Steering Committee Meeting Notes
Date: FEBRUARY 5, 2014, 4:00 PM – 5:00 PM
Location: Insurance Building

Meeting Purpose:	Kick off the first Steering Committee meeting, provide a briefing, and set expectations.
Attendees	In the order of introductions: • Denise Doty (Project Director, from Department of Corrections) • Ernie LaPalm (Department of Labor and Industries) • Michael Cockrill (Office of the Chief Information Officer) • Amy Arnis (Department of Transportation) • Tracy Guerin (Office of Financial Management) • Heide Cassidy (Project Manager, from Point B) • Ramsey Radwan (Administrative Office of the Courts) • Tom Jensen (Legislative Evaluation and Accountability Program Committee) • Wolfgang Opitz (Office of the State Treasurer) • Shad Pruitt (Office of the State Treasurer) • Kelly Wicker (Office of the Governor) • Jim Odiorne (Office of the Insurance Commissioner) • Kathy Marshall (Department of Social and Health Services) • Lenny Young (Department of Natural Resources) • Daniel Hoang (Deputy Project Manager, from Point B)

Handouts
Briefing Document
Kick Off Presentation Slides
Contact List

Discussion
The Steering Committee represents a broad range of agencies in state government. We introduced ourselves and what makes our agency unique.

This is a business transformation project, not an IT project. This phase is the planning and strategy phase, critical to lay a solid foundation for subsequent efforts.

Project Background
We have known for some time that the core systems are aging. The Financial Roadmap project came to this conclusion but the timing coincided with the beginning of the recession and the project was put on hold.

The State Auditor issued a report called "Creating a 21st Century Financial Management System in Washington" in May 2013. They concluded that the systems needs to be replaced.

The state general ledger, Agency Financial Reporting System (AFRS), was implemented in 1984. The Department of Transportation and Higher Education report at a summary level on a monthly basis while all other agencies use the system as their general ledger. See the detailed handout sent to Steering Committee members for more details on systems.

The current biennial budget includes $2.4M for "process assessment and preparation associated with the configuration and implementation of a modernized financial management system known as Enterprise Resource Planning." The costs of this project includes project management and our assessment consultant. The assessment will occur over a five month

period and then several months where we will be working on the state strategy and preparing for the 2015 Legislative session.

We will be using the consultant's report and engage with the Steering Committee to prepare the decision package.

Approach
Among the first tasks for the Project Sponsors and Project Management Office (PMO) was establishing a Governance Framework. The Steering Committee is a key element of that framework. The Governance Framework is specific to this planning phase and may change in subsequent phases.

We presented a high level draft timeline. This will change as we refine our project plan.

The Project Sponsors will have final decision-making authority and the PMO will staff the project.

We will define how the state wants to do business over the next 20 years. For a select set of agencies, we will conduct a half day worth of survey on business processes and readiness. This is a short timeframe ask of each agency.

Expectations
We expect this committee to operate through December 2014 and really want your engagement. No proxies please.

We want you to represent your agency, but also look at state government as a whole.

Help us identify people to be involved and dedicate their time in small increments.

Help us spread the word, share information with others inside your agency and out.

Status
The PMO has been stood up and is setting up the project infrastructure. This includes status reports, website for more information, and regular engagement throughout the project.

We are nearly complete with procuring the assessment consultant. The Apparent Successful Bidder is Accenture.

We are identifying lessons learned from other projects and researching best practices.