

insights

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Your window into the VISION Upgrade to v9.2 Project

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“Change brings opportunity”

- Nido Qubein

Project Methodology Drives Success

To help us implement version 9.2 of PeopleSoft, the State has contracted with Sierra-Cedar, Inc., a premier consulting firm that specializes in government systems implementations, to conduct the upgrade. The project officially kicked off in July and is broken out into seven phases:

PHASE I - Plan & Discovery

This phase gathers the information required to understand the business, application, and technology needs. It lays the foundation for a successful project by outlining project standards, strategies, and plans, including change management, in addition to defining and fine-tuning the project scope, timeline, and resource requirements.

PHASE II - Analyze & Design

This phase includes upgrade preparation and analysis to review the State’s requirements and the delivered

application. Design begins with planning to conduct analysis meetings. The primary output of these meetings will be the System Design Documentation. Also in this phase, Sierra-Cedar will begin the technical upgrade process by performing an initial upgrade pass.

PHASE III - Configure & Develop

This phase addresses the functional and technical aspects of the implementation including processes, procedures, integrations, and reports. During this phase, the modules are configured and tested against the stated requirements. This phase also includes the initial upgrade pass as well as development and retrofitting of customizations, interfaces and reports in support of requirements. Configuration and development items will be unit tested during

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Welcome to insights

Welcome to the inaugural issue of *insights*, the monthly newsletter for the VISION Upgrade to v9.2 Project. Along with the project website and your Readiness Coordinator, *insights* will be your primary source for project information. Over the coming months, we’ll be sharing project updates, new functionality, business process changes, training information and more.

For up-to-date project information, please visit the project website at: <http://finance.vermont.gov/vision-v9.2-project-home>.

<http://finance.vermont.gov/vision-v9.2-project-home>
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Changes

We'll be highlighting certain changes here, please visit our website for an up-to-date, complete list of changes and how they may impact you.

MODULE	CHANGE	WHAT IT MEANS FOR YOU
All	Work Centers will be available by module.	You will be able to navigate to one place for the majority of work you will need to do in each module.
Accounts Payable	Accounting dates can be changed on vouchers.	You will be able to change the accounting date to the next month if the voucher can not be budget checked and approved before month end deadlines. Vouchers will no longer need to be deleted if they can not be posted before the month-end close deadlines.
Accounts Payable	There will be a new field requiring that you indicate current or prior year on voucher lines.	Eliminates the "PY" prefix in the invoice field of the voucher so that system controls for duplicate voucher checking are not bypassed.
Accounts Payable	JNLVCHR template will automatically default into the voucher when a journal voucher is entered.	You will no longer need to remember to change the accounting template on journal vouchers.
Accounts Payable	Voucher approval workflow.	Approvers will receive notification when vouchers are ready to be approved. There will be an audit trail of who approved vouchers.
Accounts Payable	You will be able to add attachments to vouchers.	You will be able to attach an invoice to a voucher. The attachment will be available for review when inquiring on a voucher, eliminating the need for paper or electronic invoices to be manually routed to voucher approvers.
Accounts Receivable	USD will now default on the deposit control page.	You will no longer have to remember to update the field.
Travel & Expense	When an expense report is returned and then resubmitted, both the budget and account dates will update to the current date.	You will no longer need to delete expense reports at the end of the month. It will also reduce or eliminate the need for "blackout" periods that some departments have implemented. Expense Coordinators or Finance can send back expense reports that are not ready to post instead of having to delete them in order to close the month.
Travel & Expense	Expense report submitters will be able to attach receipts to an expense report.	Users will have the ability to attach receipts to an expense report and will be required to do so for certain expense types. Attachments will be viewable when inquiring on an expense report. This will eliminate the need for paper or electronic receipts to be routed manually to expense approvers.
General Ledger	New journal approval process.	Approvers will receive notification when journals are ready to be approved. There will be an audit trail of who approved journals.
General Ledger	When copying a journal, the "recalculate budget box" will default as checked.	You will not have to remember to check this box when copying journals.
Purchasing	The system will track contract changes.	You will be able to view the audit trail of changes to contracts and who made them.

Project Methodology *continued from page 1*

this phase. The team will also start updating the State’s training materials. PeopleSoft v.9.2 development and test environments are established for development and unit testing.

PHASE IV - Test & Train

In this phase the project team validates that the system is operating as expected and trains the users. This effort helps to prepare the system and users for go-live. It includes performing system/integration testing, user acceptance testing, and performance testing in conjunction with completing Test Move 1 (for system/integration testing) and Test Move 2 (for user acceptance and performance testing). Also, included in this phase is Test Move 3 for final cutover testing which focuses on finalizing and assessing cutover activities, timings, roles/responsibilities, and dependencies.

PHASE V - Deploy & Optimize

This phase marks the deployment of the system to the users through go-live.

PHASE VI - Post Go-Live Support

Sierra-Cedar will provide two consecutive periods of post go-live support, 30 days each, called post implementation support.

Phase VII - Warranty Period

Sierra-Cedar will provide warranty support following the successful completion of the post go-live support phase, for 90 days.

By following a proven project methodology the probability of meeting project objectives is greatly enhanced.

Project Objectives

The current version of Oracle PeopleSoft that drives the State’s VISION financial system is no longer supported by Oracle; putting us at risk that system issues could severely hamper the financial work that needs to get done. By implementing version 9.2 of Oracle PeopleSoft, we’ll be operating on the current iteration of the software with full Oracle support. Version 9.2 also offers significant new functionality that allows us to improve our business processes.

PROJECT OBJECTIVE	SUCCESS CRITERIA
Replace Oracle PeopleSoft financials version 8.8 with the fully-supported version 9.2.	The upgrade is successfully implemented and software is vendor supported.
Meet and/or exceed all GASB financial reporting requirements.	Receive the annual GFOA Certificate of Excellence in Financial Reporting in 2019 and forward.
Complete the documented requirements.	Testing results confirm requirements have been met prior to implementation.
Minimize operational disruption.	The current VISION operating system remains viable during the project.
Build a solid financial systems foundation for the State.	Reduce existing modifications by using delivered v9.2 functionality with full design and technical documentation.
Manage the project to ensure that key milestones and planned project budget are met.	All project milestones are achieved and the upgrade to v9.2 goes live on schedule and within budget.

Project Timeline Snapshot

Analyze & Design

DESIGN

SYSTEM DESIGN DOCUMENTS

Configure & Develop

FUNCTIONAL/TECHNICAL SPECS

CONFIGURATION CHANGES

DEVELOP & UNIT TEST

JAN

FEB

MAR

As of February 2, 2018

The project is:

- In scope
- On schedule
- Within budget

