

Report Warrant Printing

Utilizing PeopleSoft to print warrants rather than third-party software

MONTHLY STATUS REPORT

Reporting Period

August 01-18, 2022

Prepared By

Chris Manese

Current Status

On Track

Project Schedule

Requirement Analysis	System Design and Implementation	System Testing	System Deployment	System Maintenance	Project Close
Complete Feb 2 – Mar 1	Complete Mar 1 - Aug 8	In Progress Aug 9 - Present	Oct 13 - Oct 27	Oct 28 - Nov 28	Nov 29 - Nov 30

Accomplishments

- Gather all functional and technical requirements.
- Configure and setup report name and BI Publisher and SQR templates.
- Apply all necessary security features, MICR, font, signature, etc.
- FSCM and HCM pay cycle testing.
- CompOps MICR check printing.

In Progress

- Submission of Series 9, 13, 14 warrant samples to JP Morgan for final approval.
- CompOps Warrant Volume Print Testing with check stock.

Next Steps

- System Deployment - Create communication plan, apply template configurations to production, GO-Live (TBD)
- System Maintenance - Report issues to ServiceNow.
- Project Close - Confirm all documentation and deliverables are complete. Review the successes, failures, and challenges of the project and identify opportunities for improvement.

Risks/Mitigation

- Formatting issue on BI Publisher and SQR template - mitigation: Have JP Morgan review warrant samples, make corrections and proper alignments if needed.

19C Database Upgrade

MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

August 01-18, 2022 (Weeks 8-9 of 12)

Shauna Stark

On Track

Project Schedule

Planning/ Prep	Implementation	Testing	Go Live in Production	Production FIN to 19C Mode	Closure
Complete June 2022 4 weeks	Complete July 1 - August 20 8 weeks	Complete July 11 - July 29 3 weeks	Complete August 6 1 week	August 20 1 week	August 15 – August 31 2 weeks

Accomplishments

- Created project team and project plan
- 19C Server updates applied to all environments including production and non-production
- 19C updates tested in a lower environment prior to being applied to production
- Communications coordinated with PeopleSoft Support team and sent to districts on several occasions starting one month prior to the upgrade.

In Progress

- Move Production Finance from 12C compatibility mode to 19C settings
- Closeout Activities include survey of team members and creation of closeout documents

Next Steps

- Survey project team and PS Support to get their feedback for Lessons Learned and closeout documents
- Present closeout documents to Steering Committee

Risks/Mitigation

- Movement of Production Finance from 12C compatibility to 19C settings could cause issues with processes and function of the modules.
 - Testing was performed in a lower environment and no adverse reactions have been noted in any of the lower environments. If any issues do arise that are attributed to the 19C settings, the environment can be rolled back to 12 compatibility mode.

Feedback Tools:

Idea and Community Boards Software and Implementation

MONTHLY STATUS REPORT

Reporting Period

August 01-18, 2022

Prepared By

Uyen Quach

Current Status

On Track

Project Schedule

Research	Selection	Implementation	UAT and Training	Post Support	Closure
In Progress August	September	October	November	December	January

Accomplishments

- Researched and reviewed Idea and Community Board software in the market
- Presented 2 products for feedback tools/Boards to CAB (Aha! And IdeaNote)
- Consulted with Info-Tech on other products

In Progress

- Formulating use cases and questionnaires for the vendor evaluation and selection process

Next Steps

- Finalize the vendor list
- Send questionnaires and use cases to vendor

Risks/Mitigation

- None that this point

Job Data Modernization

MONTHLY STATUS REPORT

Reporting Period

Aug 01 – 18, 2022

Prepared By

Anthony Rodgers

Current Status

On Track

Project Schedule

Planning Phase	System Configuration	System Integration Testing	User Acceptance Testing	Project Go Live Date	Project Closure
In Progress Aug 1 - 31	September 2022	October 2022	Oct – Nov 2022	Jan 30, 2023	March 15, 2023

Accomplishments

- Completed project charter
- Completed initial requirements and engagement with select districts and SDCOE departments
- Presented preliminary project goals and approach to CAB
- Created project plan for review by the project team
- Reviewed core project updates and principles with PeopleSoft Support team
- Retrofitted new fluid technology in application

In Progress

- Working on the communications plan
- Refining project schedule
- Establishing a development and test environment
- Documenting and an previous job data-related customizations and configurations
- Analyzing new project configuration items and processes

Next Steps

- Schedule meeting with the Steering Committee and Stakeholders
- Organize project kickoff event
- Continue district engagement and requirements gathering
- Complete project design document

Risks/Mitigation

- Districts' lack of response and feedback – mitigation: continue providing constant updates and continue to maintain engagement whenever possible
- Obtaining consensus of streamlined data entry procedures – mitigation: construct a focus group and maintain engagement
- Lack of participation in the User Acceptance Testing – mitigation: maintain district contact throughout the project; possibly record separate sections as a “follow along” guide

PBCS – Budget Development

MONTHLY STATUS REPORT

Reporting Period

August 01-18, 2022

Prepared By

Wendyl Aban
Jeff Collum

Current Status

On Track

Project Schedule

Planning / Prep	Design / Configuration	Development	Training	Testing	Go Live / Support
In progress	In Progress				

Accomplishments

- Reached out to all non-PBCS districts to determine interest in adopting the module for FY 2022-23
- Received interest from two districts. South Bay and Chula Vista Elementary.

In Progress

- Working on the PBCS Annual Maintenance for selected environment, allowing other environments for training and testing to continue with FY23 setup.
- Working on the PBCS Environment Expansion. Oracle has the signed Ordering Document and is working on creating the new environments.
- Reviewing the PBCS Data Load. The Database Team has converted to Power Apps which gives the PBCS Team greater access to the data loads. Errors in non-production environments have occurred during the data load and are being investigated.
- Preparing to test plan for PBCS INC0059344 Spread H&W Benefits to Multi Position. This project is out of development and ready for testing.
- Finalizing creation of FY 2022-23 project charter for project sponsor approval

Next Steps

- Complete the PBCS Annual Maintenance for remaining environments.
- Begin the PBCS All Districts Configuration. This project will begin once the environment expansion is complete.
- Test PBCS INC0059344 Spread H&W Benefits to Multi Position.
- Begin kick-off meeting for PBCS FY 2022-23 project
- Create project plan and timeline for PBCS FY 2022-23 project
- Review and prioritize enhancement requests with districts for PBCS FY 2022-23 project

Risks/Mitigation

- Limited bandwidth for district stakeholders/SDCOE to commit to the project
- PBCS environment expansion not completed in specified timeframe causing delays in project deliverables
- No Innofin support hours to develop enhancement requests for PBCS FY 2022-23
- Districts asking to join the project after kick-off meeting could present risks of project delays

2023 PeopleSoft Conference

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
June 1, 2022 - August 19, 2022 (Weeks 1-11 of 43)	Barbara Thiss	On Track

Project Schedule

Initiation Planning & Prep	Kickoff Session Planning & Sched setup	Registration & Session Development	Final Preparations	Conference Go Live	Closure
In Process June - Aug 2022 3 months	Sept - Dec 2022 4 months	Jan - Feb 2023 2 months	Feb 13 – Mar 7 4 weeks	Mar 8 – Mar 9 2 Days	Mar 9 – Mar 31 3 weeks

Accomplishments

- Formed a Project Team
- Decided on virtual conference dates: March 8 – March 9, 2023
- Decided on theme: “Partners In Progress In A Brave New World”
- Conducting bi-weekly meetings
- Set up file repository
- Reviewed engagement form for Tier 2 support from EPMO with Andrew Baldwin
- Sent out first Status Report to Sponsor, Project Team, and CAB
- Met with Stacy Brandt from SDCOE communications team to discuss different communication channels

In Progress

- Working on Project Charter
- Building Monday.com board – milestones noted
- Identifying additional Project Team members; 1 Customer Advisory Board (CAB) member and several district personnel

Next Steps

- Complete Project Charter
- Meet with Media & Creative Services (MCS) to understand their role
- Plan Kick Off meeting
- Identify presenters and topics for the conference

Risks/Mitigation

- **Not enough speakers for the sessions.** Starting early to recruit volunteers to present at the conference. We will enlist the help of SDCOE PeopleSoft and Enterprise Resource Planning Teams. Contact presenters from previous conferences for topic suggestions and see if they are willing to present again.
- **Low attendance/registration.** Start communication early using “Save the date.” Find other avenues of communication to reach all our users not just the district contacts or leadership. Confirm dates do not conflict with other events or Spring Break. Involve district users in designing topics that are of interest to attendees.

Correct History Wave 2

MONTHLY STATUS REPORT

Reporting Period

August 01-19, 2022

Prepared By

Sally Morton

Current Status

On Track

Project Schedule

Plan, Design, Build	Test, CCB, Production Migration	Ticket Analysis, Training, Audit Queries	Pilot Working Session, OCM	Authorization Form Signoff, Go Live	Closure: Survey Lessons Learned Celebrate
Completed July - Aug 4 weeks	In Progress Aug - Sept 4 weeks	Aug - Sept 5 weeks	Sept -Oct 6 weeks	Nov 1 1 week	October - Nov 3 weeks

Accomplishments

- Completed the development effort and migrated to test.
- Prepared for and conducted the kickoff meeting with the districts participated in Wave 2: San Ysidro and Escondido Elementary

In Progress

- Working on the integration testing effort

Next Steps

- Start the ticket analysis in preparation for the review meetings with the districts
- Begin the preparations for the training sessions with the districts
- Start the audit queries research for efficiencies and other potential improvements

Risks/Mitigation

- Districts availability due to other higher priorities. Mitigation is to work closely with district resources to plan around important priority deadlines.

Recruiting Adoption and District Deployment Phase

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
August 01 -18, 2022	Reesa Fickett	On Track

Project Schedule

Planning/ Prep	Business Process Mapping	Validation and Enhancements Development	Testing and Training	Go Live and Post Go Live Support	Closure
In Progress July - Aug 6 weeks	Aug - Sep 5 weeks	Sep - Oct 5 weeks	Nov - Jan 10 weeks	Jan - Mar 12 weeks	April 4 weeks

Accomplishments

- Finalized Project Charter including Project Team members, Scope, Objectives, Target Deliverables, Risks, and Schedule.
- Conducted initial meetings with vendor to discuss change management and business process mapping.
- Built project plan in Monday.com.

In Progress

- Identifying resources for change management and business process mapping, 2nd meeting scheduled with vendor.
- Reaching out to Districts to identify which Districts would like to participate and which resources they are committing to the project (including point-of-contact Change Management agent representing the district).

Next Steps

- Plan kick off meeting.
- Schedule 1:1 meetings with each District to begin mapping business processes and collection of information related to configuration and setup changes.

Risks/Mitigation

- Limited district participation in providing district current business process, meeting schedules commitment and UAT testing phase. We will need to coordinate with primary contacts in each district.
- Staffing changes at districts may require re-introduction to the project and additional training and support to get them up to speed. We will need to coordinate with primary contacts in each district.
- Districts may want customizations based on their own business process. We will be delivering a county-wide solution to best meet the needs of all districts.
- Changes to position management may impact more districts than just the Recruiting districts. More communication and training may be required.
- Districts may attempt to get other items outside of Recruiting resolved as part of this recruiting project. If a non-recruiting district brings forth an issue, we will have to conduct an analysis to determine if the issue is able to be resolved or is out of scope.
- Business process mapping resources have not yet been identified and are a critical component to the success of this project. Leadership is working on a vendor resource.

- **Issues with Microsoft Teams meeting software.** Research capacity of the meeting software. Work with SDCOE Media and Creative Services (MCS) for support. Have a “tech” person in each session. Reach out to other departments that have conducted online conferences for their best practices.
- **Vendors not willing to donate.** Create a tiered system for vendor donations and benefits offered to them for each level. Reach out early to get their involvement.

Sweetwater PeopleSoft GL/KK Integration

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
August 01 – 18, 2022	Rico Edillor	On Track

Project Schedule

Planning Phase	System Configuration	System Integration Testing	User Acceptance Testing	Project Go Live Date	Project Closure
In Progress Aug 1 - 30	September 2022	Sept. - Oct. 2022	Feb. - March 2023	March 1 2023	July 30 2023

Accomplishments

- Re-started regular meetings with Sweetwater project team.
- Created bi-weekly team meeting schedule (Tues 9:30-10:30AM) from Aug 30, 2022, until Mar 2, 2023.
- SDCOE has identified FIN 'FT' as the project environment for configuration and testing.
- SDCOE finalized Memorandum of Understanding (MOU) for Sweetwater project for their board approval. MOU sent to Sweetwater team and is pending approval by board.

In Progress

- Sweetwater is working on testing dates for system/integration and user acceptance testing.
- Consulting with Business Services for any additional requirements based on new go-live schedule.
- SDCOE working on Memorandum of Understanding (MOU) for Sweetwater project
- Sweetwater/SDCOE finalizing dates/timeline for different testing phases
- SDCOE Updating project document and testing document

Next Steps

- Prepare test environment after testing dates are and project timeline are finalized.
- Discuss project timeline with Business Services once schedule is finalized.

Risks/Mitigation

- Since the Sweetwater Infor chartfield format is different from PeopleSoft, chartfield translation from Infor to PeopleSoft needs to be addressed before testing begins. Chartfield values that are not in compliance with PeopleSoft format will cause the journal import to fail. Peoplesoft format Fund: 4 digits | Resource:7 digits, | Goal: 4 digits | Function: 4 digits | Object/Acct: 7 digits | Site: 3 digits | Op Unit: 3 digits – optional | Proj Yr.: 1 digit - optional
- All chartfield values used in Infor should also be loaded in Peoplesoft in the correct PeopleSoft format to pass validation. SDCOE can provide all existing chartfield values for Sweetwater from PeopleSoft production for reconciliation use.
- Going live in the middle of Fiscal year will present many challenges particularly the posting of GL and KK balances. Sweetwater decided to use summary entries to capture remaining balances for FY 2022 will be entered when they go-line in March 2023.