

Program Management Office Meeting Summary & Action Items

Meeting Description:

Meeting Name:	ERP Workday – Weekly Team meeting
Date @ Time:	2:00pm 2016-06-21
Location:	11D3
Facilitator:	Oren Bierkatz
Recorder:	Oren Bierkatz
Adjourned:	3:00pm

Agenda:

Item Number	Agenda Topic	Presenter / Facilitator	Duration (minutes)
1	General updates	Oren Bierkatz	10
2	HR related updates	Oren Bierkatz	5
3	Payroll related updates	Oren Bierkatz	5
4	DEN (Airport) related updates	Chantel Castillo	5
5	Change Management related updates	Maggie MacIntosh	5
6	Integrations related updates	Maggie MacIntosh	5
7	Data Conversion related updates	Joseph Sheffield	5
8	Purchasing related updates	Everett Archuleta	5
9	Finance related updates	Oren Bierkatz	5

Invitees:

Name	Attendance	Name	Attendance
SCI consultants	Yes	Laura Shipley	Yes
Jim McKeever	Yes	Elaine Moore	No
Jessica Chandler/ Kelli Bennett	Yes	Karuna Dhingra	Yes
Renee Salois	Yes	Everett Archuleta	Yes
George Karayiannakis / Chris Blackett (DEN) / Zoe Reyes / Bhushan Sawant / Greg Hegarty	Yes	Chris Longshore	No
Chad Mitchell / Andrea Denis	No	Kim Hallsted	Yes
Julie Vlier	Yes	Maggie MacIntosh	Yes
BMO – Kelly Greunke	Yes	Amy Carroll	No

Meeting Minutes:		
Item Number	Topic	Notes
1	General updates	<ul style="list-style-type: none"> • HCM / PAY P1 Testing <ul style="list-style-type: none"> ○ Working to catch up on Talent and Merit ○ Working to catch up on other open tests • FIN / PUR Implementation <ul style="list-style-type: none"> ○ FIN / PUR design sessions completed ○ Working to schedule BP review sessions • Governance post-GOL –draft plan now in review • Planning for HCM/PAY P2 Data Conversion • Initiating Change Control on HR / PAY related designs in Workday 6/22 • CCD has decided to implement E-Verify • Combined Project Plan (all strands) in review
2	HR related activities	<p>Last Week:</p> <ul style="list-style-type: none"> • Weekly Project Team Meeting • Weekly OHR Team Meeting • Weekly SCI Project Team Meeting • Weekly review/update of SharePoint action item • Unit Testing Support (all sessions) • OHR KT activities • Meeting: P2 Planning Discussions • Meeting: Requisitions Design • Meeting: EIB Discussion • Meeting: Custom Organizations creation • Meeting: Job Profile custom fields request <p>This Week:</p> <ul style="list-style-type: none"> • Meeting: Compensation Design review • Meeting: Safety Onboarding Design discussion <p>Next Week:</p> <ul style="list-style-type: none"> • Weekly Project Team Meeting • Weekly OHR Team Meeting • Weekly SCI Project Team Meeting • Weekly review/update of SharePoint action item • OHR KT activities • Meeting: Compensation Merit discussion and demo

Program Management Office Meeting Summary & Action Items

3	Payroll related activities	<p>Last Week:</p> <ul style="list-style-type: none"> • Attended P2 build planning meeting • Attended meeting with DHS (Paul Cavender) on requirements/design of Kronos integration to include Program/Function Worktags for DHS employees • Prepared additional test data for benefit deductions • Attended meeting on WD Payroll to PS and WD Financials integration for Garnishment and general deduction payments • Knowledge transfer session with Jim McKeever and Susan • Reviewed run category and tested off cycle EIB and processing, and costing allocations for earnings, deductions, employer-paid benefits • Continued working on Payroll testing issues; updating configuration as needed • Completed Parallel Testing Strategy (DRAFT) Reviewed iLoad checklist for Payroll for P2 build • Run pay calculations in Denver5 for integration team's use <p>This Week:</p> <ul style="list-style-type: none"> • Payroll Extract Review meeting • Change Control Process Review meeting • Knowledge transfer session with Jim McKeever and Susan • Update Payroll configuration to enable processing of pension for employees on extended military leave • Continue working on Payroll testing issues • Review Payroll configuration iLoads from P1 <p>Next Week:</p> <ul style="list-style-type: none"> • Knowledge transfer session with Jim McKeever and Susan • Prepare Payroll Review template for DA Review
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Program Management Office Meeting Summary & Action Items

4	DEN (Airport) related activities	<p>Last Week:</p> <ul style="list-style-type: none"> • Finalized agenda for Customer design session and sent meeting invite • Scheduled weekly DEN FIN team meeting to occur on Wednesdays • Reviewed draft project plan with combined HCM and FIN tasks • Finalize proposed design sessions for week of 6/27 • Initiated the badge process and timing for security • Scheduled alignment meeting for Maximo and Procurement 6/15 in preparation for design <p>This Week:</p> <ul style="list-style-type: none"> • Conducted our DEN AR/Customer Accounts Design Session • Starting to gain more alignment with PropWorks project • Identified areas for efficiencies and also a few other follow up meetings • Meeting invites for Confirmation Sessions sent for next week • Scheduling a DEN specific Procurement session on Thursday June 30th <p>Next Week:</p> <ul style="list-style-type: none"> • Conduct the Confirmation Sessions and the DEN Procurement Session • Confirm Project Plan • Schedule BP Sessions for early July • Begin to formulate an AMS historic data plan strategy
5	Change Management	<p>Last Week:</p> <ul style="list-style-type: none"> • Training plan proposed • Communications plan updates • Ambassador Network presentation template <p>This Week:</p> <ul style="list-style-type: none"> • Communications plan updated • Leadership Newsletter templates • Workday Network

		<p>Next Week:</p> <ul style="list-style-type: none"> • Training plan re-work • Finance BP sessions • Communications planning
6	Integrations	<p>HR/Payroll</p> <p>Last week:</p> <ul style="list-style-type: none"> • Delta Dental Enrollment Data • TIAA Cref Enrollment Data • Optum Bank HAS Enrollment Data • Skillsoft <p>This week:</p> <ul style="list-style-type: none"> • Oracle Data Warehouse • KOFAX: Employee Data Lookup • Unify HR ACA interface • Send Word Now: OEM Employee Emergency Notice • TEMP INT – Payment Req for Non-Tax Deductions <p>Next week:</p> <ul style="list-style-type: none"> • IRS: Empl Fed W-2 File • Fed: Emp SSN Verif. File • Adobe E-Sign • Colorado Child Support Payment <p>Finance/Purchasing</p> <p>Last week:</p> <ul style="list-style-type: none"> • Initial meeting was held to discuss high level strategy for integration design <p>This week:</p> <ul style="list-style-type: none"> • Meeting is scheduled with Steve Jourdain to discuss resource concerns • Integration design process session is scheduled to outline the process flow for finance/purchasing, high-level schedule, and how to manage day to day activities <p>Next week:</p> <ul style="list-style-type: none"> • Continue planning activities

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7	Data Conversion	<p>HR/Payroll</p> <p>Last week:</p> <ul style="list-style-type: none"> • Timeline review meeting for P2 data conversion lead by Joe Sheffield • P2 data extract for HR review meeting led by Joe Sheffield was held to review tables and information with the CCD data conversion team • Elaine has begun editing the specs for data extraction <p>This week:</p> <ul style="list-style-type: none"> • Meeting is scheduled to review change control process for after P1 is frozen on 6/22 • P2 data extract for Payroll review meeting is scheduled to be led by Joe Sheffield • P2 data extract for Benefits review meeting is scheduled to be led by Joe Sheffield • Meeting is scheduled to review mapping documents for P2 data conversion • Data extraction specs are scheduled to be reviewed by Karuna prior to extraction <p>Next week:</p> <ul style="list-style-type: none"> • Continue to write, review, and pull data for specs <p>Finance/Purchasing</p> <p>Last week:</p> <ul style="list-style-type: none"> • Initial meeting was held to discuss high level strategy for P1 data conversion <p>This week:</p> <ul style="list-style-type: none"> • Planning meeting for P1 is scheduled <p>Next week:</p> <ul style="list-style-type: none"> • Continue planning activities
8	Purchasing	<p>Last Week:</p> <ul style="list-style-type: none"> • Weekly AP meeting to discuss action items and workbooks from design sessions • Weekly Procurement meeting to discuss action items and workbooks from design sessions • Weekly internal team meetings • Weekly CCD team meeting

Program Management Office Meeting Summary & Action Items

		<ul style="list-style-type: none"> • Airport meeting for Maximo/Workday integration • Loaded action items and working through open items • Scheduling of BP design sessions • Support for Design Configuration Workbook • Payroll deduction meeting for payments integration <p>This Week:</p> <ul style="list-style-type: none"> • Weekly AP meeting to discuss action items and workbooks from design sessions • Weekly Procurement meeting to discuss action items and workbooks from design sessions • Weekly internal team meetings • Weekly CCD team meeting • Prompt Pay Integration meeting • Kofax Integration meeting • Workday Brainstorm meeting for Procurement • Preparation for BP Design sessions by analyzing workflows captured in BPA sessions <p>Next Week:</p> <ul style="list-style-type: none"> • Weekly AP meeting to discuss action items and workbooks from design sessions • Weekly Procurement meeting to discuss action items and workbooks from design sessions • Weekly internal team meetings • Weekly CCD team meeting • Procurement BP Design Sessions
9	Finance	<p>Last Week:</p> <ul style="list-style-type: none"> • Worked on configuration of Denver4 for grants management • Compiled list, workbooks, and explanations for data extracts • Remote meeting with Dan and Laurel to discuss next steps • Attended remote meetings for CCD and DEN • Support design session preparation for DEN Customer Accounts <p>This Week:</p> <ul style="list-style-type: none"> • Configuration of grants and sponsor billing business processes in Denver4

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		<ul style="list-style-type: none">• Onsite meeting with Laurel and Dan for grants award entry• Attend DEN Customer Accounts Design Session <p>Next Week:</p> <ul style="list-style-type: none">• Weekly FDM meeting• Tentatively looking at 6/29 for BP design sessions on business assets and banking and settlements
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Program Management Office Meeting Summary & Action Items

Open Action Items:

Item Number	Action Item	Date Assigned	Assigned To	Target Completion	Status
1					Open
2					Open
3					Open

Closed Action Items:

Item Number	Action Item	Date Assigned	Assigned To	Target Completion	Status
1	Teach TS how to use EIB for Talent Performance Management, post P1 release	3/15	James Reed	6/30	Closed
2	Include manual Payroll setup set in the Cut Over plan for GOL	4/5	Ann Jalandoni Jim Jennings	(Test in P2)	Closed