



Program Advisory Committee

April 14, 2011



Agenda



- Discussion Items

- System Patching & Labor Contract priority
- Change Request Prioritization
 - Business Owner/Bureau level
 - Business Objects reporting

- Reports/Updates

- Effective use of SAP effort (PBOT)
- Change PAC meeting schedule

Jane/Ron

- EBS Status



Discussion Topic: Patching

- System Patching & Labor Contract work priority
 - Option 1: Patch now
 - Configuration & testing of changes will continue
 - Patch will go forward with one week downtime with no changes to Production (5/5 – 5/12)
 - Some impact to other work but not more than the usual impact during Patch
 - Option 2: Delay patch until Fall
 - Must do patching
- Minimal patching was done in Fall 2010
 - Only what was necessary for HR update
- Planned Schedule
 - Start (Production Backup) 4/5
 - Production patching 5/22



Discussion Items: Patching

- Based on ESC review patching is moving ahead now.
 - Contingency plan: Any event that could or will extend downtimes or slow configuration/testing
 - Patching will stop, systems will be restored and patching will be delayed until Fall
- Patching progress
 - SRP has been refreshed & patched
 - Testing has begun (PY parallel & scripts)



Discussion Items: Prioritization



- Process Owner/Bureau level prioritization of Change Requests
 - Provide additional guidance when there are multiple high priority items in a functional area or bureau
 - Financial Services/Acctg example (Jane K)



Discussion Items: Prioritization

- **Business Objects Reporting**

Proposal: PAC and PAC sub-committee are the forums for prioritizing Business Objects requests

- Why prioritization is needed:
 - Can/will include non-SAP data used in reporting
 - There are shared resources that can be a constraint
 - Efficient use of resources – enterprise approach to development to avoid duplication
- Prioritize availability of data and tool deployment
 - Examples: Add more finance data, Procurement data, HR data, non-SAP data
- Prioritize ‘corporate’ report development
 - Examples: Additional FM reports, FM with procurement, Finance + HR, etc



Reports/Updates

- Effective use of SAP
 - PBOT status
- Change PAC meeting schedule to 3rd week of the month starting in May



Roadmap



Draft Roadmap materials received from SAP	Done
Reviewed to validate data input and feedback sent back to SAP (specific IT meeting held)	Done (Rev 2)
Ken & Bruce review	Done
Feedback to SAP for update/revision	WIP
Review by process owners	
Review by PAC & ESC	
Presentation and adoption by PAC & ESC	

** Additional revisions will be made based on input from the review process



Labor Agreements

- Changes for Labor Agreements (Change Requests)
 - Total CRs 64
 - Complete 21
 - In process 18

 - PPA, PPCOA & LOAs added to plan this month (19)

 - BHR prioritization by changes without temporary business processes, contract completion.



Change Requests

- Change Requests (non-Labor Changes)
 - New Received in March: 5
 - Access to Historical Quota Data - BHR
 - 3rd Party Reimbursement Tracking - BHR
 - New Trip Wage Type -WT6TAF – Financial Services
 - Annual OT Report for Elected Officials - BHR
 - Automation of SSN Verification File – Financial Services
 - Completed in March: 5
 - # 438891 - Vendor Search Enhancement - Part 2
 - # 406806 - Capitalized Interest
 - # 428762 - Restructure Capital Asset Model
 - # 464753 - BES Synergen Upgrade - Interfaces
 - # 471632 - Water Synergen Upgrade – Interfaces
 - Total Open High Requests: 33
- New Functionality Requests
 - Interface to FirstCall



Change Requests - High



Item ID	Bureau	Change Request Title	SAP Area
437409	Auditor	Improvements to Auditor and Central Purchases work queues	MM - Procurement
398356	BOEC	Absence and attendance codes	TM - Time Management
428257	BOEC	BOEC Earnings Related Payroll Data Report	TM - Time Management
402414	OMF	Paperless pay advices and other employee payroll processes	ESS - Employee Self Service
395917	OMF BHR	Benefits deductions Audit Report	PY - Payroll
397335	OMF BHR	Custom Automation of Represented Salary Increases - 3	PA - Personnel Administration
401222	OMF BHR	Custom Report to Auditing of Personnel Transactions with Before and After Data - 1	PA - Personnel Administration
464112	OMF BHR	Enhance the COLA program to calculate off the employee's hourly rate and create	PA - Personnel Administration
474713	OMF BHR	Seniority Deficit Change After 30 Days Only	PA - Personnel Administration
490068	OMF BHR	Access to Historical Quota Data	TM - Time Management
466006	OMF BIBS	Increase Security on IT0006 Address C/O Field	PA - Personnel Administration
392035	OMF Bus Ops	Employee Self Service	ESS - Employee Self Service
393564	OMF Financial Services	AP Report Enhancement	AP - Accounts Payable
393567	OMF Financial Services	PERS Year-end Reconciliation Report	PY - Payroll
398324	OMF Financial Services	Accounting Reports for all bases of accounting	FM - Funds Management
398357	OMF Financial Services	Payroll Clearing Account & Payroll Check Register	PY - Payroll
400518	OMF Financial Services	AP Report Enhancement - No PDF Attachment	AP - Accounts Payable
439474	OMF Financial Services	Mailing List for Tri-met bus passes	BN - Benefits
456543	OMF Financial Services	Payroll Employee Reimbursement Process	PY - Payroll
473717	OMF Financial Services	Revise Bank Name on Face of A/P Checks	AP - Accounts Payable
456370	OMF Financial Services	IT0377 - Miscellaneous Plans Conversion Program	BN - Benefits
473728	OMF Financial Services	IRS-Mandated 3% Vendor Withholding	AP - Accounts Payable
398352	OMF Purchases	Contract security - Add document tracking and management	MM - Procurement
476341	OMF Purchases	Redesign eBid Vendor Interface	MM - Procurement
410091	OMF Revenue	Move Positive Time Entry Employees to ESS	ESS - Employee Self Service
456357	OMF Treasury	Deferred Comp Refund Wage Type	BN - Benefits
481824	Police	Add PPA Cover Foudation to list for payroll deduction	PY - Payroll
481829	Police	Enable payroll deduction for the Police Activities League of Greater Portland	PY - Payroll
396279	Transportation	Maximo 7 Upgrade	Other
398332	Transportation	Public Works permit fee structure change	AR - Accounts Receivable
398341	Transportation	Rewrite TM-FTI-CATS time entry Maximo interface	TM - Time Management
484782	Transportation	Printing Billing Request	AR - Accounts Receivable
484784	Transportation	Trustee Report for Doc Type WO	AR - Accounts Receivable



New Functionality

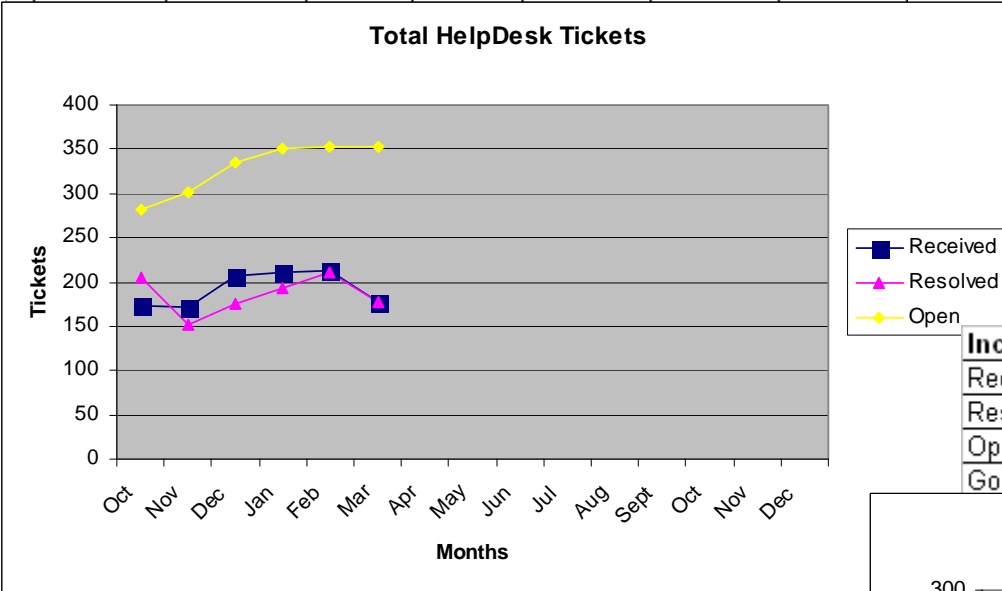
- **Business Objects**
 - Super User Introduction complete
 - Super User training started
- **Claims processing**
 - Moving to an RFP process
- **Expanded ESS**
 - Priority: Personal information update
- **Manager Self Service (MSS)**
- **Lien Accounting**
 - Custom Application, planning on an interface to SAP
- **Water interfaces** (CATS Time-Entry, Work Order Inbound)



HelpDesk Ticket Status



Total	Oct	Nov	Dec	Jan	Feb	Mar
Received	174	172	206	210	213	178
Resolved	204	151	176	194	211	178
Open	281	302	334	350	352	352



Incidents	Oct	Nov	Dec	Jan	Feb	Mar
Received	104	104	137	143	147	97
Resolved	128	89	117	119	146	104
Open	214	229	248	272	273	266
Goal	50	50	50	50	50	50

