

SEP 13 1994



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

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EXECUTIVE SECRETARY

August 24, 1994

To: Board of Directors (Engineering and Operations Committee--Info)
(Organization and Personnel Committee--Info)
(Information Systems Ad Hoc Committee --Info)

From: General Manager

Subject: Quarterly Status Report on Phase One of the Information Systems
Strategic Plan -- Quarter ended June 30, 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 third quarterly report reflecting program activities between April 1, 1994 and June 30, 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 implementation schedule of the Phase One Applications has been adjusted to reflect actual project start dates and durations consistent with contractor bids. While the major implementation milestones remain in the first quarter of 1995, the following changes have been incorporated into the master schedule:

- Position Control functionality has been implemented earlier than scheduled. This functionality has been included in the Cycle One Human Resources project implemented in August 1994.
- Operating Equipment Tracking and Fixed Asset Accounting has been moved up in the schedule to reflect a January 1995 implementation. The original schedule called for requirements and package selection to be completed by April 1996.

- The implementation schedule for the Health, Safety and Environmental Applications has been adjusted to reflect project work starting in August 1994. The start of this project was delayed due to difficulty in procuring qualified implementation support services. The scope has been adjusted to reflect current management priorities.
- The implementation dates for Integrated Accounting and Materials Management have been moved from the beginning of January to the end of January in order to accommodate training requirements and avoid holiday scheduling conflicts.
- Payroll (Cycle 2 Human Resources) will be implemented in March 1995 rather than January. This will minimize the number of concurrent package implementations and is a step to minimize risk.

The result of these changes will not require any increase to the overall program budget.

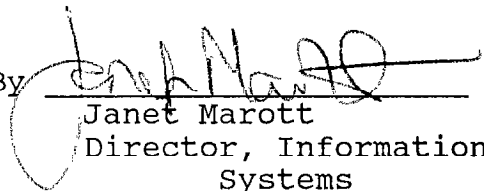
Attachment "B" is the Program Cost Report, which shows the balance of the Capital Appropriation and program costs to date. Attachment "C" is the Program Master Schedule reflecting the revised project schedule.

Recommendation

For information only.

John R. Wodraska
General Manager

By


Janet Marott
Director, Information
Systems

Concur:


John R. Wodraska
General Manager

DJS:sm
Attachments

ATTACHMENT "A"

Metropolitan Water District

Phase One Implementation Status Report

For the Status Period Ending: June 30, 1994

I. PROGRESS HIGHLIGHTS IN THIS PERIOD

Obtained another software package from Oracle Corporation at no additional cost. Oracle provided the District with the Fixed Assets module so that MWD could accelerate the implementation of the Operating Equipment functionality supplied by the current system.

Restructured the Finance and Materials Management projects in order to fund the Asset Tracking project and accelerate the implementation of the Fixed Assets module. Established a project team and project sponsorship. Developed a Project Plan and prepared a Requirements Document specifying system functionality.

The Out-of-Box testing of the application software and technical environment was completed. No problems were encountered with the PeopleSoft HR products or the Pyramid technology platform. The issues identified with the General Research environmental software were resolved.

Project team training to support all Phase One activities continued. Negotiated an extension to the training expiration date so that the training credits could also be applied towards systems support staff which will maintain the systems once they are in production.

The contract negotiations process was completed with another two vendors selected by the project teams to assist in the implementation activities. These vendors are: (1) Oracle Corporation to support the Chart of Accounts and Financial applications implementations, (2) IMRI to support the Materials Management implementation.

Work on the Chart of Accounts development is complete. This project drew information from and involved a number of personnel throughout Metropolitan. The new Chart of Accounts design has garnered wide support.

Work on the Materials Management, Finance and Human Resources projects is progressing well with high quality deliverables being developed on schedule and within budget.

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

Prepared an overall plan for addressing performance metrics of the key application areas as part of the Success Criteria and benefits assessment process.

II. MAJOR MILESTONES

Completed this Period

Contracts were signed with IMRI and Oracle Corporation for support of the Materials Management and Finance applications implementation respectively. The IMRI contract is in the amount of \$779,590. The Oracle contract is in the amount of \$1,826,974. Work has begun this period in support of these contracts.

Several major deliverables from the project teams were reviewed and approved. These include: the Project Plan for the Materials Management project, the Project Plan for the Finance Implementation project, the Project Plan, Application Usage Book and Implementation Plan for the Human Resources project, and the Project Plan and Requirements Document for the Asset Tracking project.

In Progress

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

Work continues on major deliverables including the Application Usage Book for the Materials Management project, the Training Materials, Test Plans and User Procedures for the Human Resources project, and the Application Usage Book for the Asset Tracking project.

Contract negotiations are in process for ERM-West, the vendor selected to support the Health, Safety and Environmental project.

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

III. OBJECTIVES FOR NEXT PERIOD

Several major deliverables will be completed for the Human Resources project including: The Test Plans and Results, System and User Documentation, the Training Materials, and Data Conversion. The PeopleSoft HR system will be implemented in production to support basic employee tracking and benefits information. Work for the cycle 2 implementation of the PeopleSoft Payroll application will commence.

The technical environment including the installation and configuration of user workstations will be complete and ready to support the implementation of the PeopleSoft Human Resources application.

Several major deliverables will be completed for the Materials Management project including the Application Usage Book, the Implementation Plan and the project-level pilot testing activity.

Several major deliverables will be completed for the Finance project including the Application Usage Book and the detailed Implementation.

The Application Usage Book will be completed for the Asset Tracking Project. The project team will prepare and issue an RFP to perform a baseline inventory of operating equipment.

Continue the Workplace Readiness Strategy development.

ATTACHMENT "B"

INFORMATION SYSTEMS STRATEGIC PLAN
PROGRAM COST REPORT
As of June 30, 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	\$11,272,166.	\$1,530,593.
AVAILABLE BALANCE	\$15,517,617.	\$643,207.

ATTACHMENT "B" (cont.)

INFORMATION SYSTEMS STRATEGIC PLAN
 PROGRAM COST REPORT
 As of June 30, 1994






TABLE "B"

ISSP Capital Program Costs Summary

ISSP COST SUMMARY (Appropriation 634)					
	Final Phase Zero Costs	Phase One Costs			Total Program Costs
		Phase One Costs As Last Reported	Incurred During Quarter Ended 03-31-94	Total Phase One Cost to Date	Total Approp. Cost to Date
Total ISSP Appropriation					\$26,789,783
Labor	\$723,491	\$295,857	\$352,154	\$648,011	\$1,371,502
Materials, Supplies, Interest & Incidentals (incl. software)	\$759,822	\$2,735,073	\$932,885	\$3,667,958	\$4,427,780
Professional Services	\$4,203,632	\$1,170,493	\$98,759	\$1,269,252	\$5,472,884
Combined Totals	\$5,686,945	\$4,201,423	\$1,383,798	\$5,585,221	\$11,272,166
Available Balance					\$15,517,617

MASTER SCHEDULE

Legend:

				
HR	Finance	Asset Trck	Materials	HSE

