June 22, 2020

OneWa Budget Kick Off

Matthew Toney, Project Manager

Briana Samuela, Budget Manager

Lizzy Drown, PMO Manager

Ben Guyer, Strategic Business Liaison

Trinh Bui, Finance Specialist

Chris Makiva, Senior Enterprise Architect

Emily Poyner, OCM & Communications Director

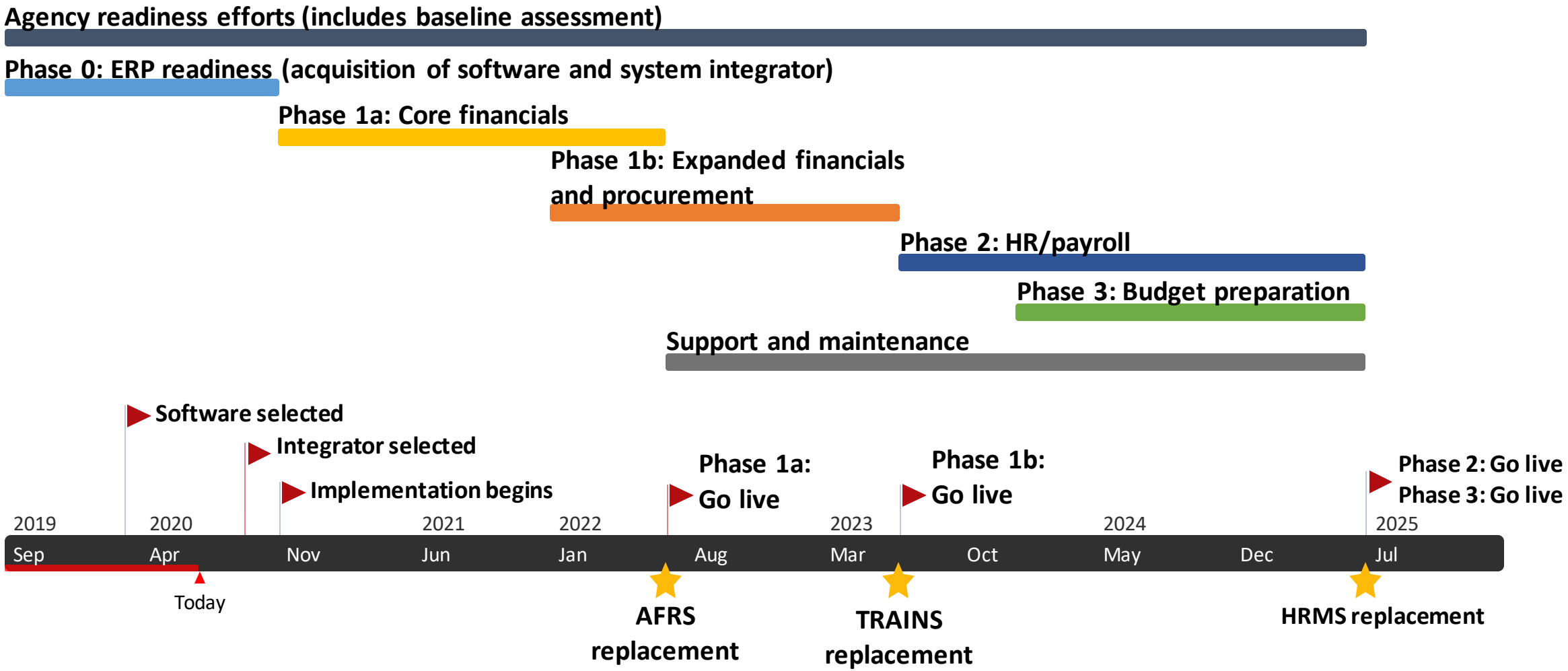
ONE WASHINGTON | One Washington

A Business Transformation Program

AGENDA

- Welcome and introductions
- Modernization roadmap/program update
- Budget development timeline
- Instruction topics
  - Criteria
  - BPM Tool
  - COA Model
  - Agency Tool
  - OneWa Agency Support
- Budget exception process
- Workshops – format, how to sign up
- Budget resource page
- Next steps
- Questions

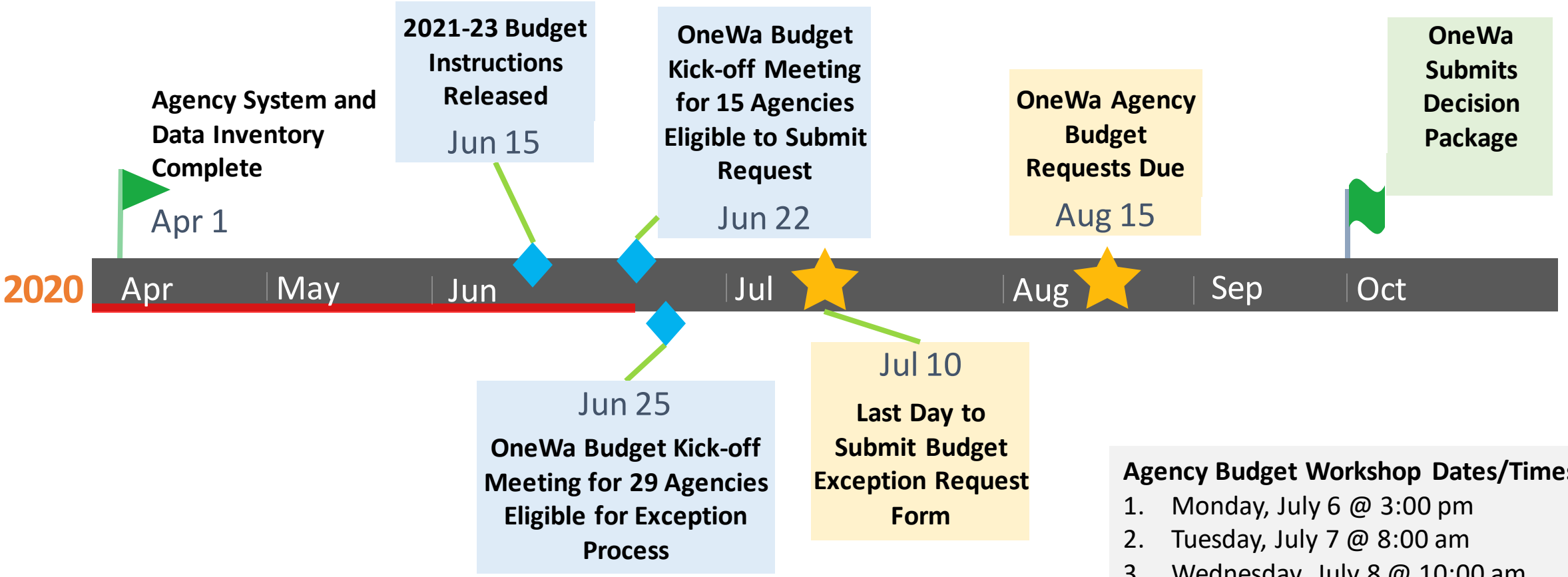
Modernization Roadmap



(calendar year view)

Planning in partnership with enterprise function owners: OFM Statewide Accounting, Department of Enterprise Services, OFM State HR and OFM Budget Division.
The plan is subject to 1) funding approval and 2) anticipated adjustments after the system integrator is onboarded early fiscal year 2021.

Agency 2021-23 Biennial Budget Request Timeline



Budget Workshop Week #1: 7/6 - 7/8 — 4 days

Budget Workshop Week #2: 7/14 - 7/16 — 2 days

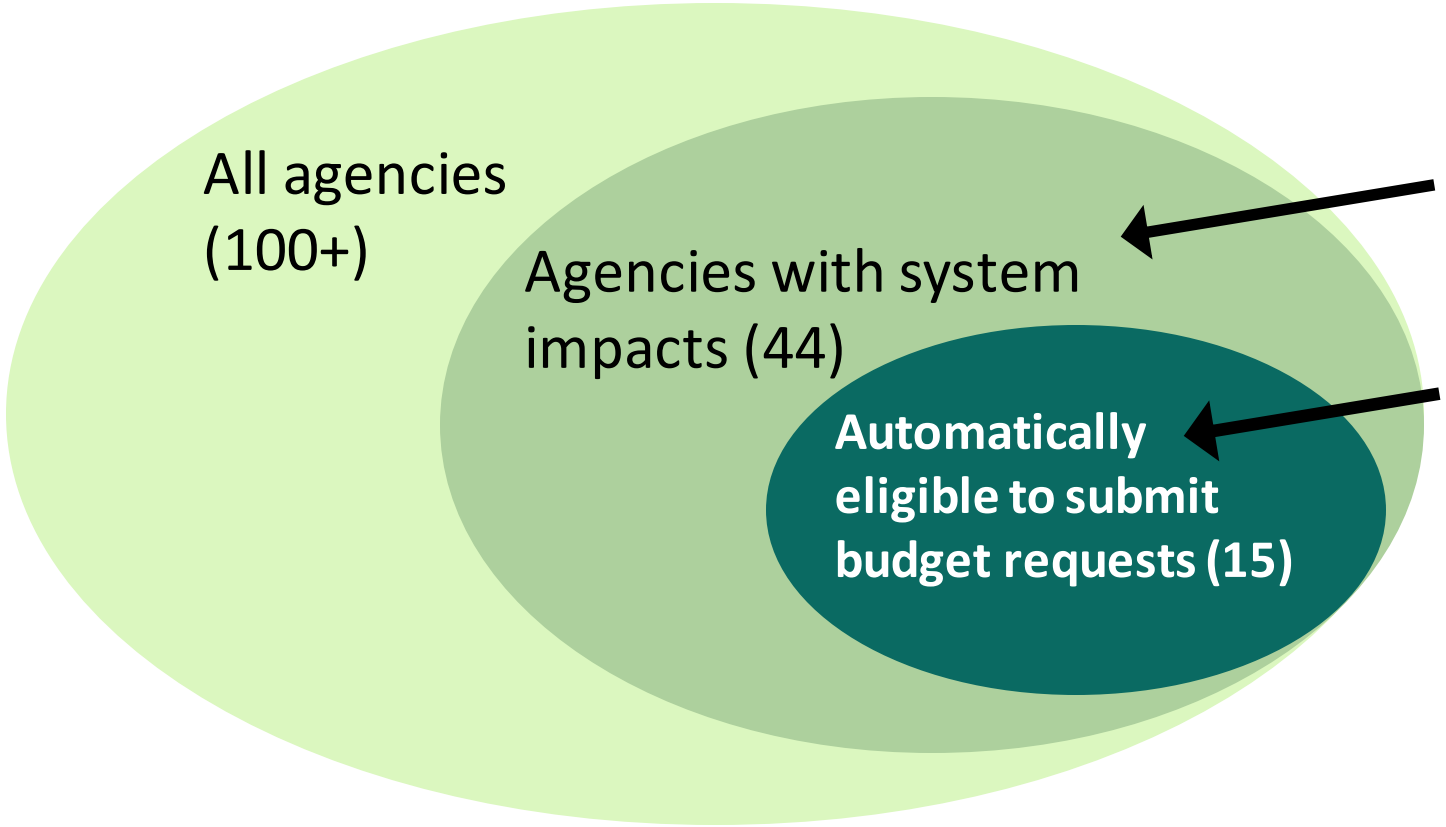
Budget Workshop Week #3: 7/20 - 7/23 — 3 days

Agency Budget Workshop Dates/Times:

1. Monday, July 6 @ 3:00 pm
2. Tuesday, July 7 @ 8:00 am
3. Wednesday, July 8 @ 10:00 am
4. Tuesday, July 14 @ 3:00 pm
5. Wednesday, July 15 @ 2:00 pm
6. Thursday, July 16 @ 10:00 am
7. Monday, July 20 @ 3:00 pm
8. Tuesday, July 21 @ 8:00 am
9. Thursday, July 23 @ 3:00 pm

Budget Instructions

OneWa will submit a consolidated decision package for the 2021-23 biennial budget including budget requests from impacted agencies



Budget instructions sent to these 44 agencies on 6/16

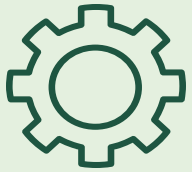
15 agencies automatically qualify to submit budget requests due to finance system impacts

Note: *This information came from agencies' self reports of the OneWa Data and System Inventory in 2019 and 2020.*

Budget Instructions – Criteria to be Eligible to Request Resources

The OneWa Data and System Inventory found that not all 44 agencies meet the requirements to be part of the OneWa decision package *this biennium*. To be eligible:

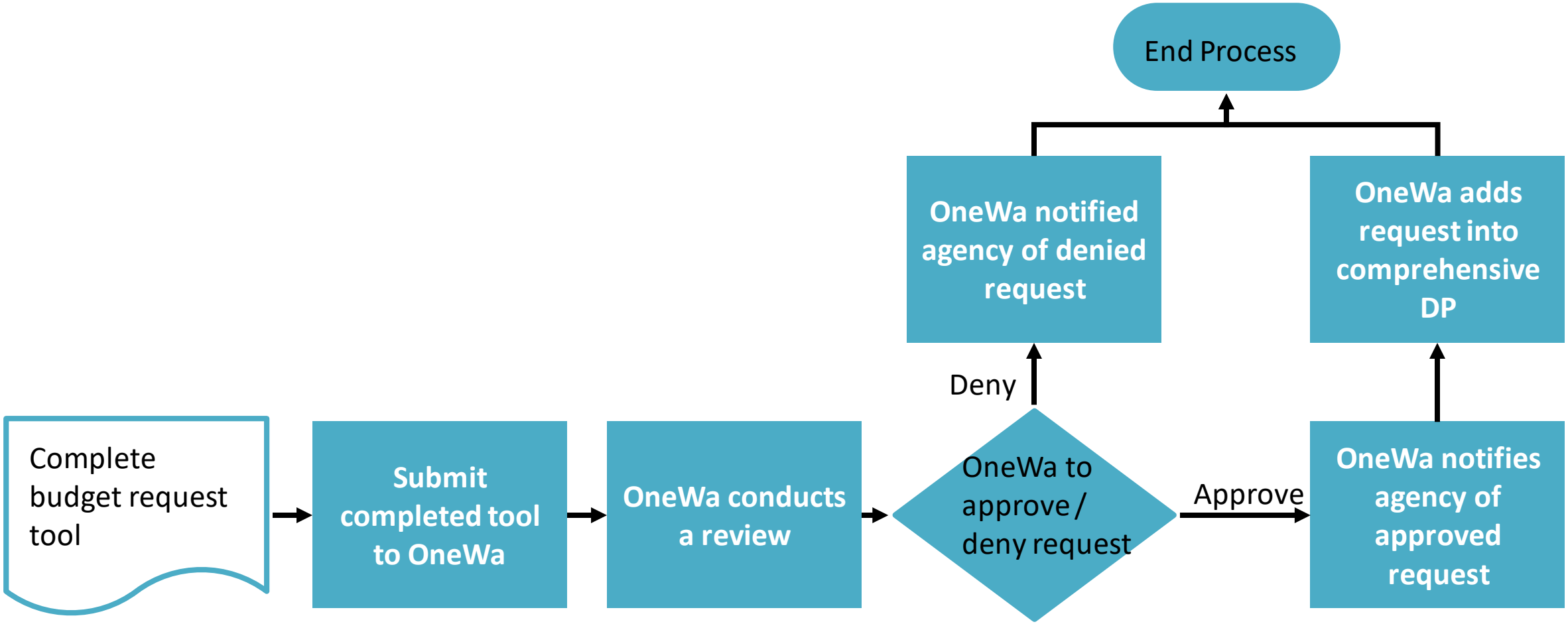
1. Your agency must have *impacted finance systems/interfaces* (other functional systems [like procurement, HR, budget, and payroll] and/or interfaces will be addressed in later biennia).



2. Your agency finance systems and/or interfaces will not be replaced by the ERP.

3. Your agency does not have the internal skillset to support these finance systems.

Budget Flow for 15 Eligible Agencies



Important: *This process describes the initial budget request submission to OneWa. All submissions are subject to review, validation, and changes. OFM has final approval authority.*

Business Process Mapping

Purpose: Help agencies better understand the future state of Washington systems and processes and to map current functionality and terminology to the future state functional processes of the project.

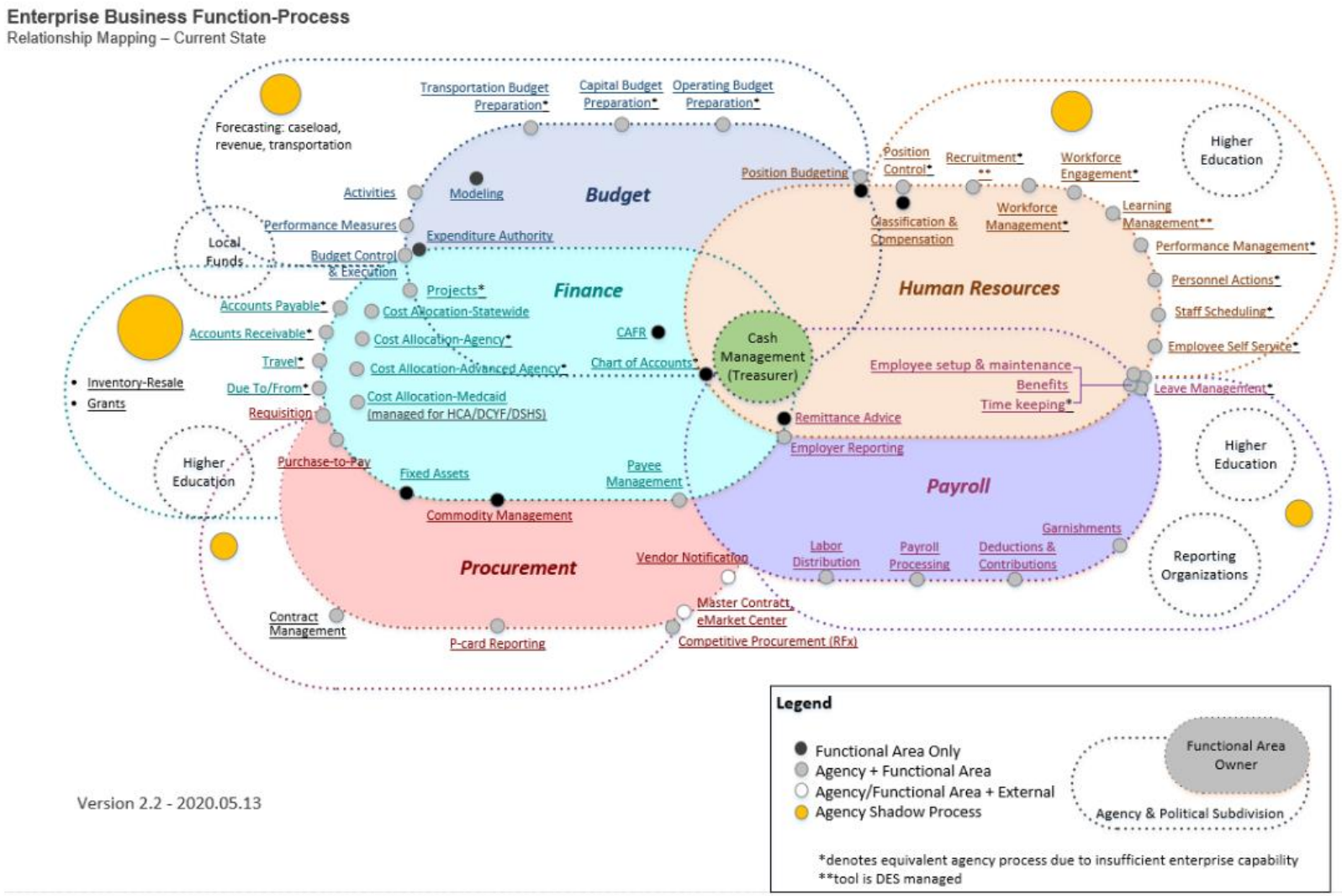
Why BPM is important:

- Defines business functions and processes
- Illustrates relationships and dependencies

How to use this tool:

- ❑ Use as a data point to submit budget requests, build technology roadmaps and modernization strategies, and evaluate budget proposals for IT investments
- ❑ To see the impact on a current process impact by an ERP solution:
  - ❑ Select a business process from the diagram and
  - ❑ Select the “View for Details for….” link on the right (below the process description)
- ❑ Finance business processes have been mapped to future state ERP capabilities. Procurement, budget, human resources and payroll will be mapped in the future.

Business Process Mapping - Business process mapping (functionality) (PowerBI)



Enterprise Business Functions-Processes

Please select a business process or function from the diagram...

View the OneWa Roadmap

Chart of Accounts Modeling

Purpose: to understand at a high level what the future COA may look like.

Why COA modeling is important:

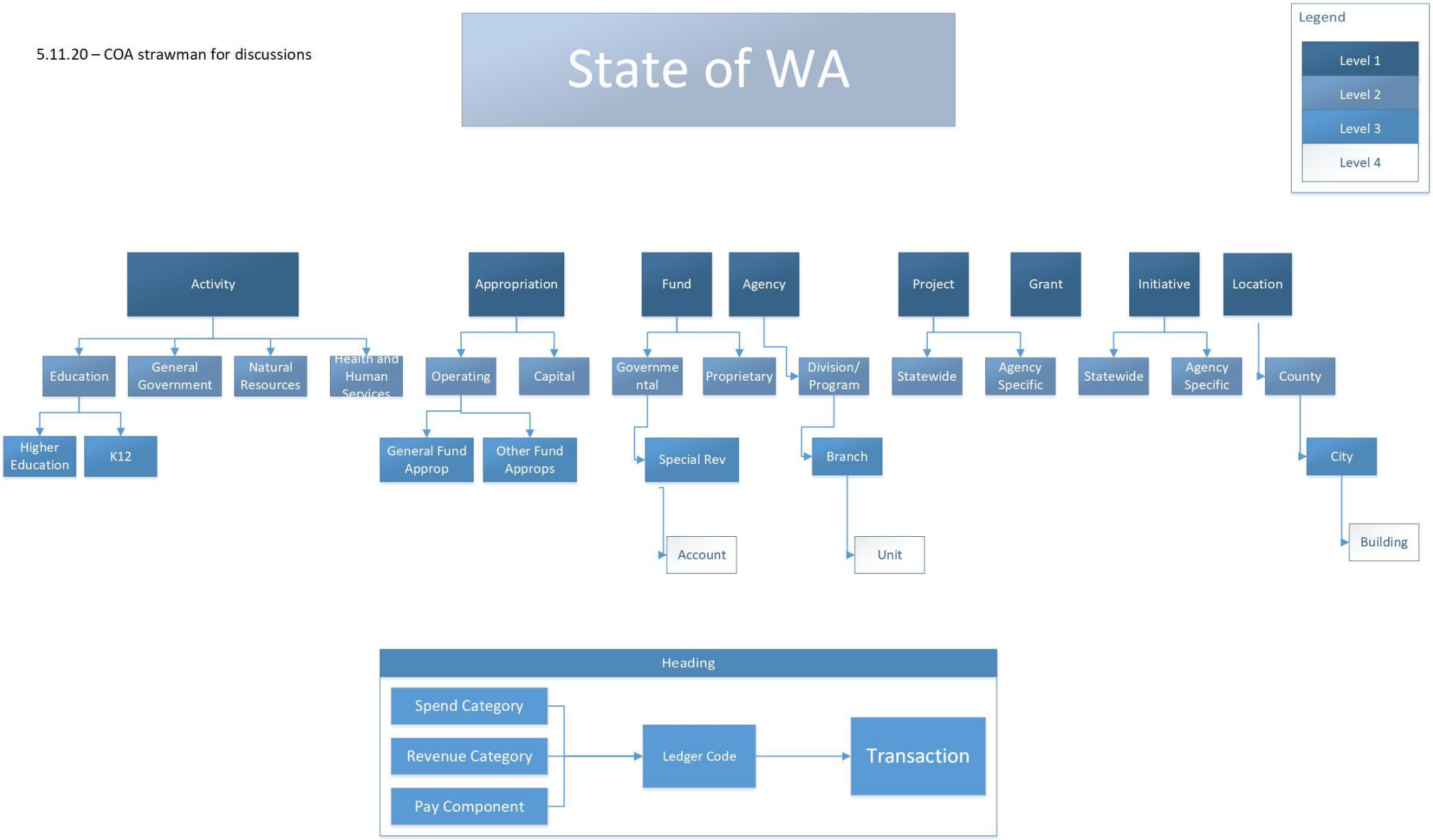
- The state will move to a single, standardized COA for all agencies.
- Agencies need to prepare for this change.

How to use this tool:

- ❑ Review the COA Strawman.
- ❑ Analyze how it differs from your agency's current COA.
- ❑ Identify what changes your agency will need to make to align with the new COA.

Chart of Accounts Modeling

5.11.20 – COA strawman for discussions



Agency Resource Calculation Tool

Purpose: to help agencies complete your biennial budget request.

Important to know:

- The tool is pre-populated with self-reported data.
- Late submissions will not be accepted.
- Do not modify the template.

How to use this tool:

- ❑ Calculate all resources.
- ❑ Use the COA model, business process mapping and modernization roadmap.
- ❑ Acceptance criteria includes: complex interfaces, technical resources and finance system impacts.

Near Term Agency OneWa OCM Support

In the coming months, the OCM Team is focused on providing support to agencies in preparation of the ERP system implementation.

Activity		Overview
	Communications Materials	Newsletters, talking points, FAQs, fact sheets, OFM Out Loud, animated videos, executive briefings, and program updates.
	Agency Support Team (AST) Plan	Evolution of existing POC Network designed to bring more process and technical expertise into agency planning and readiness for Phase 1a.
	Monthly POC/AST Meetings	Monthly meetings to help agencies stay informed of upcoming people, process, and technology readiness activities.
	Leadership Engagement	Meetings, emails, and other communications with agency directors to keep them aware and informed of program updates, milestones, and upcoming readiness activities.
	Agency Deep Dive Meetings	Meetings with agency SMEs to discuss in more detail about upcoming people, process, and technology readiness activities.
	OCM Capability Plan	Plan to enhance OCM skills and capabilities with agency leaders as they prepare for Phase 1a.

Spotlight: OCM Capability Plan

OCM Capability Plan

To be completed by end of October

Plan to **improve OCM skills** and **capabilities** with agency OCM resources and finance/agency leaders as they prepare for Phase 1a.

What It Is

- ✓ OCM capability learning materials such as podcasts, recorded webinars, and animated videos focused on building OCM skills and capabilities in the agencies.
- ✓ OCM leadership learning materials to assist agency directors and supervisors in communicating to their staff such as staff meeting discussion guides, talking points, and town hall agendas and slides.

Spotlight: Agency Support Team (AST) Network

Agency Support Team Network

Monthly meetings

To **strengthen leadership sponsorship** and **engagement** for the program while formalizing **finance** and **technical subject matter expertise**.

Proposed Structure

- Agency Sponsor
- POC or AST Lead

- OCM/Change SME(s)
- Finance SME(s)
- Technical SME(s)

Next Steps

- ✓ Discuss with OneWa governance committees
- ✓ Communicate and align with agency leadership
- ✓ Begin communicating AST concept and timeline to existing POC network members
- ✓ Mobilize AST Network and kickoff monthly meetings

Spotlight: OCM Funding Pool

OCM Funding Pool

Instructions to be completed by Aug 1

To provide an option for agencies to request financial support for OCM resources based on their specific OneWa change management needs.

DRAFT Evaluation Criteria

- ❑ Business case for the OCM need
- ❑ Position and number of FTEs requested
- ❑ Timing
- ❑ Agency Size
- ❑ Baseline Readiness results
- ❑ Number of systems impacted
- ❑ Complexity of systems impacted
- ❑ Existing agency OCM resources and budget

Note: Process for applying for and releasing funds is TBD

Exception Process

Purpose: for the 29 agencies who have identified system and interface impacts OR for the 15 pre-approved agencies who identify additional resource needs

Exception criteria:

- ✓ You have complex interfaces.
- ✓ No internal technical support for system/interface modifications.
- ✓ Mission critical systems/interfaces were missed in the systems inventory.
- ✓ Your COA is hard-coded and you need to know more about the level of change required.
- ✓ Agency interfaces are maintained by a third party.
- ✓ You are an agency of less than 50 employees.
- ✓ Your system interfaces directly with AFRS and is mission-critical to the state.
- ✓ Legislative mandate for new, mission critical, unfunded with impact the state's financial system.

Exception Process

Purpose: to help agencies complete your biennial budget request.
for the 15 pre-approved agencies who need to identify additional resource needs

You are *not eligible* for an exception if:

☒ New interface/system-modifications covered in base funding.

☒ Mainframe interfaces for re-platforming.

☒ Webi reports/interfaces.

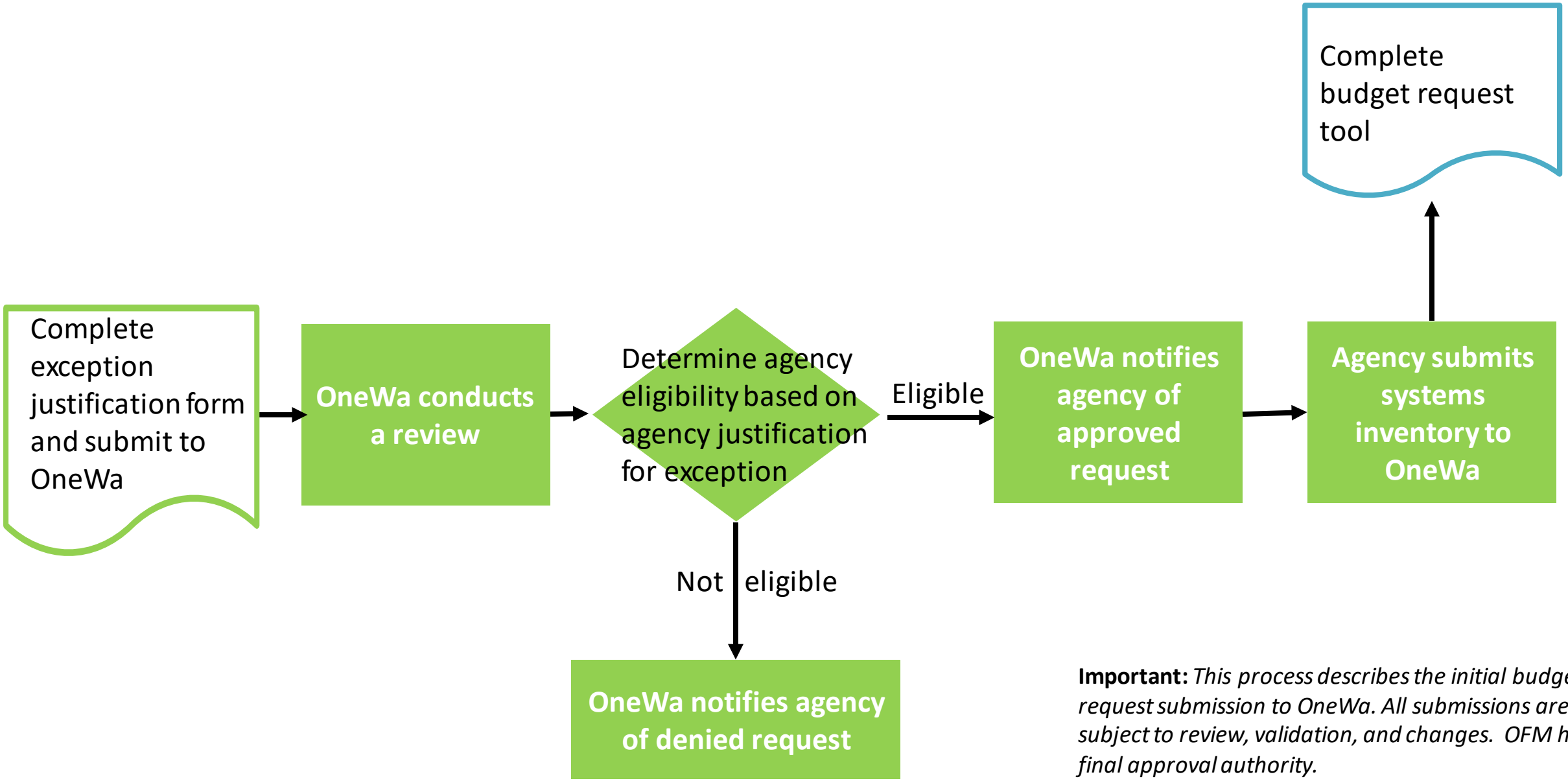
☒ ADDS interface replacement.

☒ Financial Toolbox replacement.

☒ Currently in M&O budget.

☒ Procurement impacts.

Budget Flow to Determine Eligibility



Important: *This process describes the initial budget request submission to OneWa. All submissions are subject to review, validation, and changes. OFM has final approval authority.*

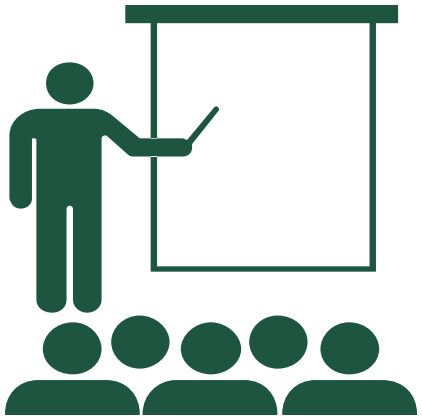
Workshops

Purpose: to give your agency the tools and knowledge to request resources to transition to the ERP system, answer questions and validate your IT needs.

How to sign up:

Agencies will receive a survey asking:

- ❑ Which workshop they would like to attend, and
- ❑ The names of 3 agency participants (budget, finance and IT).



How to get value out of the workshop:

- ❑ Take the survey early and identify 3 representatives.
- ❑ Ensure an agency representative from budget, finance and IT attend together.
- ❑ Bring your 2021-23 OneWa Agency Resource Calculation tool.

Workshops

Purpose: to give your agency the tools and knowledge to request resources to transition to the ERP system, answer questions and validate your IT needs.

Dates	Times
July 6	3 pm to 5 pm
July 7	8 am to 10 am
July 8	10 am to 12 pm
July 14	3 pm to 5 pm
July 15	2 pm to 4 pm
July 16	10 am to 12 pm
July 20	3 pm to 5 pm
July 21	8 am to 10 am
July 23	3 pm to 5 pm

Ensure agency representatives from budget, finance and IT attend.

Budget Resources

- OneWa Budget Resource page https://ofm.wa.gov/about/special-initiatives/one-washington/budget
  - OneWa 2021-23 agency resource calculation tool instructions (pdf)
  - Chart of accounts modeling (pdf)
  - Business process mapping (functionality) (PowerBI)

NEXT STEPS

- ❑ Visit the OneWa Budget Resource Page & review the materials provided
- ❑ Sign up for/attend a workshop
- ❑ If necessary, submit the budget exception form
- ❑ Review BPM/COA info
- ❑ Complete your OneWa 2021-23 agency resource calculation tool
- ❑ Submit budget request to OneWa by August 15

QUESTIONS

Briana Samuela

FOR MORE INFORMATION:

Website: one.wa.gov
Email: onewa@ofm.wa.gov

TO PROVIDE FEEDBACK:

onewa@ofm.wa.gov

ONE WASHINGTON | One Washington
A Business Transformation Program