SRM Org Structure
LOG-SRM-001
Aug 12, 2008

LaGOV

Version 1.0
Updated: 08/04/2008
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 SRM Org Structure
- Educate team on relationship of the SRM Org Structure to user attribute inheritance.
- Educate team on relationship of the SRM Org Structure to workflow approval.
- Cover long term maintenance requirements of SRM Org Structure.
- Obtain decision on replication of the HR org structure.
- Highlight follow up blueprint sessions for approvals.
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**
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 Agile Assets:

Providing a fully integrated ERP Solution to the State of Louisiana!
Project Scope
SAP Integrated Business Components

**FINANCIAL MANAGEMENT**
- General Ledger & Budgetary Control
- Accounts Payable
- Accounts Receivable & Billing
- Revenue Accounting
- Cost Allocation
- CAFR
- Grants
- Projects
- Operating Budget
- Capital Budget
- Cash Management

**DOTD/LINEAR ASSETS (LA)**
- LA Management
- LA Maintenance
- FHWA Billing
- AASHTO Integration

**PROCUREMENT & LOGISTICS**
- Procurement
- Contract Management
- Warehouse Inventory
- Asset Management
- Materials Management
- Fleet Management
- Facilities Management

**HR/ PAYROLL INTEGRATION**

**Common Database**
Data Warehouse
Business Intelligence
Performance Management
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

- Project Preparation
  - Strategy & Approach Defined
  - Project Team Training

- Business Blueprint
  - Business Process Definition
  - Development Requirements

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

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

- Go Live and Support
  - Go-Live Support
  - Performance Tuning

Final Preparation
Tentative Project Timeline

- Tentative implementation dates are planned as follows:

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Tentative Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Prep</td>
<td>October 2009</td>
</tr>
<tr>
<td>DOTD</td>
<td>February 2010</td>
</tr>
<tr>
<td>Core Modules All Agencies</td>
<td>July 2010</td>
</tr>
<tr>
<td>Additional Modules</td>
<td>January 2011</td>
</tr>
</tbody>
</table>

- Phased deployment will be confirmed/updated before completion of Blueprint activities!
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

- **Company Code** - This level represents an independent accounting unit within a client. Each company code has its own balance sheet and its own profit and loss statement. Example: a subsidiary company, member of a corporate group.

- **Purchase Org** – An organizational unit responsible for procuring materials or services for one or more plants and for negotiating general conditions of purchase with vendors. The purchasing organization assumes legal responsibility for all external purchase transactions.

- **Purchase Group** - The purchasing organization is further subdivided into purchasing groups (buyer groups), which are responsible for day-to-day buying activities. A purchasing group can also act for several purchasing organizations.

- **Attributes** - Specific information maintained within the SRM org structure related to default values used in user transactions within the SRM application.

- **SRM Organizational Plan** – The configured organizational structure in SRM. The Org Plan includes information about the organizational structure of your enterprise, the positions in your enterprise as well as the reporting structure or chain of command between the positions.
Process Improvement Opportunities
SRM Organization Structure
Possible Structure

- Replicate As-Is HR org structure from ECC
- Replicates all or Selective:
  1. Organization Units
  2. Positions
  3. Relationships
  4. Users – Security has to be enabled

- Manually create all the attributes, extended attributes and responsibilities for org units or users
Questions?