CHAPTER 9
IMPLEMENTATION TASK PLAN
SECTION 9.1
IMPLEMENTATION AGENT TASK PLAN

9.1 OVERVIEW

One of the first activities that should be undertaken by the agencies is the development of an individual detailed implementation task plan. This will be a customization of the generic implementation plan supplied by the ISIS Project Team, creating a task list tailored to meet the agency's specific needs. The Agency Implementation Task Plan contained in "Appendix A" lists the specific details for the management of the implementation effort. There are three kinds of activities involved for each task:

- To identify the specific pieces of work that need to be performed – **what** is to be done, **how** it is done, and sometimes, **where** it is done
- To assign resources to the performance of these tasks – **who** is to do it
- To schedule the performance of those tasks – **when** it is to be done

There are many activities to perform, and they only represent part of the overall implementation effort. It is critical that these organizational activities are performed in a timely manner. Smooth execution of the implementation depends on a well-prepared task plan. The four steps to develop a task plan are as follows:

1. A combination of generic and agency-specific tasks must be defined to "flesh out" the implementation plan. One purpose of the AIG is to help the agencies in that effort. The Agency Implementation Task Plan does not describe any single agency's implementation perfectly, but it does cover many areas that each agency must consider in the development of agency-specific plans. Section 5.2 discusses the contents and purpose of the sample plan.

2. The Agency Implementation Agent (IA) should read the AIG chapters and sections referenced with the tasks in Appendix A that explain what is involved in the performance of the tasks. Assignment of the proper resources to the tasks and an estimate of the times required, will be virtually impossible with out reading and understanding these sections and chapters.

3. The Agency IA should review the tasks listed in Appendix A for the due dates of the tasks. All agencies must complete tasks by the dates shown, although earlier completion dates are encouraged.

CHAPTER 9
IMPLEMENTATION TASK PLAN

SECTION 9.1
IMPLEMENTATION AGENT TASK PLAN

The time line for the ISIS HR project is as follows:

Project Preparation	March 1999
Business Blueprint	July 1999
Design Component	October 1999
Final Preparation	September 2000
Go-Live and Support Org Mgt/PA/Comp Mgt/Benefits	October 2000
GO-Live and Support Payroll/Time Mgt/ESS	January 2001

4. The Agency IA will create a customized agency implementation task plan, including the tasks shown in the sample plan, and others necessary for each department's specific implementation. At a minimum, the plan should include a time line that coincides with the project time line listed above and the Task Plan time line in Appendix A, a list of all of the tasks to be performed, assignment of resources to each task, and due dates for each task.

9.1.2 EXAMPLE TASK PLAN

Appendix A contains an updated copy of the generic detailed agency task plan. It shows the tasks associated with the current release of the AIG only. Due to the large number of tasks that must be completed in so many areas, the generic task plan will only contain the tasks related to that portion of the AIG that is being released.

The generic task plan is broken down by functional area, in date order of when the tasks must be completed. It is up to the agency to modify this generic task plan into an agency-specific plan, considering how each task or groups of tasks might apply to its own implementation effort. References are provided showing which chapter or section of the AIG addresses the issues related to groups and subgroups of task.

9.1.3 PROJECT MANAGEMENT

The first group of tasks relate to the initial planning and ongoing management of the entire implementation project. Review of all related documentation, especially the AIG, and updating of the agency implementation plan should begin immediately upon receipt of the AIG documentation. It is important to read all implementation documents soon because a good understanding of the overall effort is crucial to development of a manageable task plan. In addition, it should be noted that often the Agency IA will not perform the tasks listed. However, the Agency IA is responsible for ensuring that all task are completed in a timely manner.

The tasks listed have references to chapters and sections of the AIG. These chapters and sections explain the nature and extent of the work related to the tasks. As task are assigned, all applicable persons should review the appropriate chapters and sections related to the assigned task.

CHAPTER 9
IMPLEMENTATION TASK PLAN
SECTION 9.2
TASK #1

9.2 TASK ASSIGNMENT #1

AGENCY ORGANIZATIONAL STRUCTURE

State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE INFORMATION SYSTEMS

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DATE:

TO: ISIS HR Implementation Agent

FROM: Sylvia Vaught
ISIS/HR Project Director

The ISIS/HR project is collecting the initial information needed to design the various organizational structures for the State of Louisiana using SAP software. This is phase one of a multi-phase project. We realize that organizational structures are dynamic and subject to frequent change. It is still important that the information be as current and correct as possible. We appreciate your assistance.

Attached are instructions and examples for completing your organizational charts and supplemental information form. If you have current organizational charts in the format requested you may expand your organizational charts to include the information requested on page two of the instructions OR you may complete the attached supplemental form and submit the form along with your existing organizational chart(s). You may submit the completed information by agency rather than waiting to have the organizational charts completed for the entire department.

These organizational plans are a critical component of the SAP implementation process and should be submitted as soon as possible. Submit your organization's information to the attention of "ISIS/HR Change Management Team" on or before **July 30, 1999**. Agencies that may require additional time please contact Beverly Reed at (225) 342-9660.

US Mail:
DOA/ISIS/HR
Post Office Box 94095
Baton Rouge, LA 70804-9095

Messenger mail:
DOA/ISIS/HR
State Office Bldg., 5th Floor
150 3rd Street
Baton Rouge, LA 70801

If you have questions, please call one of the following ISIS/HR Change Management team members: Beverly Reed (225) 342-9660, Teresa Persick (225) 342-5425 or Rod Zimmerman (225) 342-5427.

Thank you for your assistance.

POST OFFICE BOX 94095 • BATON ROUGE, LA 70804-9095
(225) 342-0900 • Fax (225) 342-0902 • WWW.STATE.LA.US/OSIS
AN EQUAL OPPORTUNITY EMPLOYER

CHAPTER 9
IMPLEMENTATION TASK PLAN
SECTION 9.2
TASK #1

R5/99

GENERAL INSTRUCTIONS

The organizational structure should represent the Department/Division, Agency/Office, Division, Section/Region/Parish, and/or Unit levels. When completing the structure for your organization please include all boards, commissions, and entities constitutionally linked to your organization.

1. Complete the organizational structure charts from the position point of view. When identifying positions, you should include ALL FUNDED POSITIONS OF ANY TYPE (classified, unclassified, restricted, job appointment, student, WAE, UPS paid contract employee, client, etc.) If a supplemental position number(s) is used, list all job titles and incumbents for the position(s) either on the organizational chart or on a separate sheet. You may need to include information for positions not previously included on your organizational charts. DO NOT INCLUDE UNFUNDED POSITIONS.

2. You must submit the following information:

A. Current / updated organizational charts depicting the requested information (NO UNFUNDED POSITIONS).

B. "Supplemental Information Form" if needed.

C. On a separate sheet list the following information:

Job titles used in training series positions, include each level (e.g., I/S Applications Programmer 1, I/S Applications Programmer 2, I/S Applications Programmer Analyst 1).
Job titles of restricted appointments (if supplemental position number used) and the number of incumbents on restricted appointments.
Job titles of temporary appointment positions and the number of incumbents on temporary appointment.
ALL statutory appointing authorities and ALL delegated appointing authorities.

CHAPTER 9
IMPLEMENTATION TASK PLAN
SECTION 9.2
TASK #1

INSTRUCTIONS FOR COMPLETING THE ORGANIZATIONAL STRUCTURE CHARTS

1. ORGANIZATIONAL CHARTS MUST BE SUBMITTED. If your organizational charts do NOT include all of the requested information please provide the missing information on the chart or use the supplemental information form.
SECTION 7.2
AGENCY ORGANIZATIONAL STRUCTURE

2. Depict your organization as it currently exists. Include the physical address, all sub-locations, and the reporting structure for each level of your organization. The following may be used as a guideline.

Department/Division
Agency/Office
Division
Section/Region/Parish
Unit

3. Depict all positions.

The codes listed below correspond to the codes in the position block. Include ALL FUNDED positions of any type. Sequentially number each position block for each work unit on the organizational chart to correspond with the position block number on the supplemental form. (This block number will be utilized as a reference number.) Use a solid line to represent direct supervision. Use a dotted line to represent a lead worker or project lead relationship.

EXAMPLE/CODES FOR POSITION BLOCK

1. Job Title:
Add Position Type
Classified = C
Unclassified = U
UPS paid Contract = M
Client = L

2. Job Code :
Add FLSA Status
Exempt = E
Non-exempt = N

EX. POSITION BLOCK

Block # 12

JOB TITLE (C)
JOB CODE (E)
VACANT/INCUMBENT NAME (X)
POSITION # (T) (F)
(WORK PARISH CODE)

3. Vacant/Incumbent Name
   Add Temporary Appointment Type
      Student = S
      Restricted = R
      Job Appointment = J
      Does not apply = X

4. Position Number:
      Add Training Series Indicator = T
         Does not apply = X
      Add Full Time/Part Time Indicator
         Full Time = F
         Part Time = P

5. Work Parish Code. ( )

Place an asterisk(s) next to job title to denote special information and explain. (i.e., position double encumbered, position involved in detail, etc.).

INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL INFORMATION FORM EXAMPLE

If the information shown above is NOT included on the organizational charts, also complete the supplemental information form to be submitted with your org chart. Instructions for the supplemental information form are located on the form. Make additional copies of the form as needed.

SUPPLEMENTAL INFORMATION FORM Page ____ of ____

Only use this form for data requested but not included in position block on organization chart. Circle or complete each data field below. Please print legibly in ink or type. Include the Block # assigned here in the top right-hand corner of the corresponding position on the organization chart.

*Block # ______
*Position No.__________
Position Type: Classified Unclassified UPS Paid Contract Client
FLSA (Overtime) Status: Exempt Non-Exempt
Temp. Appointment Type: Student Restricted Job Appointment N/A
Position FTE: Full Time Part Time
Training Series: Yes No
Official Job Title: ____
Official Job Code: ___________ Work Parish: ____________________________
Incumbent Name: _______________________________ (Please indicate if vacant.)

* *These required fields will be used to match this supplemental information to the appropriate position on your attached organization charts.*

____

Department / Agency / Section / Unit *(Include all organization levels that pertain to the positions listed on this page.)*

Date: __________ Implementation Agent: ____________________________________ Phone: (____)_____-_________

SECTION 9.3
TASK #2

9.3 WORK SCHEDULES - TASK ASSIGNMENT #2

The attached questionnaire, instructions and form was distributed to the Agency Implementation Agents on July 7, 1999 and the completion date assigned to this task was **August 16, 1999**. The questionnaire is relative to Fair Labor Standards Act (FLSA) work periods and employee work schedules. This information is necessary for identifying and establishing key components in the SAP R/3 system to ensure correct payment to the state's employees. Is was essential for every Agency to complete the requested information on all employees (e.g., classified, unclassified, full-time, part-time, intermittent, etc.).

CHAPTER 9
IMPLEMENTATION TASK PLAN
SECTION 9.3
TASK #2

INTEGRATED STATEWIDE INFORMATION SYSTEMS (ISIS)
HUMAN RESOURCE PROJECT
QUESTIONNAIRE

We are attempting to identify work periods for all employees (full-time and part-time) other than the 7-day work week beginning Sunday at midnight used by most of the state. Please identify all other Fair Labor Standards Act (FLSA) work periods used in your Agency. *FLSA work period is defined as a fixed and regularly recurring period of consecutive 24-hour periods.* If your Agency uses only the 7-day work period beginning Sunday at midnight, please write N/A in the space below, complete the remainder of this document, and return it as instructed. *See examples listed below:*

AGENCY NUMBER	NUMBER OF DAYS	BEGINNING TIME & DAY	EMPLOYEES WITH DIFFERENT WORK PERIODS
245	*7*	*Noon / Friday*	*All employees at XXX Facility, Agency Name*
782	*14*	*10:00 a.m. / Saturday*	*Special Agents, statewide, Agency Name*

ISIS HR Project—Questionnaire, continued

WORK SCHEDULES

Other than an 8-hour work day on each Monday through Friday, please identify each unique work schedule in your Agency in the blank table provided below. Include any applicable repeat patterns, if lunch is paid or not paid, and the duration of the lunch period. On the attached sheets are some employee work schedule examples our project team has identified. Note: Please list only one employee type per work schedule box. All work schedules are needed, even those of part-time and intermittent employees. If more table space is needed to include each unique work schedule, please copy this page prior to completing the information. *See example below:*

EMPLOYEE TYPE: Examples of employee types are Nurses, Security Personnel, State Police Troopers, Custodial Personnel, Building Maintenance Personnel, Therapists, Correctional Security Officers, etc.)						
Sunday	*Monday*	*Tuesday*	*Wednesday*	*Thursday*	*Friday*	*Saturday*
Off	*7 am - 6 pm*	*7 am - 6 pm*	*7 am - 6 pm*	*7 am - 6 pm*	*Off*	*Off*
Off	*Off*	*7 am - 6 pm*	*7 am - 6 pm*	*7am - 6 pm*	*7 am - 6 pm*	*Off*
Repeat every two weeks (Lunch = 1 hr not paid)						

EMPLOYEE TYPE:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Note: Remember to show repeat patterns, where applicable.

9.4 TASK ASSIGNMENT #3

PREMIUM PAY/SHIFT DIFFERNTIAL/ON-CALL SURVEY

The ISIS-HR Project Team is gathering information on Premium Pay used by your agency. Our goal is to develop a system that will automatically compute, as much as possible, these additional payments, thus minimize manual entry.

These additional payments have been divided into three categories - Premium Pay, Shift Differential and On-Call. We are requesting that you complete the three Excel spreadsheets (one for each of the above categories and return to us at Pbaker@doa.state.la.us. If you do not have access to Excel, please contact us and we will make other arrangements for you.

Please return the spreadsheets to the project team by 01/31/2000. If you have any questions, or a problem with meeting this deadline, please contact Beverly Reed at (225)342-9660 or Priscilla Baker at (225) 342-9294.

Thank you for your help.

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

CHAPTER 9
IMPLEMENTATION TASK PLAN

9.5 GARNISHMENTS – TASK ASSIGNMENT