

PAC Meeting Notes • 02 December 2015



Presentation Slides:

<http://www.portlandoregon.gov/cao/article/555607>

Agenda

1. Procurement Compliance Software
2. EBS Training & Support Update
3. Travel Management Update
4. Project Updates:
 - a. Facilities Solution (OMF Pilot)
 - b. SAP Learning Management Solution
 - c. Public Sector Collections & Distributions (PSCD) – Complete
 - d. SAP Upgrade to EHP7 – Complete
5. Agenda for next meeting:
 - a. EBS Helpdesk Ticket Statistics

Discussion / Notes

1. Procurement Compliance Software

Sheilli Tompkins, Sr. Management Analyst Procurement presented on Procurement Compliance software to replace BizTrack.

2. EBS Training & Support Update

Charlie Dudley, the new EBS Training & Development Officer (6 months), updated the group on his plan to be implemented in three phases which highlighted: restarting the Instructor-Led Training program, updating all SAP printed documents, the introduction of video instructional content to pair with all

printed documentation, utilization of the Change Agents, engagement with the BPOs, and other goals.

3. **Project Updates:**

Facilities Solution (OMF Pilot)

Aaron Diamond, EBS, presented an overview of the EAM Project and where things stand in terms of the timeline. RFP document is currently being prepared for posting in January.

SAP Learning Management Solution

Project is still in negotiation between City and SAP. Will probably take another 4-5 weeks..

Public Sector Collections & Distributions (PSCD) – Complete

Joan Martin, EBS, presented the status of this completed project. They are essentially in fine-tuning and getting ready to present responses to inquiries on Cash Desk which is part of PSCD that bureaus have expressed interest in.

SAP Upgrade to EHP7 – Complete

Upgrade was successful.

4. **Travel Management Update**

Vicki Rice gave an overview of where things stand with Travel Management. Three management options were explored (software). The on-premise SAP solution was determined to not be the optimal solution. A cloud-solution has also been examined (Concur). Review of the travel policy was also covered to determine whether a technology solution is necessary now or if modifying existing policy and procedure could serve until a decision on a technology

solution is made. Modifications to forms were also made which simplifies the travel reimbursement process and will go into use fairly soon.

5. **Agenda for next meeting:**

EBS Helpdesk Ticket Statistics