SCEIS

South Carolina Enterprise Information System

Gap Analysis Kickoff

September 10, 2008

Community Connections Center

SC Department of Juvenile Justice

Welcome and Introductions

Chris Shuman
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Introductions

- Chris Shuman, Project Director

- Tammy Mainwaring, Team Lead for Enterprise Change and Communications

- Bruce Burnett, Team Lead for Finance

- Wanda Dixon, Team Lead for Materials Management

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?

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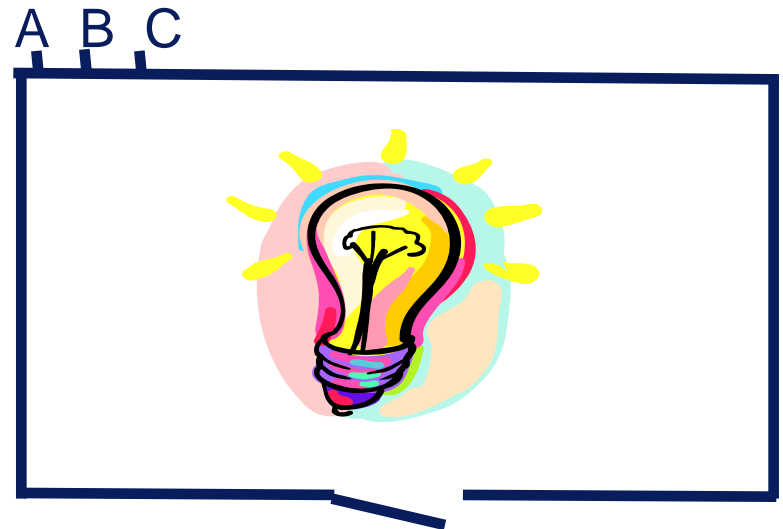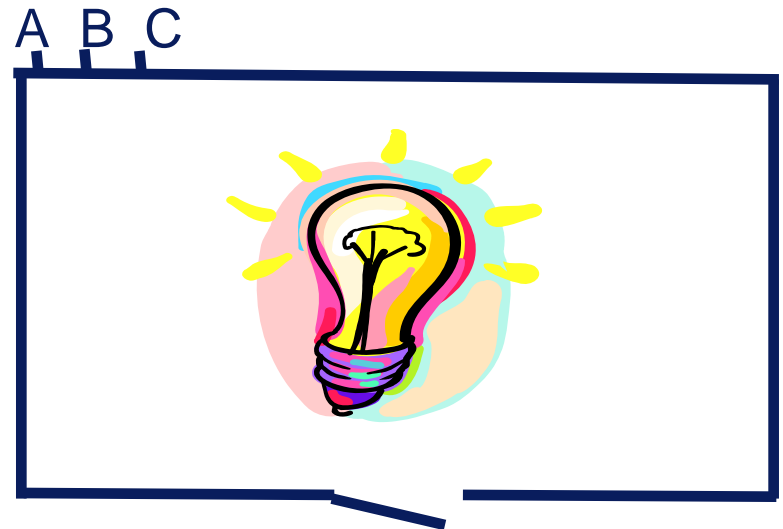
Turn on switch "A" for 4.7 minutes. Turn it off and turn on switch "B." Open the door and touch the light bulb.

- If the light is on, it is switch "B" that turns on the light.

- If the light is off and hot, it is "A."
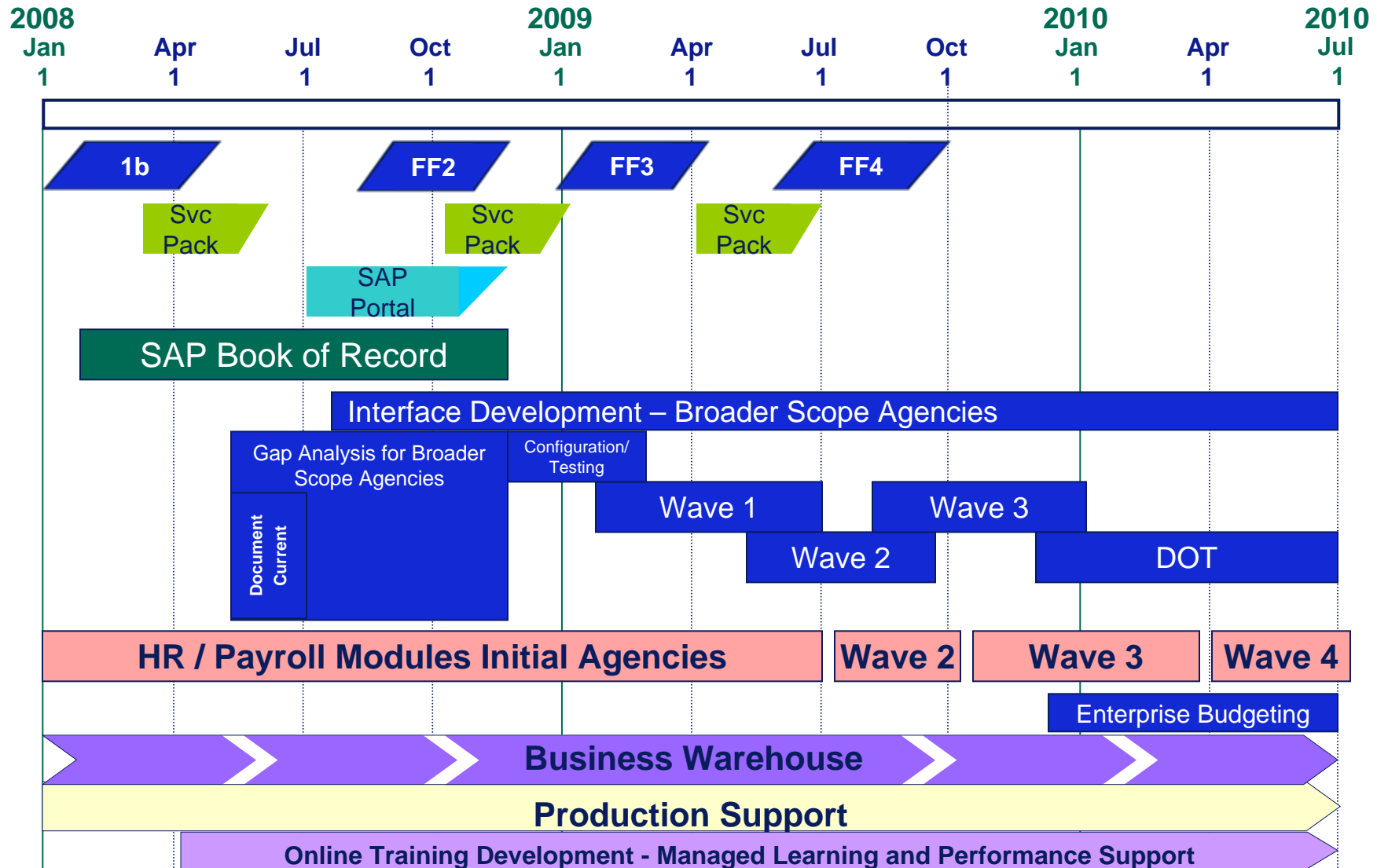
- If the light is off and cold, it is "C."

A B C

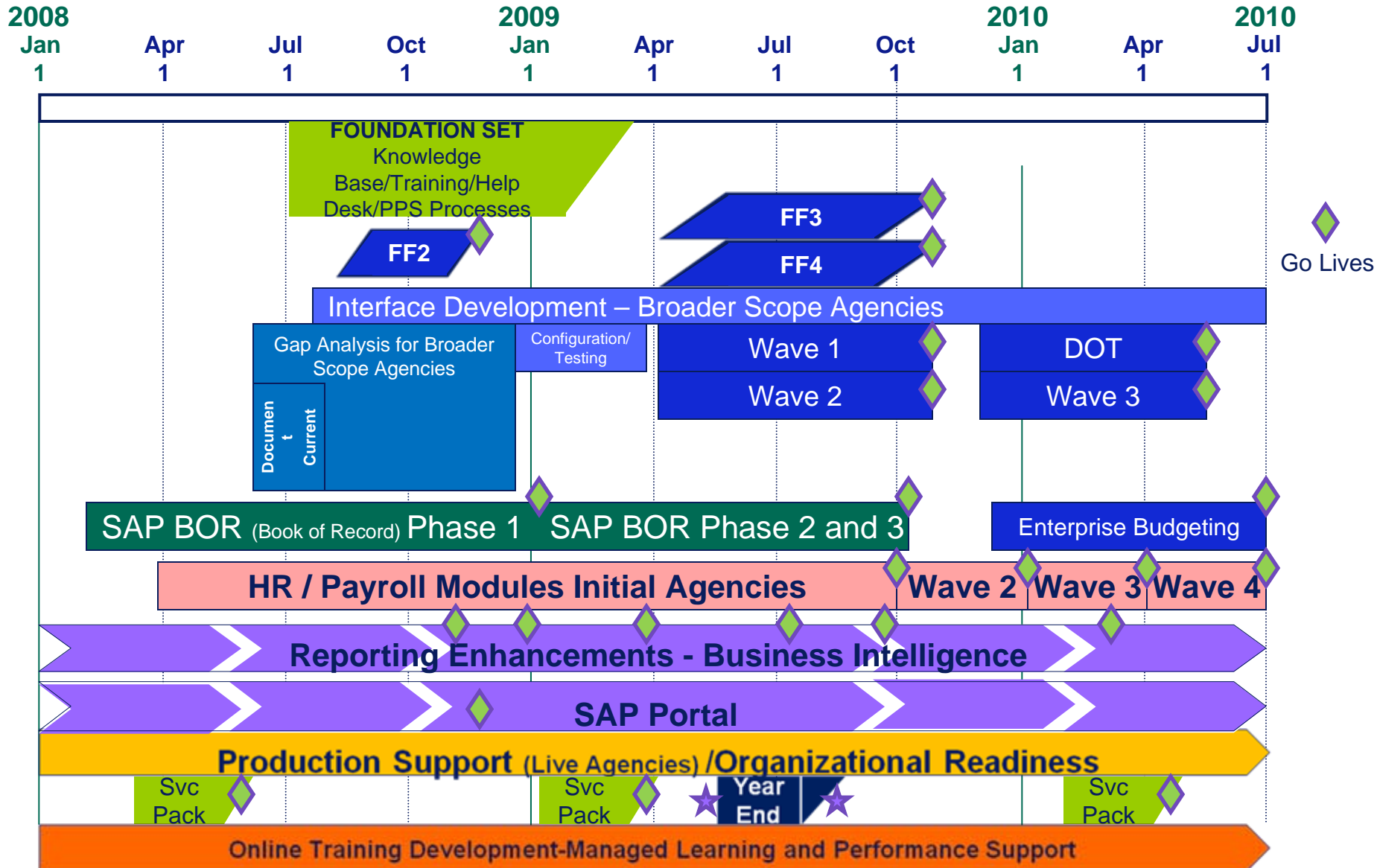# SCEIS Project and Update

Chris Shuman

SCEIS Project Director

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SCEIS Plan Going Forward (Current)

SCEIS — South Carolina Enterprise Information System

2008 Jan 1	Apr 1	Jul 1	Oct 1	2009 Jan 1	Apr 1	Jul 1	Oct 1	2010 Jan 1	Apr 1	2010 Jul 1

- 1b
- FF2
- FF3
- FF4
- Svc Pack
- Svc Pack
- Svc Pack
- SAP Portal
- SAP Book of Record
- Interface Development – Broader Scope Agencies
- Gap Analysis for Broader Scope Agencies
- Document Current
- Configuration/ Testing
- Wave 1
- Wave 3
- Wave 2
- DOT
- HR / Payroll Modules Initial Agencies
- Wave 2
- Wave 3
- Wave 4
- Enterprise Budgeting
- Business Warehouse
- Production Support
- Online Training Development - Managed Learning and Performance Support

Rollout Plan (Recommended)

SCEIS — South Carolina Enterprise Information System

2008 Jan 1	Apr 1	Jul 1	Oct 1	2009 Jan 1	Apr 1	Jul 1	Oct 1	2010 Jan 1	Apr 1	2010 Jul 1

FOUNDATION SET Knowledge Base/Training/Help Desk/PPS Processes

FF3

FF2

FF4

Go Lives

Interface Development – Broader Scope Agencies

Gap Analysis for Broader Scope Agencies

Configuration/ Testing

Wave 1

DOT

Document Current

Wave 2

Wave 3

SAP BOR (Book of Record) Phase 1   SAP BOR Phase 2 and 3

Enterprise Budgeting

HR / Payroll Modules Initial Agencies   **Wave 2 Wave 3 Wave 4**

Reporting Enhancements - Business Intelligence

SAP Portal

Production Support (Live Agencies) **/Organizational Readiness**

Svc Pack   Svc Pack   Year End   Svc Pack

Online Training Development-Managed Learning and Performance Support

Functional Fit Agencies (Recommended)

SCEIS — South Carolina Enterprise Information System

2008 Jan 1	Apr 1	Jul 1	Oct 1	2009 Jan 1	Apr 1	Jul 1	Oct 1	2010 Jan 1	Apr 1	2010 Jul 1

1a & 1b

Live Agencies
November 5, 2007
April 7, 2008

- F27 Auditors Office
- E12 Comptroller General's Office
- R20 Department of Insurance
- H87 State Library
- E16 Treasurer's Office
- H71 Will Lou Gray Opportunity School
- Statewide Procurement Functions (ITMO/MMO)
- Vendor Master Filer
- E08 Secretary of State's Office
- E23 Indigent Defense, Commission on
- H91 Arts Commission
- H95 Museum Commission
- L36 Human Affairs Commission
- L46 Minority Affairs, SC Commission of
- P16 Agriculture, SC Department of
- R04 Public Service Commission, SC
- R08 Workers' Compensation
- R23 Financial Institution Board
- R52 State Ethics Commission

FF2

Go Live
November 3, 2008

- C05 Administrative Law Judge
- E21 Prosecution Coordination, SC Commission on
- E28 Election Commission
- L12 John De La Howe School
- L24 Blind, SC Commission for
- P36 Patriots Point Development Authority
- R12 State Accident Fund
- R14 Patients Compensation Fund
- R28 Consumer Affairs, SC Department
- S60 Procurement Review Panel
- **P40 Conservation Bank**
- **E19 Retirement System Investment Commission**
- **** P24 Department of Natural Resources***

FOUNDATION SET

FF3 and FF4

Go Live
November 2, 2009

- D05 Governor's Office- Executive Control of State
- D17 Governor's Office
- D20 Governor's Office- Mansion and Grounds
- E20 Attorney General
- E24 Adjutant General
- H03 Higher Education, SC Commission on
- H06 Tuition Grants Commission
- H59 State Board for Technical & Comprehensive Education
- L32 Housing Finance & Development
- P26 Sea Grant Consortium
- P32 Commerce, SC Department of
- R36 Labor, Licensing & Regulation, SC Department of
- ***R16 Second Injury Fund***

- H67 Educational Television Network
- H79 Archives and History, SC Department of
- J20 Alcohol & Other Drug Abuse Services
- B04 Supreme Court / Judicial Dept.
- D10 Law Enforcement Division (SLED)
- N08 Probation, Parole and Pardon Services, Department of
- P12 Forestry Commission
- R44 Revenue, SC Department of

*Limited Functionality

SCEIS is a project of the SC Budget and Control Board, Division of State Information Technology..

Broader Scope Agencies (Recommended)

SCEIS
South Carolina Enterprise Information System

2008 Jan 1	Apr 1	Jul 1	Oct 1	2009 Jan 1	Apr 1	Jul 1	Oct 1	2010 Jan 1	Apr 1	2010 Jul 1

Interface Development – Broader Scope Agencies

Gap Analysis for Broader Scope Agencies

Configuration

FOUNDATION SET

Go Live November 2, 2009

Wave 1
F03 Budget and Control Board
H75 SC School for Deaf & Blind
J12 Mental Health, SC Department of
* P24 Department of Natural Resources
P28 Parks, Recreation & Tourism, SC Department of
R06 Office of Regulatory Staff
H63 Education, SC Department of
H73 Vocational Rehabilitation Department

Wave 2
J16 Disabilities & Special Needs
N12 Juvenile Justice, SC Department of
R40 Motor Vehicles, Department of
R60 Employment Security Commission
J02 Health & Human Services, Dept. of
K05 Public Safety, SC Department of
N20 Law Enforcement Training Council

Go Live May 3, 2010

Wave 3
J04 Health and Environmental Control, SC Department of
L04 Social Services, SC Department of
N04 Corrections, SC Department of

DOT
U12 Transportation, SC Department of

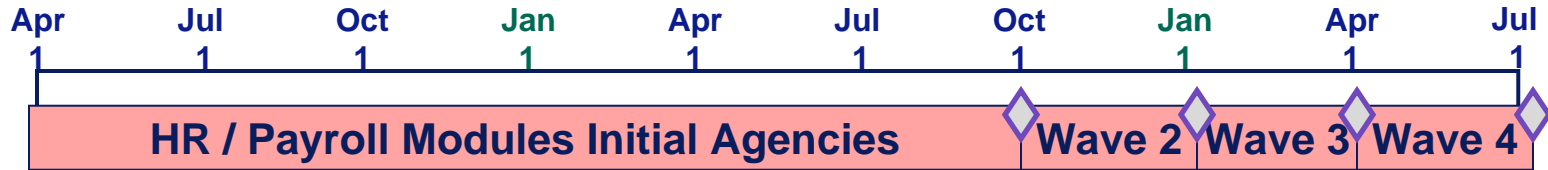*Moved to FF2

HR/PR Rollout (Recommended)

SCEIS
South Carolina Enterprise Information System

2008	2009	2010	2010
Apr 1	Jul 1	Oct 1	Jan 1	Apr 1	Jul 1	Oct 1	Jan 1	Apr 1	Jul 1

HR / Payroll Modules Initial Agencies | **Wave 2** | **Wave 3** | **Wave 4**

Initial Agencies

E12 Comptroller General
E16 State Treasurer
F27 State Auditor Office
H71 Wil Lou Gray Opportunity School
H87 State Library
R20 Insurance, SC Department of
E08 Secretary of State's Office
E23 Indigent Defense, Commission on
H91 Arts Commission
H95 Museum Commission
L36 Human Affairs Commission
L46 Minority Affairs, SC Commission of
P16 Agriculture, SC Department of
R04 Public Service Commission, SC
R08 Workers' Compensation
R23 Financial Institution Board
R52 State Ethics Commission
C05 Administrative Law Judge
E04 Lieutenant Governor
E21 Prosecution Coordination, SC Commission on
E28 Election Commission
H03 Higher Education, SC Commission on
H06 Tuition Grants Commission
H59 State Board for Technical & Comprehensive Education
L12 John De La Howe School
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P36 Patriots Point Development Authority
R12 State Accident Fund
R16 Second Injury Fund
R14 Patients Compensation Fund
R28 Consumer Affairs, SC Department
S60 Procurement Review Panel
* P24 Department of Natural Resources
E19 Retirement Investment Commission
P40 SC Conservation Bank

FOUNDATION SET

Wave 2

D05 Governor's Office-Executive Control of State
D17 Governor's Office
D20 Governor's Office-Mansion and Grounds
E20 Attorney General
E24 Adjutant General
L32 Housing Finance & Development
P26 Sea Grant Consortium
P32 Commerce, SC Department of
R36 Labor, Licensing & Regulation, SC Department of

Wave 2

F03 Budget and Control Board
H75 SC School for Deaf & Blind
J12 Mental Health, SC Department of
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Wave 3

H67 Educational Television Network
H79 Archives and History, SC Department of
J20 Alcohol & Other Drug Abuse Services
B04 Supreme Court / Judicial Dept.
D10 Law Enforcement Division (SLED)
N08 Probation, Parole and Pardon Services, Department of
P12 Forestry Commission
R44 Revenue, SC Department of

Wave 3

J16 Disabilities & Special Needs
N12 Juvenile Justice, SC Department of
R40 Motor Vehicles, Department of
R60 Employment Security Commission
J02 Health & Human Services, Dept. of
K05 Public Safety, SC Department of
N20 Law Enforcement Training Council

Wave 4

J04 Health and Environmental Control, SC Department of
L04 Social Services, SC Department of
N04 Corrections, SC Department of
U12 Transportation, SC Department of

Agency Support Teams, and Expectations of Agencies

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SCEIS Team Lead for Enterprise Change and Communications

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Knowledge Transfer

"Give a man a fish;
you have fed him for today.
Teach a man to fish
and you have fed him for a lifetime.
Teach a man to teach others to fish,
and you can feed a generation!"

Author unknown

SCEIS Project Knowledge Transfer

"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

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

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 increase collaboration between the agency and SCEIS Project Team

- Promote the readiness of South Carolina employees to use the new SCEIS processes and systems

Agency Advocate Roles & Responsibilities

- Provide oversight, direction, and facilitation in all phases of preparation and implementation (i.e. Gap analysis activities)

- Monitor and coordinate completion of all deliverables, rendering specific assistance as needed

- Provide knowledge transfer to AST Lead and team members on relevant aspects of agency-specific implementation tasks

- Provide end-user support process information, guidance and process facilitation

- Work closely with Agency staff to ensure completion of data gathering

- Coordinate Go-Live support activities
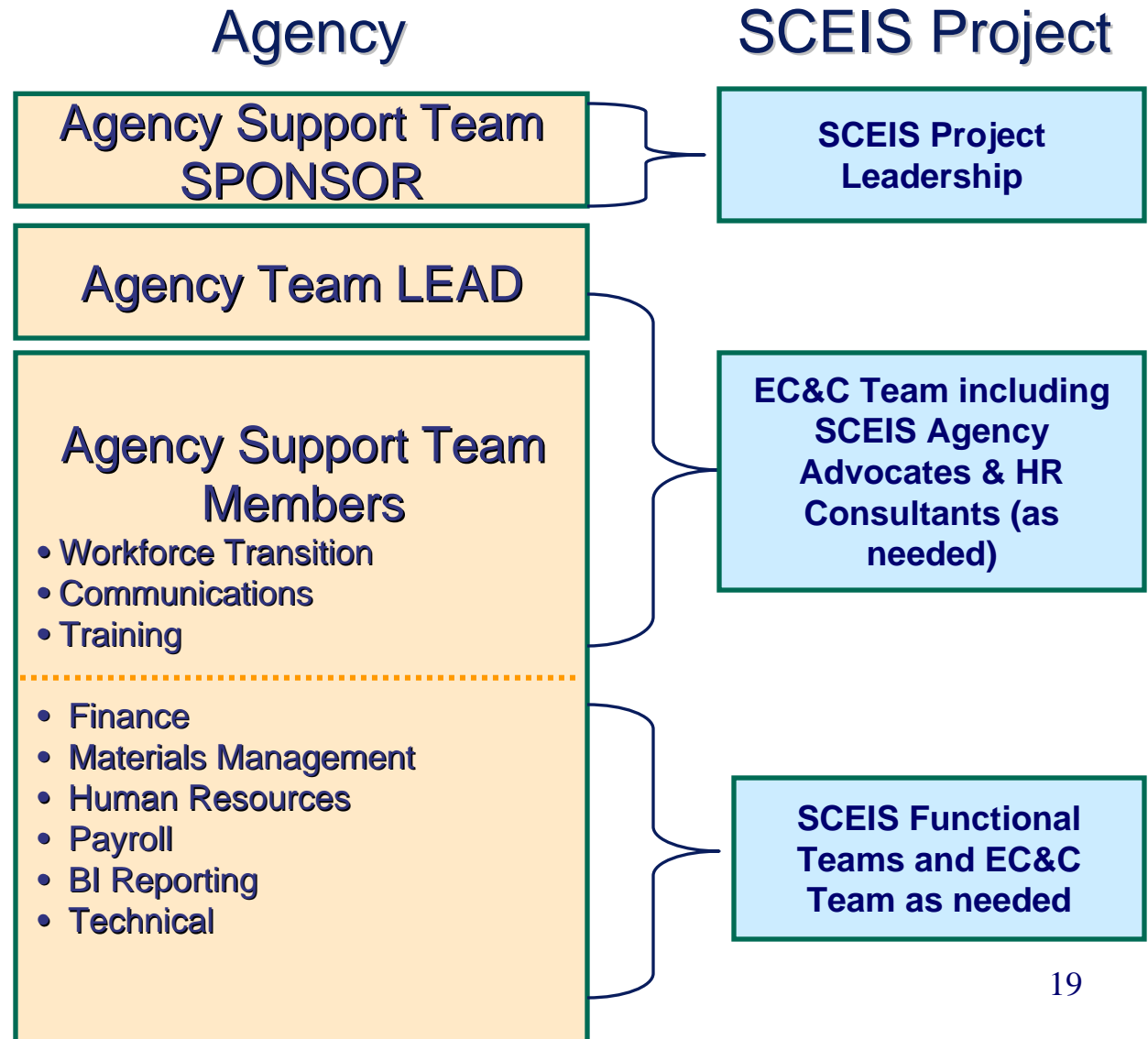
Option 1: Agency Support Team Structure
(For large agencies – and other agencies as requested)

Agency

SCEIS Project

Note: SPONSOR is the Agency Head or other leadership level to hold team accountable

Note: LEAD could be the Agency Liaison or project manager previously identified by Agency

Notes:

• Some Agencies have Communications, Technical, and Training liaisons/coordinators already identified; multiple roles may be held by one resource

• SCEIS Agency Advocates would work with Agency Team lead to become "advocate" for Agency

• Functional teams will work with support team SMEs. Agency SMEs will become super users for Agency

Agency Support Team SPONSOR

SCEIS Project Leadership

Agency Team LEAD

Agency Support Team Members
- Workforce Transition
- Communications
- Training
- -
- Finance
- Materials Management
- Human Resources
- Payroll
- BI Reporting
- Technical

EC&C Team including SCEIS Agency Advocates & HR Consultants (as needed)

SCEIS Functional Teams and EC&C Team as needed

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Option 2: Agency Support Team Structure
(Alternative, primarily for agencies in production or medium sized)

Note: Agency leader is aware of and supportive of team

Note: Agency Team Lead may be current Agency Liaison, project manager, or previous point of contact from earlier waves. This resource is responsible for all OCM activities: Workforce Transition, Communications, and Training

Notes:

• Some Agencies have Communications, Technical, and Training liaisons/coordinators already identified. These individuals would continue in their roles or support functional area POCs

• SCEIS Agency Advocates would work with Agency Team Lead to become "advocate" for Agency and with functional team POCs for OCM activities

Agency

Agency Support Team SPONSOR

Agency Team Lead / OCM LEAD

Agency Support Team Members
- Finance
- Materials Management
- Human Resources
- Payroll
- BI Reporting
- Technical

SCEIS Project

SCEIS Project Leadership

EC&C Team including SCEIS Agency Advocates & HR Consultants (as needed)

SCEIS Functional Teams and EC&C Team as needed

Option 3: Agency Support Team Structure
(For small agencies which cannot provide dedicated resources to the project)
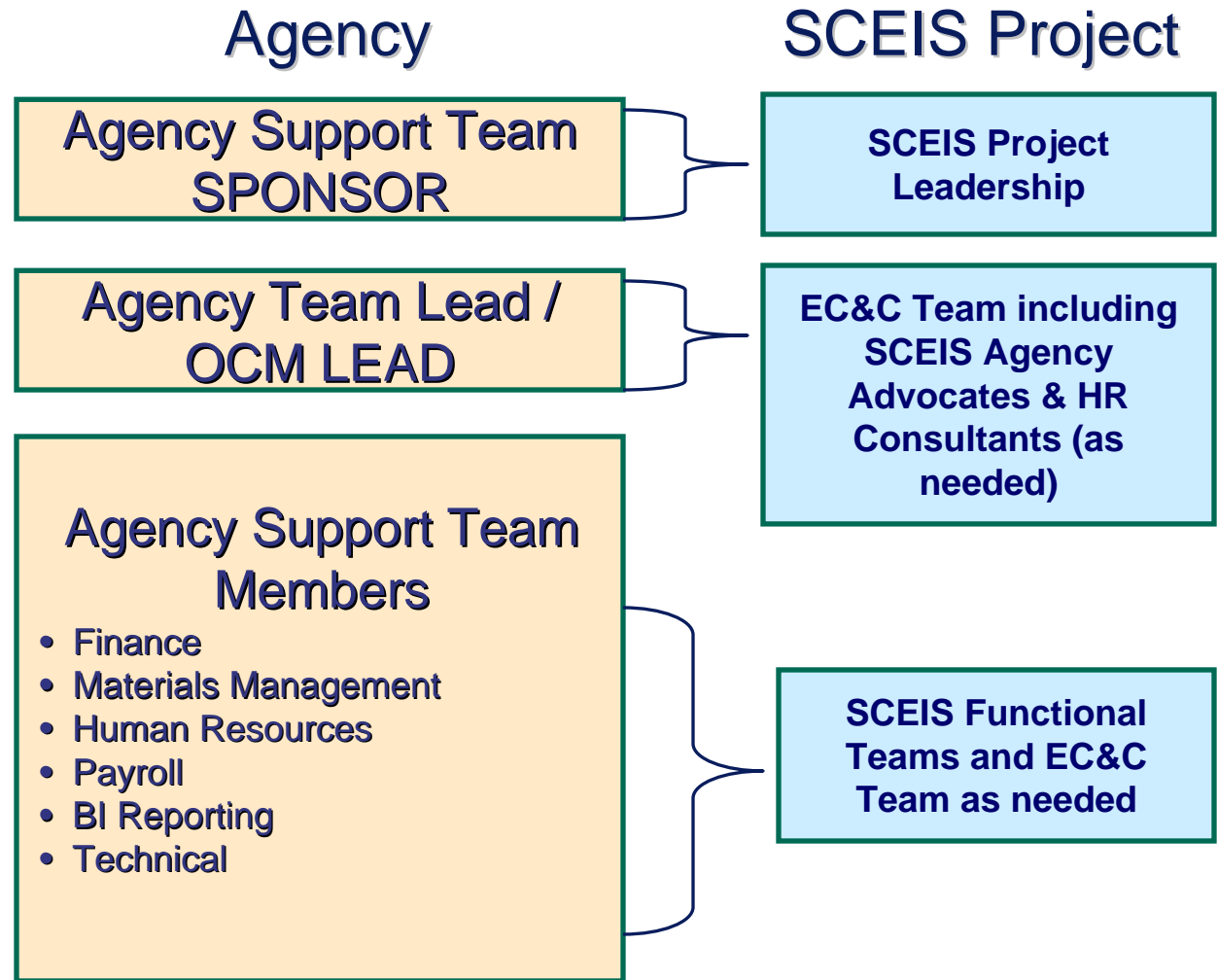
Agency   SCEIS Project

Note: Agency leader is aware of and supportive of team

Note: Agency Team Lead may be current Agency Liaison, project manager, or previous point of contact from earlier waves. Lead is responsible for distributing communications within agency

Notes:
• SCEIS Agency Advocate would support Agency with all major OCM activities as they do today

Agency Support Team SPONSOR

SCEIS Project Leadership

Agency Team LEAD

SCEIS Agency Advocate
• Develop and implement project plan
• Conduct As-is analysis
• Identify gaps in processes and impacts to future users
• Facilitate role mapping and other Workforce Transition activities
• Coordinate with Security and Training as needed
• Support deployment and readiness activities

EC&C Team, Functional Teams, & HR consultants as needed

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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. Gap analysis), implementation and go-live stages of the project

- Assistance will be provided to Agency Support Teams by the SCEIS functional teams to produce identified deliverables

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., Gap Analysis), 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
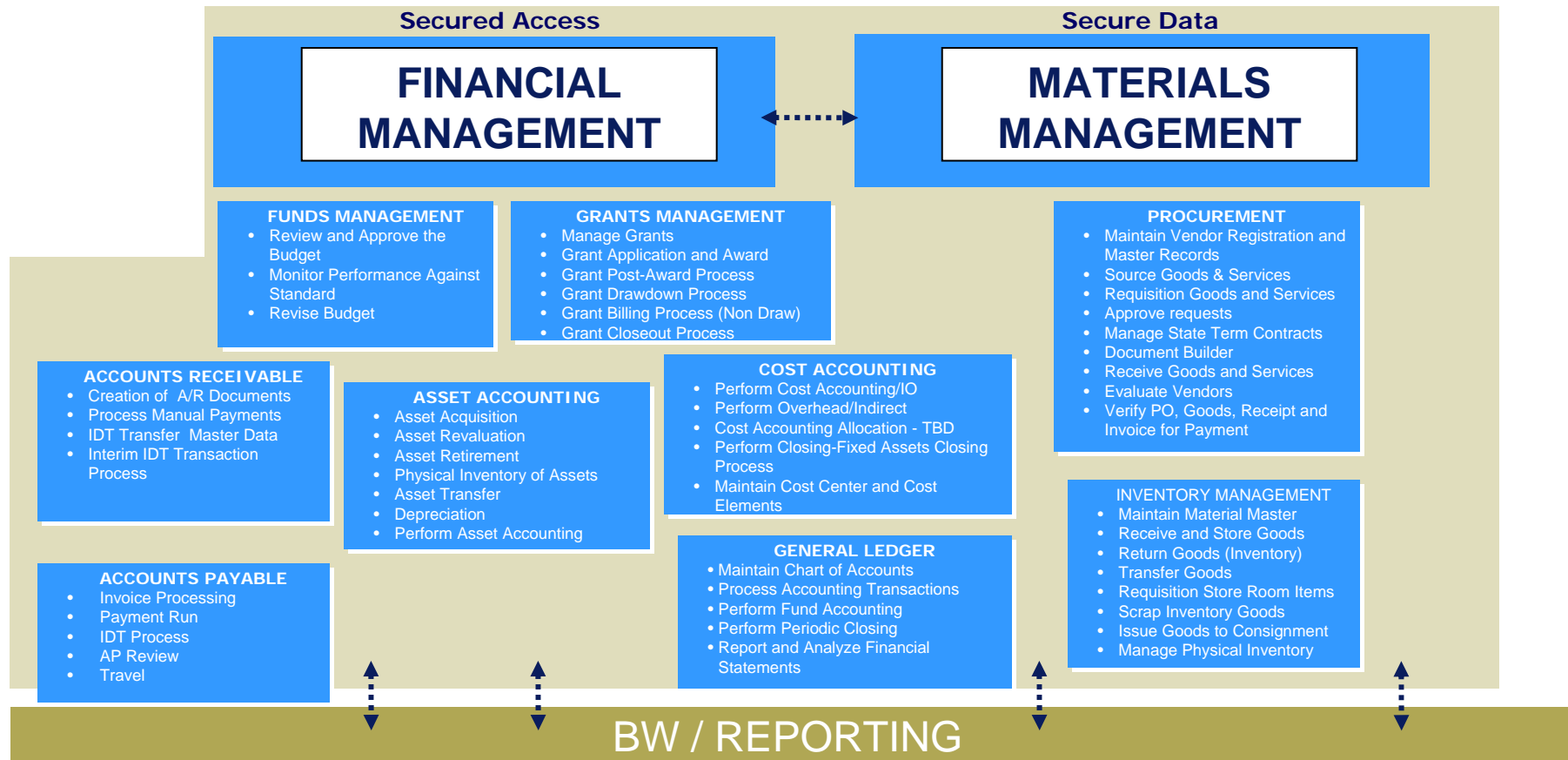
Gap Analysis Process

Chris Shuman

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"Broader Scope" Agencies

- Budget and Control Board

- School for the Deaf & Blind

- Department of Education

- Department of Mental Health

- Department of Parks, Recreation & Tourism

- Office of Regulatory Staff

- Vocational Rehabilitation Department

- Department of Disabilities & Special Needs

- Department of Juvenile Justice

- Department of Motor Vehicles

- Employment Security Commission

- Department of Health & Human Services

- Department of Public Safety

- Law Enforcement Training Council

- Department of Health & Environmental Control

- Department of Social Services

- Department of Corrections

- Department of Transportation

- Lieutenant Governor's Office

- Department of Natural Resources

SCEIS Baseline Functionality

Secured Access

FINANCIAL MANAGEMENT

FUNDS MANAGEMENT
- Review and Approve the Budget
- Monitor Performance Against Standard
- Revise Budget

GRANTS MANAGEMENT
- Manage Grants
- Grant Application and Award
- Grant Post-Award Process
- Grant Drawdown Process
- Grant Billing Process (Non Draw)
- Grant Closeout Process

ACCOUNTS RECEIVABLE
- Creation of A/R Documents
- Process Manual Payments
- IDT Transfer Master Data
- Interim IDT Transaction Process

ASSET ACCOUNTING
- Asset Acquisition
- Asset Revaluation
- Asset Retirement
- Physical Inventory of Assets
- Asset Transfer
- Depreciation
- Perform Asset Accounting

COST ACCOUNTING
- Perform Cost Accounting/IO
- Perform Overhead/Indirect
- Cost Accounting Allocation - TBD
- Perform Closing-Fixed Assets Closing Process
- Maintain Cost Center and Cost Elements

ACCOUNTS PAYABLE
- Invoice Processing
- Payment Run
- IDT Process
- AP Review
- Travel

GENERAL LEDGER
- Maintain Chart of Accounts
- Process Accounting Transactions
- Perform Fund Accounting
- Perform Periodic Closing
- Report and Analyze Financial Statements

Secure Data

MATERIALS MANAGEMENT

PROCUREMENT
- Maintain Vendor Registration and Master Records
- Source Goods & Services
- Requisition Goods and Services
- Approve requests
- Manage State Term Contracts
- Document Builder
- Receive Goods and Services
- Evaluate Vendors
- Verify PO, Goods, Receipt and Invoice for Payment

INVENTORY MANAGEMENT
- Maintain Material Master
- Receive and Store Goods
- Return Goods (Inventory)
- Transfer Goods
- Requisition Store Room Items
- Scrap Inventory Goods
- Issue Goods to Consignment
- Manage Physical Inventory

BW / REPORTING

"Broader Scope" Functionality

- Identify functionality of Broader Scope Agencies
  - ➢ Financial & Materials Management legacy systems

- Gap Analysis Questionnaire

- Gap Analysis Workshops

Identify Gaps

Gaps in functionality will be identified from:

- Results of questionnaire

- Results of workshops

- Existing SCEIS Analysis documentation

Focus on business need and functional assessments, not technical solutions

Document Gaps

After initial workshops, follow-up discussions will result in Functional Gap Specifications:

- Business Case – **why** the functionality is required

- Gap Specification – **what** function is performed

- Technical Assessment - high-level **estimate** of effort required

Analysis Review

- Results will be reviewed by SCEIS Executive Management

- Develop plan for addressing gaps

- Communicate plan to "Broader Scope" Agencies

What GAP Analysis Doesn't Include

- HR/Payroll

- Reports

Current SCEIS Functionalities and Benefits

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Materials Management

Materials Management Functionality

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

Materials Management Functionality

Supplier Relationship Management (SRM)

- SC Business Opportunities Notification

- Vendor Bid Evaluation Summary

- Standard Reporting in SRM

- Document Imaging and Repository

Materials Management Functionality

Enterprise Central Component (ECC)

- Purchase Orders

- Contracts

- Creates and Posts Award Documents

- Document Builder for POs and Award Documents

- Notifies Vendors who Responded

- Goods Receipt

- Inventory Management System

- Real-Time Transactional Reporting from ECC

Materials Management Functionality

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)

Central Vendor Master File

- Purchasing vendors register through State's Procurement Center Web site.

- Agencies can create or updated in the Vendor Master database. Both are reviewed and approved by Office of CG.
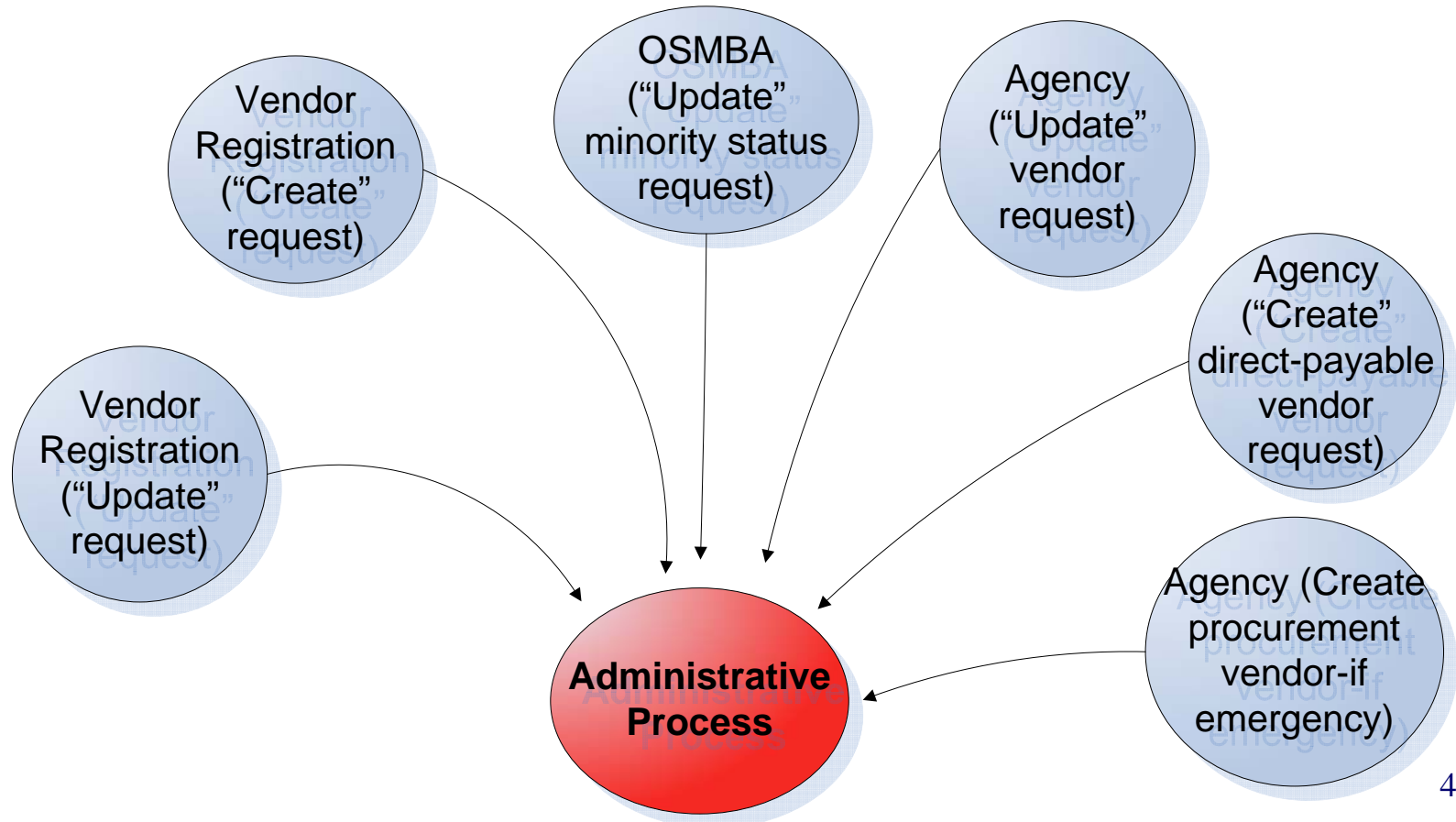
Agency Input of Vendor

- Create/Update Vendors

  - Direct Payable

  - Purchasing if emergency

    - Agency should send purchasing vendor to website to register (Otherwise, can't participate in on-line bidding)

Agency Create/update Direct-payable vendor request

Administrative Process

Vendor created in ECC
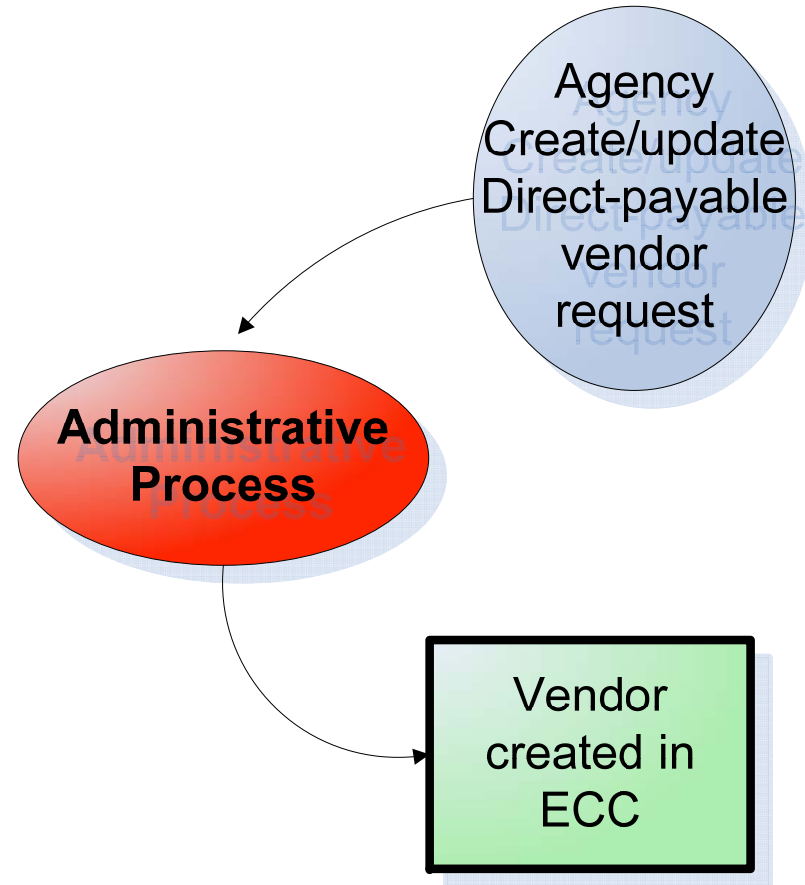
Vendor Input from OSMBA

- OSMBA certifies business as minority

- OSMBA calls Vendor Master file to add status and certification number

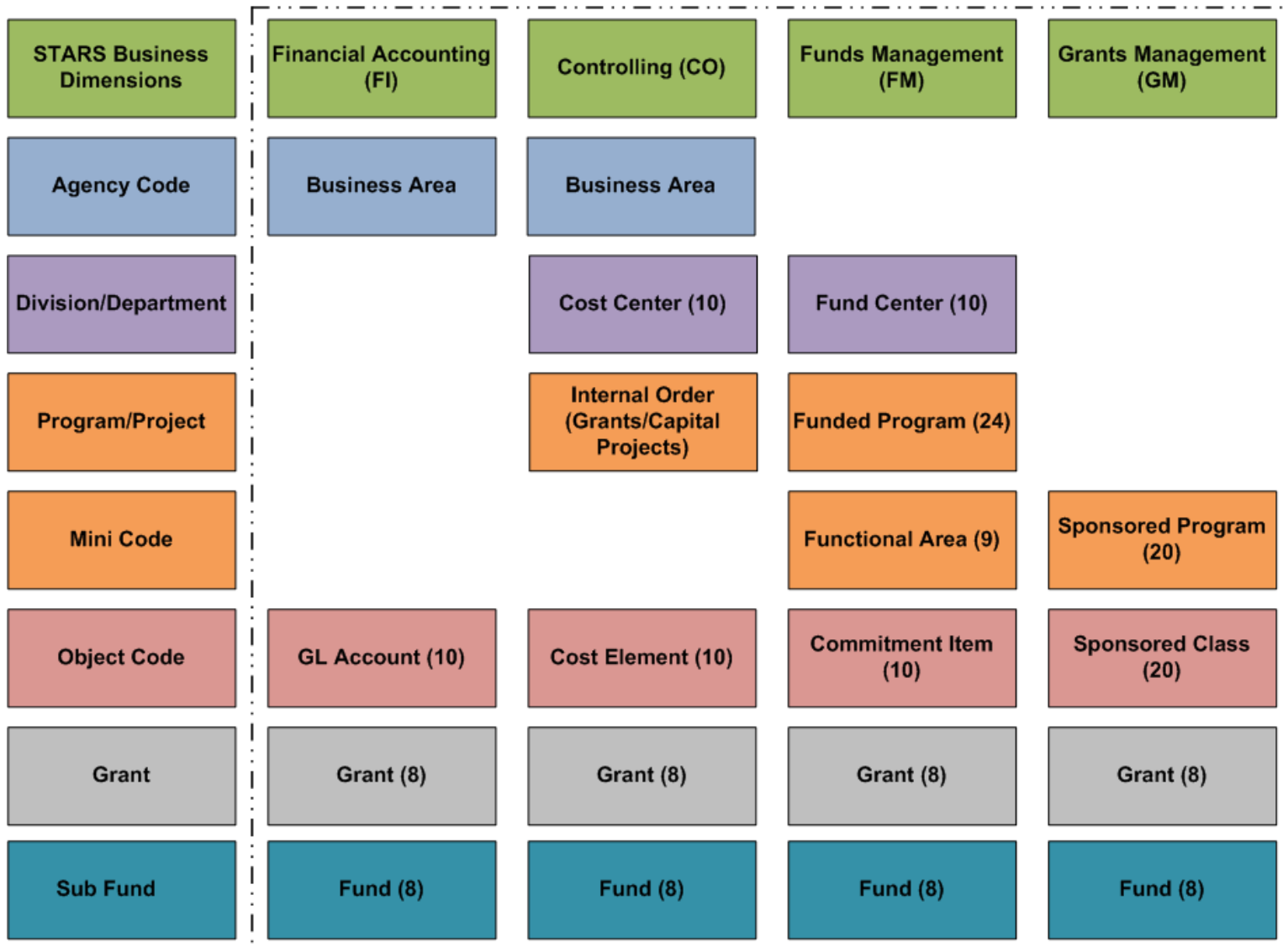- Minority Status will be tracked in Vendor Master file for reporting

OSMBA ("Update" minority status request)

Administrative Process

Vendor updated in ECC
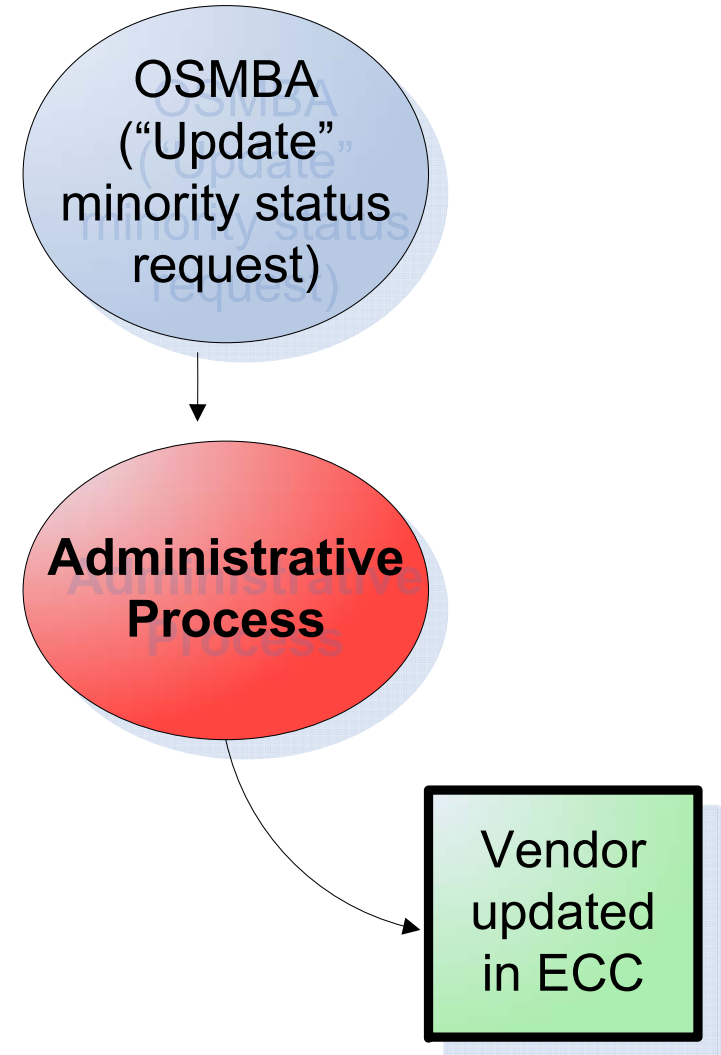
Finance

Funds Management

- Funds Management Master Data

- Budget Management

- Funds Reservations

- Paperless & Automated Audit Workflow

- Availability Control

- Real-time transactional reporting in ECC

SCEIS FI Data Structure & Integration

SCEIS

STARS Business Dimensions	Financial Accounting (FI)	Controlling (CO)	Funds Management (FM)	Grants Management (GM)
Agency Code	Business Area	Business Area		
Division/Department		Cost Center (10)	Fund Center (10)	
Program/Project		Internal Order (Grants/Capital Projects)	Funded Program (24)	
Mini Code			Functional Area (9)	Sponsored Program (20)
Object Code	GL Account (10)	Cost Element (10)	Commitment Item (10)	Sponsored Class (20)
Grant	Grant (8)	Grant (8)	Grant (8)	Grant (8)
Sub Fund	Fund (8)	Fund (8)	Fund (8)	Fund (8)

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

- Centralized Statewide Vendor Master Records

- Vendor Invoicing

- Vendor Credit Memos

- Paperless & Automated Audit Workflow

- Vendor Payment Processing

- Real-Time Transactional Reporting in ECC

Accounts Receivable

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

Asset Management

- Asset Master Records

- Acquiring Assets

- Depreciating Assets

- Retiring Assets

- Transferring Assets

- Monitoring Asset Information

Controlling

- Cost Center Accounting

- Internal Orders

- Capital Projects

Next Steps

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Next Steps

1. Kickoff materials will be sent electronically to all attendees.

2. 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.

3. AST members will be assigned by the agency head and sent to the Enterprise Change and Communications Team via email (address to be provided).

Next Steps (continued)

4. The Agency Implementation Team Lead will be contacted to set up a 2-4 hour gap analysis session with the Finance and Procurement Teams and will receive a questionnaire for gap analysis session preparation.

5. The gap analysis sessions will take place at a central meeting room on Browning Road (Columbia) and designated members of the AST will be asked to attend.

6. Agencies will be grouped according to needs and will be invited back to consult with the SCEIS team on gap findings.

Questions ?

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Questions and Comments