

TEC - F006 SLPS PMO Document



**SLPS District-Wide
Project Management Office**

**SLPS SAP 5 + 5
Data Collection Instructions / Form**

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Purpose:

Collect information from Fiscal Control Office, Human Resources Office & Technology Services in support of identifying the top 5 internal and external opportunities regarding SLPS use of SAP.

Methodology for Collecting Information

Fiscal Control, Human Resources & Technology Services will use the SAP Issue log to identify three (3) internal opportunities (issues) and two (2) external opportunities (issues). *There should be one issue per issue log;*

These opportunities can be identified as system problems, missing reports, missing functionality (e.g., Grants), Business processes optimization, training, missing modules.

Fiscal Control, Human Resources & Technology Services will complete Section #1 *Description of Issue*, and Section #2 *Reason for Issue Resolution Request* (see attached Sample Issue Log as an example)

The SLPS PMO and CIBER will complete Sections #3 through #6.

TimeLine:

- **09/30/09:** SLPS 5+5 Data Collection Instructions & Blank SAP Log (wrd.doc) emailed to Enos Moss, Sharonica Hardin, & Terry Laster;
- **10/01/09 – 10/09/09:** Fiscal Control, Human Resources & Technology Services SAP Business Analysts will document their top 3 SAP internal opportunities and top 2 SAP external opportunities on individual SAP Issue Logs;
- **10/09/09:** Enos Moss, Sharonica Hardin & Terry Laster will email their 5 issue logs to Terry Bullock (PMO). Terry Bullock will email the forms to CIBER;
- **10/16/09:** CIBER will review the 20 requests and create a 5 + 5 list (5 internal / 5 external) in priority order, with our comments. The list will be prioritized based on value and importance to SLPS, from a CIBER perspective. This list will serve as a straw-man for our next discussion with SLPS;
- **10/21/09:** Visioning and roadmap session with SLPS stake holders in St. Louis.



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SAMPLE OF SAP ISSUE LOG

Department: St. Louis Public Schools - <Department>
Date Created: _____
Date Requested: _____
Requested by: _____

Project: SAP 5+5
Project Expenses: < Yes, / No >
Issue #: < Log Number >
Priority: < Low / Medium / High >

Section #1: Description of Issue

Low Value Assets:

- Non-valuated Inventory will not work to handle the Low Value Assets
 - Not enough detail information
 - Like items are grouped together not allowing visibility of individual items
 - No asset numbers are assigned – thus no bar-coding (tags) are affixed to the items (no capability of tracking the item)

- Suggested solution
 - Utilize the Fixed Asset module of SAP to track these low value assets
 - Create these items similar to “Land” calling them Low Value Assets that are not capitalized but expensed at purchase and non-depreciable.
 - Use the existing upload program to bring in all the Pre-SAP assets into this solution (Date would be prior to May of 2007)
 - Key the purchases into SAP AM (Asset Management) for items acquired after May of 2007 (bringing all assets up-to-date)
 - The AM module will assign an Asset Number to each item which will be bar-coded and affixed to each item (now capable of tracking the item).
 - Reporting of these Low Value Assets will now be available with the original purchase price attached.
 - Mike and Don will define the threshold for what constitutes a Low Value Asset that will be tracked in the above manner.
 - Thom will further break-down the assets into categories for reporting simplicity.
 - Thom will work with Richard Brooks to create the download file for the Pre-SAP items.
 - Thom will begin to accumulate the assets acquired Post SAP for keying into SAP.
 - Thom’s department will now be responsible for keying all Requisitions with Asset implications. (this will be an FCS change to their existing methodology)
 - Low Value Assets
 - Capitalized Assets with Depreciation.

I have spoken with Glen and Hans-Peter and they feel that the Suggested solution is doable. They approximate a time-frame of 30 days. They cannot start the configuration until they have received the full requirements from Thom relative to the category breakdowns and subsequent file uploads for the Pre-SAP assets. We will be able to accommodate this change through Production Support dollars (160 hours @ \$145 = \$23,200)



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SAMPLE OF SAP ISSUE LOG

Section #2: Reason for Issue Resolution Request:

To align Low Value Assets with ABC business process and allow the tracking of these assets with bar-coded tags.

Section #3: Issue Resolution Request Analysis (by CIBER)

Time to complete analysis: _____ Hours Date Completed: _____

Section #4: Final Recommendation

Approve Work Order Per Specifications

Section #5: Resolution & Approvals

<i>CLIENT:</i>	<input type="checkbox"/> Approved	<i>CIBER:</i>	<input type="checkbox"/> Approved
	<input type="checkbox"/> Rejected		<input type="checkbox"/> Rejected
	<input type="checkbox"/> On Hold		<input type="checkbox"/> On Hold

Signature: _____	Signature: _____
Name/Title: _____	Name/Title: _____
Date: _____	Date: _____

Section #6: Reason for Rejection, if Applicable

End – Nothing Follows



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BLANK SAP ISSUE LOG

Department: St. Louis Public Schools - <Department>
 Date Created: _____
 Date Requested: _____
 Requested by: _____

Project: < Project ID >
 Project Expenses: < Yes, / No >
 Issue #: < Log Number >
 Priority: < Low / Medium / High >

Section #1: Description of Issue

Section #2 Reason for Issue Resolution Request

Section #3 Issue Resolution Request Analysis (by CIBER)

Time to complete analysis: _____ Hours Date Completed: _____

Section #4 Final Recommendation

Approve Work Order Per Specifications

Section #5 Resolution & Approvals

CLIENT: Approved CIBER: Approved
 Rejected Rejected
 On Hold On Hold

Signature: _____ Signature: _____
 Name/Title: _____ Name/Title: _____
 Date: _____ Date: _____

Section 6: Reason for Rejection, if Applicable

End – Nothing Follows