ITS Update
WorkCyte Phase I, Phase II

P&S Council
October 7, 2021
Kristen Constant & Steve Mickelson
ITS news: Electronic Signatures (Adobe Sign)

- Adobe Sign has been awarded the RFP for electronic signatures
- License for Adobe Sign starts November 1, 2021
- DocuSign is licensed through April 30, 2022

Project details
- Moving from a site-license to a transactional license
- Migration from DocuSign
- Integration with Workday
- Communications to campus
- Developing best practices on when a signature is needed

We understand the inconvenience of switching platforms, but this was driven by a LARGE change in pricing that we could not justify
Iowa State Workday Products
WorkCyte Phase I
Update
HCM, Finance, Payroll, Planning
Recent Activities and coming attractions

• 2021R2 was released to campus on Saturday 9/11/2021
• Stayed tuned for information about the new home page layout
Continuous Improvement Project

- Leverage materials that exist today
- Promote training and communication
- Streamline Workday related processes
- Create a peer-to-peer support network
- Enhance management reports
WorkCyte Phase II Update
Student & Receivables
Phase II – SIS/RCV
Desired Outcomes

1. Helping Cyclones Succeed
2. Innovation and Agility
3. Standardization and Simplification
Governance Structure

Key Decision-Making Roles

Tier 4
- Program Sponsors

Tier 3
- Operational Area Leaders
- Project Leads
- Operational Owners

Tier 2
- Workstream Teams

Tier 1
- PMT (Supports execution)

Program Co-Leads
- Steering Committee (Provides input and feedback)
- Campus Committees (Provide input and feedback)
# Governance

## Roles

**Tier 3-Operational Area Leaders**
- Laura Doering
- Sharron Evans
- William Graves
- Heather Paris
- Ann Marie VanDerZanden

**Tier 2-Operational Owners**
- Steve Kish - Chair
- Carol McDonald – Advisor
- Scott Butterfield
- Geoff Janes
- Crystal Johnson
- Steven Moore
- Brian Ntem

**Project Management Team**
- Randy Hendricks
- Joan O'Donnell
- Bea Fernandez

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<table>
<thead>
<tr>
<th><strong>Steering Committee Representatives</strong></th>
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<tr>
<td>Academic Advising – Ben Chamberlain</td>
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<td>Associate Deans – Arne Hallam</td>
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<td>Dean of Students – Billy Boulden</td>
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<td>Deans – Luis Rico-Gutierrez</td>
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<td>Department Chairs – Carl Weems</td>
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<td>Directors of Graduate Education – Charles Kerton</td>
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<td>Enrollment Management – Laura Doering</td>
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<td>Faculty Senate – Diane Janvrin</td>
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<td>Finance Service Delivery – Heather Paris</td>
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<td>Graduate College – Natalie Robinson</td>
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<td>Graduate Students – Carrie Ann Johnson</td>
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<td>Human Resources Delivery – Dwaine Heppler</td>
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<td>Institutional Financial Strategy – Bonnie Whalen</td>
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<td>Institutional Research – Karen Zunkel</td>
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<td>Office of the Vice President of Student Affairs – Rachel Boenigk</td>
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<td>Professional and Scientific Council – Jacob Larsen</td>
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<td>Provost Office – Ann Marie VanDerZanden</td>
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<td>Provost Office – Frank Peters</td>
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<td>Student Services – Howard Tyler</td>
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<td>Student Success Center – Allison Severson</td>
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<td>Undergraduate Students – Jacob Conn</td>
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<td>University Counsel – Paula DeAngelo or Brett Lohoefener</td>
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<td>Veterinary Medicine – Jared Danielson</td>
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<td>Veterinary Medicine – Renee Knosby</td>
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<td>Vice President for Diversity and Inclusion Council – Nicci Port</td>
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<td>Workday HCM – Mindi Balmer</td>
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<td>Workday Financials – Kevin Houlette</td>
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<td>Workday Technical – Nathan Hannover</td>
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**Tier 4-Program Sponsors**
- Pam Cain
- Kristen Constant
- Kristi Darr
- Steve Mickelson
- Jonathan Wickert
- Toyia Younger

**Tier 3-Operational Area Leaders**
- Laura Doering
- Sharron Evans
- William Graves
- Heather Paris
- Ann Marie VanDerZanden

**Tier 2-Operational Owners**
- Tammy Hansen
- Roberta Johnson
- Jennifer Suchan
- Katharine Johnson Suski

**Project Management Team**
- Steve Kish - Chair
- Carol McDonald – Advisor
- Scott Butterfield
- Geoff Janes
- Crystal Johnson
- Steven Moore
- Brian Ntem

**Steering Committee Representatives**
- Randy Hendricks
- Joan O'Donnell
- Bea Fernandez
Student Information and Receivables Sept 1, 2021

**Production Moves**
1. Academic Foundation / Recruiting and Admissions / Financial Aid for Applicants
2. Records & Advising / Student Financials / Financial Aid for Continuing Students, and Receivables

**First Use**
1. Academic Foundation
2. Recruiting & Admissions
3. Records / Registration
4. Financial Aid / Verify Awards
5. Student Financials / Payments

**Architect, Configuration and Prototype / Test / Train / Deploy Phases**
- Workset A
- Workset B
- Workset C
- Workset D

**Plan and Discovery Phase**
- Workstream 1-7
- Foundation Tenant Build

**Support**
Key Accomplishments – 2021
as of 10/06/21

- 11 planning deliverables completed
- Governance Framework Established
- 697 RAIDQ items opened
- 234 current operational processes evaluated
- 100 participants at Student Delivery Planning Workshops
- 70 student, faculty & staff experience sessions with 182 campus participants
- 12 campus roadshow presentations
- 325 workstream sessions
- Workday Foundation Training completed by 28 team members
- 12 decision documents in process
Building a Change Network

CM Tool

Using a network of extended team members increases change effectiveness.

SMEs → Change Liaisons

Business representatives on the project team that support key business process design decisions.

Guide training development and delivery as well as maintain training materials during and after go-live.

Trainers

Change Management and Communications Team

Assist with readiness activities and serve as communications outlet during project.

Lead users of the new business processes & systems and serves as first line of support.

Super Users
Thank you!