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Upcoming Dates & Activities

- FDM (Foundation Data Model) sessions continue throughout February and March
- Readiness Assessment 2 closes Friday March 5.



EXECUTIVE DIRECTOR'S CORNER

In January, we began work with our Deloitte partners on the system integration team. We are now into our planning phase of the program timeline. While the program continues to refine and finalize our timeline and planning documents, I can share some exciting activities that are underway. First, we kicked off our Foundation Data Model (FDM) working sessions, which will ultimately provide the basis for our new Chart of Accounts. The FDM is the data model used across Workday Financials and Human Capital Management (HCM) that establishes the foundation for transaction processing and reporting. For more details about these FDM sessions, please review the "FDM session kickoff" section of this newsletter.



We have also begun setting up an environment in Workday that the program team and design session participants will use to start viewing the capabilities of Workday, learning about the functionalities, and determining how we are going to design the One Washington Workday solution.

In conjunction with the development of this environment, the team has begun to work on creating demonstration videos that will provide agencies with a preview of the new system. We have heard loud and clear that you want greater access and insight into the One Washington Workday solution, and we want to start providing that kind of insight as soon as possible. Our goal is to be transparent and forthcoming with new information and design previews as soon as decisions have been made.

One Washington is among the largest projects that the State has ever undertaken. It will be important to keep a few things in mind as we continue this journey together:

1. We are taking an **agile approach** to developing the solution, which means that we will not have all the answers at the beginning or the end of the architect/design phase – change will become a constant for the program.
2. The transition to using a new solution and new processes will take time before, during, and after go-live. While the program will provide **change support** throughout the duration of the project, learning will continue after go-live.
3. The One Washington Workday solution allows us to use the latest and greatest features, which means we will **continually adapt and modify** the way we do business.
4. We are all in this **together** and only together we will be successful.

As always, we appreciate your partnership, thoughtful feedback and help in making the One Washington program a success.

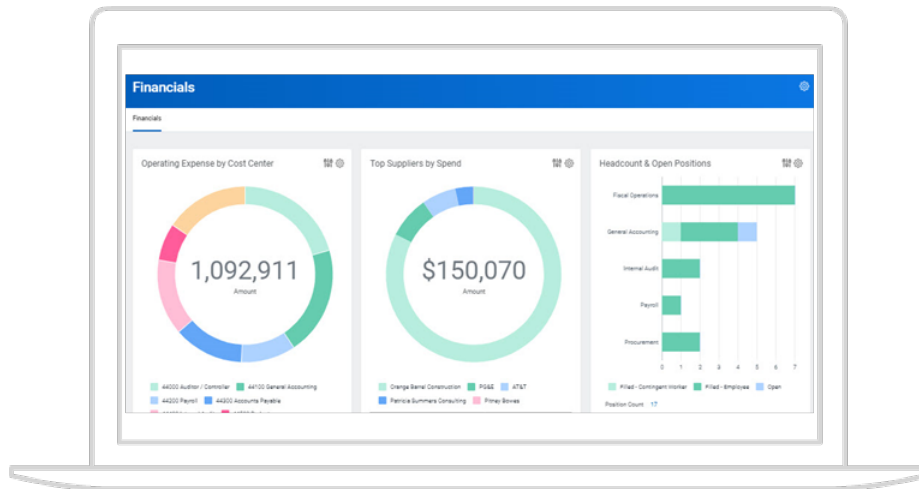
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FDM DISCOVERY SESSION KICKOFF

The FDM will be the primary driver of the accounting and reporting capabilities in the One Washington Workday solution. If you are unfamiliar with the term “FDM” it is the Foundation Data Model will serve as the Chart of Accounts (COA) in the implementation of Workday. The FDM will provide the structure to support financials and reporting across Washington by combining accounts and keywords to aggregate, report, and analyze business information within Workday.



In February the program began hosting FDM Discovery sessions, which is a series of workshops to define a preliminary structure and definition for each financial key term (COA dimension or segment) based on Workday concepts, conceptual legacy COA/AFRS to Workday dimension relationship mapping, and initial FDM governance discussions. The discovery sessions cover the following topics:

Company	Project	Ledger Account	Custom Orgs.
Fund	Grant	Management Reporting	Financial Accounting - Spend
Cost Center	Program	CAFR Needs	

Upon completion of the FDM discovery sessions, the system integration team will create the FDM Blueprint, which will describe the new transaction data model design to support workflow processing and reporting requirements. FDM Blueprint is a document

representing the FDM design at a point in time. Throughout the duration of the project, it will be updated periodically to represent changes in the model as it is vetted through use in Workday and subsequent phases over the life of the project. Once the initial draft is complete, the FDM Blueprint will allow for build activities to begin.

During FDM sessions, the program will have representation from a variety of project stakeholders including agencies who are most affected by phase 1 of the program, which means that users of the system will be providing the input that will lead to the creation of this document. Representatives engaged in the discovery sessions will review the proposed design as part of outreach validation prior to socializing the approved design.

We are excited to get to work on this important phase of the project, which will lay the groundwork for the rest of the design and development of the system. One Washington will continue to provide details and updates as they become available following these sessions.

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BRINGING WORKDAY TO LIFE

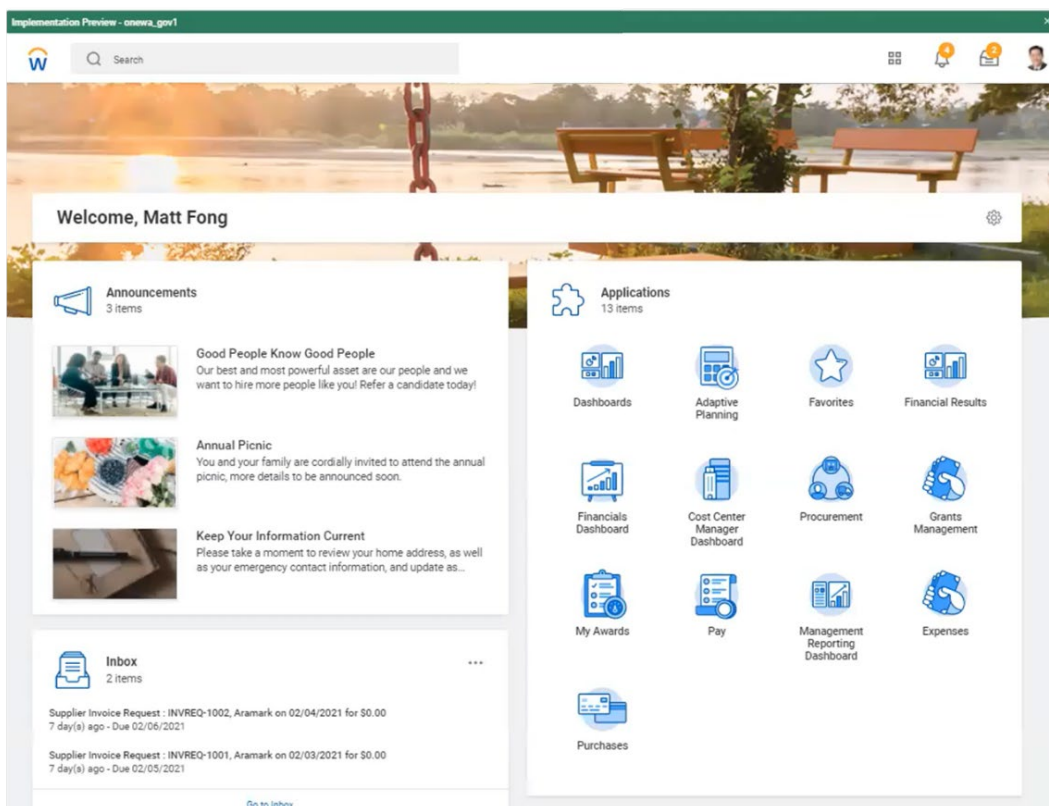
The system integration team is in the process of configuring our demonstration tenant. You may be wondering what a “tenant” is; a Workday tenant is a secure environment where designated users can access the One Washington Workday solution for design and configuration. The demonstration tenant will be the environment in which the team is able to provide high-level demonstrations of various Workday capabilities as they work through design and development.

Workday is a software as a service (SaaS) solution that allows customers to pick and choose what features and functionality they want to include in their solution. During design sessions, the State of Washington will decide how to configure Workday to meet a standardized set of agency business requirements. At this point in time, we will be viewing generic representations of what Workday can look like. We know you are eager to start seeing some samples of the product; the team is actively working to get demonstrations of the software produced quickly to allow you to see the solution possibilities up close.

Our first [demonstration](#) showing basic navigation and introducing general terms is now available! Follow the link to view a seven-minute overview of the homepage,

procurement dashboard, tasks, reports, and more. Below is your first preview of a Workday homepage. The home page consists of three main areas:

1. **Announcements.** The announcements you see will be a tenant-wide decision made by One Washington.
2. **Workday Inbox.** Your inbox will contain all unread mail, which includes to-do's, tasks, and approvals (Note: your Workday inbox is different than your Outlook email box).
3. **Applications.** The applications section consists of worklets that you can customize; you can choose to add or remove these worklets depending on your security role. [Note: Worklets are the "tiles" on the My Workday page, providing easy access to tasks and information you use on a regular basis. Examples in this screen shot below are Dashboards, Adaptive Planning, Favorites, and Financial Results (to name a few)].

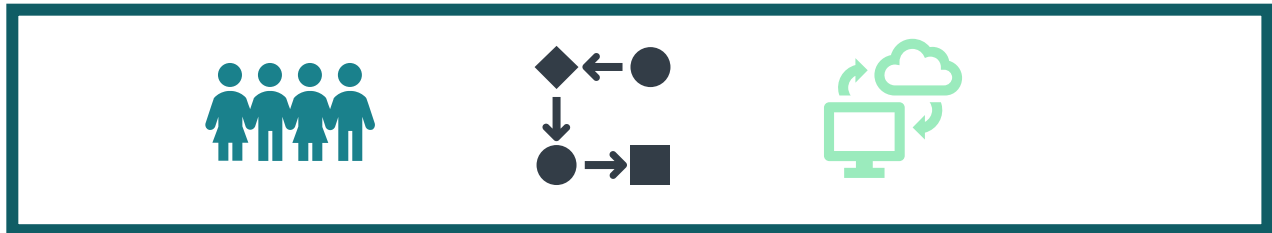


We look forward to sharing more information with you as we receive it and anticipate rolling out a variety of recorded demonstrations and guides to provide you with a tangible understanding of the look and feel of Workday.

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READINESS ACTIVITIES

In the beginning of February, the One Washington program launched the Agency Readiness Checklist (ARC). The ARC provides agencies with a tailored list of activities to help keep the organization on track in preparing for changes related to people, process, and technology.




The Agency Support Team (AST) Lead for each agency is responsible for tracking the completion of activities that are required to support the program. In order to complete certain tasks, these leads will reach out to the necessary subject matter experts and staff members within your agency as needed. We ask that you please work closely with your AST Lead and the rest of the team in completing any requests in a timely manner. Not only will this help keep your agency on track to be ready for go live, but it will also help to ensure that you are aware of what’s happening in the program.

As we get further into the design and development phase of the project, the tasks required of each agency will become more and more specific. Because we are in the beginning phases of implementation, there are several high-level tasks that are applicable to most agencies, which we have outlined below.

 PEOPLE			
Activity	Due Date	Description	How it will improve agency readiness
Readiness Assessment #2	February	This assessment will capture answers to many of the same questions of from the Baseline Readiness Assessment, but will have fewer questions overall as we will only ask about Finance and Procurement and will exclude the questions about Budget, Payroll, and HR.	This assessment will be compared against the Baseline Readiness Assessment to determine the progress agencies have made over the last year and determine and gaps that need to be addressed.

AST Lead Meetings	Ongoing	Monthly meetings will inform the AST Leads of readiness activities to drive within agencies.	All ASTs will be given the same information to keep their agencies on track with One Washington activities.
Distribute Communications	Ongoing	Communications include, but are not limited to, nano-learning videos, one-pagers, demonstrations, and additional communications.	Communications will provide insight and learning prior to One Washington training.
Talking Points Dissemination	Ongoing	Every month, the program will provide a set of talking points that are aligned with the communications goals of that month.	Agencies and workers will receive the same key information to provide consistency in messaging across the program.

 PROCESS			
Activity	Due Date	Description	How it will improve agency readiness
Attend Design & Discovery Sessions	February - June	Design and discovery sessions entail stakeholder and agency engagement and input in the creation of the Workday product for the state.	Engagement in design and discovery will allow agencies to help shape the system and provide them with hands on understanding of Workday in the process.
Attend Foundational Data Model (FDM) Working Sessions	February - June	FDM Blueprinting sessions will help with the design of the new Workday chart of accounts the full Workday data structure and individual segments of the chart of accounts.	Engagement in building the FDM will allow for agencies to simultaneously develop and learn the new model that will be employed in Workday.
Provide feedback on FDM first draft	March - April	Once the FDM first draft is created, it will be sent to agencies for review and feedback.	Engagement in building the FDM will allow for agencies to simultaneously develop and learn the new model that will be employed in Workday.



TECHNOLOGY

Activity	Due Date	Description	How it will improve agency readiness
Complete testing and promotion of AFRS Standard Interfaces	3/1/21	Agencies will work with OFM IT to complete migration to AFRS standard interfaces for outbound interface server, outbound transaction interface, and inbound transaction interface.	Agency readiness for interface transactions will be key to allowing agency systems to interface with the One Washington Workday solution.
Review/update agency IT systems/interface inventory	Monthly	Agencies will review their IT systems and interface inventory monthly and make updates if information changes.	Proactively updating inventories will reduce the risk of missing information later in design and configuration, which could cause delays.
Review systems that are going to be replaced or integrated and fill out legacy system inventory	4/30/21	For agencies with systems that will be replaced or integrated, One Washington will send out the legacy system inventory for agencies to fill out and return.	This is a required first step in documenting systems and staying on schedule with the integration plan.
Attend data mapping session for conversion crosswalks	5/5/21	For agencies that have data conversion requirements, One Washington will host data mapping sessions to understand and document the conversion requirements.	This is a critical activity in the data conversion plan to make sure approved data is transferred into Workday.
Attend Tech Talk Live	Quarterly	Agencies with technology impacts should have a representative attend all Tech Talk Lives.	Tech Talk Live is an important venue to share technology workstream updates and for agency technology staff to ask questions.

We hope this glimpse into some of the people, process, and technology readiness activities that are currently underway will help frame your understanding of what may be expected of you in assisting your AST regarding readiness activities. If you would like more agency-specific information, please contact a member of your AST or refer to your agency's specific ARC.

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MILESTONES

The following section outlines the accomplishments – achieved and upcoming – for the One Washington program based on the [modernization roadmap](#).

ONE
WASHINGTON

Tech Talk *Live!*

March 17, 2021
10:00 AM – 11:00 AM

- Meet the system integration team
- Understand the technical approach
- Review the phase 1A implementation timeline

Tech Talk is information for agency technical professionals involved in the implementation of Workday.

 **WaTech**
Washington Technology Solutions
Washington's Consolidated Technology Services Agency

 **Office of Financial Management**
Better information. Better decisions. Better government. Better Washington.

- **Readiness Survey #2.** The follow-up to the Baseline Readiness Assessment is currently open and will close on March 5. Information collected will help the program team to gain further insight and understanding into the readiness of agencies as they prepare for One Washington.
- **FDM Discovery Sessions Kick Off.** The system integration team has begun hosting workshops to define a preliminary structure and definition for each financial key term based on Workday concepts, legacy to Workday relationship mapping, and initial FDM governance discussions.

- **Agency Readiness Checklist (ARC) Launch.** In the beginning of February, the ARC was officially launched. AST Leads will be monitoring agency specific lists of readiness activities that their agency will complete across people, process (finance), and technology readiness.

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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:

- [One Washington Benefits](#): Learn more about the benefits of the One Washington program.
- [Why Workday One-Pager](#): Learn 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 (ERP) system is to help ground your understanding of the changes you can expect with the One Washington project.
- [Agency Deep Dive Video](#): Features One Washington OCM Director Emily Poyner and DRS Project Management Office Director Amy McMahan describing the Agency Deep Dives.
- [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.
- [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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Do you 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

