

**ISIS HR
AGENCY IMPLEMENTATION GUIDE
APPENDIX A
TASK PLAN**

AGENCY IMPLEMENTATION AGENT (AIG) TASK PLAN				
	It is important to read the chapters referenced for each of these task. The information in the chapters is your tool and guide for the performance and successful completion of each task.			
Functional Area	Task Description	AIG Chapter	Start Date	Completion Date
	Attend monthly IA meetings		Monthly	
	Periodically visit ISIS HR Web Site for latest project updates			On going
	Distribute copy of applicable chapters of AIG and future releases and revisions to appropriate ISIS HR users throughout your agency(s)			On going
AGENCY COMMUNICATION PLAN				
	Coordinate communications between Agency, Civil Service, and Project Team		On going	
	Identify issues and present to appropriate authority for resolution			
	Provide regular status reports to Agency on project progress			
	Communicate the vision and case for change within the agency			
	Coordinate Road Show for agency : Publicize before Collect feedback from attendees and share with project team.		11/15/99	03/15/00
	Prepare agency personnel for ISIS HR October implementation		07/17/99	09/28/00
	Prepare agency personnel for ISIS HR January implementation		07/17/99	12/30/00
ASSURE ACQUISITION AND VERIFICATION OF INFRASTRUCTURE FOR AGENCY		CHAPTER 6		
	Understand hardware survey and define Agency infrastructure needs			
	Purchase and install new equipment			
	Install new software			
	Insure that there is adequate network support			
	Provide support for new agency infrastructure			

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VERIFY END USERS ARE READY		CHAPTER 6		
	Certification of user Logon ID / October Implementation			
	Certification of user Logon ID / January Implementation			
ESTABLISH NEW EMPLOYEE ADMINISTRATION UNIT GROUP		CHAPTER 8		
	Understand current agency work processes		08/01/99	06/30/00
	Understand the new ISIS-HR work processes		06/30/99	On-going
	Identify opportunities to improve agency work processes through reduced handoffs		08/01/99	On-going
	Create new work processes for the agency		01/02/00	06/30/00
	Identify Start/Stop/Continue work activities		01/02/00	06/30/00
	Create Employee Administration Section		01/02/00	06/30/00
	Metrics <ul style="list-style-type: none"> • Develop metrics for the new processes • Eliminate the old metrics • Monitor performance to the new metrics • Revise processes as required to meet the new metrics 			8/01/00
PROVIDE AGENCY INFORMATION TO ISIS HR PROJECT				
	Read the AIG Chapters associated with each task		On going	
	Assign specific AIG task to appropriate agency personnel		On going	
ORGANIZATIONAL MANAGEMENT		CHAPTER 9		
	Review Organizational Management Chapter of AIG			
	Create and submit agency organizational charts		06/24/99	07/30/99
	Verify organizational structure loaded by the project team			
	Notify project team of additions/changes to org. structure			
	Review position hierarchy object mapping and notify project team of any missing combinations		12/01/99	01/15/00
	Create and/or revise agency procedures for submitting		01/20/2000	09/15/20

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	organization and position additions and changes to the Employee Administration unit.			00
AGENCY WORK SCHEDULES		CHAPTER 9		
	Prepare and submit agency work schedules		07/07/99	08/16/99
	Assign work schedules to employees			
GARNISHMENTS		CHAPTER 9		
	Review section on Garnishments			
	Collect and submit agency garnishment information			
	Verify garnishment information loaded by project team			
	Notify project team of additions/changes to garnishment data			
	Create and/or revise agency procedures for submitting garnishment information to OSUP			
PREMIUM PAY		CHAPTER 9		
	Identify Premium pay rules and pay types		12/28/99	01/31/20 00
	Complete premium pay survey		12/28/99	01/31/20 00
	Assign premium pay to individual employees		10/01/2000	12/15/20 00
SECURITY		CHAPTER 12		
	Request for ISIS HR User Authorization Profile set up (system user ID)			
TRAINING		CHAPTER 11		
	Functional skills training			
	Identify functional skills training requirements: <ul style="list-style-type: none"> • Computer skills 			

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	<ul style="list-style-type: none"> • Payroll related skills • Financial system skills • Human resource management skills • Civil Service related skills 			
	Identify alternative methods for increasing skills within agencies			
	Determine level of desired competencies and skills in the organization			
	Define competency plan for the organization			
	Develop implementation plan			
	Identify training resources			
	Schedule training for ISIS HR project			
	Coordinate Civil Service training			
	Coordinate ISIS HR training:			
	For October 2000 implementation			
	For January 2001 implementation			
PRE-CONVERSION DATA CLEANSING				
	Cleanse data in legacy systems			
	<ul style="list-style-type: none"> • AM45PC • CS02 • UPS 			
AGENCY SUPPORT				
	Create and staff agency internal Help Desk			09/30/00