



Cook County Government
Bureau of Finance
Department of ERP

ERP Projects Technology Committee Briefing

Item 14-3173

June 17, 2014



Table of Contents

Denovo JDEdwards E1 Human Resources/Payroll Migration

- **Scope of Work & Projected Benefits**
- **Challenges**
- **Current Activity**
- **Timeline**

WorkForce EmpCenter Time & Attendance Implementation

- **Scope of Work & Projected Benefits**
- **Current Activity**
- **Projected Timeline**

ERP Software & System Integrator Selection

- **Scope of Work & Projected Benefits**
- **Current Activity**
- **Projected Timeline**



Denovo JDE E1 HR/Payroll Migration

Scope of Work & Projected Benefits

Scope of Work

- Upgrade HR/Payroll/Benefits/Position Control applications to JD Edwards EnterpriseOne 9.1
- Migrate application hardware to Denovo's Cloud based solution
- Interface with the County's JD Edwards OneWorld Financials
- Recreate legacy customizations only if required
- Recreate interfaces and custom reports as required
- Fix "Pain Points" and add new functionality
- Implement new modules, workflow, and reporting solutions
- Provide training (initial and ongoing)
- Provide full technical and functional managed services
- Provide continuing system improvements
- Maintain to supported software releases

Projected Benefits

- Reduce transaction processing time
- Reduce reliance on ancillary systems
- Eliminate redundant data entry
- Enable departments to create/meet reporting requirements
- Adopt best business process practices
- Create application documentation and transfer user knowledge
- Resolve tax issue and address identified current system issues



Denovo JDE E1 HR/Payroll Migration

Challenges

Additional Scope of Work

- Customer Care Portal
 - *Allow end users to log and track JDE issues*
- Correct Employee headcount
 - *Match actual county employee count to contracted number*
- Password Reset
 - *Employees using ESS require a password reset tool*
- Post Transition Application Support
 - *Provide ongoing support to the end users*
- Data Archiving
 - *Archiving historical data will improve system performance and satisfy reporting purposes*
- Employee Self-Service Roll Out
 - *ESS rollout is critical as all employees will interact with the system*
- Additional Post Go Live Support
 - *Provide more onsite support to the users*

Schedule

- Originally projected variable Go-Live date between 11/2013 and 4/2014
- Plan included limited testing
- Revised 7/24/2014 Go-Live date to accommodate additional testing to reduce risk

Financials

- Used \$0.7 million Contingency funds within original budget to provide additional testing to remain on budget for initial development
- Proposing \$1.3 million Change Order to address additional functional needs post go-live
- BOT proposing \$0.3 million Change Order to extend Spinnaker support services on legacy HR/Payroll environment to align with revised project schedule



Denovo JDE E1 HR/Payroll Migration

Current Activity

Development & Conversion

- Bank Interface, Carrier Interface, Comptrollers Report, Data Integration, HR Report, Payroll Report, Time Entry, Validation Report and Year-end Activities
- Wage Assignment
- Data Conversion Cutover Procedure
- Maintain Data in Multiple Environments

Infrastructure & Implementation

- Employee Leave Management
- Grade/Step Schedules
- Retro Pay
- OneWorld GL, AP & Address Book Integration
- Job Scheduling/Job Queue
- E1 Security
- Connectivity
- Performance Monitoring
- Desktop Configuration

Testing

- Gross to Net Calculations
- System Integration (SIT)
- Stress
- Disaster Recovery
- User Acceptance

Training

- Curriculum
- User Processing Kit (UPK)
- Training Manual
- Job Aid



Denovo JDE E1 HR/Payroll Migration

Timeline

Target	Task
June 20, 2014	Disaster Recovery Connectivity Testing
June 27, 2014	Stress Testing
June 27, 2014	User Acceptance Testing
June 27, 2014	Train the Trainer
July 14, 2014	Disaster Recovery Business Continuity Testing
July 23, 2014	End-User Training
July 23, 2014	Cut-Over Activities
July 24, 2014	Go-Live
August 1, 2014	First E1 Payroll
September 12, 2014	Post Go-Live Support



WorkForce Time & Attendance Implementation

Scope of Work & Projected Benefits

Scope of Work

- Analyze and document all Collective Bargaining Agreements and County pay policies
- Configure, install and unit test all pay policies and interfaces
- Implement EmpCenter core scheduling tools throughout the County as well as integrate with ANSOS staff scheduler at CCHHS
- Develop all Cook County User Acceptance Test Scripts and Test Plan
- Perform all County functional and technical site survey work
- Install 660 biometric-verification time clocks across 95 sites
- Provide training and knowledge transfer to the County
- Provide go-live and post go-live support to all deployments

Projected Benefits

- Fewer data entry/calculation errors, which otherwise result in higher payouts
- Elimination of time spent managing paper timecards, including re-keying of information into payroll systems
- Tighter control over unauthorized leave time
- Better regulatory control through automation of retroactive calculations and error correction process
- Reduced administration costs via self-service functionality
- Elimination of timecard printing costs
- One County-wide system with consistent business processes



WorkForce Time & Attendance Implementation

Current Activity

Governance Activities

- Steering Committee Kickoff 6/12
- Meeting with CCHHS to review synergies with current Time & Attendance services RFP

Planning Activities

- Provided sample data to configure demo site
- Coordinating with BOT for SharePoint team project site
- Finalizing Project Plan with rolling 90-day detail aligned with proposed timeline

Discovery Activities

- CBA Analysis in progress
 - Bilingual Pay
 - Overtime Eligibility
- CCG Union Analysis in progress
 - CBA association
 - Work Rule exceptions
- Mapping Leave Types and Reason Codes to EmpCenter
- Testing CCG Employee Badge for swipe card compatibility
- Working with Facilities to validate re-defined site list



WorkForce Time & Attendance Implementation

Projected Timeline

Activity	Target	Task
Project Management	July, 2014	Project Initiation
Project Management	September, 2014	Change Management Plan
Clocks	December, 2014	Functional Site Surveys
Clocks	February, 2015	Technical Site Surveys
Clocks	December, 2015	Biometric Clock Installation
Software	August, 2014	Common Foundational Requirements
Software	October, 2014	Non-Union Requirements Analysis
Software	November, 2104	Collective Bargaining Agreements (CBAs) Analysis
Software	May, 2015	Enterprise Requirements
Project Management	June, 2015	Enterprise Design & Configuration
Project Management	November, 2015	Testing
Project Management	January, 2016	Enterprise Phase I Go-Live



Implementation Services

- Complete To Be Process Design According to County Vision by Function
- Install and Configure Primary ERP Software
- Install and Configure Third-Party Software
- Conduct Training for ERP End-Users
- Provide Post-Implementation Warranty Services
- Transition Implementation to Managed Services

Third Party Software

- Propose any gap software for County functions

Managed Services

- Implement Software Patches & Version Upgrades
- Manage Application & Database
- Maintain Hardware
- Provide Level 2 Support
- Follow Service Level Agreements (SLAs)

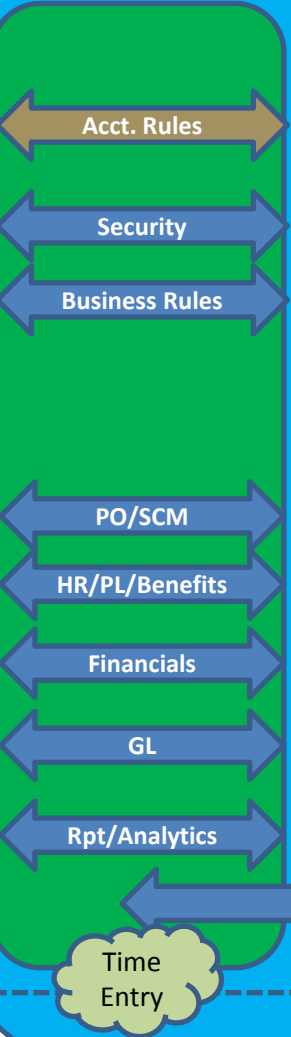


ERP Software & System Integrator Selection

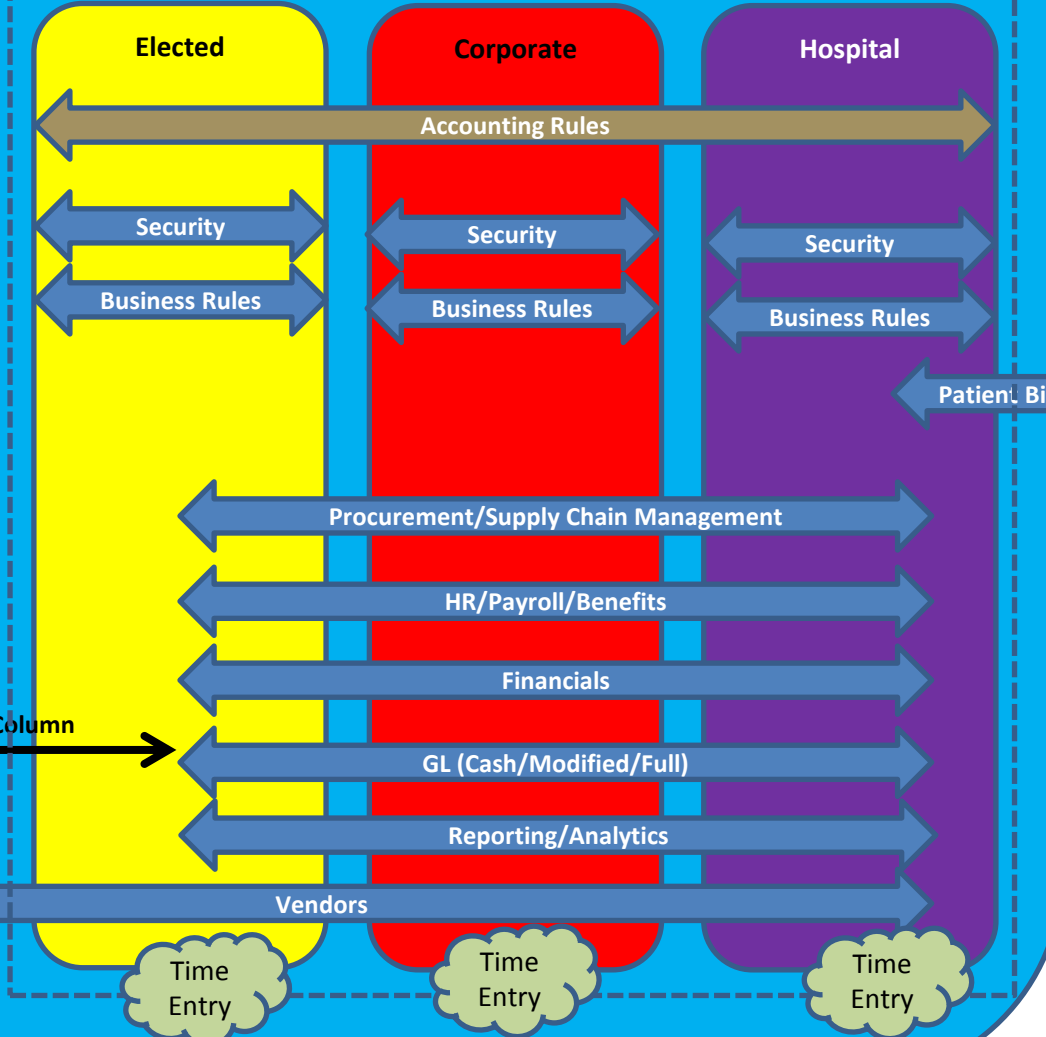
Projected Benefits

Common ERP Platform

Forest Preserves



Cook County



Project Objectives:

- Common Platform
- Business Process Improvement
- Accurate, Consolidated Data
- Measurable Savings



Patient Bill

CAFR Column



ERP Software & System Integrator Selection

Current Activity

Planning Activities

- Tracking tasks to Project Plan
- Requested meeting with Procurement to review upcoming Project Plan tasks
- Discussed Terms & Conditions compilation strategy with BOT to shorten anticipated negotiation duration

Technical & Transitional Requirements

- ***Deployment Model analysis in progress***
 - Requested data center specifications post current build-out
- ***Shadow System & Interface inventory in progress***
 - Bureau of Technology
 - Human Resources
 - Revenue
 - Procurement
 - Risk Management
 - Budget Office
 - Bureau of Finance

***Reset target dates
based on user
availability to validate
technical and functional
requirements across
CCG agencies;
anticipated impact
approximately 1 month***

Functional & Operational Requirements

- Developing blueprints of current-state Financial, Procurement, Inventory Management, HR, Payroll and Benefits processes
 - Corporate, CCHHS, Forest Preserve District
 - Identifying common and unique business functions



ERP Software & System Integrator Selection

Projected Timeline

Target	Task
May, 2014	Accept Software Evaluation Committee Recommendation
June, 2014	Issue Software BAFO
August, 2014	Draft System Integrator Scope & Selection Evaluation Plan
August, 2014	Complete System Integrator RFP Review
August, 2014	Release System Integrator RFP
October, 2014	Train Evaluation Committee
October, 2014	Receive System Integrator Proposals
January, 2015	Complete Software Contract Negotiations
January, 2015	Accept System Integrator Evaluation Committee Recommendation
February, 2015	Present Contracts as New Items to the County Board for Consideration

Note: Currently reviewing options for project IV&V services