

---

# Inter-Agency Work Group Meeting

September 29, 2004

---

# Meeting Agenda

---

- Review Agency Activities through December
- Timeline for Activities
- Q&A

---

## Meeting Objectives

---

- Understand the scope of activities
- Identify critical weeks for meetings
- Understand that activities will require support from the Agency's Implementation Team (AIT)
- Work cannot rest solely on the Advocates and Coordinators

# Agency Activities

---

# Agency Activities

---

- Data Mapping
- Agency Implementation Plans
- Conference Room Pilots
- Role Mapping
- Pre-Conversion Clean-Up
- Agency Configuration Activities

## Data Mapping – Enterprise Fields

*Enterprise values, with the exception of organization and operating unit, will be established by the Project Team and reviewed/mapped by Agencies.*

- **Review Mapping: Business Unit and Fund**
- **Review Sample Mapping:**
  - Appropriation
  - Budget Detail
- **Perform Mapping:**
  - Organization
  - Operating Unit
  - Account (Alt Account will be mapped by the Project)

### ***Who:***

Chart of Accounts SMEs

### ***Reference Materials/Tools:***

Old Value Listing

Mapping Template

New Value Listing

## **Data Mapping – Agency Unique Fields**

*Agency unique values will be reviewed by the Project Team and established/mapped by the Agency.*

- **Provide Sample Data:**

- Location
- Chartfield 2
- Chartfield 3
- Class

- **Perform Mapping:**

- Location
- Chartfield 2 and 3
- Class

Project/Grants will be mapped during Configuration activities

**Who:**

Chart of Accounts SMEs

**Reference Materials/Tools:**

Agency Value Listings

Mapping Template

# Agency Implementation Plans

*The Agency Implementation Plan will be used to help determine the appropriate Wave for an Agency's roll-out and coordinate/manage an Agency's Implementation to Aspire.*

- Attend Workshop
- Build Agency Implementation Plan
- Attend Review Session
- Finalize Agency Implementation Plan
- Identify/Document Agency Risks
- Develop Agency Risk Mitigation Plans

## **Who:**

Advocate/Coordinator  
Financial Leader  
Agency Implementation Team

## **Reference Materials/Tools:**

Agency Implementation  
Guidebook

Agency Implementation Plan  
Template

# **Conference Room Pilots (CRPs)**

*The CRPs will help test and refine the configuration for Aspire and provide Agencies with their first opportunity to see integrated State of Florida business scenarios.*

- **Attend CRP #1**
- **Attend CRP #2**

## **Who:**

Subject Matter Experts for the applicable Business Processes

## **Reference Materials/Tools:**

Business Process Design Document

Applicable Functional Specification Documents

# Role Mapping

*Role mapping will be used to transition End-users to the new roles in Aspire as well as to identify the training needs for each End-user.*

- **Assist with Agency's Workforce Impact Assessment**
- **Attend Role Mapping Orientation**
- **Conduct Role Mapping**
- **Review Job Alignment**

## ***Who:***

Advocate/Coordinator  
Financial Leader  
Supervisors for End-users

## ***Reference Materials/Tools:***

Business Process Design Document  
Role Definitions  
List of Current FLAIR Users

# Pre-Conversion Clean-Up

*Agencies will need to address any items that will not be converted or require cleansing prior to conversion into Aspire. These tasks will be on-going up to an Agency's go-live.*

- **Attend Workshop for Conversion Clean-Up**
- **Identify/Document GL Master records for removal**
- **Additional tasks will occur in the Implementation Phase of the project**

## ***Who:***

Chart of Account SMEs  
Advocate/Coordinator

## ***Reference Materials/Tools:***

General Ledger Master File  
Data Analysis Spreadsheets  
Clean-Up Instructions

# Agency Configuration Activities

*Agencies may need to provide information for the Project's configuration activities. Examples of information needed are on particular interfaces or the establishment of business units and other options in each module.*

- **Attend Meetings**
- **Provide Information on Agency Surveys/ Questionnaires**

## ***Who:***

Applicable SMEs for Process Areas

Advocate/Coordinator

## ***Reference Materials/Tools:***

Configuration Guides/Instructions

Agency Information Requests

# Timeline for Activities

---

# Timeline

---



**See Handout for Timeline**

---

## Meeting Objectives

---

- Understand the scope of activities
- Identify critical weeks for meetings
- Understand that activities will require support from the Agency's Implementation Team (AIT)
- Work cannot rest solely on the Advocates and Coordinators

# Q&A