Primavera Business Process Workshop (BPW)

February 9, 2015
Agenda

- FI$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI$Cal Solution Overview
- Business Process Area—what is included, not included, in future waves
- Project
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles
FI$Cal Project Overview

- 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.

- California’s Partner Agencies are working together to form the partnership to support FI$Cal at the highest level:
  - Department of Finance (DOF)
  - Department of General Services (DGS)
  - State Controller’s Office (SCO)
  - State Treasurer’s Office (STO)
FI$Cal Wave Timeline

<table>
<thead>
<tr>
<th>Calendar Years</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
</tr>
</tbody>
</table>

- **Pre-Wave ~12 Months**
- **Wave 1 20 Months**
- **Wave 2 15 Months**
- **Wave 3 24 Months**
- **Wave 4 24 Months**

O&M (Operating & Maintenance)
BPW Objectives

- The Business Process Workshops will provide:
  - An overview of the business process, including key terms and functionality being implemented
  - A list of changes with the “To-Be” business process
  - An opportunity to discuss and begin identifying department-specific changes and impacts
  - An explanation of Wave 2 end-user roles
  - A template to capture department-specific changes and impacts
  - An opportunity to begin thinking about updates to internal department processes
FI$Cal Design Approach

- **Objective**
  - Define and validate DRAFT processes to best meet the State’s needs independent of the software details
  - Clarify requirements
- **Audience**
  - Department of General Services (DGS)
- **Key Outputs**
  - Revised DRAFT To-Be Processes with department input
- **Tools / Methods**
  - Interactive Working Sessions with department SMEs
  - Gather additional input on:
    - As-Is Process
    - Statutes, Reg, Policy
    - To-Be Process, Benefits, Challenges

- **Objective**
  - Provide departments with an understanding of Wave 1 FI$Cal business processes
  - Demonstration of Wave 1 FI$Cal solution
  - Identify where Wave 1 solution may not meet the needs of new departments
- **Audience**
  - Wave 2 Departments absent in Wave 1
- **Key Outputs**
  - New departments prepared for CRP sessions
  - Key Considerations
  - Action items and concerns from departments
- **Tools / Methods**
  - Solution Walkthroughs
  - Wave 1 FI$Cal Solution

- **Objective**
  - Conduct a systematic review of how FI$Cal requirements and DRAFT To-Be Processes are enabled by the FI$Cal software solution
- **Audience**
  - Wave 1 and Wave 2 departments
- **Key Outputs**
  - Revised DRAFT To-Be Processes with department input
  - Basis for System Configurations and Functional Designs
- **Tools / Methods**
  - Interactive CRP Sessions with Department SMEs
  - CRP Sandbox

- **Objective**
  - Conduct Wave 2 Working Sessions
  - Conduct Wave 1 Solution Walkthroughs
  - Conduct Wave 2 Conference Room Pilots
  - Validate and Approve Process Designs
- **Tools / Methods**
  - Conduct Wave 2 Working Sessions
  - Conduct Wave 1 Solution Walkthroughs
  - Conduct Wave 2 Conference Room Pilots
  - Conduct Wave 1 Solution Walkthroughs
  - Resolve open issues / outstanding decisions

February 9, 2015

**FI$Cal**: Transparency. Accuracy. Integrity.
What Comes Next?

- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI$Cal business processes and their FI$Cal end-user roles

- **End-User Training** – Training for department end users that will need to use the System in their assigned FI$Cal end-user roles
Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, than assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require
What You Should Take Away

- Process overview level understanding of the Wave 2 FI$Cal business processes. For this session, the business processes are:
  - Create and Maintain Projects
  - Schedule a Project
  - Manage Project Resources
  - Manage Project Documents
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI$Cal end-user roles for participation in the Wave 2 Role Mapping Workshop
Wave 2 FI$Cal Primavera Overview

- Primavera is an enhanced Statewide project management solution for managing projects within FI$Cal
  - Primavera P6 (P6) – enhanced project scheduling and resource management solution
  - Primavera Contract Management (PCM) – enhanced general project management solution
- Project can be created as a result of Global Cruise integration or added directly in FI$Cal
- Upon project creation in FI$Cal, project can be selected for optional integration with P6 and PCM
- Project selected for optional integration will be auto-created in both Primavera applications offering enhanced project management options for that project
FI$Cal Primavera Solution

Applications

Primavera P6 Schedule Management

PeopleSoft Project Costing

Primavera PCM Project Management

Capabilities

Project Planning

Schedule Management

Resource Management

Project Planning & Budgeting

Financial Accounting

Vendor Award Notification

Contract Management

Project Billing

Labor Costing

Supplier Collaboration

E - Document Repository

Contract Lifecycle Management

PeopleSoft

Primavera
PC to P6 Integration – Option 1

Primavera P6 – Level N

Apply Project Template → Add Budget at Subcategory Level → Collect Transaction at Subcategory Level (Actuals) → Analysis

Create Project → Add WBS at the Phase Level → Budget Appears as Single Transaction against Project in PC → Post/collect transactions against Project → Analysis

PeopleSoft – Level 1
PC to P6 Integration – Option 2

Primavera P6 – Level N

Apply Project Template

Collect Transaction at Subcategory Level (Actuals)

Collect Transaction at Subcategory Level (Actuals)

Analysis

Create Project

Add WBS at the Phase Level

Upload Project Budget

Post/collect transactions against Project

Analysis

PeopleSoft – Level 1

What is included in Wave 2

- P6
  - Detailed project schedule and resource management
  - Program level project reporting
  - Resource allocation and over-allocation reporting
  - Workload project reporting
- PCM
  - Project document generation, tracking and linking
What is included in future Waves

- All Primavera functionality is planned for implementation in Wave 2
# Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft</td>
<td>Enterprise Resource Planning application for integrated accounting, budgeting and procurement chosen for the FI$Cal solution. It includes a comprehensive solution for project lifecycle management and tracking.</td>
</tr>
<tr>
<td>Primavera</td>
<td>Primavera Systems is a brand name under which a range of software packages that collectively form a comprehensive project portfolio management solution.</td>
</tr>
<tr>
<td>Primavera P6 – EPPM (P6)</td>
<td>Enterprise Project Portfolio Management - A web based solution for prioritizing, planning and managing capital (construction and IT) projects.</td>
</tr>
<tr>
<td>Primavera Contract Management (PCM)</td>
<td>A job cost and field controls solution that keeps track of capital projects schedules and budgets through the complete project lifecycle.</td>
</tr>
</tbody>
</table>
## Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Breakdown Structure (WBS)</strong></td>
<td>A WBS, or work breakdown structure, is a hierarchical arrangement of work activities that divides a project into discrete levels, phases, or layers.</td>
</tr>
<tr>
<td><strong>Chart of Accounts (COA)</strong></td>
<td>A collection of one or more types of codes used to classify financial and budgetary transactions.</td>
</tr>
<tr>
<td><strong>ChartField</strong></td>
<td>A PeopleSoft term representing a single type of accounting classification code (fund, etc.).</td>
</tr>
<tr>
<td><strong>ChartField Value</strong></td>
<td>A single value for a ChartField. For example, 1234 could be a valid ChartField Value for the Fund ChartField.</td>
</tr>
<tr>
<td><strong>Segment</strong></td>
<td>Levels of work detail, beginning with the deliverable and separated into identifiable work elements.</td>
</tr>
<tr>
<td><strong>Phase</strong></td>
<td>Grouping of project activities based on logic or commonalities.</td>
</tr>
</tbody>
</table>
# Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Activity           | **PeopleSoft** – FI$Cal Project ChartField used to identify task or phase for the project.  
                    **P6** – The lowest level manageable work elements in a project or WBS, also known as tasks or events. |
| Role (P6)          | Represent personnel job titles or skills needed to execute projects. Architect, general laborer, and engineer are all examples of possible roles. |
| Role Team (P6)     | A collection of roles that are often needed on the same project or the same activities. Are useful when you want to categorize and view allocation for related roles. |
| Portlet (P6)       | Small expandable windows representing a specific theme or particular subject matter. These shared dashboards or workspaces provide a centralized place for collaborating with other users. |
### Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modules (PCM)</td>
<td>Used to organize project documents. Most Contract Management modules consist of a log and a document Window.</td>
</tr>
<tr>
<td>Document (PCM)</td>
<td>Instances of modules with details specific to the document instance.</td>
</tr>
<tr>
<td>Log Window (PCM)</td>
<td>The log window lists the existing documents for that function. The document window, accessed from the log window, contains detailed information about an item grouped into different tabs related to the item.</td>
</tr>
<tr>
<td>Layout</td>
<td>An applied filter, sort, and group to customize a layout and apply it to a log window.</td>
</tr>
</tbody>
</table>
Managing Projects Overview

- The **Managing Projects** process covers all activities related to the lifecycle of a project

- This includes the following sub-processes:
  - Create and Maintain Projects
  - Schedule a Project
  - Manage Project Resources
  - Manage Project Documents
Create and Maintain Projects Overview

- Projects are created in FI$Cal and assigned a project ID via “NEXT” functionality.
- Projects are then optionally selected for integration with Primavera.
- A “call” will be scheduled or initiated ad-hoc to integrate (create/update) projects from PeopleSoft to Primavera.
- Project schedule and resources can then be managed in P6 to include:
  - Detail WBS
  - Assign Project Resources
  - Analyze Project Data
- Project related documents can then optionally be managed in PCM:
  - Track Transmittals and Submittals
  - Track Requests for Information
Create and Maintain Project

Key Impacts
- If project is not initiated in Global Cruise then project must be initiated in the Project Costing module in FI$Cal
- FI$Cal and Primavera will sync nightly to transfer data
Schedule a Project Overview
Scenario – 1: Schedule a Project

Schedule a Project: Define your Phases

- Define your phases in PeopleSoft
- Synch project to P6

PeopleSoft

P6
Scenario – 1: Schedule a Project

Schedule a Project: Create a Work Breakdown Structure (WBS) and Add Activities

- Detail out your project by adding a WBS and activities in P6
- WBS structure and activities can be defined from a project template, added to a project directly or pulled from other projects
Scenario – 1: Schedule a Project

Schedule a Project: Add Activity Details to a Project

After activities are added they can be configured to capture general information like activity type, duration, and identify constraints.
Scenario – 1: Schedule a Project

Schedule a Project: Add Activity Details to Activities

- P6 allows you to label your activities with greater detail.
- Activity Codes enable you to categorize activities into logical groups based on your organization's criteria.
- Notebooks allow you to add additional information for activity.
## Scenario – 1: Schedule a Project

### Schedule a Project: Establish Activity Relationships

<table>
<thead>
<tr>
<th>WBS / Activity</th>
<th>Start</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>00999.1.1</td>
<td>01-May-06 08:00 AM</td>
<td>05-May-06 05:00</td>
</tr>
<tr>
<td>00999.2</td>
<td>01-May-06 08:00 AM</td>
<td>19-May-06 05:00</td>
</tr>
<tr>
<td>01180</td>
<td>01-May-06 08:00 AM</td>
<td>09-Jun-06 05:00</td>
</tr>
<tr>
<td>00999.1</td>
<td>15-May-06 08:00 AM</td>
<td>19-May-06 05:00</td>
</tr>
<tr>
<td>00999.2</td>
<td>22-May-06 08:00 AM</td>
<td>25-May-06 05:00</td>
</tr>
</tbody>
</table>

- An activity can have as many relationships as necessary to model the work that must be done. These relationships are used together with activity durations to determine schedule dates.

### Successors

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>Activity ID</th>
<th>Activity ID</th>
<th>Activity Name</th>
<th>Relationship Type</th>
<th>Lag</th>
</tr>
</thead>
<tbody>
<tr>
<td>122170-1</td>
<td>CALIF HIGHWAY PATROL</td>
<td>A1030</td>
<td>Detail 00999.2.1</td>
<td></td>
<td>Finish to Start</td>
<td>0.0d</td>
</tr>
</tbody>
</table>

**Fi$Cal:** Transparency. Accuracy. Integrity.
Scenario – 1: Schedule a Project

Schedule a Project: Demonstrate Activity Views

• For example, if a multi-user or global view includes cost data elements and the current user does not have rights to view costs, the data is dashed out so it is not visible to the user.

• Create views to determine how information is visually displayed.
• Access to activity views and ability to perform certain actions once inside a view is determined by the creator of the view and your security profile.
Scenario – 1: Schedule a Project

Schedule a Project: Demonstrate Activity Views

- You can configure the content and organization of any activity view you create.
- For activity views you can access but did not create, you can review activity view settings, but not make changes.
Manage Project Resources Overview

- Primavera will store and track resources
  - Resources include general or specialized labor, non-labor or material items
  - Labor and non-labor resources are always time-based
  - Material resources, such as consumable items, use a unit of measure you can specify
- In order for labor resources to be assigned to activities, they must first be added as an employee in FI$Cal
  - FI$Cal and Primavera will sync nightly
  - New resources will be transferred into Primavera
- All modifications to employee data must be initiated in FI$Cal
Scenario – 2: Manage Resources

You can establish an unlimited number of roles and organize them in a hierarchy for easier management and assignment. Roles can be linked to resources.

The set of roles you assign to an activity defines the activity’s skill requirements.
Scenario – 2: Manage Resources

Manage Resources: View Resources Unit and Price Information

Similar to resources, roles can have multiple price per unit rates and unit per time limits to accurately plan future costs and allocation.

<table>
<thead>
<tr>
<th>D</th>
<th>Name</th>
<th>E-mail</th>
<th>Office Phone</th>
<th>Resource Type</th>
<th>Primary Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Don Hofenkamp</td>
<td><a href="mailto:don.hofenkamp@accenture.com">don.hofenkamp@accenture.com</a></td>
<td>888-888-8888</td>
<td>Labor</td>
<td>Lead</td>
</tr>
<tr>
<td>2</td>
<td>Gina Sinner</td>
<td><a href="mailto:gina.sinner@accenture.com">gina.sinner@accenture.com</a></td>
<td>(610) 554-5406</td>
<td>Labor</td>
<td>Manager</td>
</tr>
<tr>
<td>3</td>
<td>Jenna Byrd</td>
<td><a href="mailto:jenna.byrd@accenture.com">jenna.byrd@accenture.com</a></td>
<td>(617) 515-0515</td>
<td>Labor</td>
<td>Consultant</td>
</tr>
<tr>
<td>4</td>
<td>Charles Zhang</td>
<td><a href="mailto:charles.zhang@accenture.com">charles.zhang@accenture.com</a></td>
<td>(789) 455-8575</td>
<td>Labor</td>
<td>Analyst</td>
</tr>
<tr>
<td>5</td>
<td>Glidden Martini</td>
<td><a href="mailto:glidden.martini@accenture.com">glidden.martini@accenture.com</a></td>
<td>(818) 1888-1745</td>
<td>Labor</td>
<td>Manager</td>
</tr>
<tr>
<td>6</td>
<td>Alex Harp</td>
<td><a href="mailto:alex.harp@accenture.com">alex.harp@accenture.com</a></td>
<td>(789) 455-9573</td>
<td>Labor</td>
<td>Sr. Manager</td>
</tr>
<tr>
<td>7</td>
<td>Matthew Miles</td>
<td><a href="mailto:m.miles@accenture.com">m.miles@accenture.com</a></td>
<td>(789) 455-9876</td>
<td>Labor</td>
<td>Sr. Manager</td>
</tr>
<tr>
<td>8</td>
<td>Rodd Bergogno</td>
<td><a href="mailto:rodd.bergo@accenture.com">rodd.bergo@accenture.com</a></td>
<td>(789) 455-9577</td>
<td>Labor</td>
<td>Sr. Manager</td>
</tr>
</tbody>
</table>

Units and Prices

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Max Units/Time</th>
<th>Price / Unit 1</th>
<th>Price / Unit 2</th>
<th>Price / Unit 3</th>
<th>Price / Unit 4</th>
<th>Price / Unit 5</th>
<th>Shift Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Jan-14 12:00 AM</td>
<td>100%</td>
<td>2021h</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-Jan-15 12:00 PM</td>
<td>100%</td>
<td>2021h</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scenario – 2: Manage Resources

Manage Resources: View Resources Teams

- Resource/Role teams allow you to categorize and group roles so you can readily find data relating to a particular role.

![Resource Management Table](image-url)
Scenario – 2: Manage Resources

Manage Resources: Assign Roles to Activities

During Project planning assign roles to activities to act as placeholders until you have identified and assigned a resource to fill that role.

Roles set parameters for the skill set of the resource needed to fill that role.
Scenario – 2: Manage Resources

Manage Resources: Fill an Unstaffed Role

- Role assignment can be replaced by an appropriate resource.
- The list of resources you can select from is determined by your resource access privileges and individual resource’s current project association.
- Allocation details can be reviewed before making an assignment.
Scenario – 2: Manage Resources

Manage Resources: PC Resource Type

- Synch Transactions from PC to P6
Scenario – 2: Manage Resources

Manage Resources: Resource Assignment Views

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Activity ID</th>
<th>Planned Cost</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC Resource</td>
<td></td>
<td>3,156,520</td>
<td>3,151,366</td>
</tr>
<tr>
<td>CONTR</td>
<td></td>
<td>1,900,817</td>
<td>1,900,508</td>
</tr>
<tr>
<td>CALIF HIGHWAY PATROL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PP</td>
<td></td>
<td>38,101</td>
<td>38,101</td>
</tr>
<tr>
<td>ST</td>
<td></td>
<td>1,862,716</td>
<td>1,862,407</td>
</tr>
<tr>
<td>01100</td>
<td></td>
<td>26,099</td>
<td>26,099</td>
</tr>
<tr>
<td>01070</td>
<td></td>
<td>26,099</td>
<td>26,099</td>
</tr>
<tr>
<td>01700</td>
<td></td>
<td>90,983</td>
<td>90,983</td>
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<tr>
<td>01670</td>
<td></td>
<td>ST.01700.01670</td>
<td>90,983</td>
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<tr>
<td>04400</td>
<td></td>
<td>1,745,634</td>
<td>1,745,325</td>
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<tr>
<td>00999</td>
<td></td>
<td>ST.004400.00999</td>
<td>1,745,634</td>
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<tr>
<td>LABOR</td>
<td></td>
<td>1,255,703</td>
<td>1,250,050</td>
</tr>
<tr>
<td>P6 Resource</td>
<td></td>
<td>30,000</td>
<td>11,200</td>
</tr>
<tr>
<td>Don Hoferkamp</td>
<td></td>
<td>18,000</td>
<td>4,800</td>
</tr>
<tr>
<td>CALIF HIGHWAY PATROL</td>
<td></td>
<td>18,000</td>
<td>4,800</td>
</tr>
<tr>
<td>PP</td>
<td></td>
<td>18,000</td>
<td>4,800</td>
</tr>
<tr>
<td>01100</td>
<td></td>
<td>18,000</td>
<td>4,800</td>
</tr>
<tr>
<td>Detail 01090.1</td>
<td></td>
<td>A1010</td>
<td>6,000</td>
</tr>
<tr>
<td>PP.01100.01070.1 Detail</td>
<td></td>
<td>PP.01100.01070.1</td>
<td>12,000</td>
</tr>
<tr>
<td>Jenna Byrd</td>
<td></td>
<td>12,000</td>
<td>6,400</td>
</tr>
</tbody>
</table>

• Resource assignment views can be configured to view resource data in a particular form.
Scenario – 2: Manage Resources

Manage Resources: Capacity Planning Page

• Capacity Planning page allows you to view role allocation according to different views.
Scenario – 2: Manage Resources

Manage Resources: Show Resource Over Allocation Report

- The Check Resource Over Allocation service generates a report listing all resources assigned to activities in the projects open in your current view who have exceeded capacity for the selected time period. You can edit the resource assignments directly in the report or from the Activities page or Resource Assignments page.
Manage Project Documents Overview

- PCM will link project documents to the project and track and report the status of project issues such as:
  - Requests for Information (RFIs)
  - Additional Detailed Instructions (ADIs)
  - Field Directives
  - Submittals
  - Correspondence
  - Meeting Minutes
  - Transmittals
  - Non-Compliance Notices
Manage Project Documents Overview

- Control Center displays all projects in the database. Projects contain folders that group modules that hold project documents. Documents allow users to add, edit or view project data.
  - Project
    - Folder
    - Module
    - Document
Manage Project Documents Overview

- Use the Document Log window to view all documents specific to any module within a project.
- The Document Log window displays high-level information associated to a project document.

Add a document to the module.
Manage Project Documents Overview

• Tabs are used to group document information.

• Each tab contains additional fields to store document information.
Manage Project Documents Overview

- Group Documents by Type.

- Layouts are applied.
- Filter, sort, and groups applied to document logs to customize how the information is displayed for a certain purpose.

<table>
<thead>
<tr>
<th>Bulletin (Type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Test ADL Sample</td>
</tr>
<tr>
<td>Test Change Sketches</td>
</tr>
<tr>
<td>Test Change in Condition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Sketches (Type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Test Change Sketches</td>
</tr>
<tr>
<td>Change in Condition (Type)</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Test Change in Condition</td>
</tr>
</tbody>
</table>
# PCM Roles

<table>
<thead>
<tr>
<th>Primavera End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central PCM Administrator</td>
<td>The central end user who has full administrative rights to projects and modules within a group in PCM to include project setting and project access</td>
</tr>
<tr>
<td>PCM State Team Member</td>
<td>The department end user who is involved in the contribution of PCM project management documents, including but not limited to: RFIs, Field Directives, Transmittals, and Submittals</td>
</tr>
<tr>
<td>PCM Project Manager</td>
<td>The department end user with full rights to modules within projects, excluding administration rights and project settings</td>
</tr>
<tr>
<td>PCM Construction Manager</td>
<td>The department end user with Project Manager rights excluding change order approvals</td>
</tr>
</tbody>
</table>
# PCM Roles

<table>
<thead>
<tr>
<th>Primavera End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCM Consultant</td>
<td>External user, such as an Architect or Engineer, whose PCM rights are restricted. Rights include but are not limited to RFI, Submittal, and Drawings</td>
</tr>
<tr>
<td>PCM Contractor</td>
<td>External user involved with constructing the project. They have limited PCM access and view only rights to modules where access is given</td>
</tr>
<tr>
<td>PCM Contracts Admin</td>
<td>The department end user with restricted PCM rights to the correspondence, contracting, and insurance areas</td>
</tr>
<tr>
<td>PCM Inspector</td>
<td>The department end user with restricted PCM rights to correspondence RFI’s, Submittals, Daily Reports and Notifications</td>
</tr>
<tr>
<td>PCM Insurance Admin</td>
<td>The department end user with restricted PCM rights to the correspondence and insurance areas</td>
</tr>
</tbody>
</table>
• Permission templates are created for each role in PCM.
### PCM Roles

**Access Templates**
- Administrator IDs
- Content Management
- Server Configuration
- User Accounts
- User Email Settings
- User Password Settings

**Module Permissions**

<table>
<thead>
<tr>
<th>Module</th>
<th>View</th>
<th>Add</th>
<th>Edit</th>
<th>Export</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Directory</td>
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<tr>
<td>Contract &amp; PO</td>
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<tr>
<td>Correspondence Letters</td>
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<tr>
<td>Correspondence Received</td>
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<tr>
<td>Correspondence Sent</td>
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<tr>
<td>Cost Worksheet</td>
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<tr>
<td>Daily Report</td>
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<tr>
<td>Drawing Areas</td>
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<tr>
<td>Drawings</td>
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<tr>
<td>Insurance</td>
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<td>Issues</td>
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<tr>
<td>Material Delivery</td>
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<tr>
<td>Meeting Minutes</td>
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<tr>
<td>Non-compliance Notice</td>
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<tr>
<td>Notes</td>
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<tr>
<td>Notices</td>
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<tr>
<td>Procurement</td>
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<tr>
<td>Project Settings</td>
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<tr>
<td>Punch List</td>
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<tr>
<td>Punch List Elevations</td>
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<tr>
<td>Punch List Rooms</td>
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</tr>
</tbody>
</table>

- View/Add/Edit/Export permissions are applied to the template by module. Every user applied to the template will acquire these module permissions. There is a 1 to many relationship between users and access roles but a user may only be applied to one template per project. Exceptions can be made at the project level.
# P6 Roles

<table>
<thead>
<tr>
<th>Project Access Roles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central P6 Administrator</td>
<td>The central end user who has full administrative rights</td>
</tr>
<tr>
<td>P6 Project Manager</td>
<td>The department end user with expanded range of P6 rights, to exclude resource planning</td>
</tr>
<tr>
<td>P6 Construction Manager</td>
<td>External user with a subset of P6 Project Manager rights</td>
</tr>
<tr>
<td>P6 Scheduler</td>
<td>The department end user with scheduling and resource assignment rights in P6</td>
</tr>
<tr>
<td>P6 Resource Planner</td>
<td>The department end user with resource planning rights in P6</td>
</tr>
<tr>
<td>P6 State Team Member</td>
<td>The intra-departmental end user who is a team support member with view rights in P6, with the exception of costs</td>
</tr>
<tr>
<td>P6 Department Team Member</td>
<td>The department end user who is a department support member with limited attributes in P6</td>
</tr>
</tbody>
</table>
# Technology Considerations – Extensions

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXTPC007 – Primavera Synchronization Template</td>
<td>Synchronization option to sync projects from PeopleSoft to Primavera (P6 and PCM) for enhanced project management.</td>
</tr>
<tr>
<td>EXTPC008 – Primavera Resource Viewer</td>
<td>Synchronization option to sync resources from PeopleSoft to P6 for enhanced resource management</td>
</tr>
</tbody>
</table>
Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI$Cal CMO Department Readiness Coordinator
  - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Primavera Project Management Task Workshop – February 4, 2015 from 9:00 a.m. – 12:00 p.m.
  - Change Workshop – March 2015
Primavera Change Impact Activity

- **Description:**
  - FI$Cal walk through one example change impact
  - At your table, discuss how the FI$Cal business processes and related change impacts may affect your department
  - Document **three impacts** in your BPW Change Impact Tool

- **Roles:**
  - **Facilitator** – Helps lead the discussion with your department on the FI$Cal business processes and change impacts
  - **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
Question and Answer

FI$Cal Project Information:
http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:
fiscal.cmo@fiscal.ca.gov
**Guide to Symbols in Flows**

- **Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.

- **Decision** - Shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.

- **System Task** - Represents an individual step or activity in FI$Cal.

- **Manual Task** - Represents an individual step or activity in the process that is made out of FI$Cal.

- **Input** - A paper document (or email) that is used for entering data in the process. For electronic data the interface shape is used.

- **Connector** - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

- **Interface** - Data conversion from one electronic system to another.

- **Batch Process** - Represents a batch process within FI$Cal.

- **Flow Arrow**

- **Intra Integration Process** - A input or Output to some other process within the same capability

- **Output Documents** - An electronic document that is created by the process and can be printed (for example – any kind of report).
ChartField / UCM Codes Cross-reference

- **Legacy**
  - Organization Codes
    - Level 1
    - All Other
  - Index
  - Fund
  - Subfund
  - Program
  - Element
  - Component
  - Task
  - Project

- **FI$CAL**
  - Business Unit
  - Service Location
  - Reporting Structure
  - Account
  - Alternate Account

- **Legacy**
  - Object Code
  - Receipt Code
  - GL Code
  - Agency Source
  - Agency Object
  - Appropriation Reference

- **Appropriation Reference**
  - Year of Enactment

- **Enactment**
  - Year of Enactment
  - Project

- **Fund**
  - 4/9

- **Appropriation Reference**
  - 3/4

- **Business Unit**
  - 4

- **Account**
  - 7

- **Alternate Account**
  - 10

- **Project**
  - 15

- **Statistics Code**
  - 3

- **Budget Period**
  - 4

- **Agency Use**
  - 10

- **Service Location**
  - 5

- **Reporting Structure**
  - 8

- **Fund**
  - 4/9

- **Program**
  - 10

- **Project**
  - 15

February 9, 2015

*FI$Cal: Transparency. Accuracy. Integrity.*