

# P&F – Weekly Update for April 29, 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.



**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.

### Readiness Survey

If you have not already taken the readiness survey, it is still available: <https://www.surveymonkey.com/r/QRHG2VY>

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

Training starts May 16<sup>th</sup> and ends May 27<sup>th</sup>.

Register for your session on [CityLearner](#).

Training in the use of the forms will be held on the following dates in the EBS Training Room, Portland Building, 14<sup>th</sup> Floor.

### Training Schedule

| OM/PA Initiator |      |      | Bureau Approver |      |          | HR Business Partner Approver |      |      |
|-----------------|------|------|-----------------|------|----------|------------------------------|------|------|
| Day             | Date | Time | Day             | Date | Time     | Day                          | Date | Time |
| MON             | 5/16 | 9 AM | MON             | 5/16 | 11:00 AM | FRI                          | 5/20 | 9 AM |
| MON             | 5/16 | 1 PM | MON             | 5/16 | 3:00 PM  | FRI                          | 5/20 | 2 PM |
| TUE             | 5/17 | 9 AM | TUE             | 5/17 | 11:00 AM |                              |      |      |

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|     |      |      |     |      |          |  |  |  |
|-----|------|------|-----|------|----------|--|--|--|
| WED | 5/18 | 1 PM | WED | 5/18 | 3:00 PM  |  |  |  |
| THU | 5/19 | 9 AM | THU | 5/19 | 11:00 AM |  |  |  |
| THU | 5/19 | 1 PM | THU | 5/19 | 3:00 PM  |  |  |  |
| MON | 5/23 | 9 AM | MON | 5/23 | 11:00 AM |  |  |  |
| MON | 5/23 | 1 PM | MON | 5/23 | 3:00 PM  |  |  |  |

OM/PA Initiator sessions are 2 hours (or less). OM/PA Approver sessions are 60 minutes (or less). BHR Business Partner sessions are 90 minutes (or less).

### 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.**
- **Support sessions will be held during the month of June to help Bureau with the new electronic forms. The sessions will be located in the EBS Training Room, 14<sup>th</sup> Floor, Portland Building.**

**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](#).