

# P&F – Weekly Update [February 12, 2016]

Audience: Core and Extended Project Team Members, Key Stakeholders including: Administrative Managers, HR Business Partners, OM & PA Initiators, OM & PA Approvers and Site Team Managers

## Processes & Forms

### **What:** Weekly Project Update

This weekly update is designed to provide you with links to ongoing project information, and keep everyone informed of our progress.



### **Key Activities Completed**

- Demo of Create Position and New Hire forms were held for BHR Business Owners and Extended Project Team Members
- Finalized BHR Business Partner Bureau Assignments for approval workflow

### **Issues Resolved**

The Project Team tracks, discusses and resolves issues at each meeting. Some recently resolved items are:

- Inter-Bureau transfers will not be handled via the new Processes and Forms module. Bureaus will continue to submit paper forms marked “Inter bureau Action” for processing by BHR. The Inter-Bureau transfer process will be a high priority for Phase II implementation.
- The Phased Go-Live will be June 1<sup>st</sup> and June 15<sup>th</sup>. BHR has indicated that Bureaus can choose to use paper PAR and OM forms while learning to use the new electronic forms until pay-period ending July 13<sup>th</sup>. There will also be staffed Support Sessions during this time to assist users with the new forms.
- The Project Team will be conducting at least two Go-Live/No-Go-Live readiness checkpoints prior to the actual Go-Live to identify and plan for any gaps.

### **Current Activities**

We are in the **Realization** phase of the project, with forms being developed by Mouri-Tech consultants as well as City Technical staff.

- Development of four forms has been completed.
- Development of four remaining forms in progress.
- EBS testing of completed forms in progress.
- System Integration Testing with BHR starts 2/29/2016 through 3/25/2016 – planning activities for this continue.

- Knowledge transfer continuing, with City technical staff learning development and workflow details.
- Prototype Demonstration to be held Wednesday, February 17<sup>th</sup>. Stakeholders have been invited to attend one of two sessions at 10:00-11:30AM or 2:00-3:30PM. Invitations have gone out.
- User Acceptance Testing with Extended Project Team members and other Bureaus starts 3/21/2016 through 4/22/2016. **Please contact Monica Borden-Ooley or De Ann Kamish if you would like to volunteer to be involved in testing the forms for your Bureau. More information will be sent out in the next few weeks.**

**For more information:** [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