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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

Daren E. Duff
EXECUTIVE SECRETARY

May 25, 1994

To: Board of Directors (Engineering and Operations Committee--Info)
Board of Directors (Organization and Personnel Committee--Info)

From: General Manager

Subject: Quarterly Status Report on Phase One of the Information Systems
Strategic Plan -- Quarter ended March 31, 1994

Report

On November 9, 1993, your Board authorized an increase in Capital Appropriation 634 to commence Phase One of the Information Systems Strategic Plan to implement 19 key business applications. The Board also approved an increase in continuing Appropriation 099 of \$2,100,000 for related operating equipment expenditures to support this program.

The program management structure for Phase One requires that quarterly status reports be submitted to your Board throughout the duration of the program. This letter represents the second quarterly report reflecting program activities between January 1994 and March 31, 1994. Future reports will cover each calendar three-month period.

Attachment "A" highlights the current status of Phase One, including information on the achievements during the reporting quarter. The start date of three of the projects has been delayed by 30 days due to elongated contract negotiations. All projects are expected to be started within the next reporting period and the start-up delays will not impact the overall budget.

Attachment "B" is the Program Cost Report, which shows the balance of the Capital Appropriation and program costs to date.

Board Committee Assignments

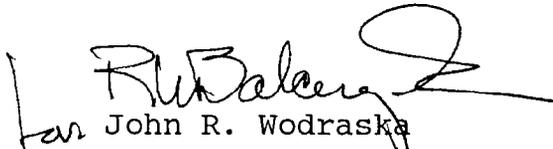
This letter is referred for information to the Engineering and Operations Committee because it has jurisdiction over the contracting programs, the ordering of equipment or materials, and the selection of consultants to be used pursuant to Administrative Code Section 2431(b)(h); and

May 25, 1994

This letter is referred for information to the Organization and Personnel Committee because it has jurisdiction over the selection of management and personnel consultants and the determination of the scope of their assignments pursuant to Administrative Code Section 2471(f).

Recommendation

For information only.


for John R. Wodraska

DJS:sm
Attachments

ATTACHMENT "A"

Metropolitan Water District

Phase One Implementation Status Report

For the Status Period Ending: March 31, 1994

I. PROGRESS HIGHLIGHTS IN THIS PERIOD

A strategy and approach for assessing and monitoring project and program risk and benefit were developed and adopted. The approach facilitates the identification of key expected benefits of the program along with success criteria. While the overall magnitude of expected benefits was enumerated in the Phase One authorization letter, staff seeks to ensure that expected benefits are realized.

A significant amount of work was done on the initial testing and acceptance of the application software and technical environment. This initial work has resulted in the delivery of additional software necessary to meet our requirements from Oracle Corporation and corrections of several problems from General Research Corporation.

An Orientation Seminar for all Project Team Leads was conducted by Program Office as part of the initial project and program start-up activities. This seminar provided a vehicle for team building and explaining the framework for how the program will operate. Conference Room Pilot activities provided an opportunity for Team Leads and key users to become acquainted with the application software.

A training plan was developed to identify the types of classes required for Metropolitan project personnel to support all Phase One activities. A great deal of this training was also completed during this period.

The contract negotiation process with the four vendors selected by the project teams to assist in the implementation activities is almost complete. These four vendors include (1) Oracle Corporation to support the Chart of Accounts and Financial applications implementations, (2) IMRI to support the Materials Management implementation, (3) Sierra Systems to support the Human Resources applications implementations, and (4) ERM-West to support the HSE implementation. We have executed the contract with Sierra Systems.

Documentation or content standards have been developed for all key products required of the Project Teams. These standards provide the framework for developing these deliverables, and they should assist the implementation consultants in meeting their reporting requirements as timely and efficiently as possible.

Work began on the first of the Phase One projects, Chart of Accounts Development. This project drew information from and involved a number of personnel throughout Metropolitan. The new Chart of Accounts design has garnered wide support.

The technical team continued their work on establishing the technical environment for all Phase One activities. This included completing the Conference Room Pilot environment and beginning activities to support the production environment.

Work was begun on developing a Workplace Readiness Strategy, identifying the key activities required to manage the ultimate change to Metropolitan as Phase One applications are rolled-out to the user community.

II. MAJOR MILESTONES

Completed this Period

Installation of the Conference Room Pilot client (personal computer based work stations) and server (Pyramid computer) hardware was completed, thus allowing the start of the application projects.

The Team Leads Orientation seminar was completed along with all other Conference Room Pilot activities.

Selection of the Application Implementation vendors was completed for Finance, Materials Management, Human Resources and Health, Safety and Environmental.

A contract was signed with Sierra Systems and Metropolitan for support of the Human Resources applications implementation in the amount of \$895,000. Work has begun this period in support of this contract.

Documentation or content standards were completed for each of the major deliverables required of each implementation project.

In Progress

Initial software acceptance testing is ongoing for the PeopleSoft Human Resources software and General Research Corporation software for the Health, Safety and Environmental applications.

Installation of the production technical environment began during this period. This activity involves testing the physical hardware, the operating system and associated utility software.

Preparation of the Chart of Accounts design by the Finance team will continue.

Project Workplans are in process for the Human Resources and Technical teams.

Contract negotiations are in process for Oracle Corporation, IMRI and ERM-West consulting contracts.

The Workplace Readiness Strategy regarding the Phase One roll-out was begun and is in development.

III. OBJECTIVES FOR NEXT PERIOD

Completion of all initial software acceptance activities.

Chart of Accounts design will be completed.

Project Workplans for the Materials Management and Technical teams will be completed.

Begin the development of Integrated System Specifications for all Phase One activities.

Continue the Workplace Readiness Strategy development.

ATTACHMENT "B"

INFORMATION SYSTEMS STRATEGIC PLAN
PROGRAM COST REPORT
As of March 31, 1994

TABLE "A"

ISSP Program Status

ISSP APPROPRIATION SUMMARY		
	ISSP Capital Program (634)	Operating Equipment (099)
Original Appropriation (Phase Zero)	\$5,489,783.	\$73,800.
1st Revision - Phase Zero	\$200,000.	--
2nd Revision - Phase One	\$21,100,000.	\$2,100,000.
TOTAL ISSP FUNDING	\$26,789,783.	\$2,173,800.
Total Program Costs through 3/31/94	\$9,888,368.	\$1,530,593.
AVAILABLE BALANCE	\$16,901,415.	\$643,207.

ATTACHMENT "B" (cont.)

INFORMATION SYSTEMS STRATEGIC PLAN
PROGRAM COST REPORT
As of March 31, 1994

TABLE "B"

ISSP Capital Program Costs Summary

ISSP COST SUMMARY (Appropriation 634)					
	Phase Zero Costs	Phase One Costs			Total Program Costs
	Final Phase Zero Costs	Phase One Costs As Last Reported	Incurred During Quarter Ended 03-31-94	Total Phase One Costs to Date	Total Approp. Costs to Date
Total ISSP Appropriation					\$26,789,783
Labor	\$723,491	\$42,472	\$253,385	\$295,857	\$1,019,348
Materials, Supplies, Interest & Incidentals (incl. software)	\$759,822	\$2,345,365	\$389,708	\$2,735,073	\$3,494,895
Professional Services	\$4,203,632	\$67,410	\$1,103,083	\$1,170,493	\$5,374,125
Combined Totals	\$5,686,945	\$2,455,247	\$1,746,176	\$4,201,423	\$9,888,368
Available Balance					\$16,901,415

