FI$Cal Project
Wave 2 Kick-Off

April 2014

Agenda

- FI$Cal Overview
- Project Timeline
- Change Management Overview
- Change Network
- Department Implementation Team (DIT)
- Department Readiness Tools
- FI$Cal Solution
- Wave 2 Scope and Analyze Phase Approach
- Interface and Conversion Approach
- Questions
- IT Leadership Academy
- Next Steps / Key Activities

FI$Cal 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.

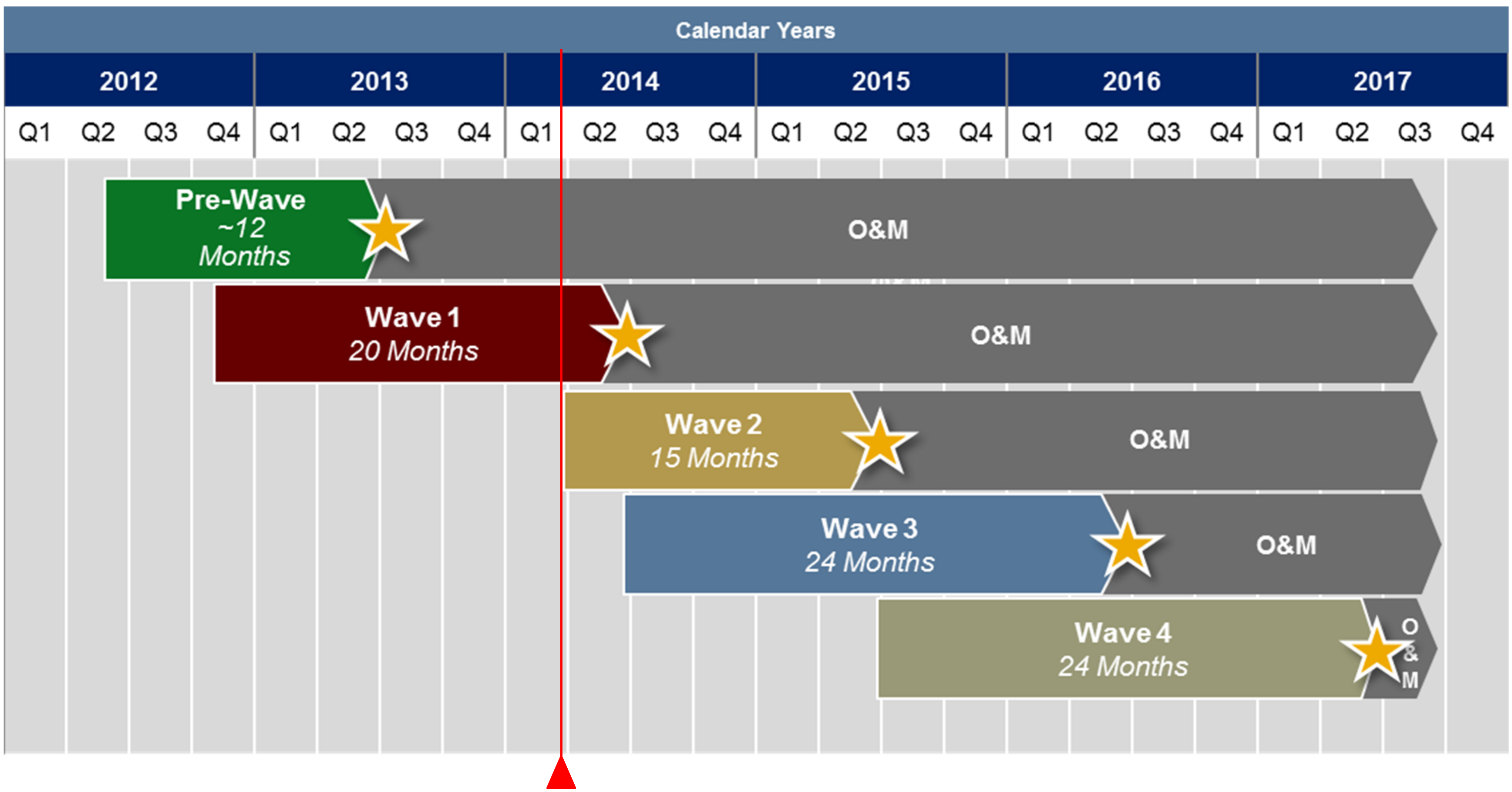
- California's Partner Agencies are working together to form the partnership to support FI$Cal at the highest level:
  - Department of Finance (DOF)
  - Department of General Services (DGS)
  - State Controller's Office (SCO)
  - State Treasurer's Office (STO)

FI$Cal Vision

- The vision of FI$Cal is to serve the best interest of the State and its citizens and to optimize the business management of the State, we will collaboratively and successfully develop, implement, utilize, and maintain an integrated financial management system.

- FI$Cal: Transparency. Accuracy. Integrity.

FI$Cal Deployment Timeline



CHANGE MANAGEMENT

Kelly Holtz

Deputy Director

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.

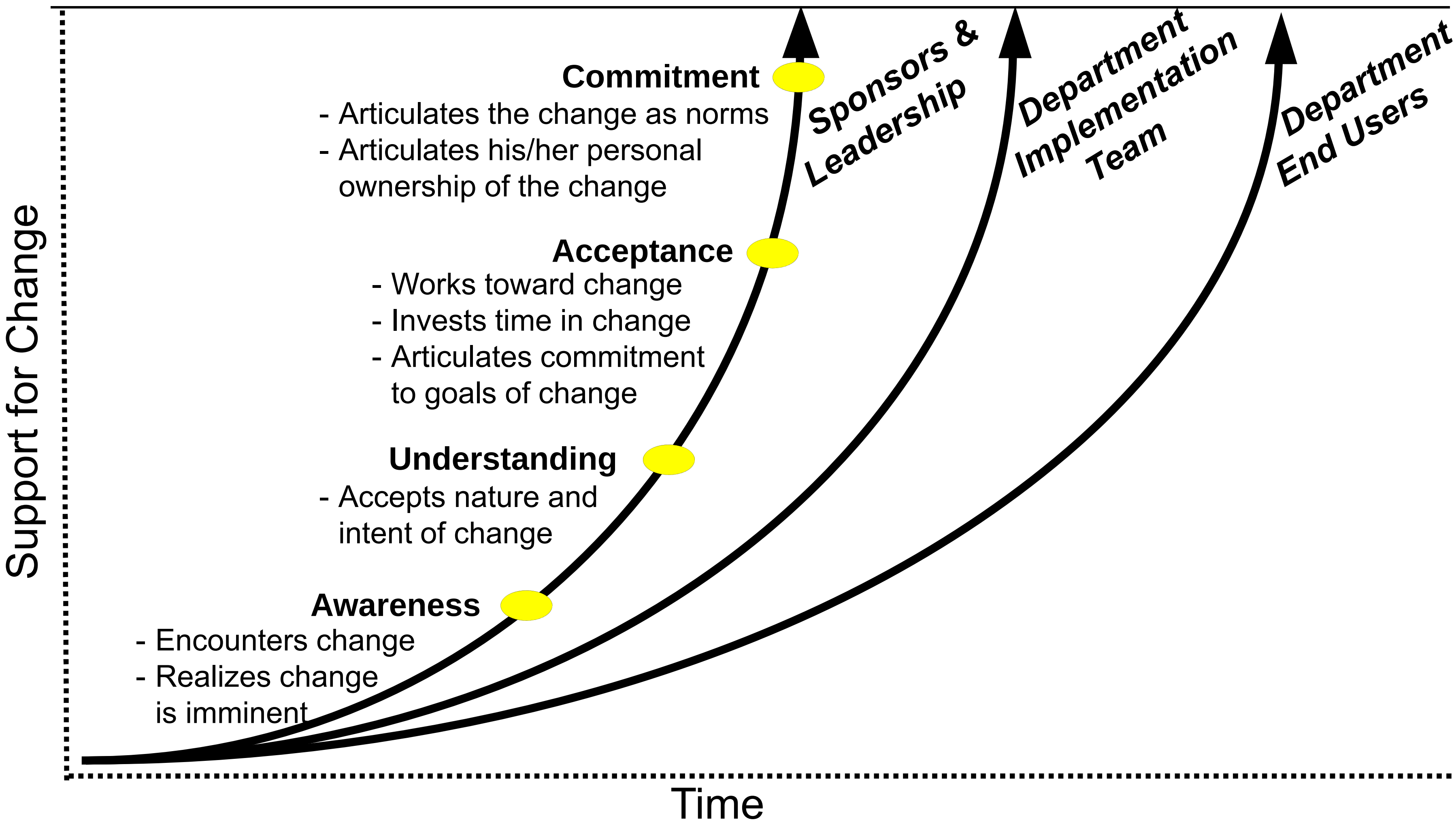
Time for Change

Stages of Change

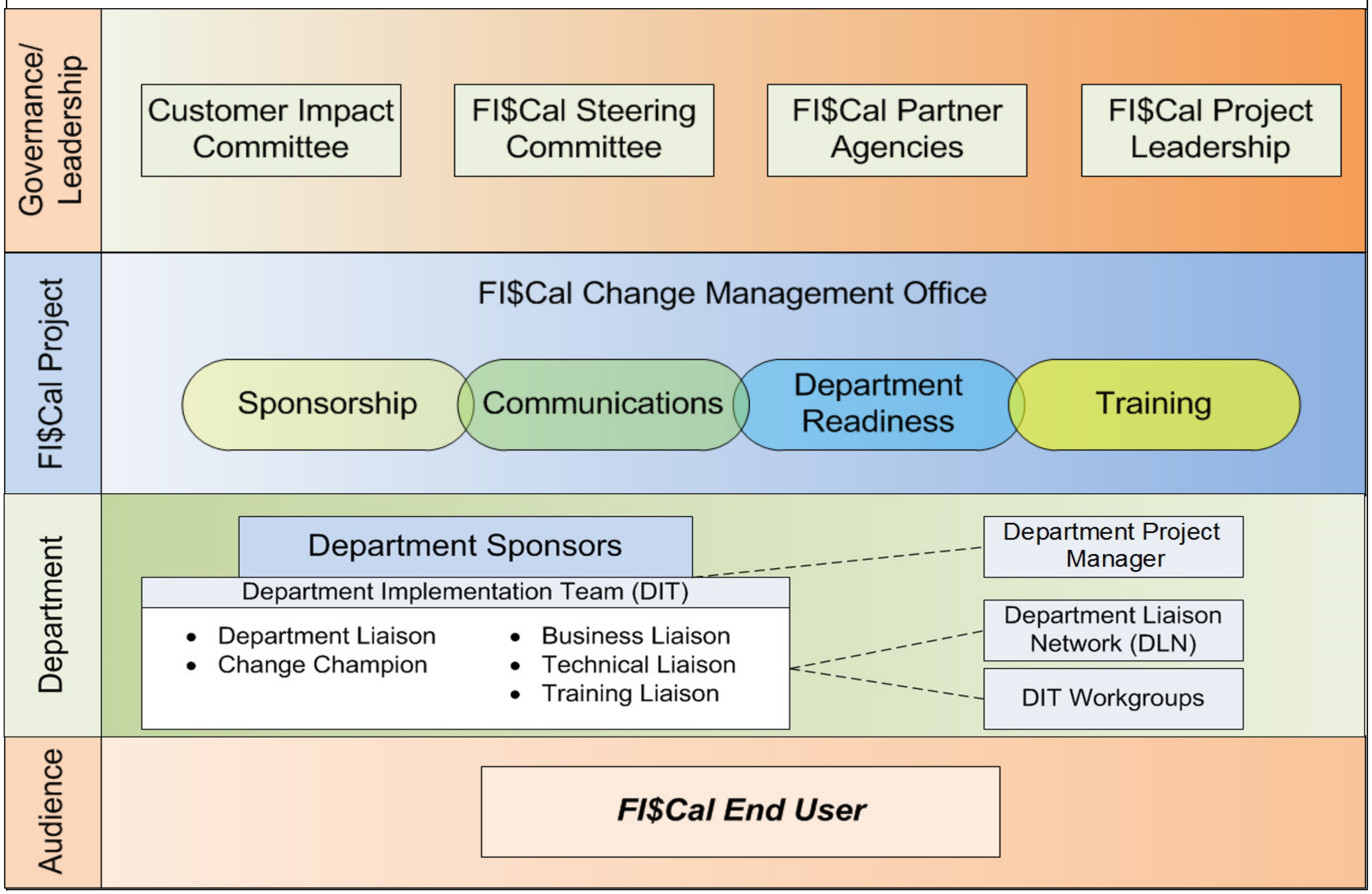
Change Commitment Curve

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 roll out 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
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



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

Leadership Support for DIT

- 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

Project Team Support for DIT

- 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

Project Team Support for DIT

- 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

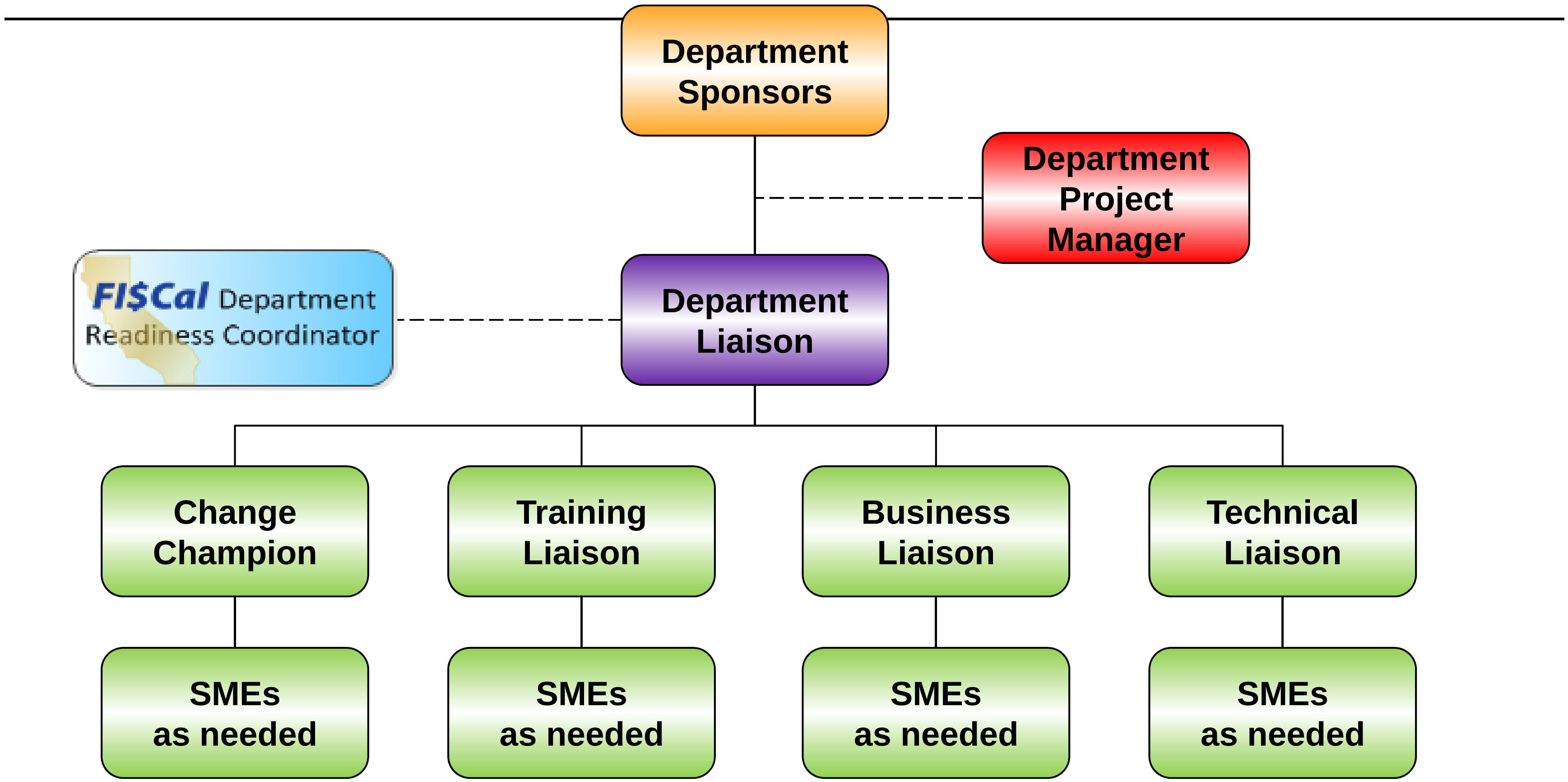
Department Implementation Team

- 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

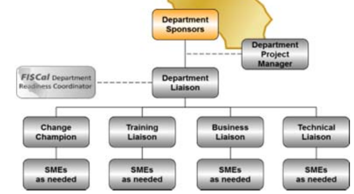
- The DIT is led by the Department Liaison and supported by:
  - Change Champion
  - Training Liaison
  - Business Liaison
  - Technical Liaison

- Departments may also want to assign a Department Project Manager to assist with coordinating FI$Cal activities

Department Implementation Team Structure



Department Sponsors



Role Description:

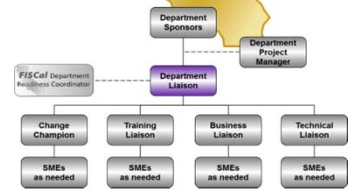
- Champion the FI$Cal Project vision and goals within their Department
- Prepare, monitor, and ensure Department readiness for change
- Identify and communicate Department needs, impacts, and concerns to the FI$Cal Project Teams
- Act on FI$Cal Project requests and/or requirements
- Communicate FI$Cal 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

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

Department Liaison



Role Description:

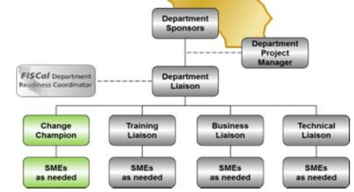
- Coordinate and lead the DIT
  - Support and suggest activities for the Sponsor
  - Work closely with the other DIT members
- Attend FI$Cal DLN meetings and act as focal point of communication and interaction between the FI$Cal Project and the Department staff
- Manage Project Master Department Workplan 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

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

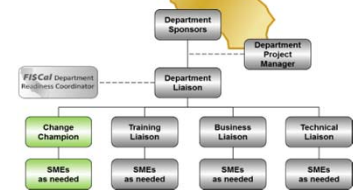
Change Champion



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

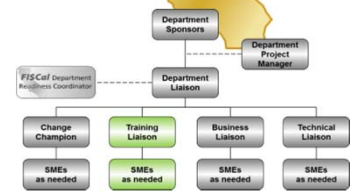
Change Champion



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

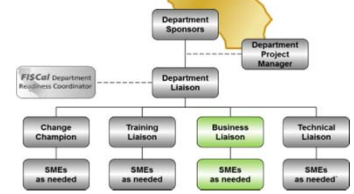
Training Liaison



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

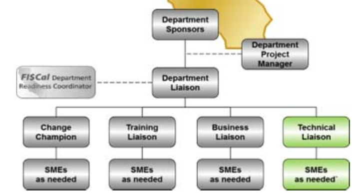
Business Liaison



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

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

CHANGE MANAGEMENT TOOLS

Julie Bianucci
Readiness Supervisor

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

Activity / Task ID Column

MDW Excerpt

Activity / Task ID
READ002
TRNG001
SPON001
BUSN001
COMM004
TECH003

MDW Key

Activity / Task ID Area	Prefix
Sponsorship	SPON
Communications	COMM
Department Readiness (i.e. BPWs, DLN, DIT)	READ
Training (i.e. needs analysis, rooms, trainers, scheduling)	TRNG
Business (i.e. COA, configuration)	BUSN
Technical (i.e. hardware, software, network, interfaces)	TECH

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.
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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.

- **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

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

Activity / Task Resources or Supporting Documents

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

Department Readiness Scorecard

FI$Cal Department Readiness Scorecard Template

Department Name							[Month] Status	G
Activity/Task ID	**Activity/Task Name**	**Activity / Task DIT Owner(s)**	**Activity / Task Start Date**	**Activity / Task End Date**	**Department Start Date**	**Department Complete Date**	**Department Status**	**Department Comments** (Please include any additional information you would like to share with the FI$Cal Project.)
READ001	Prepare for Pre-Wave User Readiness Survey (Baseline)	Department Liaison	09/11/12	09/21/12			7 - 100% Complete	
READ002	Identify Department Implementation Team (DIT)	Department Liaison	09/11/12	09/21/12			7 - 100% Complete	
TRNG001	Respond to Training Needs Analysis	Training Liaison	09/26/12	10/10/12			6 - 90% Complete	
BUSN001	Gather "As-Is" Process Documentation	Business Liaison	11/05/12	12/28/12			4 - 50% Complete	
SPON001	Participate in Sponsor Interviews	Department Liaison and Department Sponsor	10/01/12	10/26/12				
COMM004	Share January DLN Meeting Materials	Department Liaison and Change Management Champion	01/10/13	01/17/13			1 - 0% Complete 2 - 10% Complete 3 - 25% Complete 4 - 50% Complete 5 - 75% Complete 6 - 90% Complete 7 - 100% Complete	
TECH003	End User Workstation Hardware/Software Requirements	Technical Liaison	02/04/13	05/31/13				

Department Readiness Status Summary

- Roll-up of individual activity and task statuses
- Used for communicating at the Leadership/Sponsors level within the Department
- Prepared by the FI$Cal Project

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	

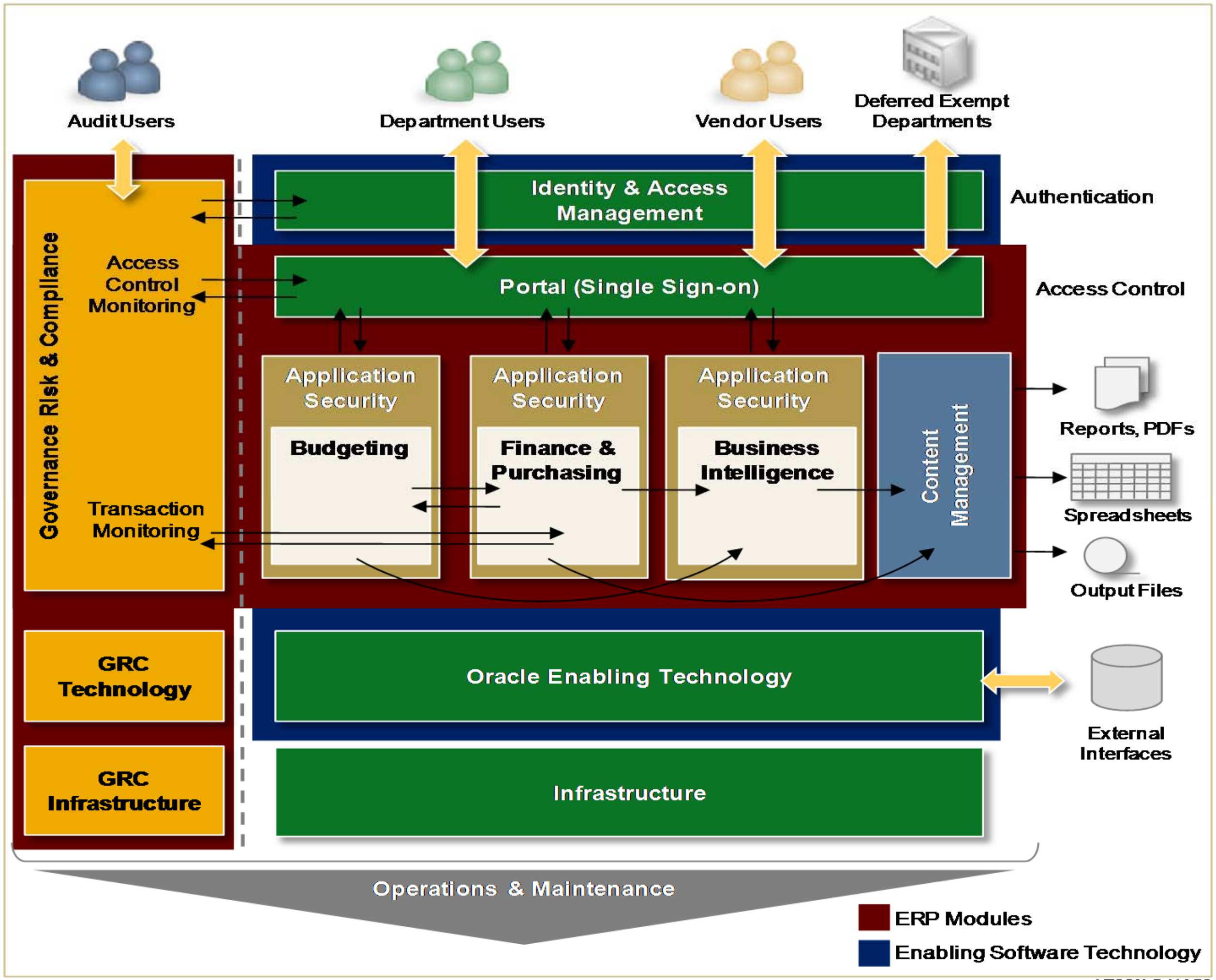
IMPLEMENTATION

Nevil Pesika

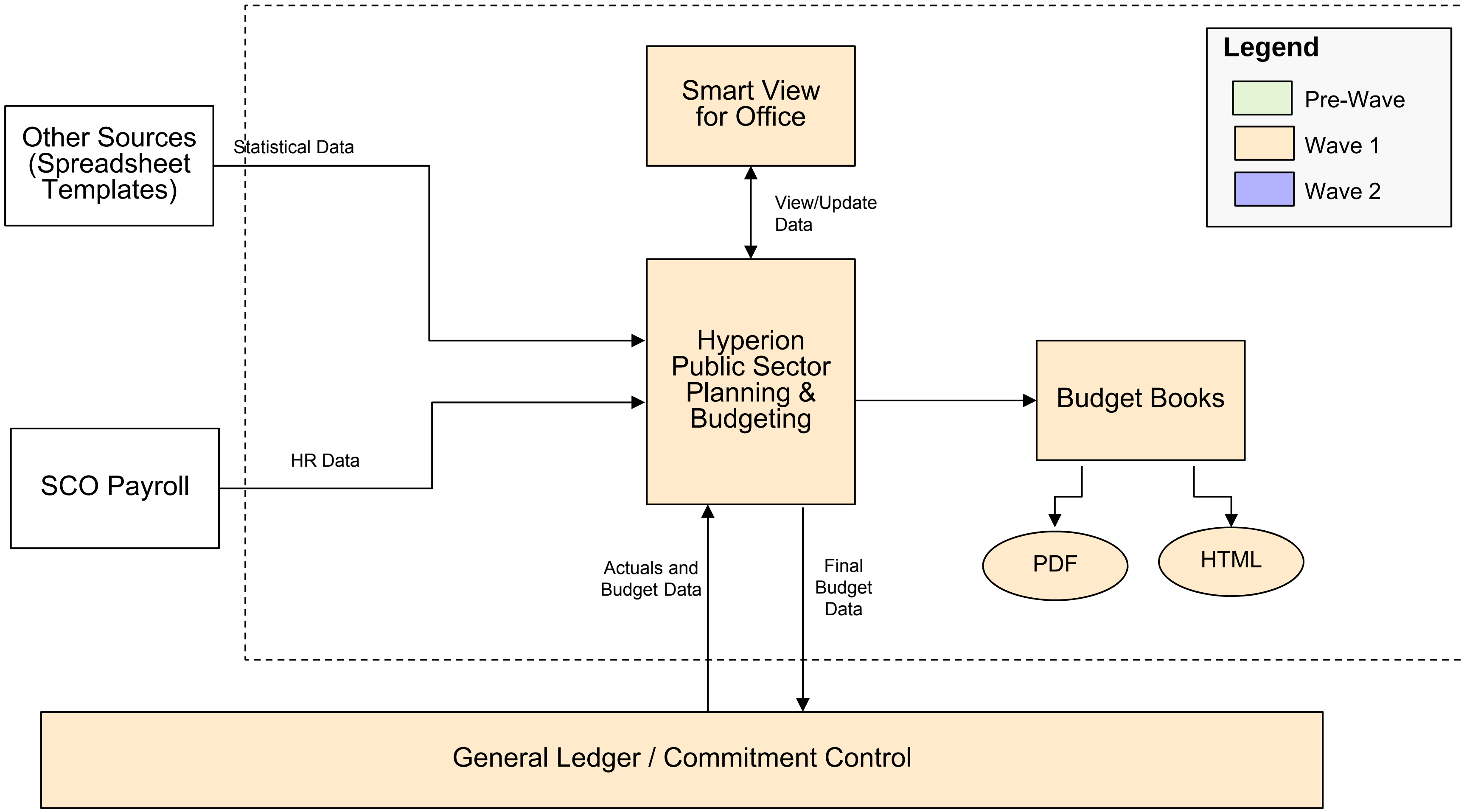
Accenture Business Lead

Wave 2 Project Timeline

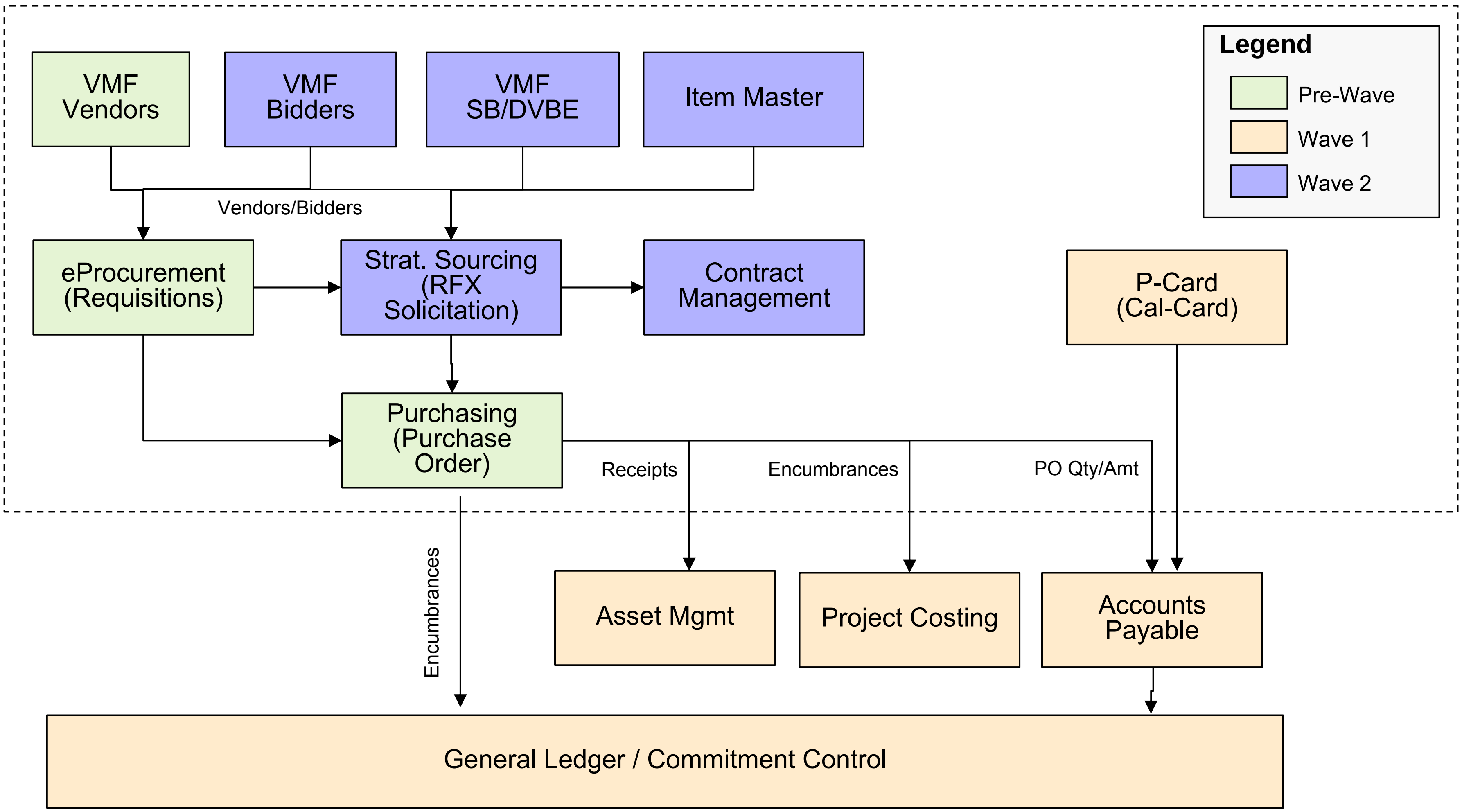
FI$Cal Solution



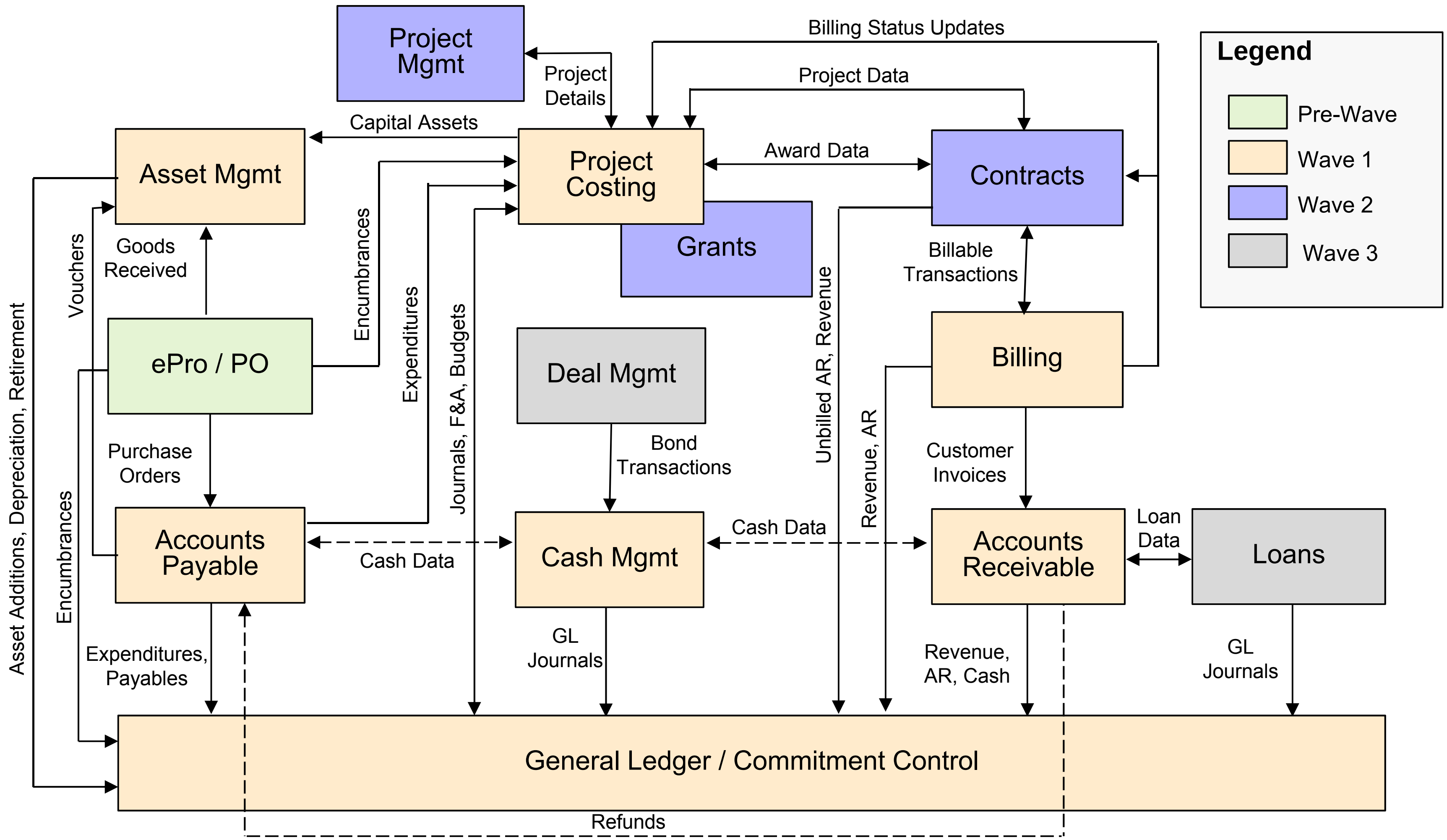
FI$Cal Budgeting Solution



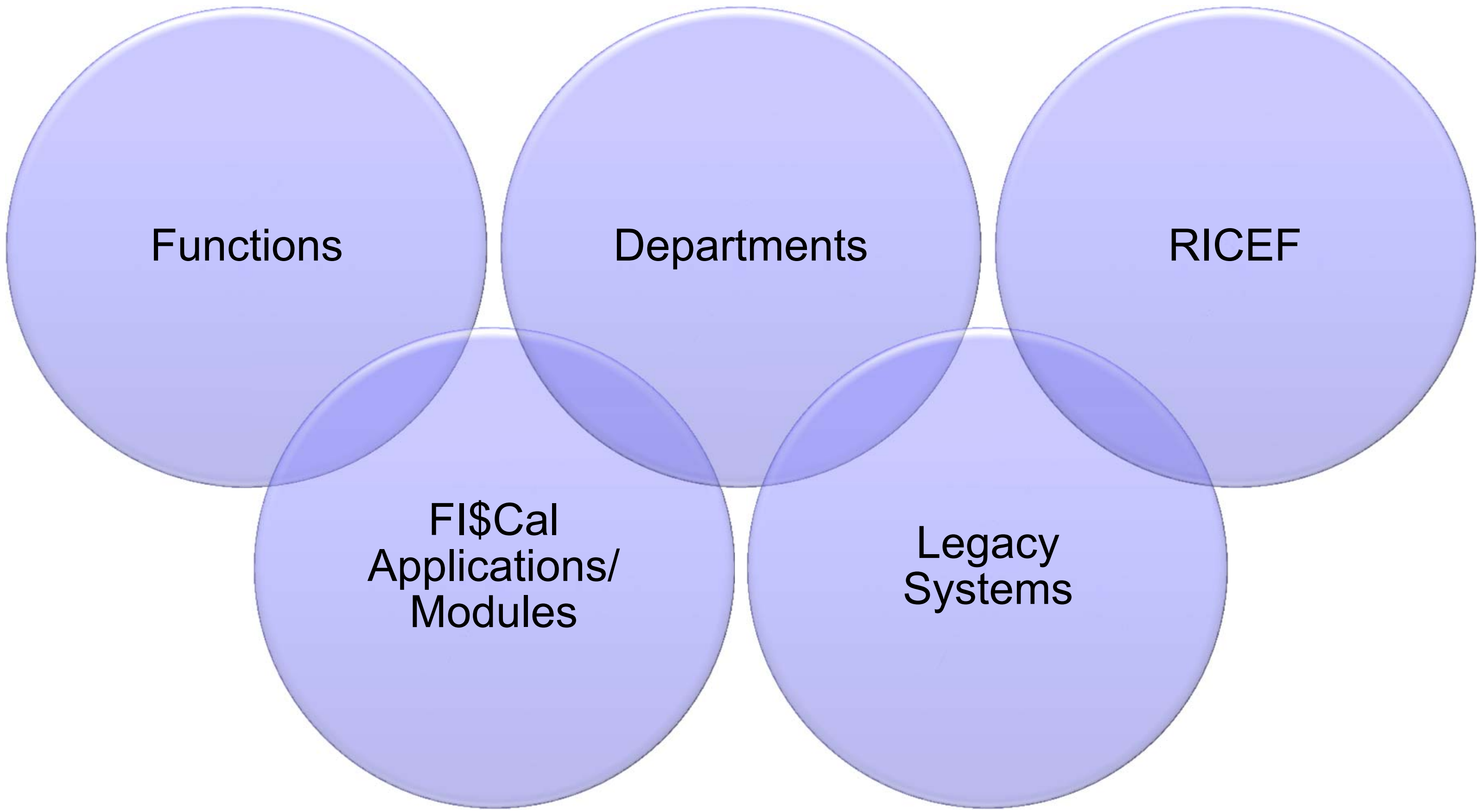
FI$Cal Procurement Solution



FI$Cal Accounting Solution



W2 Scope


Functions
Departments
RICEF
FI$Cal Applications/ Modules
Legacy Systems

W2 Scope – Functions

- Procurement
  - Sourcing, bidder registration, intent to award communication, contracts, interagency agreements, real property acquisitions
  - Replacement of BidSync functions
  - Public Access to CSCR, SCPR, SB/DVBE, LPA contracts, and Progress Payments
  - Vendor certification and self-service invoicing
  - Statewide Vendor Management file for procurement
  - Delegated Authority, G$mart, and CMAS functions
  - Bid Protests

- Accounting
  - Projects/Grants Accounting — Creation of pre-award Grants, Federal funds administration and integration of federal contract billing, Primavera project management
  - Asset Accounting — Hand-held scanning capability
  - Billing — DGS billing
  - Loan/Bond Accounting — confirm roll out strategy

- **FI$Cal becomes the Procurement Book of Record**
- Outstanding parking lot items from BPR and Wave 1

W2 Scope – Departments

- Department of General Services (Department and Control Functions)
- CFS Client Entities
- Department of Consumer Affairs, Boards (Procurement Only)
- Department of Consumer Affairs, Bureaus (Procurement Only)
- Department of Toxic Substances Controls
- Resources Recycling and Recovery (CalRecycle)
- CalTech for IT Procurement
- Statewide impact for BidSync
- Wave 1 Departments

W2 Scope – DGS Legacy Systems

- Replacement of BidSync
- Replacement of ABMS, CMAS, CFSE, and PIN
- Interfaces to SPI, PAL*, and FAMS.
- Disposition (Interface or replace) of DGS Legacy Systems with FI$Cal functions

***Project Accounting and Leave. PAL represents the HR functionality of ABMS**

DGS Legacy Systems

- Replacement of BidSync
- Replacement of
  - Activity Based Management System (ABMS)
  - California Multiple Award Schedules (CMAS)
  - CFS Equipment (CFSE) – Fixed Assets Application
  - Purchasing Information Network (PIN) – Part of BidSync
- Interfaces to
  - Statewide Property Inventory (SPI)
  - Project Accounting and Leave (PAL) – HR functionality of ABMS
  - Fleet Asset Management System (FAMS)
- Disposition (Interface or replace) of DGS Legacy Systems with FI$Cal functions

W2 Scope – Applications/Modules

- PeopleSoft Strategic Sourcing, Supplier Contract Management, eSupplier Connection (Vendor self service access), Contracts, Grants
- Oracle Primavera
- HL Group Asset Advantage
- Web site - Replacement of BidSync and California State Contracts Register (CSCR), State California Purchasing and Registration System (SCPRS), SB/DVBE certification, LPA contracts, Progress Payments web site functionality
- Security - Faxing – Merkur
- Legacy Data Repository

W2 Scope – Key RICEF

Reports	• Consolidated Annual Report
Interfaces	• Integration with DGS website • Interfaces for Accounting and Procurement from Wave 1 • New Interfaces identified through CRP sessions
Conversions	• BidSync – Vendors, Contracts, RFP • ABMS – Accounting and Procurement conversions from Wave 1 • PAL – Project Accounting (TBD)
Extensions	• SB/DVBE Certification • STD 204 uploads • Public facing website for RFP's and Contracts
Forms	• Various Procurement related statewide forms

Analyze Phase Objectives

- Confirm application requirements and identify gaps where business needs are not satisfied by existing software functionality. Gap resolutions may take the form of:
  - Policy changes
  - Business process changes
  - Application modifications / enhancements
- Interactive discussion to share and receive information on:
  - Delivered software capabilities demonstrated to meet state requirements
  - To Be processes
  - Training requirements, policy changes, security, etc.
- Share the FI$Cal solution with the departments so that they can make informed decisions about their technology impacts such as:
  - Interfaces
  - Conversions
  - Data protection

Analyze Phase – Approach

- Planning
  - Project Schedule Update
  - Master Department Workplan Update
  - Calendar of Events and Scheduling
- Key Activities
  - Working Sessions
  - Solution Walkthroughs
  - Conference Room Pilots
  - Analyze Technical Architecture
- Outputs
  - Business Process Design Updates
  - CRP & Fit/Gap Analysis for new functionality
  - RICEF inventory & Requirements Traceability Matrix (RTM)

W2 Analyze Phase – Key Activities

Conduct Working Sessions

- **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*
    - *BPR Opportunities*
    - *Statutes, Reg, Policy*
    - *To-Be Process, Benefits, Challenges*

Conduct Solution Walkthroughs

- **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

Conduct Conference Room Pilots

- **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
  - Fit/Gap Analysis
  - Basis for System Configurations and Functional Designs
- **Tools / Methods**
  - Interactive CRP Sessions with Department SMEs
  - CRP Sandbox

Validate Requirements and Process Designs

- **Objective**
  - Validate and document final business process designs
  - Confirm how requirements are met
- **Audience**
  - Project team with department input
- **Key Outputs**
  - Final Business Process Designs
  - Update Requirements Traceability Matrix
  - RICEF Inventory
- **Tools / Methods**
  - Conduct follow-up meetings / validation sessions as necessary
  - Resolve open issues / outstanding ODMF decisions

Department Participation and Input

W2 Analyze Phase – Key Activities

- ***Working Sessions*** - Small group round table discussions focused on clarifying requirements for new functions to prepare for CRP
- ***Solution Walkthrough (SWT) for existing FI$Cal functions*** - Demonstrate existing FI$Cal processes by walking through software functionality. Includes interfaces, conversions and data protection for existing functions
- ***Conference Room Pilots (CRP) for new functions*** – Demonstrate DRAFT To-Be processes and requirements by walking through software functionality. Includes interfaces, conversions and data protection for new functions
- ***Validate Requirements and Process Designs***

Calendar of Analyze Phase Events

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
April 14, 2014	**4/14:** FI$Cal Wave 2 Kickoff		**4/16: SWT** - Chart of Accounts **4/16: SWT** - Purchasing	**4/17: SWT** - Accounts Payable	
April 21, 2014		**4/22: CRP** - Requisition, PO and P-Card	**4/23: SWT** - Accounts Receivable / Billing	**4/24: CRP** - Manage Solicitations	
April 28, 2014			**4/30: SWT** - Asset Management	**5/1: CRP** - Administer Vendor Contracts	
May 5, 2014		**5/6: SWT** - Project Costing	**5/7: CRP** - SV/DVBE Bidder/Vendor Certification	**5/8: CRP** - Grants & Federal Funds	
May 12, 2014		**5/13: CRP** - Contracts Billing and Revenue	**5/14: SWT** - Cash Management/Treasury	**5/15: CRP** - Procurement Overflow Session	
May 19, 2014		**5/20: CRP** - Future Wave, Deferred & Exempt Departments	**5/21: SWT** - General Ledger (G/L)	**5/22: CRP** - Primavera Project Management	
May 26, 2014		**5/27: CRP** - Project Costing Overflow Session		**5/29: SWT** - Budgeting	

SWT and CRP Preview

Conduct Working Sessions

- **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*
    - ❑ *BPR Opportunities*
    - ❑ *Statutes, Reg, Policy*
    - ❑ *To-Be Process, Benefits, Challenges*

Conduct Solution Walkthroughs

- **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

Conduct Conference Room Pilots

- **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
  - Fit/Gap Analysis
  - Basis for System Configurations and Functional Designs
- **Tools / Methods**
  - Interactive CRP Sessions with Department SMEs
  - CRP Sandbox

Validate Requirements and Process Designs

- **Objective**
  - Validate and document final business process designs
  - Confirm how requirements are met
- **Audience**
  - Project team with department input
- **Key Outputs**
  - Final Business Process Designs
  - Update Requirements Traceability Matrix
  - RICEF Inventory
- **Tools / Methods**
  - Conduct follow-up meetings / validation sessions as necessary
  - Resolve open issues / outstanding ODMF decisions

Department Participation and Input

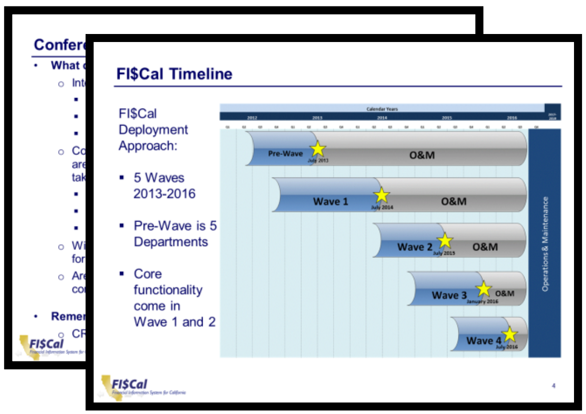
SWT Agenda

- FI$Cal Project Overview
- Purpose and Objectives
- Ground Rules
- Solution Overview
- Functional Topic Area (s)
  - Key Terms
  - Business Process Overview
  - Screen Shots / Demo
- Technology Considerations
  - Interfaces
  - Conversions
  - Data Protection
- Session Recap, Next Steps, Q & A

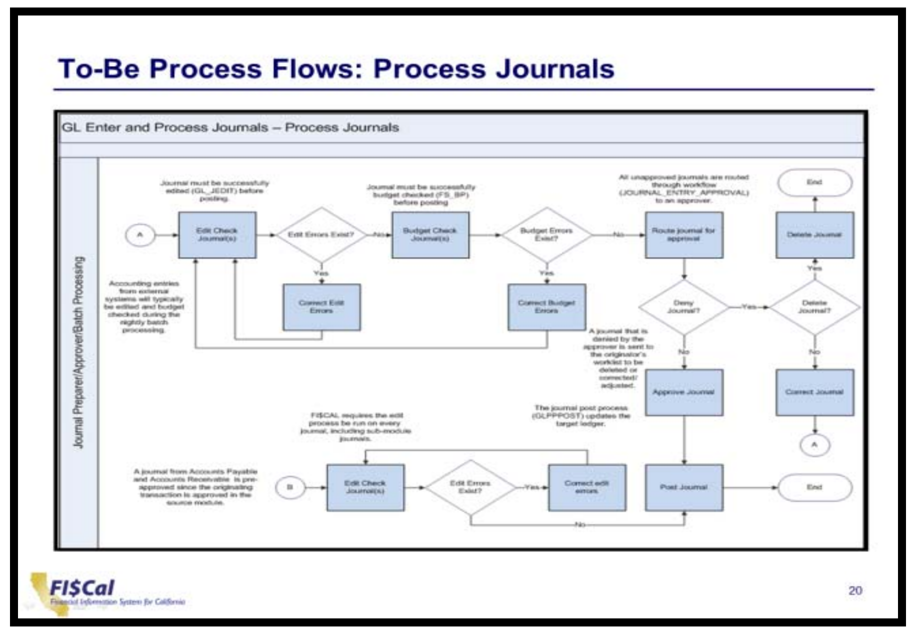
CRP Agenda

- FI$Cal Project Overview
- Purpose and Objectives
- Ground Rules
- Solution Overview
- Functional Topic Area (s)
  - Key Terms
  - Business Process Overview
  - Covered Requirements
  - Screen Shots / Demo
  - Key Gaps
- Technology Considerations
  - Interfaces
  - Conversions
  - Data Protection
- Session Recap, Next Steps, Q & A

Session Overview (cont'd)

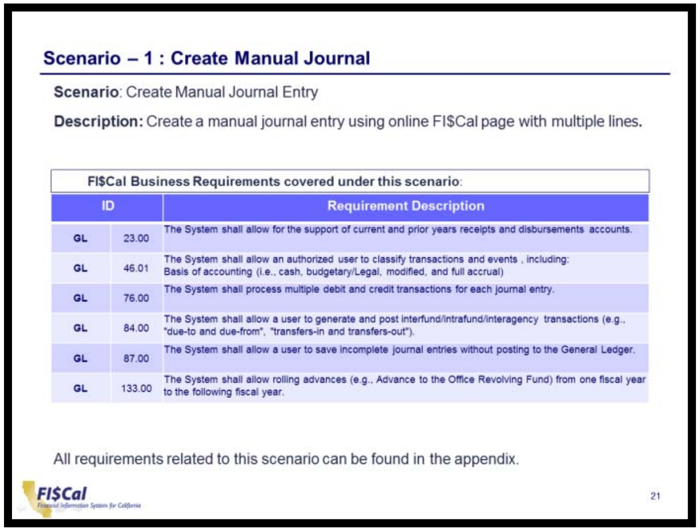


Review objectives and FI$Cal background information



Review Business Process Flow, Key Concepts and Terminology

Session Overview (cont'd)



Scenario – 1 : Create Manual Journal

Scenario: Create Manual Journal Entry

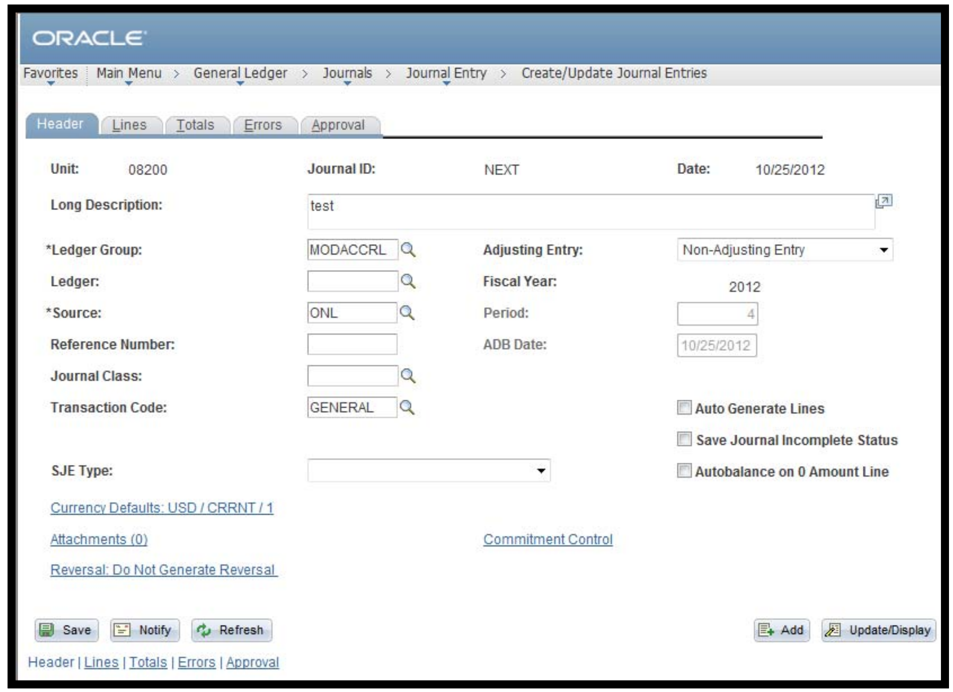
Description: Create a manual journal entry using online FI$Cal page with multiple lines.

FI$Cal Business Requirements covered under this scenario:		
ID		Requirement Description
GL	23.00	The System shall allow for the support of current and prior years receipts and disbursements accounts.
GL	46.01	The System shall allow an authorized user to classify transactions and events , including: Basis of accounting (i.e., cash, budgetary/Legal, modified, and full accrual)
GL	76.00	The System shall process multiple debit and credit transactions for each journal entry.
GL	84.00	The System shall allow a user to generate and post interfund/intrafund/interagency transactions (e.g., "due-to and due-from", "transfers-in and transfers-out").
GL	87.00	The System shall allow a user to save incomplete journal entries without posting to the General Ledger.
GL	133.00	The System shall allow rolling advances (e.g., Advance to the Office Revolving Fund) from one fiscal year to the following fiscal year.

All requirements related to this scenario can be found in the appendix.

FI$Cal 21

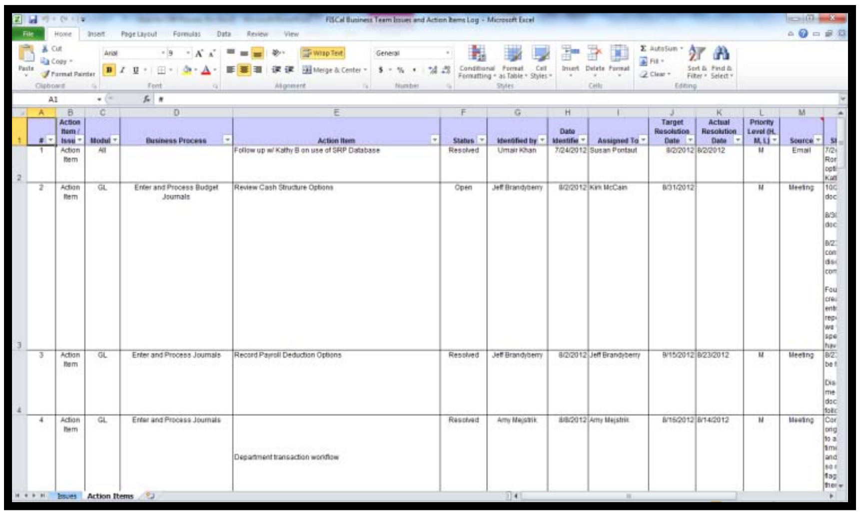
Introduce scenario and requirements for discussion (CRP only)



Demonstrate the FI$Cal solution

Session Overview (cont'd)

Share the inventory of current and future interfaces and conversions in context of the business solution



FISCal Business Team Issues and Action Items Log - Microsoft Excel

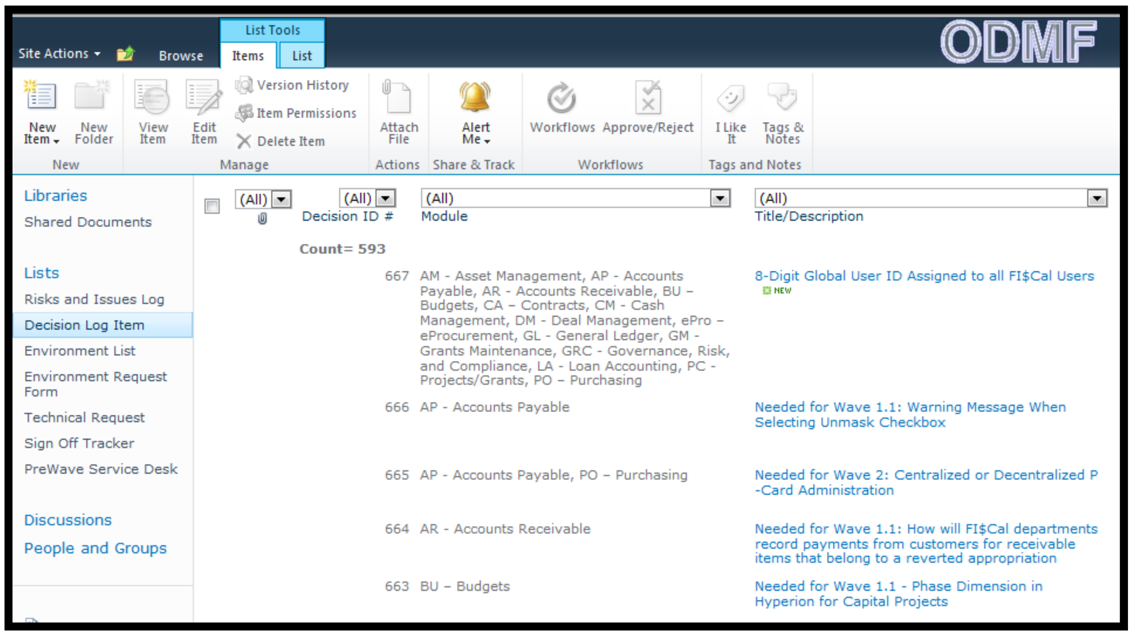
#	Action Item / Issu	Modul	Business Process	Action Item	Status	Identified by	Date Identifie	Assigned To	Target Resolution Date	Actual Resolution Date	Priority Level (H, M, L)	Source
1	Action Item	All		Follow up w/ Kathy B on use of SRP Database	Resolved	Umair Khan	7/24/2012	Susan Pontaut	8/2/2012	8/2/2012	M	Email
2	Action Item	GL	Enter and Process Budget Journals	Review Cash Structure Options	Open	Jeff Brandyberry	8/2/2012	Kirk McCain	8/31/2012		M	Meeting
3	Action Item	GL	Enter and Process Journals	Record Payroll Deduction Options	Resolved	Jeff Brandyberry	8/2/2012	Jeff Brandyberry	8/15/2012	8/23/2012	M	Meeting
4	Action Item	GL	Enter and Process Journals	Department transaction workflow	Resolved	Amy Mejstrik	8/8/2012	Amy Mejstrik	8/16/2012	8/14/2012	M	Meeting

Issues | Action Items

Share the existing data protection standards

Session Overview (cont'd)

Document the outstanding items and discuss next steps



Debrief and document action items and integration points

Design Validation

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Department Participation and Input

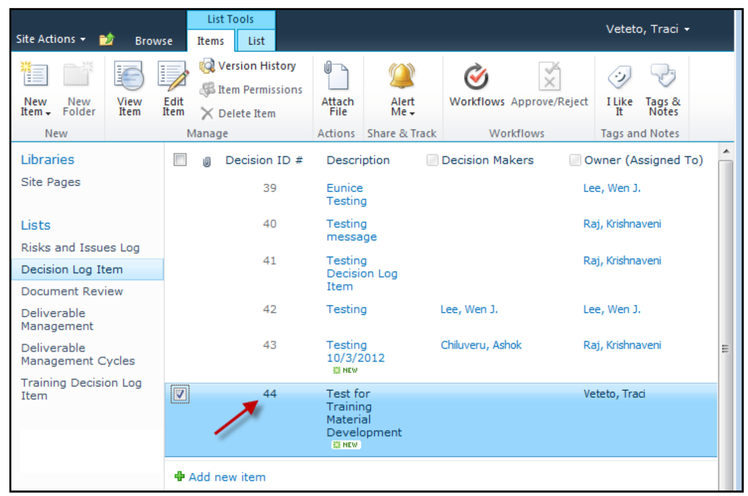
Gap Resolution Approach

1. Establish Evaluation Criteria
2. Identify Alternative Solutions
3. Identify Schedule and Effort Impacts
4. Recommend Solution
5. Submit for Review and Approval

Functional Fit/Gap Analysis Worksheet

Module Area	Requirement #	Requirement Description	Functional Gap	Proposed Resolution	Gap Mitigation			
AP	65.00	The System shall send a request to the originating department for disposition of returned warrants.	There is not a delivered process to automatically route returned items. In the future, payments will be combined across many agencies and there is not one agency responsible for returned items.		With a centralized Vendor record, the State Vendor Management Team (VMT) will become responsible for researching returned items first. Then, if the reason is determined to belong to one agency, the VMT must work with that agency to resolve the issue.	X		
AP	73.00	The System shall generate alerts to the requester and/or approver(s) when the amount of the payment voucher exceeds the matching Purchase Document, based on thresholds.	The system is designed to send notifications to the voucher entry person or the buyer, but not the person who will approve the voucher.		Matching errors should be researched by the voucher entry person first. Best practices state that the voucher approver should not have access to modify a voucher.	X		
AP	101.00	The System shall generate vendor dispute notifications, based on time frames.	The system does not have a mechanism to capture and transmit reasons an invoice cannot be paid.		A new process will be created to capture reasons why a particular invoice could not be processed to payment. Once recorded, a notice will be sent to the vendor with the reason(s) payment was not generated and how they need to correct the problem(s).		X	

ODMF



Key Takeaways

- Not all open items need to be resolved prior to a session, we expect to close some during or after these sessions
- CRP sessions will be a good opportunity to clarify requirements, especially as they apply to departments
- Gaps identified will not necessarily become a modification to the system, they should be documented and will be reviewed as part of the Gap Resolution process
- CRP is not the end of the design phase, there is further opportunity to refine and adjust our solution during the Design Phase (Jun – Aug 2014) as we learn more

TECH202 Activity

- **Objective** – Identify interface and conversion impacts to department legacy systems
- **Duration** – 10 Weeks
- **Department Participants** – Business SME, Tech SME, Key Decision Maker(s)
- **Key Activities**
  - Prepare for sessions – Bring a list of current department systems that support the topic being presented, focus on IT supported systems
  - Attend SWT/CRP sessions and Published Office Hours
  - Populate TECH202 Activity Workbook
  - Submit Preliminary Workbook (5/30)
  - Submit Approved Workbook (6/30)

TECH202 Activity – Key Considerations

- What SWT/CRP session am I attending?
- Do I have a system that supports the business function?
- How does the FI$Cal Solution support the business function?

Answer	Interface/Conversion Factor	Impacted System
Not At All	Do I need to interface data between the 2 systems to support the end to end business process?	?
Fully	What data needs to be converted at cut over when Wave 2 goes live?	?
Partially	"Fully" + "Not At All"	?

TECH202 Workbook

Module	Audience	Interfaces	Outbound Inbound	Interface Scope	Participation	Impacted System
AM	All Depts	Interface with External Systems	Outbound	Provides a mechanism for extracting asset data from FI$Cal to load into their external systems (if applicable). Key data fields have been identified for the interface file layout; this does not represent all available asset fields in FI$Cal Departments will be responsible for performing various transactions in FI$Cal. Transactions include: Additions, Adjustments, Transfers, Retirements and certain physical updates. The interface file will be based on user-defined dates and will not		
AP						

Module	Conversions	Conversion Scope	Participation	Impacted System
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 system and includes all tangible and Intangible assets used in State Government's operations.		
AP	Vendors	A vendor the department is actively doing business with and currently used on Procurement and Accounting Transactions. (i.e. Claim Schedules, Remittance Advice and Reportable Payment). The listing should include Grantees and Government Agencies, but not Employee Information (unless not using CALATERS). The vendor list should only include vendors used in Fiscal Year 2013-2014 and if known, those planned for use in Fiscal Year 2014-2015.		

CONVERSIONS

Dave Porter

State Conversion Lead

Conversion Objects

Conversion Name	Module
CNVAM001 - Assets	AM
CNVAP001 - Vendors	AP
CNVAP004 - Unreconciled AP Payments	AP
CNVAP005 - 1099 Balances	AP
CNVAR001 - Contacts	AR
CNVAR001 - Customers	AR
CNVAR002 - Open Receivables	AR
CNVAR003 - Unapplied Receipts	AR
CNVGL008 - Ledger	GL
CNVPO102 - Requisitions	PO
CNVPO103 - Open Purchase Orders	PO
CNVPC102A - Projects (Project)	PC
CNVPC102B - Projects (Activity)	PC

Data Conversion Overview

- Analyze Phase
  - FI$Cal and Department will understand the need for a Data Conversion during SWT and CRP meetings
- Design Phase
  - Conversion Kickoff session
  - Conversion labs
    - Define Conversion inventory
    - Identify Manual vs. Automated Conversions
    - Explain Conversion Layouts
    - Identify Data Primary Sources
    - Map Conversions and their associated data elements

Data Conversion Approach

- Extract, Transfer, and Load Program (Automated Conversion)
  - Multiple iterations to practice data extraction, cleansing, and validation
    - Mock 1 Conversion
    - Mock 2 Conversion
    - Mock 3 Conversion
    - Dry Run
    - Dress Rehearsal
    - Cutover – Go Live
- Direct Key Data Entry into FI$Cal (Manual Conversion)
  - Dry Run
  - Dress Rehearsal
  - Cutover – Go Live

Data Conversion Support

- FI$Cal will provide support for data conversion efforts
  - FI$Cal Conversion team will meet with and assist Departments
    - Provide and explain Data Cleansing Guidelines
    - Provide Data Conversion Layouts (Excel templates)
    - Explain and demonstrate how to populate templates
    - Address data questions and issues
    - Guidance for mapping, extraction, and cleansing questions
- Provide Feedback via Data Quality Reports and Conversion Error Logs
  - High-level summary of the current file's data quality
  - Detailed list of problems
  - Detailed list of what to do to fix the problems
- Monitor and track delivery and validation progress by Department

INTERFACES

Rajive Dsouza
State Interfaces Lead

Wave 1 Interfaces

Module	Interface	Control Agencies/Departments
Accounts Payable	• Inbound CalATERS Interface • Temporary Claim Schedule Interface to SCO(Electronic Claims) • Temporary: CD102 inbound interface (DEX file) • Positive Pay-Checks Interface • Outbound CalATERS Check Detail (ORF) – Check File From Departments • Inbound CalATERS Expenditure Detail Interface - Voucher Accounting • Inbound Vouchers • Outbound FTB Interface • Inbound Pitney Bowes Spectrum Interface • Outbound Pitney Bowes Spectrum Interface	• SCO • SCO • SCO • STO • SCO • SCO • Departmental • FI$Cal • FI$Cal • FI$Cal
Accounts Receivables	• Customer Receipts Interface • Inbound Billable Charges	• Departmental • Departmental
Cash Management	• Bank Statements File from SCO • Paid Items File from IPS	• SCO • STO

Wave 1 Interfaces

Module	Interface	Control Agencies/Departments
General Ledger	• Inbound Payroll for Labor Distribution Interface • Inbound Electronic Journals Interface • Outbound Ledger Actuals Interface • Inbound Timesheet Interface • Inbound Time Sheet Excel Upload • Program ChartField Excel to CI Upload • Automated Budget Closing ChartField Value Sets Inbound Interface	• SCO • SCO • SCO • Departmental • Departmental • FI$Cal • FI$Cal
Project Costing	• Inbound Project Transaction Interface • Inbound Project Interface • Project Time Capture Component	• Departmental • Departmental • FI$Cal
Purchasing	• BOE Tax Rates Upload to FI$Cal	• FI$Cal

Interface Approach

- Analyze Phase
  - FI$Cal and the departments will understand the need for interfaces during the SWT and CRP meetings

- Design Phase
  - Interface kickoff session
  - Interface Labs
    - Define interface inventory
    - Explain interface layouts
    - Mapping of interfaces and their associated data elements
    - Address design and architecture questions

Interface Approach

- Build & Test Phase
  - Build and Unit Test Interfaces
  - Establish connectivity
  - 3 cycles of Interface Testing

Questions

FI$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov

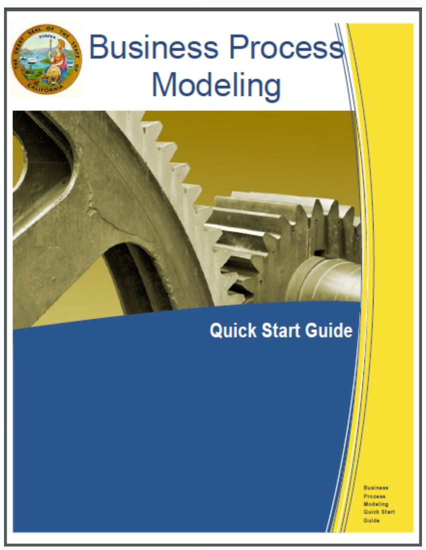
IT LEADERSHIP ACADEMY

PROJECT READINESS EVENT

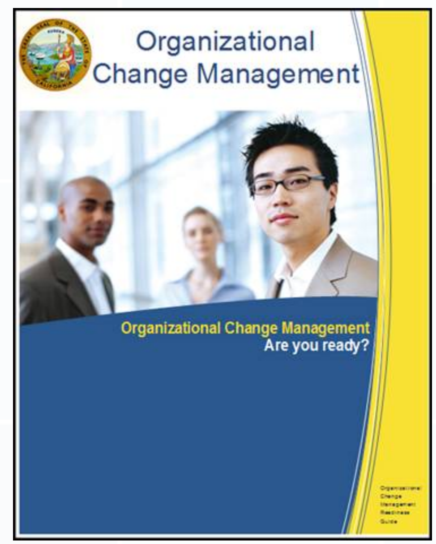
Friday, May 30, 2014, 10:00 AM-11:00 AM

East End Complex Auditorium

1500 Capitol Avenue Sacramento, CA



Online Registration Coming Soon!



ITLA21
Information Technology Leadership Academy

Presented by: IT Leadership Academy 21

PROJECT READINESS EVENT

- Get Ready for FI$Cal
    - ✓ Organizational Change Management (OCM)
    - ✓ "As-Is" Business Process Modeling (BPM)
- Step-by Step guides and associated toolkits to prepare your organization for FI$Cal
- Useable and Adaptable for any Change Project!

ITLA 21 Information Technology Leadership Academy

Next Steps / Key Activities

- April / May
  - End User Readiness Survey
  - Participate in Wave 1 Solution Walkthroughs
  - Participate in Conference Room Pilot Sessions
  - Participate in Sponsor Interviews
  - Initial Touchpoint Meetings, to start in May
  - Participate in Training Needs Analysis
- June
  - Sponsor Briefings

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
  - Stephen Britcher, Accenture Department Readiness Lead
- Lance Lemos, Communications Manager
- Training Team
  - Anthony Ampania, Training Manager
  - Murray Ingerham, Accenture Training Lead