O1E WASHINGTON
Newsletter

November 2020

Upcoming dates & activities:
- System integrator vendor negotiations continue
- Agency deep dive meetings

In this month's newsletter…

Executive director's corner

November represents a shift of seasons – the cooler weather and shorter daylight hours are reminders that change is ahead. Similarly, One Washington is entering a period of transition. This winter, the program will wrap up its Phase 0 planning efforts and begin implementing Phase 1 of Workday. The start of Phase 1 is an incredible milestone for our program and represents years of research, evaluation, planning, support and input from experts across the state. As you may know, we have embarked on this journey in the past without successful completion. We want to assure you that the One Washington program is on the right track with some key differences from previous efforts.

Many of the state's technology systems help continue uninterrupted services to Washingtonians and are overdue for important and more current technology updates. The Governor's Executive Order supported the One Washington program to modernize the enterprise administrative functions for finance, procurement, budget, human resources and payroll. Additionally, on April 3, 2020 Governor Inslee signed the supplemental budget bill providing $20.065 million to the One Washington program.

We have successfully completed the selection of our system platform and system integrator. In October, we announced that we will use Workday as our enterprise resource planning system. Contract negotiations with Workday are complete and a contract is in place signaling a commitment to move forward with the project. You may have also heard that the One Washington program has identified a system integrator to partner with us in the design, configuration, testing, training and implementation of the new Workday system. A vendor announcement is forthcoming once contract negotiations are complete.

Working together, the One Washington team, Workday and the system integrator will deliver a new financial management system that will better meet the needs of users and allow agency leaders to make more informed decisions about how money should be spent based on real-time data.

As we get closer to onboarding these new partners, I want to reiterate the importance of agency readiness and engagement as we transition into Phase 1 of the Workday implementation. There are activities in which agencies can engage to ensure they are as prepared as possible when the system integrator begins implementation activities.

- **Agency deep dive meetings.** The intent of deep dive meetings is to provide select agencies with a touchpoint to the One Washington program team focused on current readiness and upcoming agency readiness activities. We have created a short video featuring One Washington OCM Director Emily Poyner and DRS Project Management Office Director Amy McMahan describing the agency deep dives.

- **Participate in surveys.** Within the last few months, the program has sent communications and surveys to collect information that will provide the system integrator with valuable information right off the bat. This includes:

  o *Agency connectivity requirement and Technical Constraints Survey*. This survey seeks to gain additional details regarding agency technical contacts, current system authentication methods and network connectivity usage. This information will help the One Washington technical team to understand connectivity requirements and technical constraints in preparation for the new Workday solution.

  o *Finance reporting survey for enterprise reporting customers*. Information collected regarding financial reports that are currently used by state agencies (standard and web intelligence) will lay the foundation for reporting prioritization as the One Washington program works with the system integrator to design and develop the Workday solution.

- **Chart of accounts clean-up.** 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 our system integrator to assist them as they begin implementing the new ERP starting 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.

- **Establish an agency support team.** In the October Newsletter we introduced the Agency Support Team Network. Creation of these teams by each agency and finding the right individuals to fill these important roles will greatly increase your agency's ability to learn about, adapt to and understand Workday implementation activities.

As we continue to pick up momentum heading into 2021 for Phase 1 in the replacement of AFRS and TRAINS, your engagement, understanding and support are critical for our shared success. We recognize that these activities on top of your day-to-day activities require extra effort and time. We appreciate and thank you for your continued support for the One Washington program and for all that you do.

Best,

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Agency support team sponsor

Last month, we provided information and background on the forthcoming Agency Support Team Network. As we mentioned previously, 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 briefly described the various roles that will need to be filled by agencies to support the AST network including the Agency Lead, OCM/Change SME(s), Finance SME(s), and Technical SME(s). This month, we want to focus specifically on the role of the Agency Sponsor.

Agency directors were requested to identify agency sponsors for their AST, which will be the first piece in building out agency AST teams. Sponsors will be responsible for the following activities:
- Serve as "champion" for One Washington including setting priorities, clearing obstacles and mitigating risks related to One Washington.
- Lead the One Washington business transformation within the agency to meet project objectives and schedule and maintain accountability for executing agency-specific plans and tasks in support of One Washington implementation activities.
- Plan and conduct targeted One Washington awareness and progress meetings within the agency.
- Identify an AST lead and work with the lead to fill the other AST roles required based on the selected AST network. To clarify, the AST Lead will be similar to a project manager for the agency to manage One Washington day-to-day activities and serve as the main point of contact. We are not asking agencies to identify an AST Lead now – that will occur in late November/December.
- Select the AST network structure most appropriate for their agency (more information forthcoming) and establish a regular cadence to review status of project activities with all AST and committee members within the agency.

Please stay tuned for more information in the coming months about the standup of the AST network 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 green asterisk (*), you can expect communication from the One Washington Technology Team requesting additional input (if applicable to your agency).

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| Workshop 11/18/2020

This workshop was for system owners of agencies that will be impacted by changes from Phase 1 of the One Washington program and who have legacy data that will need to be migrated to Workday.

Timeframe	Activities
30 Days (11/27-12/27)	* Participate in collaboration sessions for agencies with unique connectivity requirements
	* Respond to the Reporting and Analytics survey
	* Complete transition work for Phase 0 Interfaces for select Agencies
	* Continue conversion pre-work
60 Days (11/27-1/27)	* Complete Data Sharing Agreements for Phase 0 Interfaces for select Agencies
	* Continue conversion pre-work
	❑ Read the Reporting and Analytics Current State/Needs report (December)
90 Days (11/27-2/27)	* Continue conversion pre-work
	❑ Watch for activities identified by the System Integrator (SI)
	❑ Attend Tech Talk Live

* 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.

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

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Additional Resources

The 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.

- [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.

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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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