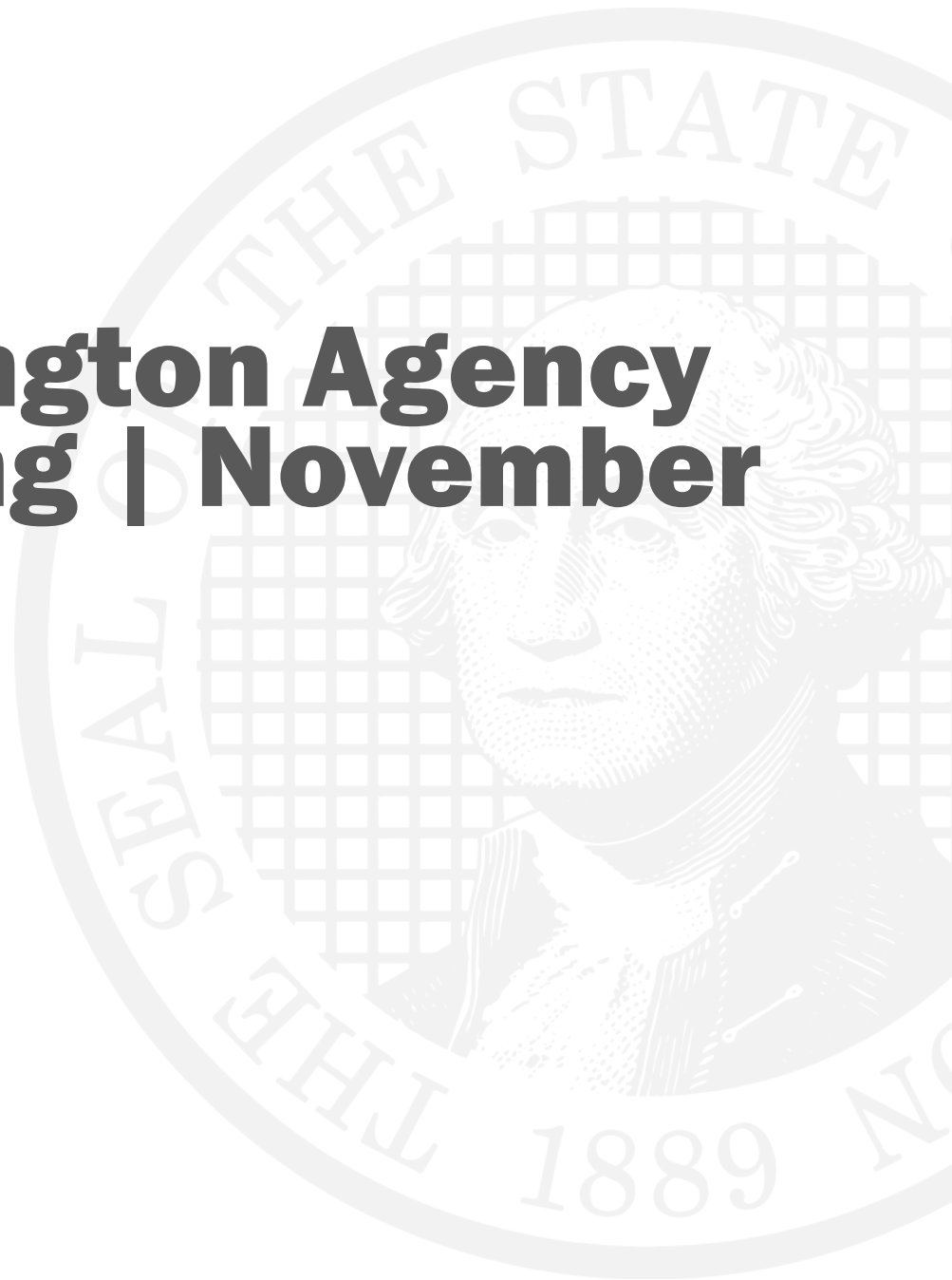


November 19, 2020

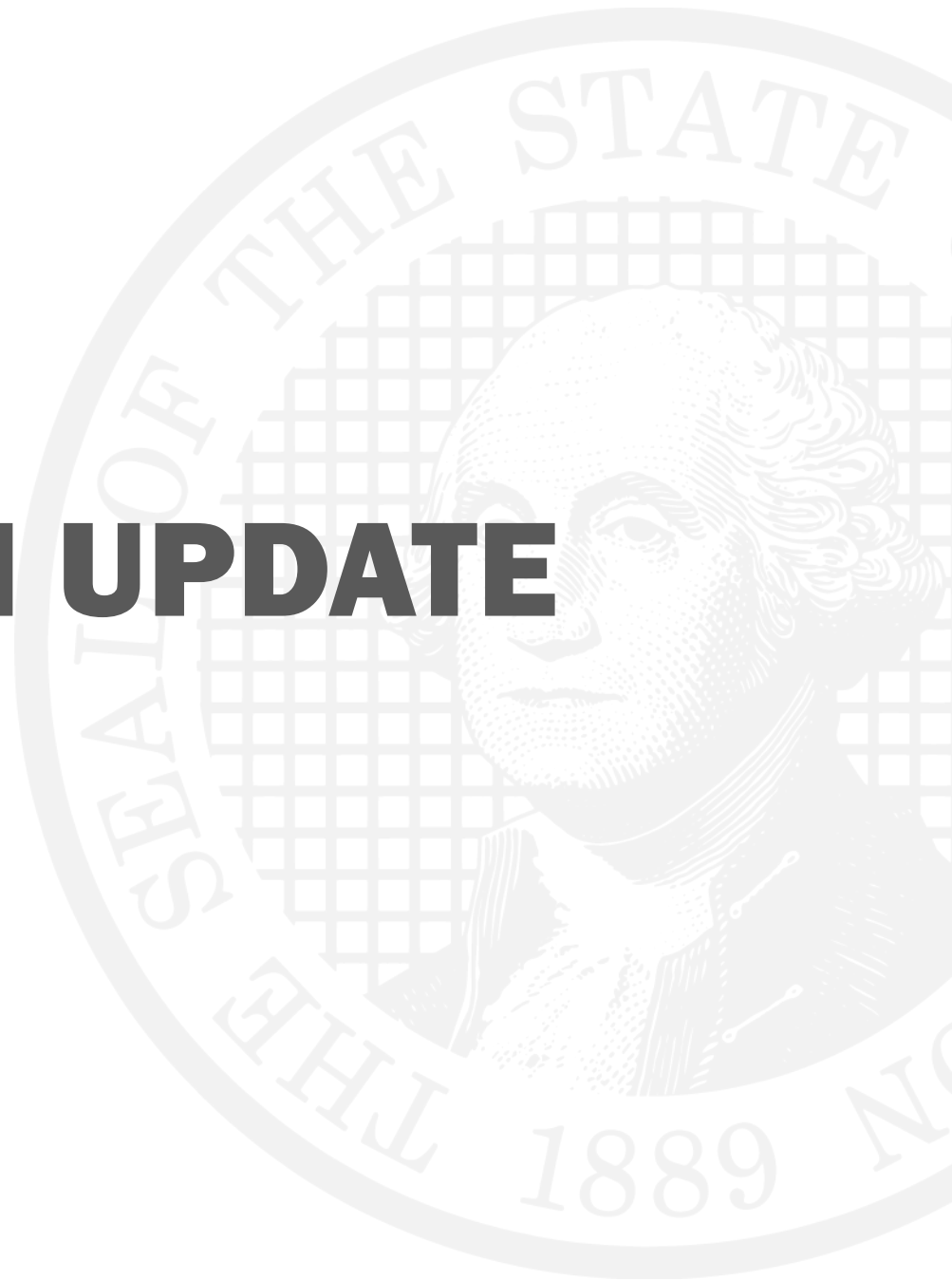
One Washington Agency POC Meeting | November 2020



Outline

Topic	Description
Introduction / Agenda	<ul style="list-style-type: none">• Welcoming Remarks and Agenda
Program Update	<ul style="list-style-type: none">• Where we are today
Finance Readiness Spotlight	<ul style="list-style-type: none">• Chart of Accounts Update• Index Code Cleanup• Finance Reporting Survey Update
“Tech Talk” Technology Update	<ul style="list-style-type: none">• Technology Update
People Readiness / OCM Update	<ul style="list-style-type: none">• Polling Question #1• AST Update• AST Spotlight: DOC
Closing Remarks	<ul style="list-style-type: none">• Polling question #2• Q & A• Next Steps

PROGRAM UPDATE



Where We Are Today



Agency readiness efforts (includes baseline assessment)

Phase 0: ERP readiness (acquisition of software and system integrator)

Phase 1a: Core financials

Phase 1b: Expanded financials and procurement

Phase 2: HR/payroll

Phase 3: Budget preparation



We are at an exciting point in the project where we will soon be shifting from Phase 0 planning activities to Phase 1 Workday implementation!

FINANCE READINESS SPOTLIGHT

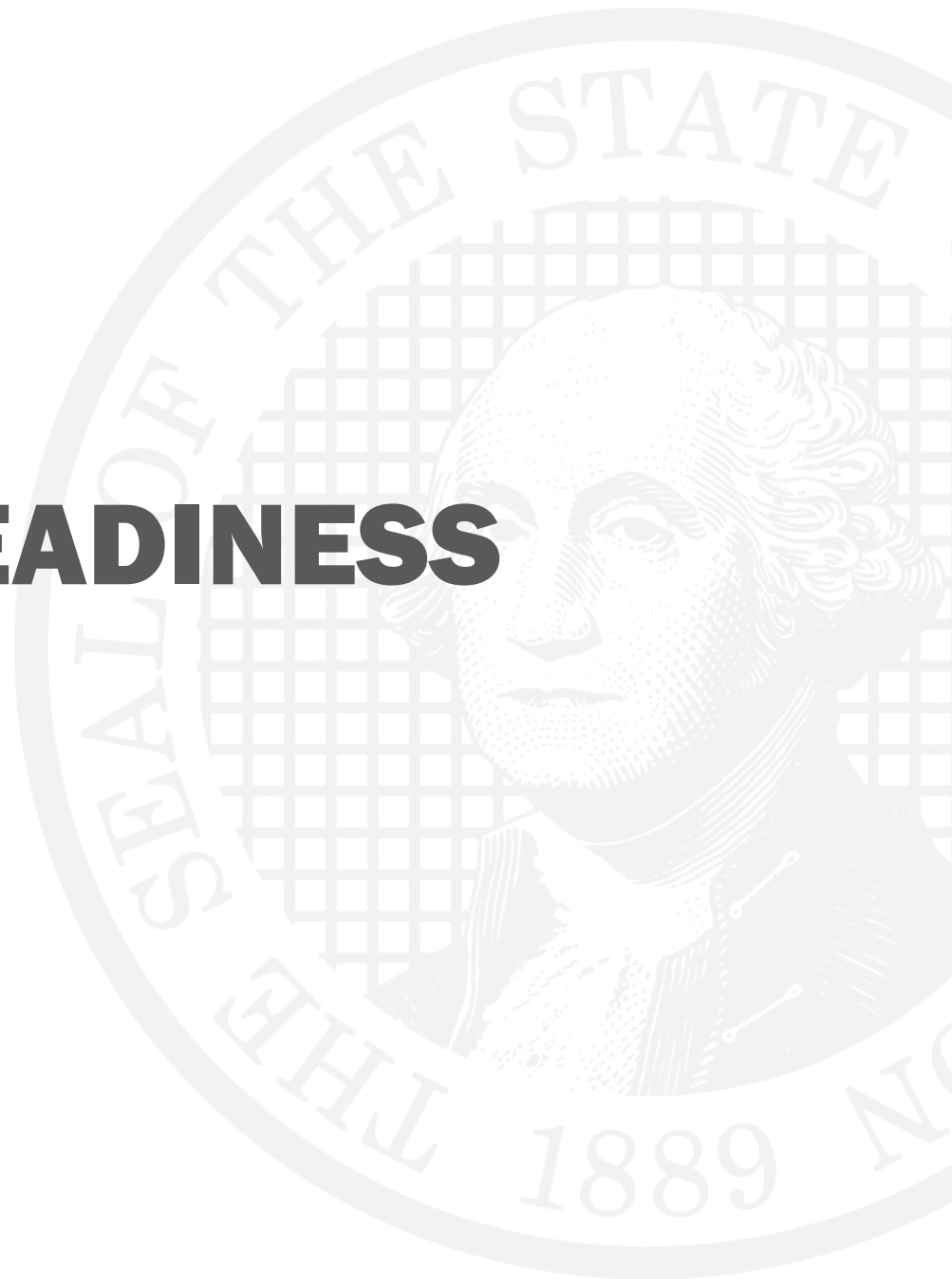


Chart of Accounts Update

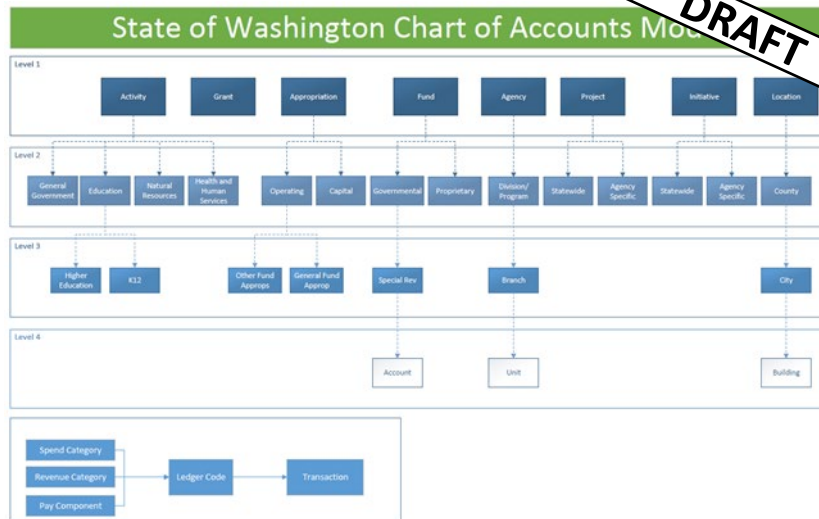


Review



The Chart of Accounts (COA) is the backbone of the new financial system. By replacing agency-specific COAs with an enterprise-wide COA, the state can more effectively track costs.

DRAFT



Benefits of the new COA

- Standardizes COA coding element usage and provides consistent application across the state.
- Supports consistent data definitions and roll-up structures.
- Promotes consistent data capture and simplifies data retrieval processes for reporting and analysis.

What's Changing?

- Will look different than today.
- Linear vs. hierarchical.
- New numbers and sequences.



Index Code Cleanup

OFM Statewide Accounting is reviewing the COA with the intent of cleaning up indices including the **Program Indices**, **Organizational Indices**, and **Master Indices**.



The table below shows examples of this for Program Indexes:

<i>Program Index</i>	<i>Program Index Title</i>	<i>Program</i>	<i>Sub-program</i>	<i>Activity</i>	<i>Sub-activity</i>	<i>Task</i>
00073	Budget	070	03			
00074	Accounting	070	03			
02051	Director	200	04			
02052	Human Resources	200	04			

Key Takeaways

- We will not have index codes once Workday is implemented.
- Agencies need to establish unique account codes for each Index.
- Codes that have not been used prior to the biennial table roll will not be rolled to the 2023 biennium tables.

Agency Deadline



December 31

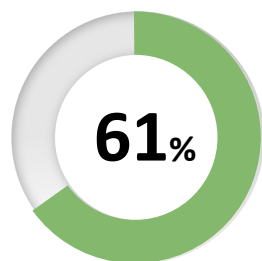


Finance Reporting Survey Highlights

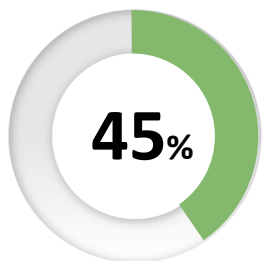


526

Respondents

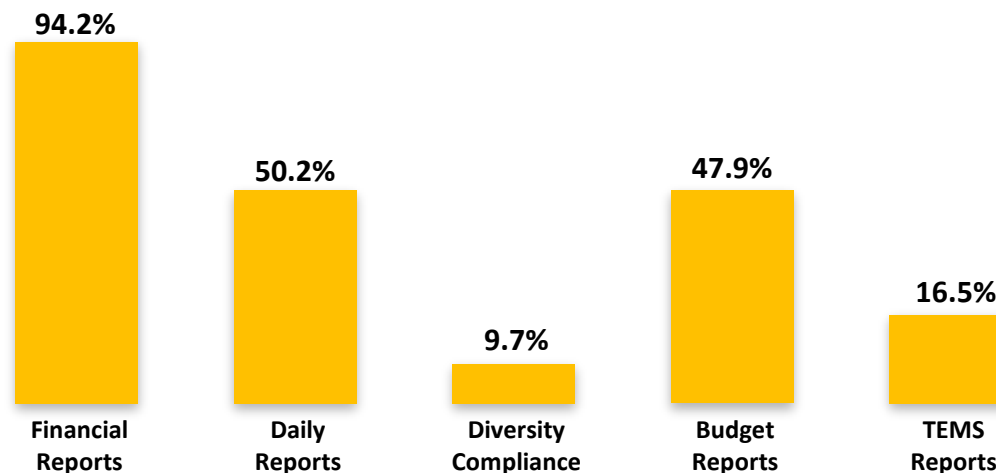


Almost **two thirds** of respondents use Web Intelligence (Ad Hoc).



Less than half of respondents distribute reports to customers.

What reports do you use for enterprise reporting?



58%

Respondents use Enterprise Reporting (ER) report **daily**.

39.8%

Respondents who are using enterprise reporting to populate an **outdated system**.

93.8%

Respondents who said they rely on Excel for reporting.



Upcoming Finance Readiness Activities



Action Required

November

December

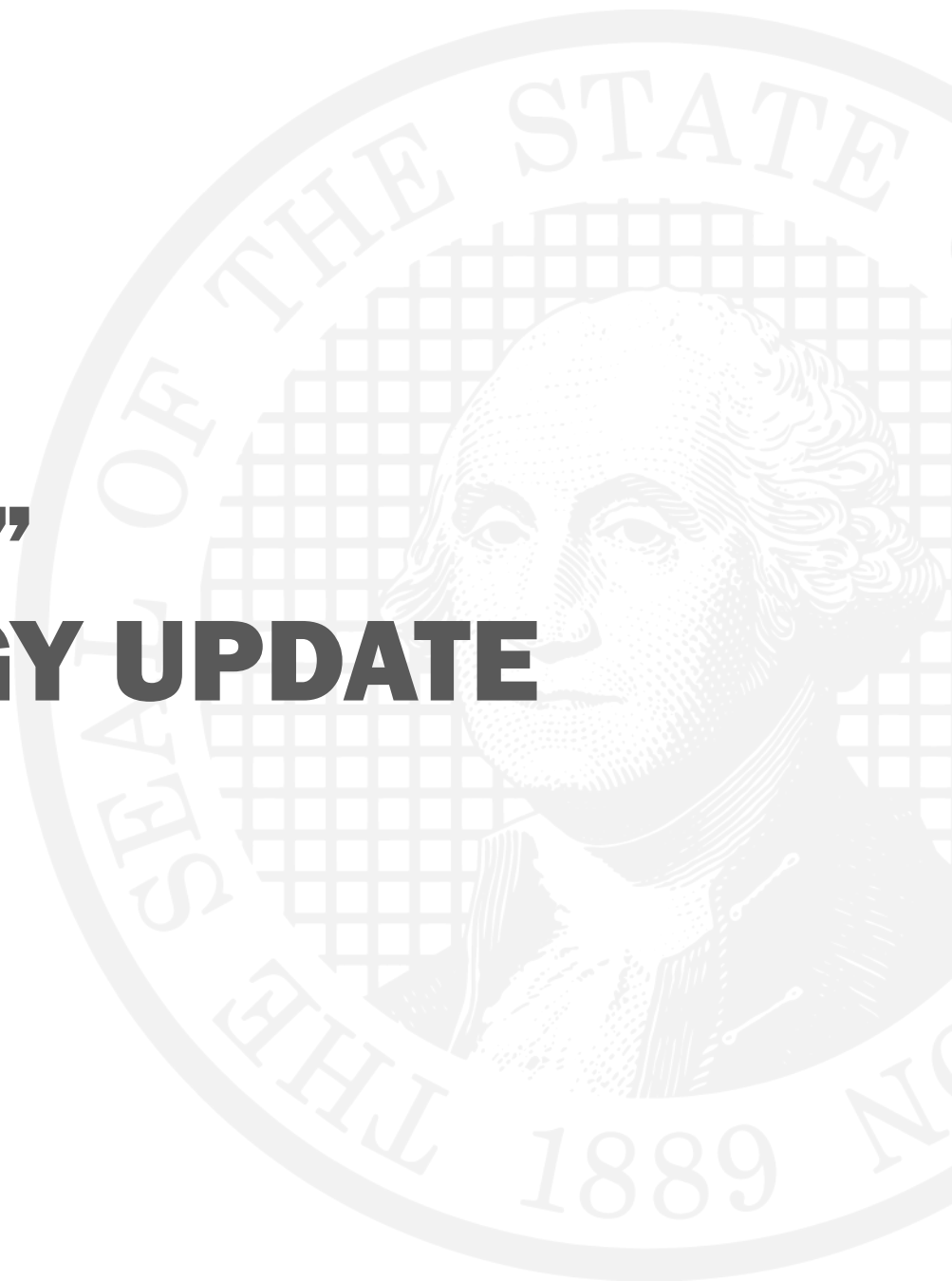
January

Complete data reporting survey

Review the COA “Strawman,” and provide input on the new COA structure

Participate in the AFRS index code cleanup

“TECH TALK” TECHNOLOGY UPDATE



Technology Update



Review

What is Tech Talk? Tech talk is information for state agency technical professionals who are supporting the Workday Enterprise Resource Planning (ERP) Solution implementation.

Activities to the right show the technical tasks that One Washington will focus on over the next 30, 60, and 90 days.

Spotlight On | Workshop 11/18/2020

This workshop is for system owners of agencies that will be impacted by changes from [Phase 1](#) of the One Washington implementation and who have legacy data that will need to be migrated to Workday.

Timeframe Activities

- 30 Days**
(11/27-12/27)
 - * Participate in collaboration sessions for agencies with unique connectivity requirements
 - * Respond to the Reporting and Analytics survey
 - * Complete transition work for Phase 0 Interfaces for select Agencies
 - * Continue conversion pre-work
- 60 Days**
(11/27-1/27)
 - * Complete Data Sharing Agreements for Phase 0 Interfaces for select Agencies
 - * Continue conversion pre-work
 - Read the Reporting and Analytics Current State/Needs report (December)
 - Read the Workday implementation information (January)
- 90 Days**
(11/27-2/27)
 - * Continue conversion pre-work
 - Watch for activities identified by the System Integrator (SI)
 - Attend Tech Talk Live

* Your agency can expect communication from the Technology Team requesting action

Applies to all agencies, boards, commissions and institutions of higher education

OCM UPDATE



Polling Question 1

How familiar are you with the new Agency Support Team (AST) Structure?

1 – A – S – What?

2 – I've heard about it but have a lot of questions.

3- I understand the basics but would like to hear more.

4- I have a good understanding of the structure and next steps.

5- I know everything there is to know about the AST structure.



Agency Support Team (AST) Update

AST planning and stand-up is progressing, with upcoming activities and milestones

Agencies fill AST Lead Role by December 18



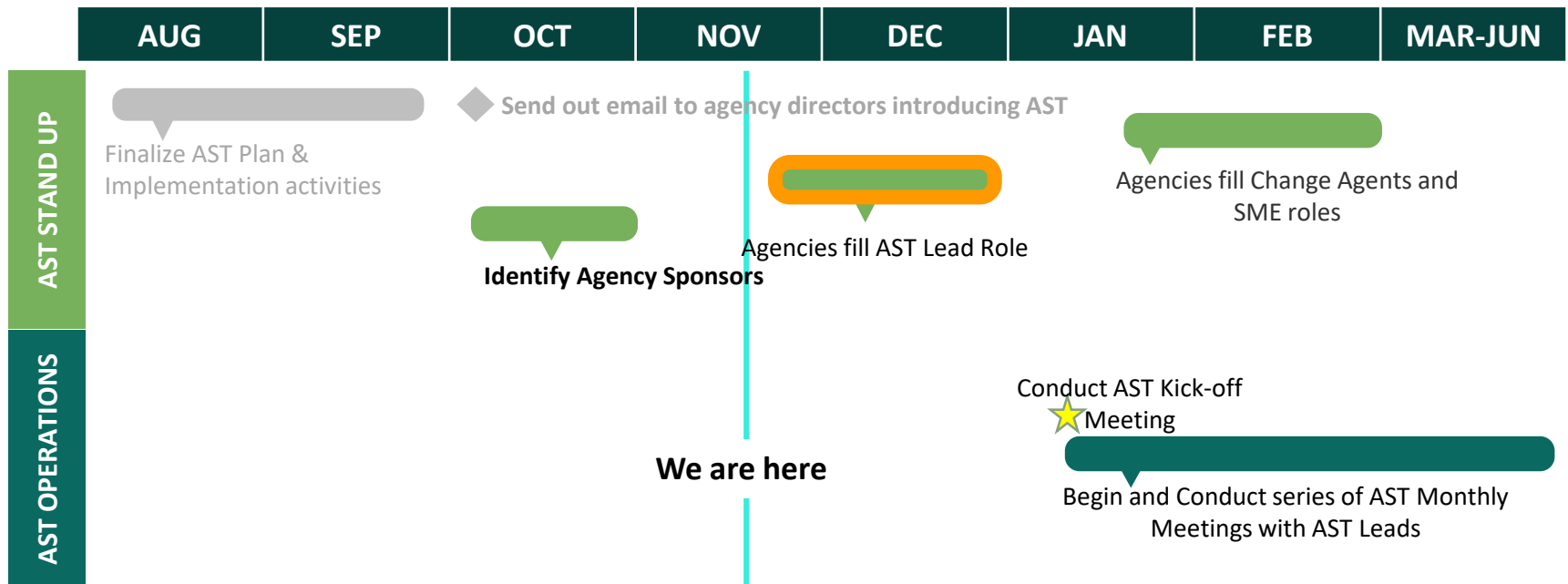
AST standup
timeline



Identify agency
sponsors by 10/30

Fill AST Lead Role
by Dec 18

AST Implementation Activities





The DOC has done a great job of building an Agency Support Team (AST). Below are a few tips to help other agencies establish their ASTs.



Jim Dunivan

Enterprise Results Director,
WA State Department of Corrections

Tips for Setting up your Agency Support Team:

- Utilize **existing structures**, for DOC it's our project team
- Clear lines of **communication**
- Include and engage those who have been involved historically, **acknowledge their contributions and effort**
- **Identifying Sponsor** – DOC's Deputy Director is very influential and engaged, coaching of Sponsor (don't assume based on title)
- **AST Lead** – current POC may not be best positioned, actively understanding who needs to be involved, project manager role, not a passive role
- Org chart of AST with **clear roles and responsibilities**
- **Executive status reports** and messaging to the agency

AST Spotlight: DOC



Review



AST Sponsor

PM/OCM Team

Technical Team

- Architecture
- Security
- Systems
- Network
- Applications
- Data
- BA

OneWa Advisory Committee Members

AST Lead

Business Process Subject Matter Expert (SME) Teams

Financials	Contracts	Procurement	Budget
Data Warehouse	Correctional Industries	Payroll	Human Resources

Upcoming People Readiness Activities



Action Required

November

December

January

Participate in POC Meetings

Establish AST Sponsors & Leads

**Attend AST
Kick-off**

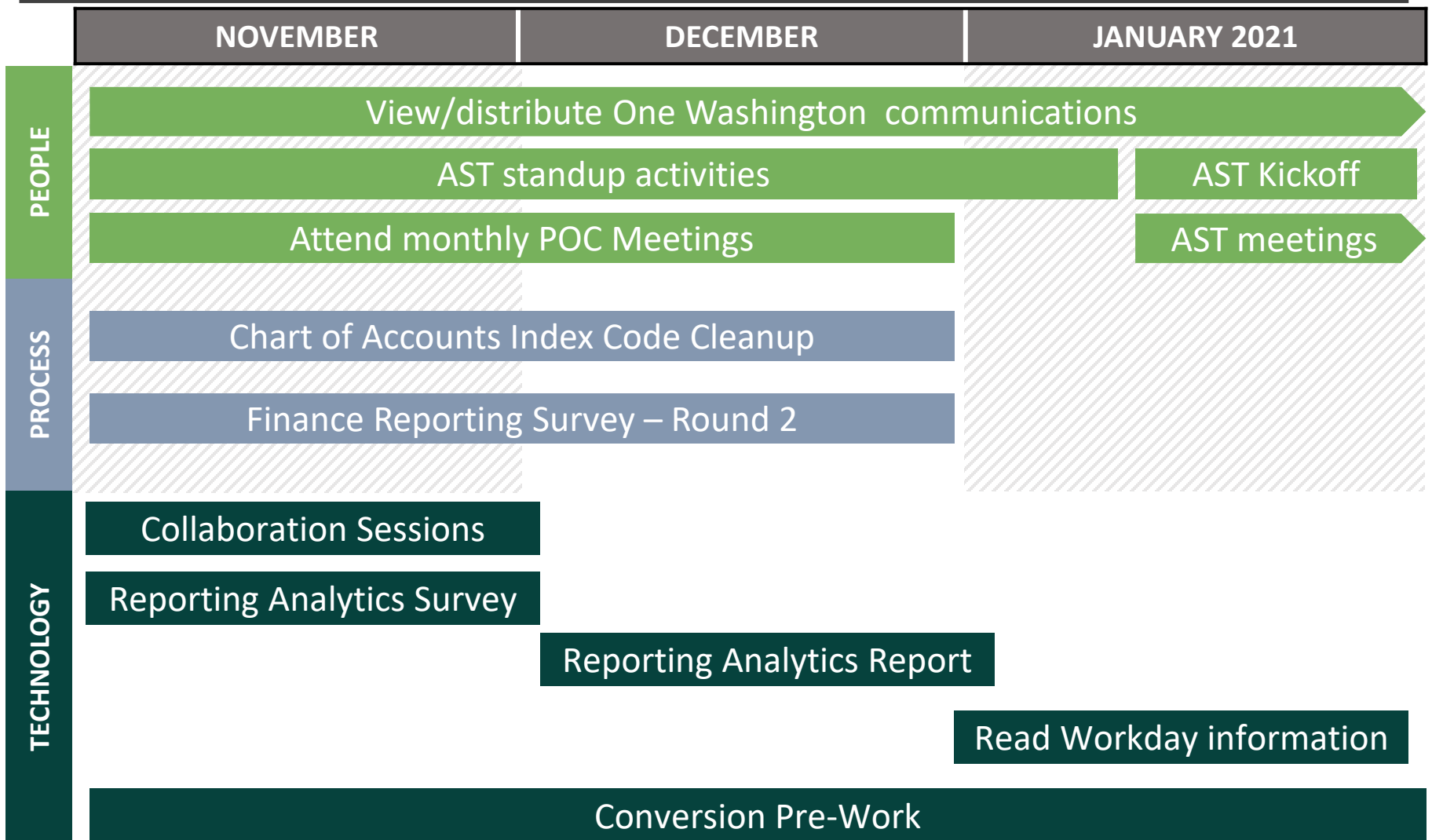
Share OneWa newsletters, FAQs, and talking points with staff; send us your questions!

Polling Question 2

What topic are you most interested in hearing more about in the December POC Network Meeting?

- 1 – Program update
- 2 - Systems Integrator Overview
- 3 - “Tech Talk” technology readiness activities
- 4 - Finance process readiness activities
- 5 - OCM “People” readiness activities (including AST Network)
- 6 – Agency Profile (similar to today’s DOC spotlight)
- 7 - Other

Key Upcoming Agency Readiness Activities



ON THE HORIZON:

Future agency readiness tasks will be added when the **Design** and **Architect** phases of Workday implementation begins.

Closing Remarks

Thank you for your attendance and participation.



- Q & A
- Next Steps
 - Next meeting December 15
 - Suggest future topics to One Washington inbox

If you have any feedback, comments, or questions, please contact us at:

OneWa@ofm.wa.gov