



Kickoff Event

for Functional Fit Agencies
Groups 3 and 4

November 13, 2008
The Forum Auditorium
William S. Hall Institute

Agenda

- 🌀 Welcome and Introductions
- 🌀 SCEIS Status
- 🌀 Functional Analysis Questionnaire
- 🌀 Agency Support Teams & Expectations
- 🌀 Brief Overview of SCEIS Functionalities
- 🌀 Next Steps
- 🌀 Questions and Comments



Welcome and Introductions

Chris Shuman

SCEIS Project Director

Chris.Shuman@sceis.sc.gov

Presenters



- ④ Chris Shuman, Project Director
- ④ Tammy Mainwaring, Team Lead for Enterprise Change and Communications
- ④ Bruce Burnett, Team Lead for Finance
- ④ Wanda Dixon, Team Lead for Materials Management

Purpose and Outcomes

Purpose: To introduce agency leadership to the goals and processes of SCEIS, and the working methodology for preparing your agency for the transition

Outcomes:

- Leaders will understand the long-term goals of the SCEIS project
- Leaders will understand the projected collaboration between agencies and the SCEIS Project Team
- Leaders will be able to plan staff allocations for maximum effect and efficiency.

SCEIS Mission Statement



The South Carolina Enterprise Information System will ***standardize and streamline business processes*** within the government of South Carolina, using best business practices to ***achieve cost-effective and efficient delivery of services.***

Timely, accurate and complete information provided through SCEIS will empower decision-makers to ***improve the way government works*** for the citizens of South Carolina.

Brain Teaser

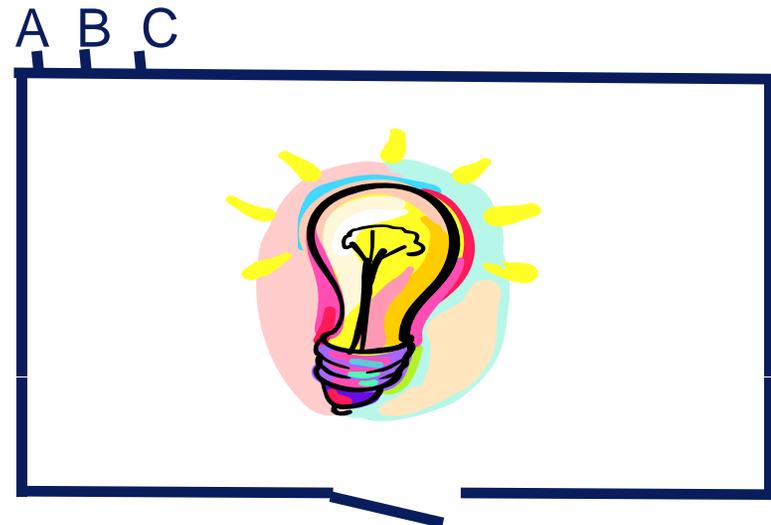
On a wall are 3 standard on/off switches.

One (and only one) controls a light bulb inside a light-tight, well-insulated closet.

The other two switches do nothing.

You can only open the closet door once, and cannot touch/change any switches after the door is open (or re-closed, for that matter).

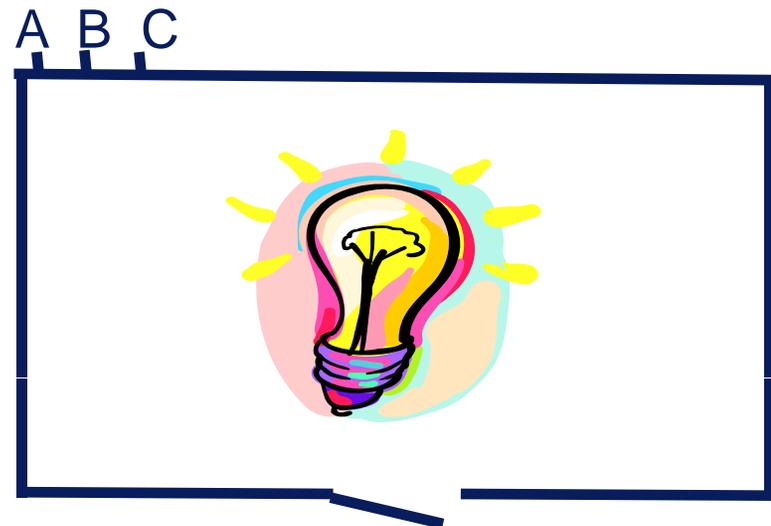
Which switch turns on the light?



The Answer

Turn on switch “A” for 4.7 minutes. Turn it off and turn on switch “B.” Open the door and touch the light bulb.

- If the light is on, it is switch “B” that turns on the light.
- If the light is off and hot, it is “A.”
- If the light is off and cold, it is “C.”





Project Status Update

Chris Shuman

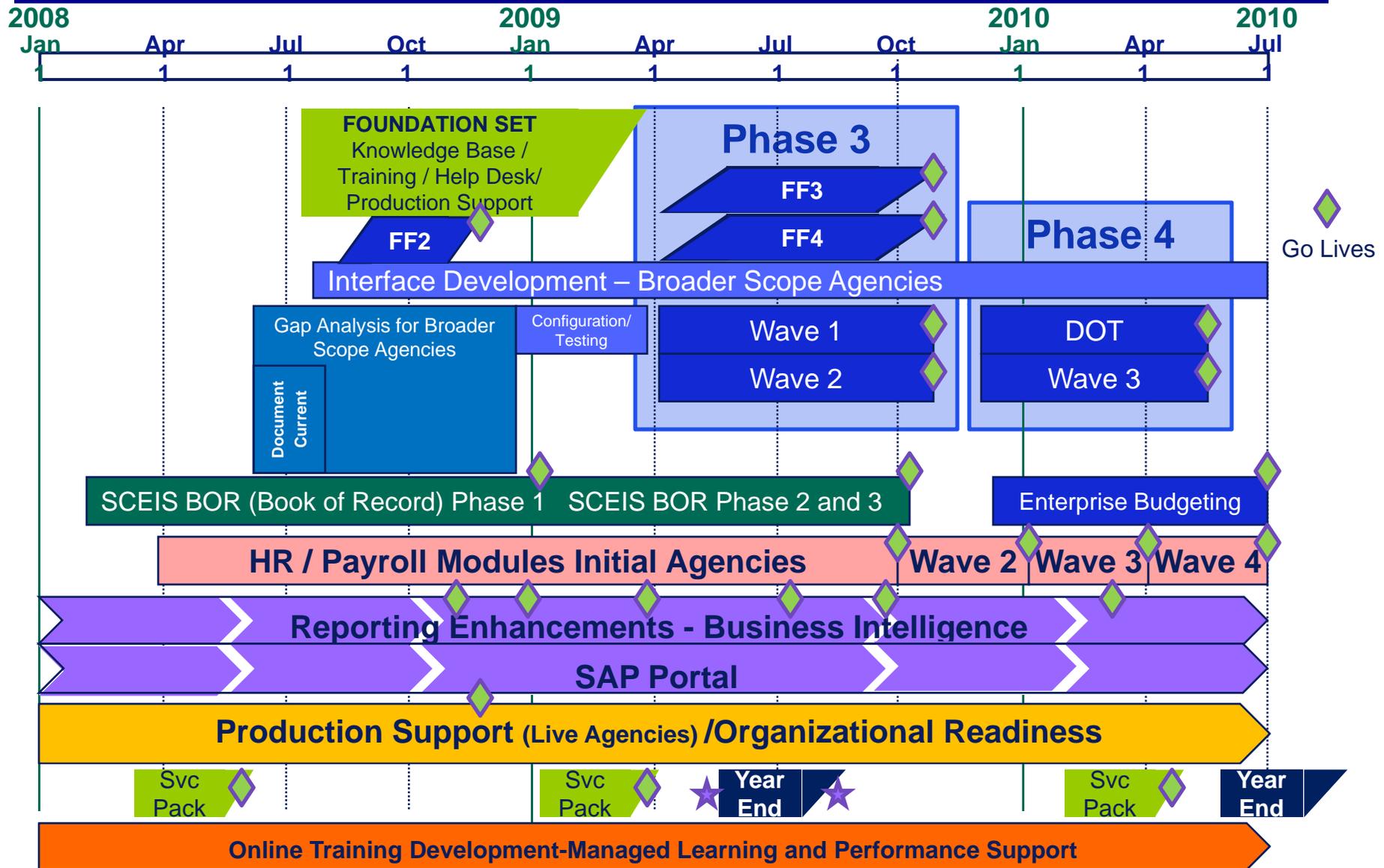
SCEIS Project Director

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Project Work Streams through 2010

Project Plan (As approved Sept 15, 2008)



Building the Foundation Set

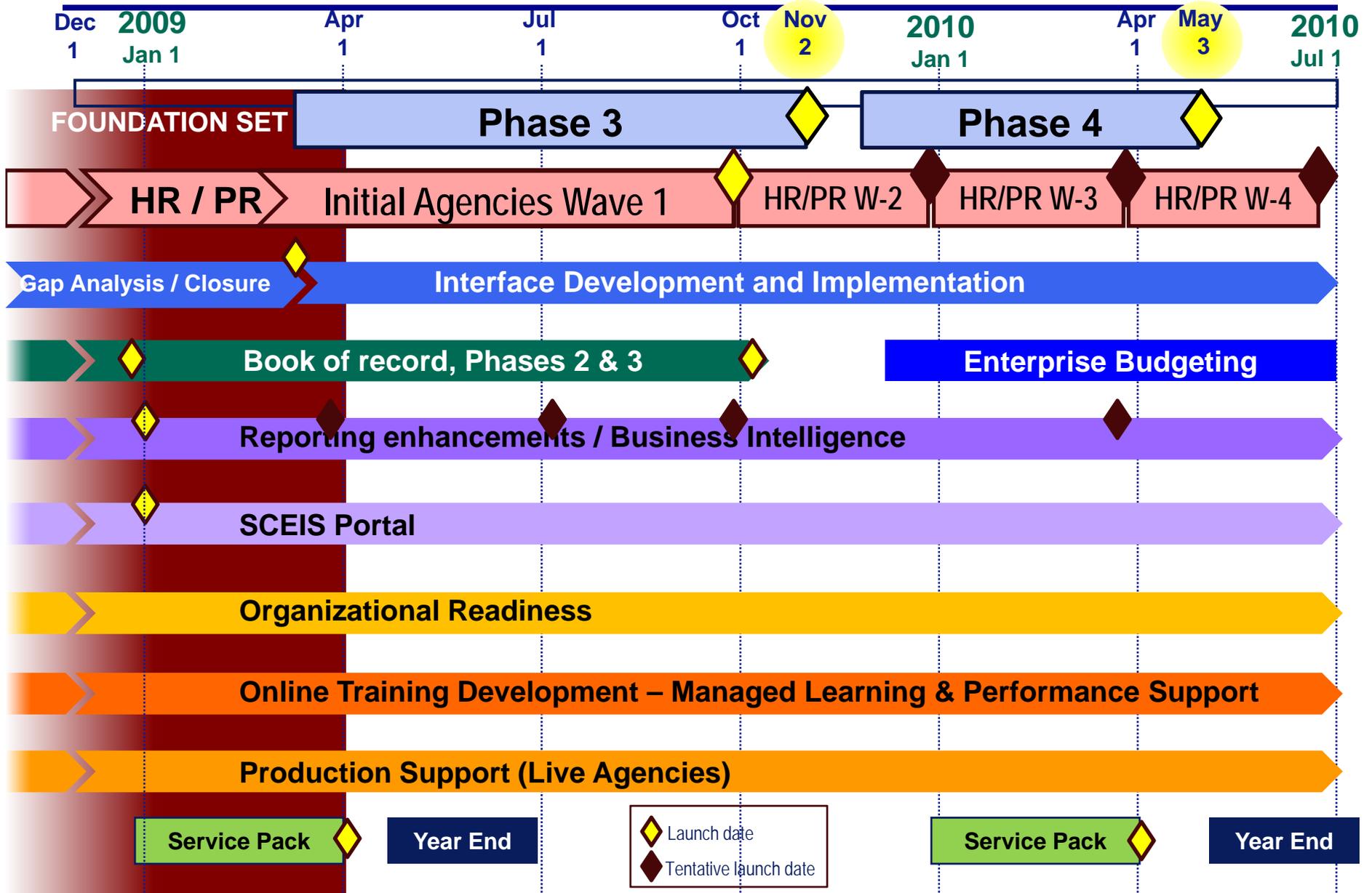


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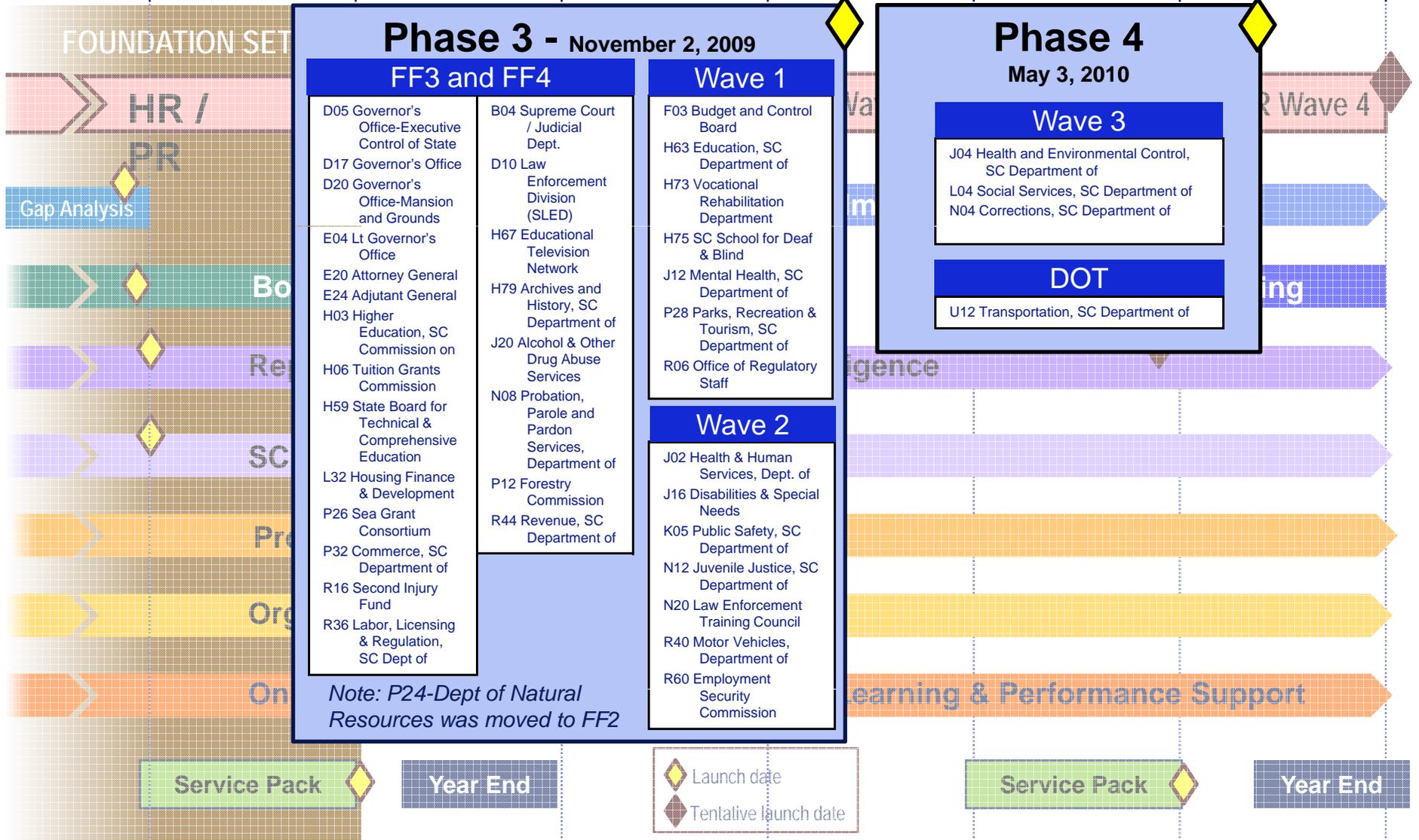
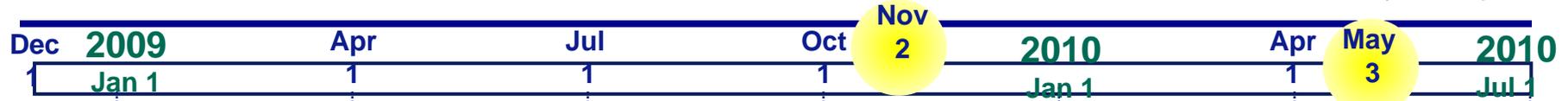
FOUNDATION SET

- **SCEIS Knowledge Base**, both within the Project Team and documentation for end-user support
- **Training development** to meet large-scale initial training needs, and ongoing end-user training
- **Help Desk** enhancements
- **Data management**: Migration strategy, master data governance, interfaces, etc.
- **Production support**
- **Other essential services** for ongoing success

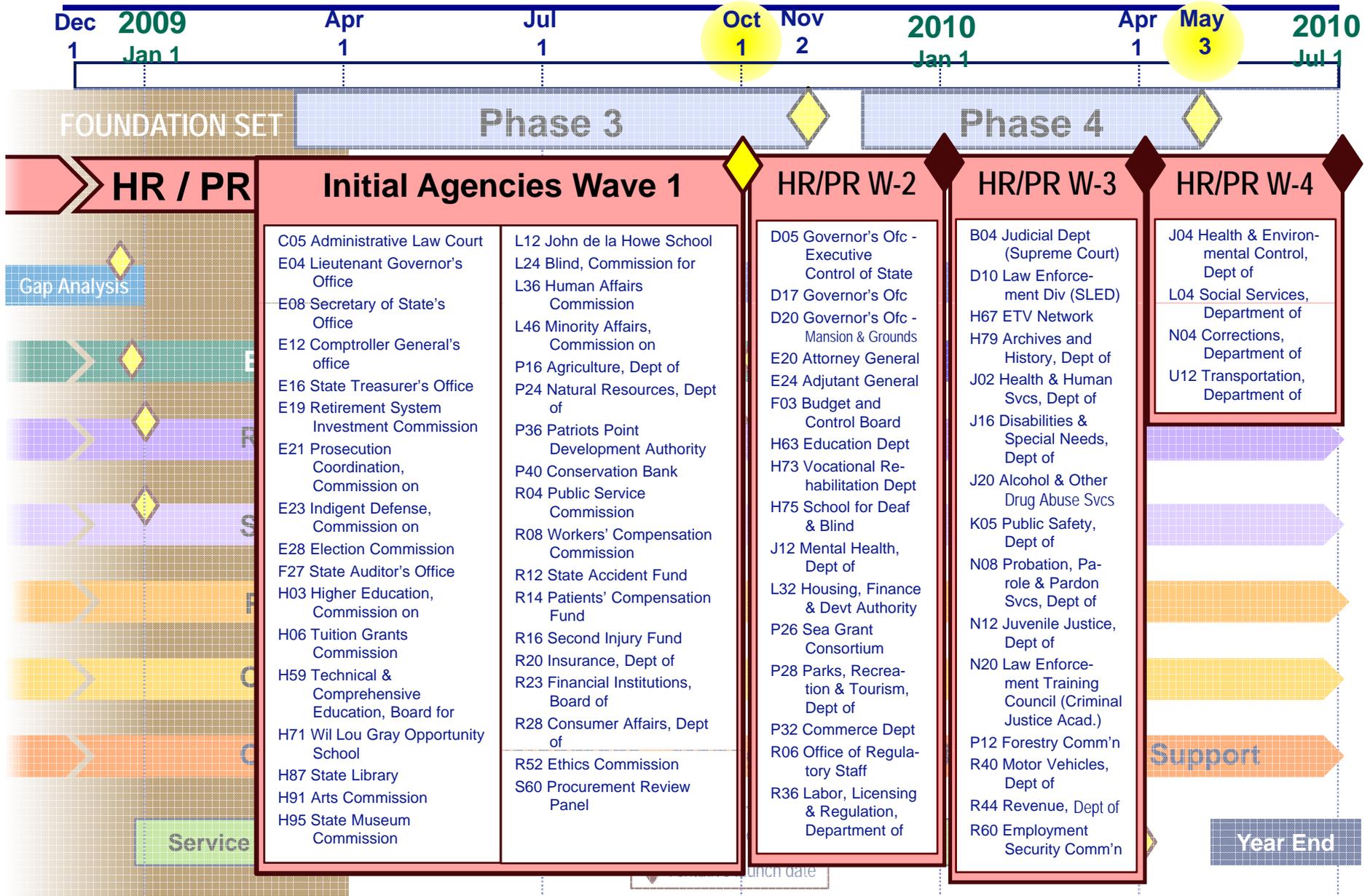
Work Streams through 2010



FI/MM Rollout Schedule through 2010



HR/Payroll Schedule through 2010





Functional Analysis Questionnaire

Chris Shuman

SCEIS Project Director

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Functional Analysis Questionnaire



-
- **Purpose:** To gather important information regarding your agency's Finance and Procurement systems, processes, and procedures
 - **Outcome:** Evaluate the agency's business processes to determine need for follow-up discussions in preparation for SCEIS go-live in November, 2009
 - **Questionnaire** will be emailed to attendees of today's meeting
 - **Due date: Friday, December 5, 2008**
 - Send questions and completed questionnaire to sceis-ast@sceis.sc.gov

Sample Questions

- ④ What is your current financial system?
- ④ Is your accounting function centralized or de-centralized?
 - If de-centralized, is the budget managed by each decentralized area, such as a department and/or cost center?
- ④ Are there any interfaces with your current financial system?
- ④ How many grants do you have?
- ④ Does your agency have an automated procurement system?
- ④ Are all requisitions approved? What kinds of approvals are required (grant, IT, etc.)?
- ④ What approval processes are currently automated by your system? (e.g. AP Invoices, Budget Transfers, etc)

Questionnaire Process



1. Questionnaire is sent electronically to agency
2. Agency completes questionnaire by Friday, December 5th
3. SCEIS Functional teams review the questionnaires completed by the agencies and determine next steps for each agency.
4. As needed, SCEIS Functional teams will contact the agency to attend a follow-up session with the Finance and Procurement Teams to discuss further the results of the questionnaire.
5. Communicate results from SCEIS Functional team review to all FF3 and FF4 agencies



Agency Support Teams, and Expectations of Agencies

Tammy Mainwaring

SCEIS Team Lead for Enterprise Change and Communications

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Agency Support Teams

Overview

An ERP project is an enterprise business transformation project and it takes an enterprise to make an ERP project successful.

- Don Edmiston, CoPA ImaginePA Project Director

“Give a man the answer,
and he will only have a temporary solution.
Teach him the principles and processes
that led you to that answer,
and he will be able to create his own
solutions.”

Author unknown

Agency Support Teams (AST)

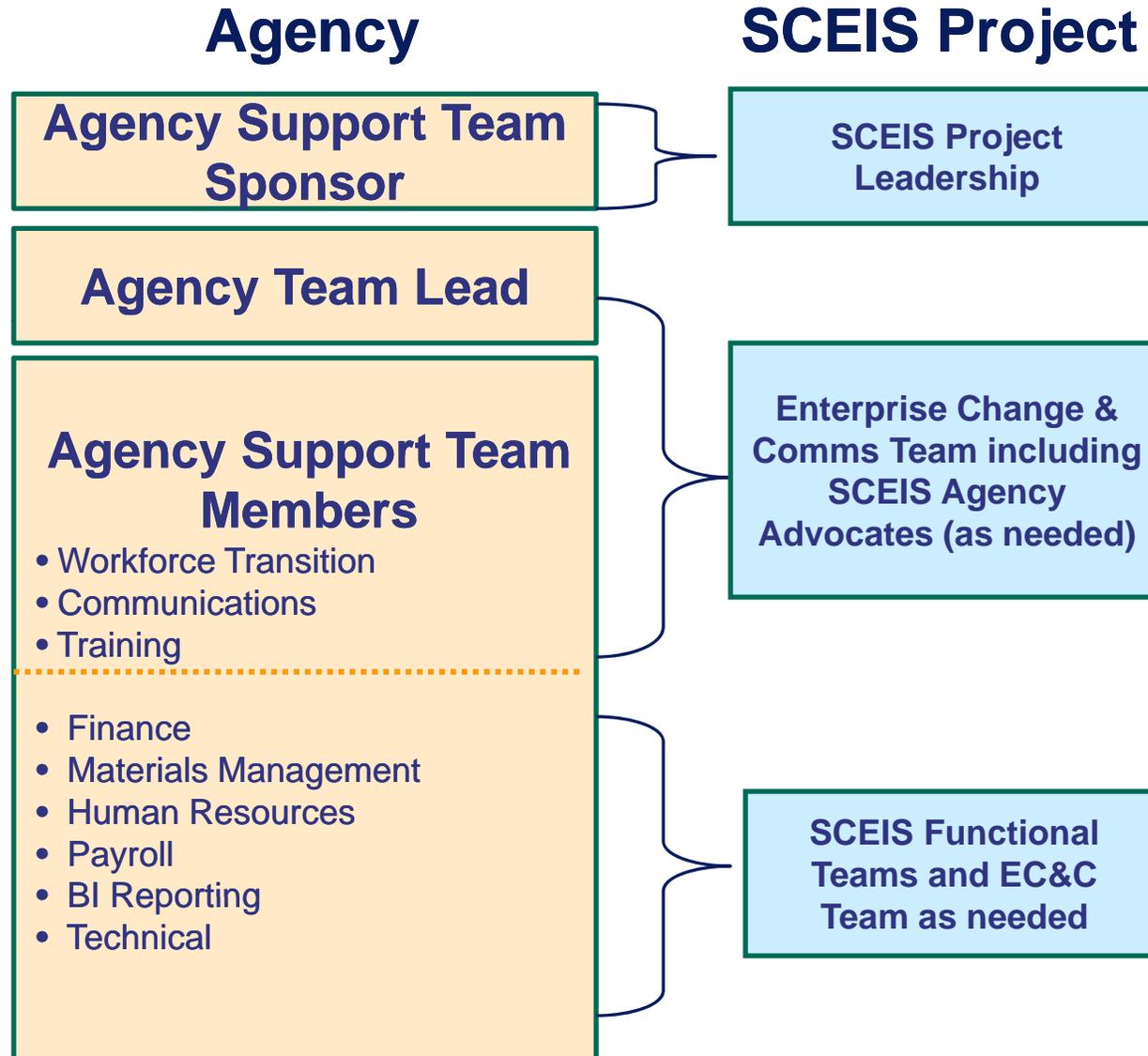


Goal: To empower each agency through knowledge transfer to lead and manage the implementation of SCEIS with assistance from the SCEIS Agency Advocates and Functional Teams

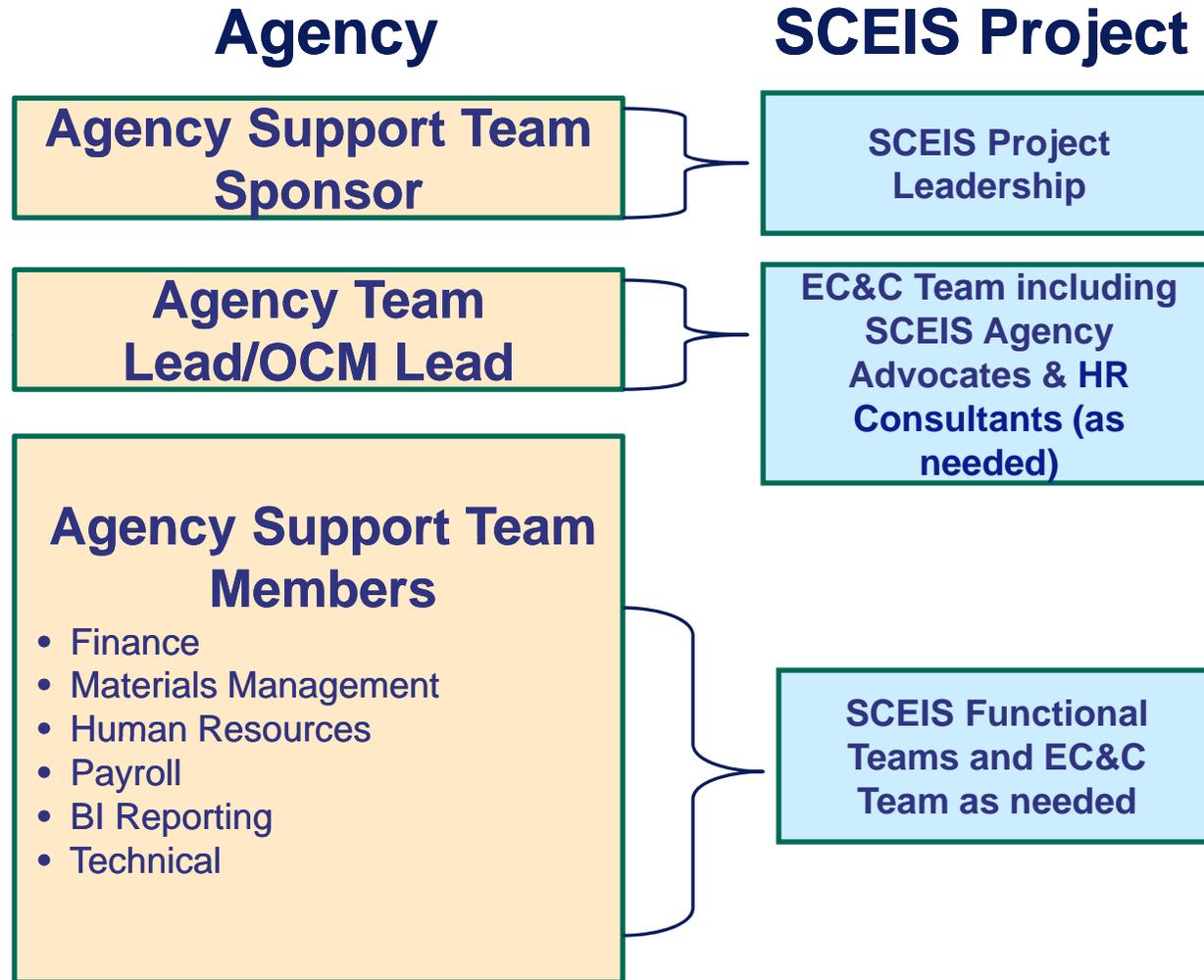
Objectives:

- Support agencies to lead, manage, and monitor the implementation of the SCEIS system within their organization to meet project objectives and facilitate effective knowledge transfer
- Support Proviso 80A.57 by helping agencies to report their efficiencies from the SCEIS implementation to the Senate Finance Committee and House Ways and Means Committee with an implementation guidebook
- Facilitate communications and promote collaboration between the agency and SCEIS Project Team
- Promote the readiness of South Carolina employees to use the new SCEIS processes and systems

Option 1: Agency Support Team Structure

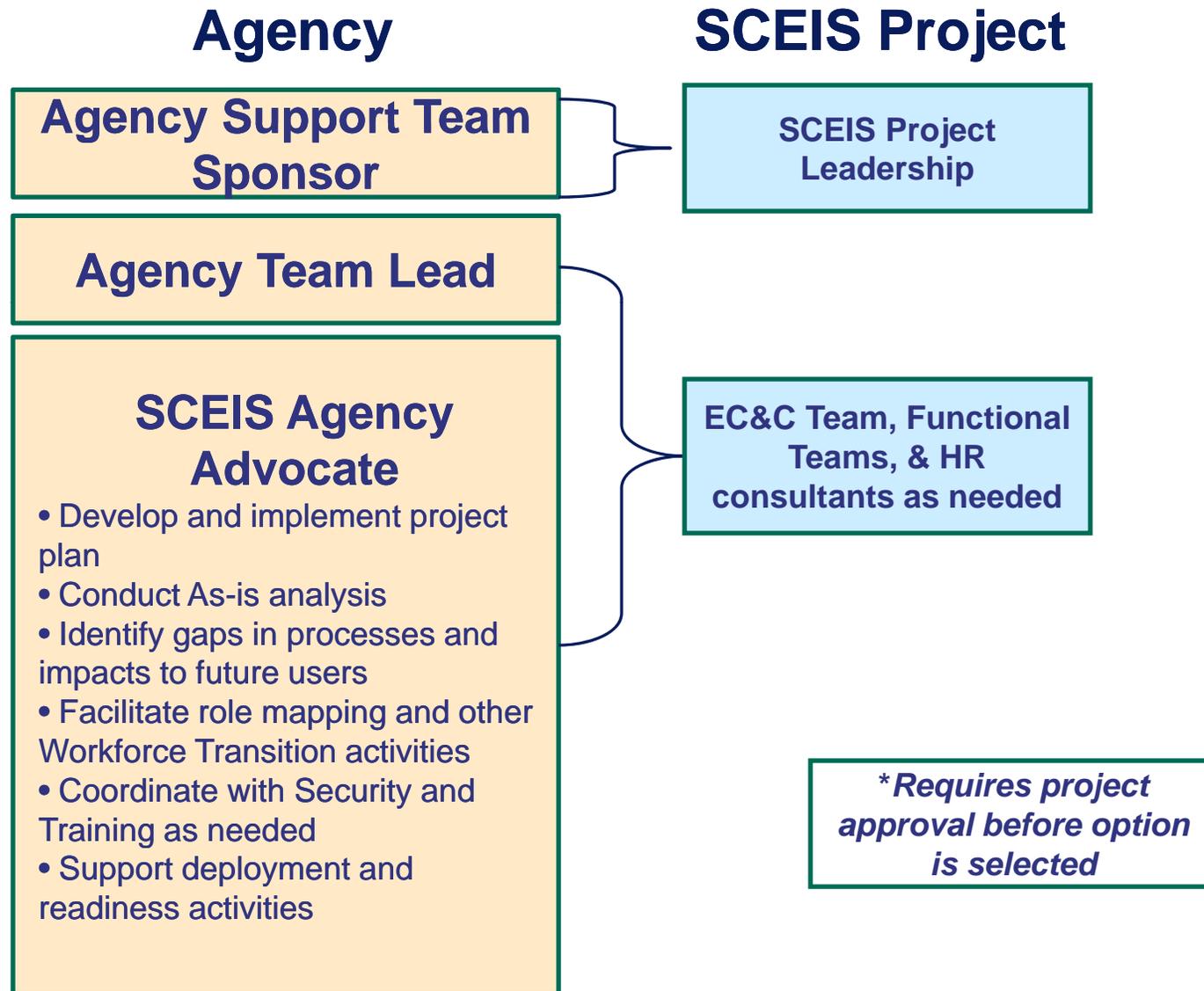


Option 2: Agency Support Team Structure



Option 3: Agency Support Team Structure*

South Carolina Enterprise Information System



Support Resources



- Enterprise Change & Communications team support including assigned Agency Advocate
- Monthly meetings with Sponsors, Leads and other AST team members
- Targeted knowledge transfer activities
- Progress reports
- Agency Implementation Guidebook
 - Support agencies in identifying SCEIS efficiencies (Proviso 80A.57)
 - Checklist of activities to complete prior to go-live
 - Provide guidance and support to complete key SCEIS activities
 - Guidebook is a “living document” and will be updated routinely

Value of Agency Support Teams

The ASTs worked with the agency's staff to bridge the gap between the As-Is and To-Be business processes. Most importantly, they kept the leaders abreast of their project. Leadership support and managing the change impacts were key to the success of this implementation.

- Libby Williams, NC Change Management Lead



Expectations

SCEIS Project Team Expectations



The SCEIS Project Team shall be responsible for providing support to the Agency Support Teams.

- An Agency Advocate will be assigned to work with the Agency Support Team (AST) to facilitate tasks involved with the preparation (i.e. Functional analysis questionnaire), implementation and go-live stages of the project
- Assistance will be provided to Agency Support Teams by the SCEIS functional teams to produce identified work products

Agency Expectations

In an effort for this implementation to be successful, the agencies involved with the project will:

- Provide executive level support and direction to staff for the preparation (i.e., Functional analysis questionnaire) and implementation of SCEIS
- Designate qualified AST members to work closely with the Agency Advocate and SCEIS Project Team in completing preparation, implementation, and go-live tasks
- Provide additional qualified staff when needed to perform identified implementation tasks



Overview of SCEIS Functionalities

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Functionalities and Benefits



Finance

Bruce Burnett

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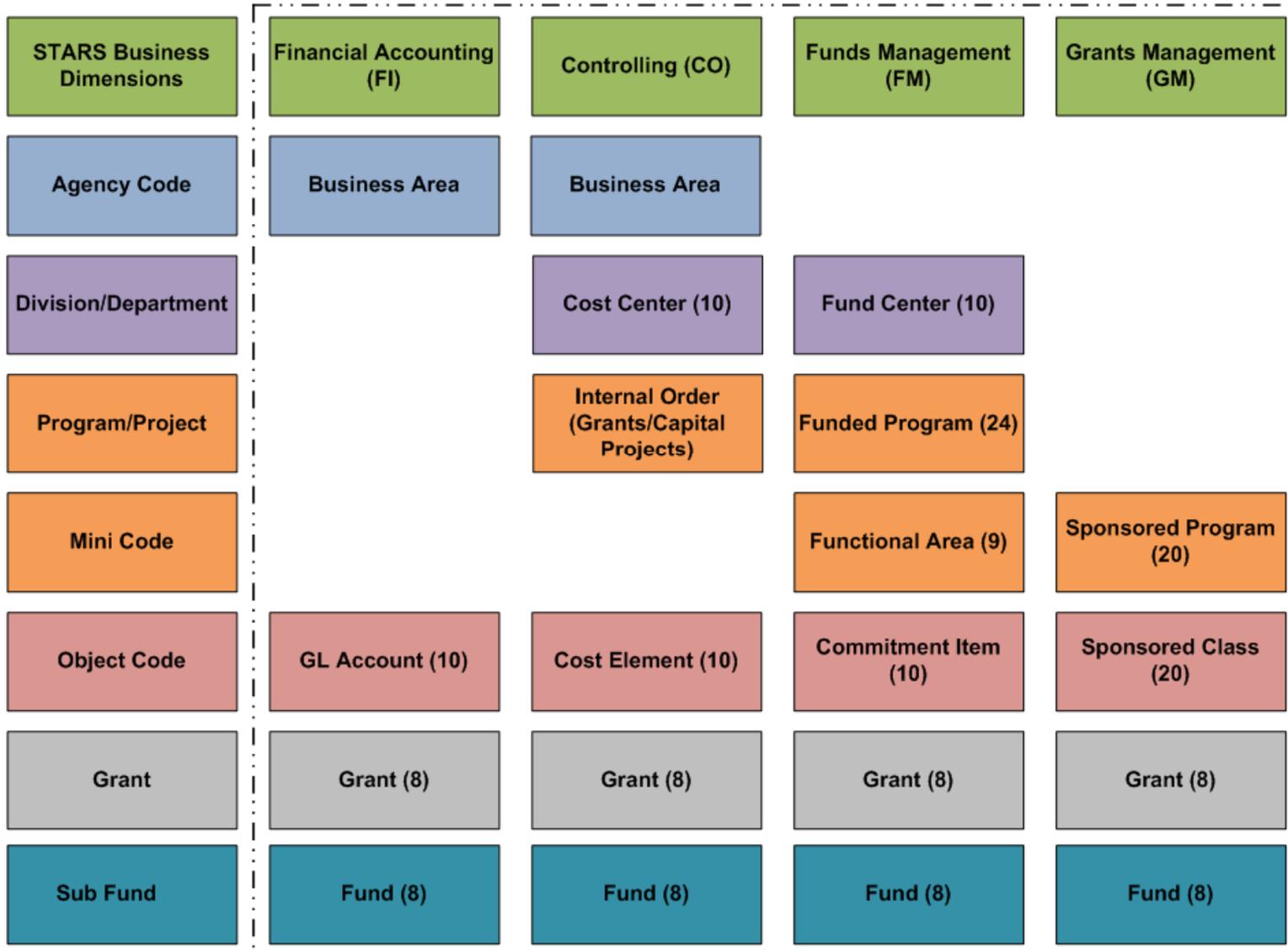
Funds Management

- ④ Funds Management Master Data
- ④ Budget Management
- ④ Funds Reservations
- ④ Paperless & Automated Audit Workflow
- ④ Availability Control
- ④ Real-time transactional reporting in ECC

SCEIS FI Data Structure & Integration



SCEIS



General Ledger

- Accrual-Based Accounting System
- Cash Availability Control
- Statewide Chart of Accounts
- Journal Entries
- Paperless and Automated Audit Workflow
- Real-Time Transactional Reporting in ECC

Grants Management

- 🌀 Grants Management Master Data
- 🌀 Grant Budget Process
- 🌀 Indirect Costs
- 🌀 Grant Billing
- 🌀 Real-Time Transactional Reporting in ECC

Accounts Payable

- ④ Centralized Statewide Vendor Master Records
- ④ Vendor Invoicing
- ④ Vendor Credit Memos
- ④ Paperless & Automated Audit Workflow
- ④ Vendor Payment Processing
- ④ Real-Time Transactional Reporting in ECC

Accounts Receivable

- ④ Centralized Customer Master Records
- ④ Customer Receivables
- ④ Correspondence
- ④ Customer Payments
- ④ Non-AR Receipts
- ④ Paperless Approval Process for Deposits
- ④ Real-Time Transactional Reporting in ECC

Asset Management

- ④ Asset Master Records
- ④ Acquiring Assets
- ④ Depreciating Assets
- ④ Retiring Assets
- ④ Transferring Assets
- ④ Monitoring Asset Information

Controlling

- Cost Center Accounting
- Internal Orders
- Capital Projects

Materials Management

Wanda Dixon

SCEIS Team Lead for Materials Management

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Supplier Relationship Management (SRM)

- SRM Shopping Cart
- Shopping Cart Workflow Approval
- Assign and Re-Assign Requisition (Agency or Central)
- Build Solicitations, Issue and Post on Website
- Document Builder for Boiler Plate for Solicitation

Supplier Relationship Management (SRM)

- SC Business Opportunities Notification
- Vendor Bid Evaluation Summary
- Standard Reporting in SRM
- Document Imaging and Repository

Enterprise Central Component (ECC)

- ④ Purchase Orders
- ④ Contracts
- ④ Creates and Posts Award Documents
- ④ Document Builder for POs and Award Documents
- ④ Notifies Vendors who Responded
- ④ Goods Receipt
- ④ Inventory Management System
- ④ Real-Time Transactional Reporting from ECC

Central/Statewide Functions

- Centralized Vendor Registration
- Centralized Vendor Master File (Office of CG)
- Minority Vendors on Vendor Master (OSMBA)
- Centralized Material Master File (SCEIS)
- Centralized Maintenance of Material Group (NIGP)
- Centrally Maintained SAP Document Builder (SCEIS and MMO)



Next Steps

Tammy Mainwaring

SCEIS Team Lead for Enterprise Change and Communications

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Next Steps

1. Kickoff materials, including questionnaire, will be sent electronically to all attendees.
2. Complete Functional Analysis questionnaire and send to sceis-ast@sceis.sc.gov by **Friday, December 5th**
3. The Enterprise Change and Communications Team will arrange a one-hour appointment with each agency head and chief of staff, to decide on the most effective Agency Support team (AST) structure.
4. AST members will be assigned by the agency head and sent to the Enterprise Change and Communications Team via email (sceis-ast@sceis.sc.gov).

Next Steps (continued)



5. SCEIS Functional teams to review the questionnaires completed by the agencies and determine next steps for each agency.
6. As needed, SCEIS Functional teams will contact the agency to attend a follow-up session with the Finance and Procurement Teams to further discuss the results of the questionnaire.
7. Communicate results from SCEIS Functional team review to all FF3 and FF4 agencies.

Questions ?



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