STATEMENT OF WORK – PeopleSoft HCM 9.2

OBJECTIVE
The objective of this project is to upgrade PeopleSoft HCM from version 9.0 to 9.2. This release enables the university to leverage the latest technologies and innovative solutions that support strategic goals, business objectives and meet regulatory requirements. The 9.2 upgrade:

- features on-going extended support that includes critical alerts, data fixes and tax and regulatory updates which will be discontinued with the university's current PS HCM version in June 2015.
- provides enhanced usability with improved self-service functionality and a configurable user interface,
- introduces the ability to implement modules business offices have expressed interest in such as PeopleSoft Absence Management, Health and Safety, Webclock, and Oracle Workforce Scheduling (OWS) in subsequent phases.

The project's estimated "Go Live" date is October 19, 2015 and will be considered complete when test plans are satisfied, the system is in productive use and functional and end users are trained.

CONTEXT
PeopleSoft HCM 9.2 focuses heavily on the end user experience by simplifying access to information by updating the system’s functionality to include modern technologies such as secured searches, pagelets and step-by-step activity guides. The software enhancements offer opportunities to increase efficiencies at a time when campus business representatives constantly strive to remain current as they deal with the complexities inherent in learning the multiple systems deployed within the last 3 - 4 years. The pressure to operate more affectively will increase as Responsibility Centered Management (RCM) is implemented.

GOALS
- Increase business value of UAccess Employee by simplifying users’ system interaction
- Decrease future maintenance costs by reducing the number of customizations
- Ensure tax, regulatory and security compliance
- Research and implement embedded reporting

DELIVERABLES
The following is a list of potential deliverables:
- HCM project plan
- Risk/Issues Log
- Detailed Fit/Gap analysis report
- System design document
- Updated functional specifications
- Updated technical specifications
- Detailed system integration test plan
- Functional and technical interface plan
- System integration and interface test results
- User acceptance test plan
- End-user training plan
- Training materials
- End-user training
- 24/7 training and documentation
- Go-Live readiness assessment report
- Cutover plan
- Go-live cutover
- Functional/Technical support (post implementation)
- Communication plan

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• Reporting requirements document (Analytics)
• Security role definition document

**SCOPE**
In Scope:
• Convert current core HCM functionality
• Improve user interface
• Create MSS embedded pivot grids
• Launch pay check modeling
• Develop enhanced pagelets
• Construct MSS activity guides
• Configure Secured Enterprise Search
• Deploy delivered Health & Safety Module
• Analyze Health & Safety Customization Requests
• Coordinate campus announcements
• Apply all PUM updates for 9.2 upgrade
• Implement Time and Labor Workcenter
• Configure Enhanced Retro Pay
• Deploy PeopleSoft help solution enhancements

**OUT OF SCOPE**
• Multi-year encumbrances
• Performance Management
• Talent Acquisition Management
• Absence Management
• Interactive hub
• MSS configurable forms

**CONSTRAINTS & RISKS**
• Short Implementation time-line
• Unanticipated Oracle bugs
• Existing staff balancing production and project tasks simultaneously due to minimal staff augmentation
• Benefits Open Enrollment occurs at same time as 9.2 implementation (testing in 9.0 & 9.2)
• Limited budget
• Unanticipated state, federal, university or ABOR mandates (ACA, distributed FTE, etc.)
• KFS Upgrade
• KC Upgrade

**SUCCESS CRITERIA**
The project will be considered a success if:
• data mapping and migration complete
• inbound and outbound interfaces working as expected (including electronic phone directory)
• payroll testing successful (ability to pay correctly and on time)
• critical internal and external reporting requirements met
• analytics processes and reports functioning properly (including EPM and EDS)
• user acceptance and system/integration testing objectives met
• functional and end users are trained
• security in place for appropriate roles
• business units able to conduct their work with acceptable response time and without interruption