

DEC 13 1994

9-6



**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

EXECUTIVE SECRETARY

*Loren E. Jeff*  
EXECUTIVE SECRETARY

November 17, 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 September 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 July 1, 1994 and September 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. Major milestones accomplished during this reporting period include:

- The PeopleSoft Human Resources Application basic functions were implemented and they are being used by approximately twelve users to track basic employee information.
- A stable technical environment, including workstations, was fully installed to support the Human Resources application.

Major design milestones were reached in the projects to implement the Oracle Financials and Materials packages. In the next reporting period, there will be a review of the Human Resources Payroll project and an adjustment of the role of the current contractor, Sierra Systems Consulting, Inc.

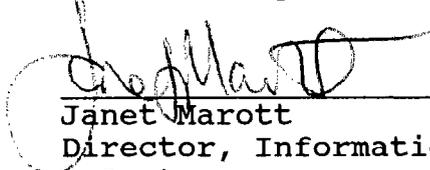
Attachment "B" is the Program Cost Report, which shows the balance of the Capital Appropriation and program costs to date. Attachment "C" is the Program Master Schedule reflecting the current project schedule.

Recommendation

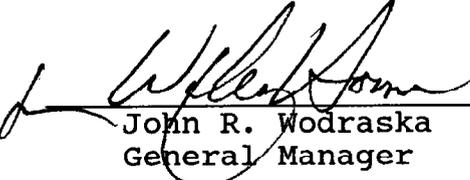
For information only.

John R. Wodraska  
General Manager

Submitted 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: September 30, 1994

## I. PROGRESS HIGHLIGHTS IN THIS PERIOD

Completed contract negotiations with ERM-West. This vendor was selected to assist in the implementation of the Health, Safety and Environmental system using the GRC FLOW GEMINI software package.

The basic elements of the PeopleSoft Human Resources System were implemented and users have successfully been maintaining information in the system.

The Asset Tracking project team issued an RFP for assistance in performing the Operating Equipment Inventory. Muscolino Inventory Services was selected and the physical inventory will begin in October.

## II. MAJOR MILESTONES

Completed this Period

The Materials Management project team completed work on several major deliverables and activities including: the Application Usage Book, Implementation Plan deliverable and the Conference Room Pilot activity. All deliverables were reviewed and approved.

The Human Resources project team completed work on several major deliverables and activities including: the Training Materials, the Test Plans and Results, System and User Documentation and the Data Conversion deliverable. The HR System went into production in August and has been successfully supporting system users for the past month.

The technical environment including the installation and configuration of user workstations was completed in support of the basic portions of the PeopleSoft Human Resources system implementation. IS has been successfully supporting the new environment for the past month.

The Asset Tracking project team completed work on several major deliverables and activities including: the Application Usage Book, Implementation Plan deliverable and the RFP evaluation and selection for consulting services to assist with the Operating Equipment Inventory. All deliverables were reviewed and approved.

The Finance project team conducted their Conference Room Pilot activity to test their design approach and identify issues.

### In Progress

The Finance Team began work on the Application Usage Book deliverable and finalized the Chart of Accounts translation plan for mapping old segments to new for transactions and balances.

The HR/Payroll project team began work on the second stage of PeopleSoft implementation, payroll. Application design workshops are scheduled for mid-November.

Work continues on major deliverables including the Project Plan for the HSE project, the Application Usage Book for the Finance project, the Test Book for the Asset Tracking project, and the Application Usage Book for the PeopleSoft Payroll HR implementation project.

### III. OBJECTIVES FOR NEXT PERIOD

Complete conversion of existing data and perform integration and system tests to ensure that information is passed correctly at the interface points.

Begin end-user training for MWD staff who will be using and maintaining the systems.

Begin the design work on the Health, Safety & Environmental project for the Permits application.

Complete the installation of standard configurations on all workstations that will access the Phase One systems.

Complete the inventory process and reconciliation of the Operating Equipment inventory and load the data in the Asset Tracking system.

Complete the Application Usage Book deliverable for the PeopleSoft Payroll portion of the HR system.

## ATTACHMENT "B"

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

TABLE "A"

## ISSP Program Status

<b>ISSP APPROPRIATION SUMMARY</b>		
	<b>ISSP Capital Program (634)</b>	<b>Operating Equipment (099)</b>
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.
<b>TOTAL ISSP FUNDING</b>	<b>\$26,789,783.</b>	<b>\$2,173,800.</b>
Total Program Costs through 9/30/94	\$13,231,132	\$1,830,231.
<b>AVAILABLE BALANCE</b>	<b>\$13,558,651</b>	<b>\$343,569.</b>

ATTACHMENT "B" (cont.)

INFORMATION SYSTEMS STRATEGIC PLAN  
PROGRAM COST REPORT  
As of September 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 09-30-94	Total Phase One Cost to Date	Total Approp. Cost to Date
Total ISSP Appropriation					\$26,789,783
Labor	\$723,491	\$648,011	\$621,677	\$1,269,688	\$1,993,179
Materials, Supplies, Interest & Incidentals (incl. software)	\$759,822	\$3,667,958	\$343,210	\$4,011,168	\$4,770,990
Professional Services	\$4,203,632	\$1,269,252	\$994,079	\$2,263,331	\$6,466,963
Combined Totals	\$5,686,945	\$5,585,221	\$1,958,966	\$7,544,187	\$13,231,132
Available Appropriation Balance					\$13,558,651

# MASTER SCHEDULE

