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Upcoming activities

- Customer Confirmation Sessions begin 8/3
- Configuration 2 Tenant Build Kickoff 8/9



EXECUTIVE DIRECTOR'S CORNER

As most of you have heard at this point, we have had some updates to our Phase 1a go-live timeline. The finance module will now go live in October of 2022 instead of July 2022. This shift in timeline will allow us to properly pressure test our cost allocation functionality to ensure that the system is ready to handle to volume and complexity that functionality requires right away. I want to reassure everyone that this delay in the Phase 1a go-live timeline will not impact the rest of the project timeline. The One Washington program team continues to press forward to meet our milestones and stay on track for Phase 1b and beyond.



Given these recent updates, I thought it may be good for you all to hear more about these changes directly from me. In the spirit of open communication, I recorded a program update, which is available for you to view at your leisure on our [OFM YouTube website](#).

As always, thank you for your understanding and patience as we all work together to design our new solution and to help agencies prepare for the exciting changes ahead.

Best,

Vann

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AGENCY SPOTLIGHT: DEPARTMENT OF NATURAL RESOURCES (DNR)

We spoke with Brule Burkhart, the Deputy Supervisor for Administration and the Agency Support Team (AST) Sponsor for DNR, and Lislle Sayers, the Director of Business Operations and AST Lead for DNR, to ask them about DNR's engagement with One Washington and how their agency is preparing to transition to the new Workday system.



What is DNR doing to prepare for One Washington?

Lislle: We have developed a strong AST Team and structure. As the AST Lead, I operate as the project lead, and we also have leads for organizational change management (OCM), technology, and business operation leads for all of the major business areas (finance, budget, payroll, procurement, and human resources). Within this structure, we have a communications flowchart where each area is responsible for getting information to those affected staff within DNR at least a few times per month.

We also hold a weekly workgroup meeting and we hold meetings twice a month for the full AST Team.

To keep everyone organized and informed, DNR puts out a monthly newsletter, we host a weekly virtual meeting to share nano-learnings, and we have a dedicated SharePoint site for One Washington, and we are in the midst of developing an OCM plan for our agency. One thing we have found to be particularly effective is our “Ask a question/ make a comment” feedback forum. Agency members are able to click a button on our SharePoint site that will pull up an e-mail with a series of populated questions for agency members to answer. These responses are routed to the appropriate individuals on the DNR AST Team to answer.

In addition to our newsletter, we also distribute a communication called "What DNR is doing". In this communication we explain what the AST Team is, include our communications plan as well as our lines of communication, provide transparency into our budget, and provide a brief program status update.

Brule: For us, the people part is the important piece. Our staff have their regular jobs on top of what is happening at One Washington, which can cause overloaded workloads. This is difficult because not everyone quite understands how much the workload has increased in the last few months. We are working hard to check in with our people, reduce burnout, and keep moving forward with the program.

What are you most looking forward to in the new Workday system?

Lislie: Personally, I am looking forward to business process efficiencies and retiring some of our old manual systems that are currently in place. This will be a great opportunity to make our work more efficient and use a modernized finance and overall enterprise resource planning system.

Brule: Like Lislie, I am most excited for the business transformation. Prior to One Washington really getting going, our agency began to work on its own business transformation. Instead of working through our own transformation, it was great timing for One Washington to pick up steam so that we could go through a transformation all together so that people within finance can do their work more similarly across agencies.

Overall, it will be helpful to have our partners and our systems aligned into one system that is more efficient and user friendly. We care about our people's ability to do their work well and with the right tools; the consistency that this system will create will help our people with the organizational process and their ability to do their jobs well.

What recommendations do you have for other agencies as they get deeper into their One Washington journey?

Lislie: Ensure that you have a solid team supporting One Washington for your agency with the ability to take on some of the challenges, make decisions, and filter information throughout the organization so that things can keep moving. We have noticed that when team members aren't empowered to make decisions, things can stall. Getting the right people in the room will keep things moving forward.

Brule: It is important to have at least one individual with strong communications skillsets. The ability to cascade information out to the agency at the right time, to repeat key details, and know who needs to hear what is crucial to success for this program. Sometimes us finance folks can be introverted, so it's helpful to have people who are more extroverted and great communicators.

Lislie: We really appreciate the OCM team because they are adamant about being open and transparent. When we don't have information, or it's not time to share certain details, they are willing to talk about it. They're also great at consistently reminding us that this project it's agile and therefore will be iterative and constantly evolving. We also appreciate the reminders that we are all in this work together.

Brule: We really appreciate Vann Smiley's leadership and work for One Washington. He has created a really approachable and personable team where people feel safe and comfortable to ask questions. The design sessions are becoming more and more robust, which is leading to what I think will be great outcomes for the system. It's helpful to have the community of shared stories through this process. Folks feel like they have each other and are not talking to the iron wall.

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ONE WASHINGTON HOT TOPICS

There is a lot happening within the One Washington Program that it can be difficult to stay on top of everything. We recognize a need to be able to distill down the main activities that are occurring within the project so that you can quickly and easily stay up to date on One Washington happening. Each month, we will provide an update on “Hot Topics” for you to stay up to speed with the program.

Cost Allocation

Over the past 3 months, the One Washington program has been working through challenges with retiring the state’s Cost Allocation System (CAS). CAS is integrated with AFRS and provides important functionality specifically to DSHS, DCYF, and HCA who distribute a high volume of funds related to state and federal assistance programs. Recently, the Executive Steering Committee (ESC) made the decision to delay Phase 1a by 3 months to allow more time to configure and test Workday to ensure it meets our complex cost allocation needs. The revised phase 1a go-live date of October 2022 for all agencies will eliminate the complications of maintaining two financial systems and the need for temporary integrations.

It is important to recognize that we all want to get this right. This limited change in schedule will allow for both the One Washington Program and our healthcare agencies the necessary space and time to be ready to use Workday effectively on day one.

FDM Mapping

Recently, the program released its FDM Mapping Workbooks to agencies for their Finance Specialists to begin to start translating current AFRS functionality to the FDM for Workday. The One Washington program has hosted several “Walk In” sessions to provide support for any questions that may arise as these are being updated. FDM Mapping Workbook Updates will occur over five rounds starting in July and ending in November. Throughout this process, agencies will have the opportunity to make updates and adjustments to their agency workbooks. As we have mentioned many times, the One Washington methodology is iterative and allows for flexibility as agencies gain a better sense of what will be best for their accounting in Workday.

System Remediation

Closely tied to FDM Mapping is system remediation activities. Legacy system and third-party system remediation are dependent upon FDM Mapping. As the mapping activities progress, many agencies are finding they need more time to focus on their agency specific chart of accounts (COA) usage, which is impacting remediation timelines. The One Washington program is working through an alternative to allow remediation to occur over a longer period of time. This will happen in parallel with the FDM and COA crosswalk. More information is to come, but please know the team is working very hard to make the needed adjustments.

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COST ALLOCATION PROOF OF CONCEPT

Given the recent change to the Phase 1a go live dates related to cost allocation requirements, we thought it would be helpful to provide insight into some of the behind-the-scenes work the program is doing to ensure that we have strong cost allocation functionality at the time of go live.

Since Workday is configurable not customizable, the One Washington team must choose from existing Workday functionality to meet the state's business requirements. To be clear, Workday has functionality that can be configured to support cost allocation. The team is doing its due diligence to ensure all functionality is met.

The One Washington team has created a Proof of Concept (POC) to demonstrate Workday functions related to cost allocation functionality using realistic scenarios and data. The program completed two scenarios for this POC.

The first scenario demonstrated how costs can be allocated by dollars. In order to prove this scenario, the team tested cost allocated by dollars disbursed in an identified area (Program) by utilizing allocation posting from Workday based on vendor invoice posting functionality.

The second scenario demonstrated how costs can be allocated by Full Time Equivalents (FTEs). In order to prove this scenario, the team tested costs allocated based on the FTEs disbursed in an identified area (Program) utilizing allocation posting from Workday based on FTE/ HCM integration (EIB).

Following these initial two POC scenarios, the One Washington team continues to assess nine other scenarios including functionality such as direct charge, fixed rates and percentages, transaction count, state employee hours disbursed (timesheets), and statewide indirect (SWICAP) among others. The ultimate goal is to demonstrate how Workday can be configured to meet the business requirements for cost allocation and stand up to the rigors required to process complex disbursements and meet reporting requirements for a large volume of funds for Washingtonians.

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PROJECT ACTIVITIES: 30/60/90-DAY LOOKAHEAD

For those who are actively engaged in the details of the project, the following table provides a view into the activities happening in each of the One Washington workstreams (program, process, technology, and OCM & Training) over the next 30, 60 and 90 day periods.

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Program	<ul style="list-style-type: none"> FY 22 Technology & Agency OCM funding pool processes Development and submission of supplemental decision package to the state 	<ul style="list-style-type: none"> Development and submission of supplemental decision package to the state 	<ul style="list-style-type: none"> Preparations for Phase 1b kick-off
Process	<ul style="list-style-type: none"> FDM blueprint refinement 	<ul style="list-style-type: none"> FDM blueprint refinement Customer confirmation sessions 	<ul style="list-style-type: none"> FDM blueprint refinement Customer confirmation sessions
Technology	<ul style="list-style-type: none"> System security plan development Legacy system remediation Agency system integration design Reports development and testing 	<ul style="list-style-type: none"> Legacy system remediation Agency system integration design Reports development and testing Integration build and testing 	<ul style="list-style-type: none"> Legacy system remediation Agency system integration design Reports development and testing Integration build and testing
OCM & Training	<ul style="list-style-type: none"> Agency support team and agency readiness checklist activities Communications Training strategy development 	<ul style="list-style-type: none"> Agency support team and agency readiness checklist activities Communications Agency information sessions OCM pulse checks 	<ul style="list-style-type: none"> Agency support team and agency readiness checklist activities Communications Agency information sessions OCM pulse checks Training plan

RESOURCES

The following list represents some of the resources available on [our website](#):

- [One Washington benefits](#): Learn more about the benefits of the One Washington program.
- [Why Workday one-pager](#): Description of why the state selected Workday as the ERP system vendor.
- [SaaS 101](#): Background information about Software as a Service 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.
- [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 and the One Washington program broadly are welcomed at onewa@ofm.wa.gov.

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