



Financial Systems PeopleSoft Upgrade/HCM Upgrade

JOINT STEERING COMMITTEE MEETING MINUTES

DATE: 01/07/2005	TIME/LOCATION: 9:00 – 10:30 1412 WEST TOWER
ATTENDEES:	Present: Thomas Hills (CFO), Tim Burgess (DCH), Kaye Carter (OPB), Sandra Warr for Russell Hinton (Audits), Peggy Rosser(GMS), Lynn Vellinga (SAO), Tom Wade (GTA), Denise Glanton for BJ Walker (DHR), Deborah Belcher (GMS), Brent Knowles (Audits), , Thomas Fruman (GTA), Bart Haberbosch, Sherrie Southern, Beth Machamer, Sunil Aluri (SAO), Jim Poulakos (North Highland), Thomas Clark (Accenture), Pam Holt, Chris Briggs (QuestCon)

AGENDA	
AGENDA ITEM	TOPIC
A1.	STATE ACCOUNTING OFFICE
A2.	STATUS OF HCM & FINANCIALS UPGRADES

DISCUSSION	
AGENDA ITEM	MAIN POINTS, CONCLUSIONS/DISCUSSIONS, ISSUES, NEXT STEPS
A1	<p>Lynn Vellinga began the meeting by discussing the roles/impacts of the different agencies and committees in the upgrades.</p> <p>State Accounting Office Core Business of the State Accounting Office includes:</p> <ul style="list-style-type: none"> • Set accounting standards & policy • CAFR and other Statewide reporting • Improve efficiencies • Manage the Statewide Systems <p>Impact on Upgrades</p> <ul style="list-style-type: none"> • Current system is transactional only • Financials upgrade will establish the foundation to make People Soft the State's FN Management System <p>Upgrade will cover:</p> <ul style="list-style-type: none"> • Chartfield analysis • Inter/Intra agency accounting • Banking • Check disbursements • Commission for a New Georgia recommendations

	<p><u>State Accounting Office Role in Upgrades</u></p> <ul style="list-style-type: none"> • SAO will serve as Project Sponsor for HCM and FN Upgrades • Business Owners: <ul style="list-style-type: none"> ➢ HCM – Business owner for the system (GMS, ERS, TRS, DCH are the policy owners). ➢ HCM – Business owner for payroll ➢ Financials – Business owner for system accounting standards & policy <p><u>Steering Committee Role in Upgrades</u></p> <ul style="list-style-type: none"> • Executive level support • Provide resources for testing and subject matter experts • Review business process changes for input on impact • Review decision requests presented by project team • Provide guidance and direction • Assist with issue resolution • Support the adoption of best practices <p><u>GTA PMO Role in Upgrades</u></p> <ul style="list-style-type: none"> • Tom Fruman will support the projects as the PM from GTA • Financial Systems will support the projects as the system/business owner and provide the business project manager, program director and project sponsor for both upgrades. <p>Questions/Topics discussed include:</p> <ul style="list-style-type: none"> ❖ No handouts were provided for the meeting. Question was asked if participants wanted handouts in the future. Answer: “yes” – handouts will be provided at future meetings
<p>A2</p>	<p>Sherrie Southern explained the status of both the HCM and Financials upgrades</p> <p><u>General Status:</u></p> <ul style="list-style-type: none"> • Both the HCM Upgrade and the Financials Upgrade Project Organization charts were explained. <p><u>Oracle/PeopleSoft Update:</u></p> <ul style="list-style-type: none"> • Oracle closed the deal to buy PeopleSoft on 12/28/04 and on 01/18/05 will begin operating as one company • PeopleSoft does not support 7.X as of 12/31/2004 • Oracle will support PeopleSoft 8.X for ten years; clock began in June 2003 • Oracle has indicated it will release one more version of PeopleSoft; timing not determined; based on customer feedback and user groups • Oracle has indicated it will combine the 3 applications into one product in 2 to 3 years; Oracle Financials, PeopleSoft Financials and JD Edwards <p>Recommendation: Continue upgrade to 8.X; Oracle will develop a roadmap to migrate from PS 8.X to the new Oracle product.</p> <p><u>Next Steps</u></p> <p>Meeting scheduled with Board of Regents</p> <ul style="list-style-type: none"> • BOR has RFP for Financials Upgrade on the street • Discussion will cover next steps; contact Oracle as an enterprise to discuss support and licensing for Georgia to include SAO & BOR

- Georgia has an enterprise contract with Oracle for the database products; GTA currently negotiating with Oracle on the current contract

Questions/Topics discussed include:

- ❖ Question: How long will Oracle support PS Version 8.X?
Answer: 10 years (the clock started in 2003) – until year 2013

HCM Upgrade

Milestones

- GTA Operations (Data Center) current date for environment to be ready is 1/12/05
- Financial Systems staff will begin certification testing 1/21/05
- There will be approximately 4 months of work after certification of the environment is complete.
- New “Go Live” date based on certification date

Accomplishments

- Designed and built online modifications
- Designed and built employee self service modifications
- Unit test complete
- Integration test complete (several tasks deferred due to infrastructure delay)
- Ran and reconciled payroll for all pay groups
- Built interfaces and reports
- Customized Data Conversion
- Configured End User Security
- PeopleSoft services contract ended in October with the completion of the construct phase

Remaining Tasks

Training

- Currently developing web based training – scheduled to complete February 2005
- Agency train the trainer to begin April 2005
- Agency training to begin May 2005

Testing

- Project team continues to test; start up to complete testing is pending GTA Operations stabilization of environment
- Agency involvement with parallel testing to begin May 2005

Employee Self Service

- Roll out to pilot agencies 2 weeks after ‘go live’ (Pilot agencies include: GTA, GMS, DOC, P&P, OPB and SAO)
- Will add approximately 10,000 employees per month
- Employee Self Service is not optional; all agencies will implement within 6 months of go live
- Employee Self Services includes eprofile: personal information; address, email, phone number etc. and ePay; view paycheck for direct deposit, W2 reissue, W4 Tax information, view leave balances

Timeline

- “Go Live” end of second quarter 2005
- Recovery plan to restart project completed; dates for plan are dependent on

- GTA Operations stabilizations of environment
- Adding new functionality in HCM 8.8 rollout: 1) Pensionable Earning Codes and 2) Savings Plans

Budget

- Within Budget
- Total Budget for HCM: \$4,484,948
Expenditures to date: \$3,482,785
Expenditures planned: \$500,000
Total Expenditures: \$3,982,785

Questions/Topics discussed include:

- ePay/eProfile were discussed: Questions include:
 - ❖ Would employees be able to change General Deductions? A: No
 - ❖ Will agencies be able to partially install functionality? A: No
 - ❖ Some employees will not have access to view on line. How will they access the information? A: HR personnel could view it for them or they can go to a local technical school or library to view information.
 - ❖ Financial Systems will research and provide an implementation plan that will address the rollout for employees with access and employees without access.

Financials Upgrade

- Accenture awarded services contract (vendor was on site November 2004)
- Questcon awarded IV&V contract (vendor was on site December 2004)

Scope of Project

- Upgrade to supported technology
- Implement: 3-way matching, inter/intra agency fund accounting, and consolidations for reporting

New Impact on Scope of Project

- Create the foundation to transition from transactional system to statewide financial management system
- Review business units, chart of accounts, and cash management to determine the best solutions for the future

Milestones

- November/December 2004 Planning with Accenture (developed detailed project plan)
- January 2005 – Planning Fit Gap Sessions
 - Meetings with Accenture to review scope changes and determine impact on project
 - Establish time frame for fit/gap sessions, locations and tools to be used for sessions
 - Identify and notify agency staff to participate
- February/May 2005 – Conduct Fit Gap Sessions
 - Sessions to design the foundation for the future – current business processes and future business processes
 - Take advantage of delivered functionality within PeopleSoft
- June/November 2005 – Development and full system testing
 - Agencies will be involved with parallel testing
- December 2005/June 2006 – Final testing and end user training
 - Training developed using web based training tool
 - Train the trainer roll out
 - End user training roll out

- July 2006 – “Go Live”

Budget

- Total Budget for FN: \$7,062,500
- Expenditures to date: \$1,814,998
- Expenditures planned: \$5,290,000
- Total Expenditures: \$7,104,998
 - Deficit of (\$42,498)
 - Carry over from HCM USF Upgrade funds to cover deficit

Closing

- In the future, meetings will be held separately for the HCM and FN Steering Committees
- Steering Committee members should assign proxy to attend meetings if member is not available (person should be able to make decisions)
- Next HCM Meeting: March 2005
- Next FN Meeting: to be determined

General Discussions include:

- Contacting BOR (upgrading to version 8.3) to discuss combining both Financials Upgrades in order to have better leverage.
- Consolidated reporting was discussed as it pertains to the future of the financial systems foundation. Recommendations are welcome on definitions of statewide reporting
- How important is “Go Live” date in July 2006 for Financials Upgrade? A: Very important because it’s the beginning of the fiscal year.
- Meeting Schedule – It was decided to hold meetings once each month on Fridays for the Financials upgrade project.
- Steering Committee members would like ‘optional dates’ for the next HCM meeting.
- Financial Systems will send out dates for the next meeting – HCM (March) and Financials (February).