



Inter-Agency Workgroup (IWG) Meeting

August 16, 2006



Agency Activity Update



Agency Activities Update

- **Configuration Data**
 - Configuration Data Collection Status
 - Workflow Configuration Data Due 8/14
 - Wave 1 Data Refinement
- **Agency Implementation Plans (AIPs)**
 - Wave 1 Executing Plans
 - Waves 2-4 Updating Plans
- **Agency Meetings**
 - Workflow Configuration
 - Agency Implementation Team (AIT)
 - Agency Leaders
 - Remediation Information Exchange (RIX)
- **Workforce Transformation (WFT)**
 - Workforce Transformation Assessment Audit



Remediation Information eXchange (RIX)



Aspire System Testing



Agenda

- Objectives/Goals
- Cycle 1
 - Purpose/Inputs
 - Scope/Environment Configuration
 - Entrance Criteria
 - Cycle 1 & Cycle 2 ADMLs List
 - Development Exceptions
- Reference Deliverables
- Q&A



Objectives/Goals

- System Testing will:
 - Validate the Aspire system has met the agreed upon design as defined in A007a Revised Detail Design Specification, A007b Update to Detail Design Specification and other agreed upon change requests

- Cycle 1
 - Ensure that inbound interfaces can be successfully processed
 - Ensure that PeopleSoft internal modules and configuration perform required business functions and operate as expected

- Cycle 2
 - Ensure that end-to-end components comprising the business solution are complete and functioning properly including delivered functionality, enhancements, custom reports, conversions and workflow.
 - Ensure proper security is enforced



System Testing – Cycle 1

Purpose

- Focus on testing functional components of Aspire within each module (e.g. posting a journal entry)
- Test Enterprise and Agency configuration components

Inputs

- Configuration data
- Manual scripts (approx. 1,600 out of 3,600+)
- Variable script data



System Testing – Cycle 1

Scope

- Standard Functionality
- ADMLs
 - Individual Module Testing
 - Stub Interface Testing
 - Conversions

Environment Configuration

- Enterprise – A&A and Treasury
- Agencies – DFS, FWC and DJJ
- Other functionality that requires configuration (e.g ADML 93 - AWI Unemployment Comp Payments)



System Testing

- Entrance Criteria

- Development must be complete
 - Enhancements, conversions, and interface ADMLs are completed through the technical development lifecycle
 - Enhancements and Interfaces functionally tested successfully
- Enterprise configuration must be complete
- System Test scripts for Cycle 1 must be complete
- System Test environments must be prepared
- Test teams defined and trained on testing tools
- Defect management process and procedures are complete and communicated to all teams

- The State Project Director must approve any exceptions to start System Test Cycle 1



System Testing

- Development exceptions require a risk mitigation plan for each individual exception ADML
 - Salary Detail: ADML 31
 - LAS/PBS: ADMLs 11, 22, 1136, 1137, 1138
 - Transaction History: ADML 1795
 - Labor Distribution: ADMLs 151, 169
 - Fixed Assets: ADML 144
 - Reporting
 - Outstanding Warrants: ADML 1139
 - Derivation Engine Run-time Integration: ADML 1424
 - MFMP Encumbrances: ADML 1720
 - Updating Cash Balances Between Aspire and FLAIR during Transition: ADML 1721
 - Position Download from PeopleFirst: ADML 1765
 - 1099 Account Code Process: ADML 1815



Testing Resource Documents

● Deliverables

- A009a System Test Procedures and Plan v2
- P019a Revised Testing Strategy

Available on the Aspire Website at:

[http://aspire.dfs.state.fl.us/Project_Documentation/
resource_documents.asp](http://aspire.dfs.state.fl.us/Project_Documentation/resource_documents.asp)



Questions & Answers



Workforce Transformation Activities



Agenda

- Today's Objectives
- Workforce Transformation (WFT)
 - Overview
 - Partnership with Agencies
 - Activities
 - Timeline
- Next Steps
- Q&A



Today's Objectives



Today's Objectives

- Provide an Overview of Workforce Transformation
- Understand how Workforce Transformation will Work with Agencies during the Implementation
- Review Workforce Transformation Activities
- Provide a Timeline of Workforce Transformation Activities
- Communicate Agency Next Steps



Workforce Transformation Overview



Workforce Transformation Overview

- **What is Workforce Transformation?**

- A systematic approach to prepare Agencies and users for Aspire
- A means for identifying organizational readiness risks and creating Agency-specific solutions to address those risks
- A channel for identifying proper knowledge, skills, and abilities necessary for roles in Aspire

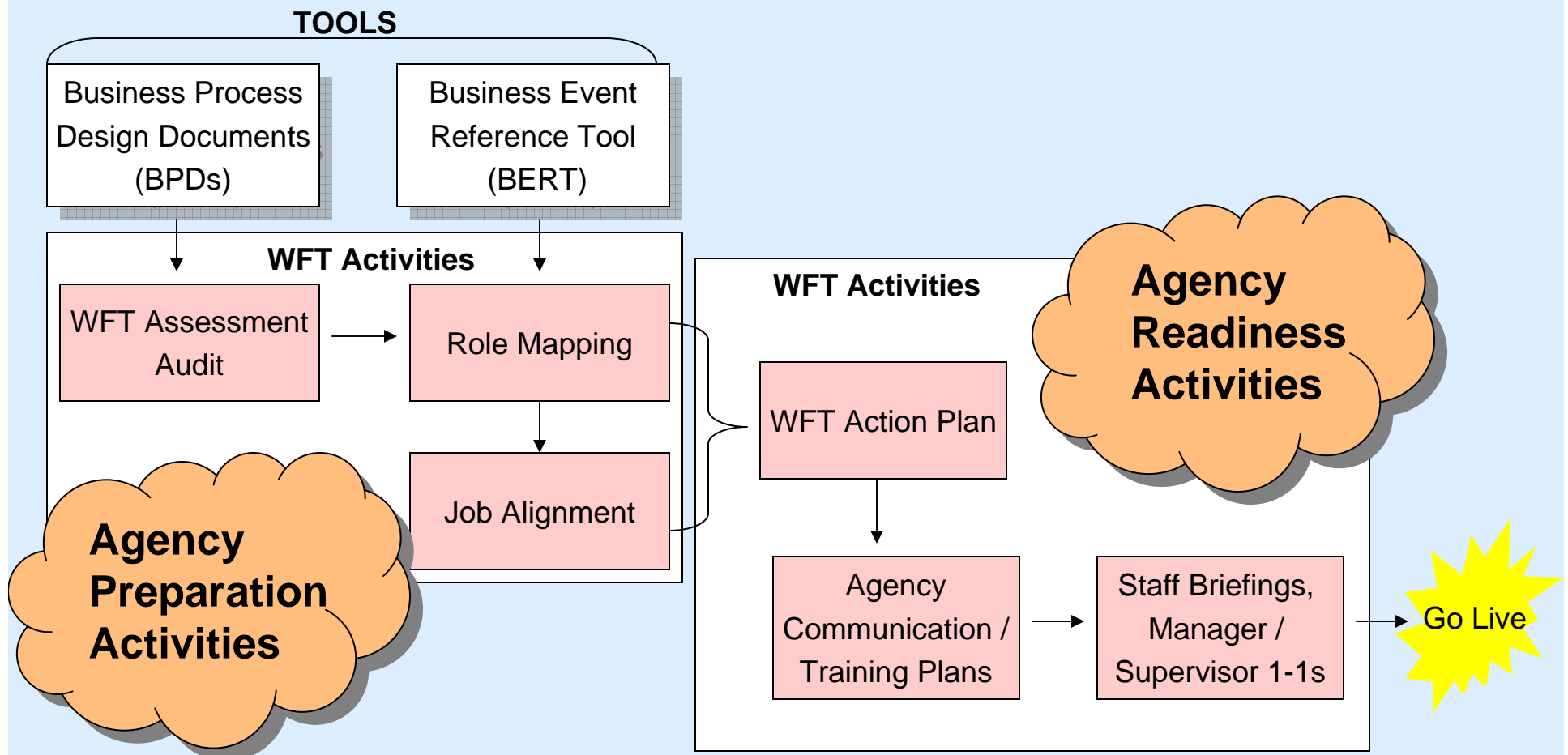
- **Workforce Transformation is not:**

- A process to eliminate jobs
- A process to train employees on how to use Aspire



Workforce Transformation Overview

The purpose of WFT is to identify Aspire impacts to your Agency and its employees, map existing personnel to Aspire roles and prepare users for their new role





Agency and WFT Partnership



Agency and WFT Partnership

Work side-by-side to get to know each Agency

Structure

- 1 WFT member aligned to a group of Agencies
- WFT collaborates with Agencies to complete activities

Benefits

- Facilitates open communication between Agency and WFT
- Provides WFT with a deeper understanding of your Agency in order to provide appropriate recommendations
- Promotes teamwork





Workforce Transformation Activities



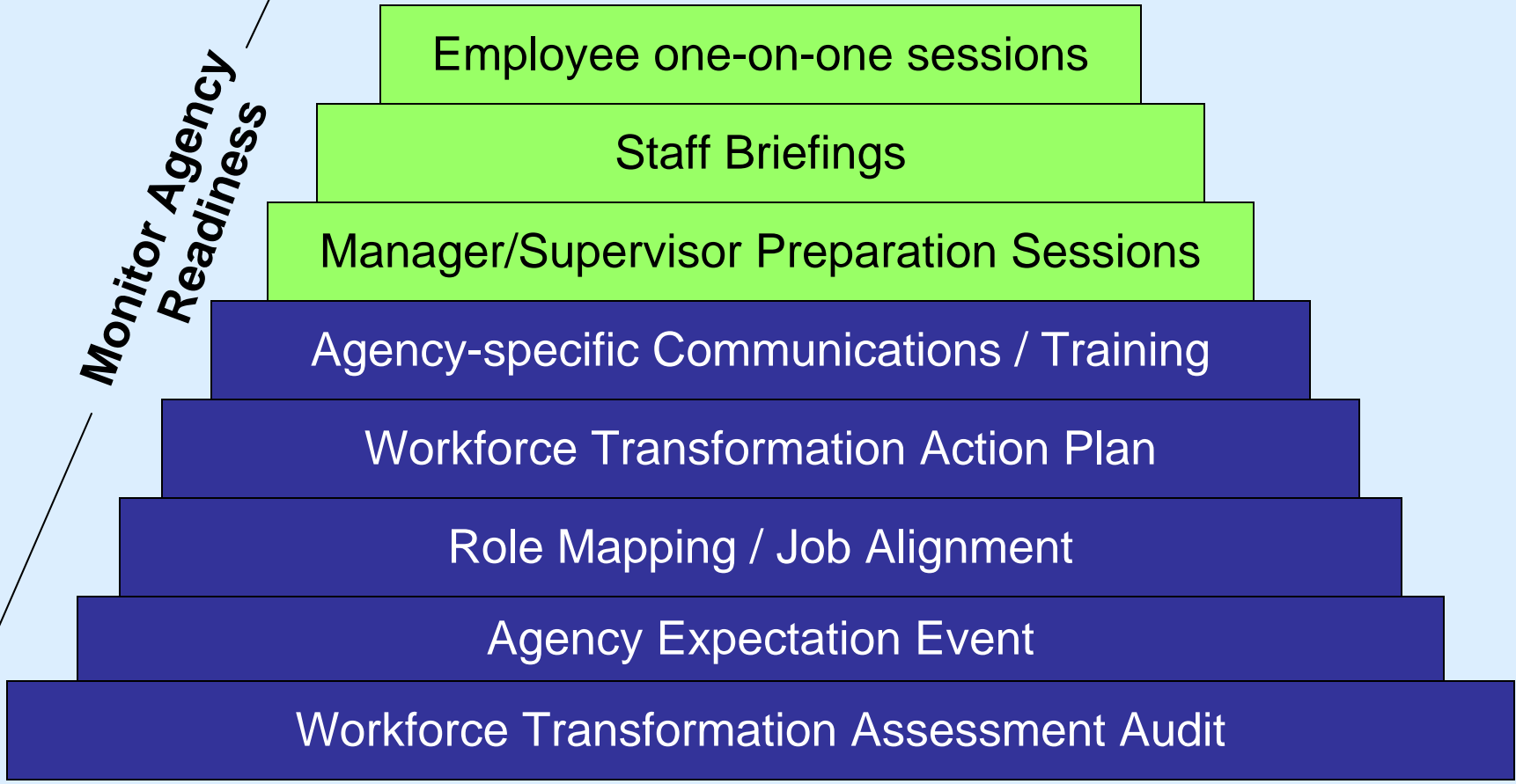
WFT Activity Hierarchy

Legend

- green → Agency readiness
- blue → Agency preparation



Monitor Agency Readiness





WFT Assessment Audit

Description	Value
<ul style="list-style-type: none">➤ The process of identifying the Aspire impacts and / or changes to Agencies➤ Understanding how the current business events differ from the Aspire business events➤ Understanding how current Agency positions will change in Aspire	<ul style="list-style-type: none">➤ Understand how business events and current jobs will change➤ Understand how current positions will change➤ The assessment audit helps develop agency-specific solutions to prepare for Aspire (role mapping / job alignment, Agency-specific training and communications)

Tools

- Business Process Design Documents
- Assessment Audit Guide
- Assessment Audit Worksheet

Timing

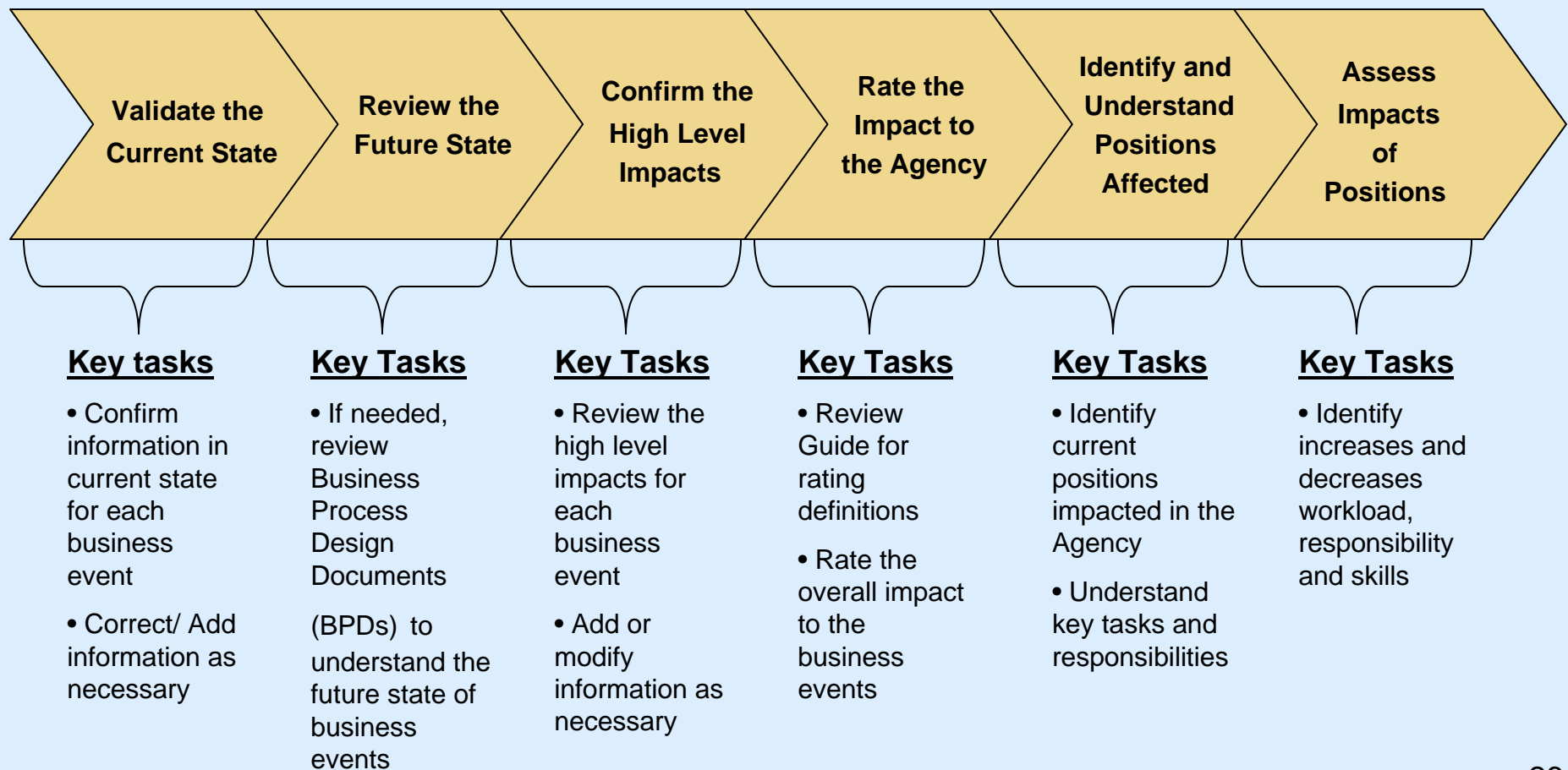
- August & September 2006



WFT Assessment Audit Process

WFT has an established process for each Agency to effectively identify the Aspire business event impacts and how it effects each current position

Assessment Audit Process





Agency Expectation Event

Description	Value
<ul style="list-style-type: none">➤ A Project Aspire event to communicate the road map for implementation tasks for Go-Live➤ Highlights Organizational Change Management activities	<ul style="list-style-type: none">➤ Provides Agencies with the implementation tasks and activities to prepare for Go-Live➤ Allows Agencies to ask questions and seek understanding of future implementation tasks

Tools

- Agency Implementation Plan

Timing

- 9 - 10 Months prior to Go Live
- *Wave 1: September 2006*



Role Mapping and Job Alignment

Description	Value
<ul style="list-style-type: none">➤ Role mapping is the process of assigning Aspire roles to current Agency personnel➤ Role mapping identifies the tasks to be performed in Aspire➤ Role mapping determines the Aspire security access for individuals➤ Role mapping determines the Aspire training courses for individuals➤ Job alignment is the process of identifying human resource impacts as a result of Role mapping	<ul style="list-style-type: none">➤ Understand the security authorizations of roles in Aspire➤ Identify the Aspire training needed➤ Identify and fill roles for Agency based on tasks, skills, and knowledge required

Tools

- Role Mapping Instructions
- Business Event Reference Tool (BERT)
- Role Requirements
- Learning Management System
- Assessment Audit Worksheet
- Business Process Design Documents

Timing

- 6 - 9 months prior to Go- Live*
- *Wave 1: October 2006 - November 2006*

**Timing dependent upon wave*



WFT Action Plan

Description	Value
<ul style="list-style-type: none">➤ A summary plan that identifies Agency-specific solutions for the identified Aspire impacts / changes➤ Identifies Agency-specific solutions (job alignment, training and communications)	<ul style="list-style-type: none">➤ Provides an action plan to address the impacts / changes identified in the WFT assessment audit and role mapping➤ Assists by aligning individuals to Aspire roles based on knowledge, skills and abilities➤ Assists in identifying Agency policies and procedures that need to be revised or created

Tools

- WFT Action Plan Template
- WFT Assessment Audit Worksheet
- Business Process Design Documents
- Learning Management System (results of role mapping)

Timing

- 6 - 7 months prior to Go Live*
- *Wave 1: December 2006 - January 2007*

**Timing dependent upon wave*



Agency-specific Communications Plans

Description	Value
<ul style="list-style-type: none">➤ The process of developing and executing Agency-specific communication plans that will not be covered by enterprise communications➤ Creating Agency communication plans to address changes to financial processes, policies, procedures, job responsibilities, implementation readiness, etc.	<ul style="list-style-type: none">➤ Addresses unique Agency communication needs➤ Provides information that builds awareness and buy-in with stakeholders

Tools

- WFT Assessment Audit Worksheet
- Workforce Transformation Overview
- Agency Communications Guide
- Agency Communications Plan Template

Timing

- 6 - 9 months prior to Go Live*
- *Wave 1: January 2007*

**Timing dependent upon wave*



Agency-specific Training Plans

Description	Value
<ul style="list-style-type: none">➤ The process of developing and executing Agency-specific training plans that will not be covered by enterprise training➤ Creating Agency training plans to address changes to policies and procedures, basic accounting skills and computer skills	<ul style="list-style-type: none">➤ Prepares and equips the workforce with the foundational skills necessary for their role➤ Facilitates the success of enterprise training➤ Addresses the Aspire skill impacts / changes of individual users

Tools

- Agency Training Guide
- Agency Training Plan Template
- WFT Assessment Audit Guide
- WFT Assessment Audit Worksheet

Timing

- 6 - 7 months prior to Go Live*
- *Wave 1: January 2007*

**Timing dependent upon wave*



Manager/Supervisor Preparation Sessions

Description	Value
<ul style="list-style-type: none">➤ A Project Aspire event to provide managers and supervisors a high level perspective on Project Aspire➤ Prepare managers for discussions about Aspire roles and training with their Aspire users	<ul style="list-style-type: none">➤ Prepares managers and supervisors to communicate key upcoming activities➤ Promotes clear communication between managers / supervisors and employees➤ Provides tips and techniques to managers / supervisors for conducting employee one-on-one conversations

Tools

- Manager / Supervisor Toolkit

Timing

- 3 - 5 months prior to Go Live*
- *Wave 1: January 2007 - March 2007*

**Timing dependent upon wave*



Staff Briefings

Description	Value
<ul style="list-style-type: none">➤ An Agency preparation meeting between Agency managers and staff about the upcoming Aspire implementation➤ Explains the process of one-on-one meetings for employees to learn about Aspire roles and training	<ul style="list-style-type: none">➤ Communicates the process for the Agency to prepare for Go-Live➤ Allows end users to understand how they will learn about Aspire roles and training

Tools

- **Manager / Supervisor Toolkit**

Timing

- **4 - 5 months prior to Go Live***
- **Wave 1: February 2007 - March 2007**

**Timing dependent upon wave*



Employee One-on-One Meetings

Description	Value
<ul style="list-style-type: none">➤ A meeting between a manager and an Aspire user outlining the individual's Aspire roles and training necessary to prepare for Aspire➤ Provides the individual a report of the Aspire roles that have been mapped to them	<ul style="list-style-type: none">➤ Communicate changes to individual jobs and the training necessary to be successful in Aspire➤ Promotes open, clear communication across the Agency to prepare for Aspire

Tools

- Manager / Supervisor Toolkit
- Individual Aspire Role Report

Timing

- 3 - 4 months prior to Go Live*
- *Wave 1: March 2007 - April 2007*

**Timing dependent upon wave*



Change Readiness Survey

Description	Value
<ul style="list-style-type: none">➤ A workforce change readiness survey to understand and evaluate key Agency risks➤ Provides Agencies an opportunity to share concerns with the project	<ul style="list-style-type: none">➤ Proactively addresses Agency risks➤ Helps Agencies prepare to implement Aspire from an Organizational Change Management perspective

Tools

- Change Readiness Survey

Timing

- January 2007- Go Live*

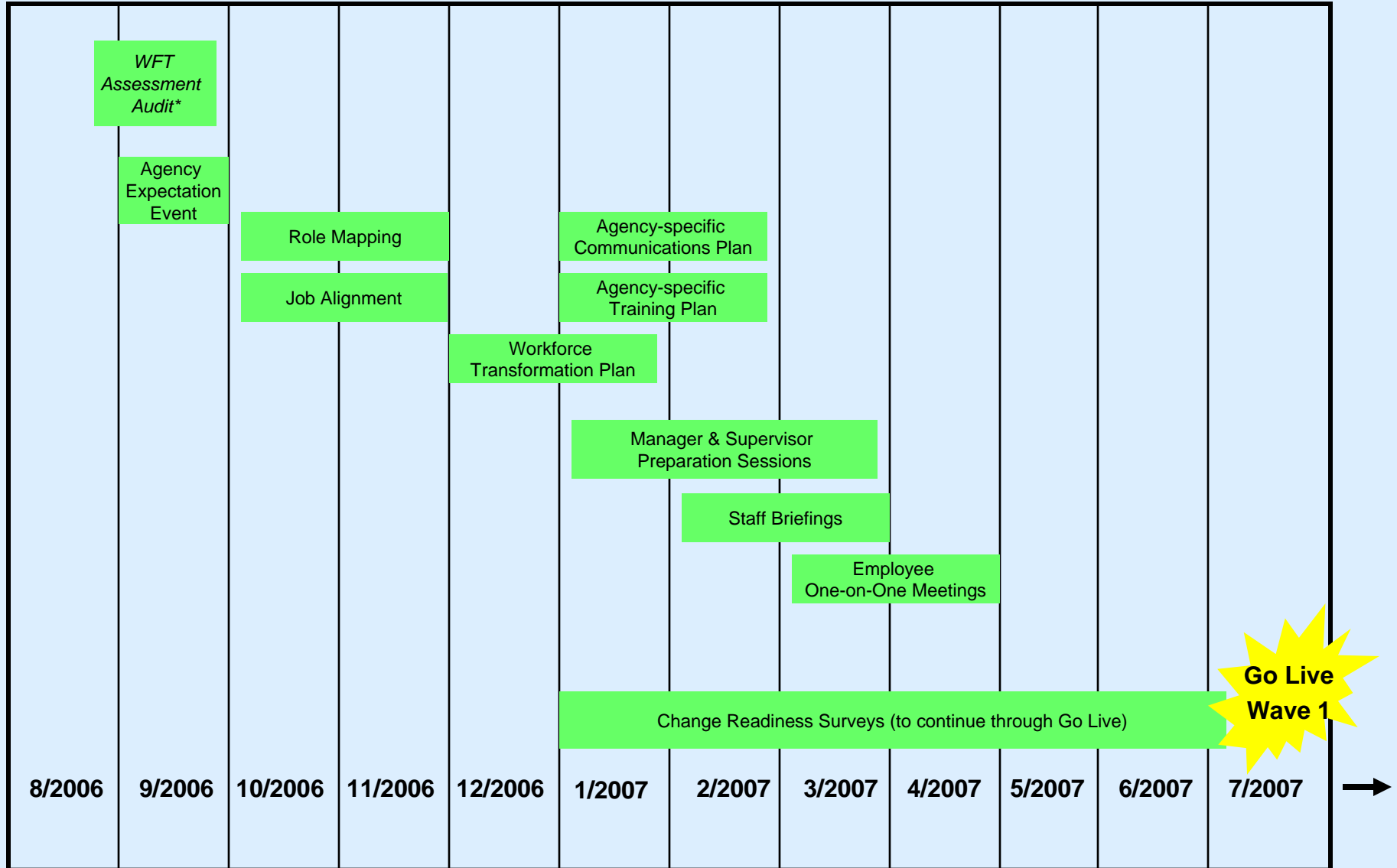
**Timing dependent upon wave*



Workforce Transformation Activity Timeline



WFT Wave 1 Activity Timeline



**Timing standard for all Agencies*



Summary



Summary

- WFT helps the Agency to prepare their workforce for Aspire
- WFT activities build upon one another
 - Initial analysis makes future WFT activities easier
- WFT assessment audit will begin later this month
- WFT will communicate final timing of activities



Next Steps



Agency Next Steps

- Communicate the purpose and goals of WFT to Agency Implementation Teams (AITs)
- Communicate WFT activities to your AIT members
- Review the Business Process Design Document to prepare for the WFT Assessment Audit
- Review your Agency's data from the initial WFT Assessment on the P drive
 - P:\Organizational Change Management\Workforce Transformation\Workforce Impact Assessment\Completed Assessments\2005 Assessment Results
- Provide ongoing feedback to Workforce Transformation Team
 - Matt Sullivan (matt.sullivan@fldfs.com)
 - Please copy your Agency Advocate on all correspondence



Questions & Answers