

January 21, 2020

One Washington Agency Support Team (AST) Kickoff Meeting | January 2021



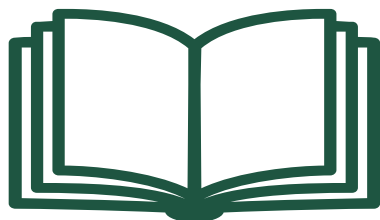
Agenda

Topic	Description
Agenda / Welcome	<ul style="list-style-type: none">• Agenda and Welcoming Remarks
Implementation Timeline	<ul style="list-style-type: none">• Implementation Timeline
AST Leads Meeting Purpose and Goals	<ul style="list-style-type: none">• Purpose, Audience, Goals• Overview of AST Lead Role & Responsibilities• Other AST Roles
Agency Readiness Checklist	<ul style="list-style-type: none">• What is it• Benefits• Process for updating
Readiness Assessment #2	<ul style="list-style-type: none">• What is different from the Baseline Readiness Assessment• What is the same
Coming Attractions	<ul style="list-style-type: none">• Upcoming Agency Readiness Activities
Closing Remarks	<ul style="list-style-type: none">• Q & A• Next Steps

Total = 60 min

How to use AST Leads Meeting content

During AST Leads meetings, we provide a lot of content and you may be wondering what to do with all of this information. To help make it easier, we will start using the following icons with recommendations.



Review

- Information for your awareness and to help you answer questions about the program.
- Key concepts about One Washington, timeline, and milestones.



Share

- Information to share with staff during team meetings and program updates for your agency.
- Important dates, communications activities, and change impacts.



Action Required

- Program requests that require action from agencies.
- People, process, and tech readiness.

Welcome to the first AST Leads Meeting!

Three interlocking gears of different sizes and colors (dark green, light green, and dark blue) are arranged in a triangular pattern. Each gear contains white text. The slide also features light green triangular corner accents in the top-right and bottom-left corners.

Thank you for
filling the **AST
Lead** position
for your agency

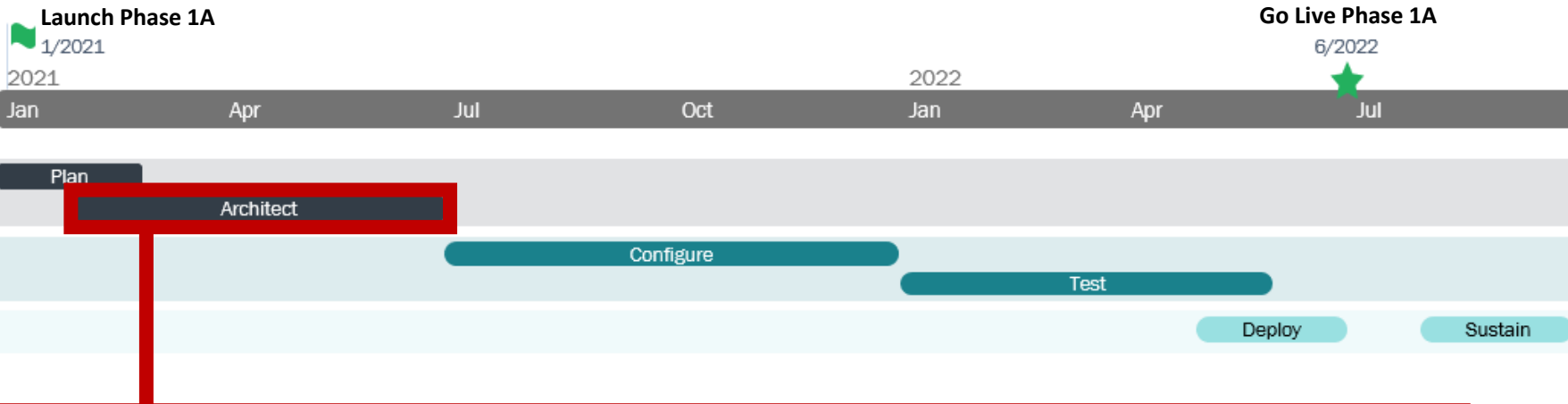
Countdown
to **go-live**
begins now –
18 months!

This meeting
coincides with the
**beginning of
implementation**
which is officially
underway

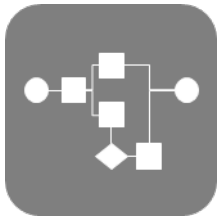
Implementation Timeline



Design Mapping/Timeline



Getting to Know the *Architect* Phase



- **Foundation Data Model Design and Review** - The FDM will serve as the Chart of Accounts for the implementation of Workday.
- **Business Process Design Workshops** - Discuss and align on statewide standardized business processes.
- **Configuration Workshops** – Arrangement of Workday based on business process design and workflow requirements.

Key Output: User Stories (i.e., requirements)

AST Leads Meeting Purpose & Goals



AST Leads Monthly Meeting Purpose and Goals



Purpose: Serve as the primary venue for coordination and communication between One Washington and AST Leads.

Audience: AST Leads are the primary audience, however Sponsors and other AST members may be invited, as needed

Goals: We aim to accomplish the following with this monthly meeting:

- 1 Discuss information to help understand new concepts, or instructions for upcoming activities
- 2 Provide a venue for agencies to ask questions and provide feedback
- 3 Review status of on-going agency activities and preview upcoming activities



Highlighting the Role of the AST Lead

Agency Support Team Leads play an important role in the new AST structure.

POC Responsibilities

Facilitate communications between the agency and the One Washington Team and serve as primary day-to-day contact

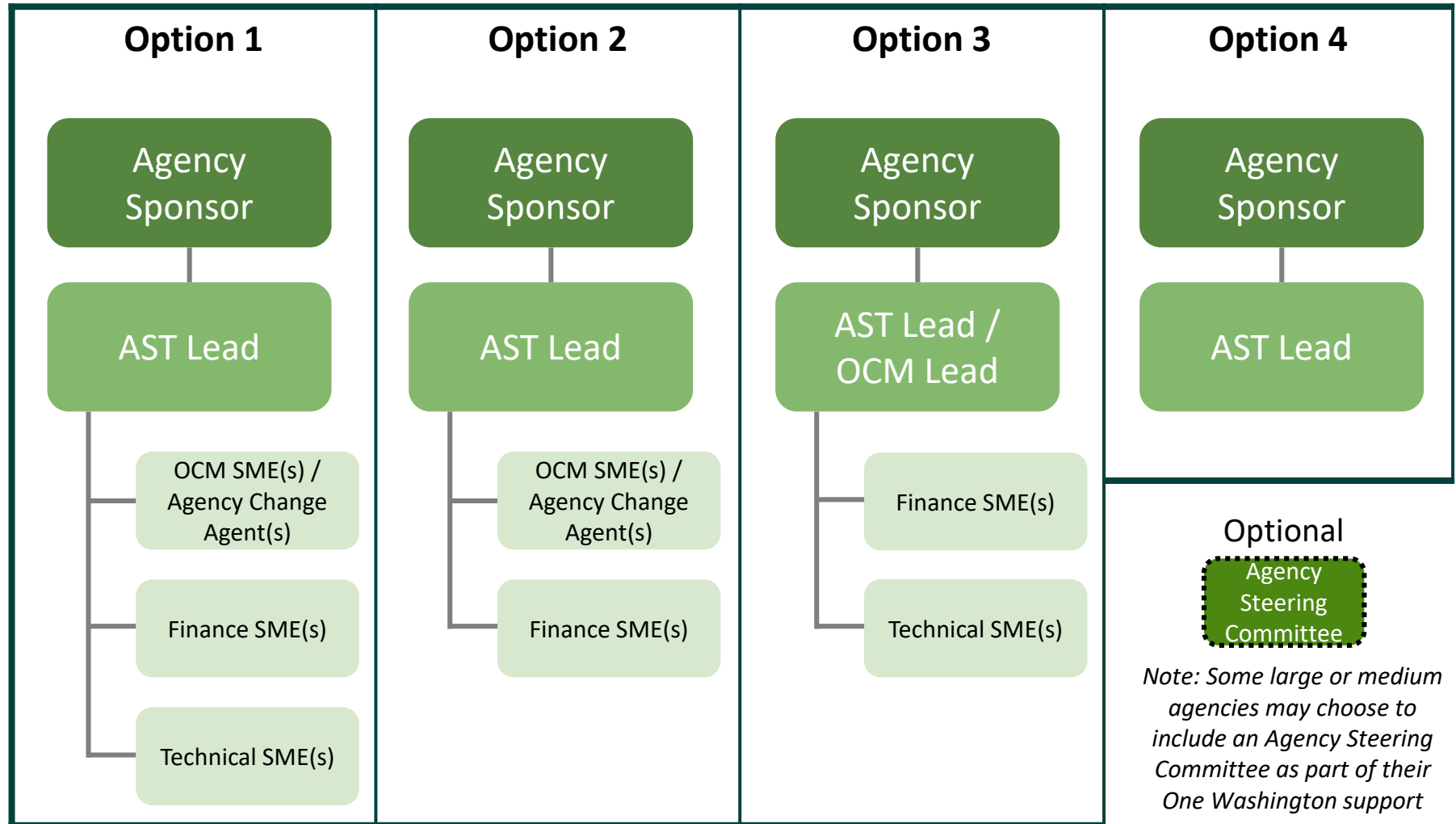
AST Lead Responsibilities

- **Responsible for executing agency-specific tasks** in support of One Washington
- Lead completion of One Washington activities and **report on progress, risks, and challenges**
- In collaboration with agency leadership, **request involvement from other agency staff as necessary to complete One Washington activities**
- **Attends monthly AST meetings**
- **Reviews and reports on agency's progress** for One Washington activities on a monthly basis
- **Facilitates communications between the agency and One Washington**
- **Acts as an early-adopter** to learn about One Washington and support One Washington activities
- **Advocates for One Washington** and builds support and buy-in among agency staff



AST Options

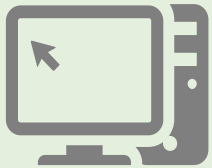
Agencies should establish an AST structure and identify SMEs by **2/26/21**. Send all AST names to onewa@ofm.wa.gov.





Other AST Roles

You should be thinking about formally identifying people to fill other AST Roles; additional roles include:



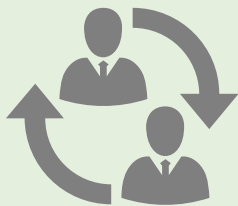
Technical SME(s)

If your agency has systems or interfaces impacted



Finance SME(s)

Most agencies should identify a finance SME. Some agencies (especially large agencies) may need to identify specialized SMEs (e.g., Grants SME).



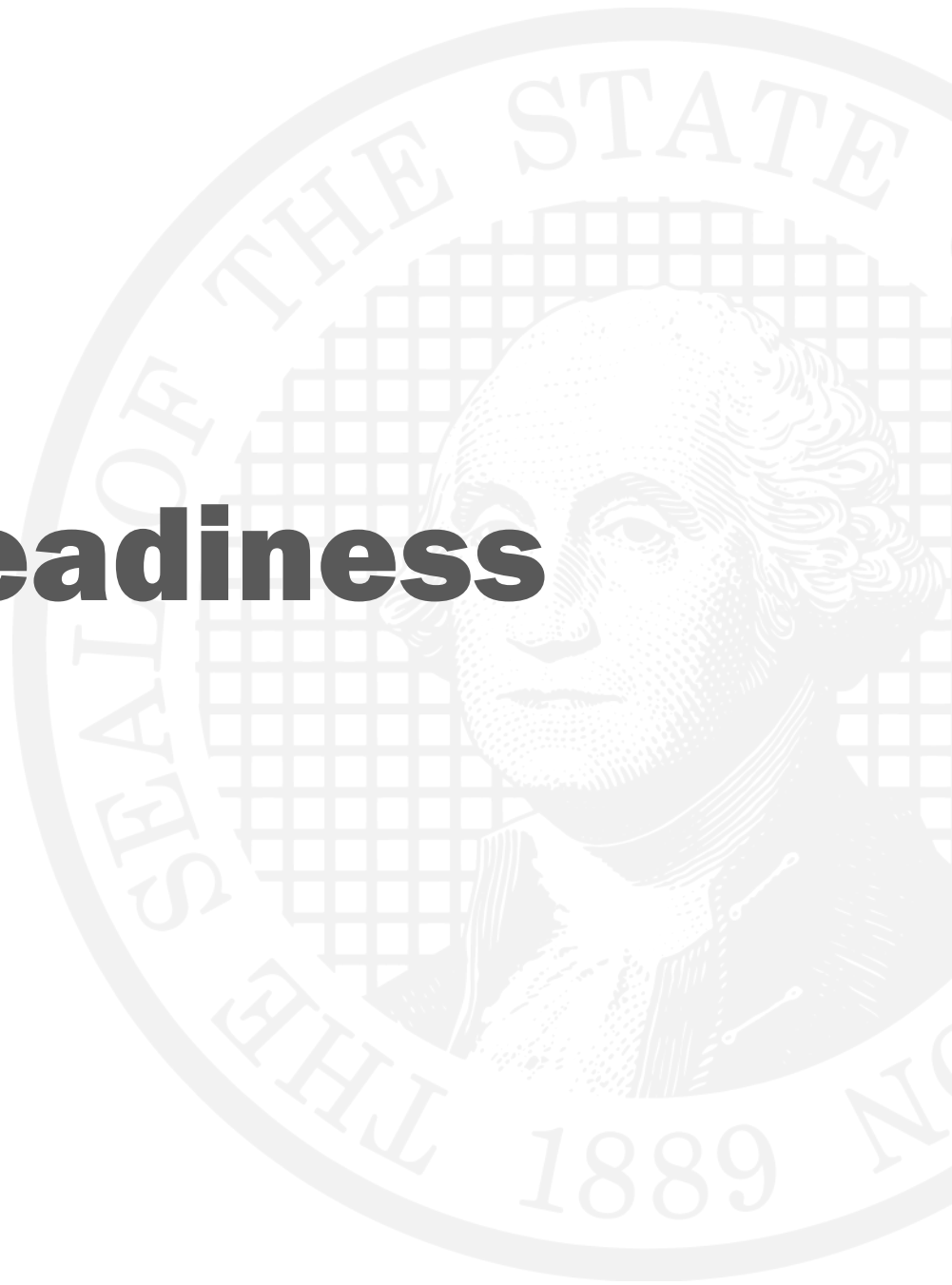
OCM SME / Agency Change Agent

Recommended for large and medium agencies

NOTE: Not all agencies will require these positions, agency-specific based on impacts and size

LEADING PRACTICE: Create an Org Chart (see appendix for DOC example)

Agency Readiness Checklist





Agency Readiness Checklists (ARC) Overview



What is it? An individualized checklist of upcoming activities that each agency needs to complete.

- Tailored to each agency – only contains tasks applicable to your agency
- Updated monthly
 - New activities added monthly
 - Agencies provide status updates monthly (more details on next slide)
- Benefits
 - Consolidated people, process, and technology readiness activities into one place
 - Provides information about how much work is upcoming so that agencies can plan ahead
 - Helps agencies “stay on the same page” with OneWa about readiness activities they should be doing





Agency Readiness Checklists (ARC) Logistics

- Agency Checklists (Microsoft Excel file) posted to collaboration site (separate file for each agency) – may need to email updates if agencies cannot access collaboration site
- Status updates will be due prior to AST Leads Meeting each month
 - Status will be: Not Started, In Progress, Complete
 - Once an activity is complete it will come off the checklist (we will keep historical record of all activities)
- Each Agency Sponsor and AST Lead will receive a monthly report showing summary status of activities

More to Come!

We will be sending out an email to AST Leads with:

- Link to your checklist (or actual checklist if your agency can't access it online)
- Detailed instructions on how to access/update your checklist and a deadline for updates

Near-Term Checklist and Wall of Success

Task/Activity
1. Attend AST Kickoff meeting
2. Complete Readiness Assessment #2 survey
3. Attend AST Lead meetings
4. View and distribute OCM nano-learning video, one-pagers, webinars as they are made available
5. Share One Washington talking points; provide feedback on effectiveness of communications to One Washington
6. Understand Chart of Accounts elements usage and business requirements
7. Clean up COA index codes
8. Review agency business processes and documentation to gain an understanding of cost allocation, AR/AP, Budget Control, Interagency Billing, Asset Management, Grants/Projects Management, etc.
9. Review, verify, and update chart of account elements not listed in the COA manual that needs to be considered during redesign
10. Review, verify, and update chart of account elements associated with any applications that may be decommissioned that need to be considered during redesign
11. Attend Design & Discovery Sessions
12. Attend Financial Data Model (FDM) Blueprinting Sessions
13. Complete migration to, and testing of, the OFM IT AFRS inbound/outbound standard interfaces (see status report for applicability and status at https://ofm.wa.gov/sites/default/files/public/onewa/Agency_Standardization_Status.pdf)
14. Cleanup of system inventory/interface/data tab to ensure latest IT systems are recorded and reflected in One Washington records
15. Complete data sharing agreements
16. Create/update context diagrams that highlight which systems will remain and which will be replaced and when
17. Work with One Washington team on additional COA elements
18. Clean agency data by removing inconsistencies
19. Report scheduled system updates or maintenance to onewa@ofm.wa.gov (Subject: Tech Talk) for systems that could affect One Washington implementation.
20.

Agencies should continue to reference the Near-Term Checklist emailed on 1/12/2021 until the ARC is operational

Question about finance activity related to reviewing agency finance business processes

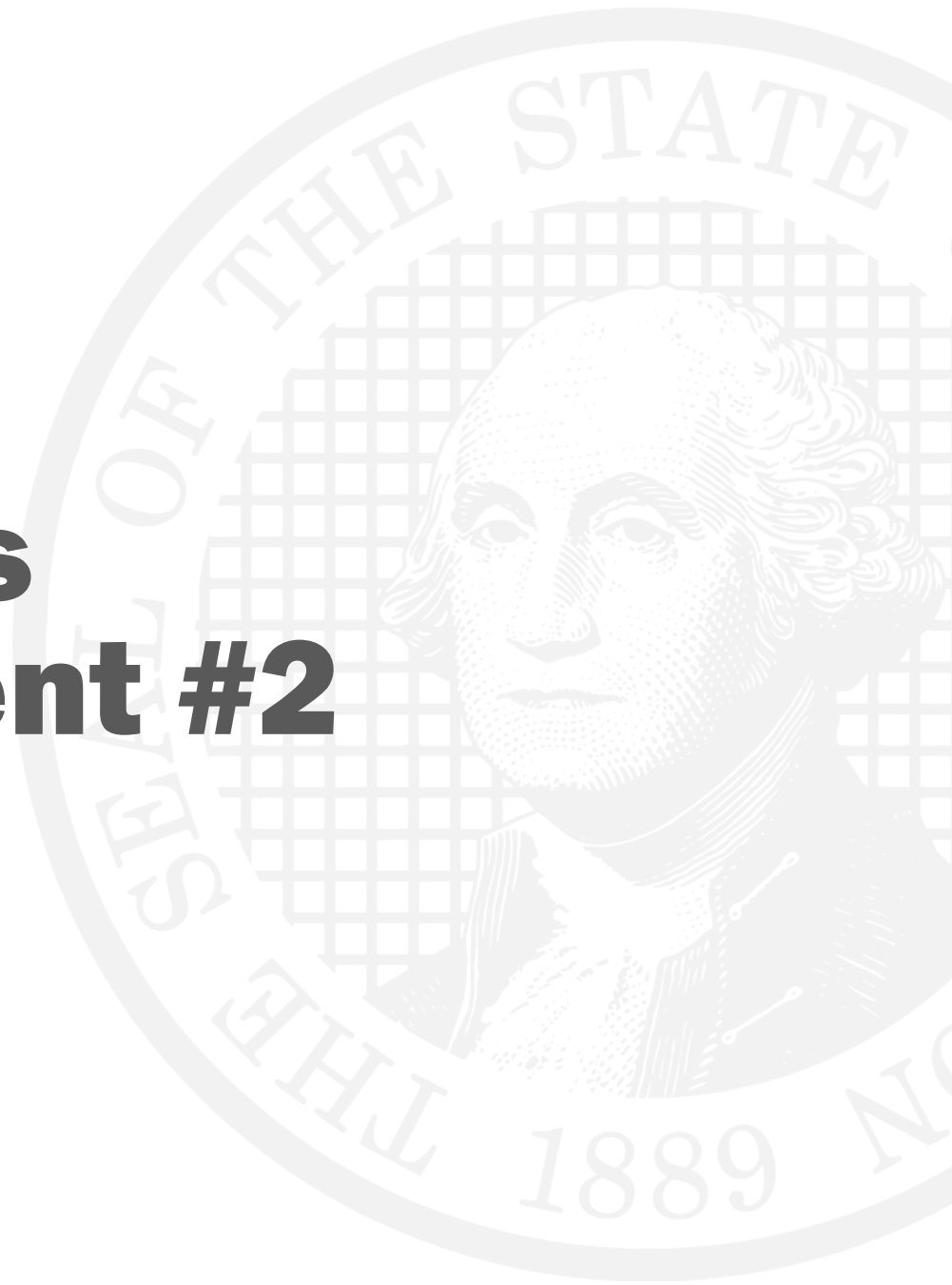
Answer: Intended to help agencies begin preparing for design workshops. Optional at this time and will be clarified in the ARC.

The ARC is not replacing the Wall of Success

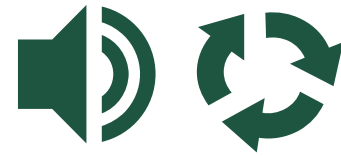
We will still be using the Wall of Success for large initiatives/projects (e.g., Readiness Assessment #2)

Agency Status for Deliverables, Surveys, etc.		Deliverables and Surveys Status									
Agency	Account	Agency/Entity	Deliverable	Due Date	Completed	In Progress	Not Started	Not Applicable	Not Yet Started	Not Yet Started	Not Yet Started
100	100.0000	Department of Agriculture	Readiness Assessment #2	1/15/21							
101	101.0000	Department of Commerce	Readiness Assessment #2	1/15/21							
102	102.0000	Department of Education	Readiness Assessment #2	1/15/21							
103	103.0000	Department of Health	Readiness Assessment #2	1/15/21							
104	104.0000	Department of Labor & Industries	Readiness Assessment #2	1/15/21							
105	105.0000	Department of Natural Resources	Readiness Assessment #2	1/15/21							
106	106.0000	Department of Social & Health Services	Readiness Assessment #2	1/15/21							
107	107.0000	Department of Transportation	Readiness Assessment #2	1/15/21							
108	108.0000	Department of Veterans Affairs	Readiness Assessment #2	1/15/21							
109	109.0000	Department of Corrections	Readiness Assessment #2	1/15/21							
110	110.0000	Department of Ecology	Readiness Assessment #2	1/15/21							
111	111.0000	Department of Energy	Readiness Assessment #2	1/15/21							
112	112.0000	Department of Finance	Readiness Assessment #2	1/15/21							
113	113.0000	Department of General Services	Readiness Assessment #2	1/15/21							
114	114.0000	Department of Information Services	Readiness Assessment #2	1/15/21							
115	115.0000	Department of Justice	Readiness Assessment #2	1/15/21							
116	116.0000	Department of Marine Resources	Readiness Assessment #2	1/15/21							
117	117.0000	Department of Military & Veterans Affairs	Readiness Assessment #2	1/15/21							
118	118.0000	Department of Parks & Recreation	Readiness Assessment #2	1/15/21							
119	119.0000	Department of Public Safety	Readiness Assessment #2	1/15/21							
120	120.0000	Department of Revenue	Readiness Assessment #2	1/15/21							
121	121.0000	Department of Social Services	Readiness Assessment #2	1/15/21							
122	122.0000	Department of State	Readiness Assessment #2	1/15/21							
123	123.0000	Department of Technology	Readiness Assessment #2	1/15/21							
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131	131.0000	Department of Information Services	Readiness Assessment #2	1/15/21							
132	132.0000	Department of Justice	Readiness Assessment #2	1/15/21							
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136	136.0000	Department of Public Safety	Readiness Assessment #2	1/15/21							
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138	138.0000	Department of Social Services	Readiness Assessment #2	1/15/21							
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199	199.0000	Department of Information Services	Readiness Assessment #2	1/15/21							
200	200.0000	Department of Justice	Readiness Assessment #2	1/15/21							

Readiness Assessment #2



Taking a Step Back in Time....



In 2019, the OneWa team conducted a **Baseline Readiness Assessment** to measure agency readiness.

Baseline Readiness Highlights

664

Total Participants

69 Agencies Responded

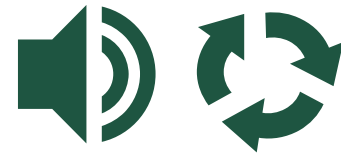
- 15** Large Agencies
- 15** Medium Agencies
- 7** Small Agencies
- 32** DES-supported Agencies

- The Baseline Readiness Assessment included 117 questions focused on **People** and **Process** readiness for OneWa.
- Technology** readiness data was collected as part of the IT systems inventory effort.
- Responses were measured on a Likert-scale and each agency that responded received an **Overall OneWa readiness score**.



Agency baseline readiness scores give us a starting point in **understanding changes to agency readiness** over the past year.

Readiness Assessment #2



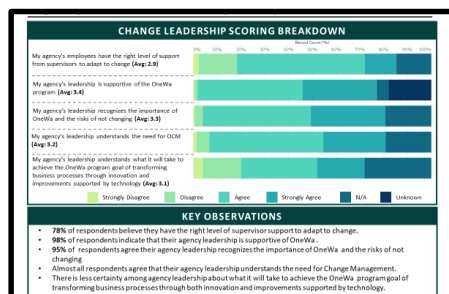
What to Expect in Readiness Assessment #2

Key Differences from Last Year:

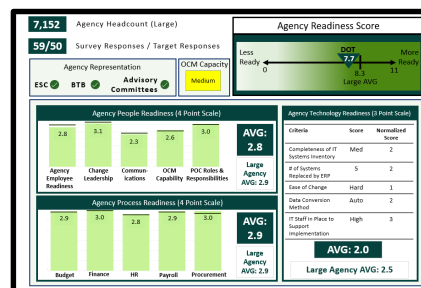
- **Fewer questions** – Readiness Assessment #2 will include about half the questions than last year's Baseline Readiness Assessment Survey
- **Fewer open text questions** – Utilize more of a four-point Likert scale scoring

What Is Staying the Same:

- Our people and finance/purchase-to-pay questions will mostly be the same so that we can do an “apples-to-apples” comparison of data
- No technology readiness survey questions; **will be using systems inventories and ARC for scoring**
- Development of **agency scorecards** to summarize the results of the Readiness Assessment
- **Target response numbers** based on agency size (Small 5, Medium, 25, Large 50)



Survey Data & Analysis

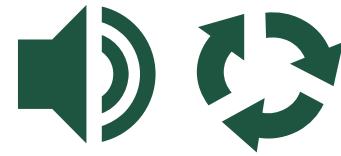


Agency Readiness Scorecards



Outcomes

Readiness Assessment Next Steps & Timeline



Survey Duration: January 27th – February 26th

Audience: The following roles should complete the survey:

- Agency Sponsor and AST Lead
- CFO, Comptroller, Finance Director, Finance Managers, Finance Analysts, Purchasing/Procurement Staff
- Communications and Organizational Change Management staff (if applicable)
- CIO, Tech/IT Directors, Tech/IT Managers, Tech/IT staff (especially those involved with systems impacted by One Washington in Phase 1a)

Support: Three Town Halls will be held over the first three weeks of February to provide an opportunity for individuals to learn more about the assessment and to ask clarifying questions.

Monday	Tuesday	Wednesday	Thursday	Friday
25	26	27 Survey Open	28	29
FEBRUARY				
1	2 Assessment Town Hall	3	4	5
8	9	10	11 Assessment Town Hall	12
15	16	17 Assessment Town Hall	18	19
22	23	24	25	26 Survey Close



Upcoming Agency Readiness Activities



1. Identify Impacted Staff (AFRS users, Finance staff, IT/Technical staff etc.)



2. Experience/ knowledge capture from retirements



3. Business process standardization



4. Risk and issue tracking



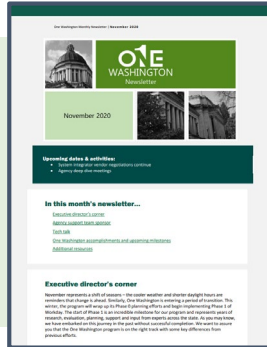
5. OCM and Communications Plan Templates



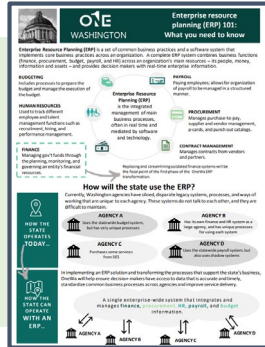
CLOSING REMARKS



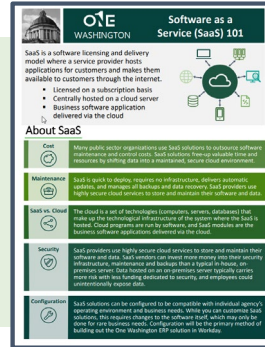
One Washington Resources



Monthly Newsletter



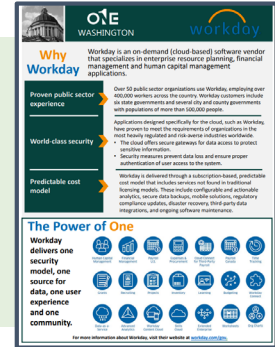
ERP 101



SaaS 101



Benefits of One Washington



Why Workday

Purpose

Read about:

- Recent program accomplishments
- Upcoming activities and meetings
- Any significant changes to schedule or scope

Get a crash-course in Enterprise Resource Planning in our ERP 101 document.

What is Software as a Service is a software licensing and delivery Model. Learn more about SaaS in our one-pager.

One Washington will provide many benefits statewide. Learn more about these benefits in our one-pager.

One program has selected Workday as our ERP vendor. Learn more about why they were selected.

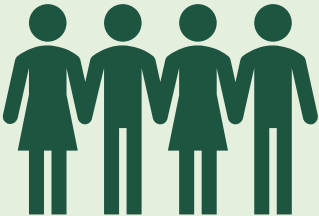
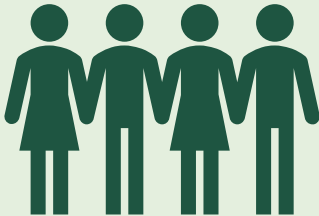
All of these products and more are available on the One Washington website (ofm.wa.gov/special-initiatives/one-washington).

Don't forget to follow us on social media.



Communicating between OneWa and agencies

Communications will primarily flow through AST Leads, however, we will still make use of agency distributions lists as needed



AST Leads

- Monthly AST Meetings
- Agency Readiness Checklist (ARC) Activities

AST Leads + Agency Distribution Lists

- Monthly Newsletters
- OneWa Communications Products* such as:
 - One Pagers
 - Fact Sheets
 - FAQs
 - Videos
 - Workday Demos

NOTE: This list is illustrative and not all inclusive

Closing Remarks

Thank you again for serving as AST Leads!



- Q & A
- Next meeting 2/18/21, calendar invite coming shortly
- Agency Readiness Checklist
- Readiness Assessment #2



If you have any feedback, comments, or questions, please
contact us at:

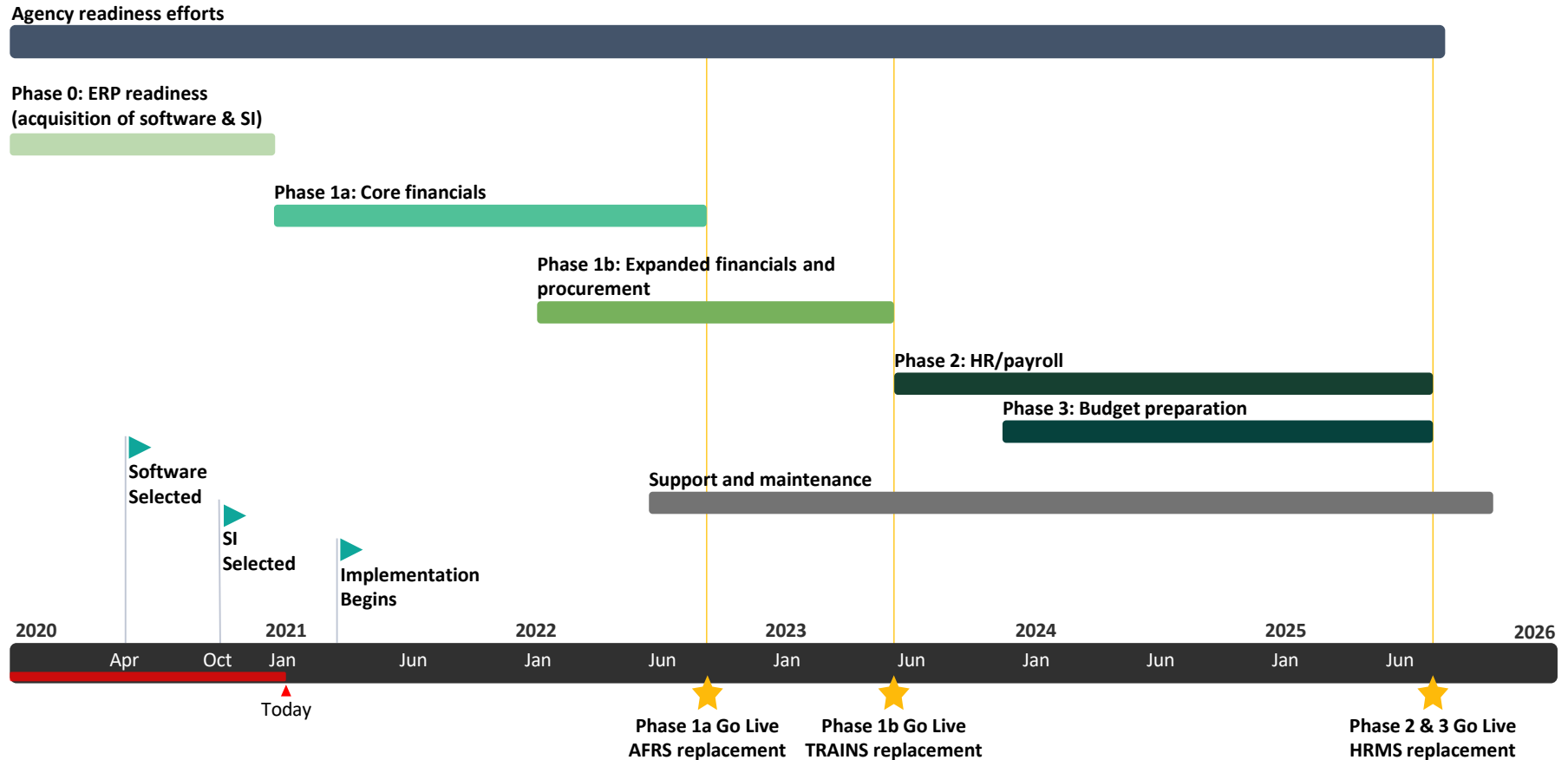
OneWa@ofm.wa.gov

APPENDIX / PRE-READ



One Washington Modernization Roadmap

The following is a high-level timeline of modernization activities from 2020-2025



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 2021.

Getting the most out of Workday

Workday financials spans across both 1A and 1B. The state is paying for the full financial capabilities of Workday, yet all functions will not all be enabled until 1B is deployed.

Record to Report	Contract to Cash	Procure to Pay	Stock to Replenish	Expense to Reimburse	Staff to Deliver	Grants Management
General Ledger	Contract	Requisitions and POs	Put-Away Inventory	Expense Reports	Project Management	Awards w/ Amendments
Budgetary Control	Billing	Receiving / Payables	Stock Management	Mobile Expenses	Resource Management	Award Tasks & Checklists
Commitment Accounting	Revenue Recognitions	Internal Services	Fulfillment	Spend Authorizations	Project Financials	Indirect Costs
Fund Accounting	Receivables	Supplier Management	Replenishment	Budgetary Control (for Expenses)	Project Billing	Revenue Recognition
Financial Statements	Collections	Supplier Classifications	Issue	Settlements	Labor Costing	Billing & Letter of Credit
Cash Management		Budgetary Control (for Purchasing)				Unallowed Costs Cntls
Asset Management		Procurement Cards				Mult. Funding Sources

Note: Cost Allocation is covered under multiple Phase 1A modules.

Phase 1A

Phase 1B

Data adapted from Workday Financials for Government

Monthly AST Leads Meetings

Typical AST Leads Meeting agendas will include the following:

Agenda Item	Description
Program Update	Accomplishments since last meeting and planned activities for next month
Topic Spotlight	e.g., Foundational Data Model
Review ARC	Review new and upcoming Agency Readiness Checklist activities
How to complete ARC Activities	Instructions or information on how to complete activities on the Agency Readiness Checklist



Example AST Structure

The graphic below shows how the Department of Corrections has structured their AST. This is provided as an example of a large agency's AST structure. Not all agencies are expected to have a structure like this and not all positions below will be required for all agencies.

