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FISCAL Focus

FISCAL: TRANSPARENCY. ACCURACY. INTEGRITY.

WAVE 4 – YOU READY?

The Project gets asked all the time, *what can Wave 4 departments be doing now to get ready for FISCAL?* Our answer has been the same for the last 2 years. Wave 4 departments should be documenting their *as is* processes. Why is it so important? Because your end users need to understand what’s changing for them. The Project will train the end users on how to use the System but each department must document and communicate new internal processes. There will be forms that go away, systems and spreadsheets that are retired, and manual approvals that will be handled within the FISCAL automated workflows. Each department owns business process reengineering within their own department. Not started yet? Get going!

WAVE 2 CHANGE WORKSHOPS

As part of the FISCAL Change Management Office’s (CMO) effort to assist departments with the changes that will happen as part of July 2015 go live, departments will participate in Change Workshops beginning on March 5, 2015.

We’ve found that end users don’t understand that true change is coming due to the FISCAL implementation. Many believe that all their existing processes will continue and that they’ll just do everything they currently do in their existing systems in the FISCAL System. That is not the case.

We know that end users need to hear about change from their immediate supervisors or managers. The Change Workshops provide coaching for supervisors and managers on how to discuss the changes due to the new System with their staff, FISCAL end users. We call these discussions, Change Discussions.

The Change Workshops provide a tool, the Individual Change Discussion Guide (ICDG), to assist with the information a department end user can expect to receive. The ICDG includes:

- Guide purpose and instructions for use
- List of guidelines for conducting change discussions

- Identification of FISCAL end user roles and role changes, by process areas
- Recommended process for escalating concerns or issues arising during change discussions
- Description of the training and support provided by process area

Supervisors and Managers should take the ICDG and incorporate their departmental new processes to make the Change Discussions productive.

CHANGE CHAMPION NETWORK

The Change Champion Network is reengaging! In January we began bi-monthly meetings to provide opportunities to:

- Network between departments
- Learn more about FISCAL
- Learn more about managing change
- Receive resource materials to share with their department
- Prepare their department to implement the FISCAL System

The topic for our next meeting on March 12 is “Managing Resistance to Change”. If you have questions about the Change Champion Network or an interest in participating, email us at

fiscal.cmo@fiscal.ca.gov

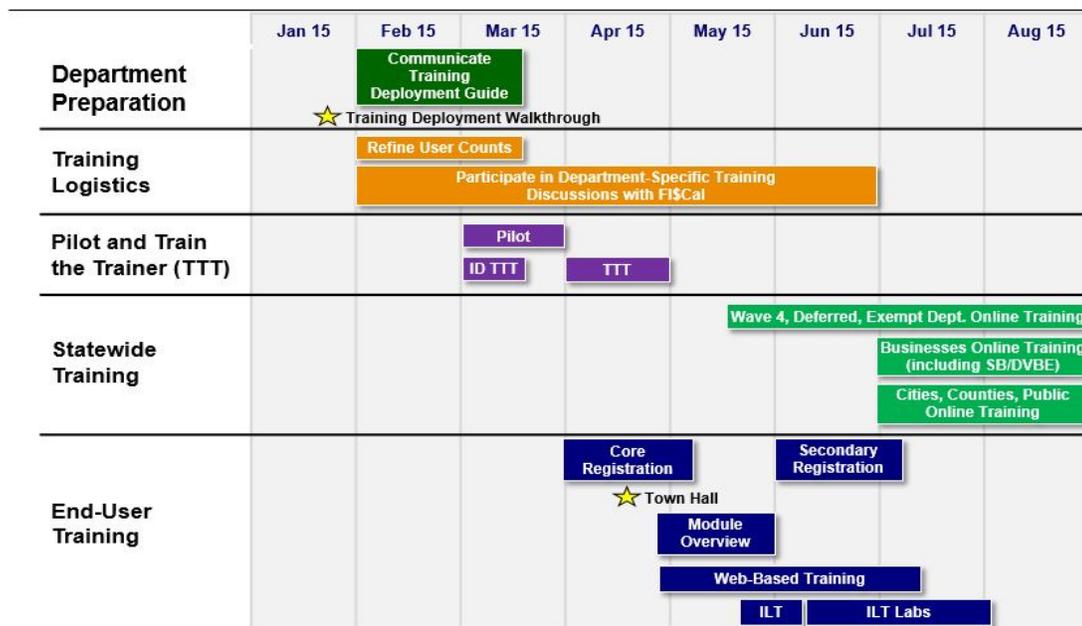
WAVE 2 STATEWIDE IMPACT

On February 5, 2015 FI\$Cal and Department of General Services hosted a Wave 4, Deferred, and Exempt department support workshop. In this workshop, departments were walked through the statewide functionality being implemented with Wave 2. To view the workshop material, please click here: [February 5, 2015 Workshop Presentation](#)

WAVE 2 TRAINING

Wave 1 and 2 Departments will receive FI\$Cal training beginning late April through July go live. Training will be available for Wave 4, Deferred, and Exempt departments starting mid-May through July go live. FI\$Cal training material remains available after go live for post-implementation support. If you have training questions or concerns, contact fiscal.cmo@fiscal.ca.gov

Wave 2 Training Timeline



FORUM UPDATE:

The FI\$Cal Forum morning session is now full and the afternoon session is nearly full. If you have registered for the Forum make sure to attend and participate. If you cannot attend send someone in your place!

FI\$Cal Forum This Month

Wednesday, March 4, 2015
Department of Health Care Services
East End Complex Auditorium
1500 Capitol Avenue — Sacramento

For more information, please contact our Change Management Office at fiscal.cmo@fiscal.ca.gov

GLOSSARY

This section features acronyms or definitions for the Project. For a list of additional terms, please visit our website at www.fiscal.ca.gov.



Change Discussions: Discussions between supervisors or managers with their staff, FI\$Cal end users, to explain the changes that will impact them due to the FI\$Cal implementation.

Change Discussion Workshop: Workshop designed to help department managers and supervisors understand the FI\$Cal changes so they can lead the department end users they supervise through the transition to FI\$Cal.

End User: Individuals who will use FI\$Cal or will be impacted by FI\$Cal or business processes, e.g., the change in a process from manual to automated.

Training Liaison: The department staff person, part of the Department Implementation Team, who supports and implements the FI\$Cal Project's training program at their department.

User Acceptance Testing (UAT): A testing process to confirm that a system meets mutually agreed-upon requirements.

Vendor: An entity or individual who is actively doing business with the State, or otherwise receiving payments from the State.

