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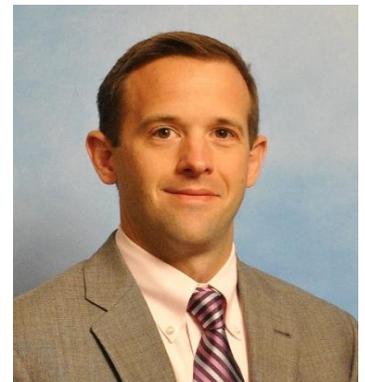


EXECUTIVE DIRECTORS CORNER

Hello One Washington Community:

November has been an exciting month for the program.

In partnership with oversight and agency stakeholders, the program team worked diligently to produce and present an updated phase 1a schedule to the executive steering committee (ESC). Based on the ESC's decision to approve the schedule, the program now has a structurally-sound, re-baselined project plan that complies with leading practices and incorporates the recommendations from our QA partner and feedback from the OCIO. The schedule, based on the information we



have today, is projecting an October 2022 go-live with end-to-end testing starting February 2022.

To be clear, the project plan will continually be updated and evaluated for impacts to the critical path and reviewed against project performance metrics. While there is contingency built into the updated plan, we will need to be diligent in monitoring our success over the next 90 days particularly with three critical activities.

First, we need to validate agency system remediation plans and their alignment with the project's overall timeline. To help us with this, the program recently hired a system remediation director to work with agencies on monitoring status, helping guide agencies through their remediation processes, and deploying possible mitigation strategies where needed.

Second, we need to continue resource planning for our organizational change management and technical teams including our partners at OFM IT, ensuring we are aligning what we want to accomplish with who is going to accomplish the work. This planning must be reasonable and include blackout periods for holidays and other contingencies to ensure the well-being of staff.

Third, our success is contingent upon achieving critical milestones before we get to end-to-end testing in mid-February, including:

- ✓ Conduct customer confirmation sessions – round 2: December 1, 2021 – January 6, 2022
- ✓ Develop integrations and unit tests – round 1: December 3, 2021
- ✓ Update data extract specifications: December 3, 2021
- ✓ Kickoff the end-to-end tenant build: December 7, 2021
- ✓ Resolve functional design issues: December 17, 2021
- ✓ Update FDM crosswalk – round 2: December 17, 2021
- ✓ Complete agency security role mapping survey – round 2: January 4, 2022
- ✓ Complete user stories: January 14, 2022
- ✓ Finalize test scenarios: January 18, 2022
- ✓ Complete end-to-end tenant build: February 4, 2022

We will learn a lot, with your help, as we engage in these activities. In the spirit of continuous improvement, we will continually reassess and validate our October 2022 go-live target. I have committed the program to a larger reassessment with the executive steering committee no later than February 2022.

In closing, Thanksgiving is a time to express gratitude. I am grateful for the amazing program team and oversight partners I get to work with every day. Their commitment and resilience to success inspires me to improve.

I am also grateful to our agency community partners. Even with your other jobs, you all have stood by the program and engaged with us even through ambiguity and uncertainty. I hear time and time again from you all that you want the program to be successful. This desire coupled with your dedication, despite all the challenges, motivates me to keep going.

With a lot of thanks and a side of stuffing,

Scott

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CUSTOMER CONFIRMATION SESSIONS

The program is hosting a series of customer confirmation sessions (CCS) throughout December and January. The purpose of these sessions is to review changes to individual process areas from the original sessions held in August. AST leads, finance SMEs, and agency staff can register for these sessions via The Learning Center (TLC). AST leads are encouraged to share these links with any applicable staff who should attend. If your agency does not have access to TLC, please reach out to OneWa@ofm.wa.gov to sign up.

Session Title	Dates Offered
CCS Accounts Payable	Dec. 1
CCS Business Assets	Dec. 6
CCS Accounts Receivable	Dec. 7
CCS Banking	Dec. 14
CCS Lease	Dec. 15
CCS Budget	Dec. 21
CCS Financial Accounting	Jan. 6

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AGENCY SPOTLIGHT: WASHINGTON'S LOTTERY



We spoke with Denise Mitchell, Project Manager with Washington's Lottery, part of the Organizational Performance & Planning Office, to ask her about Lottery's engagement with One Washington and how her agency is preparing to transition to the new Workday system.

How long and in what way has your agency been engaged with the One Washington program?

Washington's Lottery has been in discussions with OFM and its vendors on the AFRS replacement project since 2015. We've had the opportunity to learn about the vision the state must revolutionize the accounting systems. The One Washington team engaged with agencies to understand business needs and to provide an ERP for all agencies to utilize for its financials. Upon learning the business needs for the entire state, the selection of Workday was made. Now that the implementation is underway, we have been involved with various teams to understand the system and provide input on the configuration and design. With any system implementation, a thoughtful configuration is imperative to provide detailed data for informed decision making.

The goal to implement one system for the entire state is not an easy feat as many agencies have unique needs. However, we are confident the robust system will centralize and consolidate the necessary data for improved functionality and reporting.

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

Lottery is excited and looking forward to the Workday system for many reasons. Having all business functions integrated will provide many advantages statewide. The free flow of communication throughout the Workday system will optimize people's work in many ways. We look forward to an enhanced and robust system that will help increase efficiency among budget maintenance, procurement, payables, receivables, general ledger, payroll, contract management, and reporting.

Having an ERP with the latest technology will also be a great advantage for employees that move from one agency to another. The reduction in manual paperwork, duplicative data entry and data entry errors will also be a great benefit. Our finance staff is really excited about having real time data available. This will increase productivity and reduce process time, especially during month-end and year-end preparation.

As a DES-supported small agency, do you have any needs and how are you addressing those needs?

DES processes payroll on Lottery's behalf, making the Lottery only partially supported by DES.

The Lottery recognizes that implementations can be challenging. The transfer of data mid-year does increase risk. Because payroll is not a part of the first implementation phase, it is unknown at this time how the data is expected to be transferred and verified. Payroll data integrity is critical for reporting purposes.

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

- ✓ Stay engaged and vocal in meetings/working sessions offered.
- ✓ Participate in as many work sessions as possible – cross training in other areas.
- ✓ Keep an open mind, be patient with process.
- ✓ Proactively reach out the One Washington Program Teams if you believe your agency's needs are not being met.
- ✓ Continually update your agency's project teams to ensure they have the most up-to-date information.
- ✓ Assign a team to validate all data transferred early upon implementation to aid in the fiscal year close.

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RESOURCES

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

- Updated [program glossary](#): Find a consolidated list of key terms related to the One Washington program
- [One Washington benefits](#): Learn more about the benefits of the One Washington program.
- [Hybrid agile one-pager](#): Learn about agile techniques for the design and development of the Workday solution.
- [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 One Washington.

- [Modernization roadmap](#): Find more detail about upcoming One Washington milestones.
- [Frequently asked questions](#): Find answers to common One Washington questions.

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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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