



FMMI in the NEWS

Financial Management Modernization Initiative

Issue #3 - January 2009



Inside This Issue

- 1 A Word from our Implementation IPT Lead
- 2 Deployment 1 Implementation Kickoff
- 3 Design Phase Wraps Up With Critical Design Review
- 3 Role Mapping Workshops
- 4 FMMI Frequently Asked Questions
- 4 Key Message for Your Agency/Staff Office
- 4 FMMI Calendar
- 4 Questions or Comments?

FMMI in the News Overview

FMMI in the News serves as a central source of information to Agency and Staff Office leadership and points of contact (POCs) on all things related to the Financial Management Modernization Initiative (FMMI).

While the current focus of the newsletter is to provide information to the Agency and Staff Office leadership and POCs, please share this newsletter with other interested parties in your Agency as appropriate.

To ensure *FMMI in the News* is relevant to you and your Agency or Staff Office, please let us know what topics you would like to hear by sending feedback, comments and suggestions to the FMMI Mailbox at FMMI@usda.gov.

A Word from our Implementation IPT Lead Darrell Kennedy

The Implementation Kickoff for Deployment 1 Agencies and Staff Offices officially began this month. Deployment 1 includes the Research, Education and Economics (REE) Agencies, Food Safety and Inspection Service (FSIS), Foreign Agricultural Service (FAS) as well as all of the Staff Offices including the Office of the Inspector General (OIG). October 2009 may seem like a long way off but we have a lot to do to prepare the Deployment 1 users including delivering communications, role alignment and training, preparing the data through data cleaning and conversion as well as building and testing the FMMI system.

Each Deployment 1 Agency and the Departmental Administration and Staff Offices (collectively) have identified their key Implementation Team members. We met these team members at the official Deployment 1 Kickoff sessions held January 12-13. We reviewed in detail the roles and responsibilities of both the FMMI Core Team and the Agency/Staff Office Implementation teams, as well as, the specific Implementation tasks and activities to be completed between now and Go-Live. There was excitement in the room and I appreciate the commitment of the Agency and Staff Office Implementation teams. They were onboard, asked great questions and made solid contributions. I look forward to working with each of them as we begin this journey.

We will continue to provide the larger FMMI audience with updates of our progress. I know the Deployment 2 and 3 Agencies will be watching with anticipation as their turn will be here before we know it.



Darrell Kennedy,
FMMI Implementation IPT Lead

Deployment 1 Implementation Kickoff

The FMMI project officially held its Deployment 1 Implementation Kickoff January 12-13 in the Waugh Auditorium. Each Deployment 1 Agency and Staff Office identified Implementation team members who will coordinate key implementation and deployment activities within their respective Agency and Staff Office. The key roles include:

- Implementation Lead
- Communications Lead
- Role and Training Lead
- Data Conversion Lead
- Security Lead
- IT Point of Contact
- Reporting Lead
- Functional Subject Matter Experts for each of the FMMI process areas

The FMMI project officially held its Deployment 1 Implementation Kickoff January 12-13, 2009.

After an overview session, each core Integrated Product Team (IPT) provided an area specific overview for each of the above leads which covered their roles and responsibilities, support from and working with the FMMI Core team, key activities and tasks to be completed for Go-Live, and how status of those activities, issues and risks will be managed.

Depending on the Agency or Staff Office size and data complexity additional resources may be utilized as needed, and at the discretion of the Agency or Staff Office Implementation Lead, to support the above mentioned leads in completing implementation activities.

Regular status meetings will be held with the Deployment 1 implementation teams to communicate information, discuss action items, and track status of key implementation activities. Resources such as project plans, status, and risk assessment templates have all been provided to the Implementation teams.

The following FMMI Core Implementation resources will work with each of the Deployment 1 Agencies/Staff Offices to provide support through Go-Live:

- Ann Rumley-Briggs** – FSIS
- Marcus Reinhold** – ARS, CSREES, ERS, NASS
- Angela Bennett** – FAS
- Ray Carlyle** – Departmental Administration and Staff Offices

We are excited they have joined us as they can leverage their experience on the recent GovTrip rollout to help make the FMMI deployment successful.

FMMI Core Implementation resources will work with each of the Deployment 1 Agencies/Staff Offices to provide support through Go-Live.

Design Phase Wraps Up with Critical Design Review

As outlined in the December issue of *FMMI in the News*, the Design phase wraps up at the end of January. The FMMI Core Project team will participate in the Critical Design Review (CDR) which is a formal review conducted at the end of the Design phase prior to beginning the Build phase.

The CDR is a functional, technical, change management, and implementation review to check that the integrated FMMI design under review can proceed into the Build phase and can meet the stated requirements within cost, budget, schedule, risk, and other system constraints. The goal is to review the exit criteria and reach agreement to move into the Build phase

The Agency/Staff Office POCs and representatives will continue to be called upon to act as Subject Matter Experts (SMEs) during the Build phase which starts February 2009. Agencies and Staff Offices play a critical role in the Build phase by validating and verifying the finalized configuration rationales, and defining the customization, integration, and data conversion designs with the FMMI Core team until they are concrete and detailed enough to be implemented.

The FMMI Core Project team will participate in the Critical Design Review (CDR) to review all of the final design components before the Build phase begins.

Role Mapping Workshops

During the Design phase, the FMMI team has been working through the Role Design process. Role Design is about organizing and grouping related tasks within a business process into the appropriate role within FMMI. Roles have a direct affect on security user administration, training courses, and FMMI Portal design.

The next key activity the Deployment 1 Agencies and Staff Offices will be taking part in is identifying their FMMI users and mapping those users to the roles the team has designed.

Role Mapping workshops will be scheduled the second half of February. Implementation team members involved in the role mapping process will attend detailed workshops where key Role Alignment terminology will be defined, information on "To-Be" Roles and Role Mapping Tools will be presented, the relationship between roles and training will be explained, and the suggested process for completing the role will be reviewed in detail.

Roles have a direct affect on security user administration, training courses, and FMMI Portal design.

Following the Role Mapping Workshops, Implementation teams will then have until mid-April to map their FMMI users to roles. The FMMI Core team will continue to provide support and meet with the Agency and Staff Office Implementation teams to assist in mapping their users to roles after the Role Mapping Workshops.

Although user lists will need to be finalized in April, adjustments to the user lists based on change with the user population due to retirements, promotions, job changes, and new hires will be updated through Go-Live as appropriate.

FMMI Frequently Asked Questions

I thought SAP was a Commercial Off-the-Shelf (COTS) product. Why will we be doing additional configuration?

We are using a COTS product but there is specific USDA configuration that needs to be completed (e.g., master data) prior to implementation. The team will tailor FMMI for USDA as appropriate.

How will the Agency and Staff Offices know what tasks their Implementation teams need to manage as part of the Deployment 1 implementation?

The FMMI Core team is providing a Project Plan template with those activities that need to be tracked and completed. Based on input from past implementations, we know there are items that may be Agency-specific that the Core team would not have visibility into. We do not want to assume we know everything each Agency must do. Therefore, the project plan templates will provide the date ranges and many tasks but the the Agencies will be able to add additional information into their specific plan.

Key Messages for Your Agency/Staff Office

As leadership or the FMMI Point of Contact (POC) for your Agency/Staff Office, we rely on you to take back key messages to the rest of your organization about FMMI. Key points to relay to your organizations:

- FMMI's Deployment 1 has officially kicked off. Deployment 1 Agencies and Staff Offices have identified Implementation teams who will work with the FMMI Core team to manage and complete the tasks and activities required to Go-Live October 2009.
- The core FMMI corporate design, which supports a single enterprise system for all of USDA, will be reviewed and signed off by USDA leadership during the Critical Design Review in early February 2009.
- Build phase activities begin in February. Agencies and Staff Offices play a critical role in the Build phase by validating and verifying the finalized configuration rationale, and defining the customization, integration, and data conversion designs with the FMMI core team until they are concrete and detailed enough to be implemented.

The FMMI Core team is providing a project plan template with those activities that need to be tracked and completed.

As Agency/Staff Office leadership or the FMMI Point of Contact, you are the face of FMMI for your organization.

FMMI Calendar

Upcoming meetings:

Critical Design Review (CDR) (Senior Management only)	Early February
Build Phase Activities	Begin in February
Role Mapping Workshops	February 17-20

Questions or Comments?

If you have questions about the FMMI project or information in this newsletter, please contact FMMI@usda.gov and include a clear subject line to indicate what your question or concern is about.