



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

May 2014



30 day - JUNE

- Semi-annual IRIS Satisfaction Survey distributed on **June 19th**
- Crosswalks and Cost Accounting Configuration
- Inbound Interfaces
- Security and Workflow

60 day - JULY

- Interval 2 activities complete and Interval 3 begins! *Look for more details in the June issue of IRIS Insight*
- Unit testing of department interfaces
- Printer configurations
- Training Needs Assessment

90 day - AUGUST

- Preparation for IST Pass 3

For a complete listing of IRIS deadlines and upcoming events, please visit the IRIS GoPlan SharePoint Site (<http://intra.dof.doa.alaska.gov/sites/iris/goplans/Lists/Calendar>).

Thank you to everyone who attended our Open House earlier this month and congratulations again to Joyce Vick, winner of the prize drawing. Joyce received a \$25 Amazon gift card, which was donated by an IRIS Team member.

Welcome to the 60+ employees who signed up for our newsletter this month. We look forward to sharing information about the IRIS Project with you!

Status Update

Over the past couple of months, the **Finance team** conducted 104 Cost Accounting Workshops, totaling 271 hours! The team is now focused on reviewing and loading IRIS with the Cost Accounting information submitted by departments. The team continues with IST (Integrated System Testing) and is also working on solutions for trust accounts, DOT&PF Third Party Billing conversion and configuration, and Reimbursable Services Agreement (RSA).

The **Procurement team** was very pleased with the information departments provided in their Buyer Manager spreadsheets (thank you!). The team continues to assist with IST and is currently developing a plan for notifying vendors what the transition to IRIS will mean for them.

The **Human Resource Management (HRM) team** is in their 6th week of prototyping, which involves reviewing the current Alaska Payroll System (AKPAY) business processes while looking at the baseline configuration of the IRIS HRM module. The prototyping sessions are broken out by business functions and have been a collaborative effort between the project team, Division of Finance Payroll section and agency Payroll Services staff. Key activities include:

- Reviewing each area of the IRIS HRM module
- Preliminary mapping of AKPAY data to IRIS for position control and employee management
- Modeling State of Alaska business scenarios in IRIS and discussing important configuration requirements.

The **Technical team** is preparing for IST Pass 3 which will include a simulation of year-end close. The team is also working on automated test scripts for network and performance testing and are reviewing the conversion strategy for the HRM module. Lastly the team is helping agencies with their inbound interface files.

The **Change Management (CM) team** continues to build training materials and will be conducting a Training Needs Assessment workshop this summer. The purpose of the workshop is to work with departments to understand who will need IRIS training, where those employees are located, and any departmental time and/or location constraints. This information will then be used to build the training schedule and start working on training logistics. IRIS end user training is scheduled during the months immediately prior to Go Live (July 1, 2015) so people will be ready and the knowledge fresh.

Are you on our mailing list?

If you would like to be added to our monthly newsletter distribution list please email: IRIS.Project@alaska.gov

IRIS Preview Sessions

Last week the IRIS Team offered several IRIS Preview sessions. Designed to introduce the new system to participants who are unfamiliar with IRIS, the Preview explained some of the key features of IRIS and provided participants with an opportunity to actually go through a few processes in IRIS. Here are just a few of the comments from our participants:

- *For the first time, I think the right amount of info was given just to get feet wet and have an idea of what IRIS looks like.*
- *It was nice to get around in the system and I'm sure with time we'll get used to doing what we need to get our duties accomplished.*
- *(IRIS) gets easier the more you do it.*

IRIS training sessions will start in the spring of 2015. However, the IRIS Preview session offers employees a chance to get a sense of the look and feel of the new system prior to training. The goal of the session is to provide some exposure to IRIS and help with the transition to the new system.

Due to the interest in the IRIS Preview sessions, the IRIS team is planning on scheduling additional sessions for late summer as well as classes in Anchorage and Fairbanks this fall. IRIS Departmental Business Leads will be notified when the schedule is available. In the meantime, all employees are encouraged to log on to LearnAlaska and view the IRIS 100 General Overview video.

Procurement - Planning for Summer 2015 Now

Alan Lakein, a well-known author of personal time-management books said "Planning is bringing the future into the present so that you can do something about it now." With IRIS, as with any major IT project, there are a lot of things that have to happen in a particular order. There are also tasks that need to be completed, but within a flexible timeframe. The IRIS Procurement team recommends taking care of some of those more flexible tasks now (listed below) to lessen everyone's workload as we move into the last few months before Go Live.

- For contracts being amended this fiscal year that have adequate renewal periods remaining (two or more), consider renewing them for two annual renewal periods as opposed to one.
- If it is too late this year to do the first bullet consider signing all amendments early next year, no later than February 2015.
- For new solicitations that cannot be delayed until after July 2015, make sure they are in place no later than March 1, 2015.
- As much as possible, try to have all last minute purchases completed by the first part of June rather than the end of June.

TEAM MEMBER SPOTLIGHT:

This month we are featuring HRM Team members Kathy Steen and Tara Stephens.



Meet Kathy Steen:

Having lived in Mississippi all but the last four years of my life, where I've been in Portland, Oregon, the opportunity to come to Alaska didn't seem possible. So when CGI presented it, all I could

say was "YES, please!" I joined the CGI HRM Team as the HRM Project Manager and am busy getting to know both the CGI and State team members. Having managed numerous system implementation projects of varying sizes and systems, I am excited to work with such a high quality team and believe the State can expect good things to come from the HRM team. After experiencing Juneau for a month, I'm convinced it is the "kinder, gentler place" everyone claims to be searching for and I found it. I am looking forward to enjoying the summer weather by getting out and exploring Juneau and other parts of Alaska. My beginning photography hobby should get off to a great start here.

Meet Tara Stephens:

I moved to Juneau in the spring of 1992 from St. Paul, Minnesota - GO VIKINGS! My career with the



State of Alaska began in January 1997. Since then I have worked for the Departments of Education, Transportation, Administration and Labor. I have over 10 years of Human Resource (HR) experience with the State and our family owned business. I joined the IRIS Project team in February 2014 and look forward to making a positive difference in the IRIS HR system. My hobbies include quilting and summer outdoor Alaska-style activities which includes fishing, boating, camping and hiking. I also enjoy spending time with my husband, two sons, and friends.