



STATE OF WASHINGTON
ONE WASHINGTON PROGRAM

Helen Sommers Building, PO Box 43127 • Olympia, Washington 98504-3127 • (360) 902-0555

June 9, 2021

SUBJECT: 2022 SUPPLEMENTAL BUDGET INSTRUCTIONS: ONE WASHINGTON

Background

One Washington is an OFM business transformation program tasked with modernizing the systems that support enterprise administrative operations (including finance, procurement, budget, and human capital management) via the Workday™ Enterprise Resource Planning (ERP) system. Readiness activities to prepare for the implementation of the ERP system began in 2014. The One Washington project is divided into four subprojects and phases. The first two subprojects/phases are: Phase 1a: Core Financials and Phase 1b: Expanded Financials and Procurement. The program is currently implementing Phase 1a: Core Financials which is intended to turn off AFRS as the system of record and provide state-of-the art technology. Phase 1a: Core Financials is planned to go live July 2022. Phase 1b: Expanded Financials and Procurement, which will provide essential system infrastructure and modern financial functionality to the state, is scheduled to begin January 2022 and go live July 2023. Additional administrative business functions are scheduled to be fully implemented in July 2025. See the [Modernization Roadmap](#) for the overview of the subproject and schedule and the [One Washington Agency Resources page](#) for additional information.

One Washington 2022 scope

Phase 1b: Expanded Financials and Procurement is the only phase of the One Washington project relevant to the 2022 supplemental budget build.

One Washington 2022 supplemental budget request and related agency budget requests

All One Washington-related requests, including agency requests, will be reviewed and refined by the One Washington program to develop a single consolidated enterprise-wide decision package. One Washington will coordinate closely with the OFM Budget Division, the OCIO and agencies to ensure agency budget needs are identified for successful implementation.

All completed One Washington-related agency requests must be submitted to One Washington **no later than August 20, 2021** to be considered for inclusion in the One Washington decision package. Note: *Due to the complexity of decision package development, late submissions will not be considered.*

Agencies able to request One Washington resources

Since fall 2019, the One Washington technology team has engaged agencies and collected data and system inventories to help identify agency systems and interfaces impacted by the implementation of the Workday ERP system. Funding to support Phase 1a impacted systems has been accounted for. Therefore, no further requests for Phase 1a resources will be considered. Only agencies with Phase 1b impacted systems and interfaces will be eligible to submit resource requests. Specifically, *only Phase 1b: expanded financials and/or procurement data conversion resource requests will be considered for inclusion in the consolidated One Washington 2022 supplemental budget request.* Any agency, that previously reported impacted Phase 1b systems and interfaces, that believes their current Phase 1b system(s) need to be retained and integrate with the Workday ERP system will be asked to submit an exception request to be considered for inclusion in the consolidated One Washington 2022 supplemental budget request.

How One Washington will support agencies

One Washington is fully committed to supporting all agencies through this business transformation. The modernization and replacement of current systems will impact all agencies resulting in readiness, training, organizational change management and other resource needs. *Agencies should not request other One Washington-related resources* (FTEs, OCM, contractors, etc.) besides those related specifically to Phase 1b: expanded financials and procurement data conversions. One Washington will provide support to all agencies, not just the agencies that may request resources. For those agencies with self-reported Phase 1b impacts, One Washington will contact each agency to provide a customized tool and instructions related to how to calculate resource needs and/or how to submit an exception request. During summer 2021, One Washington will host workshops to assist agencies in the development of their One Washington-related budget requests.

One Washington will also work with agencies for technology and organizational change management resource needs for Phase 1a: Core Financials via two separate pools, funded in the 2021-23 operating budget. Agencies eligible for these resources will be contacted through their Agency Support Team (AST) leads to submit applications for these resources.

One Washington will continue to communicate through the AST network and other means to ensure agencies are supported and ready for each phase of the modernization. If the determination is made that your agency's system(s) and associated funding needs are not related to functionality being modernized by One Washington (budget, finance, procurement, and human capital management), please refer to instructions related to information technology for guidance. For more information see the [One Washington website](#), contact the [One Washington](#) program or the One Washington Budget Manager, [Briana Samuela](#).