



## Program Advisory Committee Meeting

**Date:** 10/22/09

**Time:** 10:30 A.M. – 12:00 P.M.

**Location:** EBS West Conference Room

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### Update from the PMO

Bruce gave an update on the support pack installation and testing progress to date. The Sandbox patches have been applied. Comparison testing was run in payroll, interfaces and functional areas. There were minimal exceptions. The exceptions that occurred were explainable. We now have a baseline to compare as we progress with the rest of the testing. The patches are going well with no significant problems so far. Integration script testing is in process with no major errors. It was slow at the beginning but the process is up to speed now. In regards to the Development Environment, patching has started and data refresh also. We are on schedule. The team is waiting to see how payroll posting will turn out, but all is going well so far. There is a QA test planning meeting set for today, Oct 22. After the meeting more details can be shared with the PAC. An October and November timeline calendar was provided as part of the handout. QRP testing begins on Nov. 9<sup>th</sup> which will involve interface testing and may also involve some additional help from Bureau staff.

A status update on these items was provided:

- Brass interface – Pushing hard to finishing. Some current data is needed to finalize.
- FMLA Workbench & Reports – requirements gathering in BHR could start.
- W-2 – Begins after SRP update and patching.
- 1099 – Begins after SRP update and patching.
- 2010 Labor Contract – Ongoing as needed.
- FPD & R interface - Dec.
- New Asset Class - Dec.

### EBS Operating Principals

Jennifer Sims began the discussion on the EBS Operating Principals draft which is about its mission and governance structure. Jennifer reported that Jim Haggerman suggested a revision involving the last two paragraphs under the Title "SAP is the preferred solution". Jim's revision softened the focus on SAP as the preferred solution. Jennifer stated that if SAP does meet the requirement then SAP would be the first choice even if it was not the ideal solution.

Regarding how this process would work with the current BTS process - When a needs requirement is submitted through a BTS intake form, then the question is asked can SAP meet that need. This would be forwarded to the EBS staff to evaluate and work with the business owner to make a decision. Jennifer mentioned that BTS supports the mission and governance draft as it is currently written.

Others mentioned some minor wording changes or additions. One change was to put less emphasis on SAP reducing resources required to enter and maintain data and to add that SAP allows the City to share information enforces consistent business practices, and will provide better customer service to the citizens. Another addition was to add under ESC decision making paragraph a statement that clarifies that the chairman of the ESC decides which city staff are members of the ESC. Everyone was in agreement to make these changes.

There was some discussion on higher costs to bureaus such as if highly paid engineers have to enter their own time. Jennifer responded that if it is a mandate then the Bureaus may have to but it would be because the overall cost the City would be less. She also mentioned that if it impacts the Bureaus by blocking business then we may have to look outside of SAP. After seeing the revisions Jim suggested, some members thought the

revision document changes the focus to make the Bureau's needs more important than the overall City and that it was not good to go backwards at this point. Others pointed out that this is the reason why the City implemented SAP, for integration of systems City-wide. It was also mentioned that when this document goes to City Council, it is important to keep the original wording about SAP being the preferred solution. Most agreed this is not the direction that City Council would like to go.

At the end of the discussion, it was agreed to make the minor changes mentioned earlier and not to change the wording about SAP being the preferred solution. After the changes are made, the document will be sent via email to PAC members to review with the intent that it will be reviewed at the next meeting of Executive Steering Committee on Nov 5<sup>th</sup>.

### **Sub Committee on Prioritization**

Robert Winthrop reported that the committee is developing a form for Bureaus to complete that lists their requirements and provide input on the prioritization criteria. Completed forms will be screened by EBS to determine the category of work (1. Break/Fix/Sustaining 2. Change Request 3. New functionality) with the Change Requests forwarded to the PAC Working Group to start the prioritization. Jennifer Sims pointed out that the prioritization needs to be completed by early December for the EBS team to implement the work which would start in January. There was some discussion on whether the subcommittee could get all 250 items prioritized by early December but they would do what they could.

### **BHR/legal Analysis on Time reviewer role and security requirements.**

Anna Kanwit reported that a security form has been drafted for employees with the Time Review roles to sign. It was provided to the PAC as a handout. This form has been reviewed by the city's legal staff. Discussion followed regarding how broadly this role should be rolled out. Tom Schneider remarked that he intends to get the current list of role descriptions to the PAC by Nov 5<sup>th</sup>, to help determine who should have this role. It was mentioned that this will probably not roll out until the beginning of next year. The PAC is to review and give feed back to Anna by the next PAC meeting on Nov. 19<sup>th</sup>.

### **Fall Bump**

Jennifer Sims reported that there was money left from the EBS project budget underspending, money to carry over from the ongoing support budget not yet spent, and money from another source that will help in funding the 14 FTE for the EBS support team through Dec. without any impact to the Bureaus.

### **Reporting Needs and EBS support status**

Marty Scott reported that she met with/talked with Police, PBOT, Parks and Water Bureaus. She showed them how to run overtime reports, and other financial reports. The team is also looking at fine tuning current reports and creating additional ones to meet Bureau needs. Marty told the PAC that she could schedule more one on one time if they need it.

### **Business Objects Status**

Business Objects additional funding will be looked at in the winter Bump.

### **Finishing statements**

Jennifer Sims announced that she would be retiring in January and that her position as CFO is currently under recruitment along with the EBS support management position.

### **Next Steps**

- The next PAC meeting will be November 19<sup>th</sup>. There will only be one meeting in November.
- There will only be one meeting in December on the 10<sup>th</sup>.
- Tom Schneider will send the descriptive role list to the PAC by Nov 5<sup>th</sup>.
- The PAC is to review the Time Reviewer form and give feed back to Anna Kanwit by the next PAC meeting on Nov. 19<sup>th</sup>.
- The prioritization sub committee will meet and continue to prioritize the Bureaus list of requirements and report back to the PAC. The intent is to try to complete the process by early December.