

PAC Meeting Notes • 20 July 2016



Presentation Slides:

<http://www.portlandoregon.gov/cao/article/584418>

Agenda

1. Project Updates:
 - a. Summary of Projects / Timeline
 - b. Enterprise Asset Management (OMF Pilot)
 - c. HCM Processes & Forms
 - d. Vendor Compliance: Business Income Tax, Equal Employment Opportunity, & Equal Benefits
 - e. Managing Vendor Insurance Certificates
 - f. Prep for 2016 SAP System Updates (Patch)
2. Cloud Computing Strategy
3. Agenda for next meeting:
 - a. EBS Helpdesk Ticket Statistics

Discussion / Notes

1. Summary of Projects / Timeline

EBS Manager, Satish Nath, showed an overview of the current and upcoming projects and where they fall on a timeline (see PowerPoint for detail).

2. Enterprise Asset Management (EAM)

Aaron Diamond, Sr. Business Analyst, presented an update

on the status of EAM. The contract and statement of work are being worked on with the chosen vendor, LSI Solutions. Once that process is complete, blueprinting will begin which will help generate a firm project timeline for the implementation of the new functions of EAM. Aaron also described what is being installed (in terms of modules/functions), that OMF Facilities will function as the pilot group, and who will be involved as part of the core and extended teams.

3. HCM Processes & Forms (P&F)

Kate Schmidt, Principal HCM Team Lead, and Tom Schneider, HR System Manager, presented an end-of-project report on P&F. The project completed on time, on budget, and has generally been received well by the bureaus. The efficiencies the new system were highlighted and phase 2, which will bring more HR actions in SAP into the P&F system, was discussed.

4. Vendor Compliance – BIT & EEO

Vicki Rice, Business Analyst, provided an overview of steps being taken to address user pain points and process improvements plan for dealing with vendor data and compliance on a citywide level.

5. Managing Vendor Insurance Certificates

Vicki Rice, Business Analyst, provided a look into the improvements being designed for managing Certificates of Insurance for Vendor Contracts. The idea here is to provide a central repository for insurance certificates. There is not currently a responsible BPO for this process and that will also be part of any solution crafted.

6. Prep for 2016 SAP Updates (Patch)

Britt Schweizer, Sr. Business Analyst updated the PAC on the upcoming patch for our SAP deployment. Currently we are in the planning phase, but the expectation is that SAP will be fully tested and patched by late fall. Michelle Kirby, City Controller, requested that cutover weekend – when the entire SAP system is taken down for a full update – be later in the schedule than earlier to provide buffer for the financial divisions in case of audit issues or CAFR issues.

BTS Cloud Strategy

Paul Rothi, Information Systems Manager, Sr., presented an overview of what “cloud” means, why types of cloud services exist, how the City can manage evaluating when moving to the Cloud is appropriate and when it is not, and a strategy for going forward.

Agenda for next meeting:

EBS Helpdesk Ticket Statistics