

SAP Benefits Solution

OMF Cross-Functional Team

Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date
Anna Kanwit, Richard Goward, Satish Nath	Cathy Bless	Standing	Sept. 2011	July 2015
Project Purpose	Develop the scope, timeline and cost to implement and maintain the SAP benefits module for active, Retiree, COBRA and other continuation participants benefit administration			
Project Definition	<p>The Benefits Office requires an integrated service that provides comprehensive benefit administrative support to benefits staff, contracted vendors, active employees, retirees, COBRA and other eligible participants. The current vendor providing administrative support for active employees was purchased by Towers Watson in January of 2011 and it is critical to the plan to be ahead of eminent service and contract changes. Additionally, in-house administrative software for retiree/COBRA administration is failing and an integrated solution is necessary.</p> <p>It was determined in September of 2011 that SAP could not provide the functionality and solution within the timeline constraints. Further SAP evaluation and blue printing is necessary to implement a solution in-house. The cross-functional team will develop a scope of service for blue printing and object specification, indentify dependencies and/or customization required within SAP, determine the cost of implementation and on-going maintenance , identify barriers and report findings back to team sponsors for final approval.</p>			
Decision making / Scope of Authority	The project team has level 2 decision-making authority and the ability to escalate issues to the Team Sponsors. The CAO is the final decision-maker.			
Goals and Deliverables	The Goal of this project and cross functional team is to facilitate the implementation of active, and continuation participant (e.g. retiree, COBRA, other continuation participants) benefit administrative services within the appropriate SAP modules.			
Project timeline	<p>Project Timeline:</p> <ul style="list-style-type: none"> • September 2011: Project Plan Development <ul style="list-style-type: none"> ○ Key Deliverable: Provide plan sponsors with project plan September 30, 2011 • Interim Integrated Benefits Solution RFP, contract, implementation and Go-Live <ul style="list-style-type: none"> ○ Key Deliverable: Develop scope of service and contract by July 1, 2012 ○ Key Deliverable: Configuration, interface development and Testing by September 30, 2012 ○ Key Deliverable: Go-Live October 1, 2012 			

	<ul style="list-style-type: none"> • Develop understanding of benefits module capabilities and scope of service <ul style="list-style-type: none"> ○ Project timeline is tied to re-configuration of time and payroll modules to be completed by January 2013 ○ Key Deliverable: Report to plan sponsors a full understanding of interdependencies, scope and functionality confirming readiness for blue printing and object specification. March 2013 • Blue Printing and Object Specification <ul style="list-style-type: none"> ○ Review established requirements and finalize project scope ○ Identify standard/customization functionality ○ Identify requirements not configurable and manual processes ○ Identify implementation timeline and relevant milestones ○ Anticipate and determine stabilization requirements after go-live ○ Determine on-going support needs ○ Determine interface needs and requirements ○ Key Deliverable: Blue Printing and Object Specification report to plan sponsors October 1, 2013 • Finalize scope, cost, ROI <ul style="list-style-type: none"> ○ Key Deliverable: Develop final reporting with recommendations/vetting for plan sponsors and CAO, January 30, 2014. • Secure Appropriate Staff/Initiate requirements for consulting services – March 1, 2014 – July 1, 2014 • Configuration and Unit Testing - August 1, 2014 – November 30, 2014 • Realization and Integration – December 1, 2014 – February 28, 2015 • Parallel Testing – March 1, 2015 – June 30, 2015 • Transition from Live System to SAP July 1, 2015 – August 31, 2015
Customers	Primary customers impacted are the Benefits Office, active employees, continuation participants, and contracted healthcare vendors.
Cross-functionality of team	BHR Benefits Office for business requirements and ongoing administration, BHR Operations for HRIS requirements, EBS for SAP configuration, BTS for interface development and ongoing maintenance and Payroll for wage-types and financial reporting..
Team members	Cathy Bless, Tom Schneider, Mark Schackart, Jane Kingston, Pat Green