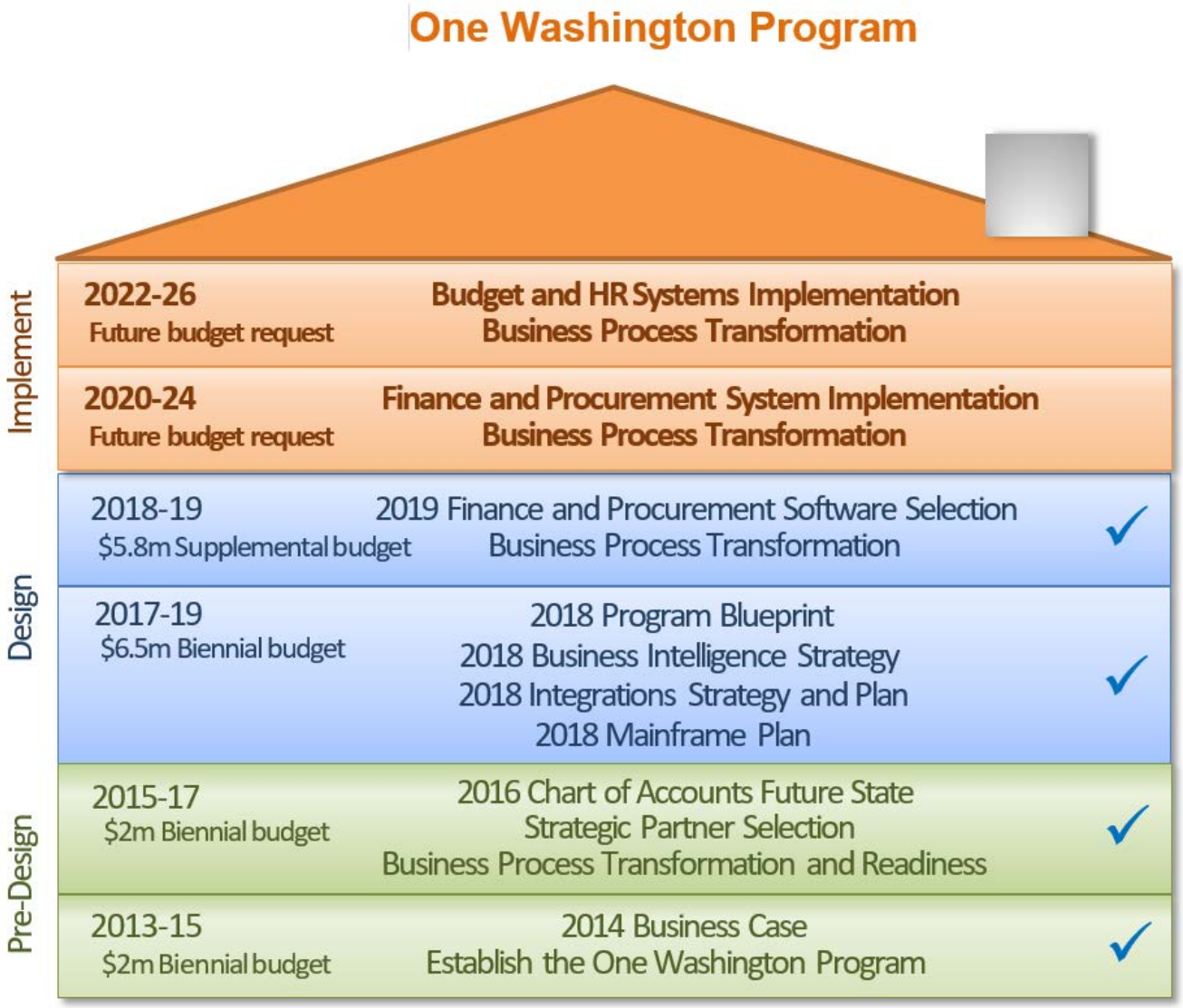
Program Update – Oct 2018

- One Washington is a comprehensive, business transformation Program to modernize and improve aging administrative systems and related business processes common across state government.

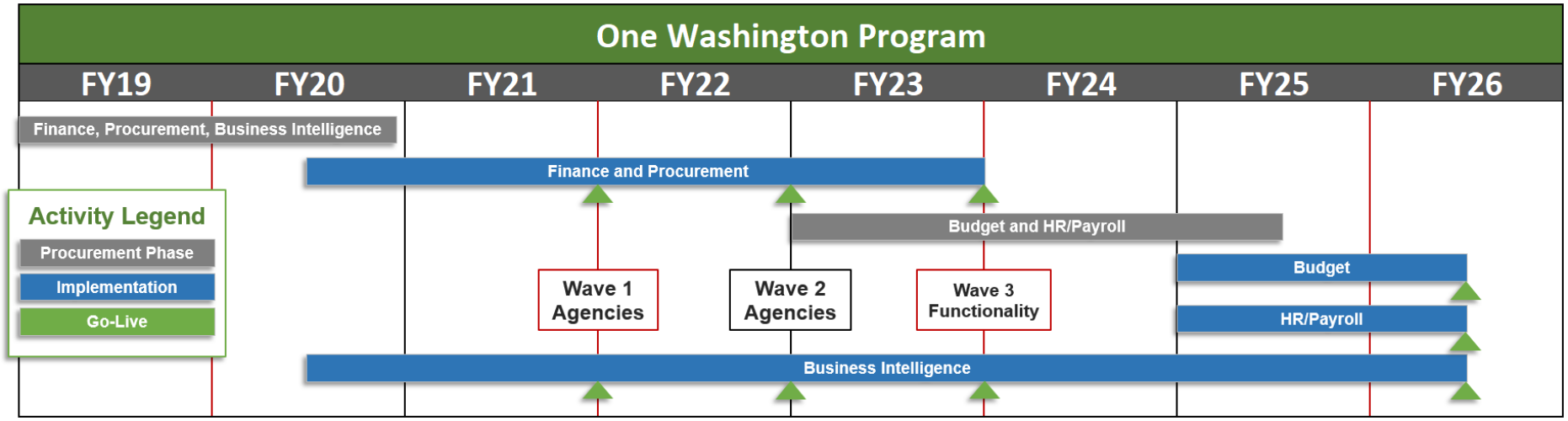
- There are four key business areas with change management touching all areas:

Building the One Washington Program



Implementation Approach

- Finance and Procurement will be deployed in three waves:
  - Wave 1: Initial roll-out
  - Wave 2: Remaining agencies
  - Wave 3: Reserved for agencies that require expanded functionality to meet their business needs
- Budget and HR/Payroll will be deployed in one release



Finance and Procurement Deployment Waves

Implementation Wave	Detail
Wave 1 **Initial Release** **July FY22**	• Department of Corrections • Department of Enterprise Services (+ small agencies for Finance component) • Department of Health • Department of Services for the Blind • Office of Financial Management • Office of the Governor • Office of the State Treasurer • Utilities and Transportation Commission • University of Washington (Integration only) • Washington Technology Solutions
Wave 2 **Initial Release** **July FY23**	• All other agencies
Wave 3 **Expanded Release** **July FY24**	• Agencies that require expanded functionality

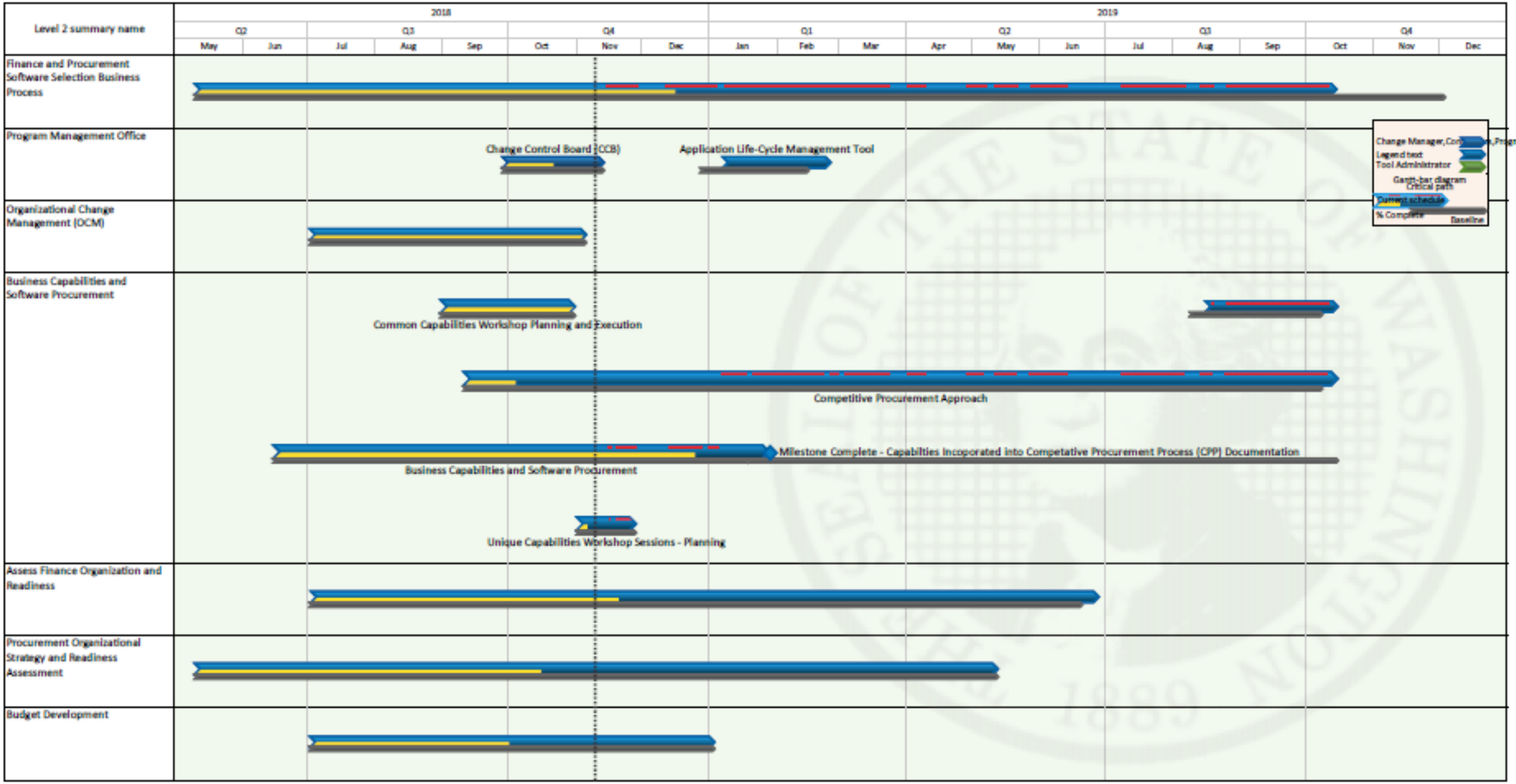
One Washington Work Streams

Fiscal Year 2019

- Organizational change management
- Business capabilities and software procurement
- Assess Finance organizational strategy and readiness
- Assess Procurement organizational strategy and readiness
- Budget development

One Washington

One WA FY19 Gantt



Organization Change Management

(Program Governance)

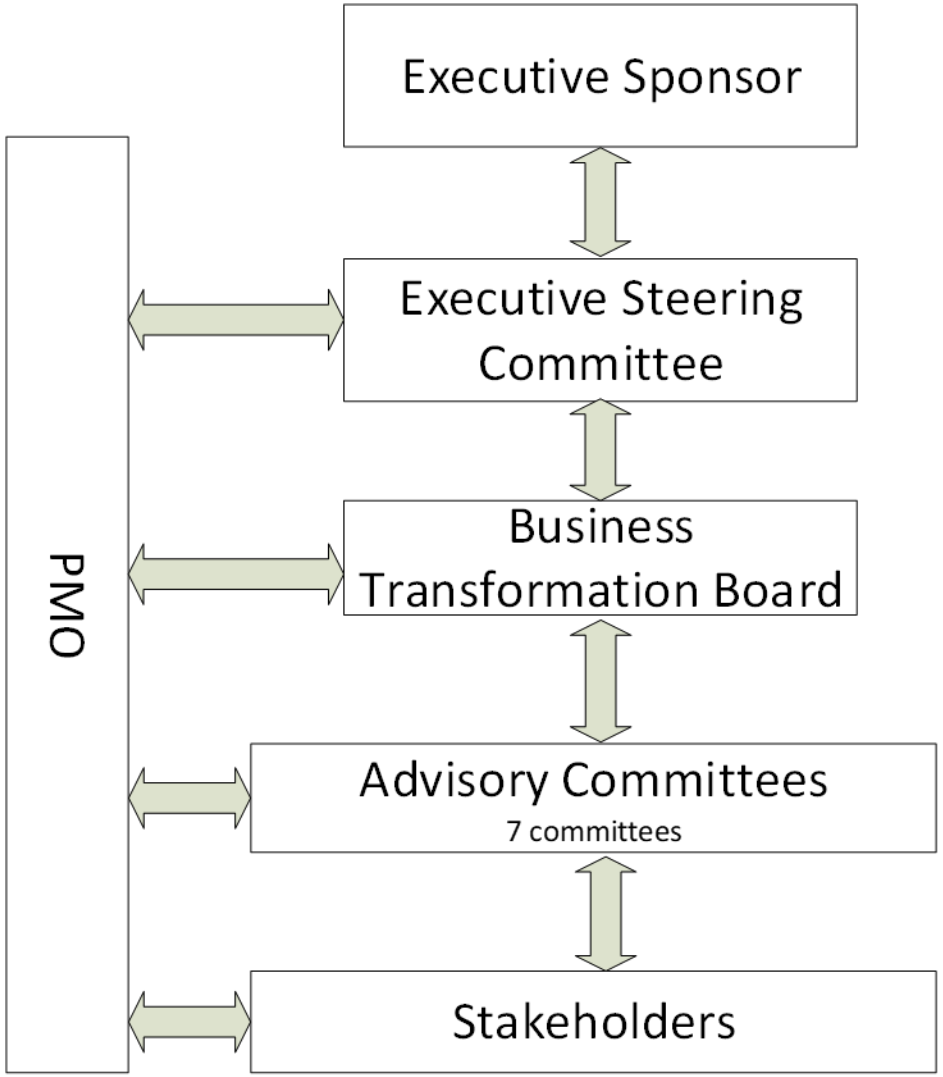
Program Governance

Stakeholders:

- State-wide representation
  - Business
  - Technical
  - Management
  - Executive

- Empower decision making at lowest level possible
  - Agency Stakeholders
  - Technical Advisory Committee input

One Washington Program Governance Plan



- Single point of authority and accountability
- Authority to make decisions on any matter escalated by the ESC or Executive Dir.

- Manage scope, schedule & budget
- Manage milestones
- Resolve inter-agency issues

- Resolve enterprise-wide issues
- Deliver capabilities
- No authority over schedule, scope, budget

- Flexible
- Rapid decision making
- No authority to change requirements
- No authority over schedule, scope,
- budget

- All agencies represented
- Decisions at lowest level - efficiency

Approved October 2018

Executive Sponsor:

- The Executive Sponsor is:
  - the single point of authority and accountability for the program
  - has authority to make decisions on any matter escalated by the ESC or the Executive Director
    - It is anticipated that most decisions will be made by subordinate governance bodies

Business Capabilities and Software Procurement

Common Business Capabilities October Accomplishments

- Common Business Capabilities Workshops completed in October!
- All feedback from Agencies incorporated into Capabilities documentation.
- Common Business Capabilities documented and published.

Common Business Capabilities Workshops Completed in October

Common Capabilities Workshops completed	Finance	Procurement	Business Intelligence
Pilot Workshop	2	2	
Common Capability Workshops	10	8	1

Unique Business Capabilities

- Next Steps:
  - Agency responses with their proposed Unique Capabilities due to One Washington on **November 16th 2018**.
  - Unique Capabilities Workshop Sessions begin on December 4th 2018. Invitations will be sent as soon as possible after submission deadline.
  - All Unique Business Capabilities Workshops and glossary updates will be completed by December 17th 2018.

Assess Finance Organizational Strategy and Readiness

One Washington Project Schedule – Finance Readiness

Task Name	Indicate Status	% Com	Duration	Start	Finish
Assess Finance Organization and Readiness		40%	248 days	Mon 7/2/18	Fri 6/28/19
Project Management Plans		100%	60 days	Mon 7/2/18	Tue 9/25/18
Data Clean up and Reports		9%	224 days	Mon 7/2/18	Fri 5/24/19
Centrally Governed and Consistent Statewide Chart of Accounts (COA) Structure		40%	196 days	Mon 7/16/18	Mon 4/29/19
Current Utilization and Outcomes of the COA		59%	131 days	Mon 7/16/18	Fri 1/25/19
COA Element		28%	66 days	Wed 10/10/18	Wed 1/16/19
Mapping Current use of COA to New Structure		0%	33 days	Thu 1/17/19	Wed 3/6/19
Level of Governance for Each COA		0%	43 days	Thu 2/28/19	Mon 4/29/19
Documentation of COA Outcomes Prior to ERP Implementation		0%	32 days	Thu 1/17/19	Tue 3/5/19
Milestone Complete -Centrally Governed and Consistent Statewide Chart of Accounts (COA) Structure		0%	0 days	Mon 4/29/19	Mon 4/29/19
Consolidation of AFRS Statewide Master Payee File		32%	220 days	Fri 8/10/18	Fri 6/28/19
Agency Vendor File Clean Up		50%	139 days	Fri 8/10/18	Wed 3/6/19
Agency Vendor File Update		21%	200 days	Fri 8/10/18	Fri 5/31/19
Decommission of Agency Vendor File		0%	20 days	Mon 6/3/19	Fri 6/28/19
Additional Data Elements Not Currently in Statewide Vendor File		100%	41 days	Fri 8/10/18	Wed 10/10/18
Milestone Complete - Consolidation of AFRS Statewide Master Payee File		0%	0 days	Fri 6/28/19	Fri 6/28/19
Agency Data and Interfaces Standardization		46%	225 days	Wed 8/1/18	Wed 6/26/19
Establish AFRS Outbound SGN Accessible Server		100%	40 days	Fri 8/10/18	Tue 10/9/18
Communication		56%	83 days	Tue 9/4/18	Mon 1/7/19
Data Extracts from Enterprise Reporting to a SGN accessible Server Conversion		21%	225 days	Wed 8/1/18	Wed 6/26/19
Milestone Complete - Agency Data and Interfaces Standardization		0%	0 days	Wed 6/26/19	Wed 6/26/19
Accounting Training Needs		100%	62 days	Wed 8/1/18	Tue 10/30/18
Establish a Federal Grants Community of Practice		42%	221 days	Wed 8/1/18	Thu 6/20/19
Network of State Agencies Using Grant Funding		100%	91 days	Fri 8/10/18	Mon 12/24/18
Common Resources		0%	155 days	Tue 11/6/18	Thu 6/20/19
Introduction to Federal Grants Part 1		40%	114 days	Wed 8/1/18	Thu 1/17/19
Federal Grants Community Practice Future Needs Process		55%	119 days	Wed 8/1/18	Fri 1/25/19
Milestone Complete - Establish a Federal Grants Community of Practice		0%	0 days	Thu 6/20/19	Thu 6/20/19

Assess Finance Organization Strategy and Readiness Status

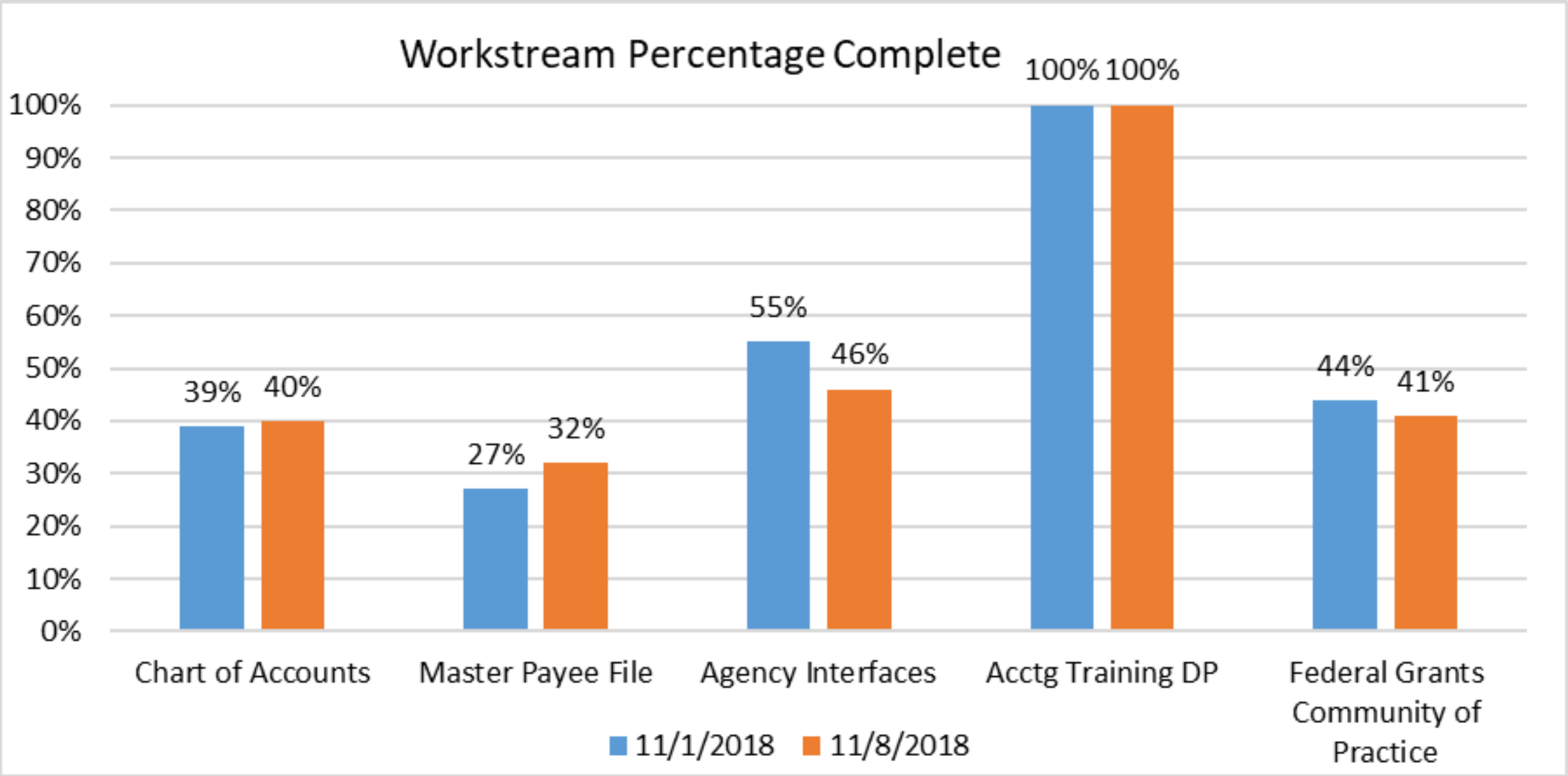


Chart of Accounts October progress

Chart of Accounts Initiative

(Assess Finance Organizational Strategy and Readiness)

Working on Phase 3 of the COA Project during FY19

Build the Business Case 2014 – May 2016	Implement Statewide Sub-Subobjects July 2016 – June 2017	Define New COA Structure July 2018 – June 2019	Determine COA Values Fall 2019 – Jan 2021
Survey & interview stakeholders	Develop SSOs with pilot agencies	Understand current COA uses & gaps	Draft new statewide COA values
Draft the Strawman COA	Expand SSO table to include all agencies	Define new COA structure	Gather feedback
Gather feedback from stakeholders	Establish governance process for changing SSOs	Determine level of governance for each element	Finalize new COA & cross-walk to old COA
Finalize the Business Case	Publish Statewide SSOs	Gather feedback & finalize new COA structure	Establish governance process

COA Project - What are we working on now?

Phase 3

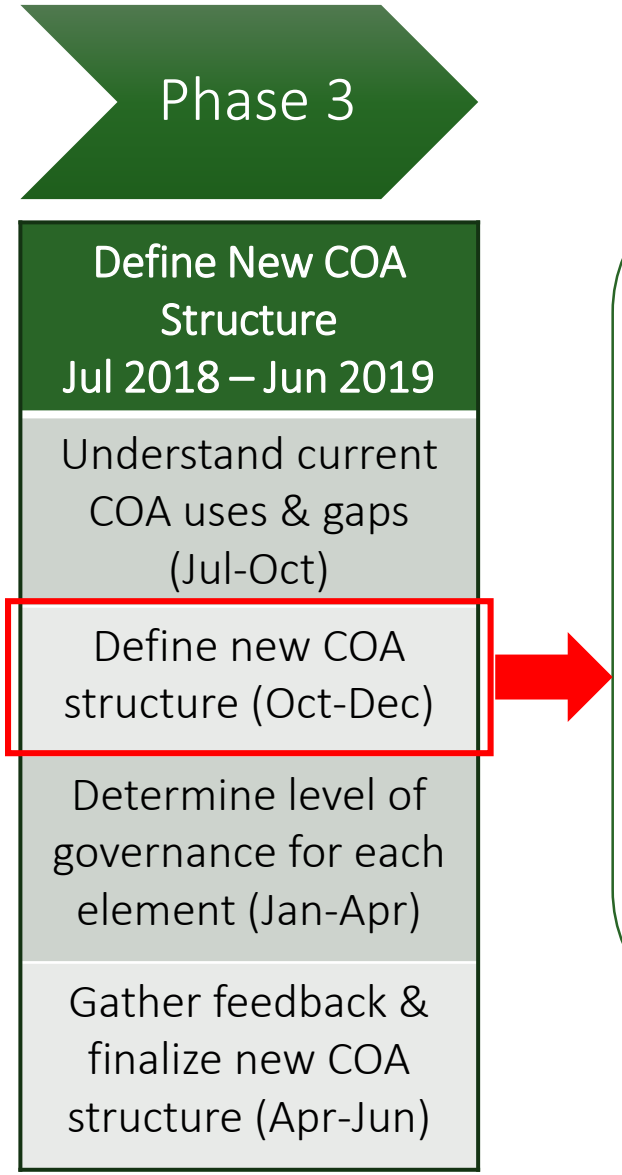
Define New COA Structure
Jul 2018 – Jun 2019

- Understand current COA uses & gaps (Jul-Oct)
- Define new COA structure (Oct-Dec)
- Determine level of governance for each element (Jan-Apr)
- Gather feedback & finalize new COA structure (Apr-Jun)

Goal: Understand how the current COA is used and what gaps currently exist.

- ✓ Survey agencies: Sent early September to DES, DNR, DOL, DOT, DOH, DSHS, ECY, HCA, L&I, LOT, TRE, UTC, and WaTech
- ✓ Survey forecasting groups. Sent early September to ERFC, CFC, and OFM Forecasting.
- Meet with other stakeholders:
  - ✓ OFM Budget (Completed Aug-Sep)
  - ✓ LEAP (Sep-Oct)
  - ❑ Legislative Fiscal Committees (Nov)

COA Project - What will we be working on next?



Goal: Use the information gathered from agencies and stakeholders to develop the new COA structure.

- ❑ Determine the elements of the new COA structure
- ❑ Define the COA elements
- ❑ Map current COA to the new COA structure

Master Payee and Customer File

Phase 1	Phase 2
Fiscal Year 2019 August 2018 – June 2019	Fiscal Year 2020 July 2019 – June 2020
Identify & notify agencies of payees that shouldn't be in the agency vendor file	Analyze how to combine the SWV file, Employee file & Provider One file into one Master Payee file
Move board and commission members to the SWV file	Analyze how to incorporate customer data into the Master Payee file
Purge large volumes of payees using a batch process	Gather feedback from agencies and modify as necessary
Create a new Employee file that matches the SWV file	Determine what should be done in future phases
Decommission the old agency vendor file	

Agency Interfaces from AFRS

Phase 1	Phase 2	Phase 3
Fiscal Year 2019 August 2018 – June 2019	Fiscal Year 2020 July 2019 – June 2020	Fiscal Year 2021 July 2020 – TBD
Setup new State Government Network (SGN) server for the AFRS Statewide Titles ✓	Complete the conversion process for pilot agencies, if needed	Continue converting agencies with interfaces from the mainframe to new SGN server
Setup main Active Directory (AD) in prep for agencies to add their AD to access the server ✓	Convert agencies with interfaces from the mainframe to the new SGN server	Continue converting agencies with interfaces from ER to new SGN server
Create a master Data Dictionary for AFRS Statewide Titles ✓	Convert agencies with interfaces from the Enterprise Reporting (ER) to the new SGN server	Continue converting agencies with interfaces from Integration Team to new SGN server
Create view names for data elements on the server ✓	Convert agencies with interfaces from the Integration team to the new SGN server	
Convert pilot agencies' interfaces to SGN server & stop old interfaces	Add the new Employee Payee file to the new SGN server	

Federal Grant Community of Practice

Phase 2

Fiscal Year 2019 Jul 2018 – Jun 2019
Develop Introduction to Federal Grants-Part 1 Training
Offer first Introduction to Federal Grants-Part 1 Training Class
Receive feedback on trainings and modify as necessary
Ongoing: Identify and address ongoing grant management needs
Ongoing: Develop common resources for federal grant mgmt

- Tentative Agenda for Introduction to Federal Grants – Part 1
  - Overview of Federal Grants
  - Uniform Guidance
  - Single Audit
  - SAAM Policies
  - Additional Training
  - Resources
- The first training will be offered in May/June 2019.
- Watch for the class to be added to LMS.
- Classes will likely be offered quarterly or semi annually depending on need.
- The class will be 3-4 hours.
- OFM will no longer be offering the Federal Year-end update class.

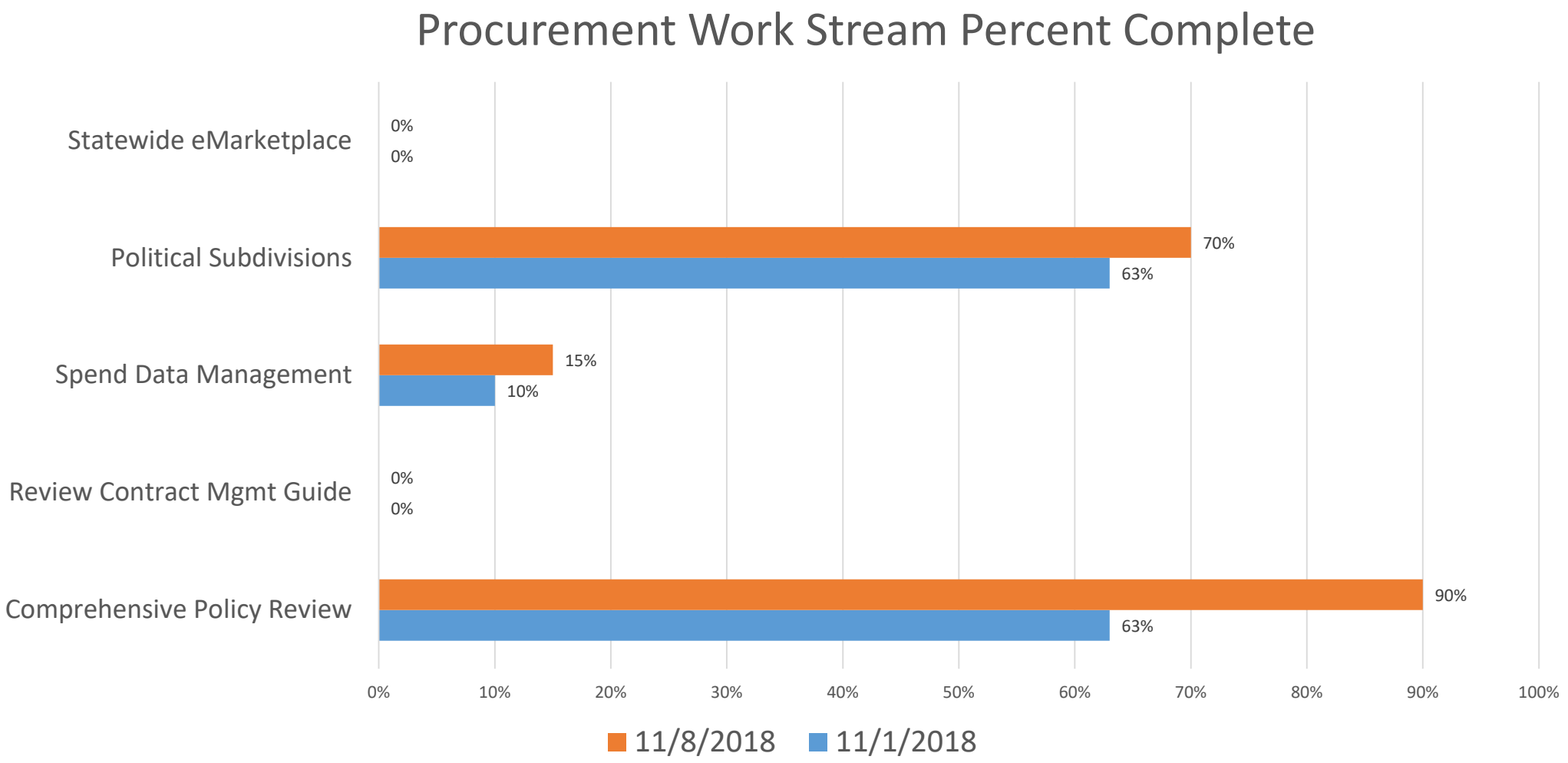
Assess Procurement Organizational Strategy and Readiness

One Washington Project Schedule – Procurement Readiness

Procurement Readiness Schedule Status as of November 1, 2018

Procurement Organizational Strategy and Readiness Assessment		**43%**	**251 days**	**Thu 5/10/18**	**Mon 5/13/19**
PHASE 1 - Foundation Building	✓	**100%**	**79 days**	**Thu 5/10/18**	**Thu 8/30/18**
Procurement Readiness Workshop (PRW) Kick Off	✓	100%	1 day	Thu 5/10/18	Thu 5/10/18
Process Flows for Enterprise Procurements	✓	**100%**	**38 days**	**Fri 5/11/18**	**Thu 7/5/18**
Contract Portfolio Review	✓	**100%**	**44 days**	**Fri 5/11/18**	**Fri 7/13/18**
Contract Instrument Elements	✓	**100%**	**78 days**	**Fri 5/11/18**	**Thu 8/30/18**
Milestone Complete - PHASE 1 - Foundation Building	✓	100%	0 days	Thu 8/30/18	Thu 8/30/18
PHASE 2 - PRW BUSINESS CAPABILITY DEVELOPMENT PHASE		**21%**	**163 days**	**Fri 9/14/18**	**Mon 5/13/19**
Kick-off Phase-2 PRW Business Capability Development	✓	100%	1 day	Fri 9/14/18	Fri 9/14/18
Comprehensive Policy, Law & Rule Review for eProcurement Readiness		**63%**	**49 days**	**Tue 9/18/18**	**Fri 11/30/18**
Pending Contract Management Guide & Training Review		**0%**	**92 days**	**Wed 1/2/19**	**Mon 5/13/19**
Spend Data Management Needs		**10%**	**158 days**	**Mon 9/17/18**	**Tue 5/7/19**
Political Sub Division Spend Pattern		**63%**	**50 days**	**Mon 9/17/18**	**Fri 11/30/18**
Statewide eMarketplace Policy		**0%**	**63 days**	**Mon 12/3/18**	**Tue 3/5/19**
Milestone Complete - PHASE 2 - PRW BUSINESS CAPABILITY DEVELOPMENT PHASE		0%	0 days	Mon 5/13/19	Mon 5/13/19
Milestone Complete - Procurement Organizational Strategy and Readiness Assessment		0%	0 days	Mon 5/13/19	Mon 5/13/19

Assess Procurement Organization Strategy and Readiness Status



Budget Development

- 30 agencies submitted funding requests
- Finalized a maintenance and operations approach
- Consolidated DP for the Program

FOR MORE INFORMATION:

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TO PROVIDE FEEDBACK:

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