FI$Cal

Financial Information System for California

FI$Cal Project Kick-Off

2016 Release Departments

October 2015

Agenda

- Project Objectives
- Updated FI$Cal Implementation Approach
- FI$Cal Solution
- 2016 Release Key Implementation Activities
- Change Management Overview
- Department Implementation Team (DIT)
- Department Readiness Tools
- Upcoming Activities
- Questions

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Project Objectives

- The Financial Information System for California (FI$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

- The four partner agencies are working together to form the **partnerships to support FI$Cal** at the highest level. These partner agencies are:
  - Department of Finance
  - State Controller's Office
  - State Treasurer's Office
  - Department of General Services

Project Objectives

To realize FI$Cal's vision of implementing a statewide Enterprise Resource Planning system, and to best serve the interests of the State's four partner agencies and 154 participating departments, 17 objectives have been identified.

These 17 objectives can be divided into three major categories:

Better Technology

- Replace the State's aging legacy financial management systems and eliminate fragmented and diverse reporting by implementing **standardized financial management processes and systems** across all departments and control agencies.
- Implement a **stable and secure** information technology infrastructure.
- **Automate** manual processes by providing the ability to electronically receive and submit financial management documents and data between agencies, departments, banks, vendors, and other government entities.
- Enable the State to more **quickly implement, track, and report** on changes to financial management processes and systems to accommodate new information such as statutory changes and performance information.
- Improve **role-based security and workflow** authorization by capturing near real-time data from the State's human resources system of record.

Better Processes

- Streamline the accounts receivable collections process and allow for offset capability which will provide the ability for **increased cash collection.**
- Increase investment returns through the timely and accurate monitoring of **cash balances, cash flow** forecasting, and timing of **receipts and disbursements**.
- Streamline the payment process and allow for **faster vendor payments** that will reduce late payment penalty fees paid by the State.
- **Reduce procurement cycle time** by automating purchasing authority limits and approval dependencies, and easing access to goods and services available from existing sources, including, but not limited to, using leveraged procurement agreements.
- Provide online access to financial management information resulting in a reduction of **payment or approval inquiries**, or both.

Better Processes

- Reduce time, workload, and costs associated with **capturing and projecting revenues, expenditures**, and program needs for multiple years and scenarios, and for tracking, reporting, and responding to legislative actions.
- Track purchase volumes and costs by vendor and commodity code or service code to increase strategic sourcing opportunities, reduce purchase prices, and **capture total State spending data**.
- **Increase competition** by promoting business opportunities through use of electronic bidding, online vendor interaction, and automated vendor functions.

Better Data

- Improve **access and transparency** of California's financial management information, allowing the implementation of increased auditing, compliance reporting, and fiscal accountability while sharing information between the public, the Legislature, external stakeholders, state, federal, and local agencies.
- Improve the State's ability to **preserve, access, and analyze** historical financial management information to reduce the workload required to research and prepare this information.
- Improve fiscal controls and support better decision making by State managers and the Legislature by enhancing the **quality, timeliness, consistency, and accessibility** of financial management information through the use of powerful data access tools, standardized data, and financial management reports.
- Maintain a **central source** for financial management data to reduce the time and expense of vendors, departments, and agencies collecting, maintaining, and reconciling redundant data.

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Functional Capabilities

Hyperion Budgeting

- Prepare Budgets
- Enact Budgets
- Administer Budgets

Procurement

- Create/Approve Requisitions
- Create/Award Solicitations
- Create/Approve Procurement Contracts
- Create/Approve Purchase Orders
- Create Receipts
- Process P-Cards

Grants Management

- Create Proposals
- Generate Awards
- Update Award Profiles
- Process Grants

Customer Contracts

- Create Customer Contracts
- Activate Customer Contracts
- Amend Customer Contracts
- Close Customer Contracts

Project Costing

- Create Projects
- Create Project Budgets
- Collect, Distribute, & Price Costs
- Process Project Capitalization

Billing/Accounts Receivable

- Create Customers
- Maintain Customers
- Process Bills
- Generate Invoices
- Enter Receivables
- Maintain Receivables
- Collect Receivables
- Apply Payments

Accounts Payable

- Create Vendors
- Create Vouchers
- Perform Voucher Matching
- Process Payments

Cash Management

- Manage Bank Accounts
- Reconcile Banks
- Manage Cash
- Forecast Cash

Asset Management

- Acquire Assets
- Maintain Assets
- Perform Asset Stocktaking
- Depreciate Assets
- Transfer Assets
- Retire/Reinstate Assets
- Lease Assets

Labor Distribution

- Load SCO Payroll Data
- Reconcile Data
- Process Labor Distribution
- Resolve Errors

General Ledger

- Enter Journals
- Process Journals
- Process Allocations
- Process Financial Statements
- Maintain Chart of Accounts

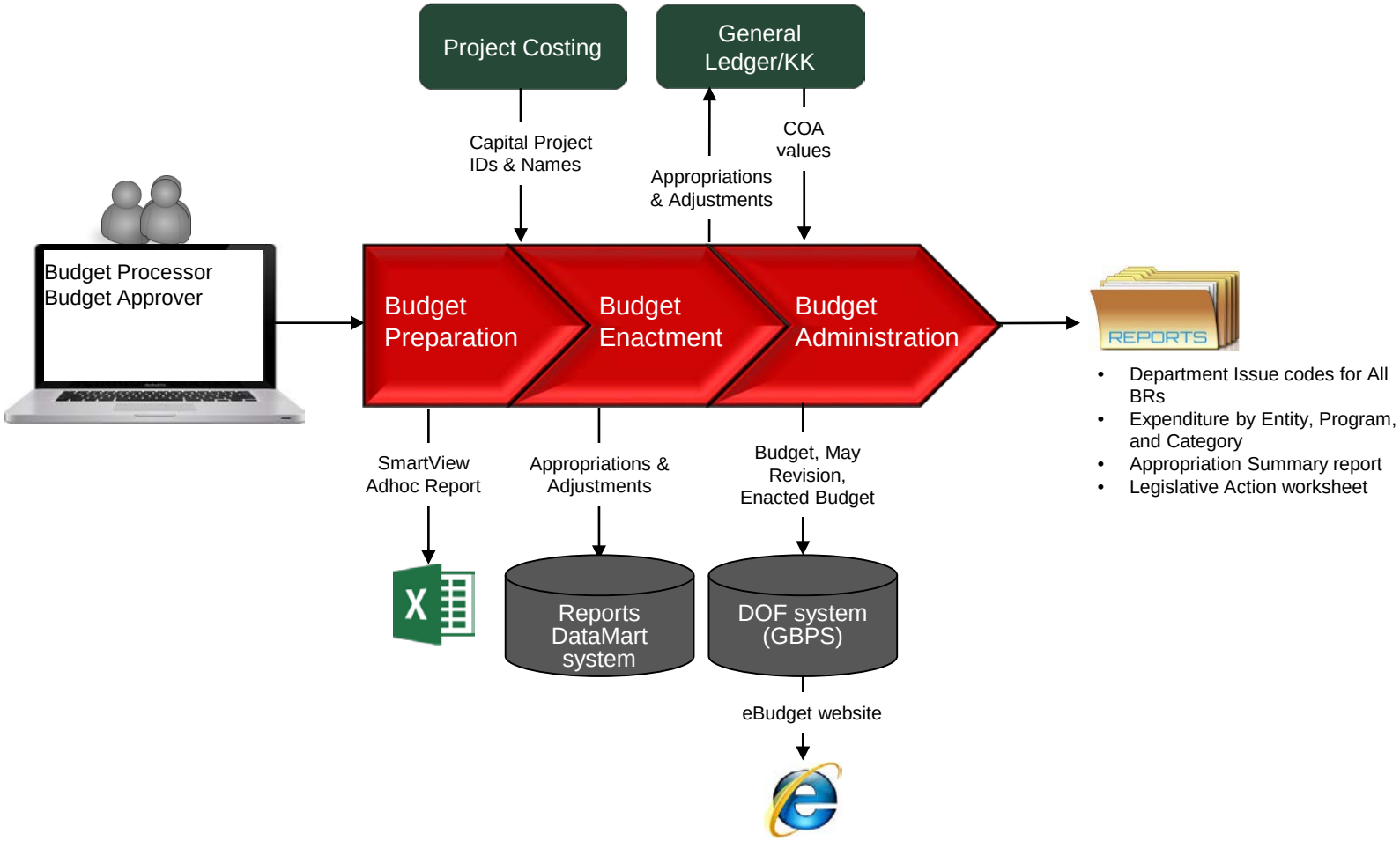
Commitment Control

- Enter Budget Journals
- Define Budgets
- Track Budgets
- Report Budgets

FI$CAL BUDGETING SOLUTION

Hyperion Budgeting

Hyperion Budgeting (BU)



Hyperion Budgeting (BU)

Key Solution Characteristics:

- Integrated Chart of Accounts
- Stand alone Budgeting solution integrated with PeopleSoft Commitment Control (KK)
- Ability to mange the Budget Legislation process
- Ability administer the Budget through preparing, analyzing and approving appropriations and adjustments
- Ability to prepare the Governor's Budget through the use of Budget Requests
- Allows tracking of Capital projects by the Phase level
- Ability to Rollover continuous appropriations from one fiscal year to the other
- Ability to archive and report on the previous fiscal year's enacted budget
- Publish the Governor's Budget onto the eBudget website

Configuration

- None

Conversions

- **EXTBU001** – Budget Administration
- **EXTBU002** – Budget Preparation
- **EXTBU003** – Capital Outlay
- **EXTBU004** – Forecasting

Training

- **BU101** - Introduction to Budgeting
- **BU112** - Review and Update Departmental Budgets
- **BU113** - Budget Development Using Decision Packages
- **BU116** - Capital Outlay
- **BU222 -** Upload Templates

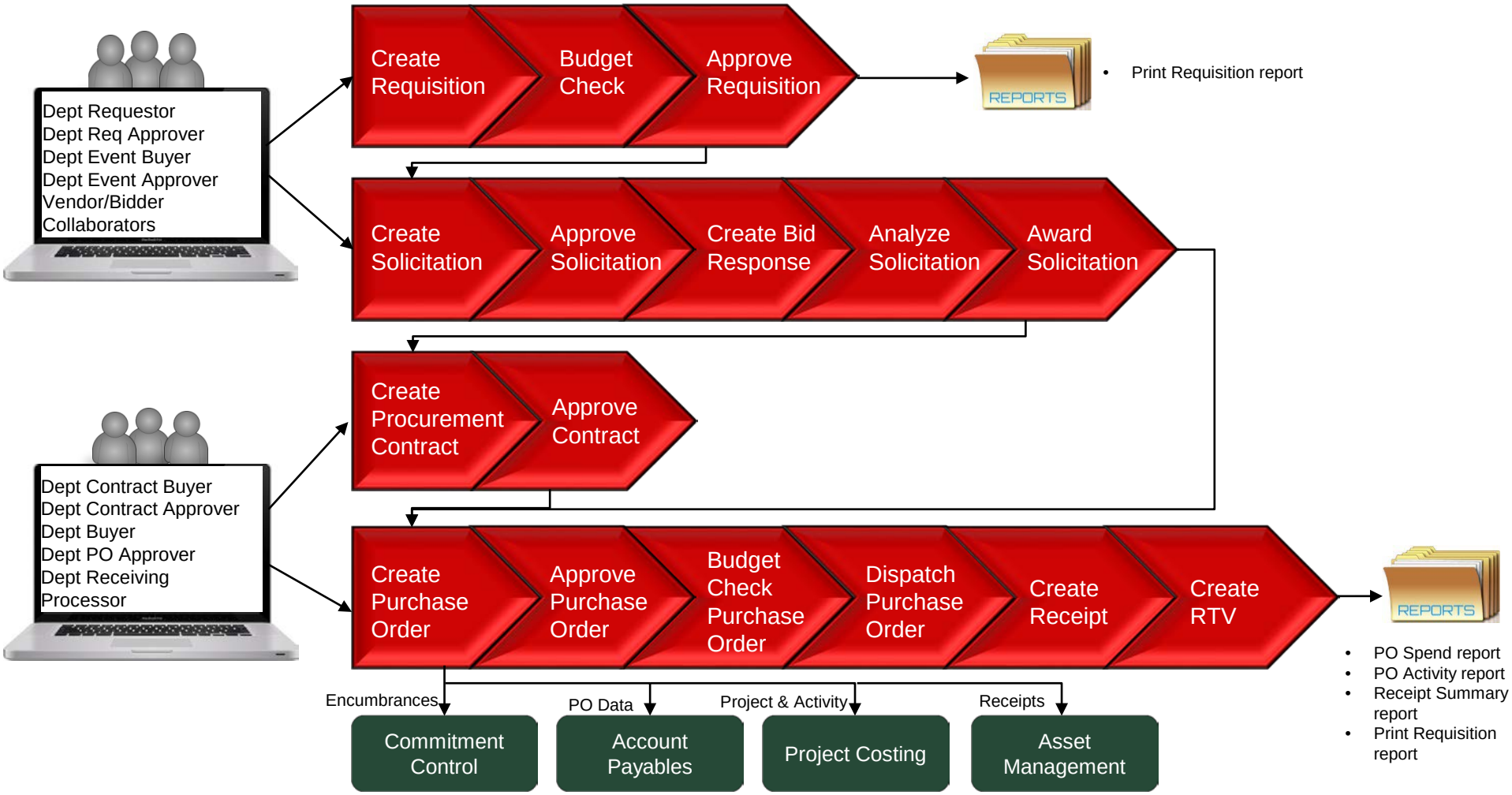
Interfaces

- **INFBU010** - Excel Upload for Budget Change Proposal Data
- **INFBU011** - Excel Upload for Capital Change Proposal Data
- **INFBU012** - Excel Upload of Reconciled Authorized Positions
- **INFBU013** - Excel Upload of ECP Change Proposal Data
- **INFBU014** - Excel Upload of Transfers Loans reorganization Data
- **INFBU015** - Excel Upload of Planning Estimate Adjustments Data
- **INFBU016** - Excel Upload of Budget Adjustments Data
- **INFBU017** - Excel Upload Borrowable Fund Data

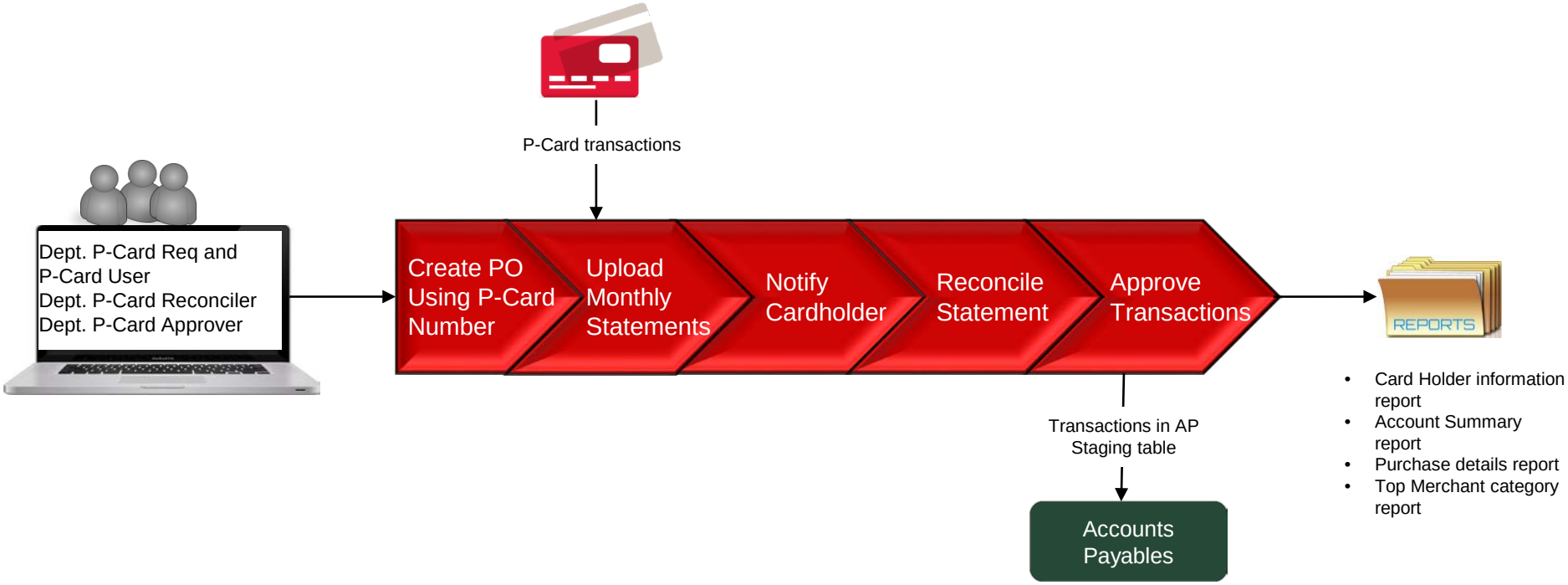
FI$CAL PROCUREMENT SOLUTION

Requisition to Receiving, P-Card

Requisition to Receiving



P-Card


P-Card transactions
Dept. P-Card Req and P-Card User
Dept. P-Card Reconciler
Dept. P-Card Approver
Create PO Using P-Card Number
Upload Monthly Statements
Notify Cardholder
Reconcile Statement
Approve Transactions
REPORTS
Card Holder information report
Account Summary report
Purchase details report
Top Merchant category report
Transactions in AP Staging table
Accounts Payables

Procurement Solution

Key Solution Characteristics:

- Various route controls in addition to Business Unit are available for procurement workflow routing:
- Acquisition type, reporting structure, and transaction dollar amount for Requisitions and Purchase Orders (POs)
- Acquisition type and transaction dollar amount for Procurement Contracts
- Acquisition type for posting of Solicitation Events
- Procurement transactions may include ad hoc departmental approvers as well as external (DGS) approvers
- Integration with Account Payables and other modules
- EPP/SABRC tracking and reporting available for every transaction
- Online P-Card reconciliation available in FI$Cal
- With FI$Cal, the departments now can capture sub contracting information
- Minimize paper approval required as FI$Cal handles the workflow approval electronically in the system

Configuration

- **CB_CPO02**
  - Define Location and Ship To Locations
  - Define Standard Comment s and Type
  - Define Purchasing Definition
  - Define Item (PO Item ID)
  - Approval Signatures
- **CB_CPO03** - Define inspection and routing procedures

Conversions

- **CNVPO104** - Procurement Contracts Conversions
- **CNVPO105** - Item Conversions (as applicable)
- **CNVPO107** – Open PO Conversions

Training

- **PO101** - Introduction Requisitions, POs, and Receiving
- **PO112** - Processing Requisitions
- **PO122** - Processing Purchase Orders
- **PO226** - Using P-Cards
- **PO142/152** - Processing Solicitations and Contracts
- **PO371** - SB-DVBE Certifications
- **PO372** - Managing Items

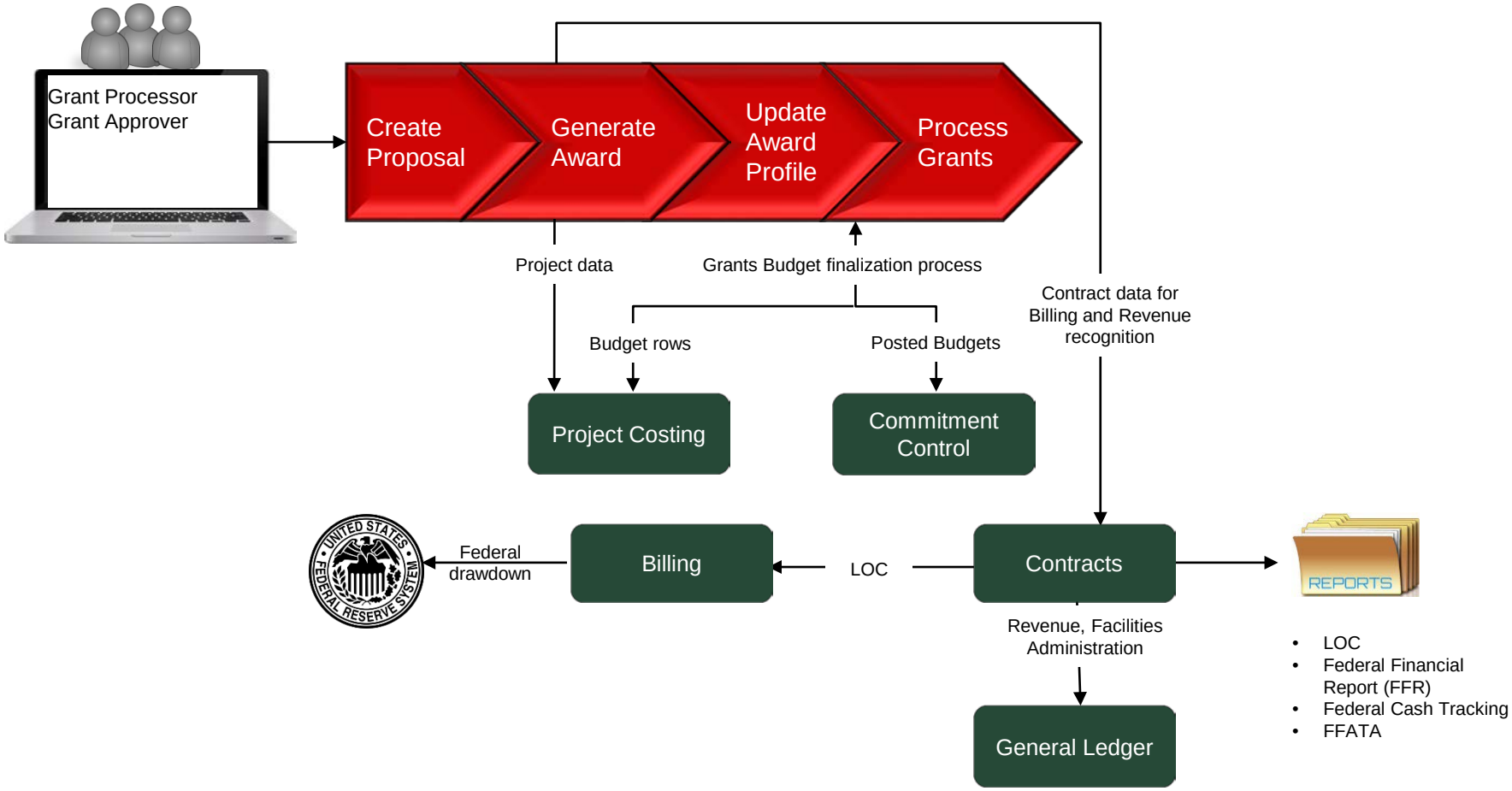
Interfaces

- **INFPO105** - FI$Cal SCPRS Interface with non-Wave depts
- **INFPO106** - FI$Cal CSCR Progress Payment Interface

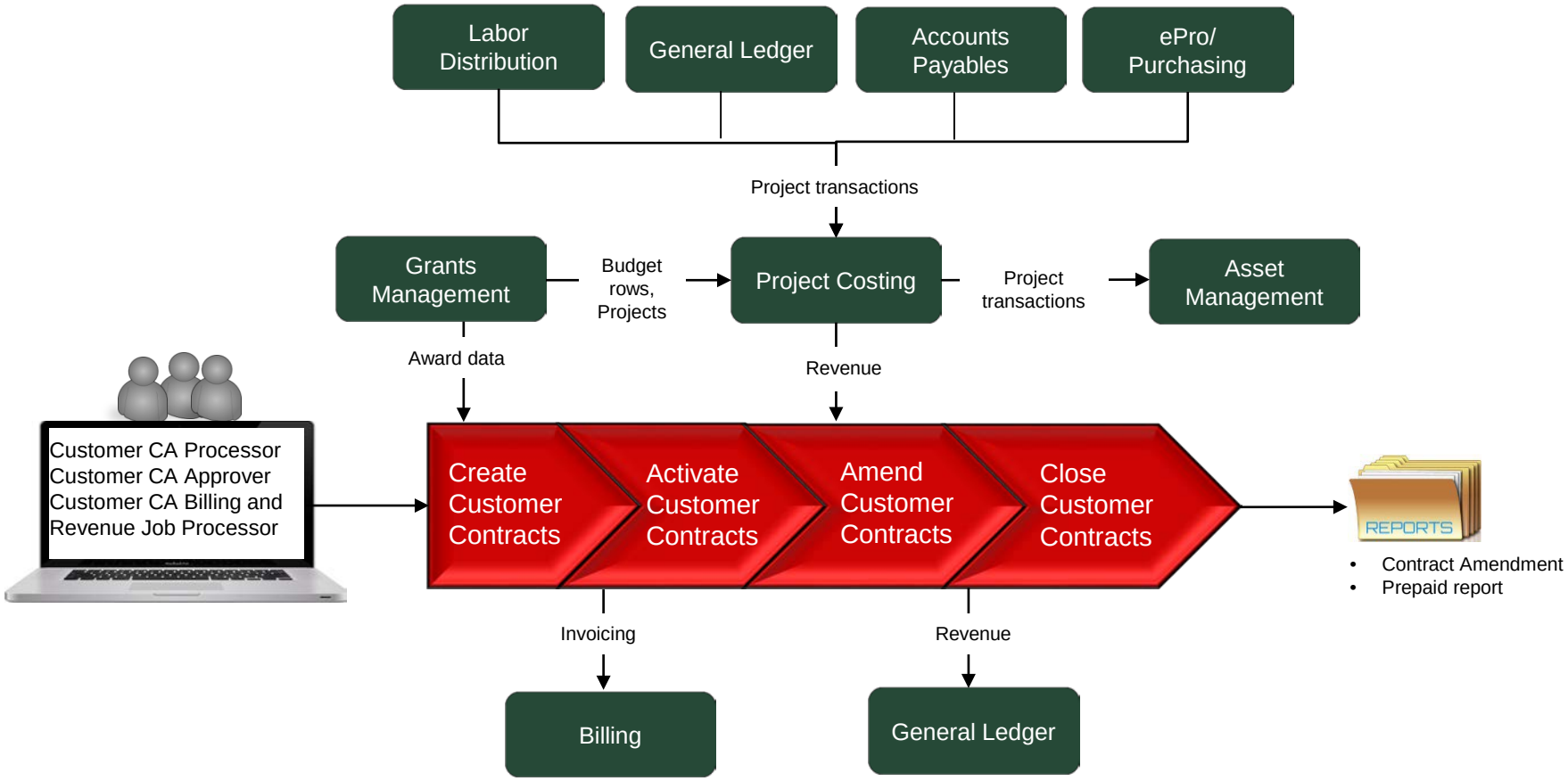
FI$CAL ACCOUNTING SOLUTION

Grants Management, Customer Contracts, Project Costing, Billing, Accounts Receivable, Accounts Payable, Cash Management, Asset Management, Labor Distribution, General Ledger, Commitment Control

Grants Management (GM)



Customer Contracts (CA)



Grants Management (GM) and Customer Contracts (CA)

Key Solution Characteristics:

- Capture contractual terms and conditions of awards and reimbursable projects
- Facilitate Invoice generation by staging billable data in Billing Module
- Choose when and how to recognize revenue in a suitable manner
- Manage the complete grant life cycle from proposal to award
- Key to automatic integration for Customer Contract, Project, and Budget

Configuration

- None

Conversions

- **CNVGM001** - Grants Management
- **CNVPC003** - Customer Contracts

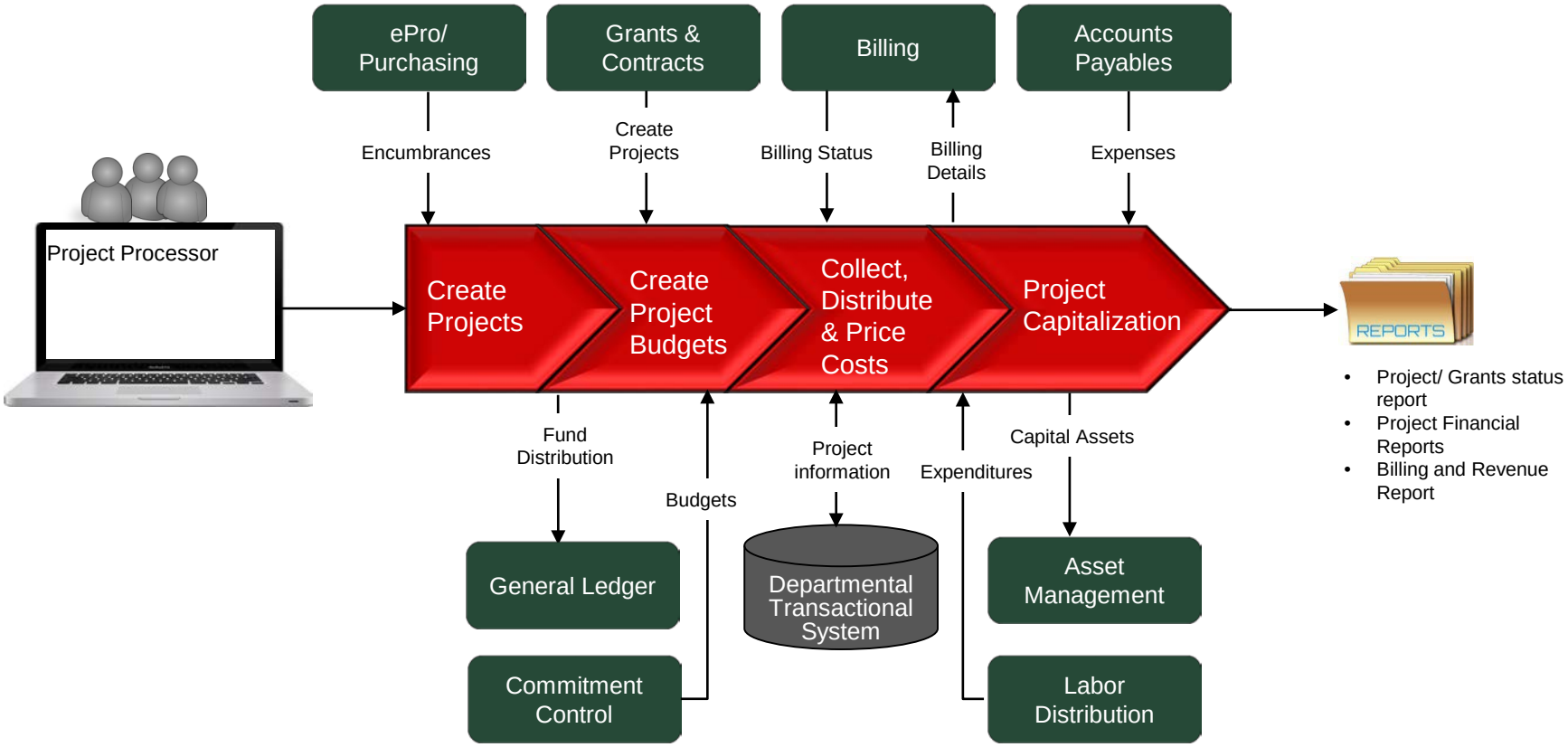
Training

- **GM101** - Introduction to Grant Management
- **GM112** - Managing Grants
- **PC122** - Introduction to Customer Contracts
- **PC123** - Customer Contract Management within PC

Interfaces

- None

Project Costing (PC)



Project Costing (PC)

Key Solution Characteristics:

- Provides detailed project information
- Captures State federal match
- Cost collection and processing tool
- Acts as a data warehouse and costs are collected from,
  - Commitment Control
  - Grants
  - Purchasing –Encumbrance/ Committed Costs
  - Accounts Payable – Actual Expenditures and Commitment reversals
  - General Ledger – Expenses and/or Revenue Journals
  - Customer Contracts – Amount Based Billing and Revenue
  - Billing – Billing Adjustments
  - Asset Management – Capitalization and Depreciation

Configuration

- **CB_CPC03**
  - Set up Source Type
  - Set up Category
  - Set up Sub-Category

Conversions

- **CNVPC002A** - Projects (Project)
- **CNVPC002B** - Projects (Activities)
- **CNVPC002C** - Projects (Team)

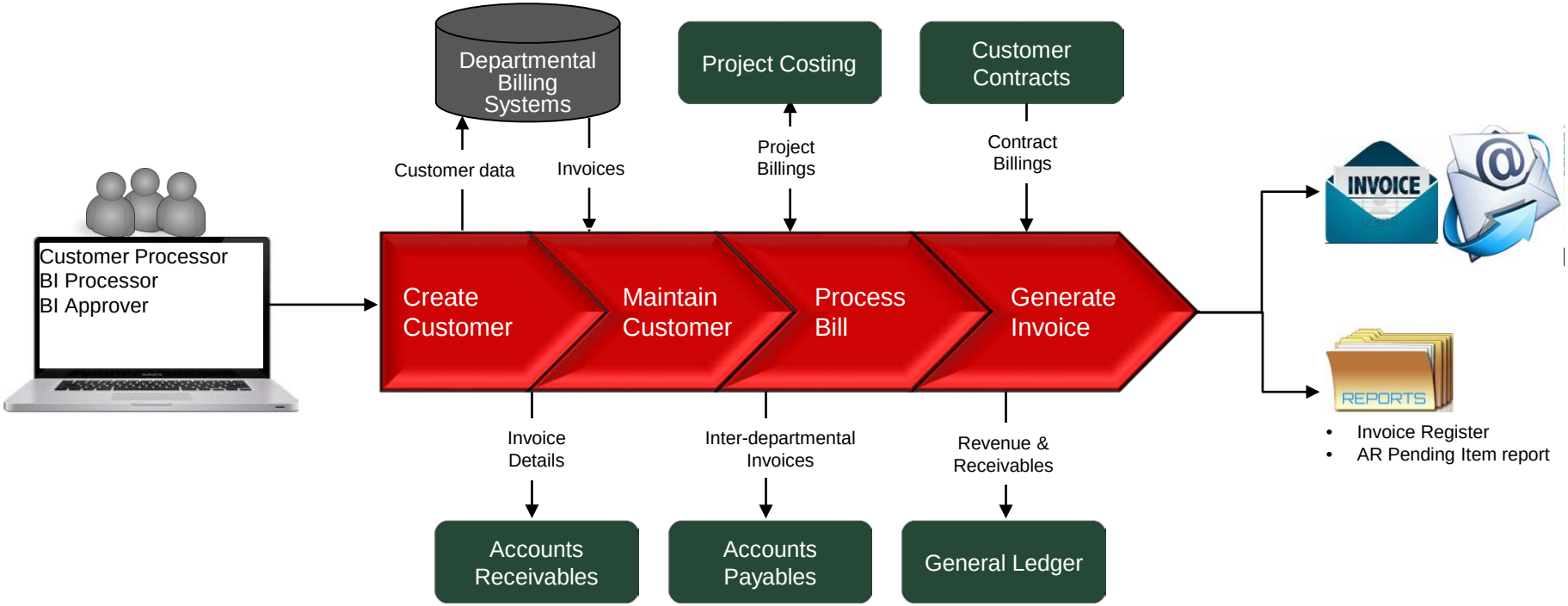
Training

- **PC101** - Introduction to Project Costing
- **PC112** - Maintaining Projects in FI$Cal
- **PC113** - Processing Project Costs
- **PC114** - Analyzing Projects
- **PC222** - Introduction to Primavera

Interfaces

- **INFPC003** - Project Transaction Interface
- **INFPC004** - Project Interface ((Project,team,activities)
- **INFPC010** - Outbound Interface from PC for Project Structure
- **INFPC011** - Outbound Interface from PC for Project Transactions
- **INFPC012** - Inbound interface to Add/Update Rate Sets

Billing (BI)


Departmental Billing Systems
Project Costing
Customer Contracts
Customer data
Invoices
Project Billings
Contract Billings
Customer Processor
BI Processor
BI Approver
Create Customer
Maintain Customer
Process Bill
Generate Invoice
INVOICE
REPORTS
Invoice Details
Inter-departmental Invoices
Revenue & Receivables
Invoice Register
AR Pending Item report
Accounts Receivables
Accounts Payables
General Ledger

Billing (BI)

Key Solution Characteristics:

- Invoices are system generated
- Separate customer list by department & detailed customer information available
- Automated recurring invoices
- Auto generate Credit and Rebill invoices
- Automated AP voucher creation for interdepartmental invoices

Configuration

- **CB_CAR02** - Set up distribution codes

Conversions

- **CNVAR001** – Customers
- **CNVAR002** - Open Receivables

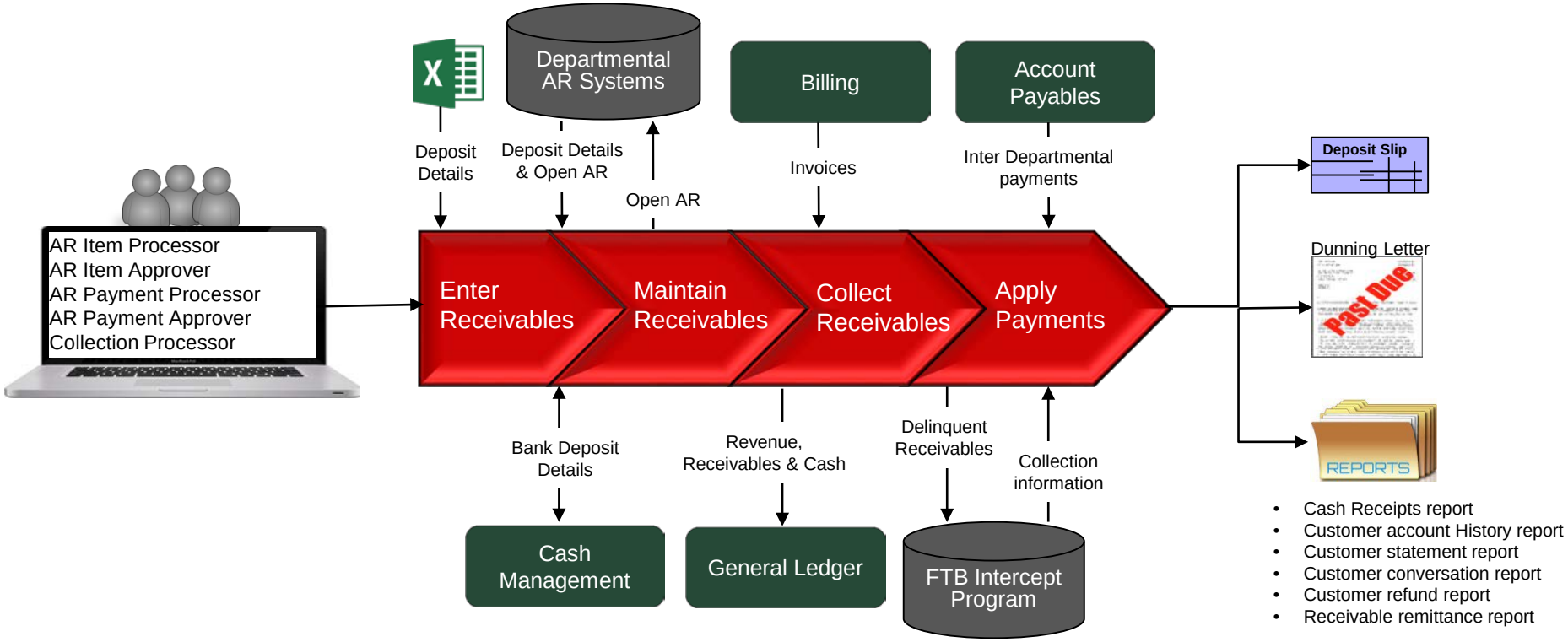
Training

- **BI/AR101** - Introduction to Billing and Accounts Receivable
- **BI/AR102** - Maintaining Customers
- **BI113** - Creating and Processing Billing
- **BI214** - Advanced Billing Processes

Interfaces

- **INFAR011** - Customer ID Extract
- **INFAR005** - Interface for invoice adjustments

Accounts Receivable (AR)



Accounts Receivable (AR)

Key Solution Characteristics:

- Receivables 'Workbench' functionality to facilitate collections
- System generated Customer statements
- System generated Dunning letters
- Automated Overdue charges assessment
- Automated payment application ('Payment Predictor')

Configuration

- **CB_CAR02** - Set up distribution codes

Conversions

- **CNVAR001** - Customers
- **CNVAR002** - Open Receivables

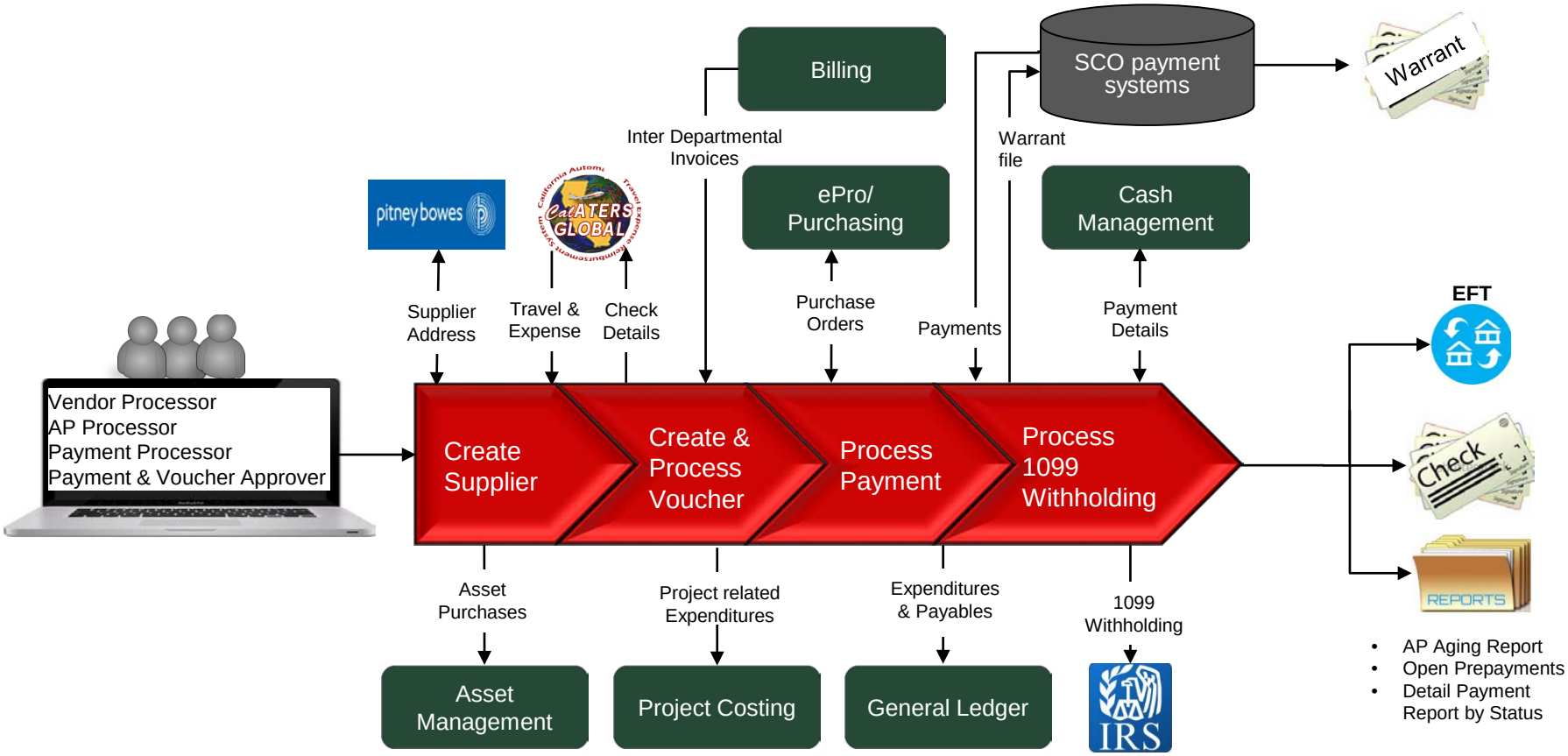
Training

- **BI/AR101** - Introduction to Billing and Accounts Receivable
- **BI/AR102** - Maintaining Customers
- **AR123** - Creating and Maintaining Receivables
- **AR124** - Creating and Maintaining Deposits
- **AR225** - Collecting Receivables

Interfaces

- **INFAR013** - Customer Receipts Interface
- **INFAR006** - Inbound Interface AR items from external system
- **INFAR007** - Outbound interface from AR (Summary and Detail)

Accounts Payable (AP)



Accounts Payable (AP)

Key Solution Characteristics:

- Paper Claims Replaced
  - Eliminate String, 1" Stacks
- Statewide Vendor File
  - Avoid duplicates
  - Access All Supplier Info
- Online Approval Workflow Routing
  - Email Notifications
  - Assign additional approvers
- 1 Invoice = 1 Voucher
  - Capture Multiple Fund and Appropriation per Invoice
  - Copy/Match Purchase Order
  - Attach Supporting Docs
- Department Check Printing
  - Standard FI$Cal Check Stock

Configuration

- **CB_CAP02** - Define SpeedChart codes for Chartfields

Conversions

- **CNVAP001** - Vendors
- **CNVAP004** - Unreconciled AP Payments (Outstanding checks)
- **CNVAP005** - 1099 Balances

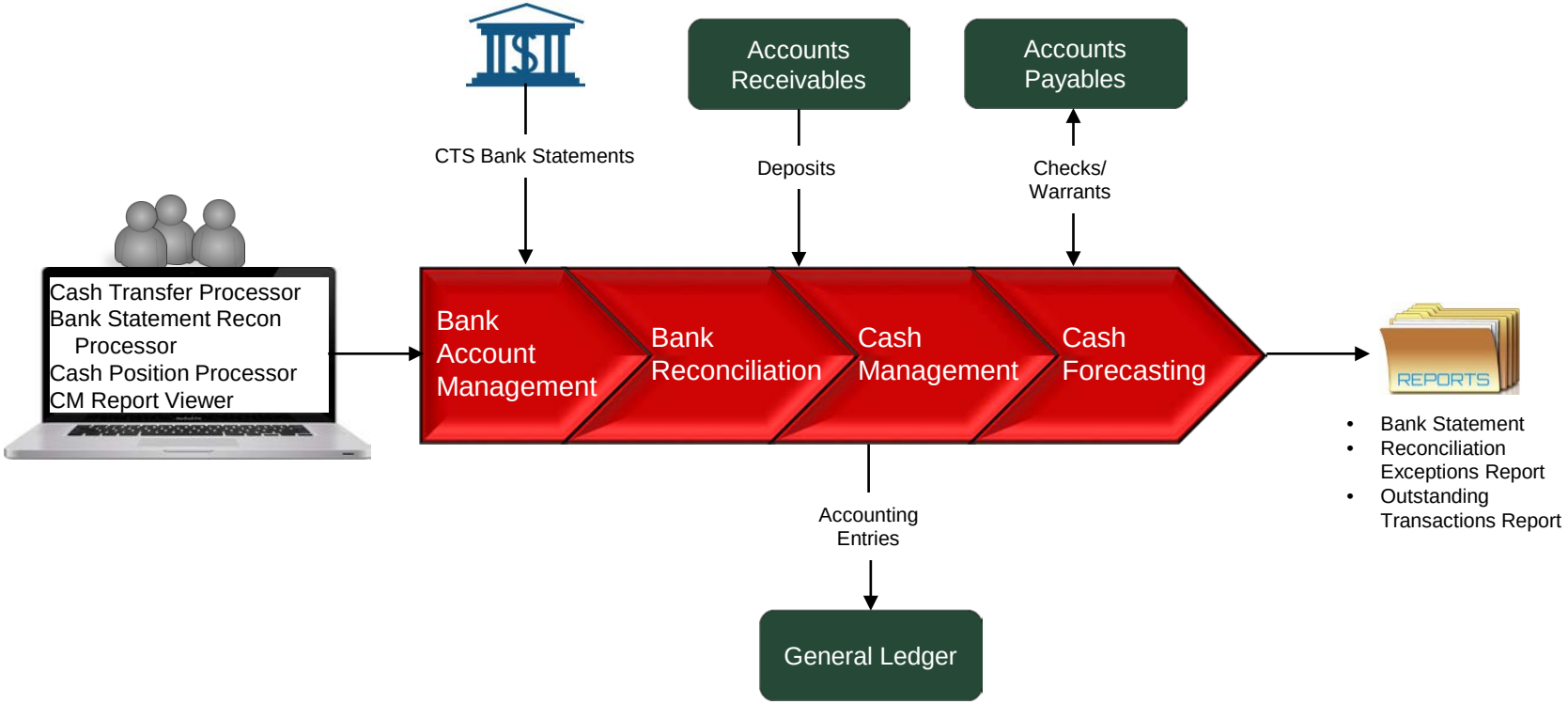
Training

- **AP101** - Introduction to Accounts Payable
- **AP102** - Managing Vendor Information
- **AP113** - Voucher Processing
- **AP114** - Office Revolving Fund Processing
- **AP123** - Voucher Workflow
- **AP143** - Payment Processing
- **AP153** – 1099 Withholding Preparation and Processing

Interfaces

- **INFAP006** - Inbound Vouchers
- **INFAP003** - Inbound CalATERS Interface
- **INFAP012** - Inbound CalATERS Expenditure Interface
- **INFAP010** - Outbound CalATERS Check Detail

Cash Management (CM)



Cash Management (CM)

Key Solution Characteristics:

- Treasury Transaction Life Cycle:
  - CTS banks statements reconciliation
- Includes the following types of Accounts:
  - Centralized Treasury System accounts will be maintained in FI$Cal system
  - Warrant bank accounts

Configuration

- None

Conversions

- None

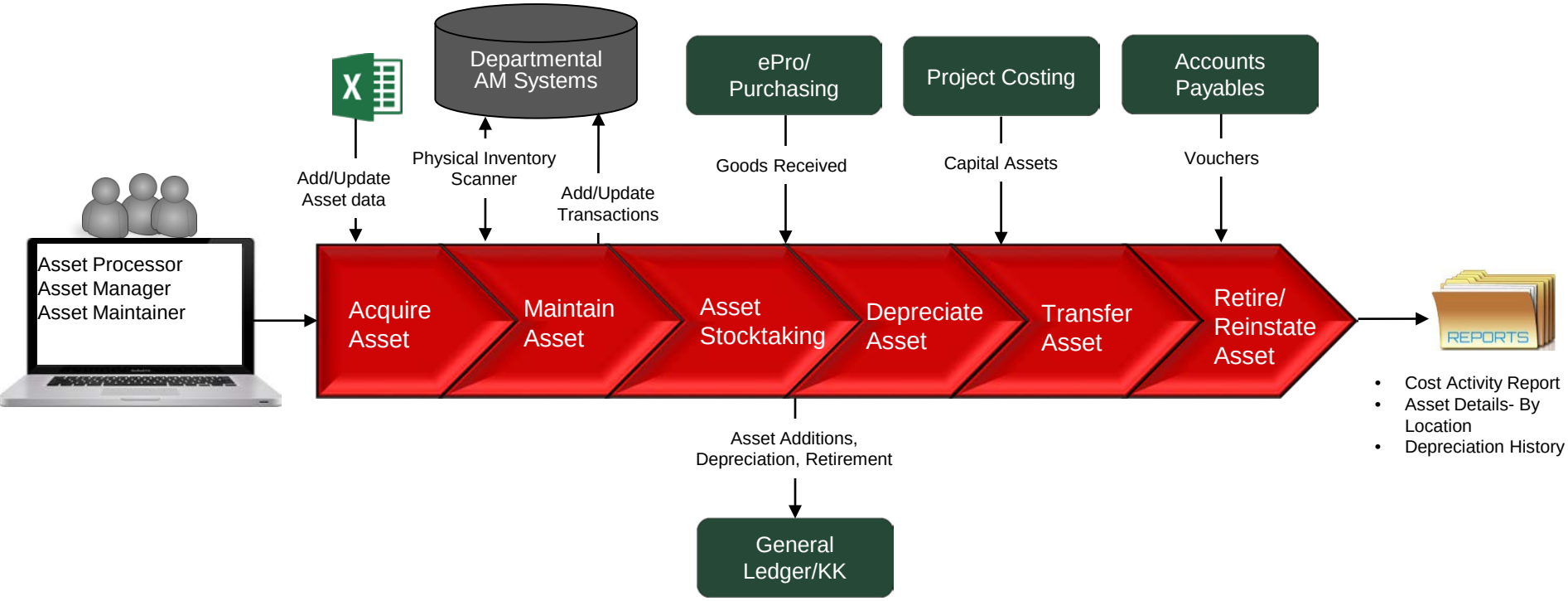
Training

- **CM101** - Introduction to Cash Management
- **CM112** - Reconciling Bank Statements
- **CM122** - Managing and Maintaining Cash

Interfaces

- **INFCM001** – Paid Items File From IPS
- **INFCM002** – Bank Statement File From SCO

Asset Management (AM)



Asset Management (AM)

Key Solution Characteristics:

- Every department can track assets that assist with physical inventory reconciliation
- Better financial maintenance of assets
- Provides common asset repository across the State for Asset Accounting and Tracking.
- Automates financial accounting and depreciation processing.
- Streamlined asset creation and addition through integration from Purchasing, Project Costing and Accounts Payable.
- Better management of Leased Capital and Land assets

Configuration

- **CB_CAM02** - Define Asset Classes,
  - Asset Class
  - Asset Attributes

Conversions

- **CNVAM001** - Assets

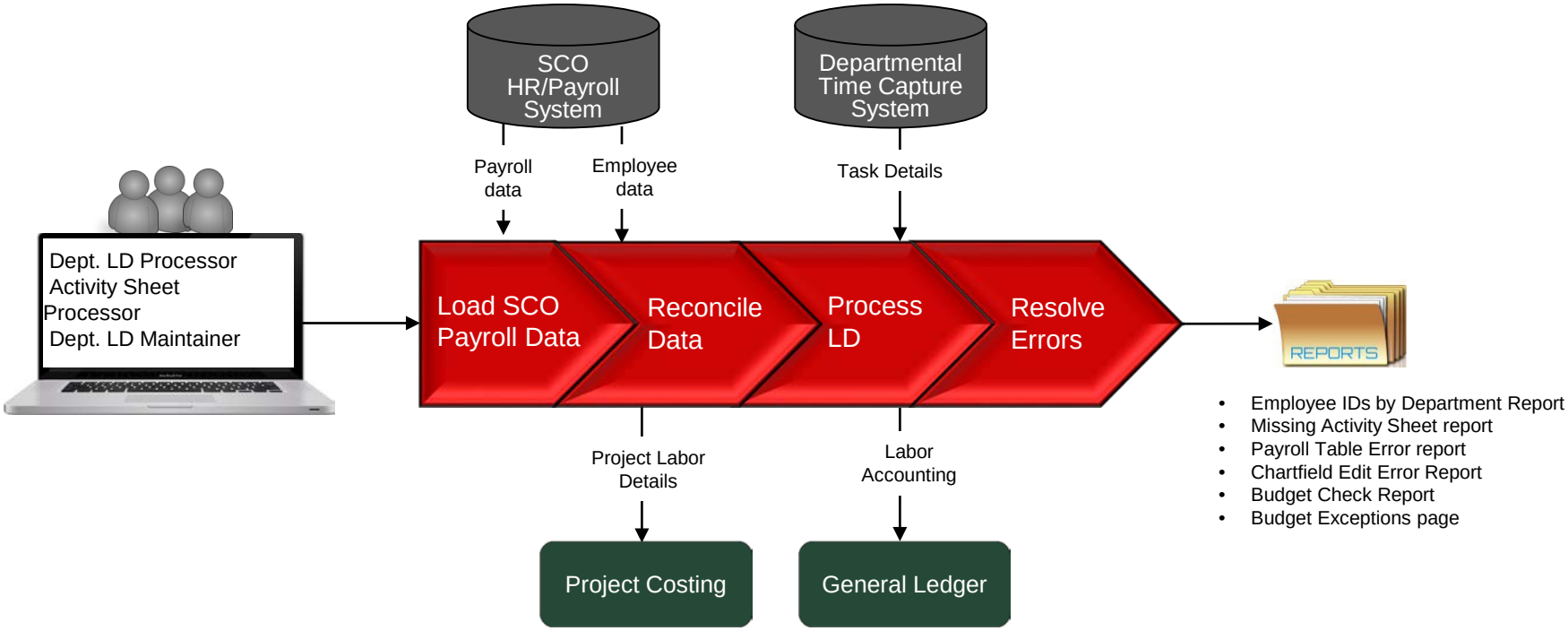
Training

- **AM101** - Introduction to Asset Management
- **AM112** - Entering and Maintaining Assets
- **AM122** - Adjusting, Transferring, and Retiring Assets
- **AM132** - Processing Depreciation and Month-End Processing
- **AM142** - Physical Inventory

Interfaces

- **INFAM003 -** Inbound interface to Add/Update Asset Information (excel upload)
- **INFAM004 -** Outbound Interface to add/update transactions
- **INFAM005 -** Outbound Interface for physical inventory
- **INFAM006 -** Inbound Interface for physical inventory

Labor Distribution (LD)



- Employee IDs by Department Report
- Missing Activity Sheet report
- Payroll Table Error report
- Chartfield Edit Error Report
- Budget Check Report
- Budget Exceptions page

Labor Distribution (LD)

Key Solution Characteristics:

- Run Labor more than once a month
- Fiscal Service Center reconciles payroll with SCO before Labor Distribution is run
- Provides ability to distribute costs using Default ChartField combination and percentages (employee defaults., group defaults, task ids, etc.)
- Provides ability to distribute costs via Activity sheets for departments who do not have their own time tracking systems
- Provides ability to reclassify distributed payroll costs by entering Adjustment Activity sheet
- Ability to allocate supplemental payroll by Payment types
- The solution generates Employee id that is a unique identification used across several modules in PS

Configuration

- **CB_CGL03**
  - Define BU Options
  - Define Employee Group & Employee Options
  - Define Task Ids
  - Define Benefit Type Options
  - Serial Number Options, Class Types
  - Payment Type/Payment type mapping

Conversions

- None

Training

- **GL202** - Introduction to Labor Distribution
- **GL253** - Understanding LD Configurations
- **GL263** - LD Batch Processing and Error Reports

Interfaces

- **INFGL105** – Inbound Employee interface
- **INFGL090** - Inbound Timesheet Excel Upload
- **INFGL091** - Inbound Timesheet Interface

General Ledger (GL)

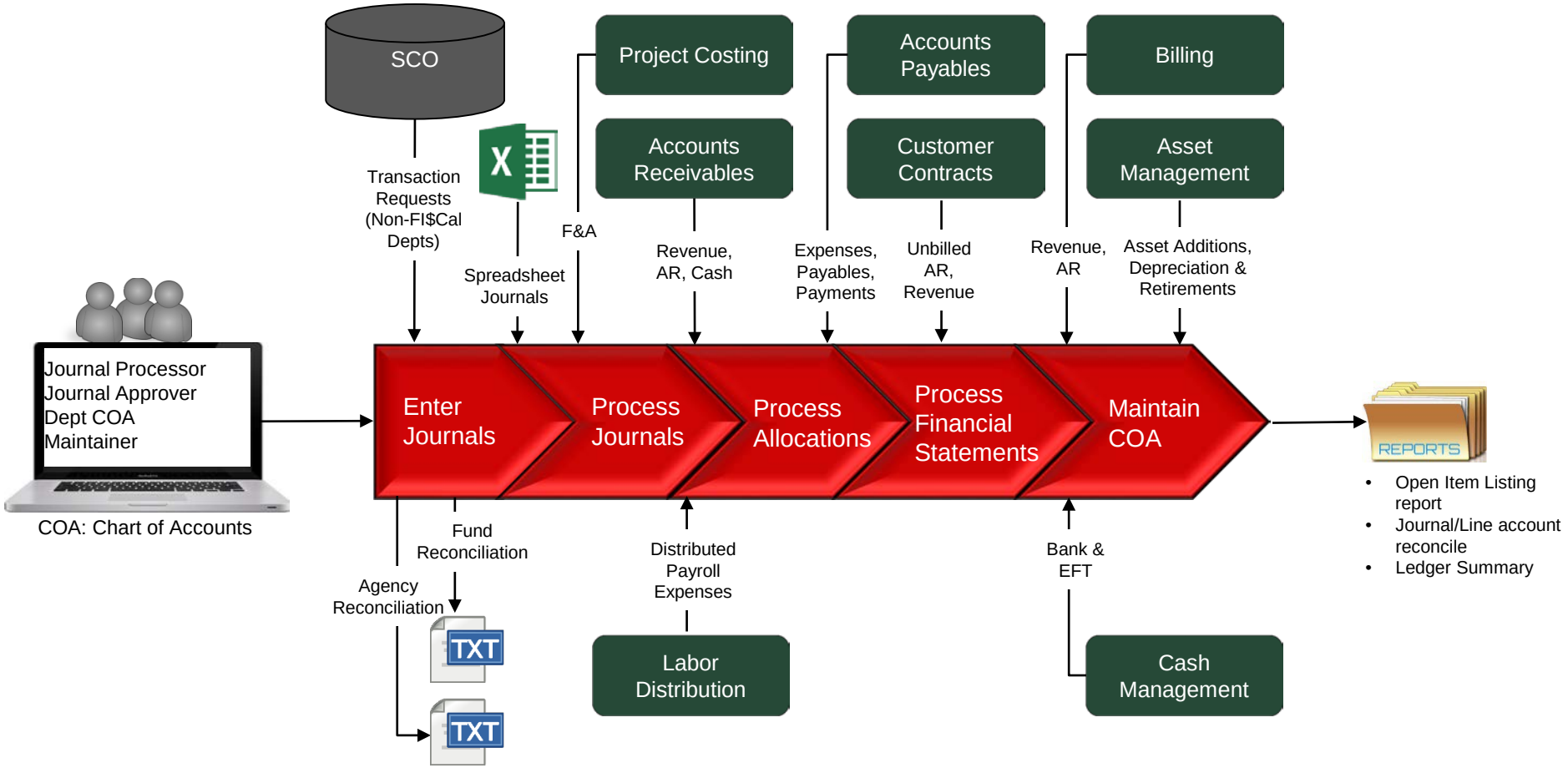
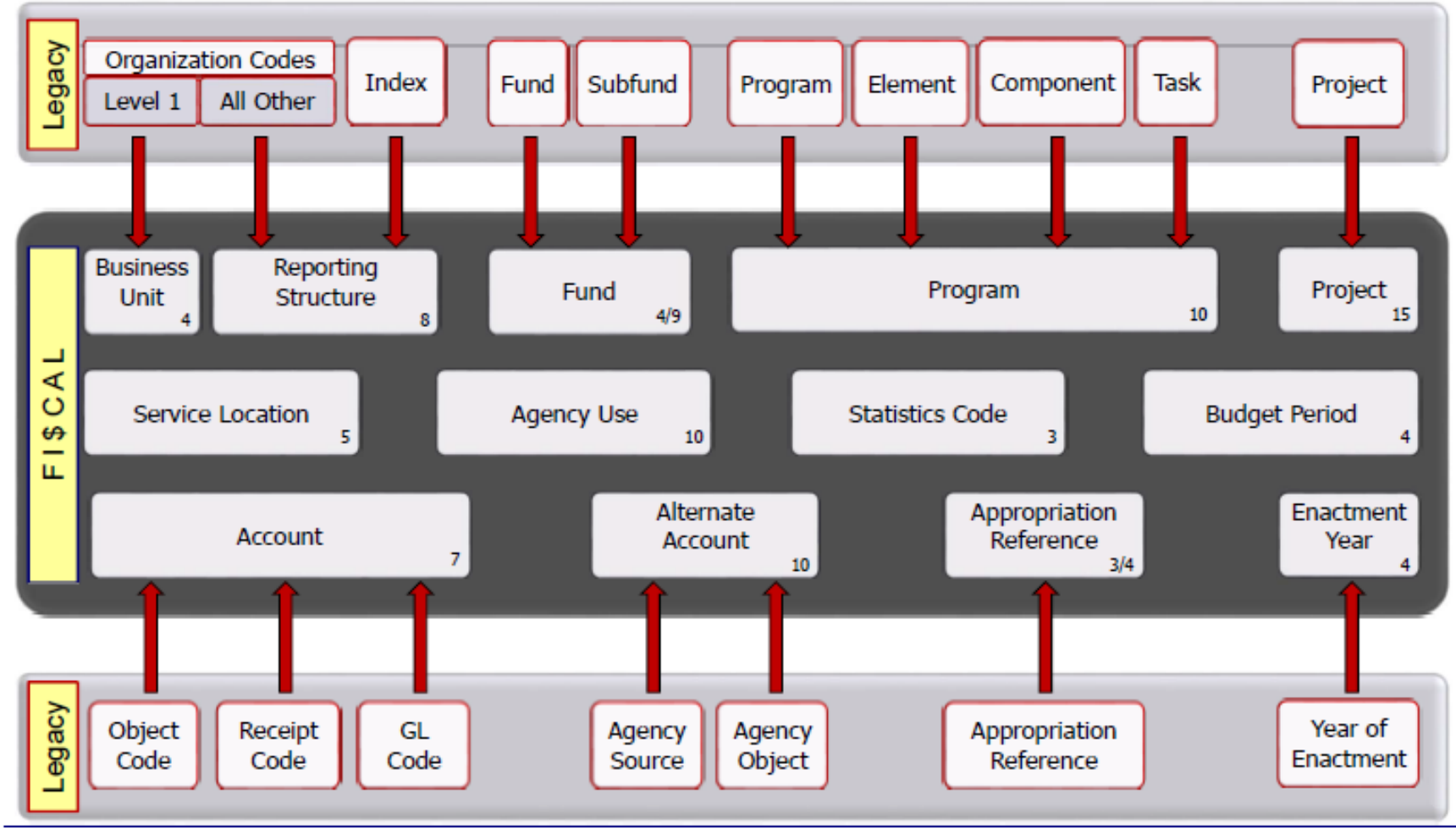


Chart of Accounts (COA)



General Ledger (GL)

Key Solution Characteristics:

- Statewide Book of Record under multiple bases of accounting (Cash, Modified Accrual, Full Accrual, Budgetary/Legal)
- Statewide Chart of Accounts supplemented by departmentally defined codes (Alternate Account, Reporting Structure, Service Location)
- Automated cost allocations
- Automated investment accounting
- Automated recording of Transaction Requests for Non-FI$Cal departments

Configurations

- **CB_CGL06**
  - Define department ChartFields
  - Define alternate accounts ChartFields
  - Define operating unit ChartFields
  - View and modify tree
  - Create predefined ChartFields combinations
  - Legacy UCM to FI$Cal COA Translation

Conversions

- **CNVGL008** - Ledger balances

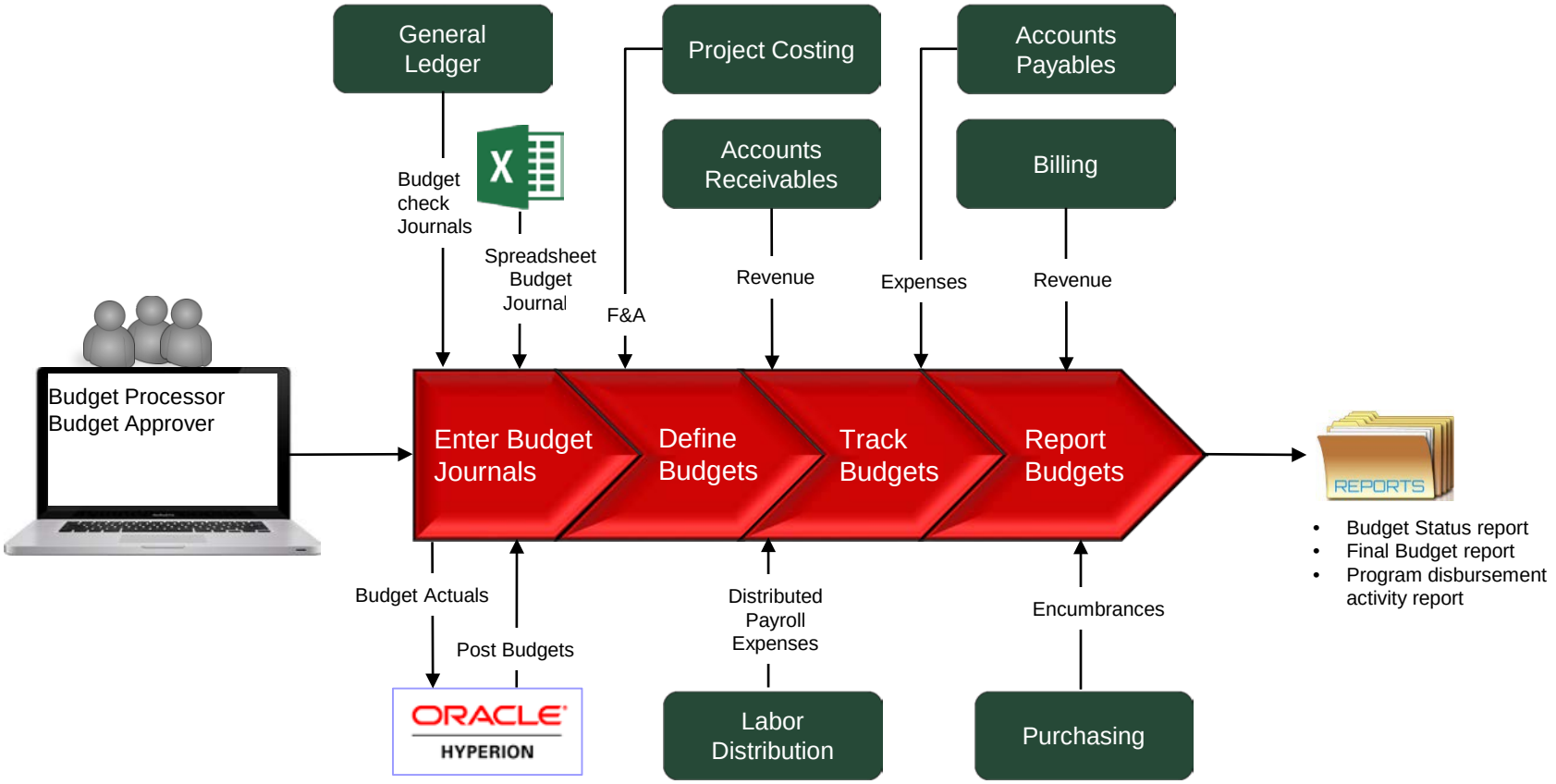
Training

- **GL101** - Introduction to General Ledger
- **GL112** - Processing Journal Entries
- **GL132** - Process Allocations
- **GL142** - Working with Chart of Accounts
- **GL243** - Closing Monthly Accounting Periods
- Month end close
- Year end close

Interfaces

- None

Commitment Control (KK)



Commitment Control (KK)

Key Solution Characteristics:

- Transactions are controlled at appropriation level
- Departments can breakdown appropriation operating budget amount
- Track Expenditure and encumbrances against budget amount
- Real time budget actuals reporting capability

Configuration

- Define Departmental Operating budgets

Conversions

- **CNVGL009** - Commitment Control

Training

- **GL122** - Commitment Control Transactions

Interfaces

- None

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2016 Release Key Departmental Activities

Department Mobilization and Readiness

Enables departments with people, tools, and other resources to prepare their department for FI$Cal and to ensure a successful transition. This includes setting up a Department Implementation Team (DIT) to coordinate the completion of all tasks and activities.

Business Processes

Provides departments with information about FI$Cal business processes, along with tools and FI$Cal Project Team support to identify change impacts and update internal department business processes.

Configuration

Allows departments to define values for specific items in FI$Cal (e.g., list of ship-to locations). Most configuration values apply to Chart of Accounts and Labor Distribution.

Interfaces and Conversions

Interfaces: Allow departments to electronically send data from departmental systems that will not be retired into FI$Cal.

Conversions: Allows departments to extract, cleanse and validate data from legacy systems that will be retired to enter into FI$Cal.

Role Mapping

Allows departments to assign security roles to all department end users based on their job requirements and the type of work they will perform in FI$Cal. Security roles define what users can see and do in FI$Cal.

Departmental Testing

Provides departments with the opportunity to complete common transactions in FI$Cal in order to validate that the system performs as planned.

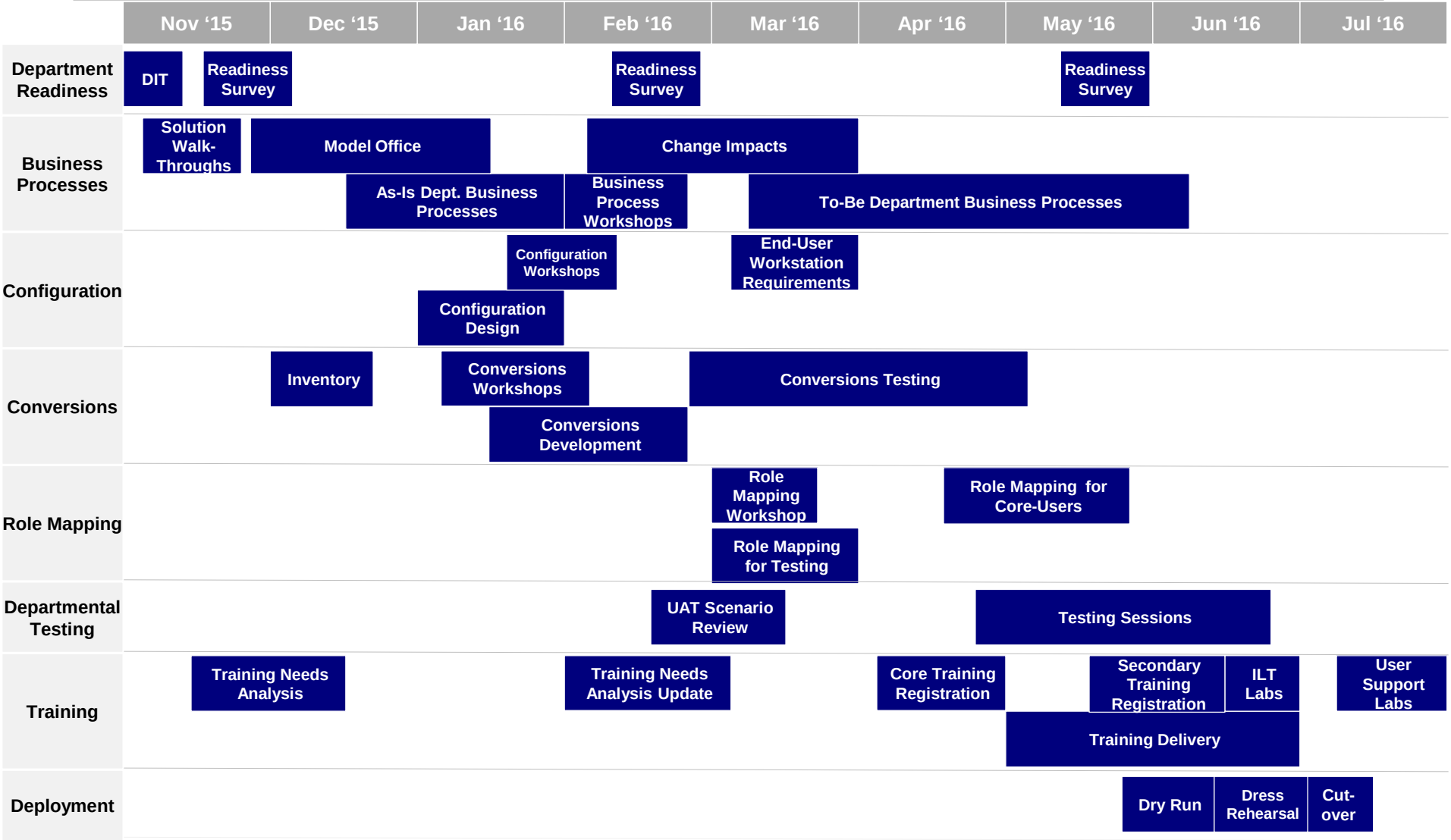
Training

Provides department end users with the knowledge and skill to perform transactions in FI$Cal. Training courses are offered via web-based and instructor-led options.

Deployment

Prepares departments to fully transition to using FI$Cal as part of their day-to-day business. This includes practicing activities the way they will happen right before the system goes live.

Overall Timeline of Key Departmental Activities



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The Transition to FI$Cal

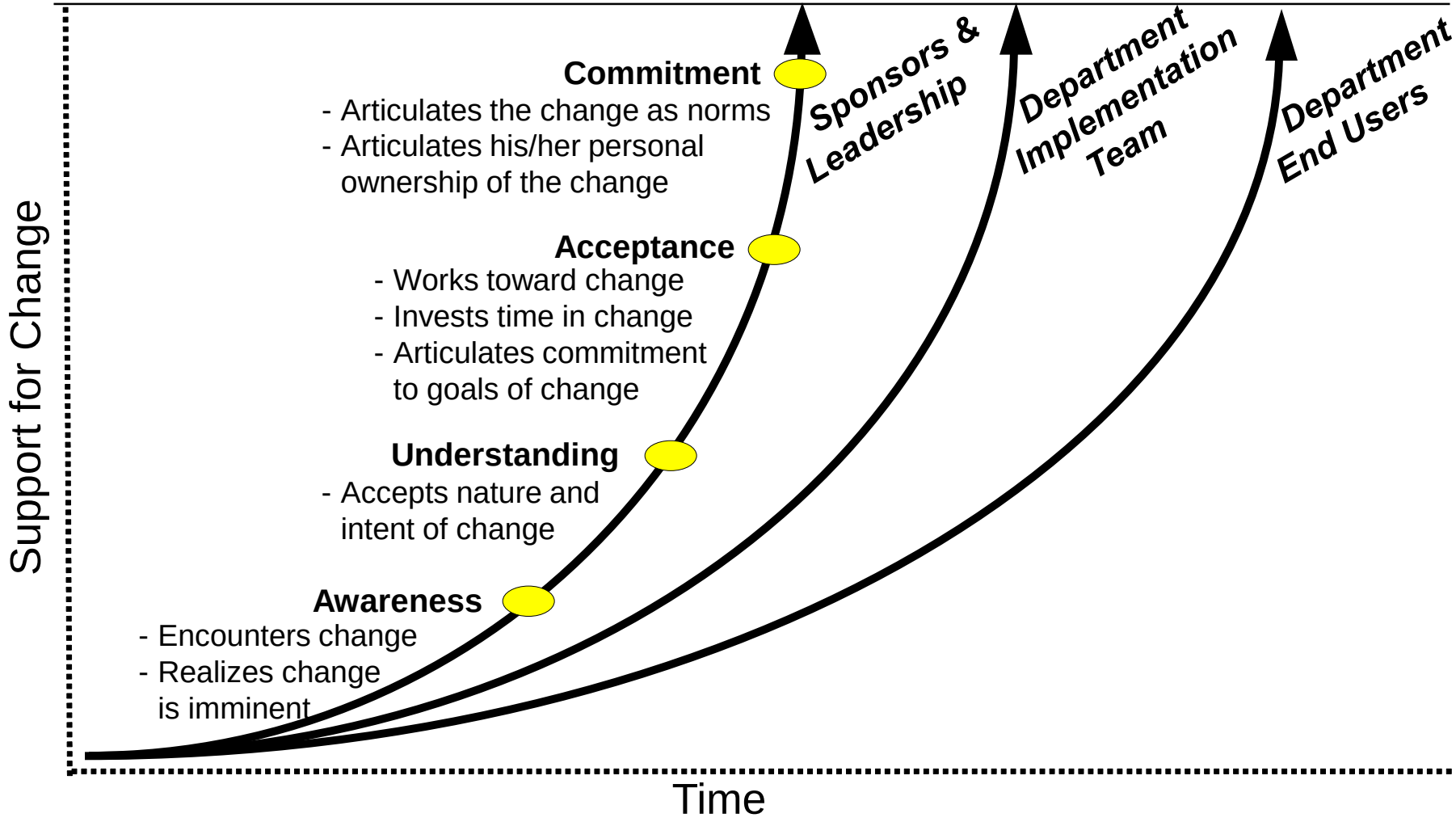
- Change Management – Structured, result-driven and holistic approach to change in organizations, teams, and individuals that:
  - Enables the successful transition from the current to the aspired future state
  - Ensures the realization of the planned business objectives
- In essence, Change Management is about winning people's heads and hearts to drive the business case of a transformation.

Time for Change

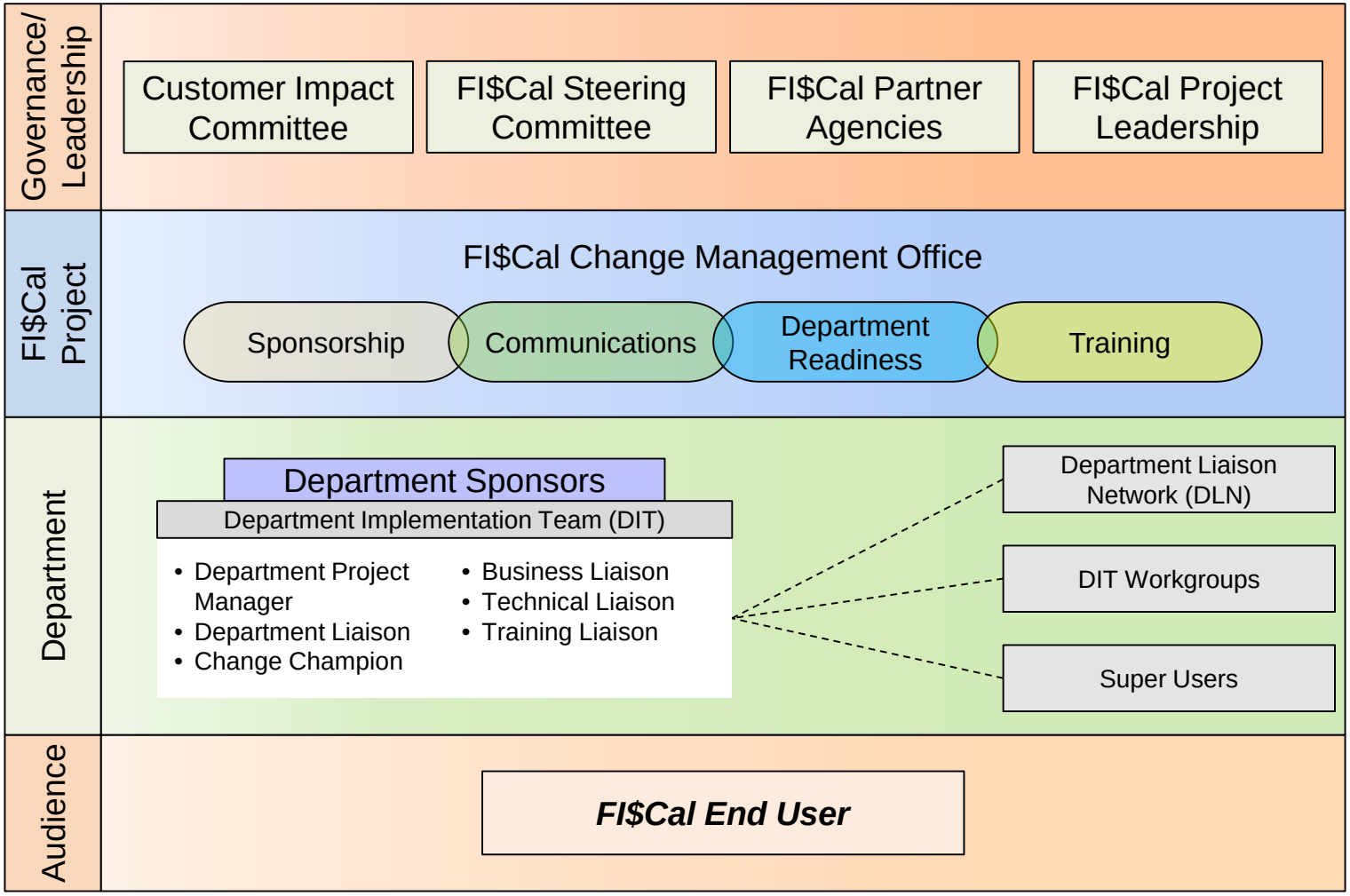
Stages of Change

Plan & Analyze	Design	Build & Test	Deploy and Transition
• Inform stakeholders • Communicate project timeline, intended audience, and system to be implemented • Inform stakeholders about where they can obtain program information	• Inform stakeholders how they will work with the new changes • Communicate system and business process changes • Inform stakeholders of training to be provided	• Inform stakeholders about the upcoming implementation • Communicate all rollout activities • Inform stakeholders of training timeline and enrollment process	• Inform stakeholders of key project milestones • Communicate issues and resolutions • Inform stakeholders of ongoing support processes
			Change Commitment Curve
Awareness	**Understanding**	**Acceptance**	**Commitment**
• Explain the goals, purpose, and rationale for the project • Explain the benefits	• Explain the impact to their role • Understand the need for change • Use change network to communicate key change measures	• Explain changes to the business processes • Explain how it will be implemented • Explain how they will use it to do their jobs	• Explain the benefits • Use the new system to do their job • Participation in support activities and follow up

Pace of Change



Change Network Structure to Support End Users



Super Users

- Super Users have been identified by every department to assist in the FI$Cal implementation process

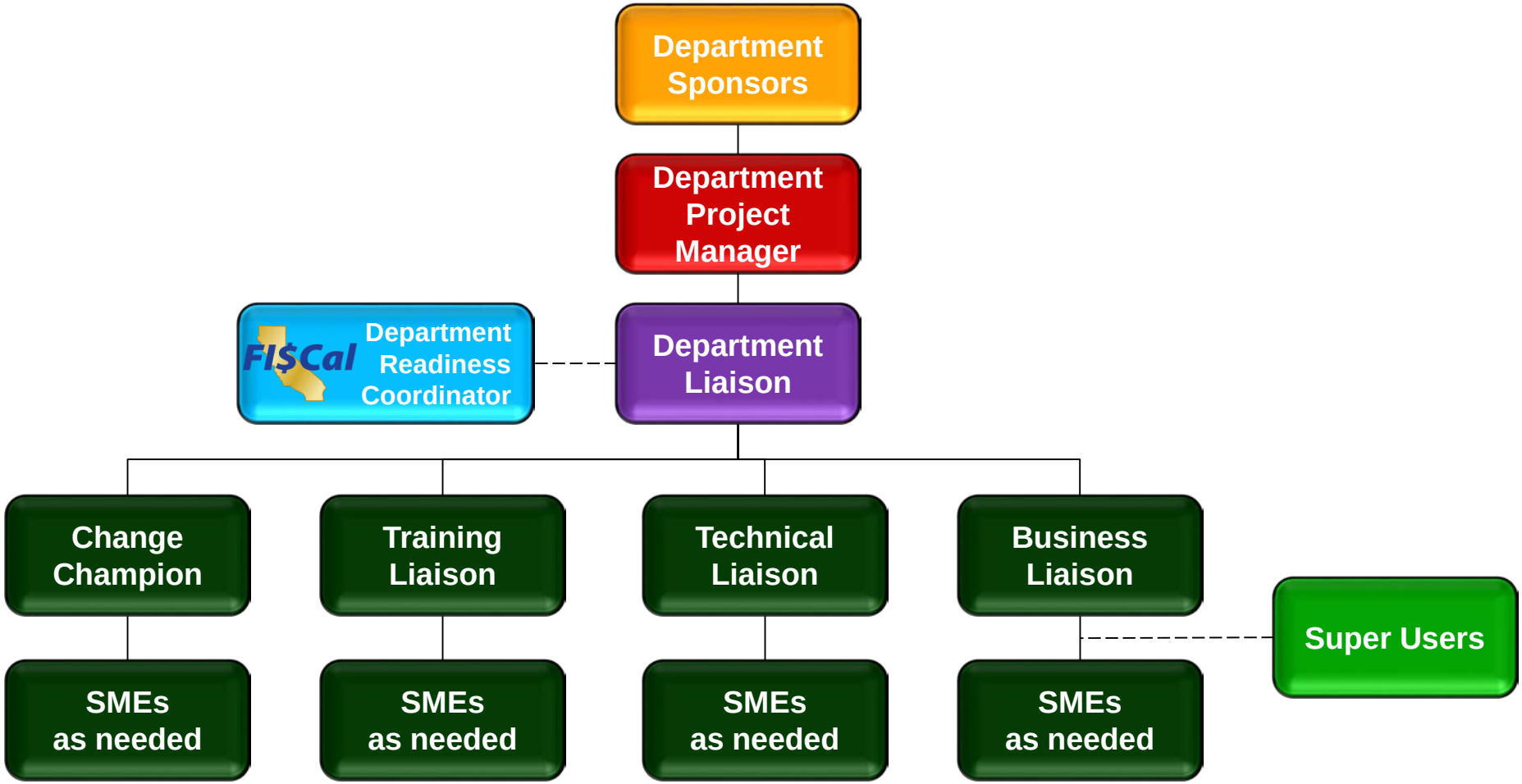
- A Super User :
  - has deep knowledge of a department's business processes
  - is empowered to make departmental decisions (pulling in additional resources when needed)
  - can commit for the implementation period through July 2016

- Via training, learning the FI$Cal business processes, and collaborating with the Department Implementation Team (DIT) and FI$Cal Project, Super Users will become the most FI$Cal-savvy department staff and become the department's key support after go live

Agenda

- Project Objectives
- Updated FI$Cal Implementation Approach
- FI$Cal Solution
- 2016 Release Key Implementation Activities
- Change Management Overview
- **Department Implementation Team (DIT)**
- Department Readiness Tools
- Upcoming Activities
- Questions

Department Implementation Team Structure



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Touchpoint Meetings

- Description
  - Recurring meetings to review the Master Department Workplan, support department readiness activities, and address department questions and concerns on the FI$Cal Project
- Participation
  - FI$Cal Department Readiness Coordinator
  - Department Liaison
  - Department Implementation Team members, as needed
  - Department Sponsors, as needed
  - Department Subject Matter Experts, as needed
- Frequency
  - Biweekly (web conference, conference call, in-person meeting, or email)

Master Department Workplan

Activity / Task ID	Activity / Task Name	Activity / Task Description	Activity / Task DIT Owner(s)	Activity / Task Start Date	Activity / Task End Date	Activity / Task Resources or Supporting Documents
READ002	Identify Department Implementation Team (DIT)	Review the Department Implementation Team (DIT) roles and responsibilities provided in the task documentation. Assign one individual and optionally one back-up for each role.	Department Liaison	09/11/12	09/21/12	Task instructions and response template
TRNG001	Respond to Training Needs Analysis	Respond to Training Needs Analysis survey from FI$Cal CMO Training.	Training Liaison	09/26/12	10/10/12	Link to survey
SPON001	Participate in Sponsor Interviews	Department Sponsor and as appropriate, Leadership Team, meet with the FI$Cal CMO to discuss Pre-Wave activities and expectations.	Department Liaison and Department Sponsor	10/01/12	10/26/12	Notes will be provided to the Department Sponsor following the meeting
BUSN001	Gather "As-Is" Process Documentation	Business Liaison gathers their "As-Is" process documentation for Pre-Wave functionality of requisitions and purchase orders to prepare for Business Process Workshops.	Business Liaison	11/05/12	12/28/12	Task instructions
COMM004	Share January DLN Meeting Materials	Following the DLN Meeting, the Department Liaison should work with the Department Implementation Team, especially the Change Champion, to communicate FI$Cal Project messages throughout their department.	Department Liaison and Change Management Champion	01/10/13	01/17/13	Presentation to be posted to FI$Cal Project website, www.fiscal.ca.gov.
TECH003	End User Workstation Hardware/Software Requirements	Technical Liaison validates FI$Cal end user workstations at the department meet the FI$Cal Project-determined requirements for hardware and software.	Technical Liaison	02/04/13	05/31/13	Task instructions and response template

Sample

Department Readiness Dashboard

- The dashboard is prepared monthly by the FI$Cal Project based on a department's scorecard
- A department's scorecard lists all outstanding task; outstanding tasks are identified as "red" in the dashboard
- Dashboards are shared with the Steering committee and used for communicating at the Leadership/Sponsors level within the department

Sample Readiness Dashboard			
Readiness Category	**Readiness Activities**	**Status**	**Areas of Concern**
SPON	Participate in Sponsor Briefing	**G**	N/A
COMM	Share FI$Cal meeting materials	**G**	N/A
READ	Attend Department Liaison Network meeting	**G**	N/A
TRNG	Complete training deployment plan Register end users for training	**G**	N/A
BUSN	Submit configuration values Update department business processes	**R**	Missing configuration values for Purchasing and Asset Management
TECH	Cleanse department legacy system data Prepare conversion files Prepare interface files Submit role assignments	**Y**	Delay in data cleansing activities may delay readiness of conversion and interface files
Overall Status		**R**	

Sample

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READ603 – Provide 2016 Release Department Contacts

- **Objective** – Assign one department individual to each Department Implementation Team (DIT) role, and identify individuals to participate in the first User Readiness Survey

- **Duration** – 2 Weeks

- **Department Participants** – Department Liaison

- **Key Activities**
  - Review the DIT roles and responsibilities
  - Identify participants for the first User Readiness Survey
  - Populate READ603 Response Template
  - Submit Response Template (11/13)

READ603 – Response Template

Department (required)	DIT Role (required)	Last Name (required)	First Name (required)	Email (required)	Job Classification (required)
	Department Sponsor				
	Department Project Manager				
	Department Liaison				
	Change Champion				
	Training Liaison				
	Business Liaison				
	Technical Liaison				

Sample

Department Name (required)	Last Name (required)	First Name (required)	Email (required)	Job Classification (required)

Sample

TRNG601a – Respond to Training Needs Analysis

- **Objective** – Identify training and support needs for departmental end users
- **Duration** – 5 Weeks
- **Department Participants** – Training Liaison
- **Key Activities**
  - Identify training and support needs
  - Respond to Training Needs Analysis survey (12/18)

COMM602 – Develop Department Communication Plan

- **Objective** – Create a plan for sharing information both internally an externally to your department
- **Duration** – 3 Weeks
- **Department Participants** – Change Champion
- **Key Activities**
  - Asses communication needs at department
  - Populate COMM602 Response Template
  - Submit Response Template (12/04)

COMM602 – Response Template

Activity #	Start Date	End Date	Event	Audience/ Stakeholder	Key Message	Desired Outcome	Content Owner	Sender	Vehicle
1	*07/14/14*	*07/18/14*	*Workshop*	*Department End-Users*	*Overview on Conference Room Pilots (CRPs) and Wave 1 Solution Walkthroughs (SWTs)*	*To educate on BPR, CRP, and BPW sessions; To cascade message through Department*	*Y Ricks - SME N Penska - SME Department Liaison*	*Change Champion*	*FI$Cal Website*
2	*09/01/14*	*09/05/14*	*Activity*	*Department Subject Matter Experts*	*To invite Department SME to attend BPW session(s)*	*To engage Department SME in the design activity of BPW*	*T Goh; H Heller; M Biel*	*Department Liaison*	*Department email*
3									
4									
5									

Sample

TECH601 – Review the Data Classification and Protection Framework

- **Objective** – Review the Data Classification and Protection Framework and identify additional data classification and protection requests
- **Duration** – 1 Week
- **Department Participants** – Technical Liaison
- **Key Activities**
  - Review the Data Classification and Protection Framework
  - Identify additional data classification and protection requests
  - Populate TECH601 Response Template
  - Submit Response Template (11/20)

TECH601 – Response Template

Public	Confidential	PII	Sensitive

Data Classification and Protection Response Template

Process Name	Desired Field Description	Protection Requests (see color boxes above)	Add Comments

Sample

Data Classification and Protection Framework Completion

- Align with FI$Cal's Standard Protection Framework
  - Department Name: _____
  - Data Owner Name: _____
  - Date Data Classification and Protection
  - Framework Complete: _____

TECH602 – Submit Conversion Inventory

- **Objective** – Identify department participation in conversion activities
- **Duration** – 3 Weeks
- **Department Participants** – Technical Liaison and Business Liaison
- **Key Activities**
  - Review proposed conversions with FI$Cal
  - Identify conversions in which department will participate
  - Populate TECH602 Response Template
  - Submit Response Template (12/18)

TECH602 – Response Template

Module	Conversion	Conversion Scope	Participation	CALSTARS	Impacted Systems
AM	Assets	All assets for State of California which are in-service (not retired). Capital (over $5K) and Non-Capital (under $5K) assets will be converted into FI$Cal including all tangible and Intangible assets used in State Government's operations.			
AP	Vendors	All vendors the department is actively doing business with and currently used on Procurement and Accounting Transactions. This includes Claim Schedules, Remittance Advice and Reportable Payment. Vendors include Grantees and Government Agencies. If not using CALATERS, vendors will also include Employee Information. The vendor list should only include vendors used in Fiscal Year 2014-2015 and if known, those planned for use in Fiscal Year 2015-2016.			
AP	Unreconciled AP Payments	FI$Cal will convert Unreconciled Accounts Payable Agency Payment data from			

Sample

BUSN603 – Order and Test New FI$Cal Check Stock

- **Objective** – Order FI$Cal check stock and test the FI$Cal check stock printing process in preparation for go live.
- **Duration** – 4.5 Months
- **Department Participants** – Department Liaison and Business Liaison
- **Key Activities**
  - BUSN603a – Order New FI$Cal Check Stock (1/29)
  - BUSN603b – Test FI$Cal Check Stock Printer (3/04)
  - BUSN603c – Test New FI$Cal Check Stock (4/01)

Next Steps

- November
  - Participate in Sponsor Interviews
  - Review and Understand Department Readiness Scorecard
  - Participate in Solution Walkthroughs (SWTs)
  - Respond to User Readiness Survey

- December
  - Participate in Model Office
  - Validate End User Workstation Hardware/Software Requirements
  - Participate in Department Roadshow
  - Attend Sponsor Briefings
  - Gather As-Is Business Process Documentation
  - Establish Departmental Authority and Designee (DAD)

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- **Questions**

Questions

FI$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

CMO Team Leadership

- CMO Leadership and Sponsorship
  - Kelly Holtz, CMO Deputy Director
  - Juan-Carlos Palacios, Department Support Lead
  - Danese Hammond, CMO Assistant Deputy Director
  - Yesenia Reyes, Accenture Change Management Lead

- Department Readiness Team Leadership
  - Goldie Parino, Department Readiness Manager
  - Kira Connell, Accenture Department Readiness Lead

- Michael Muth, Communications Manager

- Training Team Leadership
  - Anthony Ampania, Training Manager
  - Stephen Britcher, Accenture Training Lead

APPENDIX

- Change Network Additional Details
- DIT Additional Details
- MDW Additional Details

Change Network

- The Change Network is designed to support departments and their end users in preparing for FI$Cal
- Through the Change Network, departments will take responsibility for preparing their organization and end users
- The Change Network is the network of groups and individuals designed to support the change effort to implement FI$Cal and ready the departments and their end users
- The Change Network is three groups, each of which help support the change effort to implement FI$Cal and ready the departments and their end users:
  - Governance/Leadership
  - FI$Cal Project
  - Department

DIT – Department Implementation Team

- The Department Implementation Team (DIT) provides direct support to the department in the implementation of FI$Cal
- Individuals on the DIT fulfill several key roles, which relate to the FI$Cal Project Teams
- The DIT is led by the Department Liaison and supported by:
  - Change Champion
  - Training Liaison
  - Business Liaison
  - Technical Liaison
- Departments may also want to assign a Department Project Manager to assist with coordinating FI$Cal activities

DIT – Leadership Support

- Governance/Leadership
  - Guides the implementation of the FI$Cal Project
  - Addresses FI$Cal Project issues and risks
  - Makes project decisions
  - Serves as a role model to the departments and FI$Cal end users by supporting the change

- FI$Cal Project Team
  - Provide leadership and direction to the departments from the change, business, and technical perspectives
    - Business Team
    - Technical Team
    - Change Management Office

DIT – Project Team Support

- Business Team
  - Designs the new FI$Cal business processes with Partner Agencies and representative departments
  - Assists CMO in communicating new processes to the departments

- Technical Team
  - Assists CMO in guiding departments to prepare their interfaces, lead conversion activities, and set up of User IDs associated with FI$Cal

DIT – Project Team Support

- Change Management Office (CMO)
  - Prepares for, manages, and reinforces change-related activities
    - Responsible for planning and guiding Partner Agencies, departments, and end users in their transition to FI$Cal
    - Continued guidance throughout the implementation phase
  - Timely communication regarding project status and activities
  - Strategic education and training to facilitate change

- Areas of the CMO
  - Sponsorship
  - Communications
  - Department Readiness
  - Training

DIT – Department Sponsors

Role Description:

- Champion the FI$Cal Project vision and goals within their department
- Prepare, monitor, and ensure department readiness for change
- Identify and communicate department needs, impacts, and concerns to the FI$Cal Project Teams
- Act on FI$Cal Project requests and/or requirements
- Communicate FI$Cal Project status and departmental impacts to department Executives and Managers/Supervisors
- Ensure FI$Cal Project communications are cascading through the organization
- Provide and support department resources involved with FI$Cal

DIT – Department Project Manager

Role Description:

- Manage the department's implementation activities for FI$Cal
  - Create Project Schedule based on Master Department Workplan (MDW)
  - Coordinate with the DIT, especially the Department Liaison
  - Track department status of FI$Cal assigned and internally identified tasks and activities
  - Report status to Department Sponsor and Leadership Team
- Provide support to Department Sponsor and Leadership Team
  - Coordinate communication activities
  - Manage risks, issues, and opportunities for improvement

DIT – Department Liaison

Role Description:

- Coordinate and lead the DIT
  - Support and suggest activities for the Sponsor
  - Work closely with the other DIT members
- Attend FI$Cal DLN meetings and act as focal point of communication and interaction between the FI$Cal Project and the department staff
- Manage Project Master Department Workplan and status
  - Explain activities and tasks to the DIT and track their completion
  - Report status to Department Sponsor and Leadership Team and FI$Cal Department Readiness Coordinator
  - Identify, add, and manage department-specific tasks for internal departmental readiness

DIT – FI$Cal Department Readiness Coordinator

Role Description:

- FI$Cal Department Readiness Coordinator:
  - Acts as primary point of contact between department and the FI$Cal Project Team
  - Coordinates activities and communications with Department Liaison
  - Assists the department in expressing their needs to the Project Team
  - Provides insight and support to the department on tasks and activities
    - Managing Master Department Workplan
    - Preparing the Department Readiness Scorecard

DIT – Change Champion

Role Description:

- Communicate with department stakeholders early and often to accelerate buy-in to the FI$Cal Project to reduce barriers and constraints
- Involve Sponsors, Managers, Supervisors, Subject Matter experts to speak to the change involved with FI$Cal
- Identify activities and messages that help staff achieve change readiness
- Educate people involved about change management and what they can expect from the changes that will be put into place
- Inspire active participation in major milestone activities to create ownership into the process and changes ahead
- Identify and manage resistance

DIT – Change Champion

Example Tasks:

- Communicate FI$Cal Project messages throughout the department
- Support the Department Sponsor, managers, and supervisors in communicating timely, consistent messages to department end users
- Work with other DIT members to lead conversations about needed change and impacts to the department
- Work closely with the Business Liaison to educate users on the business process changes and encourage adoption of the changes

DIT – Training Liaison

Role Description:

- Support and implement the FI$Cal Project's training program
- Participate in Training Needs Analysis and department interviews to support training delivery
- Provide administrative and logistical support for training activities
- Communicate to FI$Cal Project the department's training needs
- Perform training support logistics
  - Identify and reserve training facilities
  - Identify and register trainees
  - Support tracking of training completion

DIT – Technical Liaison

Role Description:

- Coordinate the department's technical site preparation for implementation, for example:
  - System validation
  - Interface development
  - Data conversion
  - Security set up and activities
  - Departmental connectivity and desktop set up for the FI$Cal system
  - Infrastructure for interface transmission
- Coordinate and participate in interface, conversion, or other testing activities
- Manage the process to assign FI$Cal roles to end users

DIT – Business Liaison

Role Description:

- Lead and support analysis of business process changes as a result of to-be processes on department roles, processes, and policies
- Lead and coordinate the identification of and update of departmental procedures
- Coordinate the department's participation in the Business Process Workshops (BPW) to review the new FI$Cal business processes
- Provide input or other support for testing the FI$Cal system
- Support training on new business processes
- Support the process of assigning FI$Cal end user roles and establishing workflow
- Submit identification of department values necessary for configuring department-specific information into the FI$Cal system

MDW – Activity / Task ID Column

Task ID	Prefix	Task Area	Related Key Activities
READ601	READ	Department Readiness	Department Mobilization and Readiness
TRNG601	TRNG	Training	Training
SPON601	SPON	Sponsorship	Department Mobilization and Readiness
BUSN601	BUSN	Business	Configuration, Business Processes, Deployment
COMM601	COMM	Communications	Business Processes, Deployment
TECH601	TECH	Technical	Interfaces and Conversions, Role Mapping, User Acceptance Testing, Deployment

MDW – Activity / Task Name and Description

Activity / Task Name	Activity / Task Description
Identify Department Implementation Team (DIT)	Review the Department Implementation Team (DIT) roles and responsibilities provided in the task documentation. Assign one individual and optionally one back-up for each role.
Respond to Training Needs Analysis	Respond to Training Needs Analysis survey from FI$Cal CMO Training.
Participate in Sponsor Interviews	Department Sponsor and as appropriate, Leadership Team, meet with the FI$Cal CMO to discuss Pre-Wave activities and expectations.
Gather "As-Is" Process Documentation	Business Liaison gathers their "As-Is" process documentation for Pre-Wave functionality of requisitions and purchase orders to prepare for Business Process Workshops.
Share January DLN Meeting Materials	Following the DLN Meeting, the Department Liaison should work with the Department Implementation Team, especially the Change Champion, to communicate FI$Cal Project messages throughout their department.
End User Workstation Hardware/Software Requirements	Technical Liaison validates FI$Cal end user workstations at the department meet the FI$Cal Project-determined requirements for hardware and software.

Sample

- **Name** – Short, descriptive name for the work item
- **Description** – Brief explanation (3-5 sentences) of the activity or task to help understand what the department will need to do. Supplemented by the task instructions or other supporting documentation

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MDW – Activity / Task Owner(s), Start Date, and End Date

Activity / Task DIT Owner(s)	Activity / Task Start Date	Activity / Task End Date
Department Liaison	09/11/12	09/21/12
Training Liaison	09/26/12	10/10/12
Department Liaison and Department Sponsor	10/01/12	10/26/12
Business Liaison	11/05/12	12/28/12
Department Liaison and Change Management Champion	01/10/13	01/17/13
Technical Liaison	02/04/13	05/31/13

Sample

- **DIT Owner(s)** – Provides the DIT member responsible for taking action on the activity or task, such as completing a spreadsheet or coordinating the sharing of information within their department
- **Start Date** – Date the activity or task is planned to start
- **End Date** – Date the activity or task is planned to end or be completed by

MDW – Activity / Task Owner(s), Start Date, and End Date

Activity / Task Resources or Supporting Documents
Task instructions and response template
Link to survey
Notes will be provided to the Department Sponsor following the meeting
Task instructions
Presentation to be posted to FI$Cal Project website, www.fiscal.ca.gov.
Task instructions and response template

Sample

- Identifies when additional materials are provided to support the activity or task
- Examples include an instructions document, task completion template, or reference to the FI$Cal Project website