

Value Stream	Initiative No.	2014/2015 Business Standardization Work Plan	Initiative Owner	Sponsor	Project Manager	Overall Deliverables	FBOD LOE	BRC LOE - to be vetted	On Track or Behind Right now	Milestone #1 Description and Deliverables	Milestone #1 Orig Projected Date	Milestone #1 Completion Date	Milestone #2 Description and Deliverables	Milestone #2 Orig Projected Date	Milestone #2 Date	Milestone #3 Description and Deliverables	Milestone #3 Orig Projected Date	Milestone #3 Completion Date	Milestone #4 Description and Deliverables	Milestone #4 Orig Projected Date	Milestone #4 Completion Date	Milestone #5 Description and Deliverables	Milestone #5 Orig Projected Date	Milestone #5 Completion Date	
Procure to Pay	8	Key Initiative: Standardizing the countywide use of requisitions and PCards (the "Req it Right" Initiative).	FBOD PCSS	Wendy Pete	Rena	Procurement Matrix, Training for best purchasing method	3	1	On Track as of 7/31/14	Complete the matrix for best purchasing method	7/31/14	7/1/14	Start and present Matrix to staff and clients for feedback and prepare draft training. Start Measurement metrics.	11/30/14		Deliver Training on Purchasing methods to all KC	12/31/14		Complete Measurement metrics Development	3/1/15					
	9	Key Initiative: Leverage the use of PCards.	FBOD PCSS	Wendy	Kelly	P-Card Outreach, Educate and Training Users on Standard Work	3	3	On Track as of 7/31/14	P-Card Coordinator meeting to train all coordinators on standard work processes	7/31/14	7/1/14	Work with BRC to start to address the iExpense issue with "Projects"	11/30/14		Identify spend and provide initial outreach for staff to move all appropriate expenses to P-Card	12/31/14		Provide outreach training for targeted agencies on various expenses and Wastewater regarding utilities to move on P-Card	2/1/15					
	10	Key Initiative: Allow vendors to submit electronic invoices via secured web interface.	FBOD FMS	Pete	Kelly		3	2		FBOD evaluate options for accepting electronic invoices	12/31/14		Proof of Concept Test of Solution	9/30/15		Implementation of solution	6/30/16								
	11	Key Initiative: Closely monitor open purchase orders by department, prepare reports, provide periodic training and support, and specialized targeted assistance	FBOD PCSS	Wendy	Sue K	Provide Training and special targeted assistance	3	1	On Track as of 7/31/14	Post weekly dashboard reports on outstanding Open Pos and prepare Annual Year-End P2P Training	9/1/14		Annual Year-End P2P Training	11/1/14		Target and support Clients as they close out their Open POs which are stuck in the system	12/1/14		Complete support to Clients as they close out their Open POs which are stuck in the system during year end	2/1/15					
	12	Initiative: Expand standard work in central accounts payable.	FBOD FMS	Pete	Kelly		3	1		Process walks and future state for Invoice processing: strapping and invoice entry	12/31/14		Process walks and future state for Reception	12/31/14		Process walks and future state for Interface processing, Validation and Payments	3/31/15		Process walks and future state for End of Day Process, Monthly/Closing Reconciliation, Misc. Receipt Processing	9/30/15		Process walks and future state for 1099 Misc., Unclaimed property and Metrics	12/31/15		
13	Initiative: Incorporate the subcontracting / apprenticeship analysis worksheet (SOAW) into the web-based Procurement Service Request System.	FBOD BDCC	Sandy	Sandy / John	Web-based submittal of the SOAW worksheet from client agencies using the RFS system	2	1	Behind as of 7/31/14	Analysis: Complete RFS System review and BDCC needs/requirements to incorporate the SOAW into it.	9/1/14		Identify resource needs, incl costs to effect this change	9/15/14		Map the proposed data flow and process steps	10/1/14		Begin development of system change and test data to ensure that all parts of the system work as planned	11/1/14		Integration testing, Change Notifications, incorporate into fall CARTS training w/KC PMSs	12/1/14			

Value Stream	Initiative No.	2014/2015 Business Standardization Work Plan	Initiative Owner	Sponsor	Project Manager	Overall Deliverables	FBOD LOE	BRC LOE - to be vetted	On Track or Behind Right now	Milestone #1 Description and Deliverables	Milestone #1 Orig Projected Date	Milestone #1 Completion Date	Milestone #2 Description and Deliverables	Milestone #2 Orig Projected Date	Milestone #2 Date	Milestone #3 Description and Deliverables	Milestone #3 Orig Projected Date	Milestone #3 Completion Date	Milestone #4 Description and Deliverables	Milestone #4 Orig Projected Date	Milestone #4 Completion Date	Milestone #5 Description and Deliverables	Milestone #5 Orig Projected Date	Milestone #5 Completion Date
	14	Initiative: Electronic submission and signature of the SCS certification application and eligibility notification.	FBOD BDCC	Sandy	John	On-line SCS Certification Application	2	1	Behind as of 7/31/14	Technical consultation with KCIT to determine BDCC's business needs; assess costs, and impacts of change on cross-organizational efforts (e.g., electronic signature).	8/15/14		Develop project's scope and plan, budget, and timeline	9/1/14		Being implementation of the online SCS application consistent with the KCIT/BDCC development plan and system requirements	9/15/14		1st Test of SCS online Application and electronic signature	11/1/14		2nd Test of SCS online Application and electronic signature and Document Process	12/1/14	
	15	Action Items: Automate position description changes to reduce maintenance of the automated approval engine (AME) process.	BRC																					
	16	Action Items: Purchasing invoice improvements for inbound requisitions and receipts	BRC																					

Hire to Retire	17	Key Initiative: Upgrade of PeopleSoft to version 9.2	BRC																					
	18	Key Initiative: Standardize pay practices and compensation options (including leave, wages, benefits and development opportunities) through the Employer of the Future project.	HRD	Rhonda	TBD	A new, lean personnel system with standardized compensation practices			Behind as of 8/5/14	Resource plan for project in 2015-2016 budget	9/1/14		Baseline analytics and measures for Employer of the Future	January, 2015		Conceptual approach to Total Compensation	January, 2016							
	19	Key Initiative: Create enhanced development opportunities for employees.	HRD	Nancy	Cyndi	Implement King County eLearning to support employee growth and development; track development using Enterprise Learning module			On-Track as of 8/5/14	Connect e-Learning platform with King County enterprise systems	8/1/14	8/1/14	Continue eLearning roll-out	On-going										
	20 HRD	Key Initiative: Standardize part-time employment practices and compliance with the Affordable Care Act	HRD	Nancy	Rick	Clarify and standardize definitions and benefit offerings for P/T employees in compliance with the Affordable Care Act (ACA)			On-Track as of 8/5/14	Develop approach and receive Executive direction on ACA policy	05/30/14	5/30/14	Make required King County code changes to comply with ACA (transmit legislation to Council)	9/30/14		Implement ACA-related changes and tracking system in partnership with BPROS and BRC partners	1/1/2015							

Value Stream	Initiative No.	2014/2015 Business Standardization Work Plan	Initiative Owner	Sponsor	Project Manager	Overall Deliverables	FBOD LOE	BRC LOE - to be vetted	On Track or Behind Right now	Milestone #1 Description and Deliverables	Milestone #1 Orig Projected Date	Milestone #1 Completion Date	Milestone #2 Description and Deliverables	Milestone #2 Orig Projected Date	Milestone #2 Date	Milestone #3 Description and Deliverables	Milestone #3 Orig Projected Date	Milestone #3 Completion Date	Milestone #4 Description and Deliverables	Milestone #4 Orig Projected Date	Milestone #4 Completion Date	Milestone #5 Description and Deliverables	Milestone #5 Orig Projected Date	Milestone #5 Completion Date
	20 FBOD BRC	Key Initiative: Standardizing approach to "voluntary" part-time schedules. Change internal operation processes and work collaboratively with HRD/BRC for any system changes..	FBOD BPROS	Mary Beth	Brian	Ensure operations and system supports change in law in a standardized way.	1	2	On Track as of 7/31/14	Inform BRC of operational change due to ACA implementation, which will impact system needs.	15-Jul	41835	Work with BRC/HRD to determine new system specifications	31-Aug		Review BPROS operations policies, documents and website and make relevant changes.	1-Oct		Implement System Specifications	1-Nov		BPROS monitor during open enrollment for any need for further system issue or policy change	1-15 - Nov	

Billing to Cash	21	Key Initiative: Implement electronic process improvements with third party payment processors.	FBOD Treasury	Scott	Mark	To apply payments from bill processors to correct account	2	2	On Track as of 7/31/14	Deconstruct current business process	9/30/14		Define business requirements	11/30/14		Build and test new process	1/31/15		Implement new process	2/28/15				
	22	Key Initiative: Update capacity charge rates with the conversion of historical data for capacity charge	FBOD FMS	Pete	Mike	2014 Availability of capacity charge payment records prior to January 2012 in one system. 2014 Simplified system process.	1	2	On Track as of 7/31/14	Project Charter, Options, team, scope, schedule and cost	3/4/14	3/7/14	Alternative Options, finalize team, Schedule, Scope and cost.	3/18/14	3/18/14	Initial functional specs, technical implementation strategy, risk mitigation, implementation plan and schedule.	8/1/14		Final functional and technical specs, technical implementation and risk mitigation results, completion acceptance signoff and lessons learned.	12/1/14				
	23	Key Initiative: Convert manual input of Family Court customers and invoices to the Accounts Receivable smart spreadsheet standard interface.	FBOD FMS	Pete	Mike	2014 Implement a smart spreadsheet-direct-side system interface in use for Family Court customers and invoices.	1	2	On Track as of 7/31/14	Side system functional spec review.	9/1/13	9/13/13	Initiate CSR for identification of development work and scope	11/1/13	11/20/13	Test Configurations in EBS	6/1/14		First live file through interface process.	8/28/14		Conduct cut over, completion authorization, and lessons learned	9/1/14	
	24	Key Initiative: Assess the Billing-to-Cash Configuration in Oracle EBS.	FBOD FMS	Pete	Mike	Conduct 2014 Independent Assessment of Accounts Receivable Configuration, 2014 – 2015 Analyze and implement the consultant's recommendations and 2014 – 2015 Create billing invoice and statement templates that meet customer requirements.	2	2	On Track as of 7/31/14	Gather Core Team, Develop Billing to Cash current EBS Pain Point document	6/1/14	5/23/14	Meet with Consultant to gather data and establish current process understanding	June-July 2014	7/17/14	Analyze and prioritize Consultant recommendations	10/1/14		Implement Consultant Recommendations	12/31/15				

