TECHNOLOGY
SERVICES

DENVER
THE MILE HIGH CITY

Meeting Description:	
Meeting Name:	ERP Workday – Weekly Team meeting
Date @ Time:	2:00pm 2016-05-10
Location:	11D3
Facilitator:	Oren Bierkatz
Recorder:	Oren Bierkatz
Adjourned:	3:00pm

Agenda:			
Item Number	Agenda Topic	Presenter / Facilitator	Duration (minutes)
1	General updates	Oren Bierkatz	10
2	HR related updates	Eddie Pena	5
3	Payroll related updates	Ann Jalandoni	5
4	DEN (Airport) related updates	Chris Blackett	5
5	Change Management related updates	Jane Zbyszynski / Julie Vlier	5
6	Integrations related updates	Maggie MacIntosh	5
7	Data Conversion related updates	Elaine Moore	5
8	Purchasing related updates	Kirk Butcher	5
9	Finance related updates	Chad Rorden	5

Invitees:			
Name	Attendance	Name	Attendance
SCI consultants	Yes	Laura Shipley	
Jim McKeever	Yes	Elaine Moore	
Jessica Chandler/ Kelli Bennett		Karuna Dhingra	
Renee Salois	Yes	Everett Archuleta	
George Karayiannakis / Chris Blackett (DEN) / Zoe Reyes / Bhushan Sawant / Greg Hegarty		Chris Longshore	Yes
Chad Mitchell / Andrea Denis		Kim Hallsted	Yes
Julie Vlier	Yes	Maggie MacIntosh	Yes
Kelly Greunke / Steve Bohn	Yes	Amy Carroll	

	Meeting Minutes:	
Item Number	**Topic**	**Notes**
1	General updates	**P1 available and in testing!** - P1 Test execution sessions 5/9-6/10 **FIN / PUR Implementation** - FIN / PUR Kicked off 5/5 - FIN / PUR design sessions 5/4 – 6/15 - Revising Project Plan for HCM / PAY, expecting FIN/PUR **Integrations sprints on track for design** - Lead SCI Integration consultant (Swathi) on site this week - Next week Lead SCI Data Conversion consultant (Joe) on site for 'lessons learned' sessions on P1 DC **Cindy Zec, Project Sponsor, will leave CCD 5/13** Chad Mitchell has taken over from her
2	HR related activities	Last Week: - Key Meetings - Weekly Team Meetings - Supervisory Org Clean-up and Updates - Tabletop Planning - Test Case Review - Security access and setup for Airport Users - P1 Configuration Updates This Week: - Key Meetings - Weekly Team Meetings - Tabletops planning - Playbacks planning - Test Cases reviews for functional areas - Unit Testing support and remediation - P1 Master Configuration Updates Next Week: - Key Meetings - Weekly Team Meetings - Unit Testing Support - Data Conversions lessons learned

		• Tabletops preparation • Playbacks preparation
3	Payroll related activities	Last Week: • Met with Payroll to discuss options for paying Police who terminate mid-period • Continued P1 configuration and smoke testing. • Knowledge transfer session with Jim McKeever This Week: • Started unit testing with Payroll team • Continued P1 configuration and smoke testing. • Knowledge transfer session with Jim McKeever Next Week: • Continue with unit testing. • Knowledge transfer session with Jim McKeever
4	DEN (Airport) related activities	Last Week: • Attended the Finance Overview and the Kick Off • Met new SCI PM at the kick off • DEN Technologies gaining access to P1 – thank you Oren This Week: • Attending the Finance/Accounting and Procurement design sessions • Met with Cindy Zec for transition purposes Next Week: • SCI contract amendment going to Mayor/Council on 5/17 • Airport will attend the Grant design sessions

5	Change Management	Last Week: • Working on video for website This Week: • Website updates • Video completion • Planning next Network meeting Next Week: • Discuss print campaign • Template and materials for Network Ambassadors
6	Integrations	Last Week: • INT023G – Hyatt Legal Enroll Data • INT037 – DERP • TEMP INT – Payroll to GL • TEMP INT – Payment req. This Week: • OIM – Employee Data Sync • OIM – Pre-hire • Swathi on-site Next Week: • TEMP INT – Vendor Sync • TEMP INT – Payroll Acct. • OIM – Email add. • OIM – Pre-hire data • ?JP Morgan – Positive Pay? • ?JP Morgan – Employee Payroll?
7	Data Conversion	• Next week we will have SCI Data Conversion consultant Joe Sheffield on site for 'lessons learned' sessions on P1 DC

8	Purchasing	• Last Week:
		    ○ Weekly team meeting
		    ○ Weekly Procurement meeting
		    ○ Weekly internal team meeting
		    ○ Financials Kickoff meetings
		    ○ Meeting with John/Everett to discuss Procurement Design Sessions
		    ○ Preparation for Procurement Design Sessions
		
		• This Week:
		    ○ Weekly team meeting
		    ○ Weekly AP touch point meeting
		    ○ Weekly internal team meeting
		    ○ Final preparation for Procurement Design Sessions
		    ○ Procurement I Design Session
		    ○ Procurement II Design Session
		    ○ Recap sessions and start on Action Items and follow up questions from Procurement Design Sessions
		    ○ Alfresco/Workday Integration meeting to start discussions
		
		• Next Week:
		    ○ Weekly team meeting
		    ○ Weekly AP touch point meeting
		    ○ Weekly Procurement touch point meeting
		    ○ Work on any follow up items from Procurement Design Sessions
		    ○ Create/complete action items related to Design Session values needed from CCD
		    ○ Begin to configure set up values in Denver4 tenant in preparation for review with CCD
		    ○ Weekly internal team meeting

9	Finance	• Last Week:
		    ○ Kicked off the Finance Implementation
		
		• This Week:
		    ○ Design sessions galore
		
		• Next Week:
		    ○ Even more design sessions!

Open Action Items:

Item Number	Action Item	Date Assigned	Assigned To	Target Completion	Status
1	Teach TS how to use EIB for Talent Performance Management, post P1 release	3/15	James Reed	6/30	Open
2	Plan WD Playback sessions	4/5	Jane Zbyszynski	5/10	Open
3	Include manual Payroll setup set in the Cut Over plan for GOL	4/5	Ann Jalandoni Jim Jennings	(Test in P2)	Open

Closed Action Items:

Item Number	Action Item	Date Assigned	Assigned To	Target Completion	Status
1					Closed
2					Closed

summary

workday
Working for Denver
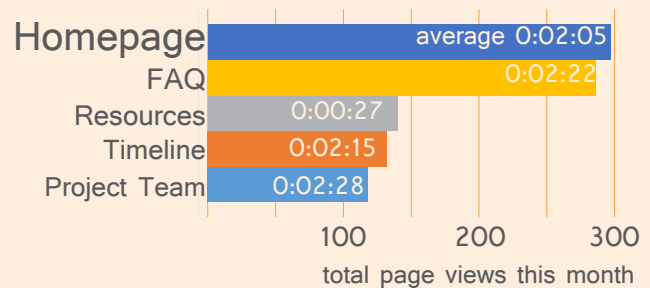
Second month website review (March 16 - April 15)

The site continues to grow with a Resources page and three subpages: recent meetings is a synopsis of the Workday HR Leadership Summit, and Workday Ambassador Network Kick-Off with documents available for download and pictures; project updates includes agenda items from each Program Management Meeting along with available minutes for download; and glossary shows worklets that each employee will see in Workday. Each page will grow throughout implementation. The Denver Employee Bulletin announced the Submit a Question, Be Entered to Win a Prize contest where each month until go-live employees who email a Workday question to Workday@denvergov.org are entered to win Workday swag. Questions that were submitted but are not currently addressed on the website will be added in May.

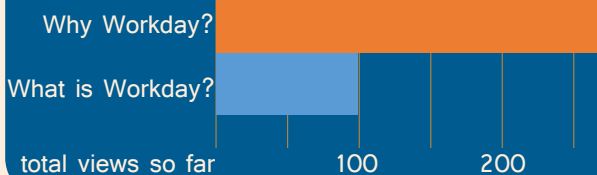### this month our 359 visitors averaged

4 pages

nearly 5 minutes

1,380 total pages

page rankings

Page	Time
Homepage	average 0:02:05
FAQ	0:02:22
Resources	0:00:27
Timeline	0:02:15
Project Team	0:02:28

total page views this month

videos

Why Workday?
What is Workday?
total views so far

viewed pages
visitors
Month 1 2

What's that mean?

- visitors continue to be curious about the project and are coming to explore.
- visitors this month want to know more details and are spending more time reading each page.
- the FAQ continues to be a draw as visitors come to learn more.

COMING SOON

→ New What's a worklet? video! ←

New Ambassador Network page!

Added & Updated FAQs!

April submit-a-question winner!