SUCCESS SUCCESS SUCCESS SUCCESS

INVENTORY MANAGEMENT
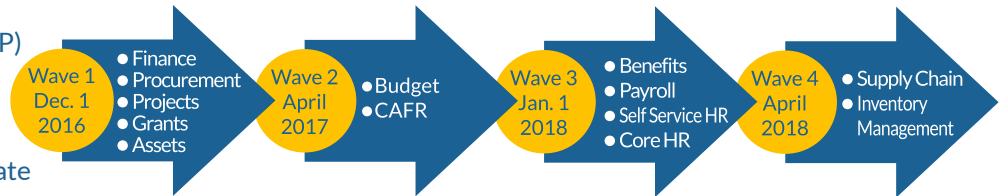HUMAN RESOURCES
BUDGET PREPARATION
FINANCIALS

STRATEGIC TACTICAL ENTERPRISE PROCESSES

STEP
NEWSLETTER

September, 2016

STEP is an Enterprise Resource Planning (ERP) System Project, integrating core functions across the Cook County Government enterprise. It will allow all 29 Offices to operate on one system, rather than multiple ERP systems across the county. The results will be more consistency and efficiency.

Wave 1 Dec. 1 2016
- Finance
- Procurement
- Projects
- Grants
- Assets

Wave 2 April 2017
- Budget
- CAFR

Wave 3 Jan. 1 2018
- Benefits
- Payroll
- Self Service HR
- Core HR

Wave 4 April 2018
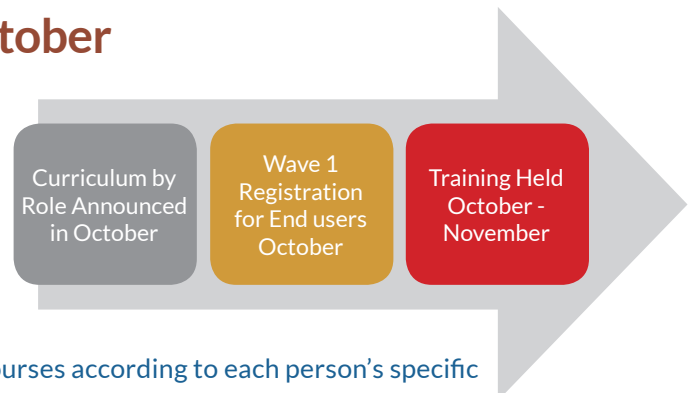- Supply Chain
- Inventory Management

Next STEP for ERP

WAVE 1 – Systems Integration Testing (SIT) for Wave 1 will be completed in September, followed by User Acceptance Testing (UAT) beginning in October. Standard scenarios as well as exception test scenarios identified by County Offices will be tested. Other activities now underway include data cleanup and data conversion preparation and testing, planning and development of end-user training and job role impact analysis. December 1 is the planned go-live date for Cook County Government (CCG) with the Forest Preserve District (FPD) following a month later on January 1, the beginning of their respective fiscal years for FY2017.

WAVE 2 – This wave will support the budget process (beginning with the 2018 budget) and financial reporting requirements. The requirements analysis for Wave 2 is completed, and design and construction is underway.

WAVE 3 – Work started for Wave 3 with a kick-off meeting held August 31. Scheduled for a January 2018 launch, it includes Self Service HR, Core HR, Payroll and Benefits.

Wave 1 End-User Training Coming in October

End-User Training will be available for all 800+ end users for Wave 1, which affects employees in finance and procurement roles. The training team will coordinate the curriculum and scheduling for County employees impacted by the core Finance modules that will be launched in December 2016.

Curriculum by Role Announced in October

Wave 1 Registration for End users October

Training Held October - November

The 800+ end users in Wave 1 will be assigned a core set of training courses according to each person's specific role. The curriculum is still in development and will be aligned with the role mapping provided by the Cook County Government Offices. The self-registration period where employees can choose class dates, starts in October. End users who have not registered during the self-registration period will be auto-enrolled in training classes. In addition, navigation training will be held weekly in live classes October through November and available online.

Important Announcement About Your Data

Please take this time to clean your data by removing duplicate records and fixing any known errors in the data. Contact your Office Readiness Leader with any questions. Find your Office Readiness Leader's name on the STEP web site under People, or contact the project team.

Summary of Activities

When	Wave 1: Finance	Wave 2: Budget	Wave 3: Human Resources
ACCOMPLISHMENTS			
August	• Finalized technical specifications • Conducted mock data conversion • Began System Integration Test 2 (SIT2) • Continued training material development	• Completed Fit Gap sessions (requirements) • Conducted Conference Room Pilot 1 (CRP 1)* • Developing functional specifications	• Held kick-off session with team
UPCOMING ACTIVITIES			
September	• Finalize role mapping • Develop training curriculum and materials • Test data conversions • Complete System Integration Test 2 (SIT2) • Complete job role analysis	• Finalize training needs assessment • Complete design • Start technical specifications	• Conduct requirements gathering and validate with Subject Matter Experts (SMEs)
October	• Announce training curriculum and class schedules • Conduct User Acceptance Testing (UAT) • Open self-registration for training • Start end-user training (runs through November)	• Complete technical specifications • Start construction	• Validate and revise requirements • Prepare and configure the Conference Room Pilot (CRP0)*

**A Conference Room Pilot (CRP) is performed by a select group of end users carrying out typical or key business functions to validate that the new application design meets expectations for end-to-end business processes.*

STEP.cookcountyil.gov

How Can I Learn More?

- The Steering Committee Members, who are your first line of inquiry for discussions and talking points, are listed on the project portal.
- Office Readiness Leaders and Change Agents for each office are listed on the STEP portal. 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.

We Want to Hear From You!

Post a suggestion at **STEP.cookcountyil.gov** portal

Email us a question at: **ERP.STEPProject@CookCountyil.gov**

Contact your Office Readiness Leader or Change Agent