Iowa WorkSmart Project
Phase 2: FIN Kickoff

May 11, 2021
Agenda

WorkSmart Project Overview
- Iowa’s Change Vision
- Current State - Future State
- Governance/Org Structure
- Steering/BPIC Committees
- Project Team

Phase 2 - Financial Management (FIN)
- Scope
- Workstreams
- Roles
- Guiding Principles
- Success Factors
- Escalation Process
- FIN Stages
- Architect Stage - Next Steps
- Organizational Change Management (OCM)
WorkSmart Project Overview

- **WorkSmart Project Kickoff:** April 2020
- **Workday:** Cloud-based application that will replace the State’s current human capital and financial management legacy systems - Human Resources Information System (HRIS) and Integrated Information for Iowa (I/3)

  - **Phase 1 (2020-2021) - Workday Human Capital Management (HCM)**
  - **Phase 2 (2021-2022) - Workday Financial Management (FIN) and Adaptive**

Workday will streamline and standardize business processes across State government, reducing many manual and paper processes for HR, Accounting, and Finance.
State of Iowa Change Vision

Unite as **one team with one resource** as we lead the State of Iowa through a modernization of State government.
Current State to Future State

1. Outdated, mainframe-based systems → Modern, cloud-based platform
2. Disparate systems → Data integration
3. Manual workarounds necessary → Planning, execution, analysis
4. Ongoing maintenance expense → Highly functional and intuitive
5. Limited functionality → Cost-effective, predictable
6. Ineffective, inefficient → Adaptive, agile
Steering Committee

- Ensures Stakeholders are aware of project status and progress
- Supports business process improvements
- Plays key role in the change network

State of Iowa Steering Committee

ABD – Herb Sutton
AOS – John McCormally
DAS – Adam Steen
DCA – Karen Hudson
DHR – Jim Mezera
DHS – Jean Slaybaugh
DIA – Aaron Baack
DNR – Dave Cretors
DOC – Sue Pritchard

DOE – Angie James
DOM – Brett Conner
DPD – Paula Zamora
DPS – Jim Wittenwyler
HSEMD – Jon Paoli
IA PBS – Michelle Wendel
ICSAC – Julie Ntem
IDALS – Matt Gronewald

IDB – Cheri Myers
IDCU – Sara Larkin
IDPH – Marcia Spangler
IDR – Matt Bender
IEDA – Rick Peterson
IFA – Brooke Parziale
IGOV – Taryn Frideres
IID – Jolene Schurman
IPERS – Darla Iverson
IVRS – Andrew Pulford
IVH – Karen Connell; Melissa Sienknecht
IWD – Neil Shah
JB – Pam Schlueter
LSA – Val Vanvlaire; Matt Eaton
OCIO – Cory Oelberg
SOS – Samita Basnet
TOS – Randi Mclaughlin
BPIC Committee

**HCM**
- DAS – Christy Neuhaus
- DHS – Jean Slaybaugh
- DOC – Susie Pritchard
- DOT – Jon Makovec (Advisory)
- DPH – Sarah Reisetter, Sue Dixon
- DPS – Jim Wittenwyler

**FIN**
- IEDA/IFA – Brooke Parziale
- IWD – Kimberly Stoker
- JB – Todd Sadler
- Legis/House – Kelly Bronsink
- Legis/Senate – Lois Brownell
- LSA – Matt Kruse
- OCIO – Cory Oelberg

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- Ensures business process and configuration decisions are aligned with best practices (when not bound by statutory requirements)
- Applies business process knowledge to champion a culture of process improvement
- Resolves deviations between DOT tenant and State of Iowa business processes
Phase 2 - Financial Management (FIN)
FIN Scope

- Financial Accounting
- Budgeting (Control)
- Accounts Payable (Supplier)
- Accounts Receivable (Customer)
- Banking & Settlement
- Business Assets
- Procurement
- Projects
- Grants Management
- Expenses
## FIN Workstreams

### Functional Workstreams

1. Financial Accounting
2. Budgeting (Control)
3. Accounts Payable (Supplier)
4. Accounts Receivable (Customers)
5. Banking & Settlement
6. Business Assets
7. Procurement
8. Projects
9. Grants Management
10. Expenses

### Other Workstreams

1. Financial Data Model (FDM)
2. Integrations
3. Data Conversion
4. Testing
5. Security
6. Prism
7. Reporting
8. Adaptive
Roles: Project Manager

- Responsible to the Project Sponsors and Steering Committee for delivering the defined project outputs
- Manage the day-to-day aspects of the project, resolving planning and implementation issues, and monitoring progress and budget
- Develop and maintains project execution plan(s)
- Manage and monitors project activities through detailed plans and schedules
- Report to the Project Sponsors and Steering Committee at regular intervals
- Manage client, provider, and stakeholder expectations
Roles: Workstream Leads

- Overall accountability for related Workstream
- Understands the business and/or IT landscape and can access the information required to support requirement definition, configuration and testing
- Adequate knowledge of statutory and industry guidelines
- Has the ability (and authority) to make or escalate key decisions
- DAS will be accountable for supporting system and configuration Workday post-go-live
Roles: Workstream Team

- Make functional/technical decisions for that Workstream
- Gather requirements from all other areas within the organization
- Establish test scenarios or cases and work with Iowa WorkSmart’s assigned testing resources to ensure timely execution of solution testing
- Work in conjunction with the Workday Workstream team members in the configuration of the system. Complete hands on activities as assigned.
- Actively participate in receiving knowledge transfer from the Workday Workstream team members to ensure self-sufficiency to support issue resolution by start of User Acceptance Testing (UAT)
WorkSmart Guiding Principles

1. Improve operational performance
2. Enable data-driven decisions
3. Create efficiencies
4. Empower and engage employees
5. Drive results
Success Factors

• Engaged participation at appropriate levels as defined by the State
• Timely decision making
• Effective risk management
• Establish early Change Management Leadership
• Open lines of communication across the entire project team
• Time commitment
Risk and Issue Escalation

• Risk and Issue will be logged and maintained by PMO
• Periodic review of risks and mitigation plans
• All team members and escalation levels are empowered to implement risk mitigation plans
# Phase 2: FIN Implementation Stages

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<td>Foundation Tenant Build</td>
<td>Finalized Project Planning Documents</td>
<td>Integrations Build &amp; Unit Test</td>
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<td>Configuration Tenant</td>
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## DELIVERY ASSURANCE

- Stage Sign-Off
- Stage Sign-Off
- Stage Sign-Off
- Stage Sign-Off
- Stage Sign-Off

## PROJECT MANAGEMENT & ADMINISTRATION

## OPERATIONAL READINESS

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Architect Stage - Next Steps

- FIN Kickoff & Architect design sessions scheduled to begin week of May 10
- Broad agency representation planned for FIN workstreams
- Applying a hybrid WD methodology for agency engagement
- Functional training to be scheduled for FIN workstream leads and backups
- Regular Financial Manager meetings will keep agencies informed throughout Phase 2
- FIN Customer Confirmation Sessions (CCS)
Organizational Change Management (OCM)

Inform, monitor, educate, and prepare State employees for the transition to Workday through Communication, Readiness, & Training
Questions?

Visit: WorkSmart.iowa.gov

Email: WorkSmart@iowa.gov

Workday is on its way!  

HCM 2021 / FIN 2022