

# NEWSLETTER



Volume 1, Issue 5, June 2016

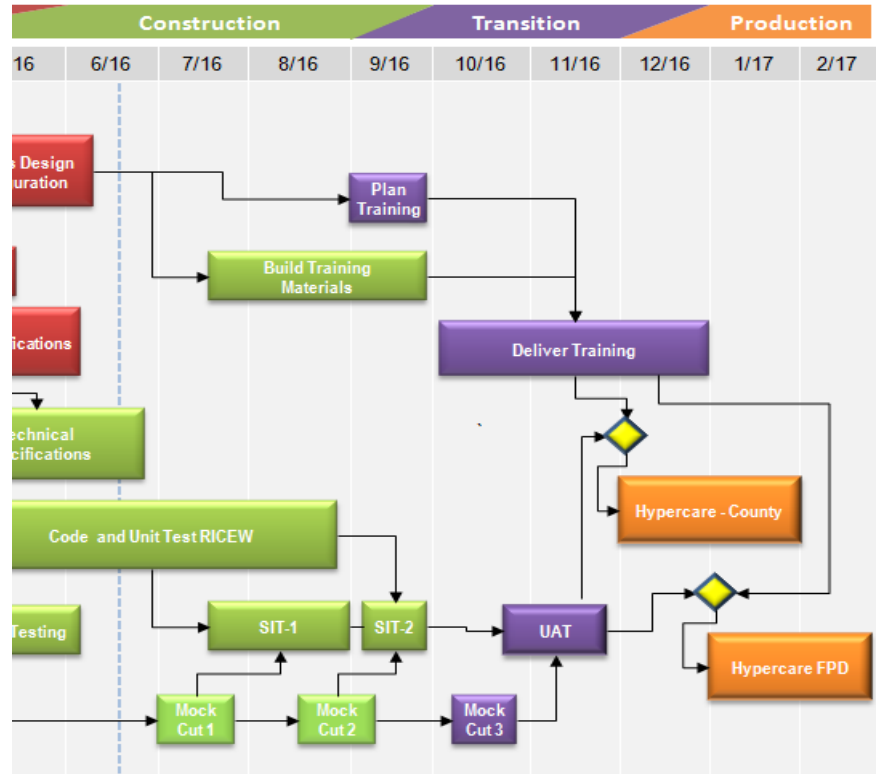
## Next STEP for ERP

The County's new ERP system supporting the Offices Under the President, Elected Officials, The Treasurer, Forest Preserves, and Hospitals has entered the build phase, which is referred to as the Construction phase of the project.

The Construction phase of the project is when the project team builds and tests the technical solution, configured and developed based on the finalized County requirements and solution design.

## Construction Phase Accomplishments

- Conducted Town Hall meeting for Wave 1 End Users
- Launched the STEP (ERP) Project Portal ([STEP.cookcountyil.gov](http://STEP.cookcountyil.gov))
- Finalizing Functional Specification sign-offs
- Drafting Technical Specification Documentation
- Preparing for Mock Cut 1 (data conversion) and System Integration Test (SIT)



## What's Next in the Construction (Build) Phase?

### Prepare for Testing

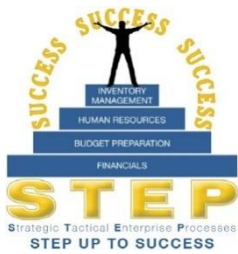
- During the Construction (Build) phase, the functional and technical teams will begin activities in preparation for the System Integration test (SIT) cycles. These include the definition of Test Scenarios, creation of Test Scripts, associated data and preparation of testing environments.
  - *Please take this time to clean your data by removing duplicate records and fixing any known errors in the data.* –

### System Role Mapping

- The Organizational Change Management (OCM) team and Office Readiness Leaders will collaborate to map Wave 1 system users to future system roles. We will conduct multiple working sessions with the County's Office Readiness Leaders to make sure system functions and roles are well understood, and that separation of duties and security requirements are well defined in the new ERP system.

### Training

- The OCM Team is preparing Navigation Training materials to prepare testers for SIT and User Acceptance Testing (UAT) in early fall. We are also working with the County Human Resources (HR) team to evaluate end-user readiness for the training program.
- 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.
  - *More details about the end user training approach and content will be available in the next Newsletter.* –



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## Key Tasks/Activities

| When | Key Tasks/Activities  |
|------|---|
| June | <ul style="list-style-type: none"> <li>• Conduct Town Hall meeting for all Wave 1 End Users</li> <li>• Publish the Project Portal for all County Employees to Access Project Information (STEP.cookcountyil.gov)</li> <li>• Draft System Navigation Training</li> <li>• Finalize sign-offs on Functional and Technical Designs</li> <li>• Finalize Test Scenarios</li> <li>• Begin Mock (Data Conversion) Testing</li> <li>• Design, Build and Test Interfaces for Offices</li> </ul> |
| July | <ul style="list-style-type: none"> <li>• Continue System Role Mapping</li> <li>• Begin End User Training Material Development</li> <li>• Post Navigation Video to the Project Portal</li> <li>• Conduct Mock 1 Data Conversion</li> <li>• Conduct System Integration Test (SIT) 1</li> </ul>  |

## How Can I Learn More?

### Project Leadership: Steering Committee Members

- During the Town Hall presentation, we listed the Steering Committee Members who are your first line of inquiry for discussions and talking points.  
– *Please go to [STEP.cookcountyil.gov](http://STEP.cookcountyil.gov) for the full Town Hall presentation.* –

### 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.  
– *Please see the following page for detailed roles and responsibilities of the Offices Readiness Leaders & Change Agents.* –

### Project Portal – [STEP.cookcountyil.gov](http://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](http://STEP.cookcountyil.gov)**
- **Email us a Question at: [ERP.STEPPProject@CookCountyil.gov](mailto:ERP.STEPPProject@CookCountyil.gov)**
- **Contact Your Office Readiness Leader or Change Agent**



**Office  
READINESS  
Starts with  
YOU!**

## How will STEP Support YOU?

### STEP Program Team Support for Offices and End Users



### 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](mailto:ERP.STEPProject@CookCountyil.gov)

