

SAP Benefits Solution
OMF Cross-Functional Team
Status Report

March 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report
Anna Kanwit, Richard Goward, Satish Nath	Cathy Bless	December 31, 2012	March 31, 2013
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		
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: Active employee configuration, interface development and Testing by September 30, 2012 – Complete March 2013 ○ Key Deliverable: Active Go-Live October 1, 2012 - Complete active employee implementation March 2013. Additional time will be required to implement the Retiree/COBRA solution but this does not require BTS or EBS. The anticipated implementation timeline for Retiree/COBRA will be August 1, 2013. This project timeline has been extended because the Benefits staff must manage the annual enrollment process for all participants • Develop understanding of SAP 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 – <i>Adjustment in the timelines for the remaining project tasks will need to be determined after active, Retiree/COBRA groups are fully implemented within Benefitfocus.</i> ○ Key Deliverable: Report to plan sponsors a full understanding of interdependencies, scope and functionality confirming readiness for blue printing and object specification. 		

	<ul style="list-style-type: none"> • 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 • Finalize scope, cost, ROI <ul style="list-style-type: none"> ○ Key Deliverable: Develop final reporting with recommendations/vetting for plan sponsors and CAO • Secure Appropriate Staff/Initiate requirements for consulting services – Configuration and Unit Testing • Realization and Integration • Parallel Testing <p>Transition from Live System to SAP</p>
Team members	Cathy Bless, Tom Schneider, Mark Schackart, Jane Kingston, Pat Green
Other changes	Additional update meetings with Stakeholders have been established on Wednesdays. This group includes; Jack Graham, Anna Kanwit, Ben Berry, Richard Goward, Rick Schulte, Mark Schackart, Dick Holihan, Jane Kingston, Saby Wariach, Emily Rice, Dan Bower and Cathy Bless
Current Status	The Benefits Office, BTS, SAP and HCM staff worked to complete the active employee implementation phase of this project. Although we experienced significant delays with this project; all elements of the active administration are now live. The Benefits staff will next move to implementation of the Retiree, COBRA processes. That will be delayed to ensure that all active employees receive appropriate education for annual enrollment.
Next Step	<p>The priority of this project will be to complete outstanding tasks on the project plan to go live with all elements as soon as possible</p> <p>Key Deliverable: Final project sign-off for retiree, COBRA and other continuation participant administration. This phase does not require BTS staff time.</p>