ERP Phase II

Executive Summary

This document serves as background information for District Leadership for further discussion and input.

Over the course of the Phase I, and specifically since January, the ERP team has compiled a list of PeopleSoft modules and initiatives that we feel contribute most effectively to our mission statement. During the past month, a team of District representatives has narrowed that list to the those items of highest importance, scoped the total consultant and District resources necessary to accomplish each task, and negotiated a price and timeframe for their completion. The work is tentatively divided into two phases. Phase II is known work with a known scope that can be started on September 1 without losing momentum. The second piece of work sits in a Phase "III". These are modules or initiatives that we believe the District needs, but require further District input before finalized.

Conclusions

We propose that Phase II will contain the following modules and initiatives:

- **ePay Module** – The ability for all District employees to view their paystubs online.
- **eProfile Module** – The ability for all District employees to make changes to their personal information (e.g. marital status changes).
- **eBenefits Module** – The ability for the District to conduct annual enrollment via the web for all benefited employees.
- **Expenses Module** – This is a reworking of the employee expense reimbursement business processes using PeopleSoft.
- **Strategic Sourcing Module** – This will allow Purchasing to streamline and bring in house their ability to produce Request for Proposals, and Invitations to Bid to which potential vendors can respond electronically.
- **eSupplier Connection Module** – This is self-service for vendors, allowing them to see their own information and information on the status of invoices, bids, etc.
- **Deal Management Module**– This is a treasury module that allows online management of our major banking/finance deals.
- **Cash Management Module** – A treasury module that works with Deal Management to manage reconciliation, liquidity, and investment returns.
- **Internal Accounts Restricted Checks** – This is a custom effort that will consolidate all internal accounts accounting into PeopleSoft while giving autonomy to the schools to manage those accounts.
- **Minority/Women and Small Business Initiative** – This will align the District's minority and women owned business and Small Business requirements with the rest of PeopleSoft Purchasing.
- **Budget Preparation** – This is to create a budget preparation platform to streamline the annual budget preparation including positions.
- **Request for Leave** – This is to redesign the business process for requesting leave, making it an online process.

- **Allowing Teachers Directly Enter Requisitions** – This represents the effort to open the Requisition Process up to all teachers.
- **Out of Field** – This is to effectively track the Out of Field requirements the District must meet.
- **Year-end Payroll Processing** – This is one month of support for the Payroll department to help with the W2 process for the first year in PeopleSoft.
- **PO Rollover Support –** A two to four week effort to help the District roll valid Purchase Orders from Fiscal Year 2007 to Fiscal Year 2008.
- **Support** – Due to the timing of the end of Phase I (August 31) the team feels it is prudent to extend support for two weeks into the month of September for Payroll, the first month-end close in PeopleSoft, and the production of the CAFR/AFR. All Phase II consultants have 15% of their time earmarked for Phase I support through the end of the year. This also includes some specific support for Payroll, and for implementing some PeopleSoft patches and fixes.
- **Enterprise Performance Management (EPM)** – This is a PeopleSoft system that will house HCM and Financials transactional data and potentially historic information.
- **ePerformance** – This is the Performance Evaluation piece of PeopleSoft that ties to organizational goals. This will require a good deal of union participation.

Phase II.5 contains modules that we know that we would like to consider, but do not have enough information to reliably price in a fixed fee fashion.

- **Enterprise Learning Management (ELM)** – This is a District-wide Training module that links to ePerformance and eDevelopment to track staff development.
- **eDevelopment** – This is a professional development module that tracks the progress of an individual against goals set for that individual.
- **Enterprise Scorecard** – This module allows us to graphically represent your progress against the Key Performance Indicators that we are developing in Phase I and continuing in Phase II. It uses the Transactional Data Store in EPM as its basis for data.
- **CAFM Integration** – Integration of a new Facilities Management system with PeopleSoft.

Cost

The School District of Palm Beach County - ERP Phase II Project	
Phase II Cost	$ 4,975,275
Phase II Contigency	$ 840,000
Total Phase II Cost	**$ 5,815,275**

Contingency

Many of the initiatives in these phases are small or depend upon the District's progress on the PeopleSoft learning curve. Rather than guess at a cost for those pieces of work or postpone their implementation, we will use the $840,000 contingency approved for Phase I but not used as the funding for some of these small, unquantified pieces of work. To do this, we would require the approval of our Steering Committee to spend these monies.