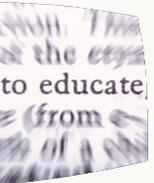




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○ ISSUE 5 | ○ VOLUME 3 | ○ NOVEMBER 2014



# FI\$Cal Focus

FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY.

## ARE YOU READY?

### READINESS COORDINATORS ARE HERE TO HELP!

The objective of Department Readiness is for departments to be prepared for the new FI\$Cal functionality and new FI\$Cal business processes. To support departments with their readiness efforts, the FI\$Cal Change Management Office (CMO) has a Readiness Coordinator (RC) assigned to each department. The RC meets regularly with department representatives to work through the activities and tasks the department needs to complete in order to prepare for FI\$Cal, including:

**Chart of Accounts/Budget Structure** — Chart of Accounts mapping, understanding Budget Structure options, and defining Chartfield values are critical tasks for FI\$Cal. RCs work closely with Department Liaisons to ensure they have the required documents to help facilitate working sessions and to ensure they have the data necessary to complete each of the required workbooks.

**Interfaces & Conversion Workshops** — These workshops illustrate how data will flow between departments and the FI\$Cal System. As part of the management of Interface and Conversion activities, departments map their current legacy data to FI\$Cal based on the layouts provided. Project staff assist departments in deciding whether to participate in manual or automated interfaces and conversions for the various FI\$Cal modules by explaining the scope of these modules.

**Business Process Workshops (BPWs)** — These workshops provide an overview of the Wave 2 business processes and the functionality being implemented. The BPWs help departments build an understanding of the new processes at the process level and an understanding of how their department will be affected. The RC's role in the BPWs is to assist the departments with tasks assigned in the workshops and to help departments get the answers they need and to escalate issues if necessary.

**Configuration** — This is the process of incorporating values specific to the State of California into FI\$Cal, enabling the System to meet the State's processing needs. For the departments, it means incorporating the specific data necessary to set up FI\$Cal to meet the *department's* processing needs. RCs work closely with departments to confirm the tasks are directed to the correct subject matter experts, to ensure they maintain awareness of the upcoming tasks and their due dates, and to facilitate resolutions to questions that departments have throughout the process.

**SAVE THE DATE**  
**FI\$Cal Forum**  
 Tuesday • November 18th, 2014  
 Session 1 — 9:30 to 10:30 AM  
 Session 2 — 1:30 to 2:30 PM  
 Department of General Services Ziggurat Building  
 707 3rd Street • West Sacramento  
 For more information, please contact our Change Management Office at [fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov).

FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY.

# TEAMWORK

In order for us to be successful in implementing FI\$Cal at each unique department throughout the State, a strong partnership is needed between FI\$Cal staff and department staff. This partnership begins with the Department Implementation Teams (DITs) that have been established at each department.

The DIT provides direct support to their department in their preparations to implement FI\$Cal. The individuals on the DIT fulfill several key roles which relate to the Business, Change Management, and Technical project areas of FI\$Cal. The DIT roles are:

- Business Liaison
- Change Champion
- Department Liaison



- Technical Liaison
- Training Liaison

These DIT roles provide clarity and ownership for the various activities that FI\$Cal will be engaging in with departments throughout the implementation process. Based on their size and structure, departments may want to use additional individuals internally as Subject Matter Experts to support the DIT and change effort that will be occurring within their department.

Working together, the FI\$Cal Change Management Office's Department Readiness Coordinator and the department's DIT form a team of FI\$Cal readiness support to guide the department's activities in order to prepare its staff, processes, systems, and data for FI\$Cal go live.

## ROLE MAPPING WORKSHOP—DEFINING FI\$CAL END USER ROLES

Starting this month, FI\$Cal will begin Role Mapping activities to introduce the FI\$Cal end-user roles to Wave 2 departments. There will be a workshop where department participants will learn about the end user roles in detail that are available in FI\$Cal and begin assigning (mapping) department end users to the FI\$Cal roles. These roles will later be tested during Security Testing in preparation for Day 1 of go live.

Participants at the workshop will receive the Role Description Handbook, a reference guide to the Wave 2 end user roles, to take back to their departments. The

Handbook includes information such as role descriptions, role responsibilities, and the related FI\$Cal business processes for each role.

*"We are committed to provide the support necessary to departments..."*

Role mapping is a critical component as a department prepares for FI\$Cal. It determines the responsibilities and access that end users will have in FI\$Cal, as well as the training they will receive prior to go live.

We are committed to providing the support necessary to departments in the completion of this important task and we are very excited to welcome Wave 2 departments to FI\$Cal for this process.

### GLOSSARY

This section features acronyms or definitions for the FI\$Cal Project. For a list of additional terms, please visit our website at [www.fiscal.ca.gov](http://www.fiscal.ca.gov).

**Business Liaison:** The department staff person, part of the DIT, who helps identify impacts to department business processes.

**Change Champion:** The department staff person or persons, part of the DIT, who acts as a catalyst for change at their department by inspiring involvement and buy-in to FI\$Cal.

**Department Implementation Team (DIT):** The department staff persons who will provide direct support to the department in their preparations for FI\$Cal.

**Department Liaison:** The department staff person who is the focal point of communication and interaction between the FI\$Cal Project and the Department staff.

**Department Readiness Coordinator:** The FI\$Cal CMO staff person who will meet regularly with the department to work through the activities and tasks the department needs to complete to prepare for FI\$Cal.

**Technical Liaison:** The department staff person, part of the DIT, who coordinates system remediation, interface, data conversion, and security activities.

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