

## P&F – Weekly Update for April 22, 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

#### Weekly Project Update

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



#### Processes and Forms End User Training starts soon!

Training starts May 9<sup>th</sup> and ends May 27<sup>th</sup>.

**We need volunteers to conduct training classes for OM/PA Initiators and OM/PA Bureau Approvers.** There will be train-the-trainer sessions held to prepare volunteers to conduct classes. If you are interested, please contact Charlie Dudley or Monica Borden-Ooley for more information. Or, view our invitations for [ [OM/PA Initiators](#) ] or [ [OM/PA Approvers](#) ] for additional details. The training calendar and more information about training will be published soon.

#### Readiness Survey

Please take a few moments to complete a brief 15-question survey that will check your bureaus' readiness for the new electronic forms. The survey can be found here: <https://www.surveymonkey.com/r/QRHG2VY>



#### Current Activities

We are in the **Realization** phase of the project.

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- **User Acceptance Testing** – Began on 4/19/2016 and will go through 4/29/2016. Thank you to all of you who are participating!

### **Upcoming Activities**

- **Preparation to Go-Live** – Is underway
- **Go-Live is June 1<sup>st</sup> for Phase I Bureaus: OMF, PBOT, Water and Police.**
- **Go-Live is June 15<sup>th</sup> for all other Bureaus.**

**For more information:** [Processes & Forms on EBS Site](#)

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

[Click here](#) or full **Project Team** roster.

If you have any questions, please contact: [Monica Borden-Ooley](#) or [De Ann Kamish](#).