Proviso Standardization Initiatives ATTACHMENT 3

Sponsor: Usually a manager who clears road blocks for the project manager

LOE means level of effort, 1 stands less than 100 hours, 2 stands for 100 - 500 hours, 3 stands for 500 hours plus

Project Mgr.: Usually a supervisor, ultimately responsible for the project & progress reports

Value Stream	Initiative No.	2014/2015 Business Standardization Work Plan			Project Manager Overall Deliverab	es FBOI LOE	BRC On Track or Behind Right now	Milestone #1 Description and Deliverables	Milestone #1 Orig Projected Date	Mile- stone #1 Completi on Date	Milestone #2 Description and Deliverables	Mile-stone #2 Orig Projected Date	Mile- stone #2 Date	Milestone #3 Description and Deliverables	Mile-stone #3 Orig Projected Date	Mile- stone #3 Completio n Date	Milestone #4 Description and Deliverables	Mile-stone #4 Orig Projected Date	Mile- stone #4 Completi on Date	Milestone #5 Description and Deliverables	Mile-stone #5 Orig Projected Date	Mile- stone #5 Completi on Date
	1	Key Initiative: Standardize the use of Hyperion and loading budget information into EBS.	PSB		Standard syster processes to supp budget update: throughout the budget cycle and needed.	ort	Comp- leted	Standard system processes to support budget updates throughout the budget cycle and as needed.	6/30/14	6/30/14												
	2	Key Initiative: Reduce the complexity of projects configuration.	FBOD FMS	Pete	Cheryl Cheryl	ns	On-Track 3 as of 7/31/14	Develop proposed definitions of projects and cost centers - standard uses	12/31/14		Preliminary Implementation Assessment	12/31/15		Implementation and Transition Plan	12/31/15							
Budget to Report	3	Key Initiative: Standardize the cash management processes	FBOD Treasury	Scott	Linda Linda Linda Establish standardized processes for bai reconciliations, a ACH and wire payments	,	On Track 1 as of 7/31/14	Establish procedures for bank reconciliations and electronic payments; develop bank reconciliation template	9/30/14		Provide training to agencies	3/31/15		Using new process, agencies will submit bank reconciliations quarterly	6/30/15							
В	4	Key Initiative: Develop new enterprise reporting solution	BRC																			
	5	Action Item: Improve Schedule of expenditures of Federal Award (SEFA) reliability.	FBOD FMS	Pete	Cheryl	2	On Track 1 as of 7/31/14	Conduct SEFA and SESA process walks	6/30/14		Analyze SEFA and SESA process walk results			Develop/Revise year-end checklists, reconciliation tools, instructions/templ ates, and SEFA process improvement group work plan and action items	12/31/14		Conduct SEFA and SESA development trainings			Conduct Uniform Guidance (UG) trainings and develop UG resource guide and tool kits	12/31/15	
	6	Action Items: Redesign of Projects and Grants interfaces	BRC																			
	7	Action Items: Redesign of system tables and reports for cash management	BRC																			

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	8	Key Initiative: Standardizing the countywide use of requisitions and PCards (the "Req it Right" Initiative).	FBOD PCSS	Wendy Pete	Rena	Procurement Matrix, Training for best purchasing method	3	1	On Track as of 7/31/14	Complete the matrix for best purchasing method	7/31/14	7/1/14	Start and present Matrix to staff and clients for feedback and prepare draft training. Start Measurement metrics.	11/30/14		Deliver Training on Purchasing methods to all KC	12/31/14	Complete Measurement metrics Development	3/1/15			
	9	Key Initiative: Leverage the use of PCards.	FBOD PCSS	Wendy	Kelly	P-Card Outreach, Educate and Training Users on Standard Work	3	3	On Track as of 7/31/14	P-Card Coordinator meeting to train all coordinators on standard work processes	7/31/14	7/1/14	Work with BRC to start to address the iExpense issue with "Projects"	11/30/14		Identify spend and provide initial outreach for staff to move all appropriate expenses to P-Card	12/31/14	Provide outreach training for targeted agencies on various expenses and Wastewater regarding utilities to move on P-Card	2/1/15			
	10	Key Initiative: Allow vendors to submit electronic invoices via secured web interface.	FBOD FMS	Pete	Kelly		3	2		FBOD evaluate options for accepting electronic invoices	12/31/14		Proof of Concept Test of Solution	9/30/15		Implementation of solution	6/30/16					
	11	Key Initiative: Closely monitor open purchase orders by department, prepare reports, provide periodic training and support, and specialized targeted assistance	FBOD PCSS	Wendy	Sue K	Provide Training and special targeted assistance	3	1	On Track as of 7/31/14	Post weekly dashboard reports on outstanding Open Pos and prepare Annual Year-End P2P Training	9/1/14		Annual Year-End P2P Training	11/1/14		Target and support Clients as they close out their Open POs which are stuck in the system	12/1/14	Complete support to Clients as they close out their Open POs which are stuck in the system during year end	2/1/15			
Procure to Pay	12	Initiative: Expand standard work in central accounts payable.	FBOD FMS	Pete	Kelly		3	1		Process walks and future state for Invoice processing: strapping and invoice entry	12/31/14		Process walks and future state for Reception	12/31/14		Process walks and future state for Interface processing, Validation and Payments	3/31/15	Process walks and future state for End of Day Process, Monthly/Closing Reconciliation, Misc. Receipt Processing	9/30/15	Process walks and future state for 1099 Misc., Unclaimed property and Metrics	12/31/15	
	13	Initiative: Incorporate the subcontracting / apprenticeship analysis worksheet (SOAW) into the web-based Procurement Service Request System.	FBOD BDCC	Sandy	Sandy / John	Web-based submittal of the SOAW worksheet from client agencies using the RFS system	2	1 1	ehind as	Analysis: Complete RFS System review and BDCC needs/requiremen ts to incorporate the SOAW into it.	9/1/14		Identify resource needs, incl costs to effect this change	9/15/14		Map the proposed data flow and process steps	10/1/14	Begin development of system change and test data to ensure that all parts of the system work as planned	11/1/14	Integration testing, Change Notifications, incorporate into fall CARTS training w/KC PMSs	12/1/14	

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	14	Initiative: Electronic submission and signature of the SCS certification application and eligibility notification.	FBOD BDCC	Sandy	John	On-line SCS Certification Application	2	1	Behind as of 7/31/14	Technical consultation with KCIT to determine BDCC's business needs; assess costs, and impacts of change on cross- organizational efforts (e.g., electronic signature).	8/15/14		Develop project's scope and plan, budget, and timeline	9/1/14		Being implementation of the online SCS application consistent with the KCIT/BDCC development plan and system requirements	9/15/14		1st Test of SCS online Application and electronic signature	11/1/14		2nd Test of SCS online Application and electronic signature and Document Process	12/1/14	
	15	Action Items: Automate position description changes to reduce maintenance of the automated approval engine (AME) process.	BRC																					
	16	Action Items: Purchasing invoice improvements for inbound requisitions and receipts	BRC																					
Hire to Retire	17	Key Initiative: Upgrade of PeopleSoft to version 9.2	BRC																					
I I	18	Key Initiative: Standardize pay practices and compensation options (including leave, wages, benefits and development opportunities) through the Employer of the Future project.	HRD	Rhonda	TBD	A new, lean personnel system with standardized compensation practices			Behind as of 8/5/14	Resource plan for project in 2015- 2016 budget	9/1/14		Baseline analytics and measures for Employer of the Future	January, 2015		Conceptual approach to Total Compensation	January, 2016							
	19	Key Initiative: Create enhanced development opportunities for employees.	HRD	Nancy	Cyndi	Implement King County eLearning to support employee growth and development; track development using Enterprise Learning module			On-Track as of 8/5/14	Connect e-Learning platform with King County enterprise systems	8/1/14	8/1/14	Continue eLearning roll-out	On-going										
	20 HRD	Key Initiative: Standardize part- time employment practices and compliance with the Affordable Care Act	HRD	Nancy		Clarify and standardize definitions and benefit offerings for P/T employees in compliance with the Affordable Care Act (ACA)			On-Track as of 8/5/14	Develop approach and receive Executive direction on ACA policy	05/30/14	5/30/14	Make required King County code changes to comply with ACA (transmit legislation to Council)	9/30/14		Implement ACA- related changes and tracking system in partnership with BPROS and BRC partners	1/1/2015							

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		Key Initiative: Standardizing approach to "voluntary" part-time schedules. Change internal operation processes and work colloboratively with HRD/BRC for any system changes	FBOD BPROS	Mary Beth	Brian	Ensure operations and system supports change in law in a standardized way.	2	On Track as of 7/31/14	Inform BRC of operational change due to ACA implementation, which will impact system needs.	15-Jul	41835	Work with BRC/HRD to determine new system specifications	31-Aug		Review BPROS operations policies, documents and website and make relevant changes.	1-Oct		Implement System Specifications	1-Nov		BPROS monitor during open enrollment for any need for further system issue or policy change	1-15 - Nov
	21	payment processors.	FBOD Treasury	Scott	Mark	To apply payments from bill processors 2 to correct account	2	On Track as of 7/31/14	Deconstruct current business process	9/30/14		Define business requirements	11/30/14		Build and test new process	1/31/15		Implement new process	2/28/15			
	22	Key Initiative: Update capacity charge rates with the conversion of historical data for capacity charge	FBOD FMS	Pete	Mike	2014 Availability of capacity charge payment records prior to January 2012 in one system. 2014 Simplified system process.	2	On Track as of 7/31/14	Project Charter, Options, team, scope, schedule and cost	3/4/14	3/7/14	Alternative Options, finalize team, Schedule, Scope and cost.	3/18/14	3/18/14	Initial functional specs, technical implementation strategy, risk mitigation, implementation plan and schedule.	8/1/14		Final functional and technical specs, technical implementation and risk mitigation results, completion acceptance signoff and lessons learned.	12/1/14			
		Key Initiative: Convert manual input of Family Court customers and invoices to the Accounts Receivable smart spreadsheet standard interface.	FBOD FMS	Pete	Mike	2014 Implement a smart spreadsheet direct-side system interface in use for Family Court customers and invoices.	2	On Track as of 7/31/14	Side system functional spec review.	9/1/13	9/13/13	Initiate CSR for identification of development work and scope	11/1/13	11/20/13	Test Configurations in EBS	6/1/14		First live file through interface process.	8/28/14		Conduct cut over, completion authorization, and lessons learned	9/1/14
Billing to Cash		Key Initiative: Assess the Billing-to-Cash Configuration in Oracle EBS.	FBOD FMS	Pete	Mike	Conduct 2014 Independent Assessment of Accounts Receivable Configuration, 2014 – 2015 Analyze and implement the consultant's 2 recommendations and 2014 – 2015 Create billing invoice and statement templates that meet customer requirements.	2	On Track as of 7/31/14	Gather Core Team, Develop Billing to Cash current EBS Pain Point document	6/1/14	5/23/14	Meet with Consultant to gather data and establish current process understanding	June-July 2014	7/17/14	Analyze and prioritize Consultant recommendations	10/1/14		Implement Consultant Recommendations	12/31/15			

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	25	Initiative: Convert check payer checks from checks to a file. The county receives from bank bill payer service 25,000 capacity charge checks a year that we could receive electronically.	FBOD FMS	Pete	Mike	2014 System improvements allowing the application of bank payer service checks to a customer account rather to a suspense account.	2	1	On Track as of 7/31/14	Review AS workflow from mailroom to Central AR	5/14/14	5/14/14	Review alternative automated processes	8/1/14		Pilot alternative	10/1/14							
		Initiative: Implement electronic bill presentment.	FBOD Treasury	Scott	Mark	Develop electronic version of tax statement	2	NA	On Track as of 7/31/14	Define business requirements	12/31/14		Build and test new process	2/28/15		Implement new process	3/31/15							
ity	27	Action Items: Identify Scope, Schedule, Budget, Resources for Project	BRC																					
m Security	28	Action Items: Implement set of "Quick Wins" Recommendations from Jeffrey Hare assessment.	BRC																					
ystem	79	Action Items: Data Review, analysis and design.	BRC																					
Sys	30	Action Items: Implementation & Operational Improvements	BRC																					