



# Oregon

Kate Brown, Governor

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February 23, 2018

The Honorable Chuck Riley, Co-Chair  
The Honorable Nancy Nathanson, Co-Chair  
Joint Committee on Legislative Audits, Information Management and Technology  
900 Court Street NE, Room 453  
Salem, OR 97301

## **RE: Workday – Human Resource Information System Replacement**

### **Nature of the Request**

LFO advised that the Department of Administrative Services (DAS) submit this letter as an update on the Human Resources Information System (HRIS) Project.

### **Agency Action**

In June 2017, The DAS Chief Human Resource Office (CHRO) was given \$20.1 million of budget limitation in legislatively-approved agency assessments to implement an enterprise HRIS replacement known as Workday.

The project budget covers the cost of the Workday annual SaaS subscriptions, implementation services from IBM, independent Quality Assurance Oversight from Gartner and a fully dedicated project team of 29.5 FTE. The scope of the project is the replacement of two legacy systems – Position Personnel Database (PPDB) and Position Information Control System (PICS) and the State's recruitment system, NeoGov. The Workday Planning module that will replace PICS will go live at a date yet to be determined in coordination with the Chief Financial Officer and the State Budget timelines.

Since June 2017, the HRIS project team has accomplished the following:

- The project team has ramped up to almost full capacity.
- Contracts have been executed with IBM for implementation services and Gartner for Independent Quality Assurance services.
- Both the Planning and Architect stages of the implementation schedule have been completed.
- Configuration of the Workday solution is 70% complete.

- Legacy data has been converted twice (five conversions are scheduled) including a large effort to gather enterprise organizational data which does not currently exist in the legacy system.
- 85% of the designs for the 30 Interfaces have been approved. The highest risk interface is from the 25-year old legacy payroll system. Analysis is in progress to evaluate any potential schedule or cost impacts and we will continue to report information to the Legislative Fiscal Office in our bi-weekly status meetings.
- Developed network of 85 state employees representing 88 agencies (internal and external to the project team) who are helping with Workday change management efforts in their current positions including:
  - Certifying 51 employees from 23 agencies to lead project change management efforts within their agencies budget program area. Thirteen project team members have also been certified to lead change efforts in their program areas.
  - Identified a single point of contact at each agency (referred to as their Agency Readiness Contact) who are responsible for project communication dissemination and ensuring their agency is ready for the new system.
- The project team developed 356 use cases that are being formalized into test scripts for End to End and User Acceptance Testing.

The project has spent \$6.8 million of our \$20.1 million budget and is tracking at 15% under planned expenditures to date.

“Gartner continues to rate the project as Green (Low Risk). There are some key activities that are occurring as noted above, particularly with regards to Data Conversion, Integration, and Change Management, which we continue to monitor closely.” Quoted from the December 2017 monthly report from Gartner which is also attached.

#### **Action Requested**

The Department of Administrative Services respectfully requests acknowledgment of receipt of this report.

#### **Legislation Affected**

No Legislation Affected

Sincerely,



Katy Coba, COO  
DAS Director

cc: Paul Siebert, Legislative Fiscal Office