

Time, Leave and Attendance Project Introduction

1/26/2012

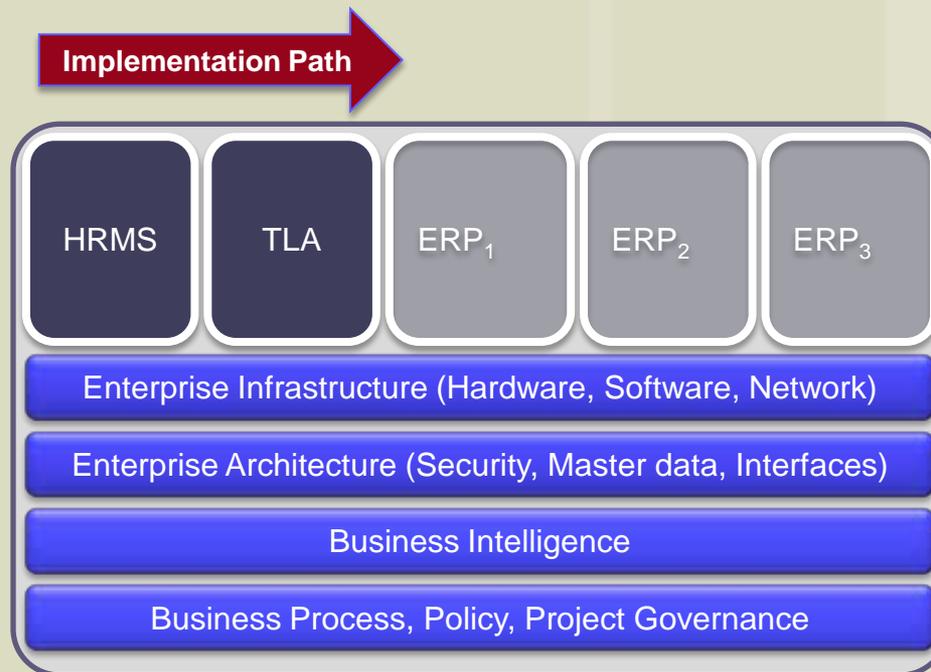
Agenda

- Project Overview
- Project Background
- Project Scope
- Planning Approach and Methodology
- Keys To Success
- Next Steps

Project Overview

- Purpose

- Take the next step modernizing the State's financial systems
- Implement an enterprise-wide time, leave and attendance solution



Project Background

- **Feasibility Study (08-09)**

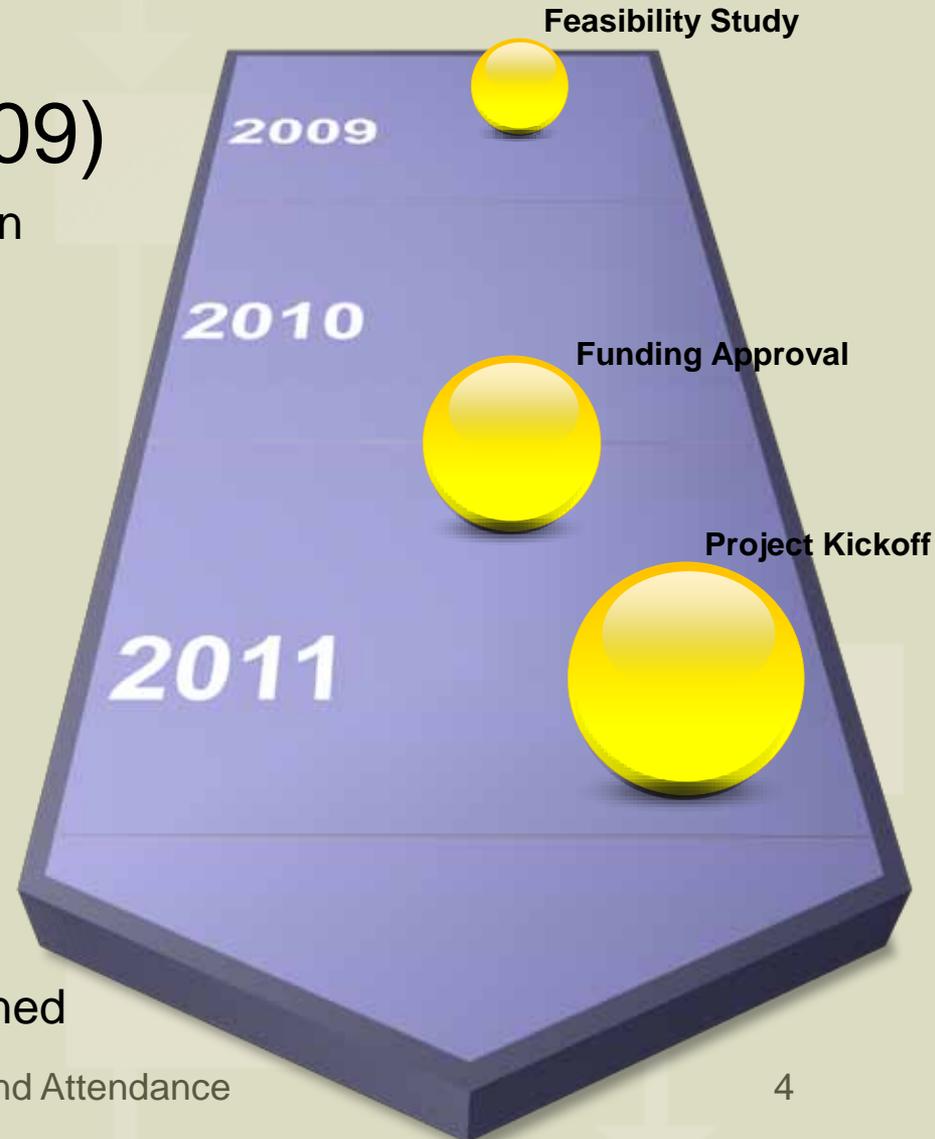
- DNR/DOT/OFM/DOP Collaboration
- Evaluated alternative solutions
- Developed baseline requirements
- Provided a recommendation

- **Funding Approval**

- Pilot implementation
- DOT budget

- **Project Kickoff**

- Project manager selected
- Project governance structure outlined



Project Drivers

- Drivers

- Current data is not timely or accurate
- Difficult to comply with Federal, State and bargaining unit laws, policies and rules
- Existing processes are inefficient, error prone and lack internal controls
- Lack of consistency in timekeeping processes
- Significant duplication of effort across agencies

Project Scope

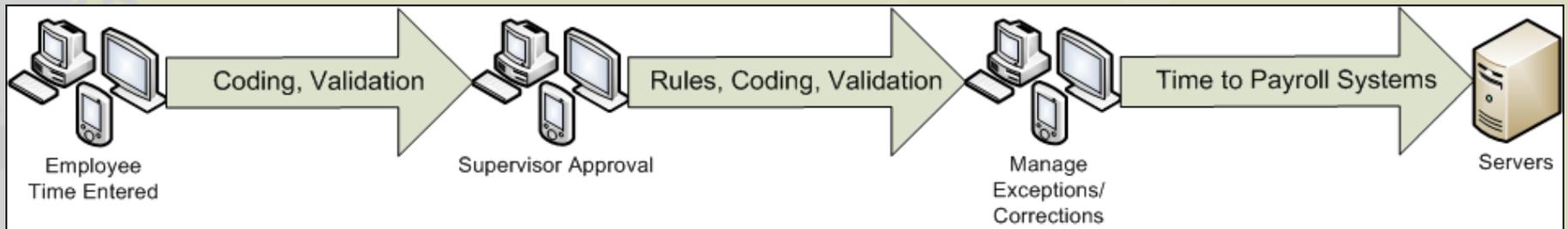
- Organizational

- Pilot agencies: Department of Transportation and Ecology
- Full Implementation: Available to all state agencies

- Functional

- Time and leave capture, approval and reporting
- Employee self service
- Management exception and performance reporting
- Integration with core systems & agency line of business applications
- Implemented on the ERP enterprise infrastructure platform

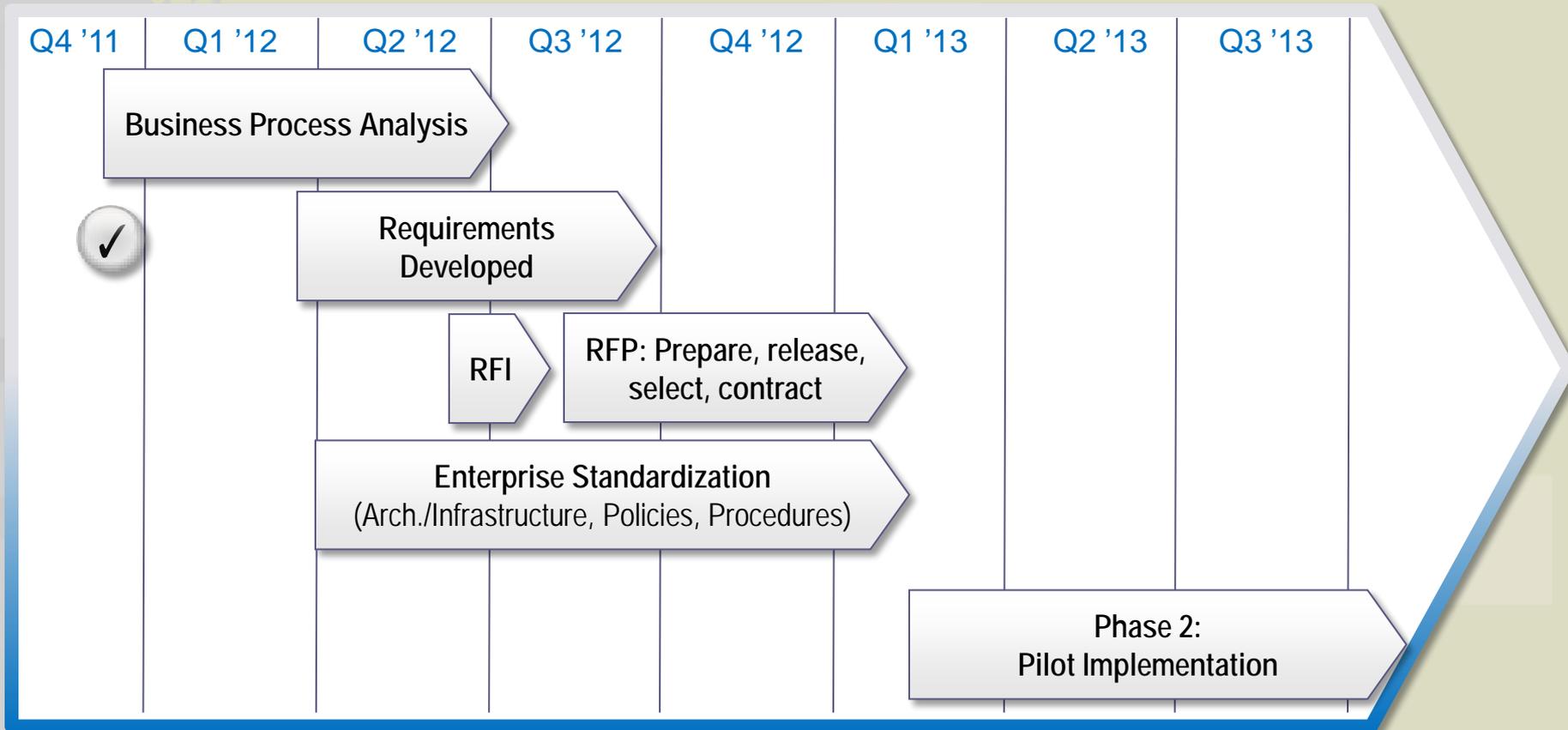
Transformation – Time (Future)



Project Planning Approach

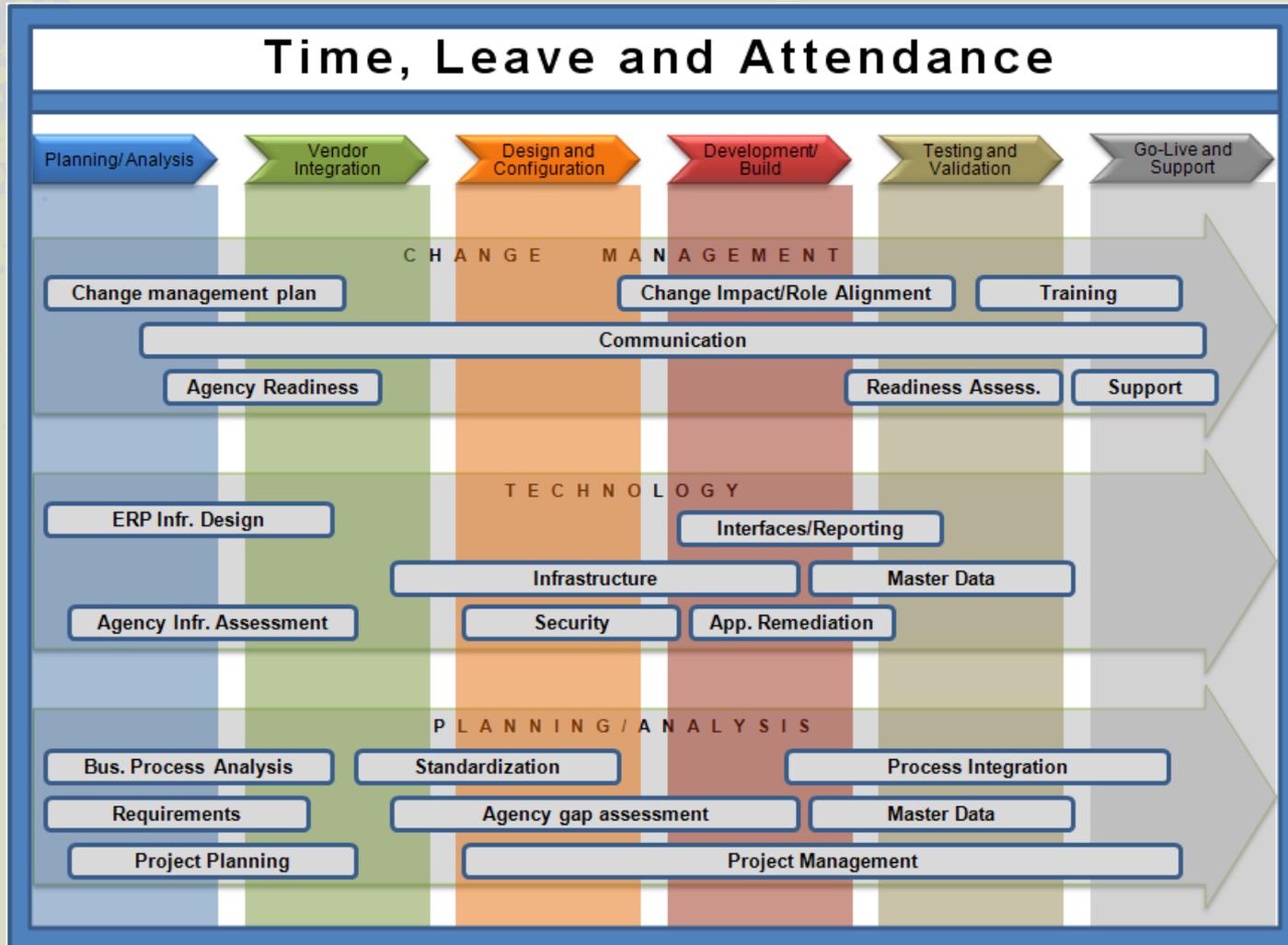
- **Phase 1 – Planning/Analysis**
 - Business process analysis/Business and systems analysis
 - Conduct RFI
 - Finalize requirements
 - Conduct RFP/Finalize contract
 - Phase 2 planning
- **Phase 2 – Pilot Implementation**
 - Vendor integration, Design, Build, Test, Deploy, Support
- **Phase 3 – Full Implementation**
 - Lessons learned, Design, Build, Test, Deploy, Support

Project Milestones



* All dates are preliminary

Project Core Activities



Keys to Success

- Minimize the impact to the agency/employee
- Statewide – with agency “ownership”
- Standardization with agency agility
- Realistic planning approach
- Efficient decision making
- Executive leadership sponsorship/support
- Demonstrates value for the agency

Potential Risks to Identify Early

- Resources (pilot agency, OFM and DES)
- Standardization
 - Process, technology, policy
- Adoption of an enterprise system
 - Employees, supervisors, agency
- Scope definition and management
- Benefits realization

Next Steps

- Resource acquisition, onboarding
- Business process modeling
- Understanding agency ability/readiness
- Outline for ERP architecture/model
- Determine roles and responsibilities
- Scope of standardization

Questions

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Link to Roadmap: <http://www.ofm.wa.gov/roadmap/hrms.asp>