

THE FBMS EXPRESS

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THE FINANCIAL AND BUSINESS MANAGEMENT SYSTEM (FBMS)

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THE BOTTOM LINE

By David Shearer

FBMS Project Director

I am pleased to announce that preparations for Deployment 4 (D4) are moving along very well. On August 22, Nina Rose Hatfield, FBMS project sponsor approved the Integrated Baseline Review (IBR). During this next deployment cycle, we will continue to expand FBMS, both in terms of its reach across DOI, as well its functionality.

IBR establishes the plans that capture the entire scope of work for D4. The project team will use the IBR throughout the deployment cycle to make sure it is on track with project requirements and has adequate staff and financial resources assigned to complete all of the

D4 activities.

D4 will introduce new functionality and add BLM, an FFS bureau, to the project. Personal Property and Fleet Management, E-Gov Travel, FedConnect for e-Commerce, and data archiving functionality will be implemented with BLM, MMS, and OSM. BLM will also receive FBMS's existing functionality, Core Finance, Acquisition, Financial Assistance, and EMIS.

In terms of the deployment lifecycle, this marks the start of the Blueprint Phase, during which the deploying bureaus will participate in a series of workshops to validate system requirements and existing end-to-end business processes for Core Finance and Acquisition.

The workshops, which are scheduled to begin this month, will also confirm and establish end-to-end processes for Personal Property and Fleet Management. Also during the Blueprint Phase, deploying bureaus will also be involved with identifying end users, reviewing project documentation, and beginning data-cleansing activities.

On behalf of the entire project team, I want to welcome BLM to the FBMS family and express my appreciation for MMS' and OSM's continued hard work and support of the project.

FBMS ACQUISITIONS: WHAT DOES IT MEAN FOR ME?

The new acquisition functionality being deployed in D3 will bring about a number of changes. As FBMS drives standardization of DOI's procurement processes, the bureaus will be adopting best practices in financial and business management through improved internal controls and forcing users to comply with policies and procedures.

Some responsibilities commonly held by Contracting Officers (COs) will be moving to the Requisitioner role.

Purchase Requests will be required by FBMS for the purchase of goods and services.

Changes to Purchase Requisitions must be coordinated through the original Requisitioner, as COs will not have the ability to modify and accounting or funding information.

The acknowledgement of goods or services will be a two-step, paperless process. Contracting Officer Representatives/

Receiving Officials (COR/ROs) will be responsible for receiving goods/services. COs will only be allowed to accept and approve goods/services.

FBMS has a zero tolerance policy regarding the receipt of over deliveries. COR/ROs will not be allowed to complete a Goods Receipt or Service Entry Sheet for more than the amount of a Purchase Order.

COMING IN OCTOBER:

- 10/12:**
Test Readiness Review — User Acceptance (D3)
- 10/29:**
End User Training Begins (D3)



Learn more about FBMS roles and process changes at www.doi.gov/fbms/internal

We are on the web!

<http://www.doi.gov/fbms>

**FBMS
DEPARTMENT OF THE INTERIOR**

Where are we today on the road to FBMS ?



FBMS FUNCTIONALITY TO BE EXPANDED IN D4

Personal Property:

- ⇒ Perform PP&E Financial/Accounting for Capitalized Personal Property
- ⇒ Manage Personal Property Accountability & Control
- ⇒ Administer Direct Lease Assets
- ⇒ Perform Personal Property Acquisition & Receiving
- ⇒ Monitor Personal Property Utilization
- ⇒ Conduct Personal Property Transfers
- ⇒ Conduct Personal Property Disposals
- ⇒ Manage Personal Property Inventory
- ⇒ Manage Personal Property Environmental, Greening & Recycling
- ⇒ Manage Personal Property Projects
- ⇒ Manage Historical & Museum Objects
- ⇒ Manage Personal Property Board of Survey
- ⇒ Perform Personal Property Reporting
- ⇒ Financial Assistance Property Record Creation

Fleet Management:

- ⇒ Manage Fleet Assets
- ⇒ Manage Fleet (Vehicle) Asset Portfolio
- ⇒ Manage Heavy Equipment Asset Portfolio
- ⇒ Manage License Plate Accountability & Control
- ⇒ Manage Repair Process
- ⇒ Perform Utilization Reporting

E-Gov Travel:

- ⇒ Validate Accounting Codes and Funds Availability
- ⇒ Post TDY Travel vouchers

FedConnect for e-Commerce:

- ⇒ Post Awards
- ⇒ Receive Bids
- ⇒ Receive Proposals and Quotes from Vendors
- ⇒ Provide Direct Interface to Fed Biz Ops

Enhanced EMIS (data archiving):

- ⇒ Provide New Reporting for New Functional Scope

LOOKING AHEAD...

New Help Desk Strategy

The Project Management Office has been working with the rest of the project team, as well as MMS and OSM to identify lessons learned in order to improve production support for FBMS. After D3 Go Live, FBMS users can expect to see a number of changes in how the process for resolving and closing tickets is managed.

The most significant adjustment is the releasing of fixes/changes in monthly batches. This approach, called *point release*, is a best practice in IT management and will allow the production support team to have better control over the changes being made in the system. The first point release is scheduled for January 2008 and will continue monthly through the third

quarter of 2008.

Grouping similar types of changes and implementing them together each month will result in:

- More efficient use of resources;
- The ability to test changes more thoroughly; and
- More bureau involvement since the process operates on a fixed, repeatable schedule.

Each point release will include notes to document the changes being introduced into the system and serve as a reference for future fixes. Severity 1 tickets will continue to be handled first in/first out to ensure that critical fixes are addressed as quickly as possible.

D3 TRAINING UPDATE

D3 will offer end users a combination of instructor-led (ILT) and computer-based training (CBT) classes depending on the FBMS role(s) they have been assigned.

Both types of training classes will be processed based, which will enable end users to see an entire business process from end to end and how all of the system components fit together. This approach will help

end users understand how their individual roles (and related tasks) fit into the overall process workflow for FBMS.

Starting in mid-September, end users will begin receiving emails from *DOI Learn*, DOI's Learning Management System, informing them about

which classes they have been scheduled to attend. The DOI Learn emails will be sent out on a rolling basis, starting with week 1 classes.

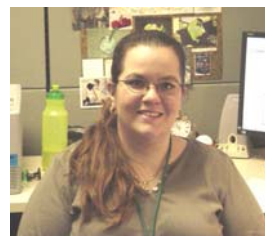
ILT classes are scheduled to begin on Monday, October 29, 2007 and run through Friday, December 14, 2007 (no classes are scheduled during the week of Thanksgiving, November 19-23, 2007). They will be held in Denver, CO; Herndon, VA;

Pittsburgh, PA; New Orleans, LA; Alton, IL; Anchorage, AK; and Camarillo, CA.

Visit the FBMS website at www.doi.gov/fbms/internal to download the detailed training schedule.

Starting in mid-September, end users will begin receiving emails from DOI Learn, informing them which classes they have been scheduled to attend.

EMPLOYEE SPOTLIGHT MARIA MOLLO, MMS



Maria Mollo
Financial Analyst, MMS

As the Accounts Payable (AP) lead for MMS and GovWorks, Maria Mollo is responsible for making sure that vendors are paid accurately and on time. She has been a member of MMS' finance staff since 2002. In addition to her day-to-day responsibilities, she also supports the FBMS project as a D3 tester and Subject Matter Expert for AP and Vendor Master Data.

Ms. Mollo said that FBMS has had a major impact on her work since processes that used to be automated are now manual. She explained that the increased workload, on top of learning how to use a new system, slowed down employees' productivity initially. Over time, however, users have grown more comfortable using the system and more knowledgeable about what causes certain error messages. In fact, during the last few months productivity has "quadrupled."

Ms. Mollo offered several suggestions to out-year bureaus. One is to always ask for help. Second is that users must be patient since the learning curve is inevitable. Lastly, she explained that open lines of communication are key since new business processes will require employees to work together in new ways.