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

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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/Packag (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
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

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
  - Protagé

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

- **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.
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)
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?