

**FINANCIAL MANAGEMENT REFORM CHANGE LEADERS  
BRIEFING**

**FMIS IMPLEMENTATION UPDATE**

(For Information)

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**1.0 Introduction**

1.1 This paper provides an update of the FMIS implementation progress for the month of June 2005.

**2.0 Users using General Ledger SSA FM Version 2.0**

2.1 With the GL upgrade completed, users are now using the new SSA FM 2.0 GL for current cash reporting. Following the completion of the upgrade, it has been ensured that website access links to SSAFM 2.0 production, test and training environment have been communicated to users.

**3.0 Chart of Accounts**

3.1 The FMIS and SSA Global teams continue with the development of Chart of Accounts (COA). Currently, part two (out of four) is in progress, where COA design and formation is taking place.

3.2 The remaining two parts relate to the testing and migration of new COAs to production environment following the closure of the July 2005 Accounts.

3.3 Notable achievements to date include:

- Structure of Natural Account code agreed
- Structure of Cost Centre codes agreed
- Initial design being tested via a prototype
- Documentation being created.

3.4 The design of the new Chart of Accounts should be completed by end of June and planned cut over follows the July closing and end of month process.

**4.0 Standards**

4.1 Standards phase continues to progress well with various SSA FM modules demonstrated via training sessions to the FMIS team. Upcoming tasks will comprise of developing and agreeing on government standards to be used across the SSA FM modules.

4.2 The following are notable early achievements:

- Common services/security set up completed. Has been signed off after parameters were loaded in TEST environment.
- Developing standard reports have commenced following the loading of the report writing software (ReportNet) into all environments i.e. Test, Training and Production - ongoing
- Spreadsheet Integration and Development–All spreadsheets specified and some are ready for use and implementation.
- Receipting Application specification has commenced and expected to be completed by 17/6/05.
- All implementation checklists for each application are completed and these will be finalized after the training is completed.
- Setting up parameters for TEST environment has been completed.
- Developing of coding conventions within each application has just commenced.
- Banklink: Initial draft specification completed for BankLinkPC product modifications, Reserve Bank of Fiji (RBF) File specifications and Colonial National Bank (CNB) File specifications. These specifications would need to be reviewed and signed off by Treasury, FMIS and SSA. Following the sign off, the specifications will be forwarded to SSA development for product modifications and then sent to the appropriate bank's technical staff for further work in transferring required data through banklink as specified.

## **5.0 Payroll Integration with FMIS**

- 5.1 SSA Global and FMIS are working towards developing a FMIS to Payroll interface specification. This is targeted to be submitted to ITC by middle of June and the latter will provide technical solution to meet the payroll interface requirements. The solution is anticipated to be tested and approved for integration with the new COA by the end of August 2005. It was agreed between ITC and FMIS that a complete payroll to FMIS interface specification be developed that maps new cost centres and nominal accounts to those equivalent categories found within payroll.

## **6.0 Whole of Government Presentation**

- 6.1 As part of change management, a whole of government presentation was held at the Southern Cross Hotel on 20<sup>th</sup> May to inform and secure ministries/departments commitment, interest and buy-in for the FMIS project and the various areas of work that Ministries and departments will be required to undertake.
- 6.2 The attendance was very promising as all ministries/departments were virtually represented with the attendance of about 126 officers comprising of accounting officers, change leaders and senior management representatives. It is noteworthy that responses gathered after the meeting was very positive.

## **7.0 FMIS User Working Group**

- 7.1 A FMIS User Working Group will be established for ministries scheduled for upcoming FMIS implementation. The FMIS User Working Group will be driven by the FMIS project team and will consist of FMIS champions and Ministries Super Users. The FMIS User Working Group will be consulted on a regular basis during

and post implementation period of the FMIS to ensure user requirements are being met and potential issues and risks quickly captured and resolved in a timely manner. It is also to ensure that GoF functional and business process requirements and the proposed system deliverables remain aligned for the duration of the project and reflected via a quality implementation.

- 7.2 The first meeting is scheduled before the end of June 2005 to provide the super user representatives of the proof of concept ministries with an understanding of the required in-house resource commitments and their project responsibilities. Proof of concept ministries have been consulted via a memorandum that was sent on 15 June 2005.

## **8.0 FMIS Training**

- 8.1 The first phase of training on SSA FM for FMIS project team commenced on 19<sup>th</sup> May 2005 and is currently in progress. Notable achievements are the completion of training for the FMIS team on the following modules:

- An overview of SSA FM;
- General Ledger;
- Accounts Payable;
- Purchase Order;
- Fixed Assets; and
- Job Cost

- 8.2 Feedback from the team has generally been positive. The remainder of this first phase of training should be completed by the end of June.
- 8.3 Arrangement with ITC Services for basic PC training for the four proof of concept ministries is currently in progress. This training has been scheduled for 21st to 23rd June 2005 at ITC Services training facilities. The training is targeted for potential FMIS users who have limited basic knowledge and skills in accessing and using PCs.

## **9.0 Support Software Implementation**

- 9.1 This is a software tool to channel queries and issues to system administrators that has been previously purchased by ITC some years ago and is yet to be fully utilised and deployed across the agencies.
- 9.2 No real progress has been made in this area. It is planned to proceed with a workshop to identify FMIS support requirements and involve ITC Services to assist the FMIS/Main Accounts with setting up support environment before the Proof of Concept ministries go live.

## **10.0 IT Infrastructure**

- 10.1 The IT infrastructure tasks to support the upcoming FMIS is progressing well with ITC Services playing a critical role in the purchases and setting up of the necessary infrastructure components required.

- 10.2 ITC Services will house the central FMIS infrastructure and in this respect, in the process of upgrading a new room to house the FMIS servers and UPS together with other ITC Services equipment. Electrical wiring work is being undertaken by PWD and this should be completed by the end of June 2005. The cost of electrical wiring will be met by the FMIS project.
- 10.3 The following tasks are currently in progress:
- (i) Purchases of network equipment approved by the Major Tenders Board including 8 servers, 1 UPS and Network Solution from the approved vendors are in process and should be acquired within sufficient time before go live of the proof of concept ministries;
  - (ii) Tender for 100 printers for proof of concept ministries and first eight deployment ministries;
  - (iii) ITC has been provided with the number of PCs, locations/sites for the first roll out phase and are in the process of planning for site surveys, desktop deployment and site connectivity for the sites which are still not on GOVNET; and
  - (iv) ITC Services and FMIS IT resources will be working together in the next few weeks to undertake site survey with regards to infrastructure and desktop deployment plans.

#### **11.0 Judicial Review – Pacific Connex v State**

- 11.1 A final response to the affidavit filed by Pacific Connex and NLTB was completed and filed in court on Friday 10 June 2005. The court hearing is expected to be held on 28 June 2005.

#### **12.0 Foreign Affairs Request**

- 12.1 Ministry of Foreign Affairs is in the last block of 8 ministries targeted for deployment in 2007. However, its CEO has written exploring the possibility of his ministry being brought forward in the first lot of deployment scheduling for the reasons quoted that “Approximately 80% of their budget is spent offshore annually, in foreign currencies. The intensified focus on performance budgeting thus has a greater complexity in his ministry than it would have in many others.”
- 12.2 In considering this request, Ministry of Foreign Affairs can possibly swap with any willing ministry in the first 8 deployment lot that have the same implementation complexity level, as this has an impact on project plan, resources and costs. The two ministries that match Foreign Affairs implementation complexity are Agriculture and Regional and Fijian Affairs. Apparently, both these ministries have indicated that they wish to remain in the first eight deployment ministries.
- 12.3 This being the case, Ministry of Foreign Affairs will just need to wait, but early improvements can be made in the submission of their current month end reports to Headquarters.

### **13.0 Project Risks and Issues**

13.1 The current list of risks and issues are attached as attachment A.

### **14.0 Project Milestone Table**

14.1 Also attached, as Attachment B is a high level Table on major Project Milestone, showing target and actual timelines as well as status of implementation.

### **14.0 Recommendation**

14.1 The Change Leaders are invited to:

- (i) note the progress as highlighted in this paper.

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1<sup>st</sup> July 2005

# **APPENDIX A**













## **APPENDIX B**



PROJECT MILESTONE / MINISTRY	Scheduled Start Date	Scheduled Go Live Date	Comments	Actual Start Date	Actual Go Live Date	STATUS
General Ledger – Housekeeping Tasks	22 Feb 2005	26 Apr 2005	Project start was delayed by a week although Go Live was achieved on time as scheduled.	28 Feb 2005	26 April 2005	Complete
General Ledger Upgrade	21 Feb 2005	11 May 2005	Signed off 16 May 2005, as scheduled.	28 Feb 2005	16 May 2005	Complete
IT infrastructure approval - COGS	31 March 2005	22 April 2005	Delays were experienced with the major Tender Board as submitted documents were misplaced. Approval secured now and risk mitigated.	31 March 2005	29 April 2005	Complete
IT infrastructure Delivery Dates	11 May 2005	21 June 2005		11 May 2005		In Progress
IT Servers Deployed	22 June 2005	02 Aug 2005				Pending
Chart of Accounts - Step 1- Analysis	28 Feb 2005	07 May 2005	Step 1 is 100% complete. Ministries consulted and requirements incorporated within development of CoA's. Complete Ministries sign-offs have been achieved apart from 1-2 yet to be finalised.	28 Feb 2005		100% Complete
Chart of Accounts - Step 2- Development	09 May 2005	30 June 2005	Design and agree COA & reporting structure	9 May 2005		In progress
Chart of Accounts - Step 3 -	01July 2005	31July 2005	Set up & test environment			
Chart of Accounts - Step 4 -	01Aug 2005	15Aug 2005	Convert to Production – Go Live			
Standards Phase	11 April 2005	16 Aug 2005		11 April		In progress
PC Training – Min/Dept	23 June 2005	26 June 2005	Basic PC access training for End Users of proof of concept ministries			
FMIS Training – Finance Project Team	23 May 2005	28 June 2005	1-2 training session each week for 6 weeks to FMIS team Progressing well with 70% of training already completed			

PROJECT MILESTONE / MINISTRY	Scheduled Start Date	Scheduled Go Live Date	Comments	Actual Start Date	Actual Go Live Date	STATUS
FMIS Training – Train the Trainer – Min Of Finance Ministry of Women and Social Welfare Ministry of Health Ministry of Education	<b>28 June 2005</b> 30 August 27 June 27 June 30 August	<b>31 Oct 2005</b> 25 October 29 August 29 August 25 October	End users of the 4 POC Ministries will be trained by end of October 2005			
FMIS Training – End Users Ministry of Finance Ministry of Women and Social Welfare Ministry of Health Ministry of Education	<b>16 August</b> 14 November 25 October 16 August 14 November	<b>24 November</b> 24 November 3 November 19 August 24 November				
First meeting of POC ministries stakeholders	23 June 2005	23 June 2005	First meeting of 4 POC ministries to inform them of the implementation requirements.			
Proof of Concept – Ministry of Finance Deployment	31 July 2005	25 Nov 2005				
Proof of Concept– Ministry of Health Deployment	1 Aug 2005	26 Aug 2005				
Proof of Concept– Ministry of Education Deployment	31 July 2005	25 Nov 2005				
Proof of Concept– Ministry of Women and Social Welfare Deployment	29 Aug 2005	11 Nov 2005				