



Executive Steering Committee Meeting

Date: November 8, 2017 – Insurance Building Room 440 – 1:00 – 2:00 p.m.

Pre-reads:

Sent agenda, links to the Program Blueprint version 1, and the Program Blueprint Executive Summary Presentation on November 2, 2017.

In Attendance:

	Kelly Wicker (GOV)	x	Mike North (WSDOT)		Marcus Glasper (DOR)
	Pat Lashway (OFM)		Vann Smiley (DSHS)		Jessica Todorovich (DOH)
x	Stacey Scott (OFM)		Tracy Guerin (DRS)		Pat McCarthy (SAO)
x	Rob St. John (OCIO)	x	Randi Warick (LNI)		Theresa Berntsen (OMWBE)
x	Tom Jensen (LEAP)	x	Kaleen Cottingham (RCO)		Joe Stohr (DFW)
x	Chris Liu (DES)		Shawn Myers (OST)		Kim Dihn (Higher Ed)

Other Attendees: Brian Tinney, Lisa Illahee, Heidi Brownell, Heide Cassidy, Dave Andrews, Vid Gobalakrishna, Bill Kilmartin in person and Kathy Pickens Rucker, Pamela Davis-Taggart, and Vince Lam on the phone.

Agenda:

Agenda Item	Discussion Lead	Discussion
Blueprint Timeline	Stacey	<ul style="list-style-type: none"> The stakeholder workshops have resulted in the adjustment of the deployment Budget timeline to align with the HR deployment timeline due to interdependencies between the Budget and HR systems budget business cycle. Agencies are likely to have competing priorities during the FY19 requirements gathering phase (and beyond). Financial SMEs have critical business activities occurring during anticipated requirements gathering window. There was discussion acknowledging the realities of year-round financial processing and plans for mitigating this as best as possible. For HR/payroll, be sure to look at the lessons learned from the last major initiative. Carefully consider the pros and cons of a phased deployment approach for HR/payroll. Ten years ago, the HRMS “big bang” approach with so much work assigned out at the agencies did not go smoothly for the agencies. The CFO community needs to be engaged in a discussion about the requirements gathering approach to ensure their support and buy-in early.

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		<ul style="list-style-type: none"> It was acknowledged that consideration is needed for looking at statewide major initiatives underway and agency's competing priorities.
<p>Blueprint v1.1 (additions of Cost and Staffing Plan information)</p>	<p>Stacey</p>	<ul style="list-style-type: none"> After Blueprint v1 was completed, the Staffing Plan was thoroughly vetted with stakeholder groups. The stakeholder groups made necessary adjustments to the Staffing Plan. Blueprint v1.1 will be published in November with the details from this work and the cost data. The Program Blueprint is being developed with milestones delivering incremental value spread over time. This allows for funding requests to be spread over time as well.
<p>Blueprint v2 Activities</p>	<p>Stacey</p>	<ul style="list-style-type: none"> Change management discussions are underway. The team is interviewing 21 agencies to identify change champions from the agencies, communication channels, and change management processes Budget interviews are underway to discuss and identify business value opportunities and readiness initiatives. HR/payroll interviews are underway to discuss and identify business value opportunities and readiness initiatives. Blueprint v2 aims to identify the agencies in the 3 deployment phases. Interviews are being scheduled with the agencies regarding phasing criteria.
<p>Integration Planning</p>	<p>Stacey</p>	<ul style="list-style-type: none"> The team is meeting with WaTech weekly to gather information about AFRS integrations. Once they have gathered the baseline information, they will reach out to the agencies.
<p>Business Intelligence Strategy</p>	<p>Stacey</p>	<ul style="list-style-type: none"> Business Intelligence (BI) interviews are underway to assess the current state of the BI environment.
<p>Other</p>	<p>Stacey</p>	<ul style="list-style-type: none"> There was discussion around key supporters advocating on behalf of the program, ensuring that they are informed, current, and engaged. This is especially important as we approach Legislative Session.