

Scope Document



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GeorgiaFIRST HRMS Self-Service (eApps) Implementation - Pilot

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Project Manager: Layne Hammock	IT Project Sponsor: John Graham
Project Coordinator: Daphene Blackmon	Other Critical Resources: <ul style="list-style-type: none">➤ John Scoville➤ Robert Elmore➤ Bill Wallace➤ Skybridge Global Inc.
Project Dependencies: <ul style="list-style-type: none">➤ PeopleSoft HRMS Version 8.8 Upgrade (completed July, 2004)	
Linkages to the IIT Strategic Plan: <p>The PeopleSoft Self-Service Applications (E-apps) project is in support of the following goals from the IIT Strategic Plan – “Learning Without Limits”.</p> <ul style="list-style-type: none">➤ Goal #2: Expand reliable and Secure Access to Information and Services➤ Goal #3: Increase Customer Focus➤ Goal #4: Ensure Continuous Innovation➤ Goal #5: Effectively and Efficiently Plan and Manage IIT Operations	
Goals & Objective: <p>It is the goal of USG BOR OIIT to gain efficiencies with regard to functional and technical enhancements to the HRMS administrative enterprise application. Potential efficiencies exist through the implementation of PeopleSoft HRMS self-service functionality (eApps) for non-traditional application users including employees. The objective of the GeorgiaFIRST HRMS Self-Service (eApps) implementation project is to provide a fully tested well documented production release of PeopleSoft’s eBenefits, ePay and eProfile Self-Service applications.</p> <p>USG has identified the following business objectives as key drivers for this implementation.</p> <ul style="list-style-type: none">➤ Eliminate and streamline HR processes (steps, approvals and forms).➤ Improve HR services to employees and managers.➤ Adopt best practices where possible.➤ Promote multi-campus cooperation and collaboration.➤ Provide ready and secure access to current, accurate, and complete information.	

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Background/Narrative:

PeopleSoft 8.8 offers a number of self-service web pages that provide employees with inquiry access to their pay stubs, personnel records, and current benefit enrollments. Each of these eApps comes with benefits & costs. Listed below are the e-apps with high benefit and low complexity. These two applications are excellent first steps into eApps and could be pre-cursors to the consolidated back-office functions. A major benefit of self-service applications is to reduce the load on people doing the back office processing in order to redirect their efforts toward other critical services.

ePay – is a collaborative application that gives employees immediate access to their personal payroll data. This application is also easily deployed,

- Review paycheck data online
- Add, change or discontinue direct deposit
- View, add, change, or stop voluntary deductions
- Request duplicate W-2 forms
- Change federal tax withholding information

eProfile – is a collaborative application that enables employees to maintain their personal profile information by giving them the ability to view, and in some cases update their personal profile information. Items that may be view/maintained via eProfile self-service include:

- Email addresses.
- Emergency contacts.
- Home and mailing addresses.
- Marital status change.
- Name change.
- Personal information.
- Phone numbers.

eBenefits - moves beyond paperless self-service transactions to provide employees the information they need to maximize the value of their benefits plan.

- Benefits Summary
- Health Care Summary
- Insurance Summary
- Dependent Personal Information
- Flexible Spending Accounts
- Dependent Coverage Summary

PeopleSoft workflow may be implemented depending on the level of self-service business functions implemented.

Proposed Strategy:

The business needs of USG are the foundation for the decisions on the overall project strategy. It is recommended to utilize a Pilot approach with this project. The following section (Benefits to the Pilot Approach) outlines the benefits of a Pilot approach.

The recommended approach consists of taking 5-7 campuses through the implementation of eApps. The

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number of schools in the pilot is based on a statistical sample that should provide an effective model of business processes that will support the USG best practices in this area. Potential campuses for the pilot project are:

- Georgia Perimeter College
- Georgia Gwinnett College
- Kennesaw State University
- West Georgia
- Georgia College and State University
- University System Office

After the Pilot Implementation is completed, Phase II implementation will begin. At that point in time, eApps will be available and the remaining institutions will have the opportunity to implement Self Service (e-Apps) at their campus.

Deliverables:

- Planning and Analysis phase of the project to include Scope Document, Project Charter, Communications Strategy, Reporting Strategy, Key Business Processes, Issue Tracking Strategy, Fit-Gap Analysis, Training Strategy, Change Management Strategy, Test Strategy, Architecture and Security Strategy, Detailed Project Plan, and Budget.
- Infrastructure and Operational Requirements for creating environments necessary to support the “e-apps” in production (development, test, training).
- Implement eBenefits, ePay and eProfile into the BOR Model for the effective use and support by the Pilot campuses.
- Roadmap to assist in the planning for implementation of eBenefits, ePay & eProfile at other USG campuses.
- Lessons Learned document available for use by subsequent USG campuses to implement eBenefits, ePay & eProfile.
- Post Support Strategy.

Boundaries:

- Hardware—It is assumed that the USG existing and currently ordered hardware will be sufficient and used unless otherwise determined and funded.
- Resources—It is assumed that a joint project team consisting of USG and Skybridge Global resources will be available to complete the entire project.
- Stable Networking Environment
- Out of Scope:
 - Additional E-apps such as eProfile manager desktop, eRecruit, eRecruit manager desktop are not included in the scope of this project implementation.
 - Additional PeopleTools upgrades
- Timeline and Budget: The core project team must ensure that the project stays within scope, meets specified timeframes and budgets unless approved by the sponsors.