



KNOW

Read Luma Project news and updates in this column.

Preparing for Sprints: The Luma project is currently preparing for Sprints by finishing up baseline software configurations and building Personas and User Stories.

Example Persona: Receivables Accountant

Example User Story: As a Receivables Accountant, I want the ability to create a customer for Accounts Receivable processing so that I can send a bill to a specific customer.

Agency Cohorts: As the Luma project team prepares for Sprint Cycles, we want every agency to be aware that they have been assigned a Cohort. Cohorts allow the Luma project team to utilize its resources more effectively through the implementation timeline and alleviates the burden on agencies as we all continue to prepare for Luma go-live.



DO

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

Chart Of Accounts (COA): Designing Idaho's Chart of Accounts is critically important to the new Luma system and Agency involvement is a huge part of this effort!

[Request Assistance](#)

Procurement Workbook: In early May, the Luma procurement team began working with Agencies to identify necessary data needed to correctly set up purchasing actions and workflows. The workbook will be released to agency procurement SME's and Change Liaisons following the kick-off for completion.

Expense Management Survey: In the next day the Luma finance team will release a survey to gain a baseline understanding of how to configure expense management and employee reimbursements.

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



SHARE

Please share this information or engagement opportunities with your Agency

High Level Cohort Timeline of Activities:
Share this high-level timeline of Activities with your Agency! Please see the Attached Appendix.



REPORT

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

Agency Advocates will be reaching out to you in the near future to identify subject matter experts for various FRICE-W efforts, specifically around Interfaces and Conversions.
(FRICE-W is a compilation of all of the forms, interfaces, reports, data conversion, enhancements, and workflows that agencies may interact with in the Luma system.)

Department of Commerce	Department of Labor
Department of Correction	Department of Veteran's Services
Department of Fish and Game	Idaho State Liquor Division
Department of Health and Welfare	Idaho State Police
Department of Juvenile Corrections	Industrial Commission
Military Division	Office of the State Controller
Tax Commission	



Cohort 1 includes agencies whose data will be used in Sprints.

Commonality: Luma Project Team representation, Chart of Accounts (COA) readiness, mix of types of agencies for comprehensive Sprints, and includes a majority agencies with conversions (conversion owners).

**Please note: All agency assistance on project activities will be requested and communicated to Subject Matter Experts (SME) and change liaisons at the respective agency. You will not require training in order to assist in building interfaces or data conversion.

Cohort	Agencies	COA Due Date	Finance Configurations Due	Procurement Configuration Due	Conversion Data Mapping	Interface Functional Specifications Due	Interface Technical Specifications Due	Interface Development Due
1	13	5/15/2020	5/15/2020	5/15/2020	5/29/2020	6/30/2020	8/15/2020	9/30/2020

Treasurer's Office	Department of Water Resources
Bureau of Occupational Licenses	Division of Financial Management
Department of Environmental Quality	Division of Vocational Rehabilitation
Department of Finance	Idaho State University
Department of Lands	Lewis-Clark State College
Boise State University	Public Television
Department of Parks and Recreation	State Insurance Fund
University of Idaho	Idaho Transportation Department
Department of Administration*	



Commonality: Cohort 2 includes larger agencies – as well as medium and smaller agencies with interface items.

**Please note: All agency assistance on project activities will be requested and communicated to Subject Matter Experts (SME) and change liaisons at the respective agency. You will not require training in order to assist in building interfaces or data conversion.

Cohort	Agencies	COA Due Date	Finance Configurations Due	Procurement Configuration Due	Conversion Data Mapping	Interface Functional Specifications Due	Interface Technical Specifications Due	Interface Development Due
2	17	6/15/2020	6/30/2020	7/15/2020	7/30/2020	6/30/2020	9/15/2020	10/30/2020

Board of Medicine	Idaho State Historical Society
Board of Nursing	Idaho State Lottery Commission
Commission for the Blind and Visually Impaired	Independent Living Council
Health District 2 (NORTH CENTRAL)	Legislative Services Office
Health District 5 (SOUTH CENTRAL)	PERSI (Public Employees Retirement System of Idaho)
Idaho Commission on the Arts	Professional Board of Engineers and Land Surveyors
Idaho Real Estate Commission	Correctional Industries



Commonality: Cohort 3 includes small and agencies with interface items.

**Please note: All agency assistance on project activities will be requested and communicated to Subject Matter Experts (SME) and change liaisons at the respective agency. You will not require training in order to assist in building interfaces or data conversion.

Cohort	Agencies	COA Due Date	Finance Configurations Due	Procurement Configuration Due	Conversion Data Mapping	Interface Functional Specifications Due	Interface Technical Specifications Due	Interface Development Due
3	14	7/15/2020	7/30/2020	8/31/2020	8/31/2020	6/30/2020	10/15/2020	11/15/2020

Department of Agriculture	Health District 4 (CENTRAL)
Division of Building Safety	Health District 7 (EASTERN)
State Department of Education	House of Representatives
Health District 1 (PANHANDLE)	Judicial Branch
Health District 3 (SOUTHWEST)	Office of Attorney General



Commonality: Cohort 4 includes large and medium agencies.

****Please note: All agency assistance on project activities will be requested and communicated to Subject Matter Experts (SME) and change liaisons at the respective agency. You will not require training in order to assist in building interfaces or data conversion.**

Cohort	Agencies	COA Due Date	Finance Configurations Due	Procurement Configuration Due	Conversion Data Mapping	Interface Functional Specifications Due	Interface Technical Specifications Due	Interface Development Due
4	10	7/30/2020	8/30/2020	9/15/2020	9/30/2020	N/A	N/A	N/A

Division of Human Resources	Commission on Aging
Career Technical Education	Office of the Governor
Office of Species Conservation	Health District 6 (SOUTHEASTERN)
Office of Soil and Water Conservation	Office of Information Technology Services
Board of Dentistry	Lava Hot Springs Foundation
Department of Insurance	Idaho Commission for Libraries
State Board of Education	



Commonality: Cohort 5 includes small sized agencies.

****Please note: All agency assistance on project activities will be requested and communicated to Subject Matter Experts (SME) and change liaisons at the respective agency. You will not require training in order to assist in building interfaces or data conversion.**

Cohort	Agencies	COA Due Date	Finance Configurations Due	Procurement Configuration Due	Conversion Data Mapping	Interface Functional Specifications Due	Interface Technical Specifications Due	Interface Development Due
5	14	8/30/2020	9/15/2020	9/30/2020	10/15/2020	N/A	N/A	N/A

Code Commission	Lieutenant Governor's Office
Office of Drug Policy	Outfitters and Guides Licensing Board
Endowment Fund Investment Board	Commission of Pardons and Parole
Office of Energy and Mineral Resources	Board of Pharmacy
Commission on Hispanic Affairs	Public Utilities Commission
State Racing Commission	Secretary of State
Senate	State Appellate Public Defender's Office
Brand Inspector	



Commonality: Cohort 6 includes small sized agencies.

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Cohort	Agencies	COA Due Date	Finance Configurations Due	Procurement Configuration Due	Conversion Data Mapping	Interface Functional Specifications Due	Interface Technical Specifications Due	Interface Development Due
6	15	9/15/2020	9/30/2020	10/15/2020	10/31/2020	N/A	N/A	N/A

Board of Veterinary Medicine	State Board of Accountancy
Office of Performance Evaluations	State Public Defense Commission
STEM Action Center	Tax Appeals
Workforce Development	



Commonality: Cohort 7 includes small sized agencies.

****Please note: All agency assistance on project activities will be requested and communicated to Subject Matter Experts (SME) and change liaisons at the respective agency. You will not require training in order to assist in building interfaces or data conversion.**

Cohort	Agencies	COA Due Date	Finance Configurations Due	Procurement Configuration Due	Conversion Data Mapping	Interface Functional Specifications Due	Interface Technical Specifications Due	Interface Development Due
7	7	9/30/2020	10/15/2020	10/31/2020	11/15/2020	N/A	N/A	N/A