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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

9-15

Office of the General Manager

April 29, 1997

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

From: General Manager *Edward J. Meo III*

Submitted by: Lambertus H. Becker
Chief Financial Officer *Steph C. Ferguson for LHB*

Subject: Quarterly Status Report on Phase One of the Information Systems Strategic Plan for Quarter Ended March 31, 1997

RECOMMENDATION(S)

For information only.

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.

On August 20, 1996, the ISSP Phase One Program Steering Committee met for the final time. It was decided that any activity reports or status updates for ongoing Phase One Program activities (including the Phase One Human Resources and Health, Safety & Environmental projects) will be reported to the Information Systems Ad Hoc Committee through the newly formed Information Technology Committee ("ITC"), a sub-committee of the Operations and Organizational Reengineering Committee ("OORC").

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 activities and financial data as of March 31, 1997.

Major milestones and activities since the last quarterly report include:

- Received **Fit Analysis & Design Analysis** from PeopleSoft Corporation.
- PeopleSoft version 6.0 and Time & Labor software installed on the UNIX platform for the upgrade process.
- Leave Accrual Plan completed and implementation started.

Attachment "A" is the **Program Cost Report** which shows the balance of the Capital Appropriation and program costs, as of March 31, 1997.

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 **Project Cost Report** which shows project balances as of March 31, 1997.

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

DETAILED REPORT

I. PROGRESS HIGHLIGHTS IN THIS PERIOD

Received **Fit Analysis & Design Analysis** documents from Peoplesoft Corporation. The Time & Labor product is estimated to fit Metropolitan's business processes at the 90% level. Any customizations in the application will be primarily for ease of use and productivity gains for high volume data entry. To implement the system as delivered without customizations requires new administrative processes and data management efforts that will increase a timekeeper's workload. Customization will be made without compromising the delivered PeopleSoft design.

The PeopleSoft version 6.0 upgrade project has started but the original delivery date of May 30th has slipped to July. Any further delay will impact the Time & Labor schedule and could jeopardize the goal of divestiture from mainframe by year end.

Engineering and Finance & Business Services are considering using the Project Management Information System (PMIS) as the corporate warehouse for labor reporting and labor transfers. Using PMIS will eliminate redundant systems and maintenance. PeopleSoft application would be used to provide the data for warehousing in PMIS.

II. MAJOR MILESTONES

COMPLETED THIS PERIOD

Finance & Business Services have agreed to be responsible for the General Ledger (G/L) Interface to PeopleSoft. Maintenance and support of this interface is better fit in Finance & Business Services than in Human Resources.

Leave Accrual project plan completed. Leave accrual is a prerequisite O&M project to Time & Labor. Shifting leave accruals from Electronic Timekeeping System (ETS) to PeopleSoft Time & Labor has been a long term plan.

IN PROCESS

Analysis work being done for following: Reviewing and formulating business rules based on the **Fit Analysis** and **Design Analysis** submitted by PeopleSoft Corporation.

III. OBJECTIVES FOR NEXT PERIOD

PeopleSoft consultant is to complete and submit for District review and approval:

TRACKING NON-EMPLOYEES ANALYSIS - This analysis identifies design issues in Time & Labor Human Resources Management System (HRMS), and application interfaces with regard to capturing and managing non-employee hours data. The deliverable is a design specification

IMPLEMENTATION SEQUENCE - Recommend a set of Time & Labor implementation steps. This deliverable is a design specification providing details for application setup and adaptation.

- Begin the adaptation and customization of the Time & Labor requirements by setting up tables or designing technical specifications.
- Reach a decision with regard to Labor Reporting in PMIS.
- Design the Chart of Accounts validation modification.
- Provide a UNIX/ORACLE platform with a complete image of production data base for Time & Labor development and testing.

Attachments

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ATTACHMENT "A"

TABLE 1 -- ISSP Program Status as of March 31, 1997

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 3/31/97	\$22,922,593	\$2,173,800
AVAILABLE BALANCE	\$3,867,190	\$ 0

TABLE 2 -- 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 3/31/97	Total Phase One Costs To Date	Total Appropriation Costs To Date
Total ISSP Appropriation					\$26,789,783
Labor	\$723,491	\$2,536,738	\$7,824	\$2,544,562	\$3,268,053
Materials, Supplies, Interest & Incidentals (incl. Software)	\$759,822	\$4,431,572	\$23,382	\$4,454,954	\$5,214,776
Professional Services	\$4,203,632	\$10,189,352	\$46,780	\$10,236,132	\$14,439,764
Combined Totals	\$5,686,945	\$17,157,662	\$77,986	\$17,235,648	\$22,922,593
Available Balance					\$3,867,190






ATTACHMENT "B"
ISSP PHASE ONE PROJECT STATUS REPORT


PROJECT	ORIGINAL BUDGET	ACTUALS TO DATE (*)	STATUS
Appropriation 634 (Phase 1 only)			
Program Office	\$ 3,900,000	\$ 3,601,871	ONGOING
Software	\$ 3,985,000	\$ 4,173,604	ONGOING
Technology	\$ 2,100,000	\$ 2,024,738	COMPLETE
HS&E	\$ 2,831,000	\$ 461,472	PENDING
Materials Management	\$ 2,278,000	\$ 1,434,418	COMPLETE
H/R, Payroll & Medical	\$ 2,580,000	\$ 2,637,536	ONGOING
Finance	\$ 3,106,000	\$ 2,270,756	COMPLETE
Asset Tracking	\$ 320,000	\$ 631,253	COMPLETE
<i>APPROPRIATION 634 SUB-TOTAL:</i>	<i>\$21,100,000</i>	<i>\$17,235,648</i>	
Appropriation 099 (Phase 1 only)			
Hardware	\$ 2,100,000	\$ 2,100,000	
<i>TOTAL:</i>	<i>\$23,200,000</i>	<i>\$19,335,648</i>	

(*Actuals as of March 31, 1997)

ATTACHMENT C MASTER SCHEDULE

Legend: Original Project Schedule

				
Human Resources	Finance	Asset Tracking	Materials Management	HSE

Revised Schedule: 

PROJECT	1996												1997												1998											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Human Resources	✓																																			
Payroll	✓																																			
Advanced HR																																				
Electronic Time-keeping																																				
Chart of Accounts	✓																																			
Integrated Accounting	✓																																			
Encumbrance Acct'g																																				
Accts Receivable	✓																																			
Budget Estimating	✓																																			
Asset Tracking	✓																																			
Materials Management	✓																																			
Permits & Storage Tank	✓																																			
Environmental Audit	(On Hold)																																			
HazMIT	(On Hold)																																			
System Upgrades	(On Hold)																																			
Emission & Waste	(On Hold)																																			
Hazard Communication	(On Hold)																																			

(As of March 31, 1997)

✓ = Complete