

NEWSLETTER



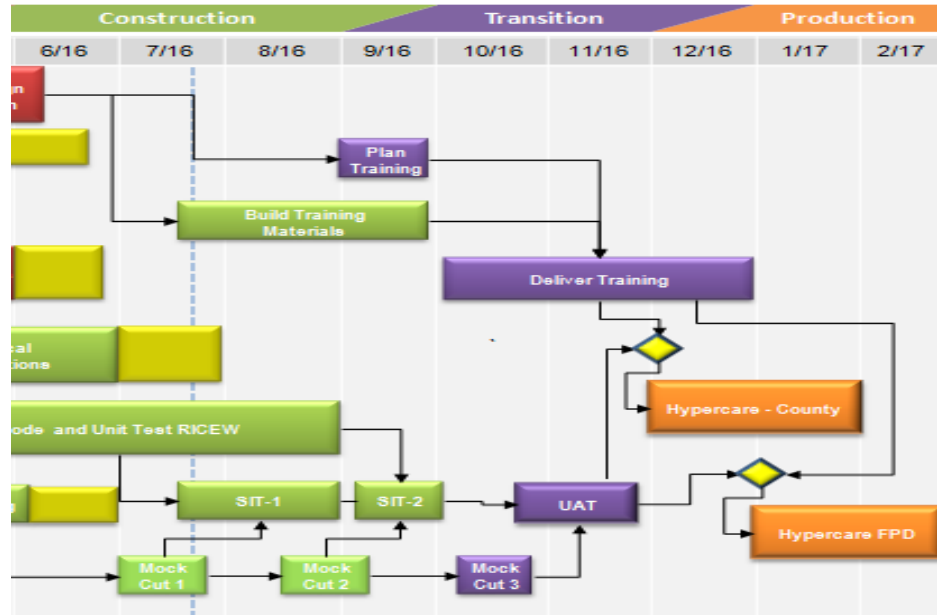
Volume 1, Issue 6, July 2016

Next STEP for ERP

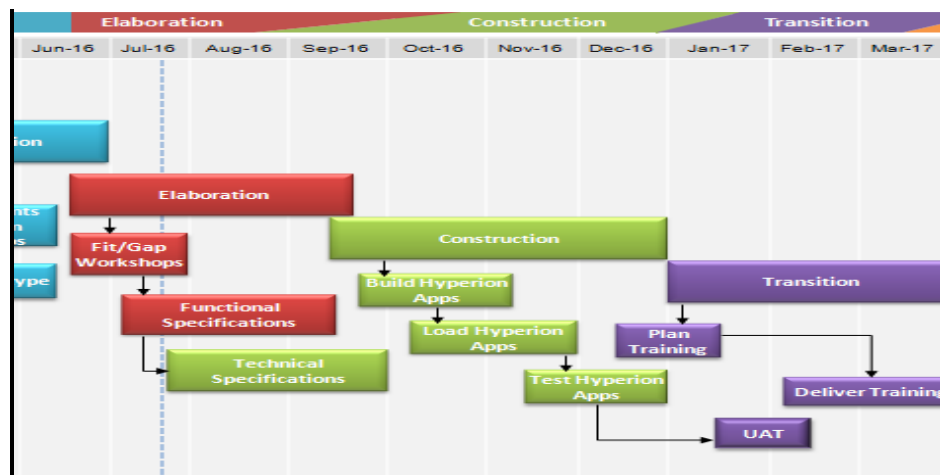
Wave 1 – The County’s new ERP system supporting the Offices Under the President, Elected Officials, The Treasurer, Forest Preserves, and Hospitals is in the Construction phase of the project, through the summer. The county takes an active role in Wave 1 Construction Phase with Core Team members either testing the system and/or validating data in the system.

Wave 2 – This wave will support the budget process (beginning with the 2018 budget) and financial reporting requirements. Wave 2 is in the Elaboration Phase and defining system requirements with the County’s Core Project Team members.

Wave 1



Wave 2



Accomplishments – Wave 1 & 2

Wave 1

- Finalizing Functional Specification sign-offs
- Finalizing Technical Specification Documentation
- Conducted Mock Cut 1 (data conversion) and began System Integration Test (SIT)
- Began training material development

Wave 2

- Facilitated the Training for Core Team members
- Completed Fit Gap sessions (requirements)

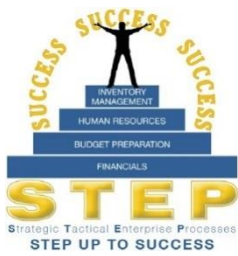
What’s Next in the STEP Project?

System Integration Testing (SIT) 1 – Wave 1

- During the Construction (Build) phase, the functional and technical teams load data to the test environment and begin testing process scenarios. The testing team expands to include County ERP team members and some Core Team in future testing phases.
– Please take this time to clean your data by removing duplicate records and fixing any known errors in the data. –

Training – Wave 1

- End User Training will be available for all of the 700+ end users for Wave 1. The Office Outreach team will coordinate the curriculum, timing and scheduling of all County employees using the new ERP system in December 2016.
- Below is a graphic depiction of the timing and delivery method for the training curriculum.
– More details about the training curriculum will be published in the next Newsletter. –

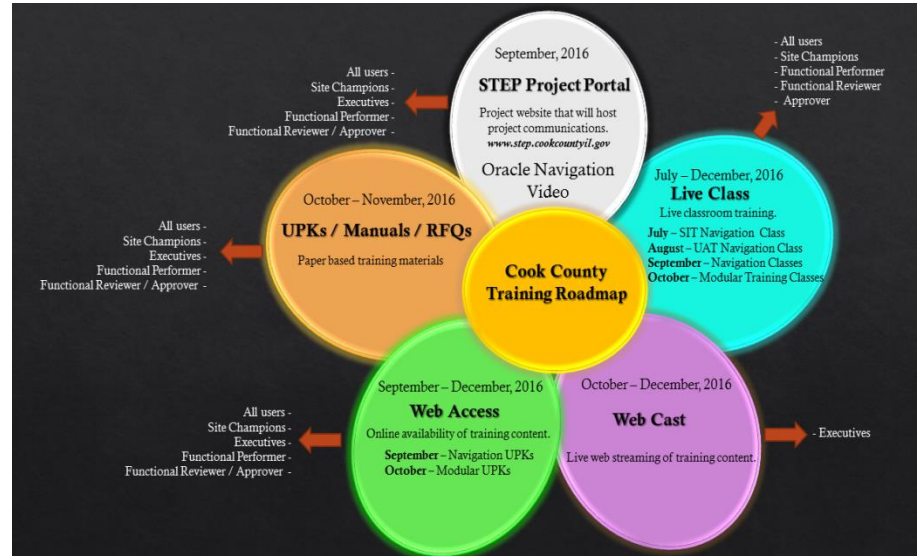


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Wave 1 Training – Timing & Delivery Methods



Key Tasks/Activities – Wave 1

When	Key Tasks/Activities
July	<ul style="list-style-type: none"> Continue System Role Mapping Begin End User Training Material Development Post Navigation Video to the Project Portal Conduct Mock 1 Data Conversion Conduct System Integration Test (SIT) 1
August	<ul style="list-style-type: none"> County ERP & Core Team members participate in System Integration Testing Develop training materials, <i>cont.</i> Plan for User Acceptance Testing (UAT)

How Can I Learn More?

- Project Leadership: Steering Committee Members**
 - The Steering Committee Members, who are your first line of inquiry for discussions and talking points, are listed on the project portal.
 - *Please go to STEP.cookcountyil.gov for the full list.* –
 - Office Readiness Leaders & Change Agents**
 - The Portal has the Office Readiness Leaders and Change Agents for each office. These Office Teams will have information specific to your office and activities in the project. The Office Outreach team meets with your Office Readiness Leader twice a month to stay connected to user needs and coordinate project tasks.
- Project Portal – STEP.cookcountyil.gov**
 - The Project Portal contains the printed communications to date and will be the place for system users to access:
 - Printed Communications – Newsletters, Presentations, FAQs, and Project Event Communications will be housed here.
 - Training Materials; printed materials as well as video clips for specific transactions and system navigation will be posted here.
 - Day in the Life Scenarios – descriptions of current and future processes such as a “Day in the Life” of a requisition will help explain changes to core activities.

We Want to Hear From You

- Post a Suggestion on the Portal STEP.cookcountyil.gov
- Email us a Question at: ERP.STEPPProject@CookCountyil.gov
- Contact Your Office Readiness Leader or Change Agent



How will STEP Support YOU?

STEP Program Team Support for Offices and End Users



**Office
READINESS
Starts with
YOU!**

The STEP Program Engages YOUR Participation in Office Readiness

Change Leaders Office Readiness Tasks

- Provide leadership for Office Readiness
- Assign task activities
- Identify SME's to attend Office workshops and meetings
- Ensure tasks and milestones are timely met
- Communicate STEP Program messages and promote interaction



Change Agents Office Readiness Tasks

- Provide support for Office Readiness
- Identify opportunities for change
- Conduct information sessions
- Represent the end user perspective
- Facilitate relationships with the STEP Program, sponsors and end users
- Provide feedback
- Maximize Change Readiness



Office Readiness Success Factors

- **Process** Readiness: new/modified business process documentation.
- **People** Readiness: intra-office communications, user roles.
- **Support** Readiness: user preparation and support.
- **System** Readiness: system configured, interfaced, tested.
- **Infrastructure** Readiness: desktops/workstations prepared.



What's Next for ME?

- STEP Program Communication
- Office Change Workshops
- Office Readiness Task Lists

What's Next for ME?

- STEP Program Communication
- Office Change Workshop Invites
- Office Readiness Tasks

What's Next?

- STEP Program Communication
- Office Change Resources & Tools
- Office Readiness Milestones

Please send your comments and questions to the STEP Project Mailbox:
ERP.STEPProject@CookCountyil.gov

