



Agency Implementation Guidebook Workshop Presentation



Agenda

- **Guidebook Overview**
- **Work Breakdown Structure Review**
- **Implementation Plan Management**
- **Risk Management**
- **Next Steps**



Objectives

- **Establish Expectations and a Framework for Developing Agency-Specific Implementation Plans**
- **Articulate how the Agency Implementation Guidebook will be Used to Assist in the Creation of Agency-Specific Implementation Plans**



Guidebook Overview

- **Provide a Roadmap for Agency Implementation Activities**
 - Agency Implementation Team Roles
 - Agency Implementation Activities
 - Coordinating the Implementation Process
 - Critical Success Factors



Work Breakdown Structure (WBS) Review



Agency Activities Review

- **Agency Policies and Procedures**

- Assess Impact of Statewide Policy and Procedure Decisions
- Revise Agency Policies and Procedures
- Implement New Agency Policies and Procedures



Agency Activities Review Cont'd

- **Aspire Workforce Transformation and Role Mapping**

- Audit Workforce Transformation Assessment
- Role Mapping – Review and Update
- Develop Workforce Transformation Action Plans
- Execute Workforce Transformation Action Plans
- Role Mapping – Maintain Ongoing



Agency Activities Review Cont'd

- **Data Conversion for FLAIR**
 - Perform Initial Data Mapping
 - Perform Cleansing of FLAIR Data
 - Participate in Mock Data Conversions and Review Results
 - Resolve Conversion Errors



Agency Activities Review Cont'd

- **Data Conversion for Business Systems**
 - Perform Data Cleansing for Business Systems
 - Test Data Conversion for Business Systems
 - Convert Data for Business Systems
 - Review Conversion Results for Business Systems
 - Resolve Conversion Errors for Business Systems



Agency Activities Review Cont'd

- **Agency Business System Remediation**
 - Analyze Business Systems for Remediation
 - Develop Specifications for Business System Modifications
 - Perform Technical Setup for Business System Development/Testing
 - Perform Modifications of Business Systems
 - Test Modifications of Business Systems
 - Migrate Modifications of Business Systems to Production



Agency Activities Review Cont'd

- **Interface Development**

- Perform Detailed Interface Analysis
- Develop Specifications for Interface Modifications
- Perform Technical Setup for Interface Development/Testing
- Build Agency Interfaces
- Test Agency Interfaces
- Acceptance of Interfaces with Project Aspire
- Migrate Interface Modifications to Production



Agency Activities Review Cont'd

- **User Acceptance Testing (UAT)**
 - Review User Acceptance Testing (UAT) Documentation
 - Participate in Creating User Acceptance Testing (UAT) Scripts
 - Participate in User Acceptance Testing (UAT) Training
 - Participate in User Acceptance Testing (UAT)



Agency Activities Review Cont'd

- **Agency Wave Testing**
 - Create Agency Wave Test Plan
 - Review Agency Wave Test Plan with Project Aspire
 - Execute Agency Wave Testing



Agency Activities Review Cont'd

- **Final System Setup**
 - Verify End-User Access
 - Validate Agency Technical Infrastructure
 - Update Configuration Data
 - Perform Subsidiary File Cleansing



Agency Activities Review Cont'd

- **Aspire User Support**

- Identify Aspire User Support Specialist
- Identify Agency Specialized Workforce Application Transition (SWAT) Team Member(s)
- Attend User Support Specialist Training
- Attend System Administrator Training
- Attend SWAT Team Training
- Mobilize SWAT Team
- Participate in Daily Aspire Support Meeting/Conference Call
- Participate in Lessons Learned Events



Agency Activities Review Cont'd

● **Aspire User Training**

- Assess Agency-Specific Training Needs
- Develop Agency-Specific Training
- Deliver Agency-Specific Training
- Identify Training Support Staff for Aspire
- Attend Training Support Preparation Kickoff
- Facilitate and Manage Training Registration
- Attend and Complete Aspire Training
- Establish Facilitated Labs (Optional)
- Manage Facilitated Labs (Optional)



Agency Activities Review Cont'd

● Agency Readiness

- Assess Agency-Specific Communication Needs
- Review Agency Implementation Guidebook
- Track and Manage Agency Risks
- Track and Manage Agency Issues
- Complete Implementation Checklists
- Resolve Issues from Checklists
- Validate Agency's Overall Readiness
- Measure & Communicate Readiness to Project Aspire



Agency Activities Review Cont'd

- **Agency Cutover Activities**
 - Review Aspire Deployment and Cutover Plan
 - Develop Agency Cutover Plan
 - Monitor and Revise Agency Cutover Plan
 - Execute Agency Cutover Plan



Implementation Plan Management



Implementation Plan Management

- **Coordinating the Implementation Process**

Involves:

- Managing the Implementation Tasks
- Monitoring Agency Go-Live Readiness
- Managing Risks
- Resolving Issues



Implementation Plan Management Cont'd

- **Identify an Agency Implementation Plan Manager**
 - New AIT Role
 - Internal Agency Staff
 - Responsible for Coordinating the Completion of Implementation Tasks
 - Will be Given Access to DFS Intranet for Reporting
 - Should be Given Authority to Ensure Tasks are Completed According to Schedule



Implementation Plan Management Cont'd

- **Managing the Implementation Tasks**

- Focus on Monitoring Go-Live Readiness
- Maintain Open Communication with Project Aspire
- Report Status of Current and Future Activities to Financial Leaders within Agency
- Update Plans and Report on Status Continuously



Implementation Plan Management Cont'd

- **Monitoring Agency Go-Live Readiness**
 - Understand the Agency's Progression Through the Implementation Tasks and Validate Overall Ability to Proceed to Go-Live Activities
 - Obtain Approval and Sign-off at the Deputy Secretary/Chief of Staff Level



Risk Management



Risk Management

- **Use the Risk Management Process to:**
 - Identify Risk
 - Verify and Validate Risk
 - Conduct Update Meetings
 - Implement Risk Mitigation Strategy, if Necessary



Risk Management Cont'd

- **Use the Risk and Issue Tracking Tool to:**
 - Record Risk Description
 - Assign Risk Monitor
 - Record the Date Risk Monitor Assumes Responsibility
 - Assess Risk Probability and Assign Numeric Value as Percentage (70-90% = High, etc...)
 - Determine Risk Impact and Assign Numeric Value (5 = Very High, etc...)
 - Tool Calculates Risk Priority



Next Steps



Next Steps- July 2006

- Review Agency Implementation Guidebook
- Identify Agency Implementation Plan Manager
- Revise Agency Implementation Plans
- Schedule Recurring Meetings to Monitor and Report on Status
- Begin Risk and Issue Identification and Mitigation