UFMS
HHS UNIFIED FINANCIAL MANAGEMENT SYSTEM

The PSC Pages

Bringing Clarity to Financial Management for PSC and Its Customer Agencies

This informal publication has been created to bring you UFMS implementation information from the perspective of the PSC and Its Customer Agencies. The PSC Pages is published on a quarterly basis. We welcome your suggestions and contributions! Please direct them to the following e-mail address: mailbox.ufms@hhs.gov

PSC PROGRAM SUPPORT CENTER
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Assistant Secretary for Administration and Management

UFMS Program Management Office Welcomes New Director

The UFMS Team welcomes Terry Hurst as the permanent Director of the Program Management Office (PMO) and Financial Systems Policy within the Office of the Assistant Secretary for Budget, Technology and Finance. Terry has been serving as the Acting Director of the PMO since joining the Department this past March.

After the successful implementation of the Unified Financial Management System (UFMS) at the Food and Drug Administration and Centers for Disease Control and Prevention this past April, Terry picked up the ball and is leading the way for the "PSC and Its Customer Agencies" and the Indian Health Service's implementations of UFMS to Go-Live in October 2006 and September 2007, respectively.

Although Terry may be new to the Department, he has served in the Federal Government for 17 years, including eight years as Director for Financial Systems at the Treasury Department. Prior to joining the Department, Terry spent six years with PeopleSoft as the Director for Federal Consulting.

When he's not assessing risks and identifying mitigation strategies, Terry enjoys playing golf and tennis. Terry and his wife Sonia, a homemaker, currently reside in Fredericksburg, VA, with their son Neil.

Mike Fullem Takes Charge of UFMS Implementation

Mike Fullem joined the UFMS-PSC implementation as Project Director in July 2005. Mike, who has a wealth of experience with HHS, served as the Project Director on the UFMS implementation at the Food and Drug Administration (FDA), which went live in April 2005. Mike welcomes the bigger challenge of implementing UFMS at the PSC and Its Customer Agencies and is committed to its success. Mike states, "this UFMS implementation will require a huge paradigm shift and is unique due to the nature of PSC and its customers' operations. It is not just changing from one system to another…we are greatly changing the way we do business."

Mike is a native of Utica, NY, but has lived in Maryland since grade school. He is the proud father of one son and twin daughters. He is a competitive tennis player and has a passion for sports and a good laugh. Welcome, Mike!

On the "Net"

The UFMS-PSC Implementation Intranet site will soon have a new look and feel to better accommodate our customers. Please visit http://intranet.hhs.gov/ufms/psc.html for the latest training activities, workshops, project milestones, key communications, and calendar of events.

PSC Leadership Coaliton Update

With the UFMS implementation process well underway for PSC and Its Customer Agencies, the PSC Leadership Coalition continues to sustain the momentum for UFMS and formulate strategies for involving staff, both internal and external, in the Project.

The following leadership coalition members are from the PSC Financial Management Service, the PSC Office of Business Technology Optimization, and the UFMS Implementation Team:
- Project Sponsors: Larry Bedker and Jack Stoute
- Director, Division of Financial Operations: Maria Joyce
- DFO Branch Chiefs: Kim Darling, Bradley Lindgren, Don Pooton, John Thompson, and Vince Watson

- Federal UFMS PSC Leads: Rosemary Gregory, Mike Fullem, Matt Zakielarz, and Jessie Pryor

The PSC Leadership Coalition holds weekly meetings to discuss and address implementation-related issues, as well as various other issues and concerns raised by impacted stakeholders. For the past few weeks, the Coalition has been discussing mock conversions, roles and responsibilities within UFMS, training needs and approaches, CAN realignment, and iProcurement. They have also been working with key agency stakeholders to establish the UFMS/PSC Customer Leadership Coalition, which consists of Chief Financial Officers and/or senior financial management leaders from the PSC's customer agencies. The Customer Leadership Coalitions' principle role is to partner with the UFMS project in laying the groundwork for influencing change and disseminating information throughout their respective organizations.

Stay tuned for updates regarding both coalitions in future issues of the PSC Pages.

Here is how you can 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 to Mailbox.ufms@hhs. gov or contact Mike Fullem, PSC Implementation Lead, at 301-443-0354.

R&R Important to UFMS

One of the most important topics in UFMS is R&R. Unfortunately for the team, this does not mean Rest and Relaxation, but instead refers to Roles and Responsibilities within the UFMS system.

What are Roles and Responsibilities? Roles and Responsibilities refer to what type of "profile" a user will have in the system and/or what type of access users will have within UFMS.

Roles: UFMS requires a standard set of roles which will be defined by each of the UFMS Module Teams. Each role will have a defined set of responsibilities in UFMS.

Responsibilities: A specific set of actions can be performed based on the responsibilities set for the role.

Why are they important?
- To maintain security and an audit trail in UFMS at Go-Live
- To map end user roles to UFMS responsibilities
- To provide input to the training plan

How can I get involved? The UFMS team will be working with Business Points of Contact in PSC's Division of Financial Operations and customer agencies to identify and/or validate who will need access to the system. Next steps include determining the actions to be performed by each individual in the system to define the roles and responsibilities each user will have in UFMS. Stay tuned, more information on this topic will follow.

Mock Conversions Begin at PSC

The Conversion Team began their first mock conversion cycle with an amusing and informative kick-off meeting in July. Team members learned what mock conversions are, how they work, and what to expect during conversion. Mock Conversion 3.1 continued through July and August with data extract, program execution, data validation, and general ledger reconciliation activities for each conversion element.

This mock conversion cycle gave the team its first look at how data from CORE and other systems will map over to UFMS. Many defects were identified, as was expected. However, the team worked together to resolve each issue efficiently and to move towards a successful conclusion.

Mock Conversion 3.1 also provided the team with an opportunity to work with and improve various tools (i.e., the *Test Director* for tracking issues and reporting status) and means of communication. A conversion "war room" was set up in Suite 520 of the Twinbrook Building to allow team members blocks of concentrated time for effective and efficient collaboration, follow-up, and resolution of outstanding issues. In addition, daily status calls, weekly status meetings, manager review meetings, and a dashboard summary were instituted to allow for more effective communications.

Mock Conversion 3.1 ended with a focus on reconciliations, data cleanup, and defect resolution. In October, Mock Conversion 3.2 begins. Goals for this conversion include incorporating more Federal team members into the conversion

work stream; improving the efficiency of extract and execution programs; and significantly reducing the number of new defects identified. Expected improvements to the process will include tools such as *Monarch* to assist with automated reconciliations, and documentation that will be posted to the implementation Web site (http://intranet.hhs.gov/ufms/psc.html) so that team members can obtain the latest on conversion status and activities.

PSC Hosts Follow-Up Workshop

The PSC and Its Customer Agencies Implementation Team hosted a weeklong workshop (August 1-5) to provide an update on progress made since the first Conference Room Pilot (CRP1) held in August 2004 and the first follow-up workshop held in January 2005. In addition to focused discussions on reporting and conversions, other topics covered were Budget Execution, Open Interface Process, Procure-to-Pay Process, Receiving in UFMS, Month- and Year-End Close Processes, SF 224 Overview, FACT I & II Overview, and Accounts Receivable.

The Substance Abuse and Mental Health Services Administration (SAMHSA) provided the venue for this workshop. Daryl Kade, Director, Office of Policy, Planning, and Budget, SAMHSA, and Larry Bedker, Director, Financial Management Service, PSC, gave opening remarks, and Matt Zakielarz, UFMS-PSC Business Analysis Team Lead, facilitated. The active participation and engagement in discussions surrounding the various UFMS modules made this a successful session.

The UFMS-PSC Implementation Team would like to thank the SAMHSA staff for their excellent accommodation of its needs and requests at their outstanding facility.

The next gathering will be for CRP 2, currently scheduled for the third week in November. Please mark your calendars now! More detailed information will be coming soon. In the meantime, should you have any questions, you may contact Mike Fullem, PSC Implementation Lead, at (301) 443-0354 or via e-mail at mfullem@psc.gov, or e-mail the UFMS Business Transformation Team at mailbox.UFMS@hhs.gov.

Workshop 2 Questionnaire Results

The UFMS-PSC Business Transformation Team recently completed their analysis of a follow-up questionnaire on the effectiveness of Workshop 2 held at SAMHSA August 1-5. The Team would like to thank those who shared their views and provided candid feedback to help improve the quality of future Workshop and CRP sessions.

Questions asked ranged from whether the Workshop provided the participants with an understanding of why UFMS (the Program) was being implemented (both in their respective organizations and in the Department) to their confidence in the success of the Program. Ratings were on a scale from "Strongly Agree" to "Strongly Disagree."

With a 28 percent overall rate of return, 61 percent of the participants indicated they agreed or strongly agreed that the Workshop increased their

understanding of why PSC and Its Customer Agencies and the Department were implementing the Program, and 79 percent agreed or strongly agreed that Workshop 2 was effective in increasing their understanding about the Program for their particular organization.

Fifty-one percent agreed or strongly agreed that the implementation would be successful within their organization, while 51 percent marked "Agree" or "Strongly Agree" to indicate their confidence that the Program would improve processes and increase efficiency in their organization.

To review all the results from the questionnaire, please visit http://intranet.hhs.gov/ufms/psc.html.

Word Search

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W O R K S H O P S S N R B Y Z R M C J W
Z C X O B L I A M S M F U R S O O M V W
T F K G N F G H B A J F A R C U P L H X
C M M R Z W L S R S R Y Y K A C I C E I
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BAT
CUSTOMER COALITION
MODULES
PMO
ROLES
UFMS MAILBOX
CONVERSTION TEAM
MIKE FULLEM
MONARCH
QUESTIONNAIRE
TERRY HURST
WORKSHOPS
CRP
MOCK CONVERSION
OCTOBER
RESPONSIBILITIES
TEST DIRECTOR

Countdown to Go-Live

And the countdown is on… both literally and figuratively! As you walk by the fifth floor lobby of the Parklawn Building, you might see a crowd gathered around staring at the UFMS countdown clock. Since the Food and Drug Administration's and the Centers for Disease Control and Prevention's Unified Financial Management System (UFMS) Go-Live event this past April, the clock has been reset for October 20, 2006, when we will celebrate the PSC and Its Customer Agencies Go-Live event.

You might be thinking we have lots of time; it's still over a year away before the actual "cut over" to UFMS. But when you take a look at the clock ticking away, you quickly realize that 382 days, 4 hours, 24 minutes, and 22.9 seconds is just around the corner, especially given all the training, data cleanup, mock conversions, integration tests, regression, and system and acceptance testing that must be completed before October 2006.

The Business Transformation, Business Analysis, and Technical Analysis Teams are all working very hard and in tandem with the PSC leadership and their partners throughout the Department of Health and Human Services to ensure a smooth and successful implementation of the new financial management system.

So the next time you pass by the countdown clock, just remember… the success of this conversion depends on you! Your input and involvement is critical for a seamless transition to the Unified Financial Management System for the PSC and Its Customer Agencies.

PSC and Its Customer Agencies Poster Series Unveiled

Projecting a contemporary image and message to both our internal and external customers is a critical component of communications. As PSC and Its Customer Agencies Implementation Team continues to develop the new System, the Business Transformation Team has been hard at work to bring you a strong and readily identifiable image and statement about this particular implementation. So far, two general awareness posters with the new branding concept have been displayed throughout various Federal buildings to remind our customers of the systems development, business process transformation, and change management activities that are and will be taking place as we work towards our Go-Live date of October 2006. As the Project reaches various stages throughout the coming year, look for new and exciting displays which will convey our enthusiasm about the challenges and opportunities ahead.

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