UNIFIED FINANCIAL MANAGEMENT SYSTEM
UFMS

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

Conference Room Pilot 1 Validates the Initial UFMS Design and Configuration

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

CRP1 BearingPoint General Ledger Lead, Norbert Howard (standing), executes scripts as (from right to left in foreground) HHS Acting Assistant Secretary of Budget, Technology and Finance, Kerry Weems; CDC Deputy Director for Finance and Accounting for the FMO, Barbara Harris; and Deputy Assistant Secretary for Finance, George Strader, observe.

CRP1 included approximately 250 attendees, 150 scripts, and four locations in 19 days. On August 29, as the module leads gathered their scripts and turned out the lights, the first global and CDC-specific Conference Room Pilot (CRP) was completed.

Throughout August, UFMS module teams demonstrated the HHS requirements that the Oracle U.S. Federal Financial application inherently meets ("fits"). HHS agencies sent representatives to observe as each script was executed using sample CDC-specific data. The agency representatives were then given the opportunity to ask questions and submit comments.

A group of agency representatives observed the CRP1 sessions remotely from the Twinbrook building in Maryland.

"We are very appreciative to the attendees for their comments and questions during the CRP1 sessions," said Kay Humphrey, BearingPoint Global CRP1 Lead, "These comments are what enables our team to analyze and validate the needs for UFMS."

CRP1 had multiple benefits. First, it enabled the UFMS team to demonstrate and gain acceptance from HHS representatives that the global elements defined during the Configuration Workshops in May 2003 had been incorporated into the software instance.

(Continued from page 2)

Over 250 agency representatives attended the CRP1 in August.

CRP1 also gave the team information to update the CDC configuration instance. Finally, it provided the team with the information needed to begin preparation for CRP2 (scheduled for Spring 2004).

Humphrey commented on the month, "We're very pleased with the outcome of a month of truly hard work by the team and agency attendees."

This CRP1 specifically focused on global requirement fits and CDC-specific requirements fits. The same process will be repeated at each upcoming implementation site, using site-specific requirements.

To view CRP1 meeting minutes from each session, go to:
http://intranet.hhs.gov/ufms/crp1info.html

The Next Step: "Mini CRPs"

Because the focus of CRP1 was on demonstrating "single module" transactions, there is a need to conduct "mini-CRP" sessions between CRP1 and CRP2. These sessions will demonstrate newly released or updated functionality from Oracle, business processes that are more detailed than the scripts executed in CRP1, and cross-module functionality*.*

Specifically, the mini-CRP sessions will enable specialized teams to look closely at processes such as Service and Supply Fund, Intra-Governmental Payments and Collections (IPAC) System, Month End Process (from beginning to end), Royalties, AR/AP Netting, and newly released functionality in the Accounts Payable module.

The dates of the sessions are currently being determined; sessions will be held in Atlanta and Rockville in December 2003.

UFMS Team Closes "Gaps"

What is happening with the requirements identified as "gaps"?

There are HHS requirements that Oracle U.S. Federal Financials software does not currently accommodate. These requirements, deemed "gaps," require careful analysis to identify feasible solutions. Over the past several months, the UFMS team has been diligently working at this process, performing a Gap Closure Analysis (GCA).

First, the requirements identified as "gaps" were grouped together into categories based on similarities. These groupings were analyzed together and addressed in Gap Closure Analysis (GCA) documents.

Since some GCAs required special participation from the agencies to define the solution, GCA Task Forces were established. The UFMS Steering Committee designated individuals from HHS agencies to participate on the following GCA Task Forces: cash management, federalized projects, operational reports, scanning and data storage, letters and forms, reimbursable agreements, budget planning, and CAN realignment.

There are a wide variety of solutions for these gaps, from establishing manual "work

arounds" to purchasing third-party software. The global UFMS module leads scripted a GCA document for each "gap," outlining the nature of the gap, solution alternatives, and a recommended solution. The GCA documents were presented for review and approval to Tom Doherty, UFMS Program Director, at the end of August in accordance with the guidelines set forth by the UFMS Planning and Development Committee.

The next step is to implement the approved solutions, 68 in all, into the system.

UFMS Transforming HHS

The implementation of a unified financial system will foster a significant organizational transformation for HHS, a department that has traditionally followed a decentralized approach to financial management. Although this initiative is technology-enabled, it is, at the core, a business transformation initiative.

From the onset of the initiative, HHS acknowledged the significance of change management activities as a critical success element for the program.

In Brief . . .

- The Director of NIH's Office of Financial Management accepted the Oracle General Ledger on July 10, 2003. It was ready-for-use on August 1. Acceptance testing of NBS Travel has been completed and was accepted on August 15 with a ready-for-use date of September 1, 2003.

- On September 10, 2003, JFMIP announced that Oracle Corporation passed its JFMIP re-certification re-test.

- CMS HIGLAS is on track to meet its Major Milestone 1 (Release 1) in October 2003. This milestone will deliver the capability to execute the claims payment processing cycle, prove the business flow in the pilot contractor setting, and provide the technical and functional foundation for the second major milestone period.

- After FDA's UFMS kick-off meeting on July 3, 2003, FDA's system integrator, BearingPoint, assembled their team and began ramping-up. An FDA instance was cloned on the development server in Atlanta and work is being completed on the FDA configuration.

- On August 1, 2003, CDC reached a UFMS Executive Milestone with the completion of the Initial CDC Process Designs.

While a portion of the UFMS team is designing the system to meet the functional and technical needs of HHS, another group is working to identify and address the people and organizational transitions associated with the implementation. The Business Transformation teams (both at the global and site levels) are looking at standard business process changes, impacts to current jobs, training, and human resource requirements. Their work is focused around four major activities: mobilizing and aligning leaders, identifying and assessing organizational risk, engaging and communicating with stakeholders and preparing and equipping the workforce.

"People are our most important resources," said Geri Cooperman, HHS Global Business Transformation Lead of UFMS. "It is vital that we understand how UFMS affects them; it is equally important to take the steps necessary to prepare them for their new work environments."

UFMS Welcomes Tom Doherty as Program Director

It may appear that newly appointed UFMS Program Director, Tom Doherty, is a new-comer to UFMS, but a well-seasoned HHS eye knows that Doherty is far from inexperi-enced when it comes to this initiative. Doherty's involvement with UFMS came full circle in July 2003 when he was appointed Program Director. Three years ago, Doherty championed a work group that set the stage for UFMS. Now, he carries the banner as Program Director of an initiative he whole-heartedly believes in.

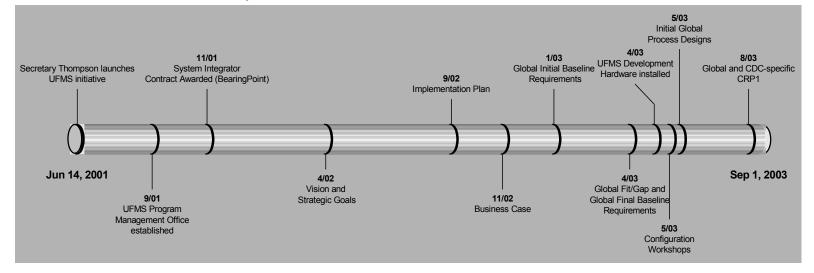*UFMS Program Director Tom Doherty officially joined the UFMS PMO in July 2003.*

"Ambitious" is the way Doherty describes the initiative. "It [UFMS] will go a long way to improve financial management in HHS and in addressing audit concerns."

With over 30 years of service to HHS, Doherty's resume is replete with accounting, financial management systems and HHS experience. His most recent roles include: Director of Division of Financial Operations for Program Support Center for almost two years, Business Technology Officer in the Office of Chief Information Officer for one year, and Director of the Office of Financial Systems for eight years. He is an active member of the American Institute of CPA's and Association of Government Accoun-tants.

Welcome, Tom Doherty. Or better yet, "Welcome home."

Two Years Old and Counting!

Did you know that the UFMS initiative is two years old? Fortunately, UFMS is far from experiencing "the terrible two's!" Here's a trail of accomplishments that mark our past two years.

The UFMS PMO extends a special thanks to everyone who has helped and supported the UFMS program during our first two years. You have made these achievements possible!