



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

August 2014



Status Update

30 day - SEPTEMBER

- Integrated System Testing (IST3) continues
- Department participation in IST3 begins September 29th
- Begin logistics for end user training
- Vendor outreach planning
- HRM conversion plan & interface plan
- IRIS Preview sessions in Juneau September 4th, 9th, 10th & 11th
- IRIS Preview sessions in Anchorage September 22nd - 24th

60 day - OCTOBER

- Department participation in IST3 continues
- Logistics for end user training complete

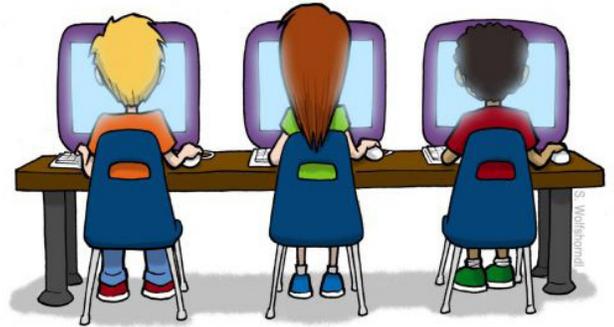
90 day - NOVEMBER

- Department participation in IST3 complete
- Department printer configuration outreach

For more information regarding IRIS activities, please visit the calendar on the IRIS SharePoint site: <http://intra.dof.doa.alaska.gov/sites/iris/goplans/Lists/Calendar/calendar.aspx>

Testing, testing, and more testing...

The **Finance** and **Procurement** teams are concentrating on Integrated System Testing Pass 3 (IST3), which involves executing test scripts (scenarios) of financial and procurement processes to test that all of the data and workflow (approvals) function properly in IRIS. In this 3rd round of IST, we are able to run more complete tests, thanks to the information provided by departments. We are also able to test end to end scenarios, which involve information coming into IRIS through an interface and outputting to a report.



In addition to supporting IST3 testing efforts, the **Technical** team is analyzing the results from the completed IST3 Cutover steps and plan to complete 7 additional conversion tasks next month including:

- Receivables
- Capital Revenue
- Encumbered Revenue
- Capital Temporary Encumbered Expenditures
- Encumbered Expenditures
- RSA Conversion
- Remaining BSA balances

Network Performance Testing is complete in Juneau, Ketchikan, Bethel, Nome and Kodiak and the Technical team will wrap up their testing in Anchorage this week. The team will then analyze the results, but initial results look great!

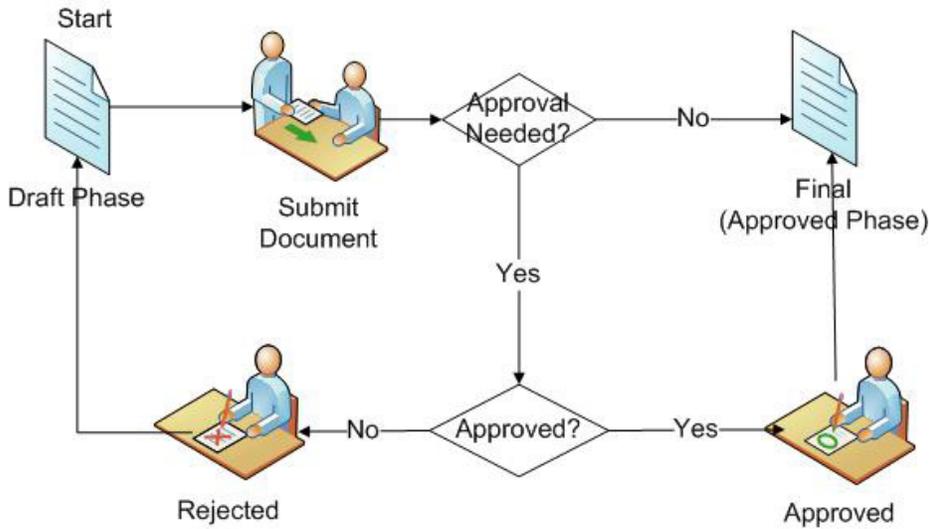
The **Human Resources Management** team welcomes several new CGI staff to their team this month. The team continues to evaluate the baseline design and configuration of the HRM module and have begun to draft business flow diagrams to document how current business processes will be designed in the new system.

The **Change Management** team is using the information from the training needs assessment to build out the end user training schedule. The team is also continuing to work on developing training materials and will offer additional IRIS Preview sessions in Juneau and Anchorage in September. For a complete listing of IRIS Preview offerings or to register for a session, please log on to LearnAlaska via the LearnAlaska portal page. In addition to the Preview sessions, the IRIS Overview video is also available for viewing through LearnAlaska.

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Security and Workflow in IRIS



In IRIS, documents are used to enter transaction data into the system. Workflow is a process that automatically routes documents through the approval process defined by each department for each type of document. The above diagram illustrates the document approval process.

The Security and Workflow Analysis Team (SWAT), has been working closely with departments over the past several months to determine what the financial and procurement approval processes for each department will look like in IRIS and determine who needs which approval authorities in the new system. Departments have also been determining who in their department needs the appropriate security to access particular documents.

Thanks to the multitude of workshops, outreaches and individual departmental meetings, departments were given key insight to think through their current approval processes and make adjustments if they saw ways to improve efficiency with IRIS. In general, workflow within IRIS will be very similar to current processes. The major change for all departments will be having approvals be *in system*. This means instead of signing off on paper for a purchase or travel authorization, employees with the appropriate level of security and approval authority will electronically approve financial and procurement transactions.

SWAT is currently updating spreadsheets containing security and workflow information for each department. Once this is done, departments will have an opportunity to review their department's security and workflow spreadsheet and make any additional revisions. SWAT plans to configure security and workflow information into IRIS prior to User Acceptance Testing (UAT) in January, so those involved in UAT can test security and workflow to make sure it is functioning properly prior to Go Live.

TEAM MEMBER SPOTLIGHT:

This month we are featuring Chris Faulkner on our Finance team and Andrea Mueca on the Change Management team.

Meet Chris

Faulkner: I am originally from San Jose, California - home of the San Jose Sharks and in close proximity to the greatest football team in the NFL - the Oakland Raiders. I studied business at Wake Forest University in Winston-Salem, North Carolina. Prior to joining IRIS, I was in the Navy working in Mountain View, California. Currently, I am working on the areas of fixed assets and security and workflow for the IRIS Project. I love meeting with people from the various departments and showing them all IRIS has to offer. In my spare time, I love playing basketball and going to the movies.



Meet Andrea

Mueca: I was born and raised in Carson, Washington, studied international relations and Spanish at the University of Idaho (Go Vandals!).



I made my way to Alaska working on small cruise ships and in 2010, Juneau became my new home. I have worked for the State of Alaska for 3 1/2 years in the Department of Fish and Game, Administration and Natural Resources. I am so excited to be on the IRIS Project team as a trainer and to help people understand how much it will positively affect the State. As a newlywed, I love spending time with my husband and puppy, hiking, volleyball and becoming a Master Chef in my own kitchen.