

## Advocate Activity Matrix.xls

Task/Activity	High Level Steps	Purpose	Outcomes	FCST Start Date	FCST End Date
Update Agency Implementation Plan (AIP)	Review current plan; make changes as needed; monitor and report progress	Update agency specific plan for implementation of Aspire	Agencies readiness for Go-Live	Ongoing	Final wave Go-Live
Payroll ADML 31 Workshop	<p>Hands-on participation in ADML 31 configuration activities:</p> <ol style="list-style-type: none"> <li>1. Configuration Data Gathering</li> <li>2. Configuration Data Analysis</li> <li>3. Configuration of ADML 31 tables</li> </ol> <p>(Weekly 2 hour meetings)</p>	<ul style="list-style-type: none"> <li>• Meetings will be of a working nature focused on the configuration of ADML 31</li> <li>• There will be many Q&amp;A's to work through as meetings progress</li> <li>• Team members will be hands-on and actively involved throughout this process.</li> <li>• Participants will remain on team until implementation</li> </ul>	<ul style="list-style-type: none"> <li>* To be a champion for the Aspire payroll activity.</li> <li>* To bring knowledge of their agency's current payroll posting processes.</li> </ul>	9/7/2006	11/15/2006
Support QAR Clean-up	<ol style="list-style-type: none"> <li>1. Use Group Systems tool for initial clean-up activities.</li> <li>2. Review analysis results from Group Systems tool.</li> <li>3. Hold QAR Cleansing sessions.</li> <li>4. Make changes to the QAR items as required.</li> </ol>	Streamline the QAR and eliminate any unnecessary or repetitive questions.	Remove duplicate questions, reduce number of questions, provide initial responses where possible and feed the FAQ.	10/9/2006	11/17/06 (for initial streamlining and then establish on-going process)
Agency Risk & Issue Support	<ol style="list-style-type: none"> <li>1. RITT Focus group meets weekly.</li> <li>2. Live update of the RITT.</li> <li>3. Communicate responses as developed.</li> </ol>	To assist with validation and mitigation strategies for Agency Risk and Issues identified in the RITT. Participants will provide their opinions; concerns & perceptions in regard to overall project success.	To provide a forum and process for Agencies to work together to mitigate risk and exchange strategies for addressing risks and issues.	10/18/2206	12/20/06 (for initial cleanup - ongoing process should be established)
Support Functional Spec/Tech Spec/IOG consistency review	<ol style="list-style-type: none"> <li>1. Develop a process and tools for identifying and communicating discrepancies to relevant parties.</li> <li>2. Schedule and conduct facilitated sessions to review documentation and discuss/address discrepancies.</li> </ol>	Correct discrepancies across documents.	Identify updates that need to be made to the documentation.	10/19/2006	TBD

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Participate in Business Event Reference Tool (BERT) Collaboration	Schedule and conduct BERT Collaboration meetings with Hubs and Advocates.	<ul style="list-style-type: none"> <li>* Discuss what attributes are populated in BERT.</li> <li>* Collaborate on transactions and transaction steps identified within BERT for validation and Advocate knowledge transfer.</li> </ul>	<ul style="list-style-type: none"> <li>* Refine attributes for roles as required.</li> <li>* Gather process questions into BERT for future collaboration with ASW.</li> <li>* Knowledge transfer and familiarity with Aspire functionality.</li> </ul>	10/23/2006 (tentative)	12/31/2006
Participate in System Test - Cycle 1 Execution	<ol style="list-style-type: none"> <li>1. Finalize AA availability</li> <li>2. Advocate training</li> <li>3. Execution of test scripts</li> </ol>	To provide the Agencies with knowledge transfer and to provide the Testing Team additional resources for script execution.	Increased Advocate knowledge of Aspire.	10/30/2006	12/8/2006
P2P BPD Workshop	<ol style="list-style-type: none"> <li>1. Schedule &amp; Prepare Workshop(s)</li> <li>2. Logistics &amp; materials</li> <li>3. Schedule Dry run/walk thru</li> <li>4. Conduct &amp; Facilitate workshop(s)</li> </ol>	To review the P2P Business Process Design documents with Agency Advocates.	Increased Advocate/Agency knowledge of Aspire.	11/01/06 (first day of workshop)	11/02/06 (last day of workshop)
Support Training Development	Attend collaboration meetings with training development teams. One meeting per week for 1 - 1.5 hours.	Provide potential scenarios and plausible examples that will resonate with Aspire users.	<ul style="list-style-type: none"> <li>* Gain understanding of overall curriculum and course structure for insights in role-mapping.</li> <li>* Valid scenarios and chartfield values are established for training materials.</li> <li>* Knowledge transfer and familiarity with Aspire functionality.</li> </ul>	11/6/2006	12/31/2006
EPM Workshop (Reporting Solution Workshop)	<ol style="list-style-type: none"> <li>1. Schedule &amp; Prepare Workshop(s)</li> <li>2. Logistics &amp; materials</li> <li>3. Schedule Dry run/walk thru</li> <li>4. Conduct &amp; Facilitate workshop(s)</li> </ol>	To provide the Agencies with an understanding of the reporting features available in Aspire.	Increased Advocate/Agency knowledge and a gain in confidence surrounding the reporting functionality in Aspire.	11/13/06 at the Advocate meeting.	11/16/06 at the November IWG.

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Policies and Procedures Development	<ol style="list-style-type: none"> <li>1. Prepare draft policy document(s).</li> <li>2. Attend status meetings.</li> <li>3. Provide revisions when needed.</li> </ol>	Assist in the creation of policy documentation.	Create policy documentation for Christina Smith's review and streamline the process for getting input about Agency impacts.	12/4/2006	3/15/2007
Wave 1 Implementation Preparation	WFT Audit Assessment Refinement Prepare for Role Mapping	Prepare Wave 1 Agencies for Implementation activities.	Agency Readiness for Go-Live	7/06	12/31/2006 and beyond
End-to-end business process definitions	Conduct brainstorming sessions to create list of potential E2E business scenarios.	Capture (from the group of Advocates) what they recommend for end-to-end business scenarios.	Potential end-to-end business scenarios for use in Cycle 2 system test, UAT, and training material development.	TBD	TBD
R2R BPD Workshop	<ol style="list-style-type: none"> <li>1. Schedule &amp; Prepare Workshop(s)</li> <li>2. Logistics &amp; materials</li> <li>3. Schedule Dry run/walk thru</li> <li>4. Conduct &amp; Facilitate workshop(s)</li> </ol>	To review the R2R Business Process Design documents with Agency Advocates.	Increased Advocate/Agency knowledge of Aspire.	TBD	TBD