Forms

WHAT:

Project Update for Stakeholders



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. We expect to go-live in June 2016.

Update

Blueprinting Phase Completed:

The blueprinting phase of the project was completed on December 11th. The purpose of this phase is to achieve a common understanding of how the forms will look and the processes will work to support the City's business needs. This phase took eight weeks instead of the intended four weeks so, the project timeline has been revised. The modified [OM](#) and [PA](#) process flows better align with the current City business process for approvals.

The resulting functional specification documents fully detail the requirements gathered during blueprinting workshops.

Key Milestones met:

- Blueprint and Functional Specification Documents completed 12/9/2015
- City sign-off of Functional Specification Documents completed 12/9/2015

Upcoming Events:

- Prototype Demonstration - Mid-February, invitations to be sent out in January

Project Information

Check in periodically for updated information, to check project documents, or review past communications like this one.

Processes & Forms on EBS Site

- [Processes & Forms Implementation Timeline](#)
- [Processes & Forms: Communications](#)
- [Processes & Forms: Project Documents](#)

Project Team

Executive Sponsors:

Anna Kanwit, BHR Director
David Rhys, Asst. BHR Director
Satish Nath, EBS Manager

HR Business Process Owner:

Tom Schneider, HR System Manager

Project Manager:

Monica Borden-Ooley, HCM Business Analyst

Assistant Project Manager:

De Ann Kamish, HCM Business Analyst

If you have any questions,
please contact:

[Monica Borden-Ooley](#) or
[De Ann Kamish](#).

EBS Project Team Members:

- Kate Schmidt, HCM Team Lead
- Cody Deckard, EBS Functional/Technical
- Charlie Dudley, EBS Training & Comms.
- Pat Green, EBS Technical
- Wes Smith, EBS Technical
- Rick Schulte, EBS Technical

BHR Project Team Members:

- Elizabeth Haynes, Subject Matter Expert (SME)
- Kellie Le, SME
- Wayne Ferrell, SME
- Emily Craig, SME
- Kenneth Sisneros, SME

Bureau Project Team Members:

- Nancy Myers, Water Bureau SME
- Debbie Khoja, Transportation SME

MOURI-Tech Project Team Members:

- Anil Yerramreddy, Technical Consultant

- Sreekanth Edula, Technical Consultant
- Indu Rangineni, Technical Consultant
- Santosh Cherukuri, Technical Consultant