

BREAZ

BUSINESS RE-ENGINEERING ARIZONA

Issue 3

November 2013

IN THE SPOTLIGHT – CONVERSION

BREAZ began work on data conversion this month. Data conversion generally refers to the transformation of computer data from one format to another. For BREAZ, the conversion process involves converting AFIS data and data from other systems into the new system, Arizona Advantage. The process begins with validating the requirements, followed by planning, design and development, cutover, and lastly post-cut over. The conversion process is currently in the design stage. Agencies with retiring legacy systems have been identified, and the requests for agencies to confirm their data conversions have been sent.

A WORD FROM THE BREAZ

DIRECTOR –

Data conversion is critical to a successful implementation. We all understand it is about the mapping of current data to future data locations. However, it also includes developing processes and procedures for the conversion. We must have a well-organized approach to conversion that allows us to move data in an accurate and timely manner to the new Arizona Advantage System. We need to develop auditable conversion processes which are integrated with the baseline product. During the next few months, BREAZ will focus on determining conversion requirements, designing, developing, and testing one-time data conversion processes required for initial implementation of the new system. In addition to our automated conversions, we will develop procedures for any data that needs to be converted manually as well as procedures for processing and reconciling the actual data converted. To ensure a successful conversion effort, our approach will be to start early and provide training for State resources involved in the conversion effort.

Mike Smarik

CONVERSION TESTING ACTIVITIES –

Both the validation of the requirements and the conversion plan are now complete. The conversion design is underway and the building and testing of the conversion software will proceed in the following order.

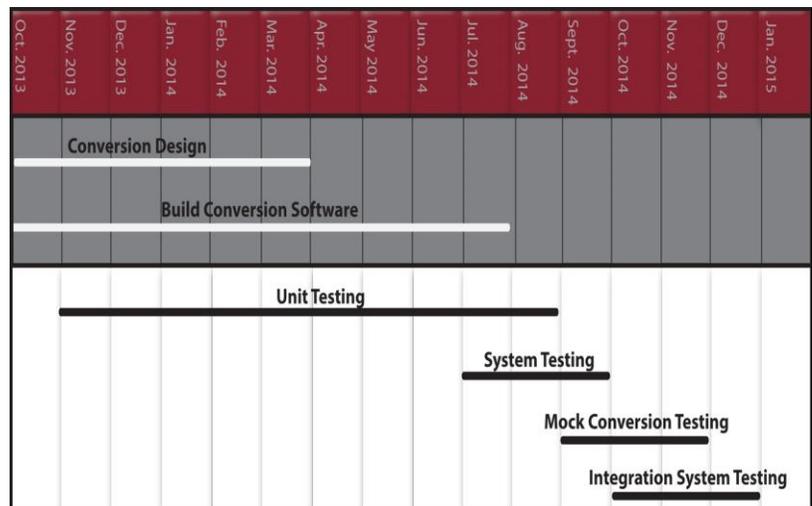
- * Unit testing
 - Data: small volume of sample or real data
 - Goal: to verify that the conversion processes function as designed
- * System testing
 - Data: small volume of real data
 - Goal: to verify the accuracy of the conversion's business function
- * Mock conversion testing
 - Data: full volume of real data
 - Goal: to determine conversion timings and identify any potential "bottle necks"
- * Integration system testing
 - Data: full volume of real data
 - Goal: to validate that end-to-end business processes can be executed

During the conversion design state, the BREAZ Project team members will meet with each Agency SME to complete the following: conduct detailed analysis to include specific data elements that will be converted, identify any known data cleansing requirements for the agencies to complete and define data extract requirements.



Kerry Robinson, CGI Conversion Lead for BREAZ

CONVERSION PLANNING AND TESTING SCHEDULE



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SMEs – YOUR CONTRIBUTION MATTERS!

In September, Agency Coordinators identified potential Subject Matter Experts (SMEs) to serve as Project dedicated resources. From those recommended, the BREAZ Project Management Team selected a cross functional representation of 93 SMEs from 34 different agencies (small, medium and large) to serve for the duration of the project. As a dedicated resource with extensive knowledge of their functional area, the SMEs are integral to the success of the solution as they contribute their experience to the Project. To date, SMEs have been invited to participate in the Advantage Walkthrough Functionality training, Advantage Navigation courses, and Prototyping sessions. The entire BREAZ Project Team cannot say thank you enough to these individuals for the time and effort that they have brought to the Project. BREAZ believes that the commitment from the SMEs allows for greater agency insight to the processes, systems, and business requirements that will be part of the new system. Much appreciation goes out to all the SMEs and their agencies for contributing!



SMEs: Neeraj Deshpande (Department of Education), Marcia West (Office of Tourism), and Megan Darian (State Boards) at an Advantage Navigation training course.

SMEs



SMEs at an Advantage Navigation training session

TRAINING TEAM UPDATE

This month the final Advantage Navigation training sessions will be presented. Don't worry if you didn't attend one of these sessions as there will be ample opportunities to attend training in the future. This training course was designed for the Subject Matter Experts (SMEs) who were involved in the prototyping effort. If you are a dedicated SME for Inventory or Facilities, the Navigation training sessions will be scheduled in early December. Enrollment emails will be sent out mid-November.



Ann Macha, BREAZ Training Lead, instructing an Advantage Navigation course

FUNCTIONAL TEAM UPDATE

The BREAZ Functional Team, which includes both the Financial and Logistics areas remain focused on the prototyping and fit-gap analysis of State requirements as listed in the Request for Proposal (RFP). The primary objective of this phase of the Project is to identify and confirm the disposition of functional and technical requirements. Prototyping consists of creating scripts that depict State business scenarios and running through those scripts in the new ERP solution to determine if the State's requirements are being met or if there is a potential gap that needs to be addressed. Currently, the team has been conducting workshops that include agency Subject Matter Experts (SMEs) to walk through prototype scripts and obtain agency feedback to assist in this effort.

AGENCY PROJECT ACTIVITIES AT A GLANCE

- **October – December 2013**
 - Interface Design/Test
 - Data Conversion Identification
 - Reports and Forms Identification
 - Chart of Accounts Design Approach
- **January – March 2014**
 - Workflow Requirement Review
 - User Role Maps
 - Interface Design/Test
 - Data Conversion Design
- **April - June 2014**
 - User Role Maps
 - User Acceptance Test Planning
 - Training Plan Review
 - Interface Design/Test
 - Data Conversion Design

EVENTS TO FOCUS ON:

- * PROTOTYPING AGENCY SPECIFIC SCENARIOS
- * PARTICIPATION IN PROTOTYPING SESSIONS
- * DATA CONVERSION IDENTIFICATION
- * CHART OF ACCOUNTS

BREAZ FREQUENTLY ASKED QUESTIONS

What is a legacy system?

A legacy system refers to outdated, obsolete, or unsupported computer systems that are used instead of available upgraded versions. In theory, it would be great to be able to have immediate access to use the most advanced technology, but in reality, most organizations have legacy systems, to some extent. A legacy system may be problematic, due to compatibility issues, obsolescence, or lack of support.



AGENCY COORDINATOR MEETING

The last Agency Coordinator (AC) meeting was split into two: one for small/medium sized agencies in the morning and another for large sized agencies in the afternoon. However, based on feedback and on-going discussions, the team realized that the differences that need to be addressed are more based on the financial complexities of the agency and less on the agency size. Therefore, November's AC meeting will be split by the nature or complexity of the agency needs: 'standard' or 'advanced'. Communication has been sent recently to the Agency Coordinators to assist them with identifying if their agency needs are 'standard' or 'advanced'. The morning meeting of November 21st from 9:00 - 11:00 is designated for agencies with 'standard' needs. The afternoon meeting of November 21st from 1:00 – 3:00 is for agencies with 'advanced' needs.

During the November 21st meeting, the BREAZ Financial Leads will introduce the ACs and their Chart of Account (COA) Subject Matter Experts (SMEs) to the recommended COA design approach and timeline. The BREAZ Financial Leads will present examples of the first few COA elements and the cross-walk from AFIS to the Arizona Advantage COA. Assignments will be given to ACs and their COA SMEs to begin building their own agency-specific COA analysis and cross-walks.

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