



In this edition...

1. **Global: Workforce Transition**
2. **UFMS Training Underway at CDC**
3. **FDA Conducts Awareness Session for Regional Liaisons**
4. **Coming in August: PSC CRP1**
5. **Ask Professor UFMS: Can I see a demo of the UFMS system?**

1. Global: Workforce Transition

Creating a Collaborative Working Environment

In the change-ready organization the structure may be hierarchical, but working relationships are collaborative. Good communication is critical for successful workforce transition. **Informing and appropriately involving** our support resources (HR, EEO, LR, EAP, Training, the Union, etc.) in the transition effort will help generate a more collaborative environment. Early establishment of up/down channels of communication are equally important to the collaborative process. Employees should take advantage of opportunities to participate and share feedback. Leaders should provide UFMS forums for listening and responding to affected employees in a way they feel heard.

Mobilizing to Drive Out Fear

Change may be organizational, but transition is personal and UFMS may affect some of us more than others. We want to know what is going to happen and what is expected of us. Our natural change instinct is to anticipate and prepare. Speculation generates fear; facts keep fears at bay. So, we need to incorporate communication designed to address employee fears. This means getting **honest, timely, relevant, consistent and continuing information to all levels of the organization**. It also means repeating some messages using different forms of communication, such as newsletters, websites, e-mails, posters, all-hands meetings, special events, small group discussions, individual and group counseling sessions, etc. Be creative, there is no limit to what good communication can accomplish.

2. UFMS Training Underway at CDC

The CDC UFMS project team continues to make great strides with its implementation and plans for "Go Live" in October. Training is critical to the organization's objectives for preparing and equipping the CDC workforce, and in particular the primary UFMS user groups, CDC's Financial Management Office (FMO) and budget office users. At the CDC, that training is well underway.

The initial series of courses for FMO began on June 14. Supplemental and refresher training classes are also planned for later this fall. To date, 50 FMO users have been trained on the General Ledger, Budget Execution, and Project Accounting modules. Additional classes are scheduled for these modules, as well as for the Purchasing, Accounts Payable and Accounts Receivable modules. When the initial classroom training wraps up this September, approximately 225 UFMS end users will have participated.

Each training class includes both a BearingPoint Oracle instructor and a CDC subject matter expert (SME). According to Jeanie McCleary, who coordinates the training on the Federal side, "We've deliberately designed the training so that students receive complementary training in the classes:

functional UFMS/Oracle instruction from the BearingPoint resource and CDC-relevant business process applications from our Federal SME.” This approach is working well. “In my classes, I’m finding that having the CDC SME on-site contributes quite a bit to the learning experience,” says Melissa Fulmore, BearingPoint instructor for General Ledger. “As I teach a given functional topic, inevitably questions arise about how CDC will operate with UFMS. The SME is there to step right in and bridge the gap between how FMO team members currently perform their work functions and how they will execute them with UFMS.”

3. FDA Conducts Awareness Session for Regional Liaisons

On June 21 and 22, the FDA UFMS team conducted an Awareness Session for individuals acting as UFMS liaisons in regional offices across the U.S. Dave Petak, FDA UFMS Project Co-Lead, conducted the session with help from Erin Brown of BearingPoint. The purpose of the awareness session was to share information about the new system and how it will impact the Office of Regulatory Affairs (ORA) and their new counterparts in Shared Services, the Office of Field Financial and Acquisition Services (OFFAS).

On Day One, Participants received an overview of the UFMS system and discussed which business processes will stay the same and which will be changing. For instance, after the UFMS implementation, a new accounting configuration will be used known as the Budget and Accounting Classification Structure (BACS), replacing the Common Accounting Number (CAN) used now. Paula Searle, FDA Business Transformation Team (BTT) Lead, described how the training would take place. Trainers from the BTT group will visit regional offices. Hands-on training using the OnDemand training system, which will be available for users as needed on their personal computers, will follow this. BTT trainers will be traveling to regional offices starting in January.

On Day Two, the regional fiscal liaisons discussed reporting requirements. The new UFMS system will enable the production of federally mandated, operational, and ad hoc reports. Upcoming Awareness Sessions will be conducted at regional offices and centers during July and August.

4. Coming in August: PSC CRP1

The first UFMS PSC Conference Room Pilot (CRP1) is right around the corner. CRP1 will be hosted August 16 - 27 at the American Institute of Architects building in Washington, D.C. During CRP1 representatives from the PSC and PSC customer agencies will participate in validating the UFMS design and system configurations supporting both PSC and PSC customer agency business processes.

Do you need more information for CRP1? After July 30, please visit “**Inside PSC CRP1**” at <http://intranet.hhs.gov/ufms/pscpilot.html> for the latest CRP1 information, travel arrangements, FAQs and instructions.

5. Ask Professor UFMS

Q: In what ways can potential UFMS users see how the new system will work?

A: There are several ways. First, Conference Room Pilots (CRPs) are conducted to support each agency implementation. CRPs are structured working sessions where participants observe application demonstrations and engage in discussions. CRPs have recently been held both in the Washington, D.C. area, for CDC and FDA, and at the CDC in Atlanta. This August, a CRP targeting the PSC and its customer agencies will be held in D.C. (see article above for more information). UFMS demonstrations may also be presented at UFMS events, such as road shows and awareness sessions to help future users gain exposure to the system.

Do you have other questions about UFMS? We may have already answered them at <http://www.hhs.gov/ufms/faq.html>. If not, email us at Mailbox.UFMS@hhs.gov.