



ESA Workflow Conceptual Design Follow Up

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Conceptual Design Purpose

The Conceptual Design provides a framework for the detailed design effort.

The Conceptual Design is a landmark that answers the big question “how does this all fit together?” and provides the big picture answer to “what changes are we making?”

The Conceptual Design reduces risk during detailed design in the following ways:

- Outputs of EE1 from a big picture perspective are known early as design must stay within the framework.
- Avoid costly schedule delays by staying within the framework.
- Address detailed design needs to help stakeholders without changing the big picture.

The Conceptual Design is a Control Agency decision that enables detail design work to move forward.

Overview

As part of the EE1 upgrade, the SFS Program is:

- Streamlining existing workflow and adapting to the new approval framework available in PeopleSoft 9.2.
- Implementing workflow for new modules being turned on in SFS and ensuring they adhere to the EE1 workflow streamlining objectives.

The purpose of this session is to follow up on previous session and review the updated design for the new workflow that could be implemented in the ESA module.

ESA vs. Non ESA Agency

- For EE1 go-live DOL is onboarding for ESA.
 - Agencies will setup their own Grant Contracts in ESA with OSC activating the contract after review.
 - Agencies will setup their own projects and project budgets within project costing.
- For Agencies that are not using ESA at EE1 implementation:
 - Continue to use the Commitment Control module to control and manage projects budgets.
 - OSC is still the point of contact for Federal Grant project setup.
- As Agencies come on board to the ESA module, the Agency Security Administrator must request the ESA roles be added to their self service configuration for provisioning. This would occur once an onboard date has been determined.

Benefits to use of ESA module

- Management of Project Budgets
 - is in Project Costing and
 - allows for a single module for project management.
- Project staff do not need to use Commitment Control to manage their budgets.
- Commitment control is updated automatically via budget journal once the project budget is finalized.
- Allows for review of original project budget and adjustment history.

EE1 Workflow Goals

Streamline workflow to:

- Better meet best practice guidelines;
- Simplify Agency mapping of users;
- Enable a more uniform workflow across modules;
- Minimize the maintenance required by Agency Administrators and SFS.

ESA Workflow

Current Process

- Workflow takes place in Commitment Control module (KK).
 - OSC creates the parent budget in the Commitment Control module.
 - Agency creates the project child (details) in the KK module.

Future Process

- For onboarded ESA agencies, workflow for Project Budgets will now take place in the Program Management module.
- ESA Agencies will create the Project Budgets in Project Costing and run a Finalize process to trigger workflow.
 - Once approved/finalized by the Budget Approver in workflow, a process will run to generate the parent and child details in commitment control.
 - Commitment Control will continue to be used for workflow for non-ESA agencies.

ESA Workflow Requirements

Requirement ID	Text	Position
PCG.002.041	Ability to approve budgets online by a user different than the budget entry person.	Partial
PCG.005.016	Ability to have workflow approval of project request.	Partial-only implementing budget request
PCG.005.025	The ability to have workflow approval within the program office by role for budget transactions.	Gap

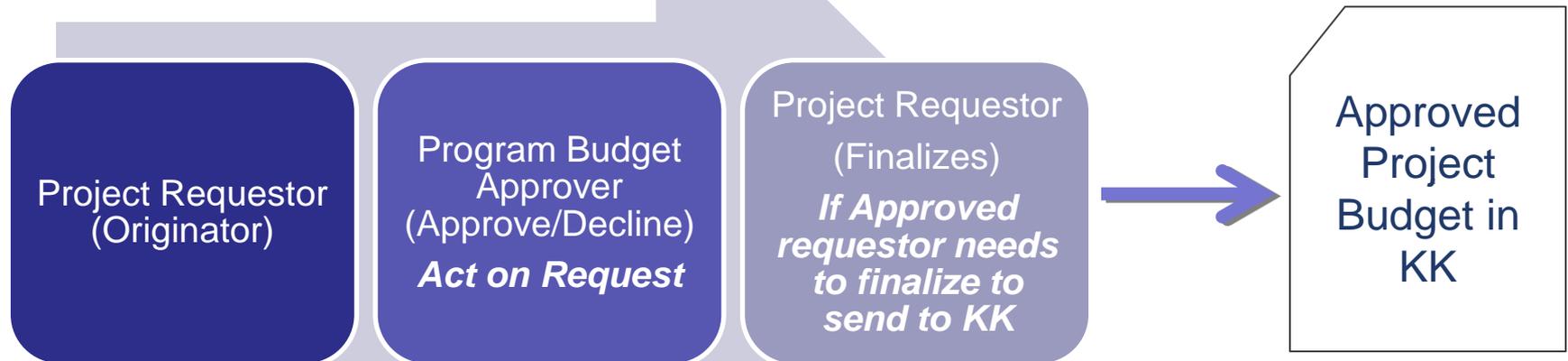
Future EE1 ESA Workflow

- Enable delivered Workflow to Activate and Approve Project Budget.
 - Allows budget requestor to create and submit one or more versions of a project budget request.
 - Routes project budget requests to the parties who are responsible for operationally and financially authorizing the initiation of a project.

- ***Addressing Gaps:***
 - Delivered Program Management workflow will be customized to route project budgets by role instead of employee id.
 - Delivered Program Management workflow does not include a routing for original budget creation. Finalization of an original budget being created will be customized to trigger workflow.
 - The Grant budget process will be customized to utilize project budget/costing functionality.

Program Management Workflow

- Ability to have workflow approval of project budget request.
- Ability to approve budgets online by a user different than the budget entry person.
- The ability to have workflow approval within the program office, by role for budget transactions.



Project Request

➤ Search for the Project and click on the Project Details.

Budget Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Business Unit: =

Project: **contains**

Description: **begins with**

Processing Status: =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)

Navigation: Favorites > Main Menu > Project Costing > Budgeting > Budget Plan

ORACLE [Advanced Search](#) [Last Search Results](#)

Home | Worklist | MultiChannel Console | Add to Favorites

New Window | Help | Pers

Budget Plan

Project 000000000000164 Description Implementation

Processing Status Active [Process Monitor](#)

[Project Budget Plans](#) [Personalize](#) [Find](#) [View All](#) [First](#) 1 of 1 [Last](#)

[General](#) [Calendar](#) [Commitment Control](#) [Finalize](#)

Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve	Get Plan	Refresh Analytics
1	ITZ105	Active	407,787.12	USD	Cost Budget	BUD		Get Plan	Refresh Analytics

[Save as Template](#)

Project Request (continued)

➤ Click on the project activity/budget item to adjust budget items.

Budget Detail

Project: 000000000000164 Description: Implementation
 Plan ID: 1 Description: ITZ105
 Currency Code: USD Charging Level: Detail
 Calendar ID: MN Number of Periods: 12
 Analysis Type: BUD

Budget eligible for finalization
 Budget not eligible for finalization

 Distributed Budget:
 Expand:
 Filter Budget Item:

Project Budget Details

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
✓		ITZ105		Select Spread		0.00	407,787.12	407,787.12	0.00
	1	Implementations		Select Spread		0.00	287,405.76	287,405.76	0.00
✓		Time for Proposal Management				0.00	23,405.76	23,405.76	0.00
✓		Time for Proposal Management				0.00	26,400.00	26,400.00	0.00
✓		Time for Proposal Management				0.00	26,400.00	26,400.00	0.00
✓		Time for Proposal Management				0.00	26,400.00	26,400.00	0.00
✓		Time for Proposal Management				0.00	26,400.00	26,400.00	0.00
✓		Time for Proposal Management				0.00	26,400.00	26,400.00	0.00
✓		Time for Proposal Management				0.00	26,400.00	26,400.00	0.00
✓		Time for Proposal Management				0.00	26,400.00	26,400.00	0.00

Project Request (continued)

- Requestor would add the row to adjust the project budget, then distribute the budget.

Adjust Budget Items

Budget Item Distribution Personalize | Find | 1-14 of 14 | First | Last

[Budget Items](#) | [Project Detail](#) | [General Ledger Detail](#) | [Commitment Control Detail](#)

Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment		
SALARY	1		0.00	23,405.76	23,405.76		+	-
SALARY	2		0.00	26,400.00	26,400.00		+	-
SALARY	3		0.00	26,400.00	26,400.00		+	-
SALARY	4		0.00	26,400.00	26,400.00		+	-
SALARY	5		0.00	26,400.00	26,400.00		+	-
SALARY	6		0.00	26,400.00	26,400.00		+	-
SALARY	7		0.00	26,400.00	26,400.00		+	-
SALARY	8		0.00	26,400.00	26,400.00		+	-
SALARY	9		0.00	26,400.00	26,400.00		+	-
SALARY	10		0.00	26,400.00	26,400.00		+	-
SALARY	11		0.00	26,400.00	26,400.00		+	-
SALARY	12		0.00	0.00	0.00		+	-
SALARY	13		0.00	0.00	0.00		+	-
SALARY	14		0.00	0.00	0.00		+	-

[Distribute Budget](#) | [Copy From Another Plan](#) | [Refresh Budgeting Analytics](#)

Go To: [Budget Plan](#) | [Budget Items](#) | [Budget vs. Actual](#) | [Project Activities](#) | [Process Monitor](#)

[Return to Budget Plan](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#)

Spread Option

[Distribute Budget](#)



Project Request (continued)

- Requestor clicks on the “Finalize” button to send the project budget to commitment control. They are notified on screen, the change request needs to route to Budget Approver.

The screenshot shows the 'Budget Plan' interface. At the top, it displays 'Project 000000000000164' and 'Description Implementation'. Below this, the 'Processing Status' is 'Active' and 'Process Monitor' is visible. The main area is titled 'Project Budget Plans' and includes a toolbar with 'Personalize', 'Find', 'View All', and navigation buttons. A tabbed interface shows 'General', 'Calendar', 'Commitment Control', and 'Finalize' (which is selected). A table lists budget plans with columns for Plan ID, Description, *Status, Total Distributed Budget, Finalized Amount, and Last Finalized. The first row shows Plan ID 1, Description ITZ105, Status Active, Total Distributed Budget 407,787.12, Finalized Amount 407,787.12, and Last Finalized 04/03/14 6:08PM. A 'Finalize' button is highlighted in a black box, with a green arrow pointing to it. Below the table is a 'Save as Template' button and a 'Return to Budget Detail' link. A 'Message' dialog box is overlaid on the bottom right, containing the text: 'This item < Finalize > is currently under change control. (13400,30)' and 'Answer < OK > to create a formal change request or < Cancel > to continue.' The dialog has 'OK' and 'Cancel' buttons.

Budget Plan

Project 000000000000164 Description Implementation

Processing Status Active Process Monitor

Project Budget Plans Personalize | Find | View All | First 1 of 1 Last

General | Calendar | Commitment Control | **Finalize**

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized		
1	ITZ105	Active	407,787.12	407,787.12	04/03/14 6:08PM	Finalize	+ -

Save as Template

Return to Budget Detail

Message

This item < Finalize > is currently under change control. (13400,30)

Answer < OK > to create a formal change request or < Cancel > to continue.

OK Cancel

Project Request (continued)

- Requestor needs to update the change request details including cost, budget changes, revenue budget changes and related descriptions, then Save and Submit the Project Change Request to workflow.

Budget Change Request

Business Unit US001 US001 NEW YORK OPERATIONS
 Project 000000000000164 Implementation
 Release
 Change Request ID NEXT Request Status Pending

▼ Change Request Details

*Description Project Budget Approval
 Requester William Scott
 Approver Thomas Watson
 Assigned To EMP10 Thomas Watson
 Estimated Days
 Root Cause test
 Application
 Project Request ID
 Risk Factor
 *Change Explanation test
 Priority Explanation test

Note: Will show budget changes at a header plan level not the detail activity level.

Cost Budget Changes

Old Budget Plan	1	ITZ105	\$407,787.12	USD
New Budget Plan	1	ITZ105	\$407,787.12	USD
Variance				USD
Description				

Revenue Budget Changes

Old Budget Plan		\$0.000
New Budget Plan		\$0.000
Variance		
Description		

Save for Later Save and Submit

Program Budget Approval

- The Program Budget Approver would receive a work item in their worklist for the related Project Budget Change Request.

The screenshot displays the Oracle Worklist interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Worklist' menus. The Oracle logo is on the left, and a search bar with 'All' and 'Advanced Search' options is in the center. On the right, there are links for 'Home' and 'Worklist'. Below the navigation bar, the page title is 'Worklist' and the user is identified as 'Worklist for EMP10: Employee 10'. There are buttons for 'Detail View' and 'Publish as Feed', and a 'Worklist Filters' dropdown menu. A 'Feed' icon is also present. The main content area is titled 'Worklist Items' and contains a table with the following data:

From	Date From	Work Item	Worked By Activity	Priority	Link		
TEST USER	04/04/2014	Budget Change Request Worklist	Activity for notifying budget change request approver	2-Medium	US001_000000000000164_0000000000000002	Mark Worked	Reassign

A green arrow points to the 'Link' column of the work item row.

Project Budget Approval (continued)

- Budget approver would act on the budget change request.

The screenshot displays a web-based interface for budget approval. At the top, there is a 'Business Impact' section with fields for 'Description', 'Financial Impact', 'Date', and 'Currency Code' (set to 'USD'). Below this is a table with columns for 'Variance', '\$', and 'USD'. The table contains two rows of data: one with '\$407,787.12' and another with '\$407,787.12'. Below the table, there are fields for 'Old Budget Plan', 'New Budget Plan', and 'Description'. At the bottom, there is an 'Approver Comments' field and three buttons: 'Approve', 'Decline', and 'Return'. A 'Message' dialog box is overlaid on the interface, containing the text: 'Budget Plan has been approved for Finalization. (13160,178)' and 'This budget plan may now to approved from the Budget Plan page.' The dialog box has an 'OK' button. A blue arrow points from the 'Approve' button to the 'Message' dialog box, and a grey arrow points from the 'OK' button back to the 'Approve' button.

Business Impact

Description

Financial Impact

Date

Currency Code USD

Message

Budget Plan has been approved for Finalization. (13160,178)

This budget plan may now to approved from the Budget Plan page.

OK

Old Budget Plan

New Budget Plan

Description

Approver Comments

Approve Decline Return

Variance	\$	USD
	\$407,787.12	USD
	\$407,787.12	USD
	\$0.000	
	\$0.000	

Project Requestor (Finalizes)

- Project Requestor would then Finalize the Project.
- When the Finalize button is pressed it launches a process that is common to Project Costing and KK. This is an integration program which will insert rows into the project costing transaction table and budget journals under KK Project Parent and KK Project Child ledgers.

Budget Plan

Project 000000000000164 Description Implementation
 Processing Status Active

Project Budget Plans Personalize | Find | View All | [?] | []

General | Calendar | Commitment Control | **Finalize** | [...]

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	
1	ITZ105	Active	407,787.12	407,787.12	04/03/14 6:08PM	Finalize

Save as Template

Message

Budget Plan Finalization has been processed. (13100,697)

Click on the Process Monitor hyperlink to view run status.

- This process will be monitored by the Project Requestor who will review the process monitor to ensure that no errors occurred when this integration program ran. They will click the Details link and review to see if errors exist.

Process List Personalize | Find | View All | [?] | [] First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	21726		Application Engine	PC_WRAPPER	EMP10	04/04/2014 10:48:41AM EDT	Success	Posted	Details

Grant Activation

- At this time, grant proposal functionality has been deemed optional.
 - Since SFS does not interface with the Federal Grant System developing a workflow for the proposal would have little to no return on investment.
 - Instead of generating the Grant Award, Contract and Projects from the Grant Proposal workflow, ESA agencies will be able to create the Grant Contract which will be sent to OSC for review and activation. Then the award can be generated from the contract.

Benefits of the Workflow Design

- Simple mapping of users as originators and approvers.
- Program budget workflow enables you to manage project changes that impact budget, after initial project creation.
 - The Project Costing to Commitment Control process sends budget rows for transactions that require budget-checking to Commitment Control.

Impacts to your Agency

During the testing cycle, before EE1 implementation, there will be a required Agency Security Administrator exercise to map your employee's to the new roles related to the implementation of the ESA modules and the re-architecture of KK.

- Prepare by reviewing your current mapping strategy against the future workflow design.
 - Onboarding agencies (DOL) will map users to new ESA roles
- Ensure your Administrators attend any future EE1 sessions regarding changes to Agency Administration of SFS.
 - Next Admin User Group on 7/10/14 will discuss EE1 Security implementation.

Questions

