THE FBMS EXPRESS

MAY 2007
THE FINANCIAL AND BUSINESS MANAGEMENT SYSTEM (FBMS)

INTERIOR FBMS

COMING IN JUNE:

- Role-to-Position Mapping Workshops
- Planning for D4

THE BOTTOM LINE

By David Shearer

FBMS Project Director

When we first embarked on FBMS, we knew it would be an ambitious project. The hard work and dedication of the project team and bureaus helped us overcome many challenges associated with the first deployment cycle, enabling us to deploy core financial functionality to MMS and OSM in record time last year.

Now that Deployment 3 (D3) is underway, we continue to work towards stabilizing Deployment 2 (D2). We are addressing the various issues that are still outstanding for D2 to ensure that we are positioned for a successful year-end close and audits. And, planning for Deployment 4 (D4) is also right around the corner, as we look towards bringing up BLM by the fall of 2008.

Supporting D2, D3, and D4 concurrently is a challenge, especially since the D2 stabilization period has extended longer than expected and the timelines we have established are aggressive to achieve Go-Live for D3 by this fall.

As NBC forms its own acquisition line of business to include GovWorks, it has limited bandwidth to support the deployment. Their involvement is critical since GovWorks' unique business model requires extensive enhancements to the system in order to meet their requirements.

In light of these circumstances and in response to concerns expressed by bureau leadership, the Executive Steering Committee has decided to modify the D3 scope and not include GovWorks in this deployment cycle. The Executive Steering Committee determined that bringing them up during a

future deployment would be a more effective use of resources and would help keep FBMS on track for D3.

This was not an easy decision for the group to make. However, this will enable the project team to continue to provide strong operational support for D2 and still expand FBMS functionality by rolling out the acquisition component to OSM and MMS.

Moreover, refocusing our efforts mitigates some of the risks that might have had an impact on our timeline. This also enables us to dedicate more resources to support D4 planning.

I am happy that we were able to identify a solution that addressed the concerns the bureaus had expressed, while still enabling the project to move forward. I am confident that this was the right decision.

ACQUISITION FUNCTIONALITY TO LAUNCH IN D3

D3 will include an integrated acquisition solution that will support the procurement lifecycle. This new FBMS component will deliver several benefits for deploying bureaus. For example, central maintenance of financial data and interfaces with other system components improve overall data control.

Also, requiring purchase requisitions and approval/

acceptance of goods receipts and service entry sheets for all procurements will help improve the Department's internal controls. When implemented, approval processes will be paperless, which will save time and effort for Contracting Officers (COs).

IDEAS will be retired as Contract Management System of Record for MMS and OSM. It is

being replaced with PRISM, which will interface with the SAP R/3 Purchasing Module. All financial data is housed centrally in SAP, which interfaces with PRISM to process awards. Advanced Procurement Plans, Solicitation, Bids, and other Acquisition-related activities will also be processed within PRISM.

Where are we on today on the road to FBMS Deployment 3?

The Acquisition component also includes catalog ordering supported by Supplier Relationship Management (SRM) Shopping Cart capabilities.

Acquisition will not include e-Invoicing and e-Commerce as part of D3. Implementation of this functionality has been deferred to a future FBMS deployment. During this time, invoicing will be a manual process for MMS and OSM.

Other features include:

- Performing a funds availability check when a request is made to purchase goods or services. (Budget will not be consumed until a purchase order is processed.)

- Using Advanced Procurement Planning (generally the first step in the acquisition process for procurements in excess of, but not limited to, $100,000) to help DOI define project requirements for workload planning one to five years ahead.

- Preparing Purchase Requisitions, which are intended to capture requirements in detail, the corresponding accounting information, as well as the required approvals. A common user experience will be designed for the end user (requisitioner) to create all requisitions and modifications, with related attachments, regardless of dollar value or contracting vehicle.

- Conducting Market research to narrow down the acquisition requirements and the relevant vendors to consider in the solicitation process.

- Developing requirements related to the acquisition process, which will be collected, stored and analyzed in FBMS.

- Ability for DOI procurement officials to process, prepare, amend and modify solicitations, evaluate offers, and prepare awards.

LOOKING AHEAD...

Role Mapping

Role-to-position mapping is the process of assigning end users' roles in FBMS. This ensures that end users are scheduled to participate in the right training for the activities they will perform and that they receive the proper system access profiles to perform their activities at Go Live.
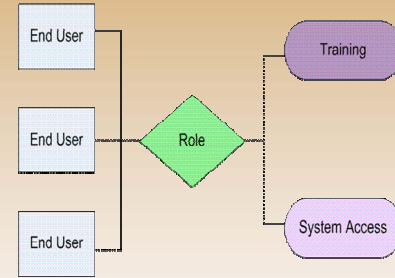
The process for deploying bureaus begins in June with role-mapping workshops in Herndon, VA and Denver, CO. The workshops will introduce the process and guidelines, present D3 roles and definitions and separation of duties (SOD) rules, and review key dates and deadlines.

Participants will include bureau representatives, the FBMS OCM team, and DOI and Team IBM functional representatives.

Initial role-to-position mapping activities are scheduled to be completed by July 23. Updates will be made, as needed, in August and early September. The role mapping process will be completed by September 10.

EMPLOYEE SPOTLIGHT
ELIZABETH ROMERO, OSM

As the Accounts Payable Subject Matter Expert for OSM, Elizabeth Romero described being one of the first bureaus to deploy FBMS as a "whirlwind" experience. She said that everyone was nervous about implementing a new system and making sure they were prepared.

Elizabeth played an important part in helping ease her colleagues' anxiety by serving as the go-to person for some of the most challenging problems. Being a SME has not only taught her a lot about problem solving, but also it has helped her understand how processes are integrated across the system and across the bureaus.

She and her colleagues worked together in a training lab for their first month using FBMS. With everyone in the same room, the group was able to share questions and information, work through challenges together, and learn the system together.

Six months post-Go Live, Elizabeth explained that the learning curve has tapered off and that she has grown more comfortable using FBMS–in part because she has a better grasp on how to solve for problems and who to turn to for assistance.

Elizabeth Romero, Financial Specialist and Accounts Payable SME for OSM

FBMS GOAL: STANDARDIZATION

With each deployment cycle, FBMS moves the Department closer to realizing its goal of establishing a common approach to financial and business management. Standardizing the systems and processes used across the bureaus is critical to the project's success.

This transformation will require many changes to how the business is done currently at the bureau level. Although change can be a challenging process, the bureaus' experience in D2 has revealed a number of positive impacts related to standardization.

For example, a standard chart of accounts has eliminated the need to enter all general ledger information separately into the legacy systems. Not only has this reduced the workload for the bureaus, but it also enables real time G/L balance updates due to integration with other FBMS components.

In addition, a common list of fund types with the same definition and code for bureaus with similar processes and USSGL account postings was established. This has resulted in less work at the bureau level since fund types are determined, created, and maintained centrally.