

# Meeting Notes

## Program Advisory Committee Meeting

Date: 10/14/10

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS West Conference Room



---

### Work Plan Update

Break/Fix/Maintenance- Altiris Tickets as of 10/1/10. We are trending down with the number of incidents at the lowest since the beginning of the year. Please refer to the graphs in the power point presentation...

[PAC Presentation 10-14-10](#)

### Change Requests

We received four new requests in Sept. that were all rated as medium. There was one change request completed in Sept.: CAFR Maintenance Role for Tech. Accounting. There are 34 total open requests rated as high. There are 26 tentative agreements (TA'S) for labor agreements that are automatically rated as high due to legal requirements. It was noted we still do not have TA's from three bargaining units yet.

### Interface Maintenance

Water Synergen Upgrade is completed.

### New Functionality:

- BOBJ – Design in process. Consultants on site 10/25.
- Loan (PHB) – Interface to be completed in Oct.
- BES Synergen Interface – Labor Costing is completed.
- Risk Management – We are still in the middle of contract negotiations.
- ERecruitment (NEOGOV) We have determined no interfaces are needed and this will be a stand alone application or a non-EBS project. SAP does have an e- recruit module which we own and EBS will look into it. The cost is the main factor currently.
- Lien accounting – Continuing to review business requirements.
- Water interfaces (Cats Time-Entry, Work Order Inbound)
- Manger Self Service - We are have engaged a consultant to develop requirements. Teri is the submitter of the CR and will bring together other PAC members to review the functionality proposal.

### ESS Deployment Status:

Please refer to the chart in the power point presentation for the statistics on the deployment status. It was requested that the PAC review and give EBS feedback. It was noted that Parks still have more ESS to do.

### Value and Roadmap Work

Business Transformation Study (BTS) is attached to this document. This report documents the focus of the project and benefits of moving to SAP. The EBS report based on the feedback from the Bureaus on the Value of SAP is being written and will be completed in a few weeks. It will be reviewed with the PAC.

### Other Topics: Budget

It was pointed out that this year there was bridging of costs with one time money from OMF. In 2011 there will be an increase to the Bureaus for SAP costs. We are working on the specific allocation to each Bureau.

### **Other Topics: Audit Report**

The internal audit results on the SAP implementation were discussed. The audit report states that the implementation cost more than anticipated, was late and incomplete as expected. These were previously covered in the Lessons Learned document that addresses issues from the project. The report mentions reduction of shadow systems was expected and specifically that some Bureaus are still doing separate time entry.

### **Issues**

The high number of support tickets in the HCM area continues. There are still a lot of changes taking place to the system which affects payroll processing. Payroll processes need continued work to stabilize.

### **New EBS organizational Structure**

We are in the process of transitioning the EBS organization. To meet this end includes defining an organizational structure that can deliver the mission of the EBS Division, develop and maintain operational excellence and define and communicate a strategic roadmap for SAP. The impacts of these changes include changes to functional coverage, reclassifications, recruitment for new positions, and new operational responsibilities. Please see the power point presentation for an organizational chart.

### **New Initiative: Technology Project Portfolio Management**

It was brought up that perhaps we are considering too many new initiatives and should finish current projects (such as BOBJ) before entering into any new ones. It was agreed to discuss at the next PAC meeting.

### **Discussion Topic: Decision Requested**

A proposal was presented to the PAC to create a new policy that role requests more than 60 days old be closed and if they are truly needed then the Bureau will need to submit a new request. The automatic email generated from the ticket closure will be the Bureau notification. We are available to do the training in 60 days with the caveat that super user trainers need to be available. The PAC agreed to this policy with using the ticket closure as notification beginning Nov 30th.

### **Discussion Topic: Review of PAC responsibilities**

These are the responsibilities as outlined in the Operating Principals. This will be first agenda item for the next PAC meeting.