

# **FMS/PeopleTools 8.54 Upgrade**

Version 8.53 to Version 8.54  
Scope Document

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## Scope Introduction

### Summary

BGSU has invested in Oracle's PeopleSoft suite of applications as the University's ERP (enterprise resource planning) system. Applications included in our ERP suite include:

**CSS** – Campus Solutions is a suite of software specifically designed as a higher education student administration system. We are currently operating at version 9.0 of CSS, which is Oracle's latest release of this application.

**HCM** – Formerly called HRMS, the Human Capital Management application administers the University's Human Resources, Benefits, Payroll, and Time & Labor. We are currently operating at version 9.0 of HCM. The latest release is version 9.2.

**FMS** – The Financial Management System (FMS) includes areas such as the general ledger and commitment control, purchasing, accounts payable, accounts receivable and billing, grants and projects, and asset management. We are currently at version 9.1 with the latest vendor release being 9.2.

Oracle has provided end of support dates for Extended Support for the PeopleSoft suite of applications as shown in the below table. In answer to these end of support dates, BGSU leadership has developed a PeopleSoft Application Road Map for the CSS, HCM, and FMS applications that ensures the University remains supported under Oracle through 2018.

<b>Release</b>	<b>Extended Support Ends</b>
CSS 9.0	December 2018
CSS / HCM 9.0	June 2015
HCM 9.0	June 2015
HCM 9.1	September 2017
FMS 9.1	November 2017

### PeopleSoft Road Map

The PeopleSoft Road Map consists of three phases. Each of these phases will be considered a separate project; however there are interdependencies between the projects.

#### **Phase 1 – CSS / HCM Split**

To address the June 2015 end of support date for HCM, BGSU must upgrade the HCM application. In order to perform this upgrade, a split of the CSS/HCM environment and database was required since the CSS and HCM applications shared the same Oracle

11.2.0.3 database. The split was required to take place first because Oracle does not support moving to HCM 9.1 or 9.2 while the database is being shared. This project included moving the environments from a shared set of physical servers to separate Virtual Machines (VM's). This phase of the Road Map took place from January 2014 – July 2014, with a go-live date of July 19, 2014.

**Phase 2 – HCM Upgrade**

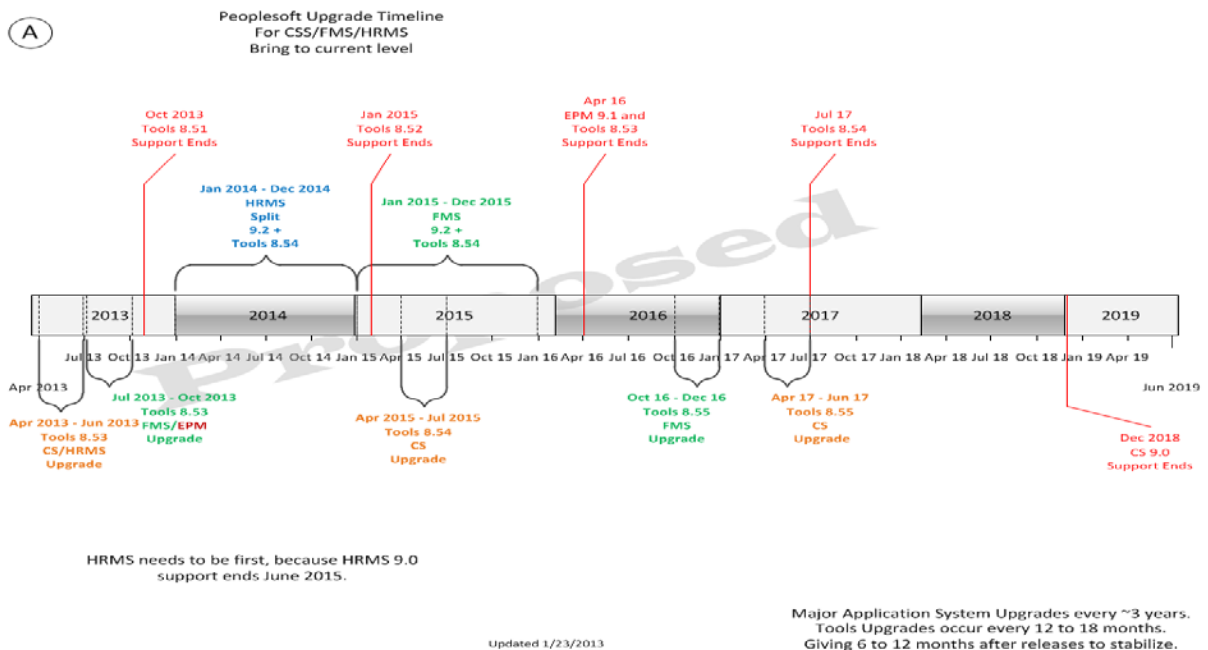
Once the CSS/HCM databases were split into separate databases, BGSU was able to begin the project to immediately upgrade HCM from 9.0 to 9.2. Since support ends for HCM 9.0 in June 2015, the targeted Go-Live date for this upgrade is May 22, 2015.

**Phase 3 - FMS Upgrade**

FMS will be upgraded as the final phase of the PeopleSoft Road Map and, as such, has been renamed the FMS PeopleTools 8.54 Upgrade/Full House Project. It is our goal to complete the upgrade to FMS 9.2 by December, 2016. However, before the upgrade can take place, FMS PeopleTools must be upgraded to PT 8.54. This phase is expected to run from October, 2015 – February, 2016 with a Go-Live date of February 26 - 28, 2016

**PeopleSoft Application Road Map/Full House Timeline**

The chart found below illustrates the proposed PeopleSoft Application Road Map timeline.



## **FMS PeopleTools 8.54 Upgrade**

This scope document will focus on the Phase 3 activities associated with the FMS PeopleTools Upgrade from 8.53 to 8.54. The current FMS footprint at BGSU includes the following modules:

- Controller's Office
- Business Operations
- Accounts Payable
- Cash Management
- Grants Management
- Time and Labor
- Payroll

While some customizations have been added to the environment, core processes are used as delivered by PeopleSoft. It will be critical, however, to include all interfaces to FMS as part of the testing package for this upgrade.

Regulatory applications will be applied as needed; these will include, but are not limited to:

- 1099 Year-End Statements
- SciQuest Interface Upgrade
- SmartERP Grants Processing

## **Scope Planning**

Initial planning for the FMS PeopleTools Upgrade Project began with the creation of a project charter/scoping document in September, 2015. As a result of this scoping session, the team identified the need for upgrading FMS PeopleTools to the current version without applying any previous versions of maintenance packages.

The planning team and subject matter experts for this PeopleTools upgrade include:

Name	Department
Beth Ann Rife	Human Resources
Viva McCarver	Human Resources
Jason Dunn	Human Resources
Rhonda Dicke	Time and Labor / Payroll
Sheri Kellogg	ITS
Phyllis Short	ITS
Rich Kasch	ITS
Sharon Swartz	Controller's Office
Bob Swanson	Controller's Office

Brad Leigh	Business Operations
Andy Grant	Purchasing
Michelle Schoenfeld	Accounts Payable
Haley Collingwood	Finance & Administration
Jason Slough	Controller's Office
Darin Teeple	Business Operations
Joanna Lewandowski	Grants Accounting, Controller's Office
Tom Kornacki	Sponsored Programs & Research
Amy Beltano	Controller's Office
Teresa Coss	Business Operations
Sue Tomor	ITS
Casey Meyer	ITS
David Hayes	ITS
Mike Failor	ITS
Todd Glick	ITS
Sue Gwozdz	ITS
Rhonda Montague	Bursar's Office
Greg Deitering	ITS
Rick Williamson	ITS
Mark Heider	ITS
Nick Savich	ITS
David Hoops	ITS
David Weimer	ITS
Vannon Heater	Controller's Office

## ***Project Assumptions***

The following assumptions were made while developing the scope:

1. Functional leads will need to be assigned for each functional area impacted by the FMS PeopleTools upgrade.
2. Functional areas will be required to actively participate in the testing phases of this project. This means that resources will need to be available to ensure thorough testing in each area.
3. Business processes changes may need to occur in order to obtain the benefits of some business transformation.

## **Project Deliverables**

1. FMS PeopleTools application upgrade from version 8.53 to version 8.54.

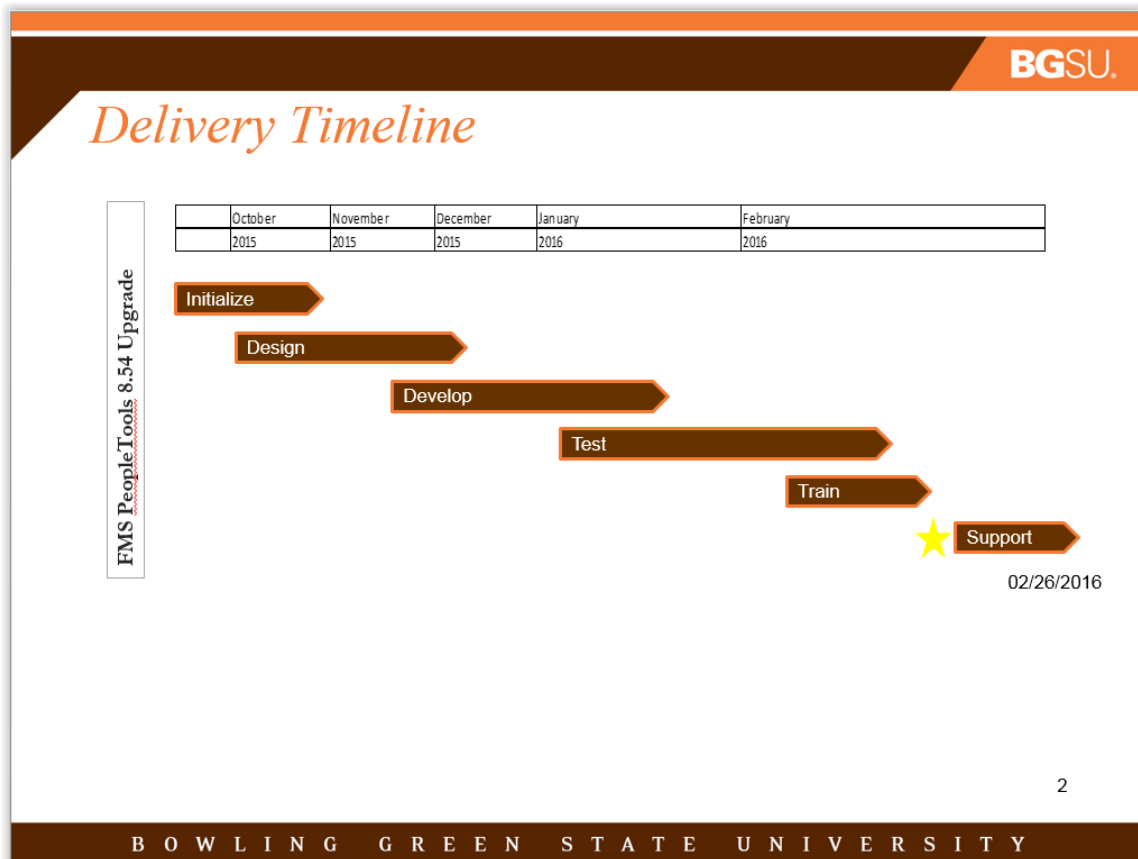
2. Security changes, as needed, to support the new environment.
3. Infrastructure upgrade/build to support the 8.54 upgrade.
4. Applications as noted above in the Scope section
5. Documented core business process testing plans.
6. Business process transformation, as needed.
7. Communications plan for relaying project information to Executive Sponsors, Steering Committee members, Functional Areas, and the entire campus as needed.

## Proposed Project Timeline

### *Proposed Project Timeline*

The FMS PeopleTools Upgrade to 8.54 will take approximately 4 months depending upon the scope and number of resources available to the project. There is an Oracle end of support date of June 2016 that must be taken into consideration when planning the project schedule.

The proposed project timeline for the FMS PeopleTools Upgrade is to go live in February 2016.



# Project Planning

The expected project schedule is illustrated below.

Week Beginning (Sunday Date):		Oct-18	Oct-25	Nov-1	Nov-8	Nov-15	Nov-22	Nov-29	Dec-6	Dec-13	Dec-20	Dec-27	Jan-3	Jan-10	Jan-17	Jan-24	Jan-31	Feb-7	Feb-14	Feb-21	Feb-28	
<b>PeopleSoft FMS PeopleTools 8.54 Upgrade</b>																						
Phase	Initialize	7 Weeks																				
Activity	Planning & Startup	●	X	X	X	X	X	X														
Activity	DMO Server/Environment Build	●		X	X																	
Activity	DEV Server/Environment Build	●			X	X																
Activity	QNA Server/Environment Build	◆				X	X															
Activity	PPD Server/Environment Build	◆					X	X														
Phase	Customization & Development	10 Weeks																				
Activity	Compare Report Results	◆	X	X	X																	
Activity	Branding	◆	X	X	X	X	X	X	X	X	X	X										
Activity	SmartERP Project	◆		X	X	X	X	X	X	X	X	X										
Activity	SciQuest Project	◆		X	X	X	X	X	X	X	X	X										
Phase	Development	6 Weeks																				
Activity	Development	◆			X	X	X	X	X													
Activity	Unit Test--DEV	◆						X	X													
Phase	Test, Train, Implement	14 Weeks																				
Activity	Test Move 1	◆						X	X													
Activity	Individual Office Testing--QNA	◆								X	X	X										
Activity	Internal Integration Testing--QNA	◆											X	X	X							
Activity	Test Move 2	◆											X	X								
Activity	External Integration Testing--QNA	◆														X	X	X				
Activity	Test Move 3	◆														X	X					
Activity	Security Testing--PPD	◆																			X	
Activity	Mock Test Move	◆																			X	
Activity	Training	◆																X	X			
Activity	Go-Live (2/26/16 - 2/28/16)	◆																			★	
Activity	Support	◆																				X

## Specific Exclusion from Scope

This project focuses on the PeopleSoft FMS application only. It does not include upgrades to the CSS or HCM applications. In addition, there will be no maintenance packages applied to FMS during the PeopleTools 8.54 Upgrade project; these will be applied during the FMS 9.2 Upgrade project.

## Project Governance Structure

A Steering Committee will provide oversight and direction for this project. The team will include the following:

Name	Department
Sharon Swartz	Controller, Office of the Controller
Bob Swanson	Associate Controller, Controller's Office
Andy Grant	Director, Business Operations
Viva McCarver	Chief Human Resources Officer, Human Resources
Michelle Schoenfeld	Accounts Payable Manager, Controller's Office
Beth Ann rife	HRIS Manager, Human Resources
Haley Collingwood	Assistant Budget Director, Finance & Administration
Vannon Heater	Senior Financial Accountant, Controller's Office
Jason Slough	Accounting Manager, Controller's Office
Darin Teeple	Strategic Sourcing Analyst, Business Operations
Teresa Coss	Purchasing Card Administrator, Business Operations
Joanna Lewandowski	Manager Grants Accounting, Controller's Office
Tom Kornacki	Director Sponsored Programs & Research,
Rhonda Dicke	Manager Payroll Accounting, Controller's Office
Rhonda Montague	Senior Systems Analyst—Student Accounts, Bursar's Office



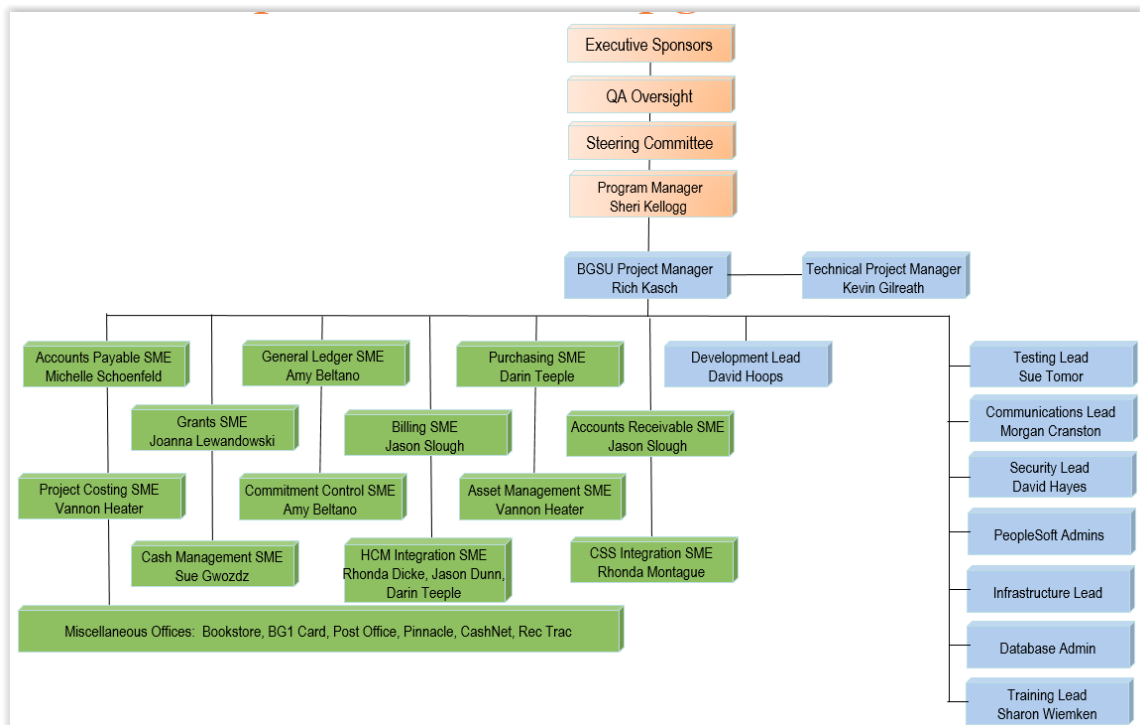
Phyllis Short	ITS
Sheri Kellogg	ITS

As part of this project, BGSU has retained the consulting services of ERP Analysts to help us execute our PeopleSoft Application Road Map. We are looking to ERP Analysts to deliver key technical expertise relating to the HCM Upgrade as well as technical Project Management, and functional consulting services.

The goal of this project is to establish joint leadership of the project between ITS and the University's Business offices through the involvement of a Business Project Manager. The Business Project Manager will participate in regular project status meetings and help make business decisions, discuss issues, and provide feedback on the project.

The resources involved in this project will include a dedicated project team that is augmented with several part-time roles. Substantial functional unit and business process testing will be required by the core business areas in order to ensure overall project success. The functional leads will be identified early in the project.

The overall Project Governance Structure is:



## **Project Issues/Concerns/Risks**

The following issues, concerns and risks have been identified for the FMS version 8.53 to version 8.54 PeopleTools Upgrade project.

1. This project has University-wide impact and any issues could affect numerous functional areas and business processes.
2. Sufficient business area resources will need to be allocated to work on this project and conduct functional area testing within the project timeframe.
3. The University community must be well informed about the project and any business process changes that could result from the upgrade.
4. Training may need to be conducted for any business process changes.
5. There may be a need to apply patches/fixes to production and project environments during the project.
6. Security could be impacted and will need to be addressed as part of the upgrade.

## **Other Business Areas Affected**

This project will affect all Colleges, Departments, Faculty, Staff, Students, and any other related entities that use the University's PeopleSoft's HCM application for Human Resource functions, Benefits, Student Employment, Payroll, and Time & Labor.

## **Project Resource Requirements**

<b>Module</b>	<b>Role</b>	<b>Resource</b>	<b>Commitment</b>
Project Management			
	Project Director	Sheri Kellogg	
	Project Manager	Rich Kasch	
	Business Project Manager	Sharon Swartz	
	Business Project Manager	Bob Swanson	

Core Human Resources			
	Functional Lead	Beth Ann Rife, Jason Dunn	
	ITS Lead	Mike Failor	
Time and Labor			
	Functional Lead	Rhonda Dicke	
	ITS Lead	Mike Failor	
Payroll			
	Functional Lead	Rhonda Dicke	
	ITS Lead	Mike Failor	
Controller's Office			
	Functional Lead	Bob Swanson	
	ITS Lead	David Hoops	
Grants Management			
	Functional Lead	Joanne Lewandowski, Tom Kornacki	
	ITS Lead	David Hoops	
Account Payable			
	Functional Lead	Michelle Schoenfeld	
	ITS Lead	David Hoops	
Purchasing			
	Functional Lead	Andy Grant	
	ITS Lead	David Hoops	
IT Technical and Development Resources			
	Infrastructure Admin	Casey Meyer	
	Database Admin	Norm Carney	
	PS Admin	Rick Williamson	
	PS Admin	Mark Heider	
	Security Administrator	David Hayes	
	Development Lead	Todd Glick	
	Application Lead	Mike Failor	
	Application Developer	Greg Deitering	
	Training Lead	Patrick Lisk	
	Testing Lead	Sue Tomor	
	Communications Lead	Morgan Cranston	



## Project Approval

The following individuals represent the sponsors authorizing this project.

Name	Department
Sharon Swartz	Controller, Office of the Controller
Bob Swanson	Associate Controller, Controller's Office
Andy Grant	Director, Business Operations
Viva McCarver	Chief Human Resources Officer, Human Resources
Michelle Schoenfeld	Accounts Payable Manager, Controller's Office
Haley Collingwood	Assistant Budget Director, Finance & Administration
Jason Slough	Accounting Manager, Controller's Office
Darin Teeple	Strategic Sourcing Analyst, Business Operations
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Joanna Lewandowski	Manager Grants Accounting, Controller's Office
Rhonda Dicke	Manager Payroll Accounting, Controller's Office
Sheri Kellogg	ITS
Phyllis Short	ITS

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