

# NEWSLETTER



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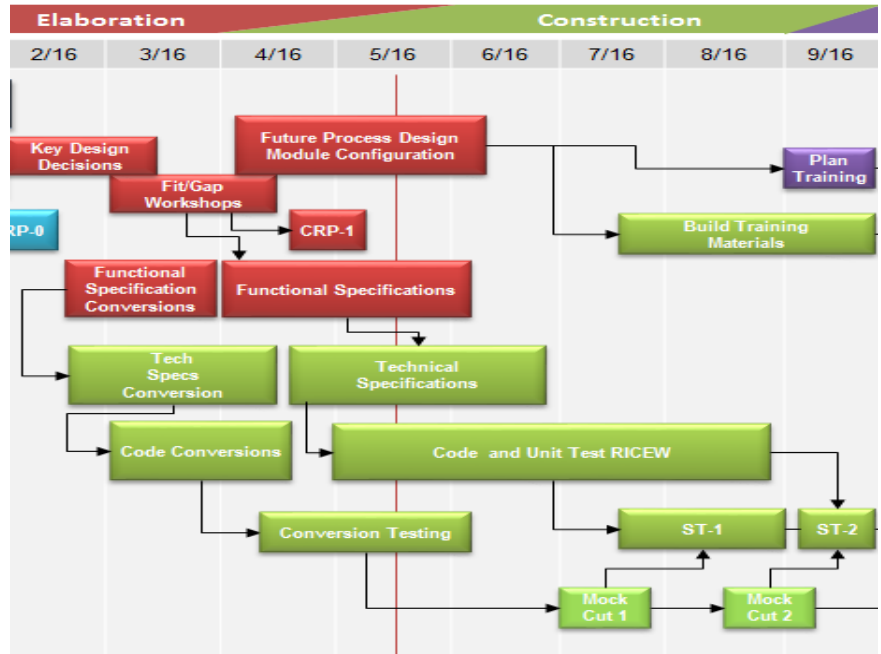
## Next STEP for ERP

The County’s new ERP system supporting 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 technology solution, using design requirements gathered during the Elaboration phase of the project.

## Construction Phase Accomplishments

- Completed Construction Kickoff Presentation
- Began Technical Specification Documentation



## What’s Next in Construction?

### Functional and Technical Specifications

- During the functional and technical specification build, the team will define program changes that will be required to the “Out-of-the-Box” software. County Core Team will participate in functional specification design as a part of Knowledge Transfer.

### Prepare for Testing

- During the Construction phase, the functional and technical teams will begin activities in preparation for the SIT testing cycles. These include the definition of Test Scenarios, creation of Test Scripts and preparation of testing environments.

## Key Tasks/Activities

When	Key Tasks/Activities
April	<ul style="list-style-type: none"> <li>• Future Process Design</li> <li>• Module Configuration</li> <li>• Create Functional Specifications</li> <li>• Create Future Business Process Flow document</li> <li>• Conduct CRP1</li> <li>• Extract sample data to be utilized by development teams - Agencies</li> <li>• Plan Wave 1 RICE</li> </ul>
May	<ul style="list-style-type: none"> <li>• Create Functional Specifications</li> <li>• Create Technical Specifications</li> <li>• Test Planning</li> <li>• Define Test Scenarios</li> <li>• RICE Technical Designs</li> <li>• Data Collection for Mock Testing</li> <li>• Design, Build and Test Interfaces for Offices</li> </ul>



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

