

PM Master Data  
LOG-MD-006  
August 12, 2008



# LaGOV

Version X.X

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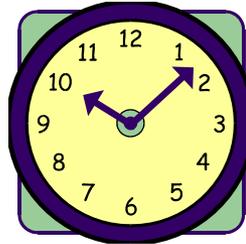


# Agenda

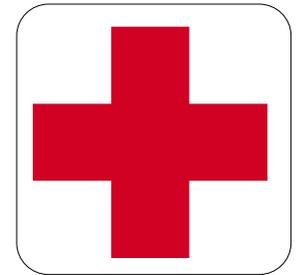
- Logistics, Ground Rules & Introduction
- Blueprint/Work Session Objectives
- Project Overview/Scope/Timeline
- Business Process Review
  - SAP terms glossary
  - Process improvement opportunities and SAP Concepts
  - Leading practices
  - Enterprise readiness challenges
- Contact Info
- Action Items
- 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





# 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***



# 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 Functional Location Field Requirements
- Define Equipment Field Requirements
- Define Measuring Points (Counters)
- Define Work Center Field Requirements
- Define Strategy/Package (Scheduled Maintenance/Frequency)
- Define Task Lists Field Requirements
- Define Maintenance Plans/Items Field Requirements
- Define Classification Field Requirements
- Define Characteristics Field Requirements
- Define Revision
- Define Permits
- Define Catalog Codes
- Define Bill of Materials (BOM)
- Define Maintenance Assemblies



# 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***

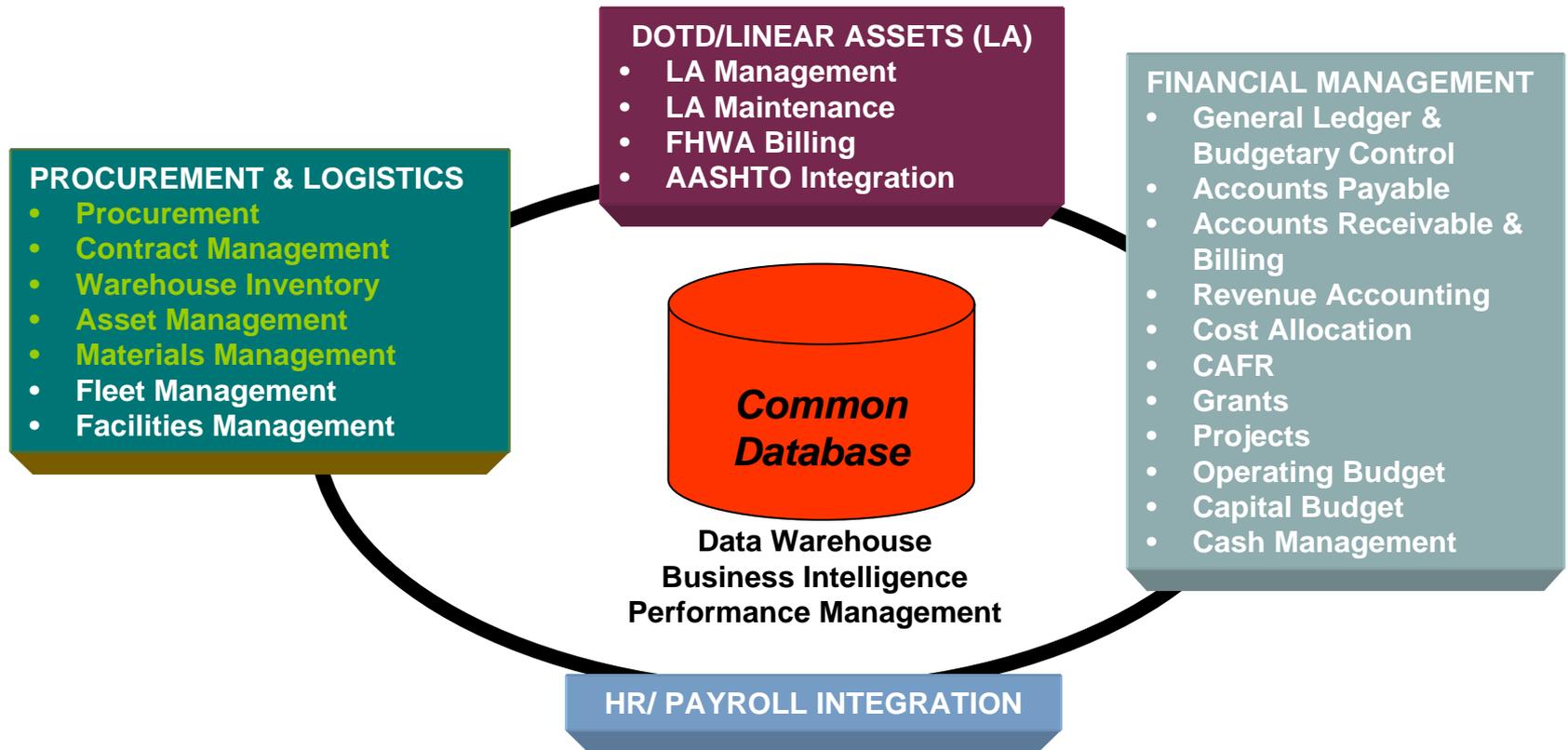
The existing SAP HR/Payroll System will be integrated with the SAP Financial System and AgileAssets:

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



# Project Scope

## SAP Integrated Business Components





# Project Scope

## Systems to be Replaced

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- **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

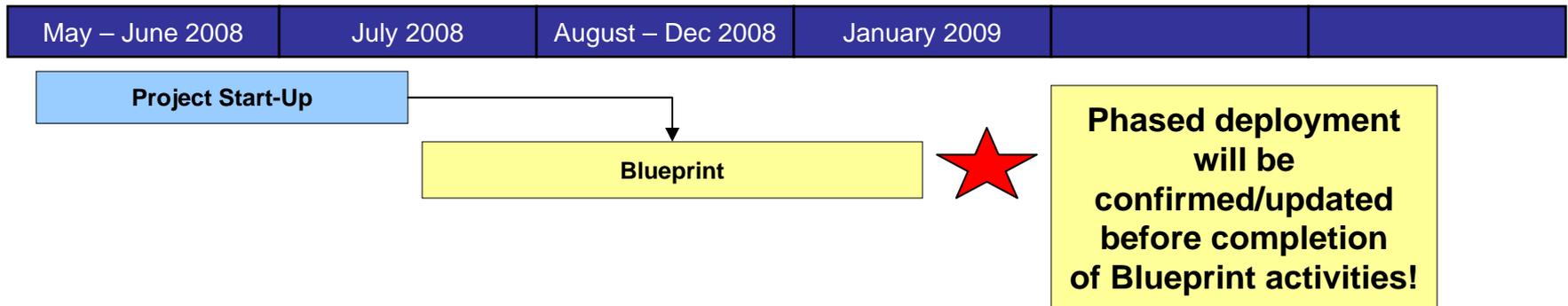
- User Acceptance
- Technical Testing
- End-User Training
- Conversion



# 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** –Provides reference information and functional structure for the PM process.
- **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.
- **Material Descriptions**-The term for all objects processed in materials management. A material master record is always created for each catalog material item in the SAP system and is assigned a unique material number. Non-catalog items are not included in the Material Master.



## SAP Glossary cont'd

- **BOM (Bill of Materials)**- A bill of material is a complete, formally structured list of all the subassemblies, parts and materials that go into an assembly or product. It contains a description, quantity and unit of measure for all the constituent parts. It is used in conjunction with MRP.
- **Task Lists**-Standardized sequences of operations describing individual activities to be carried out on technical objects. They facilitate the planning of maintenance orders and maintenance plans and contain specifications for carrying out operations (i.e., time required for execution, number of maintenance work center employees required for the job, and materials and maintenance resources)



## SAP Glossary cont'd

- **Preventative Maintenance-** The planning of the most probable optimal time for equipment repairs, replacements, and improvements based on the analysis of historic data, and usage relevant to that equipment before a malfunction or damage occurs.
  - **Frequencies (Time Based and Counters)-**
  - **Strategies-**



# Process Improvement Opportunities And Concepts

- Consistency and standardization across agencies
  - Naming conventions
  - Work Processes
- SAP's way to define where work is actually being performed
  - Detailed Reporting
  - Detailed Cost Analysis



# Leading Practices

- Naming convention standardization
  - Search and Find Functionality
- Match Code Functionality



# Enterprise Readiness Challenges

- Master Data collection and cleansing
  - Functional Location
  - Equipment
  - Measuring Points (Counters)
  - Measurement Document
  - Work Center
  - Material Descriptions
  - BOM (Bill of Materials)-
  - Task Lists



# Enterprise Readiness Challenges cont'd

- Preventative Maintenance
  - Maintenance Plans
  - Maintenance Items
  - Frequencies (Time Based and Counters)
  - Strategies
- Classification
- Characteristics
- Revision
- Permits
- Catalog Codes



# Contact Information

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# Questions?

