



Inter-Agency Workgroup (IWG) Meeting

July 19, 2006



Agency Activity Update



Agency Activity Update

- **Chart of Accounts**
 - Addressing Value Load Exceptions
- **Configuration Data**
 - Addressing Data Issues
 - Attending Workflow Workshops and Meetings
- **Agency Implementation Planning**
 - Updating Plans



Workforce Transformation Overview



Agenda

- Objectives
- Organizational Change Management Overview
- Workforce Transformation
 - Purpose
 - Importance
 - Approach
- Agency Roles and Responsibilities for Workforce Transformation
- Workforce Transformation Timeline
- Agency Next Steps



Today's Objectives

- Provide a better understanding of how Workforce Transformation fits into Organizational Change Management
- Provide an overview of Workforce Transformation
- Describe how Agency personnel participates in Workforce Transformation activities
- Provide a timeline of Workforce Transformation activities
- Communicate Agency next steps

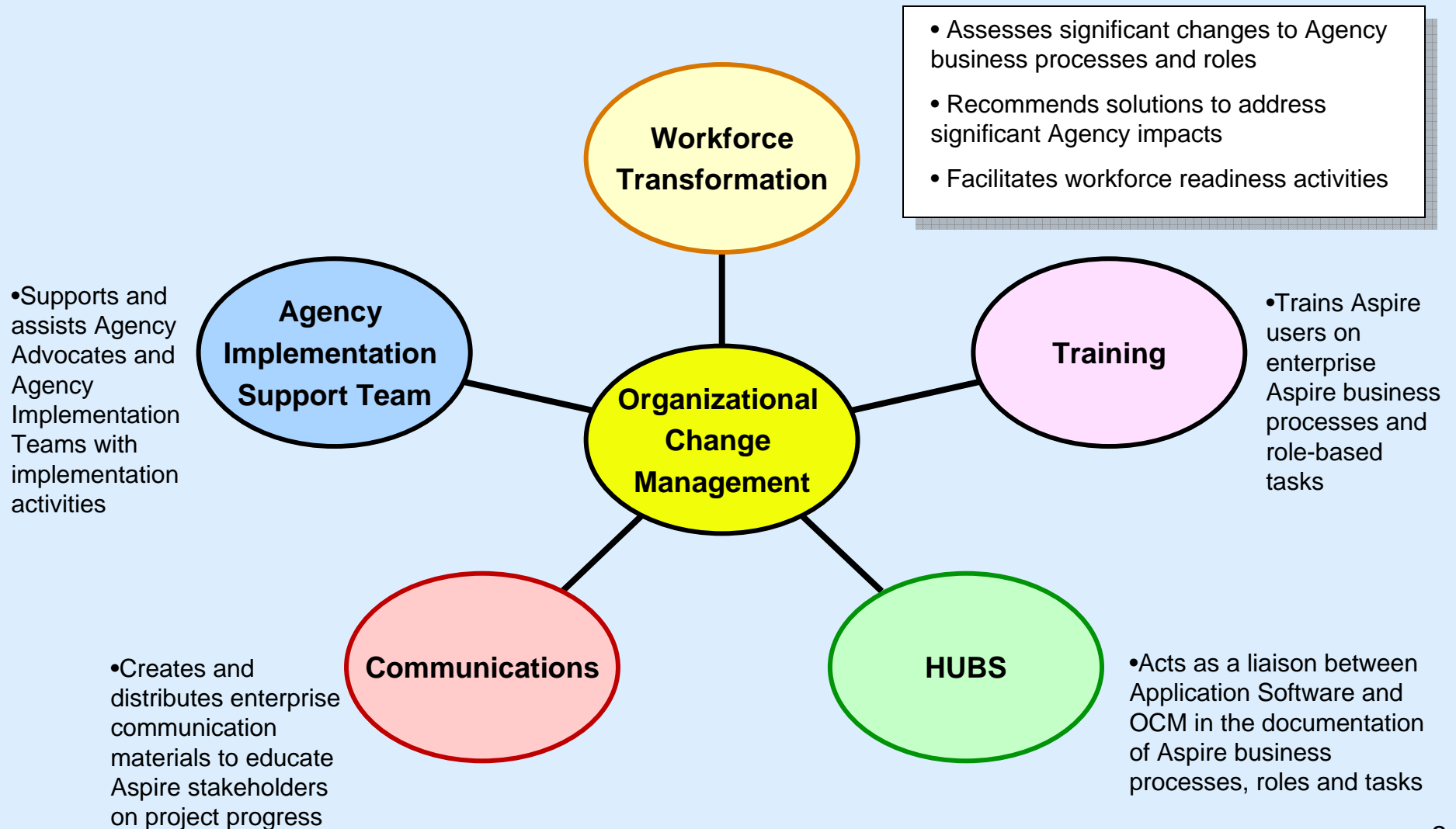


Organizational Change Management Overview



Organizational Change Management Overview

Organizational Change Management focuses on understanding the “people issues” and risks impacting the successful implementation of Project Aspire.





Purpose of Workforce Transformation



Purpose of Workforce Transformation

At the Agency level:

- **Identify significant impacts to the Agency**
- **Create a comprehensive action plan for the Agency**
- **Ensure Agency personnel are properly aligned with their job**
- **Create Agency-specific solutions to effectively move toward Aspire**

At the individual level:

- **Align individuals to specific Aspire roles**
- **Identify security and authorization permissions under Aspire**
- **Effectively prepare users for new Aspire processes, tasks and activities**



Importance of Workforce Transformation



Importance of Workforce Transformation

At the Agency level:

- Business process changes and individual roles are clearly understood to achieve the future Aspire state
- Organization is aligned to accommodate new or modified processes and roles
- Agency leaders have a common set of tools to effectively achieve the future Aspire state

At the Individual level:

- Employees understand changes to their roles and responsibilities
- Employees have the skills and knowledge to effectively perform in Aspire
- Employee anxiety is minimized



Workforce Transformation Approach



Workforce Transformation Approach

Work side-by-side to get to know each Agency

- Each team member will be responsible for a specific number of Agencies → ● One point of contact who will intimately understand the Agency and its needs
- Each team member will work collaboratively to understand the Agency and its needs → ● Facilitates the tools to guide and identify training needed for a seamless Aspire implementation
- Each team member is responsible for helping to facilitate Workforce Transformation activities within his/her assigned Agency → ● Prepares Agencies and users to execute new business processes and system activities
- Each team member will learn Agency-specific risks and help develop strategies to help mitigate those risks → ● Anticipates and addresses Agency issues for a smooth and efficient implementation



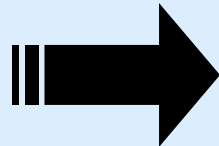
Agency Roles and Responsibilities for Workforce Transformation



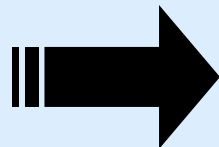
Agency Roles and Responsibilities

Role

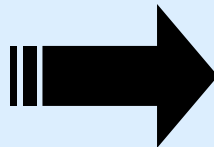
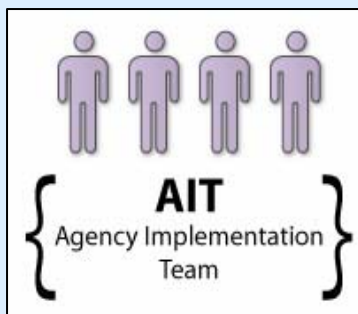
Responsibility



- Champion Project Aspire for Agency
- Support Agency Advocates and Agency Implementation Team during implementation
- Manage changes to workforce
- Sponsor Agency communication activities/events
- Monitor Agency progress of implementation tasks



- Act as a liaison between Agency and Workforce Transformation
- Understand Agency Org design, roles, processes, policies/procedures
- Educate AIT members on Workforce Transformation tools/templates
- Track and report Agency progress to Workforce Transformation
- Support Workforce Transformation communications within Agency



- Understand Agency business processes and procedures
- Support Agency Advocates with implementation tasks
- Execute tasks in Agency Implementation Plan
- Communicate progress of implementation activities to Agency Advocates
- Assist and support Agency personnel with Aspire changes

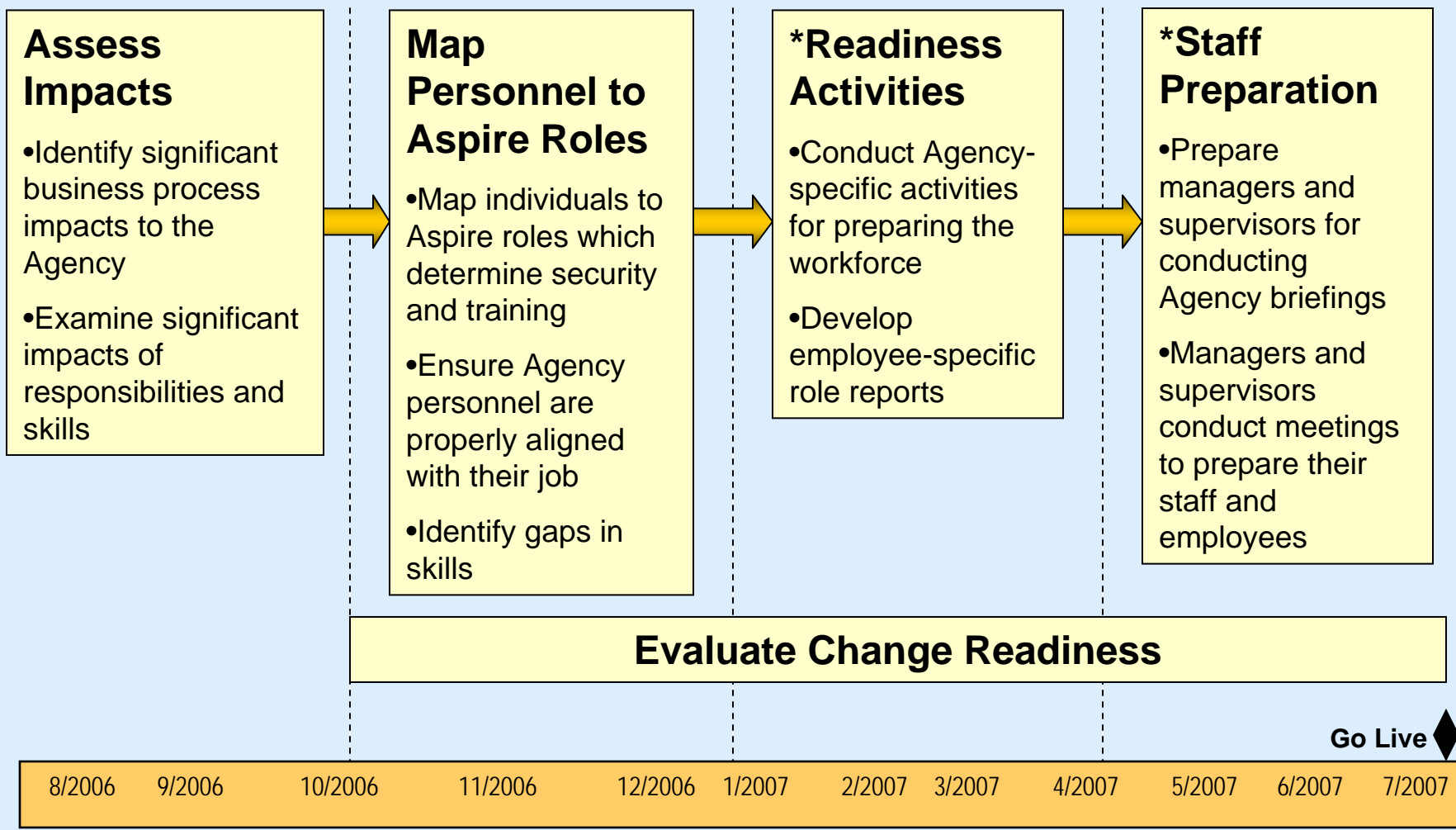
Agency teamwork and leadership support is vital to the success of WFT activities



Workforce Transformation Timeline



Workforce Transformation Timeline



***Conducted by Wave**



Agency Next Steps



Agency Next Steps for WFT Activities

- Secure Agency leadership support in performing future Workforce Transformation tasks
- Identify and assign all Agency Implementation Team members
- Reinforce knowledge of:
 - Current state business processes
 - Agency organizational design
 - Roles within Agency
- Provide ongoing feedback to Workforce Transformation Team
 - Matt Sullivan (matt.sullivan@fldfs.com)
 - Please copy your Agency Advocate on all correspondence



Questions and Answers



Aspire Testing



Configuration Data

● We heard you

- Agencies are uncomfortable about the data that was submitted
 - Timelines were tight
 - Agency understanding of the implications of their decisions was incomplete
- Agencies might need to make changes to their configuration data prior to Go-Live to reflect
 - Increased understanding
 - Organizational changes



Configuration Data

- Review of data provided suggests that it might not work, or that the implications of decisions might not have been understood
- This is primarily, but not exclusively, an R2R issue
- Key areas of concern include:
 - Management budgets
 - Organizational security
- Individual one-on-one working sessions between R2R and agency SMEs is the best way to improve quality



Configuration Data

- **We are making changes to the process to accommodate your request**
 - Allow configuration data to be finalized later than previously planned
 - Allows for more one-on-one configuration sessions between agencies and Aspire team members
 - Allows decision-makers to see functioning system (in UAT) prior to finalizing decisions
 - Improves agency understanding of implications
 - Incorporates any organizational changes that occur between now and Go-Live
 - Leverage planned wave testing window for updated configuration



- **Objectives**
- **Testing Events**
 - **Purpose**
 - **Inputs**
 - **Scope**
 - **Environment Configuration**
 - **Current Plan**
 - **Deliverables**
- **Q&A**



Testing Objectives

- Validate the Aspire system has met the agreed upon design as defined in A007a Revised Detail Design Specification, A007b Update to Detail Design Specification and other agreed upon change requests
- Verify that the system operates in an integrated fashion that reflects the way the State performs its business functions
- Validate conversion of initial data from State legacy systems
- Verify user access to the system satisfies security requirements
- Verify stress and performance tests meet target metrics



Major Testing Events for Project Aspire

- Functional Test
- System Test
 - Cycle 1
 - Cycle 2
- User Acceptance Test (UAT)
- Technical Test
- Wave Testing



Functional Test

Purpose

Validate development of objects against functional specs

Inputs

Technical ADML objects

Scope

Validate functionality as they relate to the ADML

Environment

Seed data

Current Plan

June – August 2006



System Test – Cycle 1

Purpose

- Focus on testing functional components of Aspire within each module (e.g. posting a journal entry)
- Test Enterprise and Agency configuration components

Inputs

- Configuration data
- Manual scripts (approx. 1,600 out of 3,600+)
- Variable script data



System Test – Cycle 1

Scope

- Standard Functionality
- ADMLs
 - Individual Module Testing
 - Stub Interface Testing
 - Conversions

Environment Configuration

- Enterprise – A&A and Treasury
- Agencies – DFS, FWC and DJJ
- Unique Functionality via other Agencies (e.g. ADML 170 – DOR loading deposits for other agencies)



System Test – Cycle 1

Current Plan

	FY 2006 - 2007												FY 2007 - 2008												FY 2008 - 2009		
	CY 2006						CY 2007						CY 2008														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Development	█																										
System Test Cycle 1	█		█																								

- Setup and Script Development
 - Thru August 2006

- Execution and Defect Resolution
 - August – October 2006



System Test – Cycle 2

Purpose

- End-to-End process testing focused on validating integration between modules
- Test enterprise and Agency configuration components

Inputs

- Configuration data
- Manual scripts (approx. 2,000 out of 3,600+)
- Quick Test Professional (QTP) scripts (approx. 360)
- Variable script data



System Test – Cycle 2

Scope

- End-to-End Processes
- Workflow
- Inter-Module Interfaces
- Reporting
- Security
- Conversion



System Test – Cycle 2

Environment Configuration

- Enterprise – A&A and Treasury
- Agencies – DFS, FWC and DJJ
- Unique Functionality via Other Agencies (e.g. complex management budgets and allocations)
- Remaining Wave 1 Agencies – QTP Scripts



System Test – Cycle 2

Current Plan

	FY 2006 - 2007												FY 2007 - 2008								FY 2008 - 2009						
	CY 2006						CY 2007						CY 2008														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Development	█																										
System Test																											
Cycle 1	█		█																								
Cycle 2		█		█																							

- Setup and Script Development
 - August 2006 – October 2006

- Execution and Defect Resolution
 - October 2006 – January 2007



User Acceptance Testing

Purpose

- To ensure that the delivered software solution for Aspire will meet the State of Florida's business requirements as represented by the approved design

Inputs

- Manual scripts
- QTP scripts



User Acceptance Testing

Scope

- Agreed upon design as defined in A007a
Revised Detail Design Specification, A007b
Update to Detail Design Specification

Environment Configuration

- Wave 1 Agencies; with their data
- Other Agencies using Wave 1 Agency's data



User Acceptance Test

Current Plan

	FY 2006 - 2007												FY 2007 - 2008												FY 2008 - 2009		
	CY 2006						CY 2007						CY 2008														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Development	█																										
System Test																											
Cycle 1	█ Setup Execute																										
Cycle 2		█ Setup		█ Execute																							
UAT							█ Execute																				

- UAT Execution and Defect Resolution
 - January 2007 – March 2007



Purpose

- Validate the technical production and operational readiness

Inputs

- Configuration data
- LoadRunner test scripts



Scope

- Agency Interface Validation Plan (Informal/Formal)
- Load, Failover, Stress, Volume & Performance
- Thin Client, Infrastructure & Network Sensitivity
- Backup & Recovery

Environment Configuration

- Wave 1 Agencies
- Enterprise Performance Management (EPM)
- Batch Processes



Current Plan

	FY 2006 - 2007												FY 2007 - 2008												FY 2008 - 2009		
	CY 2006						CY 2007						CY 2008														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Development	[Bar]																										
System Test																											
Cycle 1	Setup Execute																										
Cycle 2		Setup	Execute																								
UAT							Execute																				
Technical Informal	e2e Test																										
Formal							e2e Test																				
Perf / Stress										Test																	

- Technical Test Execution and Defect Resolution
 - Thru June 2007



Purpose

- Address changes in Agency configuration from time of submission to time of deployment
- Ensure Agency remediation is complete
- Confirm technical operational readiness of Agency IT departments

Inputs

- Some combination of manual and QTP scripts
- Configuration data
- Interface and conversion data



Wave 1 Testing

Scope

- Test changes in Agency configuration since UAT

Environment Configuration

- Wave 1 Agencies; with their data



Waves 2 thru 4 Testing

Purpose

- Test Agency configuration
- Ensure Agency remediation is complete
- Confirm technical operational readiness of Agency IT departments

Inputs

- Some combination of Manual and QTP scripts
- Configuration data
- Interface and Conversion data



Waves 2 thru 4 Testing

Scope

- Workflow
- Interfaces
- Conversions
- Reporting
- Security

Environment Configuration

- Respective Wave Agencies; with their data



Wave Testing

Current Plan

	FY 2006 - 2007												FY 2007 - 2008								FY 2008 - 2009									
	CY 2006						CY 2007						CY 2008																	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
Development	[Blue Bar]																													
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Deployment													Test		◆															
Wave 1													Test		◆															
Wave 2														Test		◆														
Wave 3															Test		◆													
Wave 4																Test		◆												



Wave Testing

Proposed Plan

	FY 2006 - 2007												FY 2007 - 2008												FY 2008 - 2009			
	CY 2006						CY 2007						CY 2008															
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
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Formal						e2e Test																						
Perf / Stress									Test																			
Deployment																												
Wave 1										Test			◆															
Wave 2	Preparation / Configuration / System Test												Test			◆												
Wave 3	Preparation / Configuration / System Test												Test			◆												
Wave 4	Preparation / Configuration / System Test												Test			◆												



DRAFT Wave Deployment Schedule

Wave 1 07/02/2007	Wave 2 10/01/2007	Wave 3 12/01/2007	Wave 4 03/01/2008
DCA	Citrus	AHCA	DOH
DFS	DEP	APD	DOT
DJJ	DLA	AWI	
DMA	DOC	DACS	
DOAH	FDLE	DBPR	
DOEA	FPC	DCF	
DOL	HSMV	DMS	
DOS	LEG/AG	DOE	
FSDB	PSC	DOR	
FWC		DVA	
SBA		EOG	
		JAC	
		SCS	



Testing Resource Documents

● Deliverables

- A009a System Test Procedures and Plan v2
- P019a Revised Testing Strategy
- T008 Test Plan for Technical Testing
- T013 Agency Interface Validation Plan

● Additional Resource

- UAT Vision & Strategy

Available on the Aspire Website at:

[http://aspire.dfs.state.fl.us/Project_Documentation/
resource_documents.asp](http://aspire.dfs.state.fl.us/Project_Documentation/resource_documents.asp)



Questions & Answers