Workday Planning Project
P&S Council
December 5, 2019
Project Objective

Provide ISU with a planning and budget development system by extending the functionality of the Workday Finance-HCM-Payroll system to ensure an integrated and best-in-class system.

The need for this capability is driven by the decommissioning of the legacy budget system that occurred with the implementation of Workday on July 1, and by the opportunity to move ISU toward multi-year planning and an all-funds budgeting philosophy.
WorkCyte Guiding Principles

- Adopt Uniform Processes and Best Practices
- Minimize Conversion of Legacy Data
- Enable ISU to Manage Future Integrations
- Minimize Legacy System Interfaces by Utilizing Workday as the System of Record
- Improve Service Delivery Across Campus
- Conduct Implementation Project Management using Performance Measures and Metrics
Metrics for Success

- Efficient, consistent processes for planning and budget development
- Robust reporting
  - informs decision-making during the planning and budget development process and the operating cycle for budget to actual analysis
  - serves as the official system of record for budget data
- User-friendly and intuitive
Metrics for Success (cont.)

- Support collaboration among users
- Establish a foundation that will support a holistic, multi-fund, multi-year, strategic planning philosophy
Project Approach

- Participation from senior budget leaders, fiscal officers, and other experts throughout the project from discovery sessions to end testing and training
- Maintain original scope of the project; avoid scope creep
- Achieve project milestones up to and including deployment target
Project Approach (cont.)

- Stay within project budget for consultants and ISU project support
- Manage the project in ways that support the health and well-being of all who participate.
Workday Planning Team Org Chart

Workcyte, Project Sponsor
ISU Workday Program Manager
ISU Workday Project Manager

Project Team
Project Lead plus Work Group Coordinators

Revenue Coordinator & 3-4 team members
Personnel Expense Coordinator & 4-5 team members
Non-Personnel Expense Coordinator & 3-4 team members
Reporting & Analytics Coordinator & 4-5 team members
Technical & Integrations Coordinator & 3-4 team members
System Structure Coordinator & 3-4 team members
Faculty Start-Up Coordinator & 3-4 team members

Admin support

At-Large Finance Subject Matter Experts
At-Large Contributors
Project Scope

- All Funds Budget Development model that includes the following:
  - Direct-entry Revenue model for all legislative and restricted revenues sources
  - Direct-entry Expense model for non-labor operating expenses
  - Driver based Personnel model for existing and vacant/new positions
  - Faculty start-up model to track financial commitments that span a 3–year timeframe
  - Automated data integration for metadata, historical actuals and budget data and personnel data
  - Related reporting and dashboards

- Items out of scope for Phase 1:
  - Bottoms-up calculations for Student Aid and Utilities
  - Driver based models for Auxiliaries and Athletics
  - Enrollment & tuition modeling
  - Encumbrances
  - Capital Planning
  - Allocations model
  - Grants planning
  - ISU Foundation
  - Long Range Planning including Cash flow and balance sheet planning
Fully Integrated Planning Platform

Adaptive Insights complements Workday by enabling financially intelligent budgets, forecasts and plans that seamlessly connect with financial, personnel and student data from Workday Financial Management, Workday Human Capital Management, and Workday Student respectively.
# Deployment Timeline: Project Stages

## PHASE 0
### Project Start-up
- ISU Core Project Team & Admin Training
- Project Planning Initiated

## PHASE I
### Annual Budget Development

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### PLAN
- Discovery Workshops
- Requirements Traceability Matrix Document
- Finalized Project Planning Documents
- Training & Communications Plan
- Documentation Plan

### ARCHITECT
- Functional & Technical Design Documents
- Configuration & Unit Test
- Reports Build & Unit Test
- Integrations Build & Unit Test
- End User Training Plan
- Test Preparation
- Finalize Model Build

### CONFIGURE & PROTOTYPE
- System Integration Testing
- User Acceptance Testing
- Cutover Plan
- End User Training Materials Delivered

### TEST
- End User Training
- Go-Live
- Production Support

### DEPLOY

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**DELIVERY ASSURANCE**

**PROJECT MANAGEMENT & ADMINISTRATION**

**CHANGE MANAGEMENT**