

Aspire Meeting Minutes



Meeting Name:	Inter-Agency Workgroup Meeting - Questions and Answers
Date:	October 18, 2006
Time:	1:30 – 3:00 PM
Location:	Betty Easley Conference Center, Rm. 148
Requestor:	Project Management

The following is a synopsis of the October 18, 2006 IWG presentations and the questions and answers that followed.

AGENDA



FINAL- IWG Agenda
10_18_2006v1.doc

ATTENDEES



Attendance IWG
October 18 2006.xls

WORK PRODUCTS REVIEWED

- ***Updated Role Requirements - Accepted Deliverable O007a***



Updated Role
Requirements - Accep

- ***Agency Activities Matrix***



Advocate Activity
Matrix.xls

- ***Combined Presentation Agency Activities & Business Event Reference Tool (BERT) Demonstration***



IWG Combined
Presentation 10.18.0

- ***Business Event Reference Tool (BERT) and User Productivity Kit Demonstration***



BERT & UPK Demo
Screen Shots.ppt

DISCUSSION

Project Aspire Status (Presented by Herb Fillyaw)

- The Department of Financial Services (DFS) withdrew its Project Aspire funding request last month; however, Project leadership is working very closely with the Governor's Office and the House and Senate to ensure the funding request is included and accepted at the next LBC meeting, which will be held on December 7, 2006. Agency remediation funding requests were approved.
- The project is still moving forward at full force with the same emphasis on its top priorities:
 - Resolve open design issues
 - Complete development
 - Test the system
- All Project teams are focusing on these top three priorities.

System Test – Cycle 1 (Presented by Ray Zaso)

- System Test – Cycle 1 began as scheduled on Monday, October 16th. This cycle will run through December 8th and will focus on testing functional components of Aspire within each module as well as enterprise and agency configuration components.
- System Test – Cycle 2 will begin when Cycle 1 has been successfully completed. Cycle 2 will test inter-module functionality and is scheduled to begin in late December or early January and be completed in March. The project will then transition to User Acceptance Testing (UAT) activities.
- Currently the project is in the initial stages of developing the test scripts for System Test – Cycle 2.

Updated Role Requirements - Accepted Deliverable O007a (Presented by Joanne Kriebert-Wolin)

- Role Requirement documents provide:

- Narrative descriptions of the functional, reporting, and maintenance and support roles of the Aspire system;
 - Details on the responsibilities and KSAs associated with each role;
 - Opportunity for Aspire stakeholders to become familiar with Aspire roles which will be used for role mapping users to Aspire and identifying security needed; and
 - Information to support Workforce Transformation activities.
- This deliverable (O007a) is available on the Aspire website at http://aspire.dfs.state.fl.us/Project_Documentation/Accepted_Deliverables/.

Agency Advocate Activities (Presented by Joanne Krieger-Wolin)

- Explanation of Agency Advocate activities and participation opportunities to inform Financial Leaders and Agency Coordinators of actions they can take to further engage their Agency and Advocates.
 - Update Agency Implementation Plans (AIPs)
 - Participate in the Payroll Agency Configuration Team (PACT)
 - Support Question/Answer Repository (QAR) Clean-up
 - Assist with Agency Risk and Issue Review and Mitigation Strategies
 - Review Functional and Technical Specifications and Interface Operations Guides (IOGs) for Consistency
 - Participate in System Test - Cycle 1 Execution
 - Participate in Business Event Reference Tool (BERT) Collaboration
 - Support/Attend Procure to Pay (P2P) Business Process Design (BPD) Learning Event
 - Support Training Development
 - Attend Enterprise Performance Management (EPM) Learning Event (Reporting Solution Learning Event)
 - Wave 1 Implementation Preparation
 - Assist with Enterprise Policies and Procedures Development
 - Support End-to-End Business Scenario Creation
 - Support/Attend Record to Report (R2R) Business Process Design (BPD) Learning Event

Business Event Reference Tool (BERT) Demonstration (Presented by Jan Sullivan)

- Demonstrated use and value of BERT to Agencies and Project Aspire
 - Purpose of Business Event Reference Tool (BERT)

- Benefits to Aspire stakeholders
- Core business event view with transaction steps
- The role-mapping guide within BERT; will be used for agency role-mapping activities
- Encourage Advocate support and note their participation in process
- How the tool is related to current agency activities

QUESTIONS & ANSWERS

Q: How will future updates and changes to role requirement documents be communicated?

The role requirements are available on the Aspire website in a format that includes notations of when a role has been updated or deleted. Additionally, updates and changes to the role requirements are noted at the end of each role requirements document in the version control log.

Q: When will Remediation Information Exchange (RIX) meetings resume?

The RIX meetings will continue as soon as possible.

Q: When will Wave 2 and Wave 3 Agencies participate in the payroll configuration activities? Will this happen at the being of the Agencies respective wave role-outs?

Agency participation in these activities will take place approximately 9 months before their respective go-live dates.

Q: Does labor distribution or redistribution relate to the payroll configuration activities or is this still being worked-on?

These Agency Advocate activities relate to configuring the Aspire system for ADML 31 – Salary Detail File – Payroll Financial Interface.

Q: What level of detail of the Aspire system will BERT provide?

BERT will have some page level details, telling the user what to click-on and when to add information, but it will not have the screen shots to go with that information. Screen shots will be included with training materials.

Q: Do you have a target date on when the role mapping guide will be available to the Agencies?

Role mapping will be conducted on a wave-by-wave basis and the role mapping guide will be made available for the agencies at the time their respective role mapping begins. There are a variety of other Workforce Transformation activities that need to be done prior to role mapping, so for each wave the role mapping guide will be made available.

Q: Can the role mapping guide be made available to my agency before we begin our role mapping in order to prepare?

The role mapping guide will be available, but as I said there will be other Workforce Transformation activities that need to be conducted before role mapping, so the role mapping will be made available in that sequential order.

Q: What is the difference between the training manual and an Aspire Manual? You mentioned that BERT is not going to be an Aspire manual. Users are going to receive a tangible training manual for each of their roles right?

Yes, users will receive a training manual for each course. For training materials there will be student guides, handouts, quick reference guides, as appropriate, available for the courses separate from an Aspire Manual.

Q: For Wave 1 Agencies I thought we were going to begin our role mapping at the end of October (2006). Will the role mapping guide be made available for Wave 1 Agencies at that time?

The role mapping activities for Wave 1 Agencies have been rescheduled to begin in January 2007. The role mapping guide will be available at that time.

Q: Which comes first, policies and procedures or BERT?

We will identify areas where we think there will need to be a reference to a policy. We have had several meetings with Christina Smith, so she is going to be working side-by-side with us to provide the policies as appropriate. Policies will be referenced in training materials, so we will put a place holder in BERT to remind us what must be incorporated into the training materials. When we are developing the training materials we will link to the appropriate policy.

Q: Will BERT be available for role mapping purposes on the Internet?

The role mapping component of BERT will be available on the internet, so managers and supervisors will be able to view and utilize it.

Q: Is it possible for BERT to provide the flow of a business process design? The description is useful, but it would be nice to see the actual flow.

It is only possible to read the description of the Business Process Design (BPD). If users would like to see the flow, they should use the BPD document in conjunction with BERT.

Q: It would be best for the BERT designers to develop a solution that would allow users to see both the BPD description and the flow. This could be done by linking BERT to the BPD documents on the Internet. Will this be done?

No. BERT is not linked to other outside systems or documents.