

BREAZ

BUSINESS RE-ENGINEERING ARIZONA

Issue 2

October 2013

IN THE SPOTLIGHT – PROTOTYPING

The Project is currently in the Prototyping phase. Software prototyping refers to the activity of creating an early sample of the new software program. A prototype is often used as part of the product design process to allow engineers and designers the ability to explore design alternatives, test theories and confirm performance prior to starting production of a new product. Engineers use their experience to tailor the prototype according to the specific unknowns still present in the intended design.

Prototyping has several benefits: The software designer and implementer can obtain valuable feedback from the users early in the project. The client and the contractor can compare if the software made matches to the software specification, according to which the software program is built. It also allows the software engineer some insight into the accuracy of initial project estimates and whether the deadlines and milestones proposed can be successfully met.

A word from the BREAZ Director –

Arizona Advantage Prototyping is a key step in our progress towards defining a statewide model for doing business. The prototyping workshops will bring together diverse agency know-how with the BREAZ Project Team's experience to confirm that the envisioned To Be Business Processes can support the business needs of the State. With our collective effort, we will define statewide processes that will help all agencies conduct their business in the most efficient and productive manner possible. This work serves as the launch point into subsequent project activities such as user acceptance testing and the definition of end user training materials.

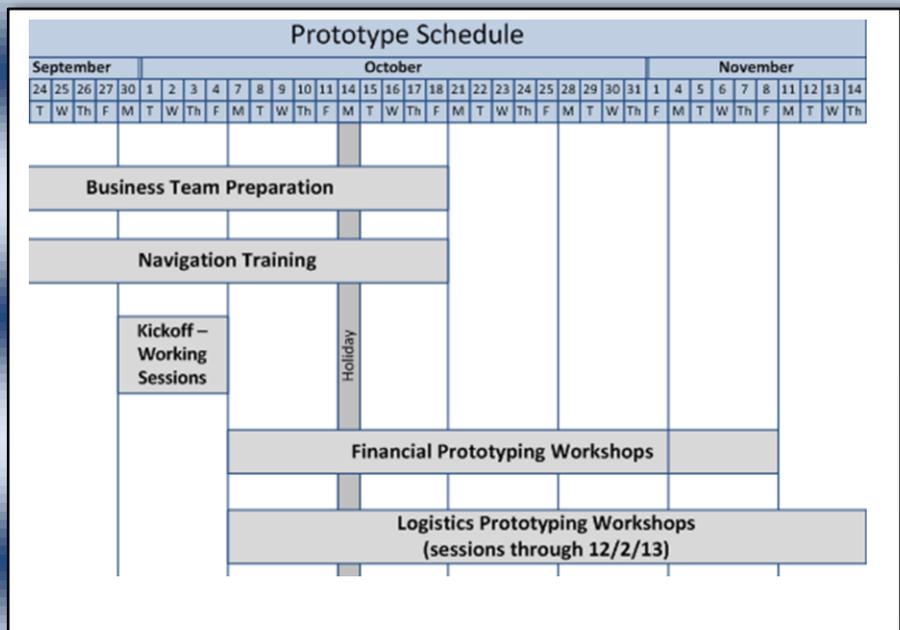
Mike Smarik

PROTOTYPING FIT GAP REQUIREMENTS –

An analysis that determines to what degree the Advantage baseline functions and features satisfies the State's business requirements. During Fit-Gap analysis, the BREAZ Project team assesses the State's documented requirements against what is demonstrated during the prototyping sessions. Those requirements that were clearly demonstrated are noted as "Fits" while those requirements that Advantage will not accommodate are noted as "Gaps." The goal of this analysis is, where possible, to utilize the out-of-the-box system functionality and avoid customizations of the software. The team will focus on strategies for the Gaps, including recommendations for conversions, business process reengineering, interface, or other (knowledge, reports, documentation, set-up, training). When it is necessary, customizations will be identified and recommended. This is an important component of the process to building the new system and the team may need to confer with department Subject Matter Experts (SMEs) as needed.



The BREAZ project team participating in the Accounts Payable prototyping workshop.



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FUNCTIONAL TEAM UPDATE

The BREAZ Functional Team, which includes both the Financial and Logistics areas, are currently 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 will consist 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. The team will be conducting workshops that include agency Subject Matter Experts (SMEs) over the next two months to walk through prototype scripts and obtain agency feedback to assist in this effort.

TRAINING TEAM UPDATE

During September, the Training Team worked on the Training Needs meetings and focus groups. We had a chance to sit down and talk to some of the agencies to discuss their past, current, and future training needs while other agencies had the opportunity to respond to a training needs survey. The information we collected will help us to develop a robust training plan for the BREAZ project. Additionally, we welcomed the dedicated Subject Matter Experts (SMEs) to the first wave of training. We explored the Advantage Solution at a high level, providing a glimpse into the future for the State of Arizona.

What's next? October is Navigation Training month. All dedicated SMEs will have the opportunity to attend hands-on sessions that will introduce them to the navigation within the Advantage Solution. Navigation courses will be offered for Advantage (Financial solution), Tririga (Facilities Management solution), and Maximo (Inventory solution). An email has been sent to the dedicated SMEs with the dates of these courses and a brief overview.

SME – Subject Matter Expert

A SME is a person who is a 'super' user of the AFIS system and who has expertise in their applicable functional area.



September Agency Coordinator Meeting

ENTERPRISE READINESS TEAM –

The Enterprise Readiness (ER) Team has the primary responsibility for coordinating organizational change management, implementation readiness, and training activities with Arizona state agencies. The ER Team works with state Agency Coordinators to inform and engage their agencies regarding the changes that will take place as a result of the BREAZ Project.

ENTERPRISE READINESS TEAM UPDATE

The Enterprise Readiness Team completed: What did we set out to do? Complete a data driven, strategic assessment of State readiness for change in order to identify the organizational barriers to change and accelerators of change based on data gathered from the State Agencies.

- *One-on-One Interviews:* 21 State leaders (July)
- *Focus Groups:* 135 individuals from across multiple agencies and functions (July)
 - CFOs, CIOs, Program Area, Shared Services, ADOT, DES, Functional Staff (General Ledger, Asset Mgmt., A/P, A/R, Budgetary Control, Cost Acct., Cash Mgmt., Project Acct., Facilities Mgmt., Inventory Mgmt.)
- *End User Survey:* Survey sent to approximately 1,500 AFIS and AFIS-like users (August)

Key Themes

- **System** – User-friendly system with streamlined processes that works well for all agencies, not just some agencies. Thorough system testing prior to go-live in order to work out problems and system bugs. Involve end-users in system testing.
- **Agency Involvement** – Full involvement and engagement of end-users throughout the course of the project including communication, input, and feedback – especially during system testing and training periods.
- **Communications** – Direct and open communication from BREAZ Project team to end-users throughout the project.
- **Training** – Available training, especially in-person, and computer based training, including availability of support materials (e.g. training study guides, manuals, references) for all levels of end-users and strong post go-live support.

Thank you for your participation throughout the entire process! Your voice provides input to the support activities required by each Agency throughout the BREAZ Project.

AGENCY PROJECT ACTIVITIES AT A GLANCE

- **July – September 2013**
 - Stakeholder Identification
 - Communication Identification
 - Training Needs
 - Prototyping
 - Interfacing Identification
- **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:

- * TRAINING NEEDS IDENTIFICATION / SURVEY
- * PROTOTYPING AGENCY SPECIFIC SCENARIOS
- * PARTICIPATION IN PROTOTYPING SESSIONS
- * INTERFACE REQUEST INFORMATION
- * DATA CONVERSION IDENTIFICATION

FUNCTIONAL AREAS IN SCOPE

- Accounts Payable
- Accounts Receivable and Billing
- Asset Management
- Budget Development
- Budgetary Control
- Cash Management
- Cost Accounting
- Facilities Management
- FHWA Billing
- General Ledger
- Grants Management
- Inventory Management
- Project Accounting
- Travel Management

Integration with key legacy systems:

- ProcureAZ
- HRIS

BREAZ FREQUENTLY ASKED QUESTION

Do the prototyping sessions assume that the trainees have some CGI Advantage training?

No, trainees will not need Advantage training to participate in the prototyping sessions. However, they will need knowledge of the particular area that they work in and how transactions are processed.

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