

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

FILED

9-14

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

JUN 13 1995

Baren E. Duff
EXECUTIVE SECRETARY

May 29, 1995

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

From: General Manager

Subject: Quarterly Status Report on Phase One of the Information Systems Strategic
Plan -- Quarter ended March 31, 1995

RECOMMENDATION:

For information only

John R. Wodraska
General Manager

Submitted by:

Janet Marott

Janet Marott
Director, Information Systems

Concur:

John R. Wodraska

John R. Wodraska
General Manager

Executive Summary:

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 contains program activities as of the date of this letter. The financial data in this report reflects activity from the Cost system through March 31, 1995.

Major milestones and activities since the last quarterly report include:

- Implementation into a production environment of the Financial, Materials Management and Asset Tracking modules of the Oracle business systems. Final implementation activities included: data conversion, system documentation and end-user training.
- Formation of a unified end-user support strategy embodied in a cross-divisional cross-functional Business Transition Team chartered to facilitate the users' transition from old business practices to new procedures.
- Monitored calls in to the Help Desk and key metrics indicators in order to proactively identify problem areas and develop resolution strategies. The major problems were caused by user non-familiarity with new procedures and screens as well as not understanding the new Chart of Accounts structure. This led to delays in purchase order processing and backlogs in Accounts Payable. The Business Transition Team is addressing and resolving these issues.
- Prior to the "go live" date, extensive system testing was conducted to ensure appropriate technical performance and integration between application modules.
- The Human Resources/Payroll project team continued their progress toward a 3rd quarter 1995 implementation date of the PeopleSoft Payroll system.
- The Health, Safety and Environmental project team completed their revised implementation plan in preparation for a June 1995 implementation of the Permits & Storage Tanks system.

Attachment "A" highlights the current status of Phase One, including information on achievements during the reporting quarter.

Overall, the Phase One Program is tracking well against the appropriation. All activities are projected to complete under the total appropriation amount.

Attachment "B" is the Program Cost Report, which shows the balance of the Capital Appropriation and program costs as of March 31, 1995.

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

Detailed Report:**ATTACHMENT "A"****I. PROGRESS HIGHLIGHTS IN THIS PERIOD**

In support of the April 3rd "go live" implementation date, the Finance, Asset Tracking and Materials Management project teams completed final project deliverables including: Application Usage Books, Implementation Plans, User Documentation, Test Books and Training Materials.

The Program Office worked with the Finance, Asset Tracking, Materials Management and Technology project teams to develop and implement an end-user post-production support strategy which included the formation of the cross-divisional cross-functional Business Transition Team.

From a technical perspective, the pre-production system went through extensive stress testing, in order to anticipate and correct database tuning issues. A final inventory of Phase One configured workstations was completed, with outstanding issues addressed.

The Human Resources/Payroll project team continued Cycle 2 systems testing and documentation activities. Original schedules and implementation plans for Cycle 3, Cycle 4 and the Medical project are being re-assessed.

The HSE project team completed their revised Implementation Plan and began developing the System Documentation deliverables. The System went through initial Unit Testing and Training Sessions were subsequently conducted.

Integration Testing was performed for transactions that cross application boundaries.

II. MAJOR MILESTONES**Completed this Period**

Delivered the Financial, Materials Management and Asset Tracking modules of the Oracle business systems into a production environment. Users throughout the District began using the new system to conduct normal business transactions including purchase requisitions, purchase orders and invoice payments.

The project teams completed major deliverables including: data conversion, system documentation and training materials.

The Asset Tracking project team continued their reconciliation of old data with new data, in preparation of the April 3 implementation date. Final user acceptance testing, integration testing and on-site training were completed.

The Finance project team completed historical data conversion and continued reconciliation between the old and new systems. User acceptance testing, integration testing, stress testing and documentation were completed. Training materials were completed, and training began for Budget and Reporting.

The Technology project team supported the systems scheduled for April 3 implementation. Activities included: managing the stress testing process, verifying the configuration status of Phase One workstations throughout the district, resolving connectivity issues and coordinating the cutover to the new systems.

The Program Office continued to monitor the Critical Path List of activities toward the

April 3 implementation date. This list was monitored daily, with status reports presented weekly at the Phase One Steering Committee meeting.

The Human Resources/Payroll project team continued work toward integrating the Payroll application with the new Finance chart of accounts. Implementation and system test plans were completed. Work began on user procedures. The Medical Project budget amount was reduced, based on a re-evaluation of MWD requirements.

The HSE Project Team completed the Permits Application Usage Book, Implementation Plan and Unit Test Book.

The Accounts Receivable project began, and a detailed implementation plan was developed.

In Progress

The Human Resources/Payroll Team is finalizing system tests in preparation for the 3rd quarter implementation of new pay checks and pay statements.

The Finance project team continues reconciliation of data between the old and new systems. The team continues working closely with the Engineering Division to ensure proper mapping of capital projects. Work continues on the implementation of the Accounts Receivable and Revenue Accounting applications.

The Program Office continues liaison activities with all Phase One project teams, monitoring critical path activities and implementation activities.

III. OBJECTIVES FOR NEXT PERIOD

Continue to monitor post-implementation of the Oracle systems. Work with the Business Transition Team to resolve outstanding issues related to implementation of Phase One systems.

Begin the roll-out of Executive Reporting from the information contained in the Oracle database.

Begin extensive communications program to inform employees of upcoming changes in paychecks.

Finalize the training materials and conversion activities for the HSE Permits Application for the scheduled June implementation date.

Resolve any outstanding technology issues related to hardware, integration testing, security training and communications for the payroll implementation milestone.

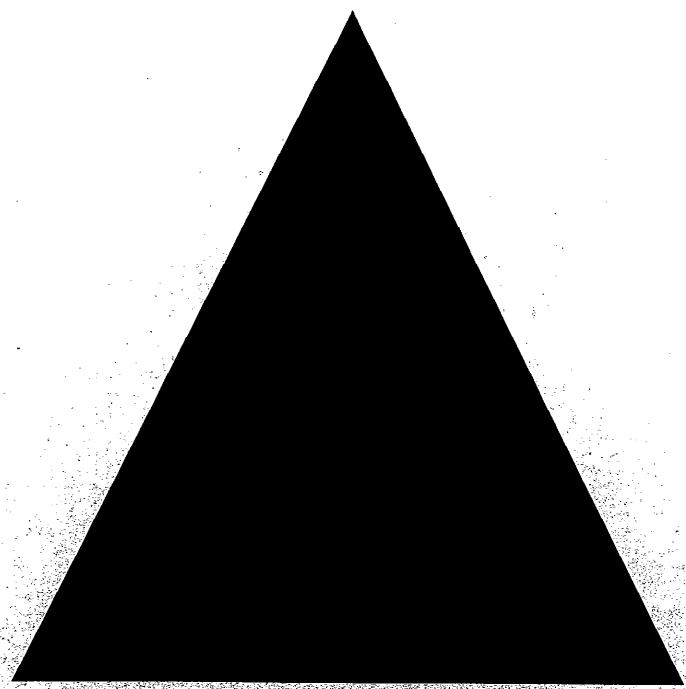
Complete the Application Usage Book for the Labor Distribution portion of the PeopleSoft Payroll system.

The Program Office, working closely with the project teams, will conduct extensive integration testing of all components scheduled for the payroll implementation milestone.

Finalize implementation activities for the Accounts Receivable/Revenue Accounting portions of the Oracle Financial applications.

This section uses the following tracking code : 25a

This section uses the following index code : 41470



Page Place Holder Sheet / Page Tracking Sheet

Page Place Holder Sheet

This sheet stands in for a section consisting of 2 total number of pages in this document, including those starting at page number _____ and ending with page number _____ as numbered in the document.

Page Tracking Sheet

This section of _____ total number of pages has been pulled from the document titled:

This section was pulled for separate processing due to:

- | | |
|---|--|
| <input type="checkbox"/> Duplex Pages | <input type="checkbox"/> Page Size |
| <input type="checkbox"/> Simple Binding | <input type="checkbox"/> Damaged Page |
| <input type="checkbox"/> Special Binding | <input type="checkbox"/> Text on Screen |
| <input type="checkbox"/> Mounted Components | <input checked="" type="checkbox"/> Image Only Pages |
| <input type="checkbox"/> Page Material | <input type="checkbox"/> Page Rotation |