



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

9-14

April 29, 1997

Office of the General Manager

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

From: General Manager *Edward J. Measitt*

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

Subject: Quarterly Status Report on Phase One of the Information Systems Strategic
Plan for Quarter Ended December 31, 1996

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 December 31, 1996.

Major milestones and activities since the last quarterly report include:

- Implemented the upgrade of PeopleSoft to version 5.1. -- a necessary prerequisite for the 1997 scheduled project upgrade to Peoplesoft version 6.0 and the implementation of the PeopleSoft Time & Labor module.
- Due to staffing limitations within Human Resources, the Cycle 3 projects of Benefits Administration, Staffing and Planning, and Distributed Data Entry have been placed on hold. Human Resources is evaluating staff for a candidate to assume the functional leader role.

Attachment "A" is the **Program Cost Report**, which shows the balance of the Capital Appropriation and program costs, as of December 31, 1996.

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 December 31, 1996.

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

DETAILED REPORT

I. PROGRESS HIGHLIGHTS IN THIS PERIOD

The project team completed the upgrade implementation of PeopleSoft application to version 5.1. This upgrade is a necessary prerequisite to the 1997 scheduled project tasks associated with the application upgrade to version 6.0 and the implementation of PeopleSoft Time & Labor module. Upgrade to version 5.1 introduced new features and provided additional application functionality enhancements. This included improved application navigation; improved HRMS (Human Resources Management System), Benefit Administration, and Payroll documentation; and enhanced technical tools for supporting PeopleSoft upgrades and releases.

The Operations Division is in the process of converting their training data to the PeopleSoft Training Module to track and maintain employee training records.

In addition to the 7 NT workstations for the Technical Team, 9 additional NT workstations were authorized for the functional users/testers in HR and Payroll. Funds to purchase the 9 additional workstations will come from the remaining Phase One Program Operating Equipment Appropriation (099). The decision to purchase these workstation as opposed to leasing was based upon a cost analysis conducted by staff within the Finance & Business Services Division.

The Cycle 3 projects of Benefit Administration, Staffing and Planning, and Distributed Data Entry have been placed on hold due to the limited staff in the Human Resources

Division. Human Resources is presently reviewing and evaluating candidates who can assume the functional leader role. Additionally, a programmer is being trained to provide PeopleSoft support.

II. MAJOR MILESTONES

COMPLETED THIS PERIOD

Implemented upgrade of Peoplesoft to version 5.1. AFSCME labor contract agreements for 1997, year-end tax updates, W2 forms, and year-end processing were completed.

PeopleSoft Corporation released and delivered to Metropolitan the Time & Labor software module on December 30, 1996 as scheduled.

IN PROCESS

The Project Team and the PeopleSoft consultant have begun performing the necessary technical analysis which includes the Microsoft Windows NT conversion and the PeopleSoft upgrade to version 6.0.

Operations Division is converting current training requirements to match PeopleSoft Training module.

III. OBJECTIVES FOR NEXT PERIOD

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

FIT ANALYSIS - PeopleSoft Corporation will perform a fit analysis between Peoplesoft Time and Labor (T&L) application and Metropolitan's Electronic Timekeeping System (ETS). The deliverable document will identify differences between Time & Labor and Electronic Timekeeping System; and determine policies and procedures Metropolitan will need to establish or modify in order to adapt to Time & Labor.

DESIGN ANALYSIS - PeopleSoft Corporation will identify customizations, if any, required of Time & Labor in order to adapt application to Metropolitan policies and procedures. This will include an estimate of time and resources necessary to perform the customizations. The deliverable document will include a listing of all design issues along with conceptual descriptions of alternative solutions, estimates and resources required for implementing a design issue solution.

Project Team will install the demonstration Time & Labor application to begin preliminary implementation analysis of software within District architecture. Project Team will also begin work on PeopleSoft upgrade to version 6.0.

Attachments

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ATTACHMENT "A"

TABLE 1 -- ISSP Program Status as of December 31, 1996

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 12/31/96	\$22,844,607	\$2,173,800
AVAILABLE BALANCE	\$ 3,945,176	\$ 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 12/31/96	Total Phase One Costs To Date	Total Appropriation Costs To Date
Total ISSP Appropriation					\$26,789,783
Labor	\$723,491	\$2,502,972	\$33,766	\$2,536,738	\$3,260,229
Materials, Supplies, Interest & Incidentals (incl. Software)	\$759,822	\$4,415,681	\$15,891	\$4,431,572	\$5,191,394
Professional Services	\$4,203,632	\$10,094,108	\$95,244	\$10,189,352	\$14,392,984
Combined Totals	\$5,686,945	\$17,012,761	\$144,901	\$17,157,662	\$22,844,607
Available Balance					\$3,945,176






ATTACHMENT "B"
ISSP PHASE ONE PROJECT STATUS REPORT


PROJECT Appropriation 634 (Phase 1 only)	ORIGINAL BUDGET	ACTUALS TO DATE (*)	STATUS
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	\$ 2,559,550	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>\$17,157,662</i>	
Appropriation 099 (Phase 1 only)			
Hardware	\$ 2,100,000	\$ 2,100,000	
<i>TOTAL:</i>	<i>\$23,200,000</i>	<i>19,281,045</i>	

(*Actuals as of December 31, 1996)

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