



# UFMS Connection

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ACF AHRQ AoA CDC CMS FDA HRSA IHS NIH OS PSC SAMHSA

HHS is creating the federal government's largest civilian financial management system.

## The First UFMS CRP is Coming!

### What exactly is the "Conference Room Pilot"?

The CRP1 is an activity in August 2003 where each of the HHS agencies will send representatives to get their first peek at the initial global configuration of the new system. The UFMS team is hosting this activity to: 1) validate the initial global system configurations gathered during the configuration workshops and to 2) demonstrate that the system meets the requirements deemed as 'fits' during the fit/gap analysis.

### What will the attendees see at CRP1?

The agency representatives will see the Oracle U.S. Federal Financials software initially configured to include global and CDC-specific (the UFMS pilot agency) functionality. Each agency will be able to see their own unique configurations and processes during their specific site-level CRP to be scheduled as part of their site unique implementation.

### UFMS primes CRP1 participants: "Are you ready?"

The first Conference Room Pilot (CRP1) is right around the corner and the UFMS Program team is laying the groundwork for success by preparing the CRP1 participants for their significant role. The UFMS Global Team and the agencies worked together to identify representatives from each agency to participate in each CRP1 functional area. The CRP1 participants' role is extremely important. They will be asked to: 1) validate the initial software design and 2) observe how the system meets the requirement "fits" that were identified during the Fit/Gap process.



*Kay Humphrey, BearingPoint Global CRP1 Lead, gives an overview of Oracle terminology to CRP1 attendees at an Oracle Overview Workshop in Rockville, Maryland.*

Over 150 participants are being prepped for their pivotal role by attending two mandatory events in June and July: an Oracle Overview Workshop and a CRP1 Orientation. The Oracle Overview familiarizes the participants with the look and feel of the Oracle application. The CRP1 Orientation provides

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UFMS welcomes Tom Doherty, new UFMS Program Director

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the participants with information about the process of a Conference Room Pilot, logistics and their role. The preparation activities combined with the functional expertise of the agency representatives will make the first conference room pilot a useful part of the design process. Thank you, agency representatives, for your time and your expertise!

## Global Configuration Workshops Validate Findings

In preparation for CRP1, the UFMS Global Team invited agency representatives to a series of global configuration workshops in May. These workshops were used as a forum to identify the basic UFMS configuration for the first Conference Room Pilot. The workshops, conducted by module and agency, enabled the specialized groups to answer questions identifying the Oracle U.S. Federal Financials configuration attributes for each functional area. The workshops also included a high-level look at the initial global business process designs.

Each module lead on the UFMS Project Team is using the information gathered from these workshops to complete the initial design of their software module. These initial configurations will be demonstrated in the first CRP in August.

### In Brief . . .

- ❑ UFMS welcomes Tom Doherty, Director, Division of Financial Operations in the Program Support Center (PSC) as the new UFMS PMO Director. Mr. Doherty comes to the UFMS program with over 30 years of experience in HHS, including Director, Office of Financial Systems (OFS) in the ASBTF/Office of Finance prior to joining PSC. Welcome aboard Tom Doherty!
- ❑ On July 3, 2003, FDA's Office of Management and Systems held a kick-off meeting for their Financial Enterprise Systems (FES), at the Parklawn building in Rockville. FES, in partnership with UFMS, will be the cornerstone of FDA's strategic plan to improve the agency's 30-year-old legacy systems.
- ❑ In April, the UFMS project received the development hardware that will be used to design the UFMS. The development hardware is also being prepared and configured to host the development environments for the first Conference Room Pilot in August.
- ❑ Mr. Kerry Weems and others from the HHS UFMS met with NIH for a *NIH and UFMS: Partners in Progress* briefing on May 9, 2003. Kerry Weems, ASBTF, and Dr. Zirhouni, NIH Director, agreed that the key to success was NIH and UFMS Global team collaboration.

For more information on CRP1 go to <http://intranet.hhs.gov/ufms/crp1info.html>



*The CDC UFMS Team shown above during their recent team building day, will host the CRP1 in Atlanta.*

## CDC Visits Education for Lessons-Learned Review

On May 6<sup>th</sup>, a group from CDC's financial management office, led by CDC CFO Barbara Harris, traveled to Washington to visit the U.S. Department of Education. The CDC group, accompanied by several global UFMS team members, wanted to learn about Education's experience implementing Oracle U.S. Federal Financials.

Education's implementation took twenty-two months and was completed on time.

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Their core objective was to implement a fully-integrated system that provides timely, accurate and valuable financial information. In addition, they wanted to implement an Oracle package “out-of-the box”, improve their accounting code structure, and have easy and intuitive access to information.

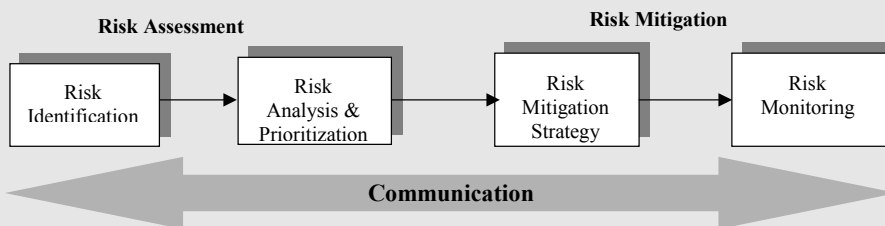
The project team at Education emphasized the importance of establishing and following a clear decision-making process and having clearly defined roles. The importance of change management activities was also emphasized. Education recognized that different audiences needed different kinds of change management activities including training and development, a helpdesk and a hotline. On-going communications were crucial to letting people know what was being done, where they were in the process, obstacles encountered and why they were doing what they did. As for staffing, Education said it was critical to the success of the project that selected accounting experts were put on the project, full time, to promote buy-in and ownership.

Education implemented its system in phases. Wanting a quick win, they started with Accounts Receivable and General Ledger, areas in which they had few users. Implementing this first (April - October 2000) provided a level of confidence that the system would work. The next phase, Program Systems Integration, was the most difficult piece; it began in July 2000 and went live in January 2002 —as did the Administrative Systems Integration. Education shut off the legacy system at the same time that Oracle went live in January 2002. In parallel with the implementation, the existing business processes, financial controls and data clean up were addressed. The Department of Education received a clean opinion in the same year of its full implementation. A day well spent!



### UFMS Risk Management

Risk is inevitable in an initiative the size of UFMS. In order to identify potential risks and prevent negative impact on the UFMS implementation, the UFMS team is using a roadmap called the Risk Assessment and Mitigation Plan (RAMP). This risk management approach concerns two main processes - risk assessment and risk mitigation. See graphs below for the risk management phases and descriptions.



Four Key Elements To A Risk Management Process	
<b>Risk Identification</b>	Identify risks at the onset of the program, as well as throughout the life of the program.
<b>Risk Analysis and Prioritization</b>	Evaluate the impact to UFMS that an individual risk presents. Based on the results of the evaluation, risks are then prioritized for mitigation based on the severity or magnitude of the potential impact and probability of occurrence.
<b>Risk Mitigation Strategy</b>	Develop a mitigation strategy to eliminate the risk or reduce the risk's impact on the project. Detailed action per the strategy directly related to the assigned priority of the risk. A contingency action is also developed in case the initial mitigation actions are not effective and a different approach must be taken.
<b>Risk Monitoring</b>	Review risk mitigation strategy status and effectiveness to ensure that the risk's impact is minimized and that the mitigation strategies achieve the desired results. Risks are closed if risk no longer exists or it is no longer a threat to the implementation.

\* View the entire RAMP at [http://intranet.hhs.gov/ufms/library/ufms\\_ramp.pdf](http://intranet.hhs.gov/ufms/library/ufms_ramp.pdf)

## Detailee Returns to Home Agency

The UFMS PMO relies on the HHS agencies for resources to work on the global team. Over the past two years, agencies have sent over 40 detailees to the UFMS global team. Carl Love from the Indian Health Service is one such detailee.



*Carl Love (left), IHS Financial Analyst and former UFMS Federal Project Lead, recently received congratulations for his 30-years in federal service from Duane Jeanotte, Acting Director of Headquarters Operations, IHS.*

For the last eight months, Carl Love has been jetting from his home in Nashville to his UFMS detail in the Washington D.C area. The long commute wasn't the best part of his job, but he was glad to have had the opportunity to be part of such an important initiative. "It was an honor to work with the outstanding people brought in for this UFMS project," said Love. "UFMS will fill a lot of requirement holes in current legacy systems."

An inventor in his spare time, Love has patented his original inventions relating to baseball and recently sold his ideas to a sports equipment manufacturer. Now that Love is saving time by not commuting to Washington, perhaps UFMS's loss will be baseball's gain—"Play Ball, Carl."



## Gerald Thomas Departs PMO

On Thursday, June 12, the UFMS Global staff said goodbye to PMO director, Gerald "GT" Thomas, with a hearty North Carolina-style BBQ. Before he left for the next chapter in his long and challenging federal career, GT sat down to share his thoughts on UFMS.

"The staff here is very focused. They're a dedicated group that has a heavy load to pull," Thomas said. "This is an operation with personnel from different programs coming together for a common cause - to benefit their agencies and the Department. It's a unique situation, and I'm proud to have been part of it." After guiding the UFMS team through the first year and a half of the project, Thomas is taking his positive attitude and drive to succeed to OPM as Director of Business Units and Financial Services Group in the Office of the Chief Financial Officer.

The departure came as a surprise to many of the PMO staff that relied on Thomas' drive, down home humor, and high expectations as they pushed forward the UFMS initiative. John Gentile, UFMS Program Control Manager said, "What convinced me to become part of this team were the high standards GT set for himself and his leadership by example. But ultimately, I think it was his respect for each of us and the team environment that this created that has motivated this understaffed group to achieve such lofty accomplishments." Geri Cooperman, UFMS Global Business Transformation Team Lead added, "It's rare to run into as genuine and caring a boss as GT. He knows how important it is to take care of his people; when he says he's going to do something, you can be sure he will." Thanks, GT, from all of us at UFMS.

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*"This is an operation with personnel from different programs coming together for a common cause — to benefit their agencies and the Department."*

- Gerald (GT) Thomas

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