

FMLA Workbench – OMF Cross-Functional Team

Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date
Anna Kanwit, Satish Nath	Judy Bishop	Ad-hoc	June 2011	June 30, 2013
Project Purpose	<p>FMLA Coordinators in each bureau maintain individual spreadsheets to document family medical leave administration and manually compile information from the HCM and Time Management systems to process leave requests and track leave usage.</p> <p>The purpose of implementing the SAP FMLA Workbench is to use a central system that interfaces directly with the HCM and Time Management systems to evaluate eligibility, track leave usage, and document/monitor the administrative process. The end result is to ensure consistent policy application, and leverage the investment in the City's enterprise system.</p>			
Project Definition	Design and implement a central system to track usage and assist in the administration of family medical leave.			
Decision making / Scope of Authority	Decision-making authority was delegated by the BHR Director to Judy Bishop (Level 5).			
Goals and Deliverables	<ul style="list-style-type: none"> • Redesign business processes to achieve maximum benefits in service, compliance and productivity • Replace outdated and costly "shadow" information systems and reduce "islands" of information • Make access to information easy and provide real-time data for improved decision making • Family medical leave business process flow charts • Streamlined attendance/absence codes linked to Time Management quotas • Conversion of existing family medical leave requests and related absence to FMLA Workbench (Note: Not necessary if implementation occurs on 01/01/2013) • Fully implement SAP FMLA Workbench functionality for employees • BHR Benefits reports for employee health and welfare eligibility tracking • Bureau and central program coordinator audit reports 			
Project timeline	<p>Blueprinting – Completed Sept. 2011</p> <p>Gap Analysis – Completed Oct. 2011</p> <p>Business Scenario Development – Nov. 2011-May 2012 (Postponed to complete during design)</p> <p>Business Rule Update – Completed Jun. 2012</p> <p>Survey of organizations using FMLA Workbench – To be completed 8/10/12</p> <p>Design/Configuration – In-progress; est. completion mid-Oct. 2012</p> <p>Prototype demonstration with SMEs</p> <p>Testing – Est. completion mid-Nov. 2012</p> <p>Implementation – Est. completion December 2012</p>			
Customers	All City bureaus/offices will use the FMLA Workbench to administer family medical leave. Specifically, FMLA Coordinators, Timekeepers, and other administrators responsible for managing family medical leave.			
Cross-functionality of team	BHR – Bishop/SME, Schneider-SAP Time and Payroll EBS – Schackart, Delozier			
Team members	Mark Schackart, Cindy Delozier, Tom Schneider, Judy Bishop			