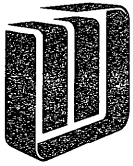


FILED

by the Board of Directors of
The Metropolitan Water District
of Southern California
at its meeting held

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**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

EXECUTIVE SECRETARY

February 28, 1995

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 December 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 fourth quarterly report reflecting program activities between October 1, 1994 and December 31, 1994. Future reports will cover each calendar three-month period.

Attachment "A" highlights the current status of Phase One, including information on achievements during the reporting quarter. Major milestones and activities during this reporting period include:

- Implementation dates for Finance, Asset Tracking and Materials Management have been rescheduled from January 31 to April 3, 1995. Major design milestones were reached in these projects including testing, training and documentation. These projects will remain within their approved budgets.
- The PeopleSoft Human Resources system was in use providing on-line access to employee and benefits data for the Human Resources Division and a small pilot group in the Operations Division.

- The Human Resources/Payroll project team consultants, Sierra Systems, were relieved of their project management responsibilities. Staffing has been adjusted accordingly and Metropolitan assumed the project management role. The Payroll Cycle Two implementation date was revised to June 1995. Schedules for Cycles 3 and 4 are being assessed and will likely change from the original plan. This project will be over budget.
- The Finance Implementation Team began detailed conversion activities for mapping financial data from the old work order structure to the new expanded Chart of Accounts structure.
- The Environmental Compliance Division identified numerous deficiencies concerning the work of the prime Health, Safety and Environmental project consulting services vendor (ERM-West). A number of options were explored for dealing with the issues raised. As of the date of this report, the Environmental Compliance Division has terminated its contract with ERM-West after five months of unsatisfactory performance. A plan is in place to proceed. The project remains within budget and slightly behind schedule.

The Phase One Program remains under total budget and is 8 weeks behind planned schedule.

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

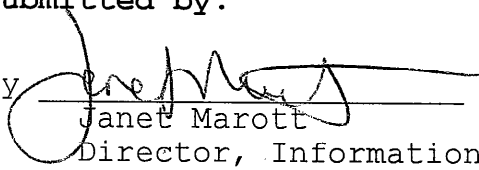
Attachment "C" is the Program Master Schedule reflecting the current project schedule.

Recommendation


For information only.

John R. Wodraska
General Manager

Submitted by:

By 
Janet Marott
Director, Information
Systems

Concur:


John R. Wodraska
General Manager

ATTACHMENT "A"

Metropolitan Water District

Phase One Implementation Status Report

For the Status Period Ending: December 31, 1994

I. PROGRESS HIGHLIGHTS IN THIS PERIOD

The project teams made significant progress towards completing their deliverables including Application Usage Books, Implementation Plans, Documentation, Test Books and Training Materials.

JAD (Joint Application Development) sessions were held for the Human Resources/Payroll project. The consultants from Sierra Systems were relieved of project management responsibility, with MWD assuming the project management role. Sierra Systems is supplying technical staff only.

II. MAJOR MILESTONES

COMPLETED THIS PERIOD

The Materials Management project team completed work on several major deliverables and activities including: the Implementation Plan, developing conversion programs, conducting unit and data conversion testing, and finalizing the plan for a decentralized work force structure.

The Human Resources/Payroll project team completed work on several major deliverables and activities including: a revised Project Plan, JAD sessions to design new work flows for Payroll and Benefits, an Introduction to Payroll course, the Application Usage Book design and PeopleSoft Tax Release updates.

The Technology project team supported the PeopleSoft Human Resources Cycle One system in production. A pre-production system was implemented which will serve as the baseline database to be used during acceptance testing and user training.

The HSE Project Team completed the Project Plan deliverable and began work on the Permits Application Usage Book.

The Asset Tracking project team completed work on several major deliverables and activities including: the Training Materials and delivering end-user training, establishing a pre-production region to begin reconciliation of the current operating equipment system to the new inventory data.

The Finance project team completed work on several major deliverables and activities including: Application Usage Book, Implementation Plan and Training Materials. Chart of Accounts classes were held for end-users in several divisions.

The Program Office developed a Critical Path List of activities to monitor project dependencies and their impact on the April 3 implementation milestone. This list is monitored daily and status reports are presented weekly at the Steering Committee.

The Program Office and project team representatives conducted various site visits to field locations to provide field personnel with an overview of the Phase One Program and allow for an interactive question and answer session.

IN PROGRESS

The Human Resources/Payroll Team is finalizing design activities for the Application Usage Book deliverable and assisting the Materials and Asset Tracking project teams by providing PeopleSoft data to facilitate an integrated view of the information.

The Finance project team continues acceptance testing, training and preparation of documentation deliverables. The team is working closely with the Engineering Division.

The Program Office is developing the integration test plan for the integration testing activity beginning in February 1995.

III. OBJECTIVES FOR NEXT PERIOD

Complete conversion of existing data and perform integration and system tests to ensure that information is passed correctly at all interface points and that the system performs in an acceptable manner.

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

Finalize the Application Usage Book for the HSE Permits Application. Begin work on the Implementation Plan.

Resolve any outstanding technology issues related to hardware, integration testing, security training and communications for April and June implementation milestones.

Complete final user acceptance testing, on-site training, data reconciliation and documentation for the Asset Tracking system.

Complete the Application Usage Book for PeopleSoft Payroll, and JAD sessions for the Labor Distribution portion of the PeopleSoft Payroll system.

The Program Office, working closely with the project teams, will conduct intensive integration testing of all components scheduled for the April 3 implementation.

ATTACHMENT "B"

INFORMATION SYSTEMS STRATEGIC PLAN
PROGRAM COST REPORT
As of December 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 12/31/94	\$15,481,389	\$1,904,031
AVAILABLE BALANCE	\$11,308,394	\$269,769

ATTACHMENT "B" (cont.)

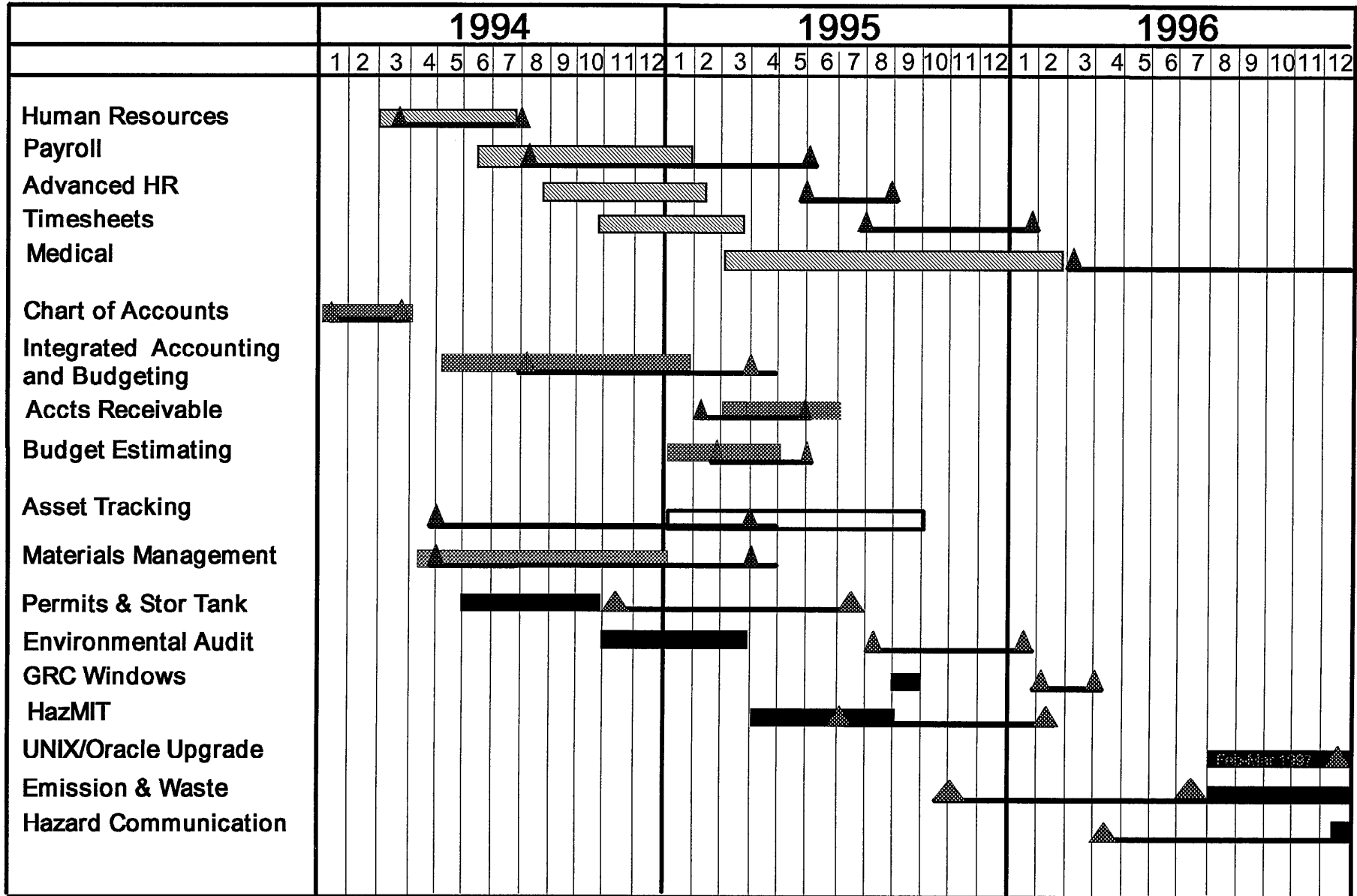
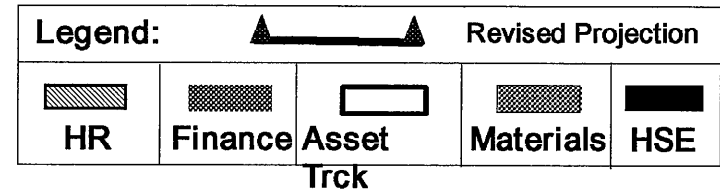
INFORMATION SYSTEMS STRATEGIC PLAN
PROGRAM COST REPORT
As of December 31, 1994

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 12-31-94	Total Phase One Cost to Date	Total Approp. Cost to Date
Total ISSP Appropriation					\$26,789,783
Labor	\$723,491	\$1,269,688	\$495,999	\$1,765,687	\$2,489,178
Materials, Supplies, Interest & Incidentals (incl. software)	\$759,822	\$4,011,168	\$341,080	\$4,352,248	\$5,112,070
Professional Services	\$4,203,632	\$2,263,331	\$1,413,178	\$3,676,509	\$7,880,141
Combined Totals	\$5,686,945	\$7,544,187	\$2,250,257	\$9,794,444	\$15,481,389
Available Balance					\$11,308,394

MASTER SCHEDULE



(as of Dec. 31, 1994)

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