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### Upcoming Dates & Activities

- FDM Blueprint sessions continue through April
- Integrations design continues
- Business Process Analysis sessions kick off in April



## EXECUTIVE DIRECTORS CORNER

I am pleased to report tremendous progress on the One Washington program. The team has been hard at work over the past month completing activities and deliverables included in the Planning and Design phases of implementation with emphasis on finalizing the Phase 1a Integrated Project Plan, further refining the Foundation Data Model (FDM) which will serve as the backbone of our new Workday system, and conducting Process Design and Discovery (PDD) sessions to consider how we can improve and standardize our business processes to work more efficiently.



During the FDM and PDD sessions, we received great questions from agency leaders who want to know what the new Workday system will look like, what changes to expect, and assurance that Workday will meet their agency-specific business needs and reporting requirements. Please know the One Washington team is committed to sharing information with you as quickly as we can, however, the nature of a Hybrid Agile project like ours means we don't have all of the answers until we've worked iteratively through multiple sprints and review cycles.

To help address your questions with the information we do have now, we are leveraging a variety of different meeting forums and communications channels such as our [Agency Support Team \(AST\) network](#), [Frequently Asked Questions \(FAQs\)](#) and this monthly newsletter. You are also invited to contact the program team at any time at [OneWa@ofm.wa.gov](mailto:OneWa@ofm.wa.gov) and the team will do our best to answer your questions as quickly and as accurately as we can.

The team is also conducting a Change Impact Assessment that will help answer questions about who will be impacted in Phase 1a and plan to start sharing more detail about what will be changing beginning this summer. Transitioning from AFRS to a modern, cloud-based ERP system like Workday will require finance and accounting staff to perform job activities differently than in the past and we are committed to getting information and training to them as soon as possible so they can perform effectively.

We have also recently started using an Agency Readiness Checklist (ARC) to provide agencies with an actionable set of tasks so they can plan ahead on requests and more easily coordinate work across people, process, and technology threads. The ASTs have been mobilized and are providing additional sponsorship, support, and subject matter expertise to keep implementation activities on track.

Thank you for your continued commitment to One Washington and to helping agencies prepare for the exciting changes ahead.

Best,

*Vann*

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## WORKDAY REPORTING

The One Washington team is continuing to work through the creation of new Workday demonstrations to provide impacted users with a glimpse into Workday capabilities as soon as possible.

We recognize that a large number of people will be utilizing Workday reports for various state and federal requirements. We want to reassure you that the reporting capabilities will meet your current reporting needs. The project team continues to work closely with agencies to understand these requirements as we design and develop the system.

Some of the key features of the Workday reporting tools are outlined below:

- **Search features:** Users only have to type out segments of the what they are searching for, instead of the full name in order to find it. Workday is intelligent enough to recognize segments of searches and will return suggestions in the drop down.
- **Dashboards:** Workday has the capability to allow users to set up their most utilized and essential day-to-day reports in dashboards. Within each dashboard, users are able to drill down to each field to view more information and are also able to configure these reports from the dashboard to modify their views and filter for more specific data.
- **Modification of graphs:** Workday allows users to display different types of graphs to visualize data in different ways. Users have the ability to switch between a pie chart to a bar graph, clustered bars, line graph, or bubble graph. When users hover over different parts of the graphs they can see more detailed information for that particular graph part. Users are also able to see different categories in graphs broken out numerically in a table.
- **Customization of graphs:** Displays can be modified using the “configure” functionality. This allows users to change graph elements including the horizontal and vertical axes, size of the dots, and the color that the values are

represented in. If users do not want certain values to be displayed on a graph, they can be removed using the “Advanced” drop-down functionality.

The One Washington team is working to complete a demonstration showing some of the reporting capabilities of Workday. Please be on the lookout in the coming weeks for a communication showing this demonstration.

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## AGENCY SPOTLIGHT: Q&A WITH WSDOT’S JENNIFER DAHL

We spoke with Jennifer Dahl, Director of Accounting and Financial Services for the Washington State Department of Transportation, to ask her about WSDOT’s engagement with One Washington and what actions agencies can take to ensure that there is a smooth transition to the new Workday system.



### How long and in what ways has WSDOT been engaged with the One Washington program?

WSDOT has been engaged with the program for a long time. We initially got involved with One Washington in 2016 as a part of the Transportation Readiness Workstream. In 2017, WSDOT began a Financial System Readiness (FSR) project and worked directly with One Washington to understand the scope and magnitude of the program and what WSDOT could do to prepare to modernize our financial business processes and systems. Through this process, it was apparent that it was in the state’s best interest to transition the core financial functions of our Transportation Reporting Accounting and Information System (TRAINS), a legacy mainframe system like AFRS, to a new Enterprise Resource Planning (ERP) system. We were also able to identify several other mainframe systems related to our capital assets and inventory management that would likely be replaced by the new ERP. As a result of this detailed analysis, WSDOT recognized that it would be crucial to stay in close alignment with One Washington to

ensure that all of our systems would be successfully replaced by or integrated with the ERP system.

## **What is WSDOT most looking forward to with the new One Washington solution?**

We are excited for the new system for a few different reasons. First, it will be great to get all of the agencies in the state onto a single system. This will be helpful for our employees who will be able to seamlessly move between agencies and reduce the learning curve needed to get up to speed on the core financial system. Second, this new system will be crucial for our agencies to attract and retain top talent. We want to be able to offer smart and energetic people an experience working with a system that can compete with other entities and enterprises who utilize the top finance, accounting, and human resources systems.

## **What recommendations do you have for other agencies who are still feeling uncertain about One Washington or haven't fully immersed themselves in the program?**

I cannot over-emphasize how important it is for agency leadership to understand and be supportive of this project. One Washington isn't a small replacement project. One of the challenges I see is initially the talk has been primarily around replacing AFRS. If someone doesn't work with AFRS, they may think that this new ERP will not affect them. At WSDOT our employees don't work with AFRS, they use TRAINS, so when they hear or read that One Washington is focused on replacing AFRS they may tune out. We've been working with One Washington to change the messaging and I think it is starting to help. It is important for our employees to understand that Workday will provide not only finance but also procurement, budget, payroll, and human resources capabilities. Additionally, at WSDOT, there are so many different systems that currently interface with TRAINS that will have to be remediated and integrated with Workday. One Washington is going to impact a lot of peoples' work.

To that point, engaging employees and making them aware of how this project will impact their day-to-day work is central to a successful system launch. One Washington recognizes the importance of organizational change management. WSDOT agrees one-hundred percent with this approach. In some of our smaller system transformation projects, we recognized quickly that to be successful we would need to be highly engaged with readiness activities for our employees. It will be key for agencies to have change management resources in place to help their employees make this transition.

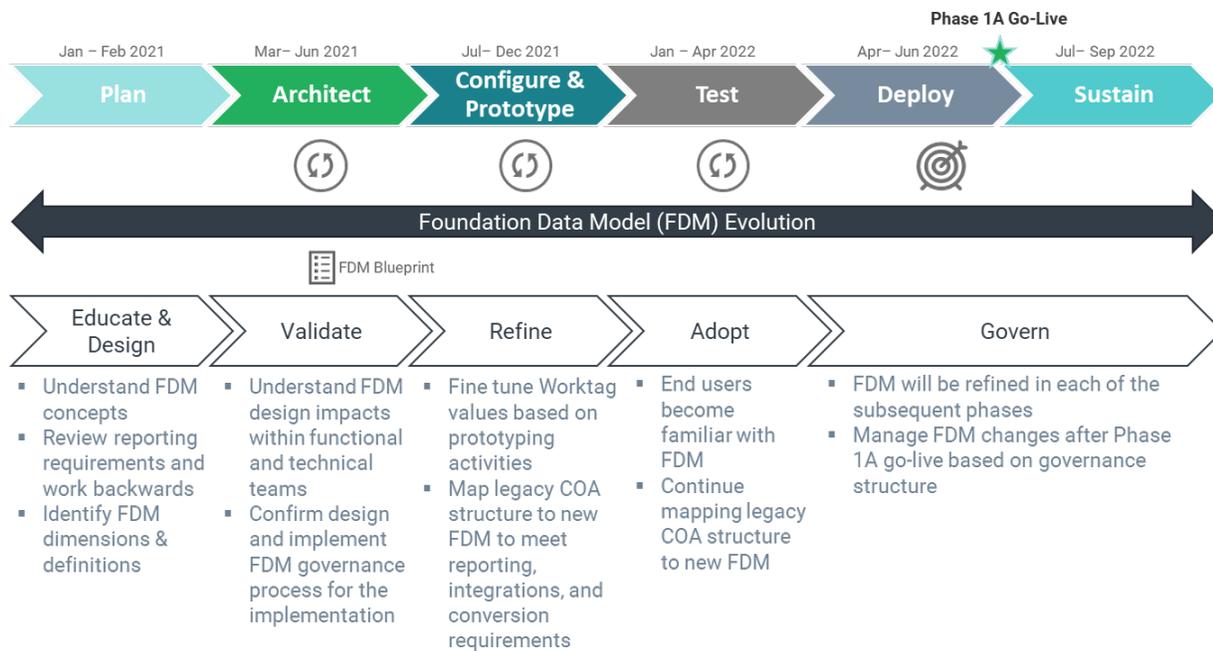
Our agency has found success in seeking out individuals to fill our organizational change management roles who currently use and understand our systems and are naturally inclined to help their colleagues learn. Our change management teams have

been the most effective when they can speak the language of the employees and understand agency business processes. This is the approach we will continue to take through ongoing change management initiatives and especially for the One Washington program.

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## DESIGN SESSIONS CONTINUE

Last month, we provided insight into the Financial Data Model (FDM) sessions that kicked off the beginning of March. As we make our way into April and continue further into the One Washington master project plan, design sessions will continue.



Three additional types of sessions are currently underway or have been scheduled include:

- Project design discovery (PDD) sessions
- Data conversion mapping sessions
- Business process analysis (BPA) sessions

PDD sessions ran for two weeks in the beginning of March. These sessions provided an opportunity for stakeholder groups to discuss current business processes, see what Workday can do, provided examples and demonstrations, and began determining what the One Washington system will look like. These sessions covered five different workshop modules including business assets, banking and settlement, finance, revenue, and suppliers.

Beginning mid-March and running through the first week of April are the data conversion mapping sessions. Data conversion is among the biggest and most important tasks agencies will need to complete as part of Phase 1a implementation. There are many steps required to identify, cleanse, and standardize the data before it can be converted into Workday. These sessions provide an opportunity for technical and functional leads (with specific systems that will take part in remediation) to discuss the movement of data from legacy systems into Workday so that it is available to users after cutover and go live. The overall goal is to determine all activities and efforts required to complete data conversion.

BPA sessions will kick off in April and run for four weeks. These workshops will walk through all of the individual business process events for each of the functional areas including business assets, banking and settlement, finance, revenue, and suppliers. During these sessions, agencies and stakeholders will discuss the business processes for a series of tasks or steps and the security group responsible for each in the process.

Following the conclusion of design sessions, there will be opportunities for agencies to review the outcomes of and provide feedback on system designs. The One Washington program is committed to sharing what we know as we have it through newsletters, one-pagers, and other communication forums to provide insight into design decisions and what will be changing. As we mentioned last month, the culmination and output of these sessions will be the FDM Blueprint. This document will be socialized among agencies to allow for stakeholders to provide feedback before the design is finalized.

As a reminder, this project is following a hybrid agile methodology, which means that designs will be iterative and will continue to evolve throughout the design and development phases. What does this mean? Designs that are being considered today may change as new requirements come into focus. It will be important for us all to be flexible and adaptable to these shifting system needs.

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## RESOURCES

The following list represents some of the resources available on the site:

- [2021-23 budget one-pager](#): Provides a high-level overview of the funds requested to support One Washington in the 2021-23 budget.
- [Program Update from the OCM Director](#): Features One Washington OCM Director Emily Poyner and discussing recent updates for the program.
- [One Washington benefits](#): Learn more about the benefits of the One Washington program.
- [Why Workday one-pager](#): Description of why the One Washington program selected Workday as our ERP system vendor.
- [SaaS 101](#): Background information about Software as a Service (SaaS) solutions.
- [ERP 101](#): Find information about what an Enterprise Resource Planning system is to help ground your understanding of the changes you can expect with the One Washington project.
- [AFRS case for change one-pager](#): Find information to help answer the “Why Now?” question and understand the case for modernizing the state’s financial administrative system.
- [Modernization roadmap](#): Find more detail about upcoming One Washington milestones.
- [Frequently asked questions](#): Find answers to common One Washington questions on our FAQ page.

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Do you have questions to ask or feedback to provide?

Questions, comments and feedback related to this newsletter’s content, structure and organization and the One Washington program broadly are welcomed at [onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov).

