

The background is a light blue gradient with several realistic water droplets of various sizes scattered across the surface. The droplets have highlights and shadows, giving them a three-dimensional appearance.

ERP UPDATE

FMAC 2/2/2022

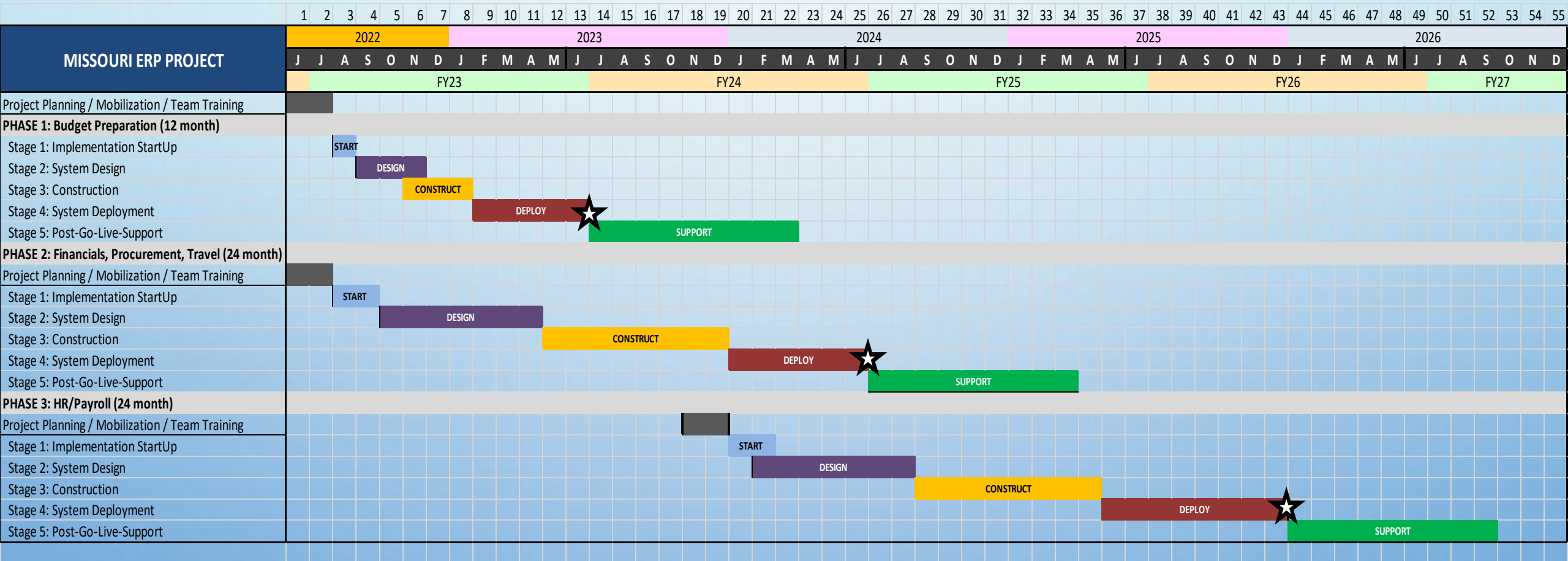
CONTRACTS – FOLLOW-UP

- SOFTWARE BID HAS BEEN AWARDED
 - MYTHICS, INC. WAS WINNING BID – ORACLE FUSION CLOUD
 - **FREE** LEARNING OPPORTUNITIES FOR ORACLE PRODUCTS - [HTTPS://EDUCATION.ORACLE.COM/LEARNING-EXPLORER](https://education.oracle.com/learning-explorer)
 - **ONLY SELECT THE FREE TRAINING VIDEOS**
 - STATE SPECIFIC TRAINING WILL COME LATER
- SERVICES IMPLEMENTER RFP DEVELOPMENT NEARING COMPLETION
 - GOAL IS TO RELEASE BY END OF WEEK
- CONTRACTING GOAL:
 - SERVICES IMPLEMENTER BY END OF JUNE 2022
- PROJECT KICKOFF GOAL: JULY 1, 2022

STAFFING – FOLLOW-UP

- BUDGET FOR FY23 INCLUDED 43 FTES ACROSS FINANCE, BUDGET, PROCUREMENT, IT, ORGANIZATIONAL CHANGE MANAGEMENT (OCM) AND COMMUNICATIONS
 - PS TO EE FLEXIBILITY REQUESTED
- STAFFING FOR PROJECT TO START TAKING SHAPE
 - DEPARTMENTS PROVIDED UPDATED SME BY FUNCTIONAL AREA
 - INTERNAL DEPARTMENTAL TEAMS – DOCUMENTING BUSINESS PROCESS NEEDS
 - RETIREES – HISTORICAL KNOWLEDGE, 1,000 HOUR APPT., NEED CONTACT INFORMATION
 - ANY DEPARTMENTAL STAFFING CONCERNS – PLEASE ADVISE LYNN CANNON (LYNN.CANNON@OA.MO.GOV OR 573-522-9272)
 - SPECIAL BUSINESS PROCESSING NEEDS
 - STAFFING SHORTAGE, BACKFILL, WORK PRIORITY CONFLICTS
- **CURRENT TEAM:**
 - **LYNN CANNON, TRACY FARRIS, CHRIS SURFACE, MARK SWARTZ AND SUZETTE KEMPKER**
 - COMMITMENTS WERE RECEIVED FROM INDIVIDUALS CHOSEN TO SERVE ON THE BUSINESS STEERING COMMITTEE
 - CABINET IT GOVERNANCE COUNCIL (CITGC) REPRESENTATIVES FOR PROJECT COMMITTEE (TO BE DETERMINED)

DRAFT: PRELIMINARY IMPLEMENTATION TIMELINE



FUNCTIONAL PROJECT TEAM

- **TIME COMMITMENT**

- FULL-TIME

- **ROLES AND RESPONSIBILITIES**

- ESTABLISH PROFESSIONAL WORKING RELATIONSHIP WITH SYSTEM INTEGRATOR'S TEAM, PROVIDE CLEAR CONCISE COMMUNICATION ON STATE'S BUSINESS PROCESSES, AND PROVIDE TIMELY RESPONSES
- ANALYZE EXISTING BUSINESS PROCESSES AND POLICIES, LEARN SOFTWARE FUNCTIONALITY AND ASSIST WITH DEVELOPING FUTURE PROCESSES AND STRUCTURES
- REVIEW PROJECT DOCUMENTS AND DELIVERABLES
- PARTICIPATE IN DISCOVERY WORK SESSIONS WITH SYSTEM INTEGRATOR, IF APPLICABLE
- DOCUMENT AND REVIEW BUSINESS PROCESSES, RULES, REGULATIONS AND REQUIREMENTS
- PLANNING AND EXECUTION OF PROJECT TASKS AND ACTION ITEMS AT THE DIRECTION OF FUNCTIONAL TEAM LEAD OR PROJECT DIRECTOR
- ASSIST WITH IDENTIFYING AND MAKING RECOMMENDATIONS ON OPPORTUNITIES FOR BUSINESS PROCESS AND ORGANIZATIONAL CHANGE DECISIONS
- SUCCESSFULLY CONFIGURE, DESIGN, TEST, TRAIN, AND IMPLEMENT THE SOFTWARE SOLUTION
- ASSIST WITH RETRIEVING, PREPARING AND PROOFING LEGACY DATA FOR CONVERSION
- DISCUSS ISSUES WITH TEAM(S) AND TEAM LEAD(S) AND SEEK PROBLEM RESOLUTION AND/OR ALTERNATIVES FOR PROJECT DIRECTOR'S REVIEW/DISCUSSION/RESOLUTION
- DEMONSTRATE POSITIVE ATTITUDE, BE ENGAGED, SPEAK UP, AND COMMUNICATE
- PARTICIPATE IN PROJECT TEAM MEETINGS AND OTHER MEETINGS, AS NEEDED
- TAKE OWNERSHIP AND PERFORM DAILY TASKS ASSIGNED IN THE FUNCTIONAL AREA REPRESENTED AND IN CROSS FUNCTIONAL AREAS, AS NEEDED
- ASSIST IN DEVELOPMENT OF TRAINING MATERIALS

TECHNICAL PROJECT TEAM

- **TIME COMMITMENT**

- FULL-TIME

- **ROLES AND RESPONSIBILITIES**

- ESTABLISH PROFESSIONAL WORKING RELATIONSHIP WITH SYSTEM INTEGRATOR'S TEAM, PROVIDE CLEAR CONCISE COMMUNICATION ON STATE'S TECHNICAL NEEDS AND PROVIDE TIMELY RESPONSES
- ASSIST WITH IDENTIFYING INTEGRATION NEEDS WITH OTHER STATE SYSTEMS AND ASSISTING WITH DEVELOPMENT OF ASSOCIATED INTERFACES
- ASSESS TECHNICAL NEEDS, EVALUATE APPLICATION SOLUTION/TECHNOLOGIES, HARDWARE, SYSTEMS, OVERALL INFRASTRUCTURE AND PROCESSES, AND MAKES RECOMMENDATIONS TO TECHNICAL PROJECT LEAD
- PARTICIPATE IN TEST PLAN DEVELOPMENT, SYSTEM TESTING, LOAD/STRESS TESTING, AND PROVIDE TECHNICAL SUPPORT
- ANALYZE EXISTING BUSINESS PROCESSES AND POLICIES, LEARN SOFTWARE FUNCTIONALITY, CONFIGURATION REQUIREMENTS AND ASSIST WITH DEVELOPING FUTURE PROCESSES
- REVIEW PROJECT DOCUMENTS AND DELIVERABLES, AND IDENTIFY OTHER TECHNICAL STAFF RESOURCES THAT MAY BE NEEDED
- PARTICIPATE IN DISCOVERY WORK SESSIONS WITH SYSTEM INTEGRATOR, IF APPLICABLE
- ASSIST WITH RETRIEVING, PREPARING AND PROOFING LEGACY DATA FOR CONVERSION
- WORK WITH SYSTEM INTEGRATOR'S STAFF TO TROUBLESHOOT, TEST AND RESOLVE OPEN ISSUES
- PLANNING AND EXECUTION OF PROJECT TASKS AND ACTION ITEMS AT THE DIRECTION OF TECHNICAL PROJECT TEAM LEAD OR PROJECT DIRECTOR
- ASSIST WITH MAKING SYSTEM ADMINISTRATION DECISIONS
- DISCUSS ISSUES/NEEDS WITH FUNCTIONAL TEAM LEADS AND FUNCTIONAL PROJECT TEAMS
- PARTICIPATE IN TECHNICAL TEAM MEETINGS AND OTHER MEETINGS, AS NEEDED
- PROVIDE END USER SUPPORT DURING IMPLEMENTATION OF AND DURING LIVE USE OF THE NEW SYSTEM

ORGANIZATIONAL CHANGE MANAGEMENT (OCM) TEAM

- **TIME COMMITMENT**
 - AS REQUIRED
- **ROLES AND RESPONSIBILITIES**
 - ENHANCE ONE'S UNDERSTANDING OF CHANGE MANAGEMENT METHODOLOGIES BEING UTILIZED BY PROJECT AND HOW IT ALIGNS WITH SYSTEM INTEGRATOR'S METHODOLOGY
 - ADVISE AND ESCALATE ISSUES OR RISKS ASSOCIATED WITH THE ORGANIZATIONAL CHANGE MANAGEMENT LEAD
 - ASSIST WITH IDENTIFYING AND MAKING RECOMMENDATIONS ON OPPORTUNITIES FOR BUSINESS PROCESS AND ORGANIZATIONAL CHANGE DECISIONS
 - NOTIFY ORGANIZATIONAL CHANGE MANAGEMENT LEAD TO TAKE CORRECTIVE ACTION WHEN RESISTANCE TO CHANGE IS ENCOUNTERED
 - PROACTIVELY EMPLOY CHANGE MANAGEMENT STRATEGIES TO MITIGATE PROJECT RISKS AND ISSUES
 - ASSIST IN THE DEVELOPMENT OF PROJECT COMMUNICATIONS TO ALL STAKEHOLDERS
 - IDENTIFY STAKEHOLDERS, INCLUDING SENDERS AND RECEIVERS, AND COMMUNICATE THEIR ROLES AND RESPONSIBILITIES AS CHANGE AGENTS
 - ACT AS LIAISON FOR STATE STAFF AFFECTED BY THE CHANGES BROUGHT BY PROJECT, RECEIVE USER FEEDBACK AND RESPOND WITH APPROPRIATE CHANGE MANAGEMENT STRATEGY
 - PARTICIPATE IN MEETINGS AS REQUESTED BY ORGANIZATIONAL CHANGE MANAGEMENT LEAD
 - ASSIST WITH END USER TRAINING EFFORT NEEDS
 - MAINTAIN A POSITIVE DEMEANOR THAT GENERATES EXCITEMENT FOR THE PROJECT AMONGST USERS

READINESS – REPORTS - FOLLOW-UP

- REQUEST RELATED TO USAGE OF MOBUIIS REPORTS
 - REPORT INFORMATION RECEIVED – THANK YOU
 - EVALUATED
 - COMPARED TO ACCESS/USAGE INFORMATION
 - CHANGES WERE IMPLEMENTED – (JOBS MODIFIED, REPORTS STOPPED, ACCESS REMOVED, ETC.)
 - ISSUES DISCOVERED – PLEASE NOTIFY BRITNI.BUECHTER@OA.MO.GOV
- DEPARTMENT’S SPECIAL REPORTING NEEDS:
 - COPY OF SPECIAL REPORTS REQUESTED – SEVERAL RECEIVED BUT NOT ALL?
 - RECEIVED FROM DESE, DMH, DNR, DOLIR, DSS AND MDC
 - EMAIL COPY(S) OF REPORTS AND/OR REPORT CRITERIA TO ERPCOMMUNICATIONS@OA.MO.GOV AND CC: LYNN.CANNON@OA.MO.GOV

READINESS – PURCHASE ORDERS OUTSTANDING AND PROGRESS MADE



	Transaction Count as of January 27, 2022	Outstanding Amount as of January 27, 2022	Change in # of Transactions since October 6, 2021	\$ Value Change since October 6, 2021
2011	2	518,100.54	(1)	(34,853.45)
2015	8	81,276.19	(1)	(7,251.00)
2016	10	133,496.84	(1)	(146.00)
2017	23	6,860,532.17	(9)	(323,860.93)
2018	59	1,070,960.00	(5)	(358,722.92)
2019	190	9,394,087.71	(30)	(1,599,461.57)
2020	246	29,337,657.12	(19)	(5,783,789.68)

PURCHASE ORDERS OUTSTANDING BY AGENCY



AGENCY	NUMBER OF TRANSACTIONS	AMOUNT OUTSTANDING
100	11	22,905.64
231	1	60,584.00
300	18	15,170.53
350	6	37,512.07
580	1	24,498.68
605	202	32,107,640.47
625	4	96.88
780	113	14,707,660.08
812	182	420,042.22
TOTALS	538	47,396,110.57

READINESS – FOLLOW-UP FIXED ASSETS

- SIZABLE TASK STILL REMAINS AS OF JANUARY 1, 2022:
 - FUNDS OUT OF BALANCE 88
 - AMOUNT OUT OF BALANCE \$43,990,937
 - DEPARTMENT RANGE FROM 0.00% TO 19.4% OUT OF BALANCE
- AS OF JANUARY 1, 2021:
 - **FUNDS OUT OF BALANCE: 90**
 - **AMOUNT OUT OF BALANCE: \$39,698,315**
 - **DEPARTMENT RANGE FROM 0.00% TO 19.6% OUT OF BALANCE**



READINESS – FIXED ASSET DISPOSITIONS

- THINKING OF FIXED ASSETS, PLEASE BE SURE TO COMPLETE FIXED ASSET DISPOSITION DOCUMENTS TIMELY IN SAMII FOR ALL TYPES OF ASSETS (INCLUDING SOFTWARE). THIS IS MOST EFFICIENT AFTER YOUR ANNUAL INVENTORY IS COMPLETED.

FISCAL YEAR	NUMBER OF TRANSACTIONS	ASSET AMOUNT
2016	9,767	(101,083,118.40)
2017	9,613	(92,632,818.52)
2018	7,112	(78,508,004.25)
2019	9,336	(109,317,568.19)
2020	7,989	(72,562,176.82)
2021	7,313	(72,137,153.02)

READINESS – NEXT STEPS UNDERWAY

- CONTINUE TO IDENTIFY AND CLEAN UP ALL THESE ERRONEOUS CODES – NOW NOT LATER
- GET THE FIXED ASSETS RECONCILED
 - DEPARTMENTS NEED TO GET DOCUMENTS PROCESSED ASAP
 - NEED HELP CONTACT OA - ACCOUNTING
- RECONCILE SUMMARY RECEIVABLES
- CLEAN UP SECURITY ACCESS
- DETERMINE CHART OF ACCOUNT (COA) NEEDS
 - STATEWIDE
 - DEPARTMENTAL

MEETING WRAP UP

- **FMAC ATTENDANCE:**
 - PARTICIPATION – WHO, WHY AND HOW
 - CONTACT FELICIA.HUBBLE@OA.MO.GOV
- **COMMUNICATION:**
 - MAKE SURE IT IS HAPPENING
 - TOP DOWN
 - BOTTOM UP
 - BACK AND FORTH (WITHIN AND ACROSS DEPARTMENTS)
- **FEEDBACK:**
 - CRITICAL TO SUCCESSFUL PROJECT
 - GIVE IT
 - ASK THE QUESTIONS