ONE
WASHINGTON
Newsletter

December 2020

Upcoming dates & activities:
- System integrator vendor negotiations continue
- Agency deep dive meetings
- Agency support team lead selections

In this month's newsletter…

Executive director's corner

Two years have passed since I stepped into the role of One Washington's Executive Director and I am really excited about where we are as a program. I think about our original team of eight people and how much work we had in front of us to get to a point to begin implementing a new Enterprise Resource Planning solution. At that time, the

funding picture was unclear, and we didn't have a software selected or know who would implement it.

Today, we are ready to go. We have expanded our team by adding staff and strategic partners who have done ERP implementations for other states. We selected our software solution, are in contract negotiations with a system integrator, and are engaged with partner agencies to understand and begin planning for complex business and IT readiness activities.

Each of these program milestones is amazing, but against the backdrop of this year's global pandemic, they are extraordinary. I am humbled and honored to work with a team of professionals who are committed to delivering excellence to our state.

Thank you for your continued support for the program. Best wishes for a happy and healthy holiday season!

Best,

Vann

Q&A with finance business owner Brian Tinney

We sat down with Brian Tinney, One Washington Finance Business Owner, to ask him about the progress of the One Washington program and his outlook on upcoming activities.

What can agencies expect coming up for the One Washington program?
Starting in January, agencies should be prepared to get moving on preliminary implementation activities. Our SI will start onboarding and agencies will need to think about the requirements they have for the Workday ERP solution.

Staff also need to know that change is coming. Change is hard and will require compromise. This will not be a "boutique" solution that will be an exact, perfect fit for every agency. We need a solution that works for the state and is not agency specific. Standardizing across the enterprise will require people to work differently than in the past, but create efficiencies and other benefits for the state as a whole.

What excites you about One Washington?
The first thing I would highlight is that One Washington in a once-in-a-career opportunity to shape the future of how the state performs finance activities. The decisions we will make during the design of our new ERP system will define how business is done in Washington for years to come.

I am also excited about the selection of Workday as our new software solution. We did an assessment of multiple ERP solutions and Workday was the most uniquely cutting edge and advanced system we saw. For a state known for technology innovation, it is fitting that we will soon have a new and user-friendly solution that will make it easier to manage our business finance processes.

Another aspect of Workday that excites me is the potential for continued development of the system over time. Because it is a subscription-based service, One Washington will constantly evolve and remain on the cutting-edge track for decades. It excites me that we are putting the same technology at the fingertips of our staff that is in use among Fortune 500 companies.
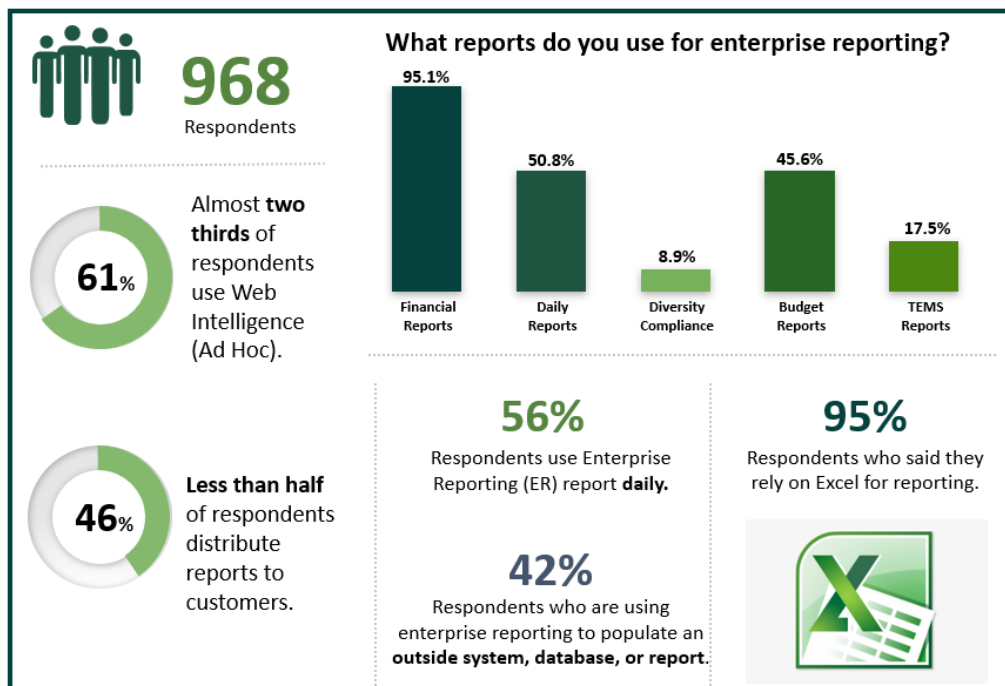
On a personal level, being the Finance Business Owner of a solution of this scale is a once in a lifetime, or in the case of the state of Washington, a once in a half century opportunity to

shape how work will be done into the future. It's exciting to be a part of a program that will have lasting impacts.

Finance readiness activities

Last month we provided an overview of how agencies can be proactive to prepare for the onboarding of the SI. This included two items related to finance readiness. Since November, we added a third activity.

1. Participation in the finance reporting survey for enterprise reporting customers;
2. Participation in the grants management survey; and
3. The chart of accounts clean-up.

Finance Reporting Survey. The information collected on financial reports that state agencies currently use (Standard and Web Intelligence) will lay the foundation for reporting prioritization as One Washington works with the SI to design and implement the Workday software solution. We received feedback from 968 participants and gained a lot of valuable information about how enterprise reports are used today.

968 Respondents

61% Almost **two thirds** of respondents use Web Intelligence (Ad Hoc).

46% **Less than half** of respondents distribute reports to customers.

What reports do you use for enterprise reporting?

- Financial Reports: 95.1%
- Daily Reports: 50.8%
- Diversity Compliance: 8.9%
- Budget Reports: 45.6%
- TEMS Reports: 17.5%

56% Respondents use Enterprise Reporting (ER) report **daily.**

42% Respondents who are using enterprise reporting to populate an **outside system, database, or report.**

95% Respondents who said they rely on Excel for reporting.

Of the responses received, financial reports are the most heavily utilized for enterprise reporting purposes. Notably, there is a large percentage of staff using reports to populate outside systems, databases or reports, and pushing data to Excel. Workday will help to eliminate these non-value-added tasks and help the state operate more efficiently.

Grants Management Survey. This survey is still in progress and will close on December 31. The One Washington finance team seeks to understand if agencies receive any kind of grant funding (federal, local or private). The results of the Grants Management Survey will provide pertinent information to the finance team to help develop and refine an approach for development of functionality within the ERP system. Please note, even if your agency does not receive any kind of grant funding, we still need your assistance to collect that information. The survey will allow you to enter the name of your agency and indicate "no," you do not receive grant funding, which will mark the completion of the survey.

Chart of Accounts. The Chart of Accounts is the backbone of the new financial system. By replacing agency-specific COAs with an enterprise-wide COA, the state can more effectively track costs. Benefits of the new COA include standardization of COA coding element usage and providing consistent application across the state. The new COA also supports

consistent data definitions and roll-up structures, promotes consistent data capture, and simplifies data retrieval processes for reporting and analysis. At a high level, agencies can expect that the COA will look different, change from a linear to a hierarchical organizational structure, and include new numbers and sequences.

Each agency will need to identify how they plan to correct the many-to-one relationships within the current COA by the end of the calendar year. The planned changes will be shared with the SI to assist in implementing the new ERP starting at the beginning of 2021. The cleaner our COA is, the easier transition we will have. If you have questions on how to correct your tables in AFRS, please reach out to your Statewide Accounting Consultant.

The One Washington OFM Finance team is thankful for your engagement on various requests and continued support in preparing your agency's finances for the One Washington program.

Agency support team network update

The purpose of the AST Network is to help agencies complete people, process and technology readiness activities required for the successful implementation of the Workday software solution. We have briefly described the various roles that will need to be filled by agencies to support the AST network including the Agency Sponsor, Agency Lead, OCM/Change SME(s), Finance SME(s) and Technical SME(s). Earlier this month, the One Washington program hosted its first AST Town Hall to provide AST Sponsors with more information about the network and how to select their AST Leads.

The primary role of an AST Lead is to facilitate communications between the agency and the One Washington Team and serve as primary day-to-day contact. Leads will be responsible to:

- Execute 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.
- Attend monthly AST meetings.
- Review and report on agency's progress for One Washington activities on a monthly basis.
- Facilitate communications between the agency and One Washington.
- Act as an early adopter to learn about One Washington and support One Washington activities.
- Advocate for One Washington and build support and buy-in among agency staff.

We anticipate that AST Leads will commit 2-8 hours per month for the first three months of the network implementation. The time commitment required for this role will increase over the life of the project, and ebb and flow based on activities occurring within the program. The One Washington program will stand up the AST Network in January 2021. Please stay tuned for more information in the coming months about the AST Network kickoff and additional agency readiness activities to help prepare for the start of the Workday software implementation.

Tech Talk

Following is a list of our recently completed technology activities as well as the 30, 60 and 90-day outlook for additional technology activities. For items with a diamond indicator (❖), you can expect communication from the Technology Team requesting additional input (if applicable to your agency). Items with a checkbox indicator (❑) are applicable to all agencies, boards, commissions and institutions of higher education.

What is Tech Talk? Tech talk is information for state agency technical professionals who are supporting the Workday Enterprise Resource Planning (ERP) Solution implementation.

Spotlight On| Contacting the Technology Team

Do you have questions or feedback for the One Washington Technology Team? Please send an e-mail to:

onewa@ofm.wa.gov
Subject "Tech Talk"

Timeframe	Activities
30 Days (12/21-1/20)	❖ **Select Agencies: Complete Data Sharing Agreements**
	❖ **Select Agencies: Continue Conversion Pre-Work**
	❖ **Select Agencies: Move to OFM IT AFRS inbound/outbound standard interface**
60 Days (12/21-2/19)	❑ **Develop context diagrams highlighting which systems will remain, which will be replaced, and when**
	❑ **Prepare for systems conversion** • **Clean agency data by removing inconsistencies** • **Develop data flow diagrams** • **List and describe business critical data not in current COA and send to onewa@ofm.wa.gov by 1/31**
	❑ **Report scheduled system updates or maintenance to onewa@ofm.wa.gov by 1/15**
90 Days (12/21-3/19)	❑ **Review the One Washington Technical Project Schedule**

❖ Expect communication from the Technology Team requesting action

❑ Applies to all agencies, boards, commissions and institutions of higher education

For questions related to One Washington *Tech Talk*, please email the One Washington mailbox and use the subject "Tech Talk."

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One Washington accomplishments and upcoming milestones

The following section outlines the accomplishments – achieved and upcoming – for the One Washington program based on the modernization roadmap.

- **SI selection.** In mid-October the One Washington program concluded its interviews with SI vendors and selected the apparent successful bidder. Contract negotiations are underway.

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Additional Resources

One Washington program manages an agency resources page with resources related to the project and how the state will oversee it. The following list represents some of the resources available on the site:

- Agency Deep Dive Video: Features One Washington OCM Director Emily Poyner and DRS Project Management Office Director Amy McMahan describing the Agency Deep Dives.

- One Washington Benefits: Learn more about the benefits of the One Washington program.

- Why Workday One-Pager: Description of why the One Washington program selected Workday as our enterprise resource planning system vendor.

- SaaS 101: Background information about Software as a Service (SaaS) solutions.

- ERP 101: Find information about what an Enterprise Resource Planning system is to help ground your understanding of the changes you can expect with the One Washington project.

- AFRS case for change one-pager: Find information to help answer the "Why Now?" question and understand the case for modernizing the state's financial administrative system.

- Modernization roadmap: Find more detail about upcoming One Washington milestones.

- List of agency points of contact: Learn who the POC is for your agency.

- Frequently asked questions: Find answers to common One Washington questions on our FAQ page. This month's updated FAQs will answer your budget-related questions.

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Have questions to ask or feedback to provide?
Questions, comments and feedback related to this newsletter's content, structure and organization and the One Washington program broadly are welcomed at onewa@ofm.wa.gov.

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