

Functional Locations

LOG-PM-001
July 30, 2008



LaGOV

Version 1.3

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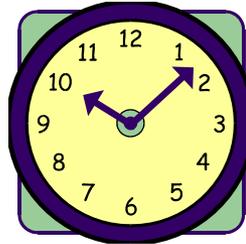


Agenda

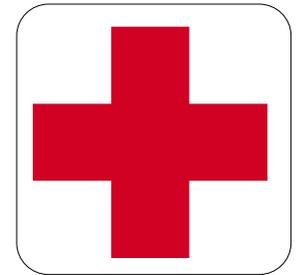
- Logistics, Ground Rules & Introduction
- Workshop Objectives
- Project Overview/Timeline
- Business Process Review
 - SAP terms glossary
 - Process improvement opportunities
 - SAP concepts & functionality
 - Leading practices
 - Edit mask example
 - Enterprise readiness challenges
- Action Items
- Questions



Logistics



Before we get started ...





Ground Rules

- Has everybody signed in?
- Everybody participates – blueprint is not a spectator sport
- Silence means agreement
- Focus is key – please turn off cell phones and close laptops
- Challenge existing processes and mindsets
- Offer suggestions and ideas
- Think Enterprise
- Ask questions at any time
- One person at a time please
- Creativity, cooperation, and compromise





Blueprint Objectives

- Review and discuss the current or As-Is business processes
 - Which helps to drive out the *Business requirements*
 - As well as the *integration points* with other processes
- Define Master Data
 - Address key integration points
 - Support organizational requirements
 - Consistent and appropriate use of data fields
- Define Future or To-Be business processes based on:
 - Best Practices inherent in SAP
 - Intellectual capital from other SAP implementations
 - State business requirements
- Identify development requirements
 - Which could result in the need for a form, report, interface, conversion, enhancement, or workflow (FRICE-W)
- Understand and communicate any organizational impacts / Enterprise Readiness challenges
- Gather system security authorizations and district-wide training requirements



Work Session Objectives

- Define Edit Mask
- Define Functional Location Hierarchy



Introduction

■ Roles

- **Process Analyst and Functional Consultant (IBM)** – lead and facilitate the discussions and drive design decisions
- **Documenter (State Employee)** – take detailed notes to support the formal meeting minutes to be sent by the Process Analyst to all participants for review and feedback
- **Team Members (LaGov)** – provide additional support for process discussions, address key integration touch points
- **Subject Matter Experts** – advise team members on the detailed business process and participate in the decisions required to design the future state business process

Round the Room Introductions

Name

Position

Agency



Project Overview



Enterprise Resource Planning (ERP)

Comprehensive suite of integrated products providing end-to-end support for statewide and agency-specific administrative business processes:

This is a Strategic Business Initiative for Louisiana State Government using technology as a tool

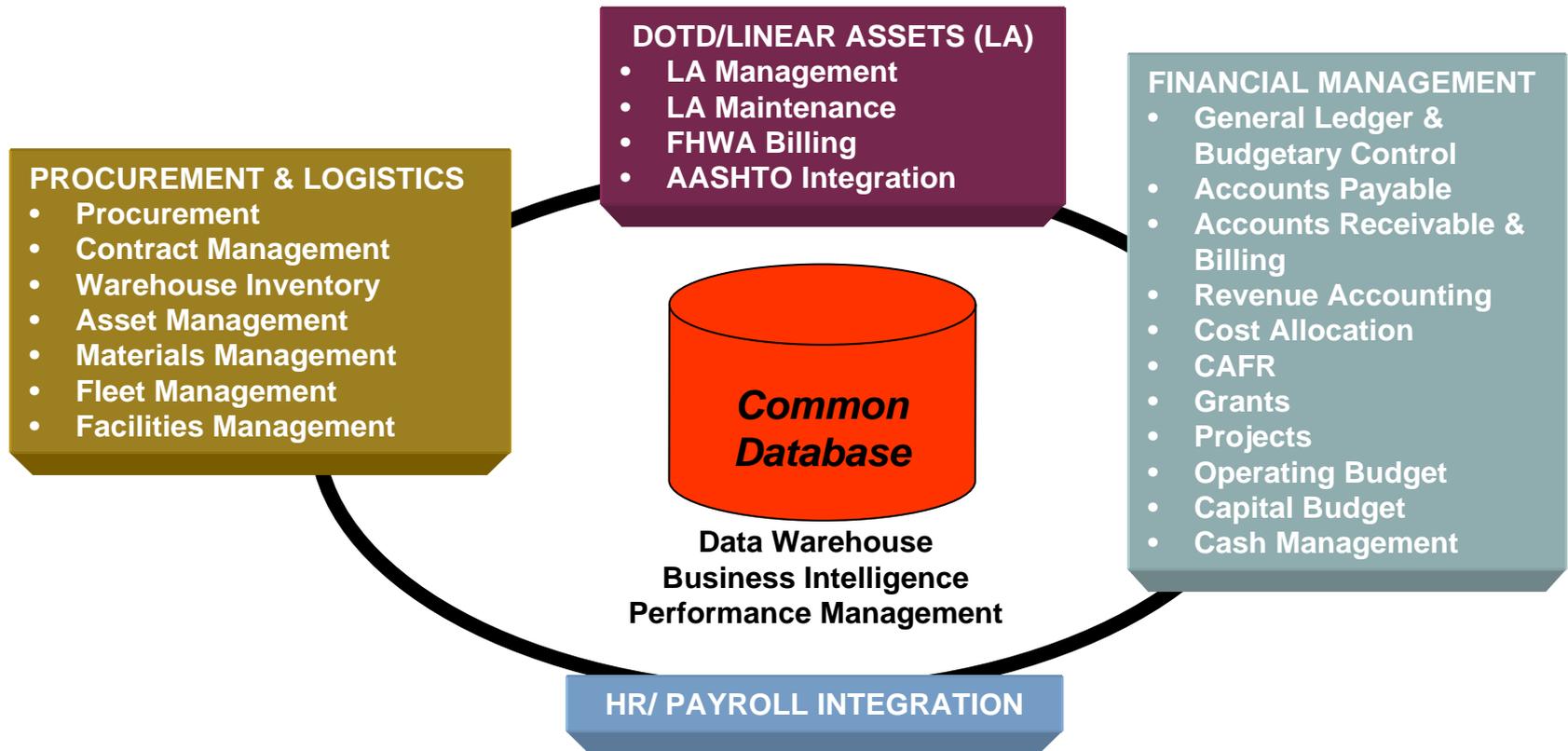
The existing SAP HR/Payroll System will be integrated with the SAP Financial System and AgileAssets:

Providing a fully integrated ERP Solution to the State of Louisiana!



Project Scope

SAP Integrated Business Components





Project Scope

Systems to be Replaced

- **Budget Preparation**

- CORTS
- BDS
- LaPas
- BRASS
- EB/RB Interface

- **Financial**

- AFS
- Vendor Search

- **Assets**

- SLABS
- Protegé

- **Procurement/Contracts**

- AGPS
- e-Cat
- Contract search
- CFMS
- LaPac



Project Phases

■ Five Key Phases



- Strategy & Approach Defined
- Project Team Training

- Development & Unit Testing
- Integration Testing
- End-User Training Materials

- Go-Live Support
- Performance Tuning

- Business Process Definition
- Development Requirements

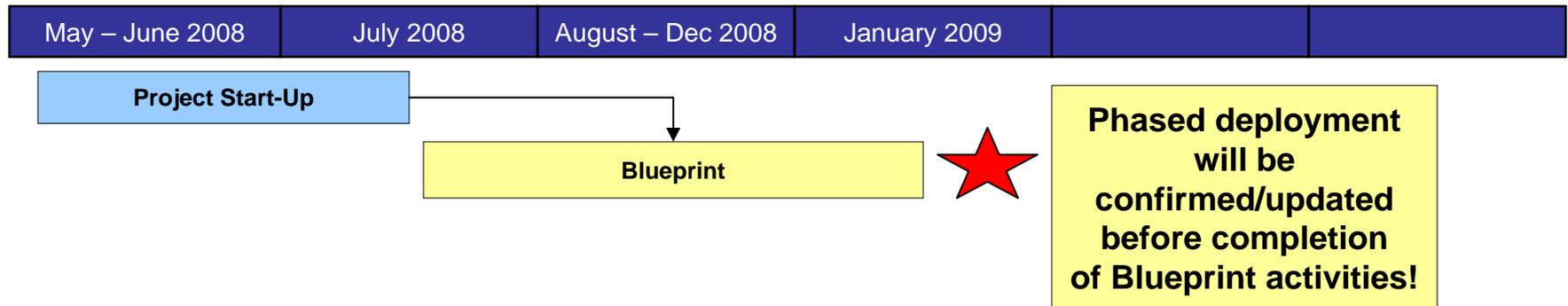
- User Acceptance
- Technical Testing
- End-User Training
- Conversion



Tentative Project Timeline

- Tentative implementation dates are planned as follows:

Functionality	Tentative Implementation Date
Budget Prep	October 2009
DOTD	February 2010
Core Modules All Agencies	July 2010
Additional Modules	January 2011





Agency Roles

Agency Project Involvement

Usage/Requirements/Design

Organize Agency Implementation Effort

Be Trained on Agency Implementation Tasks

Plan Agency Implementation Effort

Conduct Agency Implementation Effort

- Usage Mapping/Issue Resolution
- Security Role Definition
- Conversion
- Interfaces
- Documentation/Policy/Procedures**
- Training Needs Assessment
- Cutover

Training

Testing

Support From Central Team

Agency Support Group

Central Team SMEs/Blueprint Participants

Central Team Technical Staff

Information on New System Design

Information on COA, Budget, Purchasing, Payables and other centrally determined functions/classifications

Agency Implementation Guide

Agency Implementation Team Training

Forms and Templates to Assist Agency Implementation Effort



SAP Glossary

- **Master Data** –
 - **Functional Locations** -structures the maintenance objects of a company according to functional, process-oriented, or spatial criteria.
 - **Equipment records** -An individual, physical object that is maintained as an autonomous unit.
- **Plant** - organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning.
- **Cost Center** - An organizational unit within a controlling area that represents a defined location of cost incurrence. The definition can be based on:
 - Functional requirements
 - Allocation criteria
 - Physical location Responsibility for costs
- **Edit mask**- Specification for the formatting of the output of a **data object** in a list.
- **Structure Indicator**- A key for the edit mask. You can use the structure indicator to:
 - Determine the generic structure of the location number
 - Make the hierarchy levels in the location structure visible in the location number



Process Improvement Opportunities

- Consistency and standardization across agencies
 - Naming conventions
 - Work Processes
- Reporting



SAP Concepts

- SAP's way to define where work is actually being performed
 - Detailed Reporting
 - Detailed Cost Analysis



Leading Practices

For adequate reporting:

- Hierarchy structure should not be less than four levels and should not be more than seven levels.
- Naming conventions



Edit Mask Facilities Example

- **XX-----XXX---XXX-----XXXX**

- Dept- Agency-Section /Parish/Region- Site

- (2) - (3) - (3) - (4)

XXXXXX-XX---XXXX

- -Building- Floor- Room

- (6) - (2) - (4)

- Note for Section /Parish/Region- 1st Character (S,P,R) will define whether it's a Section, Parish or Region



Edit Mask Fleet Example

- **XX-----XXX---XXX-----XXXX**

- Dept- Agency-Section /Parish/Region- Site

- (2) - (3) - (3) - (4)

XXXXXX

- -Building

- (6)

- Note some agencies will stop at site others will go down to building



Functional Location Code	Description
LS23	GOV (Office of the Governor)
LS23-0107	GOV-DOA
LS23-0107-17	GOV-DOA-EBR
LS23-0107-17-L05	GOV-DOA-EBR-BR
LS23-0107-17-L05-001359	GOV-DOA-EBR-BR-Claiborne Bldg
LS23-0107-17-L05-001359-02	GOV-DOA-EBR-BR-Claiborne Bldg-2F
LS06	DOE (Dept of Education)
LS06-0678	DOE-State Act
LS06-0678-17	DOE-State Act-EBR
LS06-0678-17-L05	DOE-State Act-EBR-BR
LS06-0678-17-L05-001359	DOE-State Act-EBR-BR-Claiborne Bldg
LS06-0678-17-L05-001359-05	DOE-State Act-EBR-BR-Claiborne Bldg-5F
LS04	CRT (Dept of Culture, Rec, & Tourism)
LS04-0263	CRT-St Museums
LS04-0263-17	CRT-St Museums-EBR
LS04-0263-17-LO5	CRT-St Museums-EBR-BR
LS04-0263-17-LO5-001352	CRT-St Museums-EBR-BR-St Museums
LS04-0263-17-LO5-001352-03	CRT-St Museums-EBR-BR-St Museums-3F
LS18	DOTD (Dept of Transportation & Dev)
LS18-0275	DOTD-Public Works
LS18-0275-08	DOTD-Public Works-Bossier
LS18-0275-08-L52	DOTD-Public Works-Bossier-Shrev
LS18-0275-08-L52-001375	DOTD-Public Works-Bossier-Shrev-SOB
LS18-0275-08-L52-001375-01	DOTD-Public Works-Bossier-Shrev-SOB-1F



Questions?

