Customer Advisory Board Status Reports

February 2024

AP/ACH - Wave II

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
February 2024	**Christopher/Andy**	**On Track**

Project Schedule

Planning/ Prep	System Configuration*s/Development*	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure
In Progress Jul 2023-March 2024	**Jan-March 2024**	**Apr-May 2024**	**May-June 2024**	**June 2024**	**Aug 2024**

Accomplishments

- Held working meetings with project sponsor to discuss project scope
- Configured a new Supplier Portal prototype for supplier onboarding and maintenance.
- Tested and resolved all issues except one with the supplier portal for new supplier onboarding.
- Updated the strategy and steps that would need to be taken to eliminate duplicate suppliers and consolidate suppliers by school district.

In Progress

- Working on updating project charter, deliverables list for turnover.
- Re-design the supplier user account registration process. The new design will accommodate for the following enhancements.
    - Updated supplier MFA contact registration process.
    - Update supplier user account approvals.
    - Electronic submission of W9 form.
    - Self-Service option to update Tax ID Numbers (TIN).
    - Mandate tax ID Numbers (TIN) for ACH vendors.
- Started development on enhancements detailed above.
- Derive the template for school districts for eliminating duplicate suppliers and consolidate suppliers.
- Continue trouble shooting the one remaining issue with new supplier onboarding self-service portal.

Next Steps

- Meet with project sponsor to go over project charter.
- Prepare project deliverable documents for turnover.
- Update system design based on feedback from the project sponsor and functional system review.
- Continue with the development of the new enhancements.
- Conduct system testing on new development items.
- Perform regression testing as needed.
- Resolve supplier on-boarding self-service portal issues.
- Conduct a demo of the supplier on-boarding self-service portal to the project sponsors and review if that would be a good fit.

Risks/Mitigation

- Change Management and System Adoption for Supplier Portal Onboarding and Supplier Updates (e.g., IRS TIN, Form W9 and banking information). As part of the project, support will be provided to aid the change management and adoption.

Collaboration: Ideas and Community Board Software and Implementation

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
February 2024	Uyen Quach	**On Track**

Project Schedule

Planning/ Prep	Phase 1: Vendor Selection & POC	Readiness Check	Phase 2: Group Name # of employees	Phase 3: Group Name # of employees	Closure
Completed July 2023 - Sept. 2023	**In Progress** Sept 2023 – Dec 2023	TBD	TBD	TBD	TBD

Accomplishments

- Completed POC use cases with Aha! Ideas
- Completed POC use cases with ServiceNow CSM Community platform
- Selected the top software and presented the recommendation to the product owner and CTO

In Progress

- Waiting for the product owner and CTO decision

Next Steps

- Implement the Ideas and Community platform with the selected software

Risks/Mitigation

- The recommendation is not approved. In that case, we need to go back out to the research phase.

HCM Correct History

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
February 2024 (on going)	Sally Morton	**Delayed**

Accomplishments

- Alpine agreement to move forward with taking over correct history responsibilities and resource identified to train.
- Meeting with Alpine resource to review correct history training approach, and self-paced training materials.
- Chula Vista was taken off hold and began completing the self-paced training.

In Progress

- Self-paced training in work for resources at Alpine, and Chula Vista.
    - LMSV training on hold due to a high volume of priority work at the district.

Next Steps

- Working sessions with Alpine resource after self-paced training is complete to process correct history updates real time.
- Complete correct history ticket analysis and schedule meeting to review with Alpine.
- Schedule the correct history ticket analysis review with Chula Vista

Risks/Mitigation

- District staff turnover and large volume of work continue to delay the rollout of correct history to more districts. The search will continue to find districts with staff who have the time and experience to learn about and take over correct history responsibilities.

Direct Deposit MFA

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
February 2024	Sai Sundar	**On Track**

Project Schedule

Planning/ Prep	Phase 1	Phase 2	Phase 3	Phase 4	Closure
Complete Feb 2023	**Completed** March 2023	**Completed** September 2023	**Completed** November 2023	In Progress	TBD

Accomplishments

- Completed research on the various means to securely host training videos. This includes the two video management and LMS platforms that SDCOE is currently licensed for, Canva & Ravnur.
- Derived three possible options to host and manage PeopleSoft training videos.
    - PeopleSoft Portal Content Management with videos published as public/unlisted.
    - PeopleSoft ELM implementation.
    - Intergrade PeopleSoft with 3rd party video hosting providers.
- Completed development of the following items as part of phase 3 of this project
    - Enhanced email notifications on contact changes to make them more noticeable for the employees.
    - Masking enhancement for bank account and routing numbers in the ESS direct deposit screen.
    - Prevent employees from using Green Dot banks for ESS direct deposit if the employee never had a previous relationship with the bank.
    - Change instruction verbiage on the ESS direct deposit screen to mitigate any security exposure on completing MFA authentication. Remove the unsecured training document link from the ESS direct deposit screen.

In Progress

- Working through the hosting requirements for implementing PeopleSoft ELM.
- Researching the most efficient manner to SSO from PeopleSoft into 3rd part video hosting providers.
- If approved, complete configuration and development of PeopleSoft portal content management platform that is delivered with PeopleSoft Application.

Next Steps

- Finalize the right solution for video content management for PeopleSoft training.
- Deploy the remaining enhancements built around ESS direct deposit and related MFA to PeopleSoft production.
- Allow users to connect and utilize the training documentation from within PeopleSoft.

Financial Integration – Regulatory Audit Sweetwater

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
February 2024	Christopher Waite	On Track

Project Schedule

Planning/ Prep	System Configuration	System Integration	User Acceptance Testing	Project Go Live	Project Closure
Complete Mar 2023	In Progress Jul – Dec 2023	In progress Dec 2023	In Progress Dec-Jan 2023	Feb 2024	Mar 2024

Accomplishments

- Testing of GL/and KK journal data once the dual asynchronous messaging is in place
- SDCOE to validate journal data uploaded from Infor to PSoft in test environment
- Project Team approved migration of the interface to production.

In Progress

- CCB Approval
- Migration of project to PeopleSoft Production

Next Steps

- Go live Monday, 03 March
- Production Support
- Knowledge Transfer to Support
- Lesson Learned
- Project Closure

MFA for PeopleSoft & PBCS

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
February 2024	Sai Sundar	**On Track**

Project Schedule

Planning/ Prep	Phase 1: Research & Analysis	Readiness Check	Phase 2: Group Name # of employees	Phase 3: Group Name # of employees	Closure
In Progress Mar-Dec 2023	In Progress Nov-March 2024				

Accomplishments

- Detailed discussions with Oracle on their Oracle Cloud Infrastructure (OCI) Identity Access Management (IAM) solution. Reviewed their overall product capabilities, PeopleSoft SSO solution and pricing model.
- Conducted initial discussions with Okta on their identity management solution.
- A lot of analysis was made on PeopleSoft SSO which is the most complex solution that needs to be derived as part of this project.
- PeopleSoft SSO
    - Completed review of solution provided by Pathlock and derived the pricing for the PeopleSoft user population.
    - Analyzed the solution provided by Oracle app gateway which is part of their OCI IAM suite.
    - Analyzed Microsoft's gateway solution.
    - Reviewed Okta's access gateway solution for PeopleSoft SSO.
    - Worked with Cherry Road to determine if F5 SAML Auth module is still the right solution for PeopleSoft SSO or if there is an alternative solution that can work better.

In Progress

- Work with the team to help derive the right solution for SDCOE IAM and PeopleSoft SSO/MFA.
- Continue discussions with Oracle on the OCI IAM product to understand the life cycle management and Identity governance capabilities.
- Complete review of product capabilities and derive pricing with Okta.
- Work with the team to complete documentation on items completed.

Next Steps

- Identify the right identity provider so SSO/MFA solutions can be designed for PeopleSoft.
- Derive an identity landscape of various PeopleSoft users.
- Work through the design and development of PeopleSoft SSO and MFA.

Risks/Mitigation

- None at this time.

New District on Finance – Chula Vista School District

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
February 2024	Christopher Waite	**On Track**

Project Schedule

Planning/ Prep	System Configuration	System Integration	User Acceptance Testing	Project Go Live	Project Closure
In Progress October-Dec 2023	Jan – Feb 2024	Mar-Apr 2024	May-Jun 2024	Jul1, 2024	August 2024

Project Timeline

Task		Feb	Mar	Apr	May	Jun	Jul
Business Process Review		🟨	🟨				
Conduct System Demonstration		🟩					
System Configuration		🟨	🟨				
Development			🟨				
Security/Workflow Design			🟨	🟧			
Unit/Integration Testing			🟨	🟧			
User Acceptance Testing					🟧	🟧	🟧
User Training				🟧	🟧	🟧	🟧
Deploy						🟧	🟧
Support							🟧

Completed Tasks	🟩
Upcoming Tasks	🟨
Future Tasks	🟧

Accomplishments

- All 7 Demos are completed
- Discussed Training plan/schedule with CVESD
- Requested Extracts for data conversion from CVESD
- Conductive 5 of 12 Design sessions with CVESD

In Progress

- System Configuration estimated 68% complete
- Acquiring and reviewing conversion extracts
- Training schedule planning
- Security/Workflow discussions

Next Steps

- Continue to review data extracts from CVESD
- Begin Loading conversion extracts
- Continue System Configuration
- Conduct remaining design sessions
- Conclude Training schedule planning

Risks/Mitigation

- New School Year begin of July – impacts project/timeline
- New FY Purchase Order – need to be entered April-early May
- Training Schedule for June – dates need to be adjusted into April and post go live
- Possible issue with Expense person data

PBCS 2023 OCI Migration

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
February 2024	Jeff Collum	**Not On Track**

Project Schedule

Research	Migration & Testing	UAT & Final Migration	Redwood Theme	New Environments & Config District	Closure
Complete April - May	**Complete** May - August	**Complete** August - September	**Complete** October - November	**In Progress** October - February	**Not Started** February

Accomplishments

1. Configured NR epm4 for Grp4 Production epm22.
2. Created configuration progress worksheet for Group 5 districts.
3. Created configuration progress worksheet for Group 6 districts.
4. Completed Group 5, III. Dimension section configuration.
5. Completed Group 5, IV. Security section configuration.
6. Completed Group 5, V. PBCS Tasks section configuration
7. Completed Group 6, III. Dimension section configuration.
8. Completed initial clone of Group 5 DEV epm20-test to Prod epm23 for automated integration work.
9. Completed initial clone of Group 6 DEV epm21-test to Prod epm24 for automated integration work.

In Progress

1. Updating and validating the Automated Integrations for Group 4, 5, and 6.
2. Configuring Group 5 districts in DEV epm20-test.
3. Configuring Group 6 districts in DEV epm21-test.

Next Steps

1. Create new Support environments and refresh plan.
2. Clone Group 5 DEV to QA and test.
3. Connect Narrative Reporting Test to Group 5 DEV and QA.
4. Clone Group 6 DEV to QA and test.
5. Connect Narrative Reporting Test to Group 6 DEV and QA.

Forms 2.0 functionality from Oracle was made available in December, too late to include it in this project. This project ends in February following a busy training schedule. Following that, districts will be active in PBCS developing their FY25 budgets. Changing functionality by with Forms 2.0 during budget development will be too disruptive. Forms 2.0 can be implemented following the FY25 budget development cycle.

Risks/Mitigation

1. The risk of cloning errors.
   a. Will be mitigated by working with Oracle to resolve the issues.
2. Project team members being pulled to work on non-related Production issues.
   a. Will be mitigated by reducing the testing timeline and effort, so the Go Live deadline is met.

      b. Will be mitigated by pushing the timeline out beyond February.

3. Unexpected and undocumented (Oracle documents) configuration changes based on our configuration. This is specific to Narrative Reporting connections to our various PBCS environments.

      a. Will be mitigated by working with InnoFin and Oracle to confirm what needs to be configured as well as adjusting the testing timeline and deployment plan but keeping the Go Live deadline.

4. Additional user role maintenance. Oracle OCI has role level security per environment rather than security per user in Classic. Maintaining user roles with current config has increased.

      a. Will be mitigated by reviewing config change suggested by InnoFin.

PBCS FY24 Adoption
MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
February 2024	**Jeff Collum**	**On Track**

Project Schedule

Initiation	Planning	Execution - Configuration	Execution - Training	Closure
Complete	**Complete**	**Complete**	**Complete**	**In Progress**
Oct 10 – Nov 9	Oct 18 – Nov 30	Nov 6 – Feb 16	Nov 6 – Feb 13	Feb 20 – Feb 29

Accomplishments

1. Contacted 064 Oceanside with a UAT update of what scripts have been covered in training.
2. Received Power Apps licenses for Lisa and Chris.
3. Established budget development season office hours.
4. Completed all training sessions (1 – 6).
5. Completed functional configuration testing.
6. Completed the review and updates to UAT scripts.
7. Contacted Oceanside to check the status of their UAT.
8. Scheduled a meeting to walk-though BSSFTP and Power Apps for PBCS with Chris and Lisa.
9. Contacted Oceanside (2nd notice) to check the status of their UAT.
10. Completed walk-though of BSSFTP and Power Apps for PBCS with Chris and Lisa.
11. Closed district UAT.
12. Sent 2nd email to project team to collect lessons learned feedback.
13. Prepared and sent the project survey for district feedback.
14. Completed automated integration.
15. Received CCB approval for migration to production.
16. Sent communication to Oceanside notifying them of migration to Production and their access to Production.

In Progress

1. Hosting weekly office hours (Tuesday / Thursday).
2. Project closure tasks, including collecting the lessons learned, district survey, and the final project report.

Next Steps

1. Complete final project report.

Risks/Mitigation

1. Cloning errors when creating new Group 4 environments.
    a. Will be mitigated by working with Oracle to resolve the issues. If Oracle does not resolve the cloning issue, the mitigation for that is to clone and clone again until the clone is successful.
2. Issues or problems with configuration or testing.
    a. Will be mitigated by communicating with the project team, review issues quickly, and determining a resource for resolution (ITS team, InnoFin, or Oracle).
3. Limited bandwidth for PBCS adopting district representative.

      a.   Will be mitigated by communicating the project plan and timeline to districts so they can fulfill their responsibilities.
4.   Limited bandwidth for ITS team members to commit to the project.
      a.   Will be mitigated by working with their functional manager to assist with balancing priorities, and/or pushing the dates on the project.

TLS Planning

MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
January 2024 – March 2024	Andy and Beckie	**On Track**

- *Project Schedule*

Planning Phase	Current State & Requirements	System Desired State & Design (TLS)	Configure Build & Develop System	Unit / QA & System Integration & Parallel Testing	UAT Testing & Training	Project Go Live Date	Project Closure
In Progress Mar - Dec 2023	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Accomplishments

- Desired State Documentation – 60% complete
- District Union Contract review - 80% complete
- Research for the following district contracts in progress:
  - Borrego Springs - Certificated
  - Cardiff - Classified
  - Del Mar – Classified and Certificated
  - Escondido Charter High School – Classified and Certificated
  - Heritage K-8 Charter School – Classified and Certificated
  - Julian High – Classified
  - Literacy First Charter – Classified
  - Pacific View Charter – Classified and Certificated
  - Rancho Santa Fe – Classified
  - Spencer Valley – Classified and Certified
  - Vallecitos – Classified

In Progress

- Desired State Document
- Continued vendor discussions for support of SOW on current state work
- Reviewing district union contracts
- Creating project plan and schedule
- Selection of Time Reporting Device RFP

Next Steps

- Start the MOU District Template
- Finalize project scope and tasks for approval
- Define District Stakeholder and Change Agent Matrix and Responsibilities
- Kick Off meeting Planning

Risks/Mitigation

- Timing related to Esser funding for project
- Resource and time commitments with the districts
- TLS System Change Management and Deployment Adoption for District Users
- Standardizing or Building Multiple Solutions for TLS System and Business Processes