Preparing Agencies for Success Before and After Infor CloudSuite Go-Live

KNOW

Read Luma Project news and updates in this column.

System Integration Testing 1 (SIT1): SIT1 will begin October 19th and agency involvement will begin October 26th. Agencies were selected to participate in SIT1 based on the following set of criteria:

- The agency is in Cohort 1-4
- The agency is home to a Luma team member
- The agency has a completed Chart of Accounts
- The agency has a completed configuration
- The agency has completed interfaces and conversions
- Agency complexity/size

As the Luma project team continues into the SIT2, additional agencies will have the opportunity to participate in testing and provide us with feedback. Moreover, agencies will have another opportunity to participate with User Acceptance Testing prior to full End User Training.

Chart of Accounts Build Completed: Thank you to all the agencies and staff for working hard with the Luma team on the Chart of Accounts! This is a huge milestone we were able to achieve together and on schedule.

DO

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

Cohorts:

- C6 – Finance Configuration due 9/30
- C6 – Procurement Configuration due 10/15
- C7 – Finance Configuration due 10/15
- C7 – Procurement 10/31

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: TBA

SHARE

Please share this information or engagement opportunities with your Agency

Newsletter: Please share the monthly newsletter with your colleagues!

Luma Newsletter #18

Welcome to Luma: Please distribute the Welcome to Luma infographics to your agency staff.

Infographics can also be found here: https://www.sco.idaho.gov/LivePages/luma_-welcome-to-luma-series.aspx

REPORT

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

Interfaces and Conversions

N on-standard benefits: Does your agency have any agency specific non-standard benefits that are not currently included on the benefits tab of the B6 or in the budget development manual that would affect your personnel cost budget forecast calculations? For example the additional life insurance option offered by ISP.
If so please let us know by **SEPTEMBER 18th** so the budget team can include these in the new budget system. As well please let us know if it is a variable or fixed benefit cost and how much they are or how they are calculated.

October 6, 2020

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System Integration Testing 1 (SIT1): SIT1 testing with Agency staff is underway!

Metrix as of November 4th:
- 1181 scripts have been tested with 699 passing
- 33% of the Scenarios are completed.

SIT1 Expectations:
- Agency Testers will not see a perfect system.
- System testing is agile and iterative.
- SIT 1 will follow a structured format.
- The SIT 1 schedule could change.
- SIT 1 will be a learning experience for the project team and the Agency Testers!
- System testing will be in a remote work environment.

As the Luma project team continues into the SIT2, additional agencies will have the opportunity to participate in testing and provide us with feedback. Moreover, agencies will have another opportunity to participate with User Acceptance Testing prior to full End User Training.

DO

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

Default COA and Payroll Workbooks:
- Cohort 1-4 workbook kick-off: Tuesday, November 17th
- Cohort 1-4 workbooks due: Friday, January 8th
- Cohort 5-7 workbook kick-off: Tuesday, January 5th
- Cohort 5-7 workbooks due: Friday, February 26th

Agency Leases Workbook: The Luma Project Finance team will be asking Agencies to complete a workbook to capture all of the information required for leases, which will then be uploaded a tool in Luma called LeaseQuery. The project team is working on creating this workbook and hopes to have it ready by mid-November.

Cost-Allocation Workbook: The Luma Project Team will be gathering information from Agencies on any cost allocations that they currently do. The team will be asking Agencies to list the allocations and provide a few details and a brief description of each, so that the team has a complete inventory of the need that exists across all agencies. The workbook to gather this information should be expected around the end of November.

SHARE

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Newsletter: Please share the monthly newsletter with your colleagues!

[Luma Newsletter #19]

Lunch and Learns:

[November RSVP]

Roadshows:

[December RSVP]

December Town Hall:

[Town Hall RSVP]

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SIT1 Feedback Survey: Please help us continue to make improvements in SIT1 and prepare for SIT2 by provide the Luma feedback from your Agency testers:

[SIT1 Feedback Survey]

November 5th, 2020