



Sunflower Project Business Process Workshop

Projects and Grants



Welcome

Projects and Grants Business Process Workshop Agenda



- Welcome
- BPW Purpose and Objectives
- Context for Projects and Grants
- Business Process Walkthroughs
- Agency Considerations
- Agency Impact Analysis
- BPW Wrap-Up

Welcome and Introductions



- Presenters:
 - Connie Guerrero, Enterprise Readiness Team Manager
 - Jennifer Dennon, Agency Readiness Team Lead

Ground Rules



- Turn phones to silent or vibrate
- Be courteous of presenters and other speakers
- Return promptly after breaks
- Participation is expected
- Questions are encouraged – if we can not answer today we will research and get back to you with an answer



BPW Purpose and Objectives

BPWs Objectives



After completing this workshop you should:

- Understand SMART business processes
- Understand key organizational impacts, as identified by the Sunflower Project
- Be prepared to conduct your agency's Agency Impact Analysis (Task ID 30)

What BPWs WILL Do...



- Provide detailed information on key process points
- Review potential agency impacts
- Introduce recommendations and action items to reduce the impacts of identified changes
- Provide tools for identifying alternate and/or additional impacts specific to your agency

What BPWs Will NOT Do...



- Provide system training
- Identify *every* process change and agency impact
- Evaluate process change impacts at the agency level

Note: The information contained in this presentation is accurate as of this point in the project. Further build and testing of SMART may alter information at which point updated topics will be communicated

Agency Business Process Analysis Timeline



BPWs are the first step in your business process analysis

Aug 2009	Sep 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010
Attend BPWs					
Complete Agency Impact Analysis					
Communicate Updated Business Processes to Agency					

Business Process Analysis Areas



Agencies will need to consider the following areas for each business process:

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
- Manuals and Desk Instructions
- Forms
- Document Storage



Meet and Greet





Context for Projects and Grants

Projects and Grants Overview



The Projects and Grants solution in SMART contains three tightly integrated components to manage the complete lifecycle of proposal development through project closeout:

- **Project Costing** – Defines what costs to collect against a grant and/or a project.
- **Grants** – Manages proposal development, approval, submission, and award.
- **Contracts** – Defines and manages the rules for billing and recognizing revenue from the Grantor/Sponsor.

A key benefit of the Project Costing module is the ability to accumulate costs against a project, whether or not a grant exists.

Projects and Grants

Key Terms & Definitions



- **Activity** – The SMART field that defines tasks or subcomponents associated with a project that represents a breakdown of collected costs. At least one activity must be defined for each project .
- **Award** – Executed agreement between an institution and a sponsor.
- **Billing Plan** – Plan that stores the timing of when billing occurs, how bill lines should appear, and what notes should relate to the bill.
- **Category** – The ChartField that further defines Source Types for more detailed reporting and analysis.
- **Contract Amendment** – The SMART fields that users alter certain obligations and entitlements of an active contract.
- **Facilities and Administrative (F&A) Costs** – Overhead costs associated with a grant; also known as indirect costs.
- **Grant** – An award of money from a Sponsor for a project.
- **Grants Budgeting** – The process of capturing budget line details to support both a preaward and a postaward.

Projects and Grants

Key Terms & Definitions (continued)



- **Grant Contract** – The document related to a grant that defines how the Grantee bills and recognizes revenue from a Sponsor.
- **Letter of Credit** – An authorization that draws funds from federal agencies within a specified dollar amount and time period for payment of specified contract or grant costs incurred by the grant recipient.
- **Project** – An organized endeavor for which costs are incurred that has a defined beginning and ending purpose for which costs need to be accumulated and reported.
- **Project Costing ChartFields** – The SMART fields that store the chart of accounts elements that are specifically related to Projects and Grants. These include: Project Costing Business Unit, Project ID, Activity ID, Source Type, Category, and Subcategory.
- **Project Tree** – An item that defines how projects are related to one another and is used to achieve the desired level of detail when tracking and reporting costs.

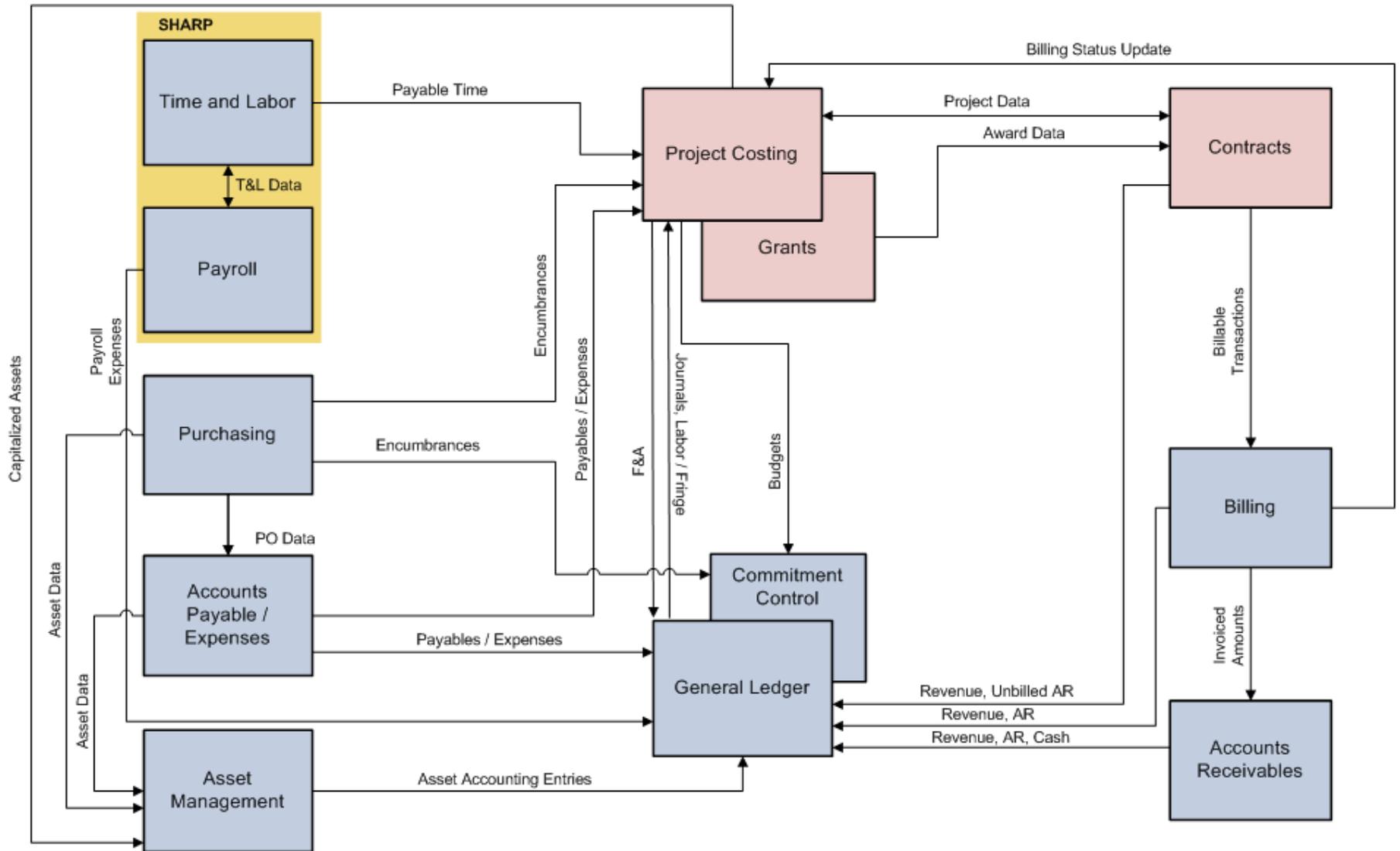
Projects and Grants

Key Terms & Definitions (continued)

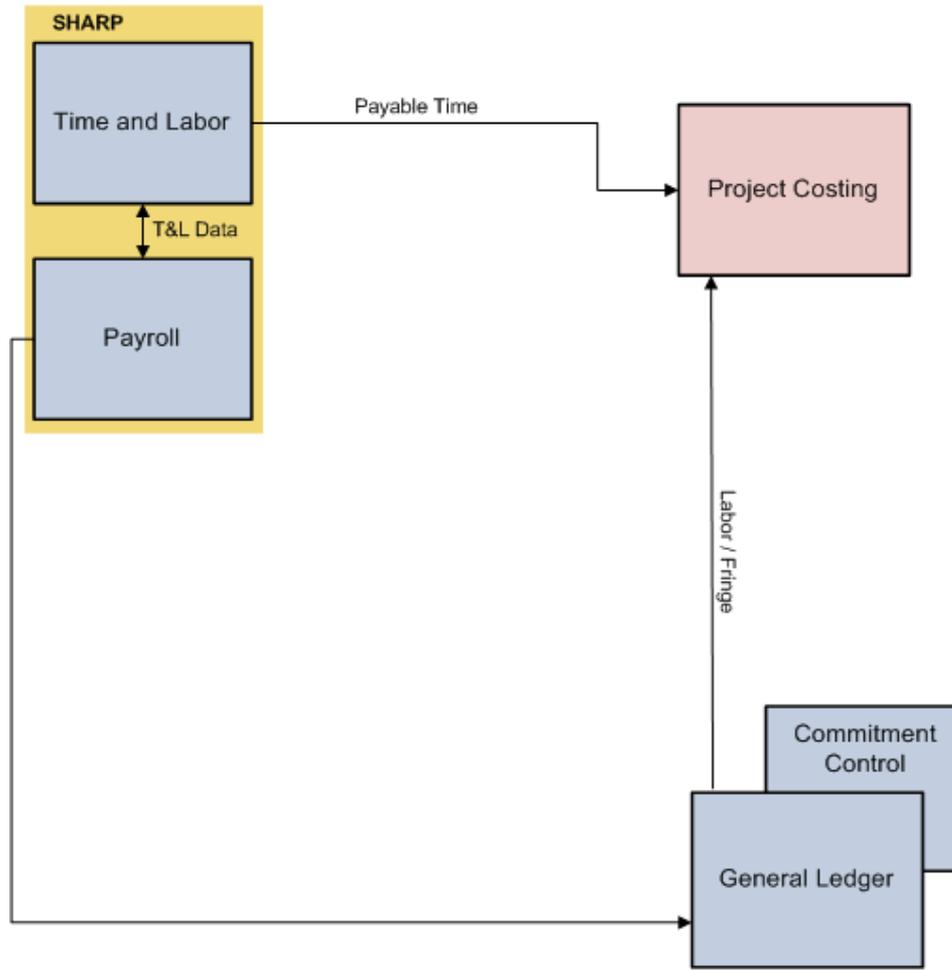


- **Proposal** – An “umbrella” that contains all the proposal details for one sponsor.
- **Revenue Plan** – A list of events defining when revenue is recognized for each line in a customer contract assigned to that plan.
- **Sponsor** –An external entity or source that funds programs, research, and other projects.
- **Source Type** –Optional Project Costing ChartField that is assigned to individual transactions to identify its purpose.
- **Subcategory** – Optional Project Costing ChartField used to further define Categories to increase flexibility and granularity for tracking and analyzing costs.
- **Sub-Recipient** – Companies or institutions that receive funds under a primary award.

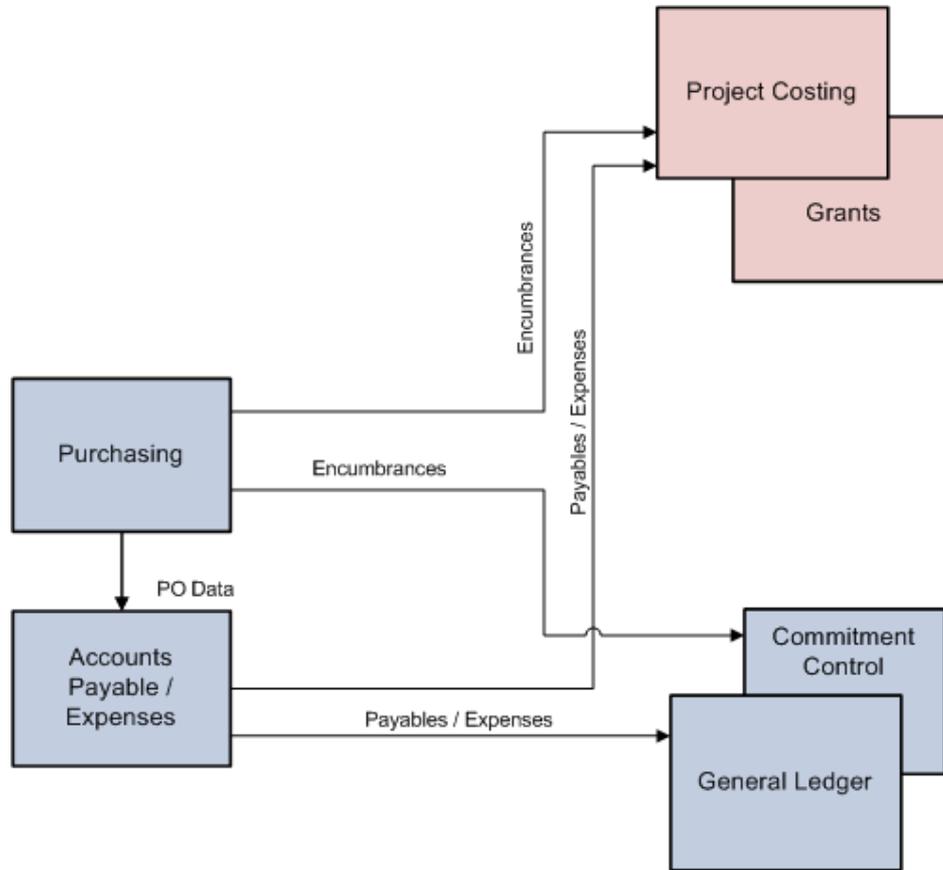
SMART



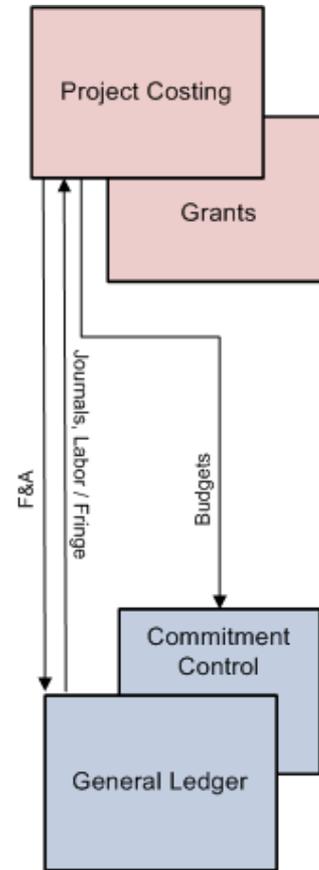
Projects and Grants Integration with Time and Labor



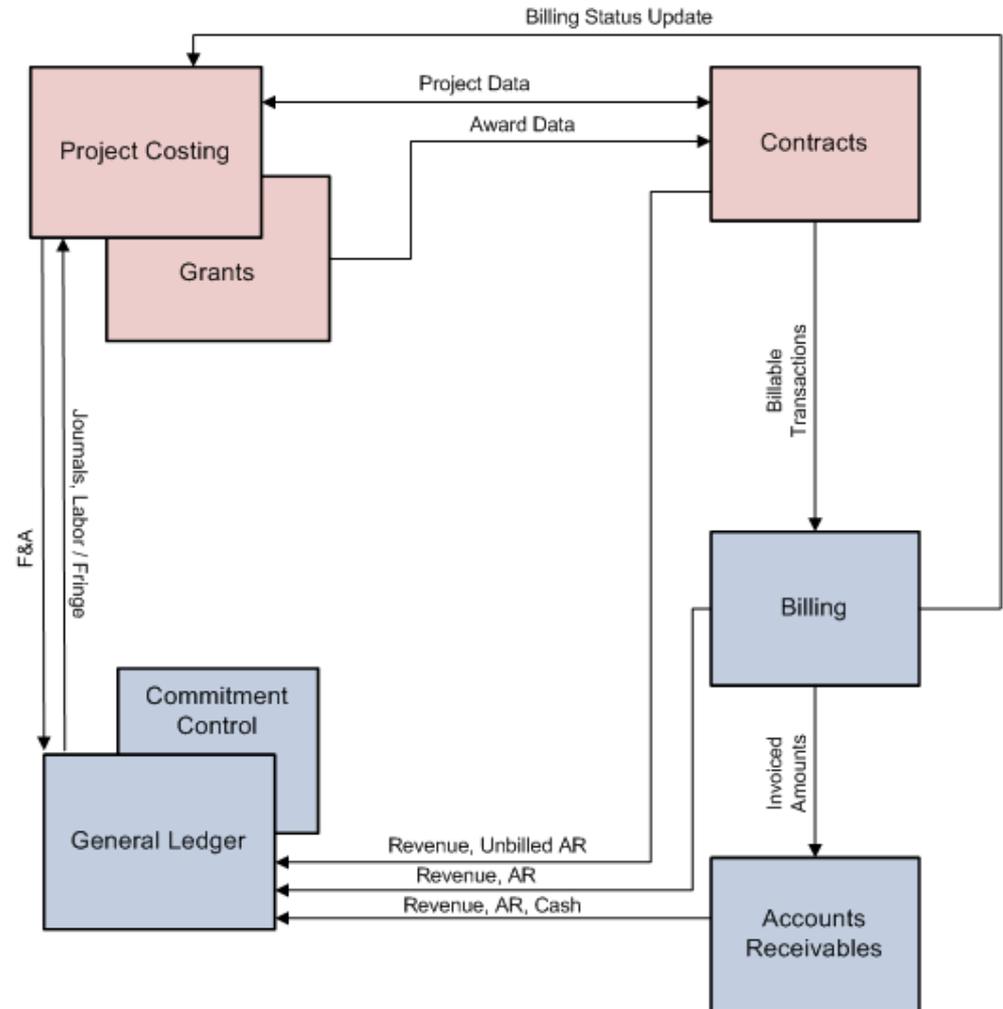
Projects and Grants Integration with Purchasing and Accounts Payable



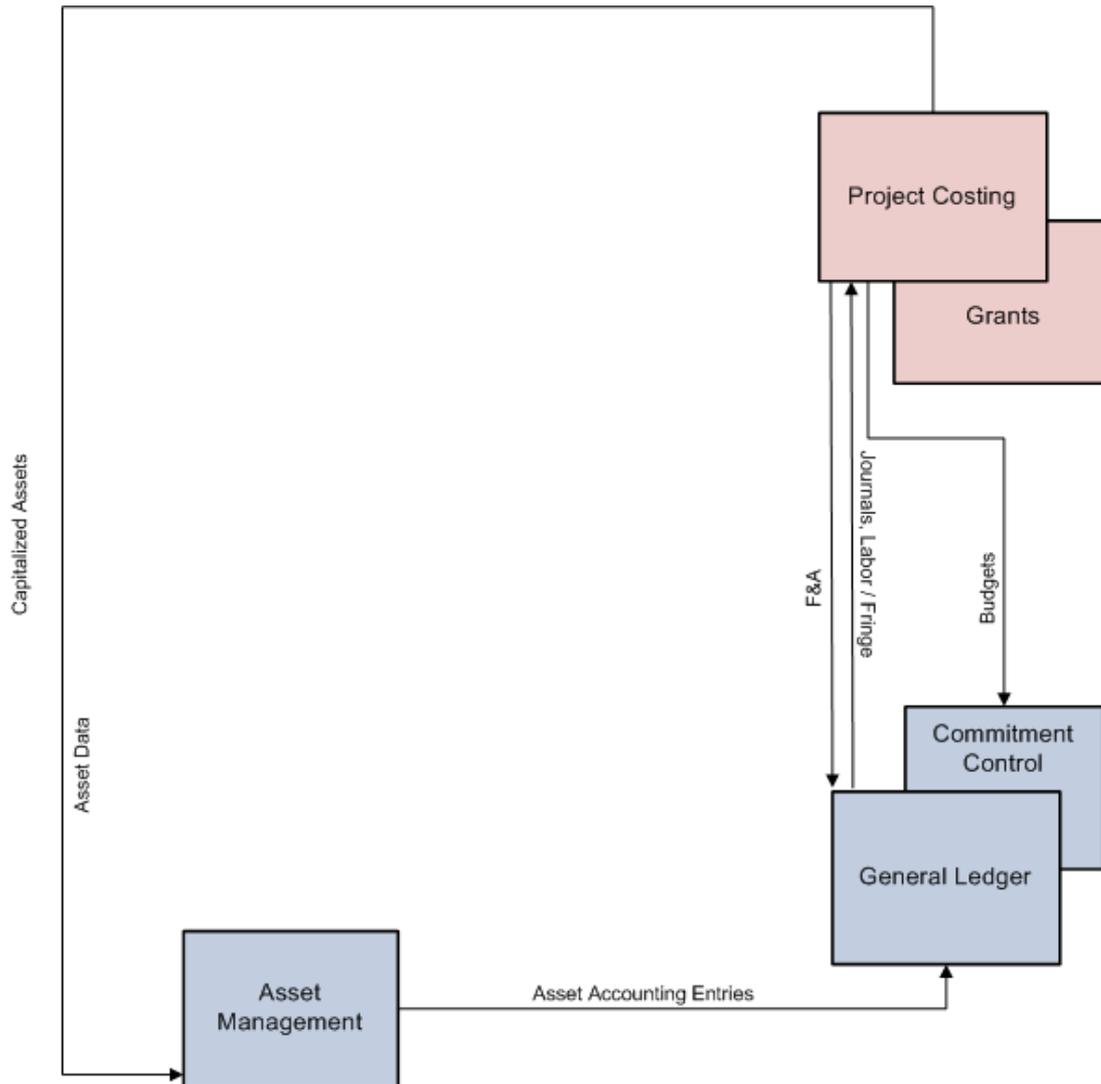
Projects and Grants Integration with GL and Commitment Control



Projects and Grants Integration with Billing and Accounts Receivable



Projects and Grants Integration with Asset Management



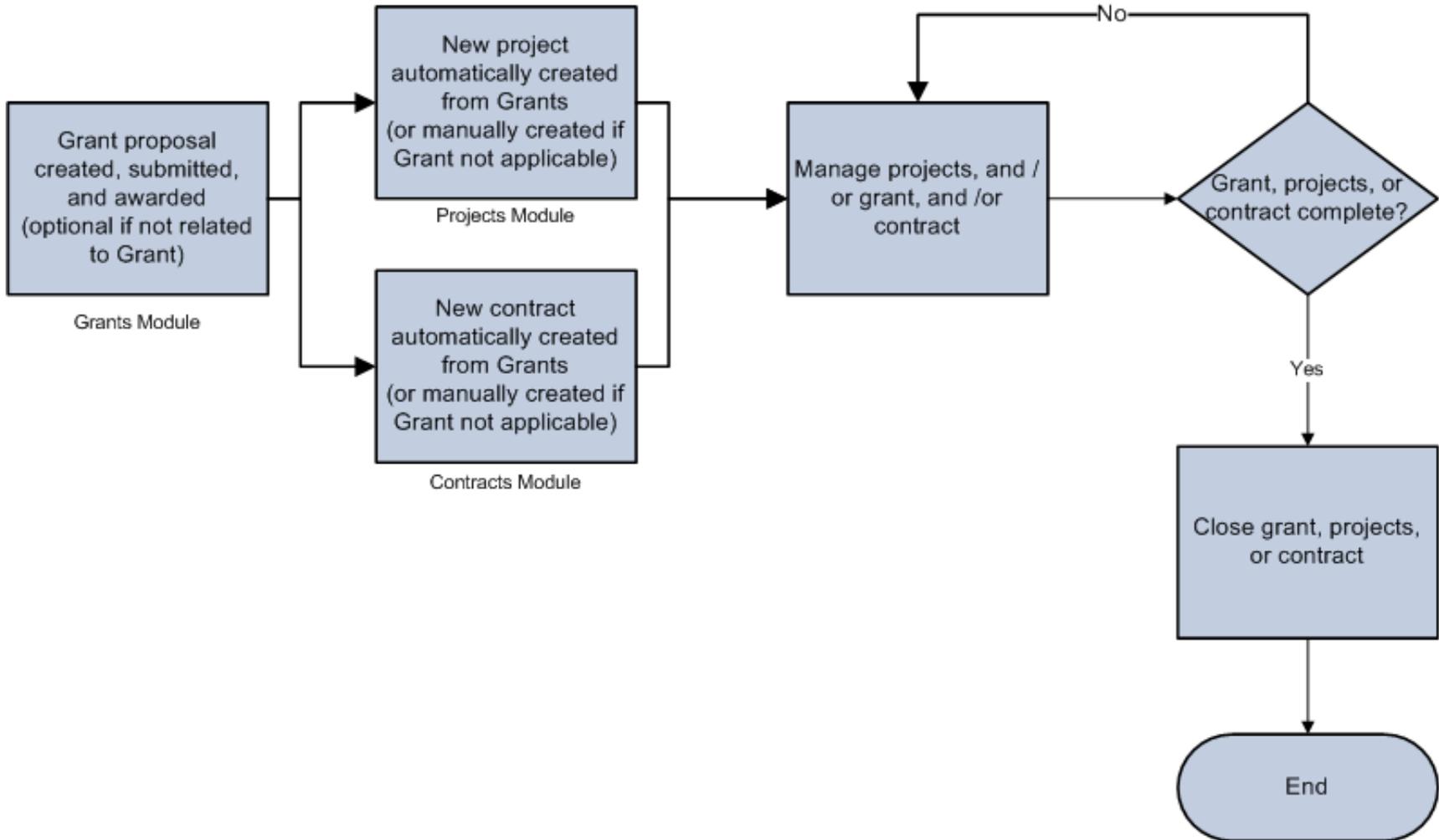
Projects and Grants Processes



This Business Process Workshop includes the following processes:

- Grants Management
 - Entering and Maintaining a Grant
- Project Costing
 - Entering a Project
 - Managing a Project
 - Closing a Grant and/or Project
- Contract Management
 - Entering and Maintaining a Contract

SMART Projects/Grants/Contracts End-to-End Process



Projects and Grants Roles & Responsibilities



User Role	Responsibilities
Agency Projects Manager	Enters, reviews, and analyzes projects and understands the integration with other SMART modules.
Agency Projects Viewer	Views project information only.
Agency Projects Maintainer	Maintains agency defined values used when entering and managing a project.
Agency Customer Contracts Manager	Enters, reviews, and analyzes customer contracts and understands the integration with other SMART modules.
Agency Customer Contracts Viewer	Views customer contracts information only.
Agency Customer Contracts Maintainer	Maintains agency defined values used when creating and activating a contract.

Projects and Grants

Roles & Responsibilities (continued)



User Role	Responsibilities
Agency Grants Manager	Enters, reviews, and analyzes proposals and awards and understands the integration with other SMART modules.
Agency Grants Approver	Reviews, <u>approves</u> , and analyzes proposals and understands the integration with other SMART modules.
Agency Grants Viewer	Views proposal and award information only.
Agency Grants Maintainer	Maintains agency defined values used when creating proposals and awards.
Agency Projects/Grants Reporter	Runs reports for Projects/Grants users.
Agency Tree Manager	Creates and maintains trees used by the agency for project/grants management.

Business Process Flow Legend



= Task performed by a person in SMART



= Task performed outside systems (i.e., manually)



= Task performed by SMART



= Action taken by a person



= Task performed by a person in SHARP



= Decision point



= Workflow continues at the same letter on another slide



= Task performed by SHARP



= Form output of process



= Task performed in or by other system (e.g., SOKI, STARS)



= New policy



Grants Management

Overview of Grants Management



The Grants Management module in SMART allows you to track proposal development. After the grant is awarded, the grant will initiate the project in SMART Project Costing.



Entering and Maintaining a Grant

Process Definition: Entering and Maintaining a Grant

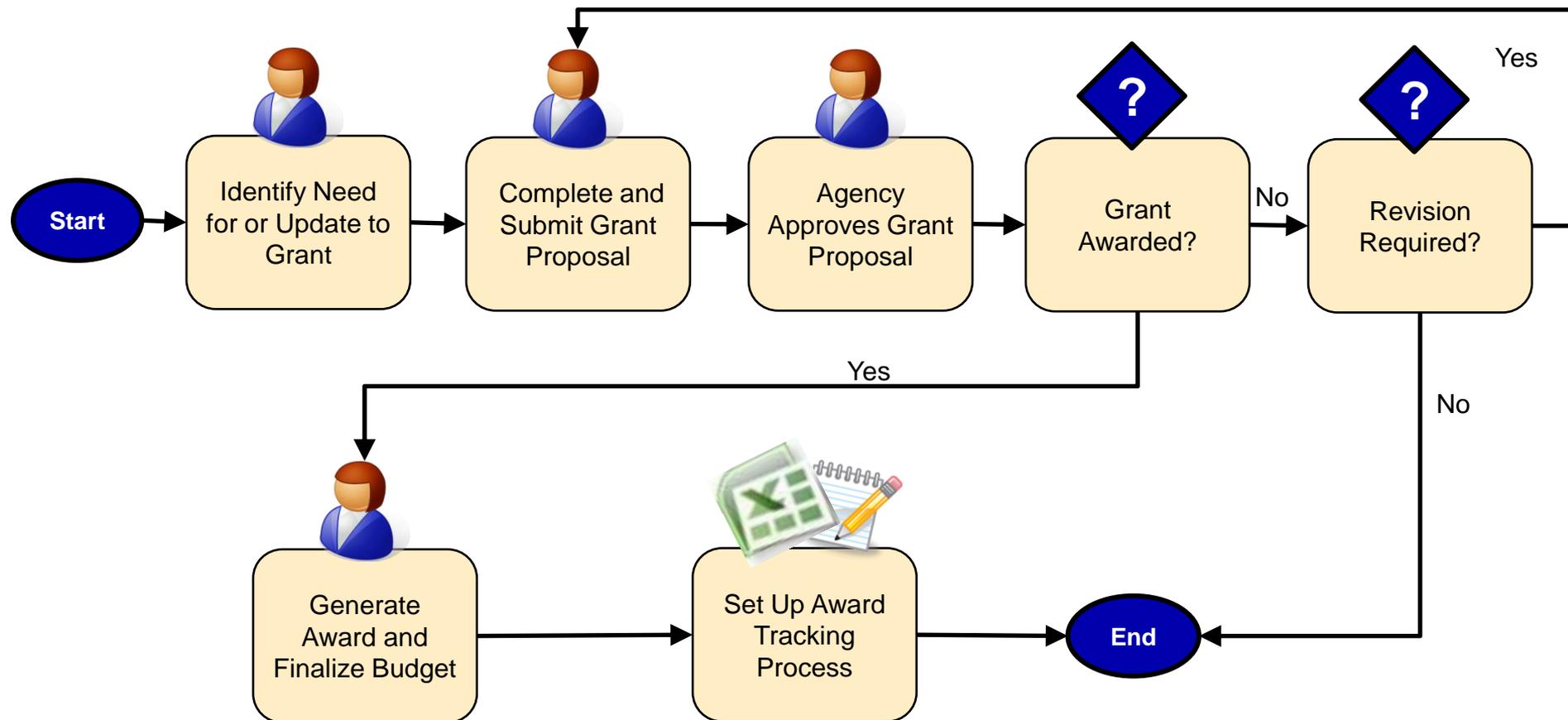


The entering a grant process begins with creating a proposal for submission to the sponsor or grantor. When approved, the award generation process generates a project and contract used to set up and manage award transactions.

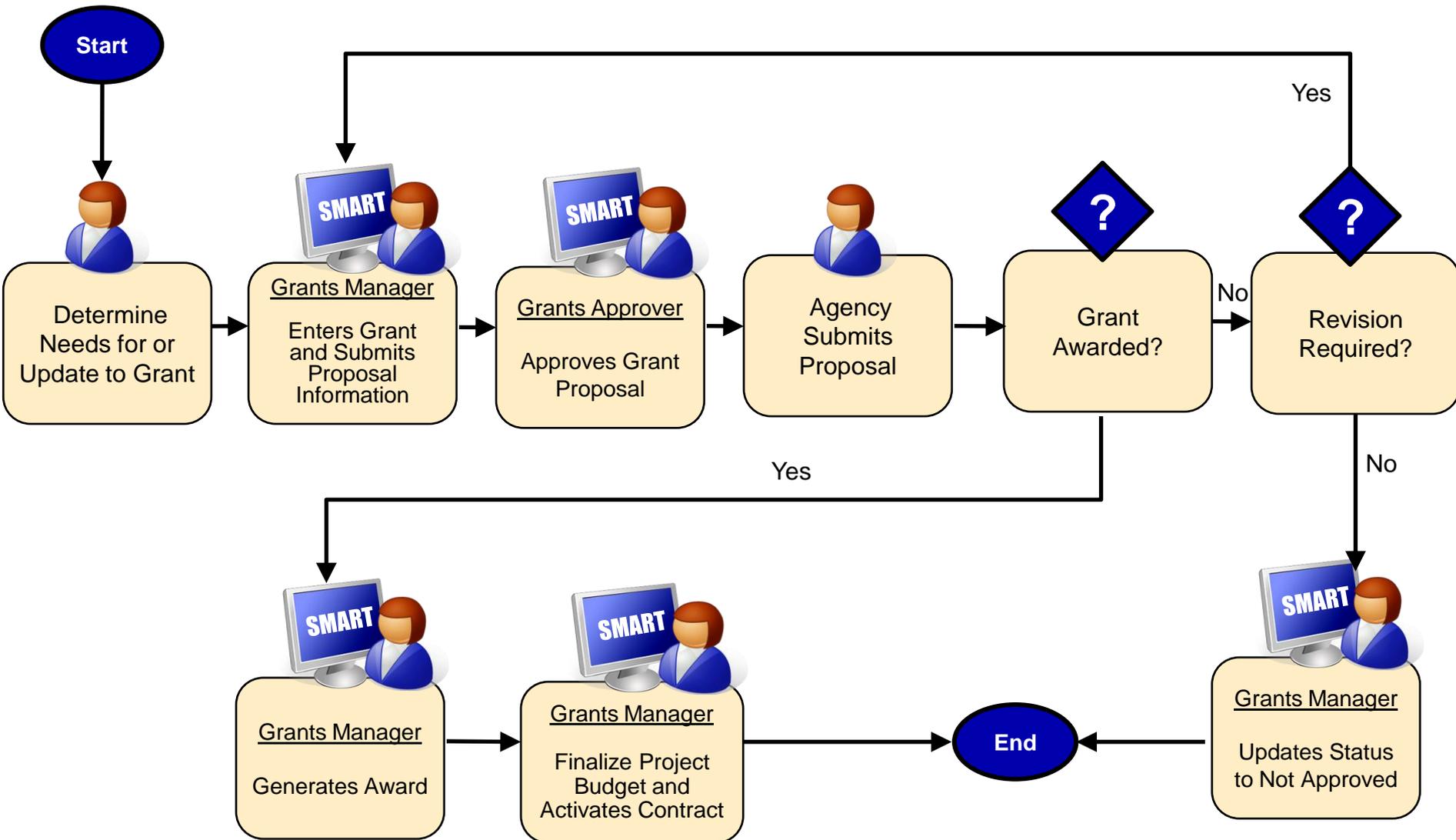
A project can represent an entire award or a portion of an award. Every award requires at least one project and every project requires at least one activity.

Updates can be made if a proposal is rejected by the sponsor before resubmitting. Updates can also be made after submission and before grant activation. Changes are usually made to the budget, project and/or contract.

As-Is Business Process Flow: Entering and Maintaining a Grant



To-Be Business Process Flow: Entering and Maintaining a Grant



Key Organizational Impacts for Entering and Maintaining a Grant



	As-Is Process	To-Be Process
PC01	Information about grants is maintained separately from financial information.	Grants data is integrated with other financial information. Historical data is retained in SMART for tracking and reporting purposes.
PC02	Agencies grant proposal approvals may be managed through paper processes.	SMART facilitates grant proposal approvals through workflow.
PC03	Reporting on grants is accomplished by manually compiling data from multiple sources, including transactional data in STARS.	In SMART, reporting on grants is integrated with reporting on other financial data.

Agency Considerations for Entering and Maintaining a Grant



Your agency may need to consider the following impacts to your processes / procedures:

- How will tracking grants in SMART impact approval and processes you currently do?
- How will communication within your agency be impacted with the changes in grants management?
- How will grant proposal revisions be handled in your agency?
- How will changes in roles and responsibilities in SMART affect your agency?

Business Process Activity



Work in groups to discuss one of the Key Organizational Impacts presented in this section. Use the activity worksheets on your table to list how the following business process areas are affected. (5 minutes)

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
- Manuals and Desk Instructions
- Forms
- Document Storage

Choose a member of your group to share what you listed with the rest of the workshop attendees. (5 minutes)



00:00

Break

Please return in 10 minutes



Project Costing

Overview of Project Costing



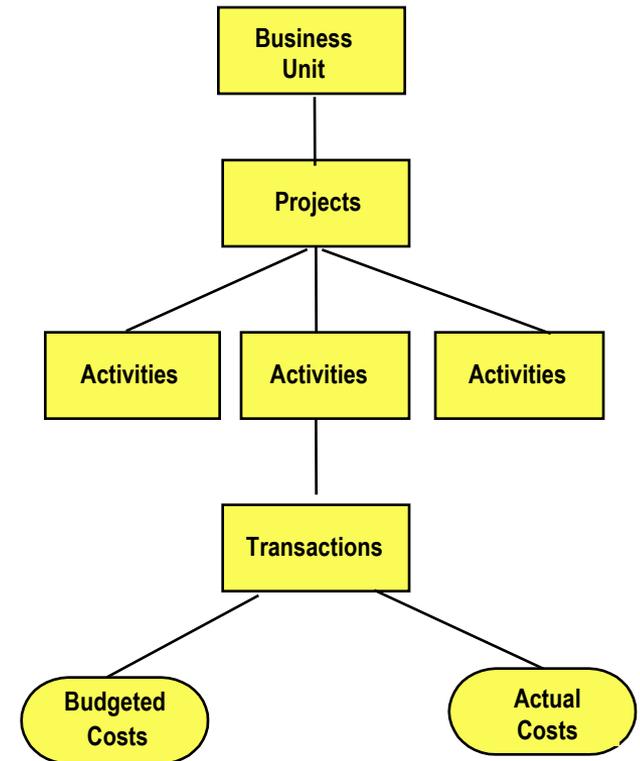
The Project Costing module in SMART defines projects and activities that are used to accumulate costs against a grant or project.

These costs can be passed to the Contracts and Billing modules for reimbursement.

Project Hierarchy



- Each agency will have a Project Business Unit for their projects
- **Projects** provide the structure to which activities are added
- **Activities** represent a breakdown of how a project collects costs - projects contain at least one (1) activity
- **Transactions** are the line items for budgets, commitments, expenditures, revenue, etc.

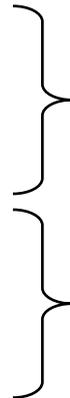


Project ChartFields



Six (6) Project ChartFields

- Project Business Unit
- Project ID
- Activity ID
- Source Type
- Category
- Sub-Category



<u>PC Bus Unit</u>	<u>Project</u>	<u>Activity</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Required fields

Optional fields

How to Use Them

- Most transactions are initiated in other modules, such as Purchasing and Payables and require that a set of Project ChartFields are included on the transaction line.
- These fields are how the system integrates – SMART ties the transaction to the project
- (i.e. the voucher has to have the PC business unit, Project ID and Activity ID coded on it by the Payables and Purchasing roles)



Entering a Project

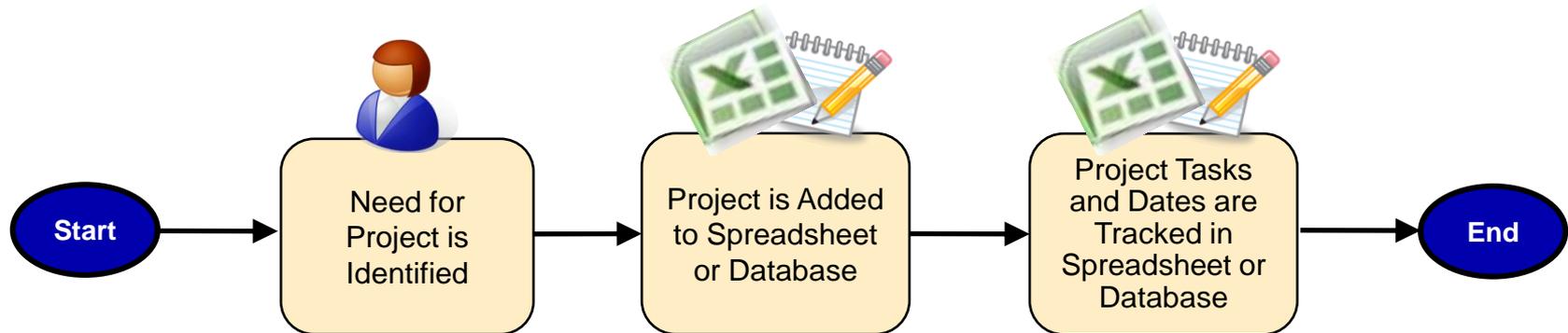
Process Definition: Entering a Project



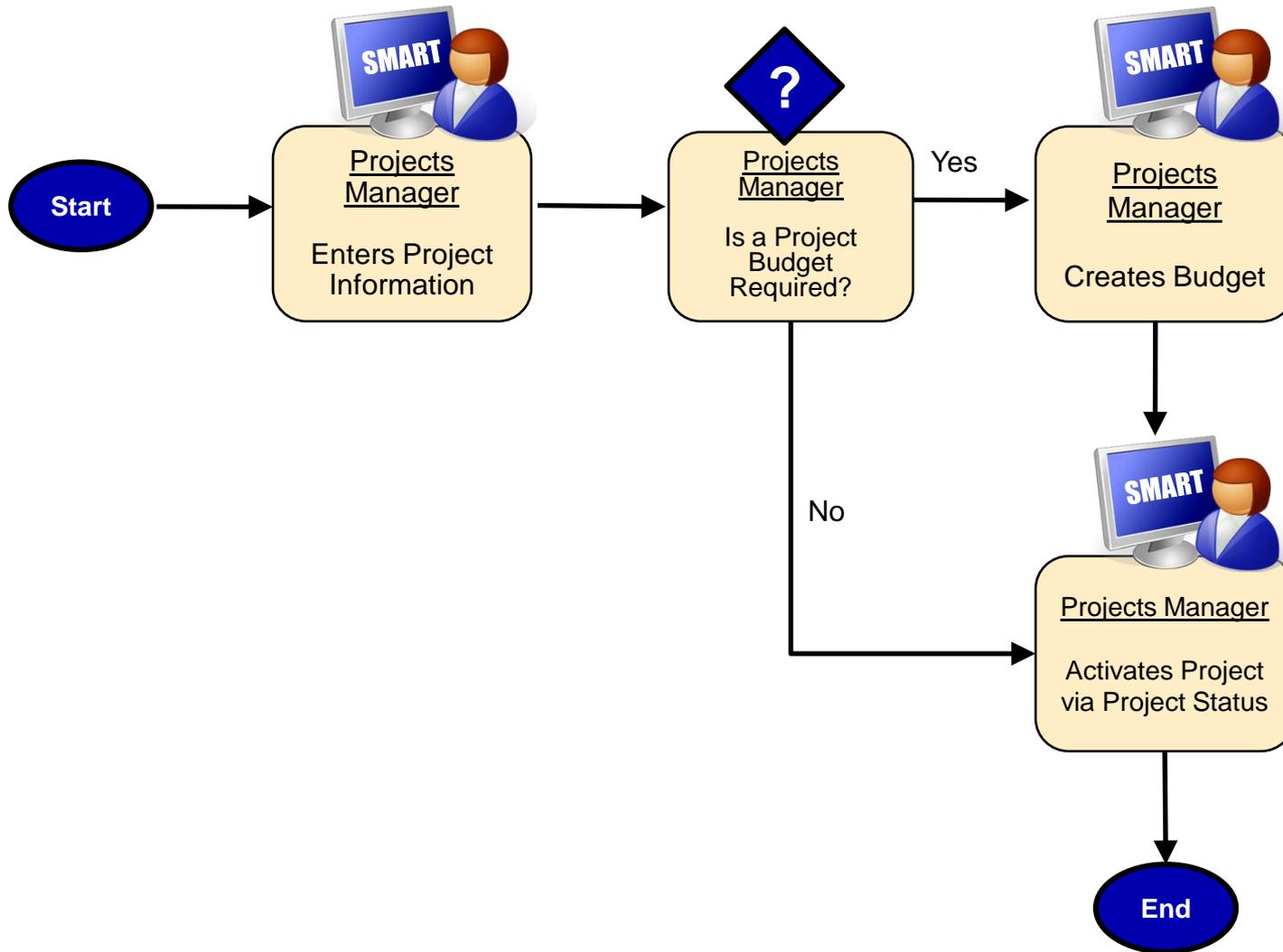
Entering a project includes creating the project (related to grant or non-grant project) and adding activities to a project.

Projects can be created if the grants module is not being used. If the grants module is being used, the grants module will automatically create the project using award generation.

As-Is Business Process Flow: Entering a Project



To-Be Business Process Flow: Entering a Project



Key Organizational Impacts for Entering a Project



	As-Is Process	To-Be Process
PC04	Projects are tracked in databases separate from financial information.	Projects integrates with other SMART modules to share financial information.
PC05	Agencies may track projects by the agency use field in STARS.	Costs can be accumulated by activities associated to the projects and reported in a lower level of detail.

Agency Considerations for Entering a Project



Your agency may need to consider the following impacts to your processes / procedures:

- How will you communicate new project chartfield values to Accounts Payable, Expenses and Purchasing staff?
- How will your agency structure your chartfields for the reporting and analysis of your projects?
- How will tracking projects in SMART impact your business processes?



Managing a Project

Process Definition: Managing a Project

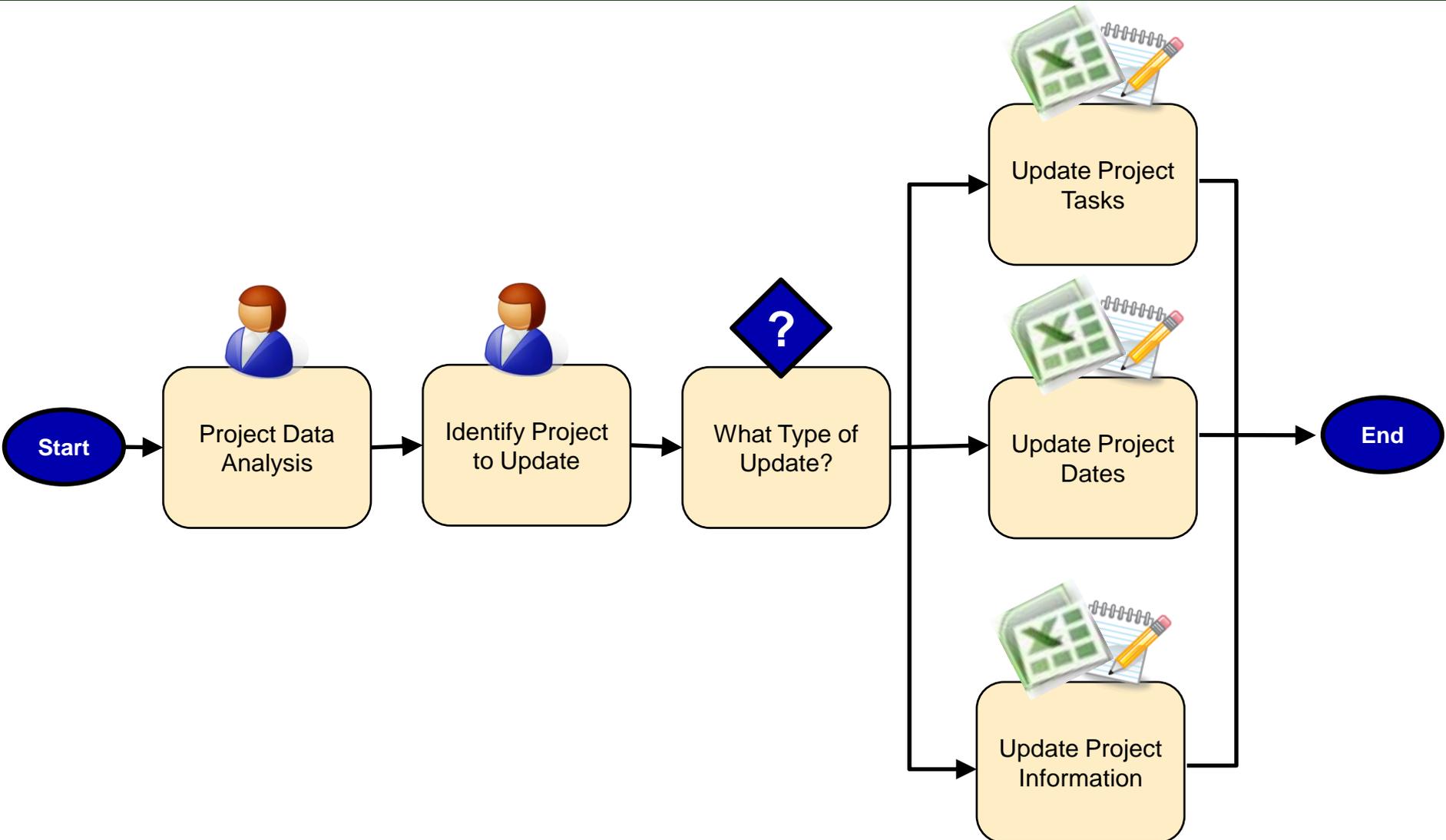


Managing a project is the process of updating the following items related to grant or non-grant projects:

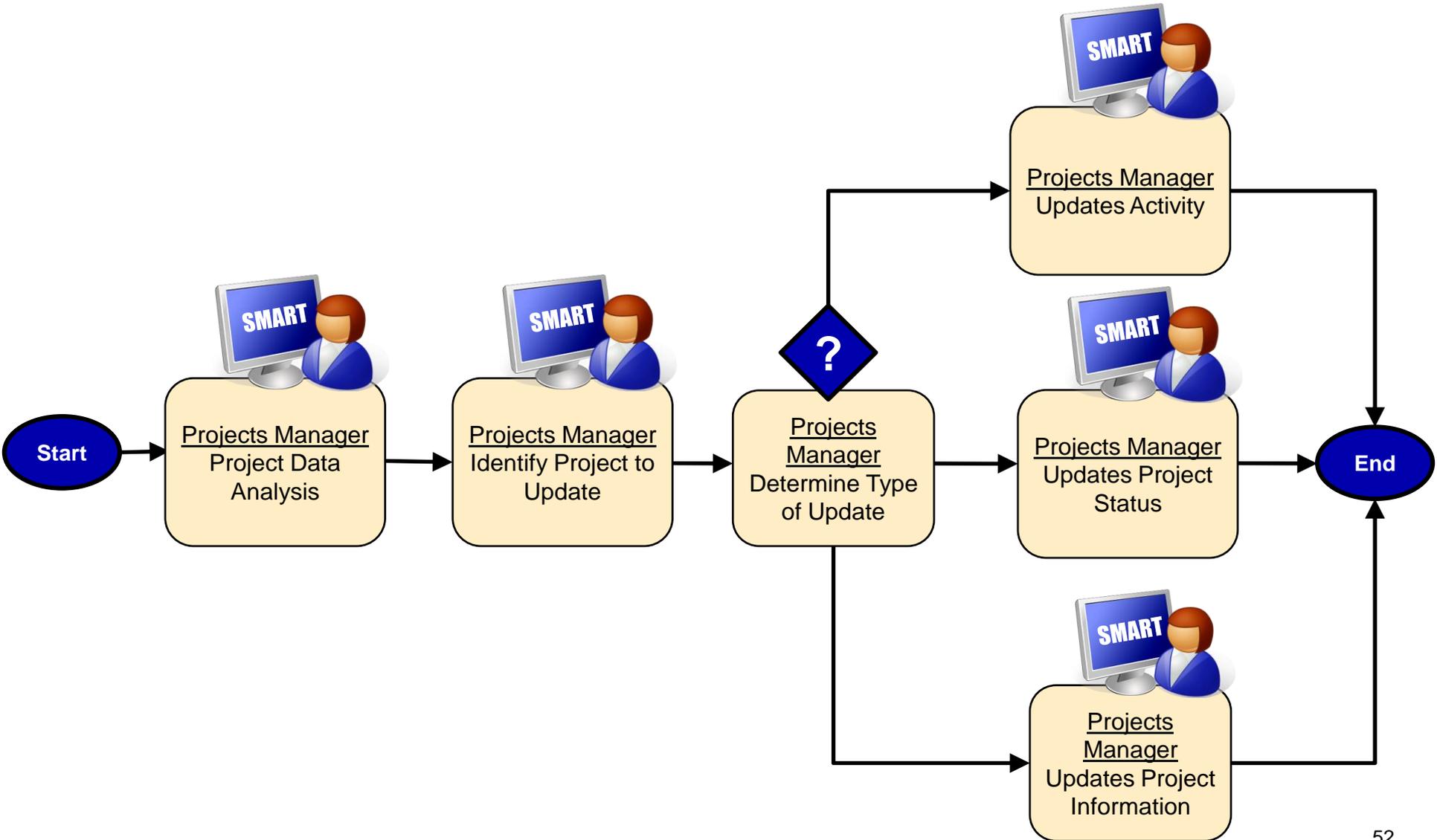
- Activities
- Status
- Transactions

Project transactions are not updated directly in Projects as they are initiated in other modules (Purchasing, Accounts Payable and General Ledger). Transaction corrections should be made in the module in which it was created or through the General Ledger with a journal.

As-Is Business Process Flow: Managing a Project



To-Be Business Process Flow: Managing a Project



Key Organizational Impacts for Managing a Project



	As-Is Process	To-Be Process
PC06	Agencies use a variety of methods to track projects.	Agencies can utilize a central system to track and manage projects.
PC07	Currently STARS has no automated process to stop transactions from processing against a project.	Project status can be used to prevent transactions from processing at point of entry.
PC08	Since project and financial information is not maintained in a central system, project managers spend time collecting data from various sources.	Since the project information and financial information is integrated in a central system, the project manager does not have to collect data, they can use time to analyze the data.

Agency Considerations for Managing a Project



Your agency may need to consider the following impacts to your processes / procedures:

- How will your business processes change for managing a project?
- How will using project status enable transaction processing?

Business Process Activity



Work in groups to discuss one of the Key Organizational Impacts presented in this section. Use the activity worksheets on your table to list how the following business process areas are affected. (5 minutes)

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
- Manuals and Desk Instructions
- Forms
- Document Storage

Choose a member of your group to share what you listed with the rest of the workshop attendees. (5 minutes)



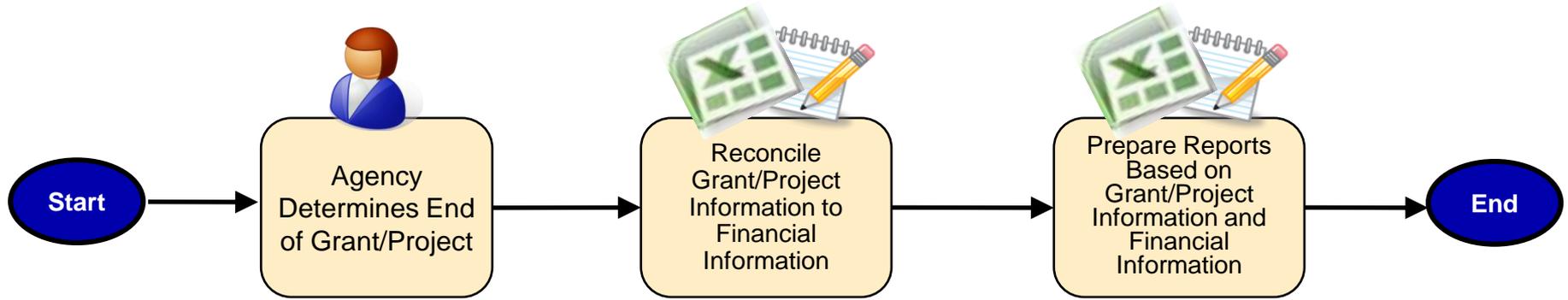
Closing a Grant and/or Project

Process Definition: Closing a Grant and/or Project

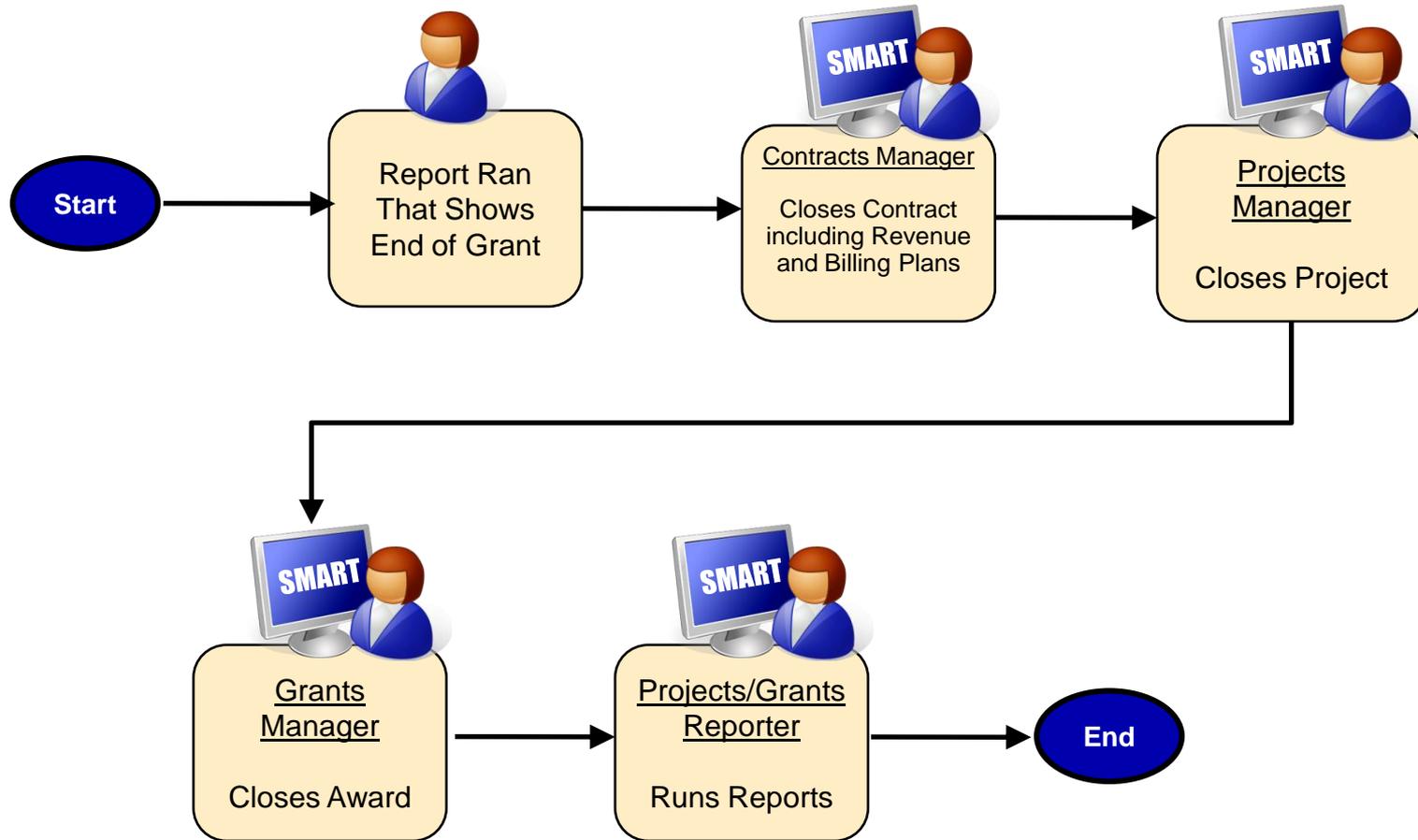


Closing is the process in which the grant and/or project (and associated award, contract, billing and revenue plans) is closed at the end of the lifecycle. Closing prevents users from creating new transactions against the grant and/or project.

As-Is Business Process Flow: Closing a Grant and/or Project



To-Be Business Process Flow: Closing a Grant and/or Project



Key Organizational Impacts for Closing a Grant and/or Project



	As-Is Process	To-Be Process
PC09	Manual controls for grant closure.	SMART processes exist to prevent unwanted transactions against the grant.
PC10	Project data is stored separately from financial data. The data must be combined to create reports.	Project data is integrated with financial data in SMART which improves reporting capability.

Agency Considerations for Closing a Grant and/or Project



Your agency may need to consider the following impacts to your processes / procedures:

- How will closing grants and/or projects in SMART impact your current processes?
- How will tracking project milestones, start and end dates, change your current process?

Business Process Activity



Work in groups to discuss one of the Key Organizational Impacts presented in this section. Use the activity worksheets on your table to list how the following business process areas are affected. (5 minutes)

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
- Manuals and Desk Instructions
- Forms
- Document Storage

Choose a member of your group to share what you listed with the rest of the workshop attendees. (5 minutes)



Contract Management

Overview of Contract Management



Contract Management is the SMART module that links Project Costing and Billing by defining how the agencies bill the Grantor/Sponsor and recognize revenue.



Entering and Maintaining a Contract

Process Definition: Entering and Maintaining a Contract



Entering and maintaining a contract is the process of entering a contract which enables you to capture billing terms, define revenue recognition plans and conditions of award.

Changes to contracts can be managed through amendment processing. Using amendment processing, SMART maintains an audit trail, as well as a historical record, of certain changes made to the contract throughout its lifecycle.

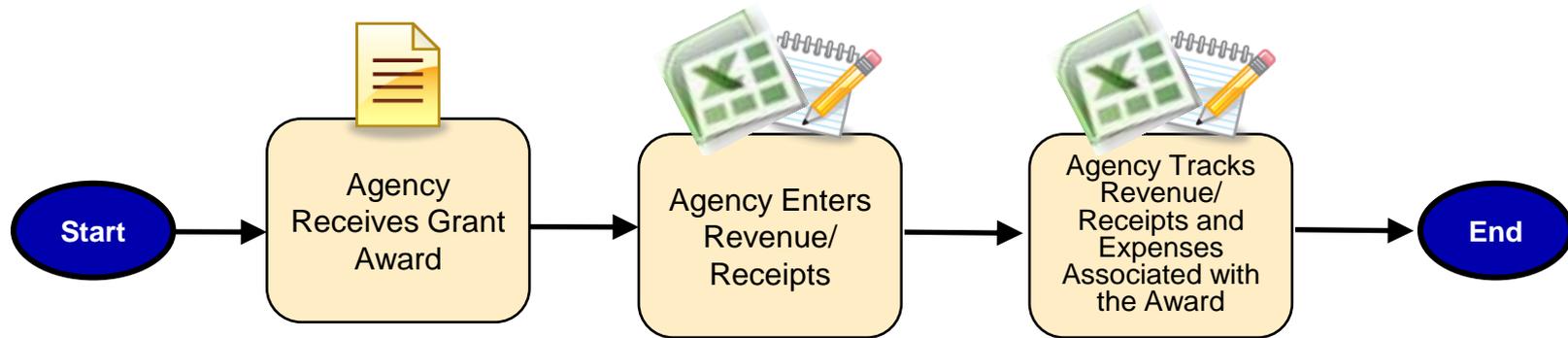
Key Terms and Definitions: Billing Plans and Revenue Recognition Plans



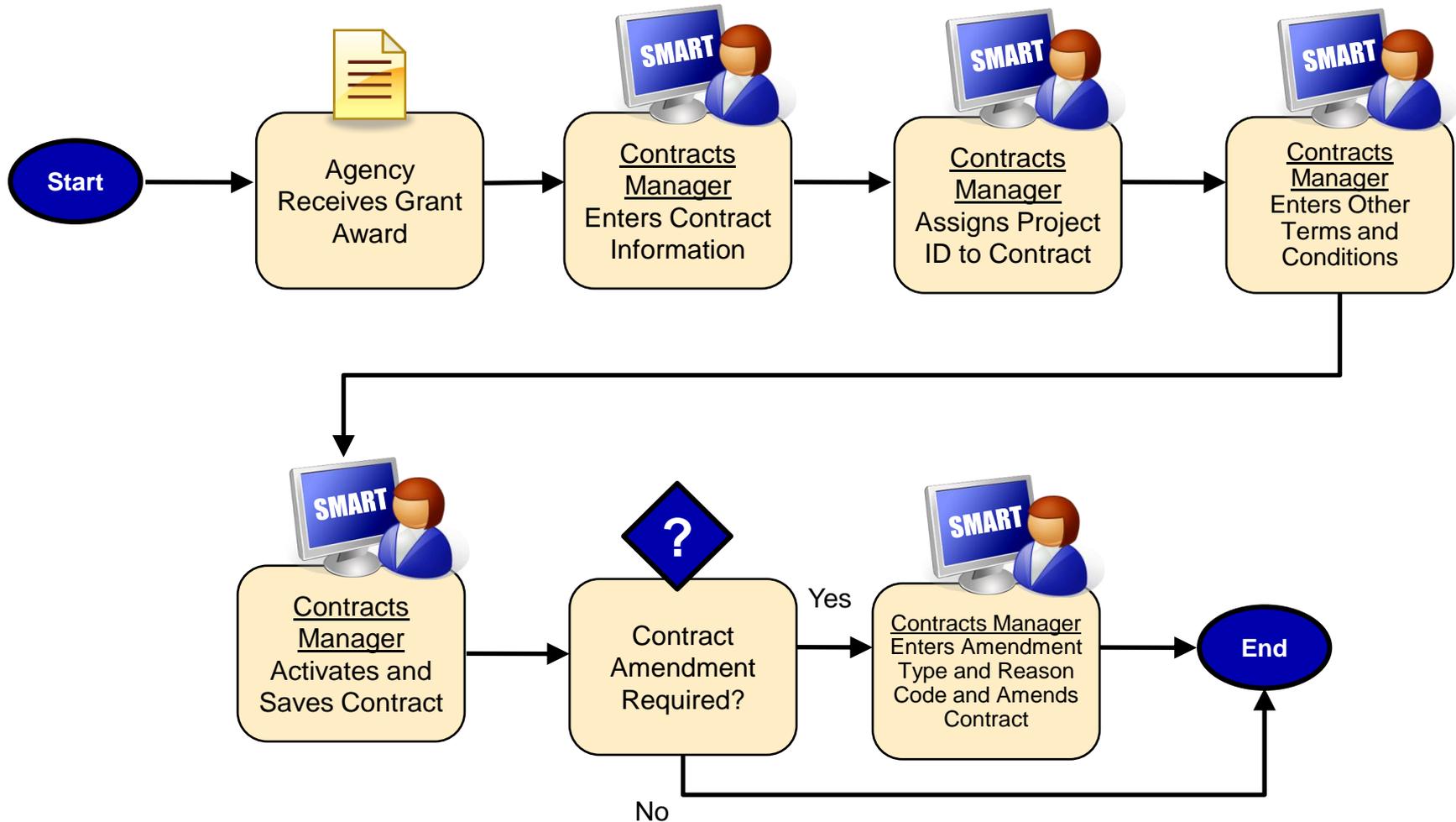
Billing Plans - stores the timing of when billing occurs, how bill lines should appear, and what notes should relate to the bill.

Revenue Recognition Plans - list of events defining when revenue is recognized for each line of a contract.

As-Is Business Process Flow: Entering and Maintaining a Contract



To-Be Business Process Flow: Entering and Maintaining a Contract



Key Organizational Impacts for Entering and Maintaining a Contract



	As-Is Process	To-Be Process
PC11	Currently, tracking contracts and amendments are manual processes.	In SMART, contracts will be created in the awards process if using grants. If not using grants module, you can create contracts and associate to a project.
PC12	Agencies now track revenue/receipts in spreadsheets or databases.	Agencies can use SMART processes to manage billing and revenue recognition plans.
PC13	Amendments are now separate documents from a contract.	Amendments are linked to the original contract in SMART.
PC14	No audit trails may be systematically maintained.	SMART maintains audit trails for historical record keeping.
PC15	Terms and conditions are not recorded in the system.	In SMART, terms and conditions are recorded in the system and linked to the invoice.

Agency Considerations for Entering and Maintaining a Contract



Your agency may need to consider the following impacts to your processes / procedures:

- How will tracking contracts and amendments in SMART change your current process?
- How will tracking bills in SMART change your current process?

Business Process Activity



Work in groups to discuss one of the Key Organizational Impacts presented in this section. Use the activity worksheets on your table to list how the following business process areas are affected. (5 minutes)

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
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- Document Storage

Choose a member of your group to share what you listed with the rest of the workshop attendees. (5 minutes)



00:00

Break

Please return in 10 minutes



Agency Impact Analysis

Agency Impact Analysis Task (Task ID 30)



- This is an opportunity to apply this workshop's content to your agency's unique business processes
- Compare your agency's current processes and practices (as-is) to the SMART (to-be) business processes
- Consider whether each of the identified impacts affects your agency and to what extent

Agency Impact Analysis Task (Task ID 30)



- Each agency completes its own impact analysis
- Complete the Agency Impact Analysis spreadsheet and return to Sunflower Project within one month of this BPW session
- Contact your Agency Readiness Liaison with questions as needed

Agency Impact Analysis Handout



Refer to handout: Agency Impact Analysis Worksheet for Projects & Grants

	A	B	C	D	E	F	
1	Impact Analysis for Projects/Grants						
2	IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts	In
4	PC02	Entering and Maintaining a Grant	<p>As-Is: Agencies grant proposal approvals may be managed through paper processes.</p> <p>To-Be: SMART facilitates grant proposal approvals through workflow.</p>				
5	PC03	Entering and Maintaining a Grant	<p>As-Is: Updates to grants are tracked manually in databases.</p> <p>To-Be: Historical information will be retained in SMART for tracking and reporting purposes.</p>				
6	PC04	Managing a Project	<p>As-Is: Agencies use a variety of methods to track projects.</p> <p>To-Be: Agencies can utilize a central system to track and manage projects.</p>				
	PC05	Managing a Project	<p>As-Is: Currently STARS has no automated process to stop transactions from process if no budget is available.</p> <p>To-Be: Project budget is available for agencies to</p>				

ID and Business Process



- ID: Unique identifier assigned to each agency impact to distinguish it from others
- Business Process: The business process impacted – corresponds to one of the to-be business process flows

	A	B	C	D	E	F
1	Impact Analysis for Projects/Grants					
2	ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts
			As-Is: Agencies grant proposal approvals may be			
4	PC02	Entering and Maintaining a Grant				
5	PC03	Entering and Maintaining a Grant				
	PC04	Managing a Project				

ID	Business Process
PC02	Entering and Maintaining a Grant

Organizational Impact



- Organizational Impact: The impact to consider. Describes the current (as-is) process and the new SMART (to-be) process.

	A	B	C	D	E	F
1	Impact Analysis for Projects/Grants					
2	II	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts
4	PC02	Entering and Maintaining a Grant	<p>As-Is: Agencies grant proposal approvals may be managed through paper processes.</p> <p>To-Be: SMART facilitates grant proposal approvals through workflow.</p>			
5	PC03	Entering and Maintaining a Grant	<p>As-Is: Updates to grants are tracked databases.</p> <p>To-Be: Historical information will be re SMART for tracking and reporting purp</p>			
	PC04	Managing a Project	<p>As-Is: Agencies use a variety of meth projects.</p> <p>To-Be: Agencies can utilize a central</p>			

Organizational Impact (As-is to To-be)

As-Is: Agencies grant proposal approvals may be managed through paper processes.

To-Be: SMART facilitates grant proposal approvals through workflow.

Role & Responsibility Impacts



- Role & Responsibility Impacts: Enter your agency-specific impacts related to roles and responsibilities

	A	B	C	D	E	F
1	Impact Analysis for Projects/Grants					
2	IC	Business Proces:	Organizational Impact (As-is to	Role & Responsibility Impacts	g Impact:	Policy and Procedure Impacts
4	PC02	Entering and Maintaining a Grant	As-Is: Agencies grant proposal approval managed through paper processes. To-Be: SMART facilitates grant proposal approvals through workflow.			
5	PC03	Entering and Maintaining a Grant	As-Is: Updates to grants are tracked in databases. To-Be: Historical information will be retained in SMART for tracking and reporting purposes.			
	PC04	Managing a Project	As-Is: Agencies use a variety of methods for managing projects. To-Be: Agencies can utilize a central system for managing projects.			

Role & Responsibility Considerations



- Review your agency's current roles and responsibilities relating to impacted business processes
- Review SMART user roles to determine whether any of your agency's roles are impacted
 - Projects & Grants user roles are listed in the “Context for Projects/Grants” section of this presentation
- Consider how your agency may be best organized post go-live to carry out business functions using SMART business processes and user roles
 - Refer to to-be business process flows in this presentation
- Consider how and when you will communicate these changes to affected staff

Comprehensive SMART user role mapping activities will occur in the winter

Reporting Impacts



- Reporting Impacts: Enter your agency-specific impacts related to reporting

	A	B	C	D	E	F
1	Impact Analysis for Projects/Grants					
2	IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility	Reporting Impact	Policy and Procedure Impacts
4	PC02	Entering and Maintaining a Grant	<p>As-Is: Agencies grant proposal approvals may be managed through paper processes.</p> <p>To-Be: SMART facilitates grant proposal approvals through workflow.</p>	<div style="border: 2px solid black; padding: 10px;"> <p style="font-size: 1.2em; font-weight: bold; margin: 0;">Reporting Impacts</p> </div>		
5	PC03	Entering and Maintaining a Grant	<p>As-Is: Updates to grants are tracked manually in databases.</p> <p>To-Be: Historical information will be retained in SMART for tracking and reporting purposes.</p>			
	PC04	Managing a Project	<p>As-Is: Agencies use a variety of methods to track projects.</p> <p>To-Be: Agencies can utilize a central system to</p>			

Reporting Considerations



- Review the reports your agency currently receives or generates and uses regarding Projects & Grants
- Consider how your reporting needs may change based on the integration of data within SMART

As mentioned at CAN4, there will be an additional agency reporting needs analysis task.

Policy and Procedure Impacts



- Policy and Procedure Impacts: Enter your agency-specific impacts related to policy and procedure

	A	B	C	D	E	F
1	Impact Analysis for Projects/Grants					
2	IC	Business Proces:	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact:	Policy and Procedure Impacts
4	PC02	Entering and Maintaining a Grant	<p>As-Is: Agencies grant proposal approvals may be managed through paper processes.</p> <p>To-Be: SMART facilitates grant proposal approvals through workflow.</p>		<div style="border: 2px solid black; padding: 10px; text-align: center;"> <h2 style="margin: 0;">Policy and Procedure Impacts</h2> </div>	
5	PC03	Entering and Maintaining a Grant	<p>As-Is: Updates to grants are tracked manually in databases.</p> <p>To-Be: Historical information will be retained in SMART for tracking and reporting purposes.</p>			
	PC04	Managing a Project	<p>As-Is: Agencies use a variety of methods to track projects.</p> <p>To-Be: Agencies can utilize a central system to</p>			

Policy and Procedure Considerations



- Identify the policies and procedures relating to impacted financial processes that your agency owns and maintains
- Review SMART business process flows to determine whether any of these policies are impacted
- Determine which policies and procedures your agency will need to update or retire
- Update or retire selected policies and procedures
- Review informational circulars provided by Accounts and Reports and other central agencies for potential impacts to agency processes
- Consider how and when you will communicate these changes to affected staff

Manual and Desk Instruction Impacts



- Manual and Desk Instruction Impacts: Enter your agency-specific impacts related to manuals and desk instructions

	A	B	C	D	E	F
1	Impact Analysis for Projects/Grants					
2	IC	Business Process	Organizational	Role & Responsibility	Reporting Impact	Policy and Procedure Impacts
4	PC02	Entering and Maintaining a Grant	As-Is: Agencies gr managed through p To-Be: SMART fac approvals through			
5	PC03	Entering and Maintaining a Grant	As-Is: Updates to g databases. To-Be: Historical in SMART for tracking			
	PC04	Managing a Project	As-Is: Agencies us projects. To-Be: Agencies c			

Manual and Desk Instruction Impacts

Manual and Desk Instruction Considerations



- Identify the manuals and desk instructions relating to impacted financial processes that your agency owns and maintains
- Review SMART business process flows to determine whether any of these manuals and desk instructions are impacted
- Determine which manuals and desk instructions your agency will need to update or retire
- Update or retire selected manuals and desk instructions
- Consider how and when you will communicate these changes to affected staff

Form Impacts



- Form Impacts: Enter your agency-specific impacts related to forms

	A	B	C	D	E	F
1	Impact Analysis for Projects/Grants					
2	IC	Business Process	Organizational Impact (As-Is)	Form Impacts	Supporting Impact	Policy and Procedure Impacts
4	PC02	Entering and Maintaining a Grant	As-Is: Agencies grant proposal managed through paper process. To-Be: SMART facilitates grant approvals through workflow.			
5	PC03	Entering and Maintaining a Grant	As-Is: Updates to grants are tracked in databases. To-Be: Historical information will be stored in SMART for tracking and reporting.			
	PC04	Managing a Project	As-Is: Agencies use a variety of forms for project management. To-Be: Agencies can utilize a central system for project management.			

Form Considerations



- Identify the forms relating to impacted financial processes that your agency owns and maintains
- Review SMART business process flows to determine whether any of these forms are impacted
- Review any new or updated central forms relating to these processes as they become available
- Determine which forms your agency owns and maintains will need to be updated or retired
- Update or retire selected forms
- Consider how and when you will communicate these changes to affected staff

Document Storage Impacts



- Document Storage Impacts: Enter your agency-specific impacts related to document storage (filing)

	A	B	C	D	E	F
1	Impact Analysis for Projects/Grants					
2	IC	Business Proces:	Organizational Impact (As-is to To-be)	Policy and Procedure		
4	PC02	Entering and Maintaining a Grant	<p>As-Is: Agencies grant proposal approvals may be managed through paper processes.</p> <p>To-Be: SMART facilitates grant proposal approvals through workflow.</p>	Document Storage Impacts		
5	PC03	Entering and Maintaining a Grant	<p>As-Is: Updates to grants are tracked manually in databases.</p> <p>To-Be: Historical information will be retained in SMART for tracking and reporting purposes.</p>			
	PC04	Managing a Project	<p>As-Is: Agencies use a variety of methods to track projects.</p> <p>To-Be: Agencies can utilize a central system to</p>			

Document Storage Considerations



- Review the document storage procedures your agency follows relating to impacted financial processes
- Review SMART business process flows to determine whether any of these document storage procedures are impacted
- Determine which document storage procedures your agency will need to change or retire
- Change or retire selected document storage procedures
- Consider how and when you will communicate these changes to affected staff

Level of Impact, Impact Action Plan, and Additional Notes



- **Level of Impact:** Consider all the different impacts and enter the overall level of impact to your agency (high, medium, low, or none)
- **Impact Action Plan:** Enter the actions your agency will carry out to ease transition from the as-is state to the to-be state
- **Additional Notes:** If applicable, enter any additional notes regarding the impact. This column can be used in any way your agency chooses

Impact Analysis for Projects/Grants				Role & Responsibility	Reporting Impact	Policy and Procedure
IC	Business Process	Organizational Impact (As-is to To-be)	Level of Impact	Impact Action Plan	Additional Notes	In
PC02	Entering and Maintaining a Grant	As-Is: Agencies grant p managed through paper To-Be: SMART facilitate approvals through work				
PC03	Entering and Maintaining a Grant	As-Is: Updates to grant databases. To-Be: Historical inform SMART for tracking and				

Business Process Activity



Work in groups to select one or two impacts listed in the Agency Impact Analysis spreadsheet

Begin completing the spreadsheet by filling in agency-specific details

Points for discussion:

- Who will you need to meet with at your agency to complete the Agency Impact Analysis?
- How will you communicate and implement business process changes you identify?

(15 minutes)

Agency Impact Analysis Task

Next Steps



- Complete the Agency Impact Analysis spreadsheet and return to the Sunflower Project (sunflowerfms@da.ks.gov) within one month of this workshop session
- Contact your Agency Readiness Liaison with questions as needed



BPW Wrap-Up

Project Resources



- Sunflower Project website (Agency Impact Analysis spreadsheet located on the CAN tab):
<http://www.da.ks.gov/smart/>
- Sunflower Project Email Address:
sunflowerfms@da.ks.gov
- Sunflower Project List-serv
 - Sunflower Infolist
 - Subscribe at <http://www.da.ks.gov/smart/>
- Sunflower Project Site: Sunflower Project, 915 SW Harrison, Room 1181, Topeka, Kansas 66612

Questions?



Please Share Your Feedback



Registered participants will receive a communication containing the URL to an online evaluation form for this Business Process Workshop

**Thank You for
Participating!**