

8 DAYS Until Go-Live at CDC and FDA

In this issue...

	<i>Page</i>
Changing of the Guard Welcome to Secretary Leavitt. Thank you to Secretary Thompson.	1
CDC All Hands Meeting Getting Ready for Go-Live	2
FDA Training iProcurement and UFMS Training	2
PSC Leadership Coalition PSC Leaders continue to drive UFMS efforts at PSC and Its Customer Agencies.	3
Stabilization Operations and Maintenance Team is ready to support you.	3
Go-Live Events	4



HHS Secretary Michael Leavitt

Changing of the Guard

The UFMS Team would like to welcome Secretary Michael Leavitt to HHS. We look forward to his leadership through the many challenges ahead.

While visiting IHS on his “farewell tour”, then-Secretary Tommy Thompson (below) was reminded that the UFMS Team was in the same building as IHS. He said, “That is an important program, I have to go visit them,” and made an impromptu visit to the UFMS Team. While talking with team members he stated, “When I first came to HHS I was surprised to find that [we] did not already have a unified system,” and that he was, “glad that this program is something that began implementation while I was Secretary [of HHS].” Mr. Thompson knew the many hurdles the UFMS Team is working to overcome and he thanked everyone for their efforts. Before leaving, Mr. Thompson wanted to make known how important he felt the UFMS program is to HHS.

The UFMS Team would like to thank Mr. Thompson for his service and wishes him well in his future adventures. ■



Pictured above from left to right: John Balestieri, Christy Pool, Theresa Renfrow, Geri Cooperman, Matt Zakielarz, Secretary Tommy Thompson, Vicki Frost, Rick Swanson, Teresa Hargett, Carl Love, and Stacey Betancourt.

CDC Prepares with “Get Ready” All Hands Meeting

At CDC, *the countdown is on!* In preparation for UFMS “go live,” April 22nd, CDC’s Financial Management Office (FMO) held an All Hands meeting on Friday, March 4th to share and discuss critical information regarding project status, expectations, and essential activities for the final days before system deployment.

Dr. L. Casey Chosewood, M.D., from the Office of Health and Safety, described how changes, like UFMS, can be exciting and fun, but may cause some to feel stressed. He explained that stress can be managed by preparing mentally and physically. Dr. Chosewood told FMO team members about the various clinics and gyms on several of CDC’s campuses, and the ser-

vices and classes they offer.

Next, Dave Moore, CDC UFMS Project Site Lead, spoke about

tem across HHS and how Dave and some of his colleagues “jumped on a plane to D.C.,” to begin working on what we now know as UFMS. Dave thanked FMO team members and highlighted some of their accomplishments. He reminded everyone that critical preparation activities are still in process, and asked staff to continue to work hard.

CDC’s Chief Financial Officer, Barbara Harris, followed by describing what to expect on April 25th. She described how everything will not be “just like it used to be”

and explained that initially, not every task will be easier, but just “learning curve” challenges that FMO can overcome quickly.

Barbara also spoke to FMO staff
Continued on Page 4

A UFMS Rhyme

*With UFMS I am totally blessed.
I am in Heaven I must confess.
When I think about my job being better,
I want to write the UFMS team a letter.
And tell them all that they are the best,
And how this system is better than the rest.
Even when times are difficult and rough,
Perseverance will make you tough.
Continue to work and then rest awhile;
When April comes we will all take a bow,
And celebrate and eat ice cream and cake.
UFMS is here for goodness sake.*

Boyd Browning, CDC FMO Accountant

when he began the project, over 1,000 days ago! He recalled his experience of then-Secretary Tommy Thompson expressing his desire for one financial sys-

Getting Ready: UFMS and iProcurement Training at FDA

With Go-Live just around the corner, the FDA UFMS Training team is moving at full speed to get users ready for the implementation of UFMS and iProcurement. The training includes several phases for both UFMS and iProcurement users.

Phases of training for UFMS Users:

1. On-line prerequisites
2. Module-specific online courses using OnDemand
3. Classroom and web conference training

Phases of training for iProcurement Users:

1. On-line prerequisites

2. Satellite broadcast
3. Classroom training

At this time, all UFMS and iProcurement users at FDA should have received instructions for completing the prerequisite training. OnDemand courses for UFMS Users of the Accounts Payable and Budget Execution modules will be released this week for completion.

The UFMS Team has completed the schedule and class assignments for UFMS classroom training. Management has been notified of the schedule to enable necessary planning. The classroom schedule and assignments for iProcurement training

are currently being finalized and will be communicated as soon as they are ready.

After classroom training, users will be invited to schedule time with Super Users and Master Users to complete supplementary lab exercises. Some Learning Labs have been established and are already operational. There is a lab available in the Parklawn Building, room 11-90.

There are also labs at NCTR and in Chicago, Little Rock, and Dallas, with the planned addition of labs in Atlanta, Nashville, Irvine, Buffalo, Stoneham, and Jamaica. ■

UFMS PSC Leadership Coalition

In October 2004, the UFMS PSC *Leadership Coalition* was formed to create a sustained momentum for UFMS and formulate strategies for involving staff within the PSC and across its Customer Agencies. The leadership coalition comprises eleven members:

Project Sponsors: Larry Bedker and Ann Speyer

Senior Financial Analyst: Tony DiToto

Division of Financial Operations (DFO) Branch Chiefs: Kim Darling, Bradley Lindgren, Don Pooton, John Thompson and Vince Watson

Federal UFMS PSC Leads:
Rosemary Gregory, Henry Leach and Matt Zakielarz

The leadership coalition meets regularly to discuss and address the implementation-related issues at hand, as well as the various other issues and concerns raised by the impacted stakeholders. For the past few weeks, the coalition has been discussing issues around data cleanup, including aging travel advances, accounts receivable and grant documents. The coalition is presently assigning resources related to data cleanup activities.

We will keep you posted about other upcoming leadership coalition activities and events in the coming issues of the UMFS Connection. Here is how you can help and get involved...

If you have any implementation-related questions, or ideas on how you would like to participate in the implementation, let your voice be heard and submit your questions now via the "Ask Henry" column at Mailbox.ufms@hhs.gov

Answers to your questions will be posted in the next issue of The PSC Pages and on the UFMS Intranet at <http://intranet.hhs.gov/ufms/psc.html>

Stabilization Period - Operations and Maintenance Team (O&M)

The Operations & Maintenance Team is responsible for making the transition from the legacy financial management systems to the UFMS as seamless as possible for users, vendors, and financial management teams. Over the past four months, the O&M Team has formulated a plan to stabilize UFMS operations after go-live. This plan is designed to minimize the length and severity of the productivity dip normally experienced after major systems implementations (see graphic to the right).

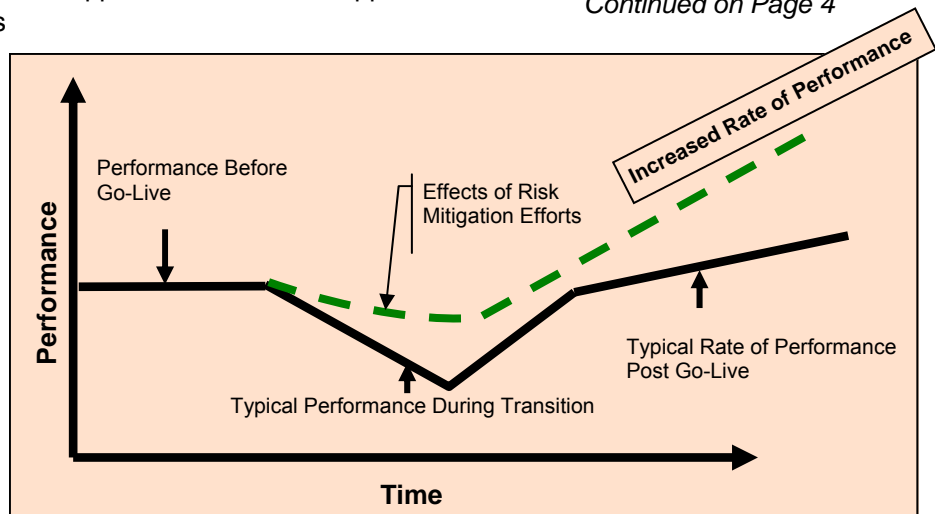
The Operations and Maintenance Team, also known as The Stabilization Team, was assembled to manage the business operations of the Unified Financial Management System (UFMS). The Program Support Center (PSC) is the service provider of this function. This team is responsible for establishing and executing UFMS Stabilization policies and procedures for operating

and maintaining the system. In addition, the O&M Team has developed UFMS standard operating procedures (SOPs) and will ensure that the production and disaster recovery sites are processing transactions consistently. The cross-functional Global Support Team (GST) was formed in March 2005 to provide comprehensive UFMS support. PSC has retained BearingPoint to manage and support both the UFMS applica-

tion and disaster recovery business processes during the Stabilization phase of the project.

The Centers for Disease Control (CDC) and the Food and Drug Administration (FDA) OpDivs will host Level 1 and Level 2 help desks to assist UFMS users. UFMS users will also have online access to self-help materials such as Frequently Asked Questions (FAQs) about UFMS.

Continued on Page 4



CDC Prepares with “Get Ready” All Hands Meeting *(Continued from page 2)*

about the Support Workforce Assistance Team (SWAT), which will be available on-site to help users with any difficulties. She introduced SWAT members and explained that they will be at several centralized locations within FMO, and also accessible by phone through the CDC Management Information Systems Branch (MISB) help desk. She stressed the importance of not being afraid to ask for help and closed by reminding FMO to “get trained” via

formal training classes currently in place, be ready for key dates, and share in the excitement!

The All Hands meeting concluded with personal UFMS testimonials delivered by several FMO team members. Johnny McGahee described several functional improvements he has noticed by being a part of UFMS testing and conversion. Nettie Berry recalled her first UFMS experience when she stated, “I don’t think I will like

it,” but with training has become more comfortable and believes UFMS will improve her job. Boyd Browning continued to build the excitement by sharing a UFMS poem that he had written (see page 2), ‘Oh my goodness, UFMS is here!’ Finally, Petrolina Aaron and Winston Smith also told their UMFS stories to an anxious and eager staff, who are awaiting the much-anticipated April 22nd “go live” date! ■

Stabilization

Continued from Page 3

If the SOPs, the FAQs, and the OpDiv help desks’ Level 1 and Level 2 cannot provide an answer to a user’s question, it will then be forwarded to the GST, which will be the ultimate source for Level 3 issue resolution. From a technical infrastructure perspective, the production UFMS environment is hosted at CDC’s Mid-Tier Data Center (MTDC) and the associated disaster recovery environment is hosted at PSC’s Information Technology Service Center (ITSC).

Finally, the O&M Team is responsible for managing changes to the UFMS. Two change management boards, the Change Review Board (CRB) and the Change Control Board (CCB), will be responsible for reviewing and implementing all proposed changes. The CRB will perform the initial review of a proposed change, including both its technical feasibility and its budgetary impact, and provide a recommendation to the CCB. The CCB will ultimately be responsible for providing final approval for all changes to UFMS. ■

Go-Live Events

Pre Go-Live Communications Event March 30, 2005

On March 30th, Kerry Weems, Principal Deputy ASBTF, Barbara Harris, CDC CFO, and Kathy Heuer, FDA CFO, hosted the UFMS Pre Go-Live Communications Event. The presenters discussed the intricate challenges particular to implementing a system enabled business transformation such as UFMS at HHS and the dedicated teams necessary to complete such an endeavor. They reiterated their appreciation for the hard working teams and that there are teams created specifically to support UFMS users through the stabilization period. To close the presentation, Kerry Weems asked the audience, if they had not

already done so, to find their source for UFMS support before leaving the conference spaces.

Go-Live Communications Event April 22, 2005

On April 22, UFMS will Go-Live at CDC and FDA. The UFMS Executive sponsors from the Office of the Secretary, CDC, and FDA would like you to join them for the official Go-Live event. The event can be viewed via webcast at <http://videocast.nih.gov>.



Don't forget to visit the UFMS website at

<http://intranet.hhs.gov/ufms>