



KNOW

Read Luma Project news and updates in this column.

Sprint 2: The Luma project is preparing to begin testing in Sprint 2. Our objective in Sprint 2 is to test month end and year-end close related processes and user stories.

Change Impacts: The Change Management team has been identifying and tracking any changes that will affect people, processes, or policy in the Luma system. We will be releasing change impact summaries to you in a regular cadence for distribution to those in your agency who may be affected by the changes. This is an effort to start building awareness of changes that will impact end users.

Planning End User Training: In the coming weeks, we will be reaching out to you for help in understanding the Phase 1 training needs for your agencies. We'll be going through class titles with you to understand which employees are affected by changes in Finance, Procurement, and Budgeting.



DO

Meet with employees and leadership in your agency to discuss these messages or action items.

Luma Town Hall: Please invite employees within your agency to join us virtually for a brief update on the Luma Project, followed by User Story demonstrations of the Phase 1 modules in Luma, which includes budget, finance, and procurement. This is a great opportunity to get a sneak peak of processes working within the Luma system.

WHEN: Wednesday, August 5 | 10:00 - 11:30 AM

[RSVP HERE](#)

Fixed Assets: A physical inventory of existing assets should be completed from your current Fixed Asset system by 10/30/2020. The goal is to only convert assets to Luma that can be physically accounted for by your Agency. For more information on fixed assets clean-up, please watch the video from our fixed assets workshop:

<https://www.youtube.com/watch?v=ficXLkUvc1Y&t=1s>

Next Change Liaison Remote Meeting:
August 6, 2020: 2:00pm – 3:00pm



SHARE

Please share this information or engagement opportunities with your Agency

Change Impacts: Please share the change impact information sheets the project team will provide with management and anyone who may be impacted by these changes to their day-to-day processes.

Newsletter: Please share the monthly newsletter with your colleagues. The June newsletter is a great opportunity for employees to learn more about Sprints: <https://mailchi.mp/8414a5003de0/luma-update-evaluating-system-integration-firms-8065396>

Interface Timeline Update: Due to agency efforts with COVID-19 and fiscal year-end activities, the team has extended this timeline and will be reaching out to continue working with your agency on functional specifications throughout the month of July. New due dates for functional specifications will be communicated to agency personnel who are assisting with functional specification development during upcoming meetings.



REPORT

Report feedback to the project team or complete action items the Luma project team is requesting from your agency.

Interfaces/ conversions: Interface and conversion working sessions with Agencies have started and will continue through the summer. Please be responsive to meeting requests and follow-up action items as the project team works through functional and technical specification for interfacing with your agency systems.

Fixed Assets Survey: Help us configure fixed assets class codes in Luma by completing the fixed assets survey. The survey is due back 07/17/2020.

Cohort 2: Accounts Payable/ Accounts Receivable/ Asset Management: Working sessions have started with all Cohort 2 Agencies, please ensure all SME's at your agency are being responsive to meeting requests and follow-up action items as the project team works through these financial configurations.