

**CAB Status
Report
October
2022**

Warrant Printing

MONTHLY STATUS REPORT

Reporting Period

September 16-October 21, 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	TBD	TBD	TBD

Accomplishments

- All modifications have been completed and tested.

In Progress

- Resubmission of revised warrant samples to JP Morgan - 10/7/2022
 - MICR Line Testing is required by banks
- Create communication plan - PeopleSoft announcement email

Next Steps

- As soon as we have confirmation from JP Morgan, the project will be submitted for CCB approval and deployment.

Risks/Mitigation

- Go-live date of 10/24 may be delayed until JP Morgan warrant confirmation is received.
- Dependencies on 3rd Party's timeframe: JP Morgan MICR testing turn-around time taking longer than expected.

Sweetwater GL/KK Integration

MONTHLY STATUS REPORT

Reporting Period

September 17-October 21, 2022

Prepared By

Rico Edillor

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 - Oct 2022	October 2022	October 2022	Feb - March 2023	March 2023	July 2023

Accomplishments

- SDCOE granted access to Sweetwater staff to be able to run FIN queries in PeopleSoft project environment
- SDCOE provided Sweetwater staff with URL link to PeopleSoft FIN environment for the project
- SDCOE Identified list of public queries for Sweetwater to use in reconciling INFOR/PSoft chartfield values
- SDCOE shared the fee schedule with Sweetwater and provided finalized number for Memorandum of Understanding (MOU)
- Sweetwater provided the names/ID number of staff to be given access to PeopleSoft FIN who will be running queries

In Progress

- Sweetwater meeting with Infor to discuss workflow and chartfield mapping
- Sweetwater working with School Board for MOU approval
- Sweetwater mapping out project timeline to share with SDCOE

Next Steps

- SDCOE to share project timeline template to Sweetwater
- Sweetwater to provide SDCOE with a date for working session to walk through running queries in PeopleSoft
- Sweetwater to reconcile and synch chartfield values between Infor and PeopleSoft systems
- Sweetwater to provide result of chartfield reconciliation to SDCOE
- Sweetwater to add/update chartfield values in PeopleSoft to synch it up with Infor system
- Sweetwater to inform SDCOE when ready for integration testing after chartfield reconciliation/validation

Risks/Mitigation

- To meet the integration testing date, chartfield values between the two systems must first be reconciled. This will take some time to accomplish and may not meet the testing window of October if not done sooner. Sweetwater to hold an internal meeting to discuss plans in reconciling chartfield values and roll up.
- Project timeline must be mapped out soon for the project to meet target deadlines for integration and UAT testing.

- Key Finance resource (Nancy) has retired. Determine replacement of key-resource on project in order to support chartfield reconciliation or mapping for project.
- MOU was sent on August 12 and has not been approved. Based on our licensing agreement, Sweetwater will need to have an MOU agreement approved prior to using the PeopleSoft Finance Software.

Recruiting Adoption and District Deployment Phase

MONTHLY STATUS REPORT

Reporting Period

September 16-October 21, 2022

Prepared By

Reesa Fickett

Current Status

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	In Progress Sep-Oct 5 weeks	Oct - Nov 5 weeks	Dec - Jan 10 weeks	Jan - Mar 12 weeks	April 4 weeks

Accomplishments

- Conducted several meetings with vendors to finalize SOW for change management and business process mapping training.

In Progress

- Identifying audience for change management and business process mapping training.
- 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).
- Developing Agendas specific to each district meeting

Next Steps

- Plan kick off meeting.
- Schedule 1:1 meeting 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

Job Data Modernization

MONTHLY STATUS REPORT

Reporting Period

September 16-October 21, 2022

Prepared By

Anthony Rodgers

Current Status

On Track

Project Schedule

Planning Phase	System Config	Unit / System Integration Testing	User Acceptance Testing (UAT)	Fixes / Config Updates	Training/ Final UAT	Project Go Live Date	Project Closure
Complete August 2022	Complete September 2022	In Progress October 2022	Oct – Nov 2022	Nov – Dec 2022	January 2023	January 30, 2023	March 15, 2023

Accomplishments

- Presented Job Data Modernization Project Overview at Small District CBO Meeting
- Hosted Project Kickoff Meeting; 23 districts represented by 92 users
- Updated Job Data Modernization Project page via PeopleSoft Support
- Finalized new features system configurations and retroactive fits
- Established unit and system integration testing strategy, parameters and timeline
- Met with SDCOE Business Services to discuss small-district training strategy and outreach
- Updated Steering Committee with overall project progress, testing and training strategy, and next steps

In Progress

- Reviewing and testing job data retrofit items along with updated job data modernization features
- Documenting unit test results and writing system integration test scripts
- Identifying future enhancements and configuration needs
- Establishing a district and department focus group
- Solidifying user acceptance testing dates and basic training documentation

Next Steps

- Work with PeopleSoft Support to design training plans and training documentation
- Reach out to small school districts and devise targeted education and training strategies
- Create new-features data entry demonstration videos for Job Data Modernization Project page

Risks/Mitigation

- Districts' lack of response and feedback – mitigation: continue providing constant updates and maintain engagement whenever possible
- Obtaining consensus of streamlined data entry procedures – mitigation: construct a focus group and maintain engagement
- Classic Job Data interface will need to be used specifically and only to process new hires; need to provide thorough communication and education on the use and capability of Classic Job Data interface

Feedback Tools:

Idea and Community Board Software and Implementation

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
September 16-October 21, 2022	Uyen Quach	On Track

Project Schedule

Research	Selection	Implementation	UAT and Training	Post Support	Closure
Completed August	In Progress September - October	November	December	January	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
- Finalized the requirements for PeopleSoft team
- Discovered another system (UseResponse) that had both Ideas and Community/Forum features.

In Progress

- Reviewing UseResponse system
- Meeting with project sponsor to share the new findings

Next Steps

- Work with the project sponsor to decide the vendors to review
- Meeting with the selection committee
- Send questionnaires and use cases to vendor

Risks/Mitigation

- Not finding a software solution that includes both Idea and Community boards all-in-one software.

Note: Updated the timeline based on new research findings.

Correct History Wave 2

MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

September 16-Oct 21, 2022 (Week 9-12 of 15) Sally Morton

On Track

Project Schedule

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

Accomplishments

- Completed UAT testing and migration to production
- Conducted training sessions

In Progress

- Researching audit queries for efficiencies and to prepare for the working session with the district to review these queries
- Working sessions for assisting districts with their correct history ticket updates

Next Steps

- Organizational change discussions on how the need for correct history can be reduced
- Working session with the district to review the audit queries
- Closure activities

Risks/Mitigation

- Availability of districts due to other higher priorities. Mitigation is to work closely with district resources to plan around important priority deadlines.

AP_ACH Phase II

MONTHLY STATUS REPORT

Reporting Period

September 16-October 21, 2022

Prepared By

Rico Edillor

Current Status

On Track

Project Schedule

Planning Phase	System Configuration	System Integration Testing	User Acceptance Testing	Project Go Live	Project Closure
In Progress Aug – Oct 2022	November 2022	December 2022	January 2023	February 2022	March 023

Accomplishments

- Created project charter document
- Presented charter document to project sponsor
- Held working session with core team to review new requirements

In Progress

- Review supplier on boarding process and determine the most logical way to integrate MFA authentication.
- Determine final scope of the project
- Review requirements to make compatible with future implementation of supplier modules.
- Revising project charter to include new project requirements from county treasurer.

Next Steps

- Hold working session with stakeholders to get the requirements finalized.
- Decide on the final scope of the project.
- Present revised project charter to sponsor.
- Get approval for project to move forward.
- Create project activity document.
- Meet teams for project kick-off.

Risks/Mitigation

- The scope of the project keeps changing causing the project timeline to get pushed back. Finalize scope in order to move the project forward and determine the timeline required for delivery.
- County treasurer pushing for eliminating costly wire transfers. This will put a burden on Districts still using the wire transfer services. Prioritize Districts doing periodic wire transfer requests to be in Phase II project.
- District supplier's cooperation to make change management successful. To make this change for the supplier users, Districts must enforce suppliers to take responsibility in maintaining their bank account information into the system. This is for suppliers' own security.