



Sunflower Project Business Process Workshop

Purchasing



Welcome

BPW #1 Agenda



- Welcome**
- BPW Purpose and Objectives**
- Context for Purchasing**
- Business Process Walkthroughs**
- Agency Impact Analysis**
- BPW Wrap-Up**

Welcome and Introductions



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

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

What BPWs WILL Do...



- Provide detailed information on key process points
- Review potential agency impacts
- Introduce recommendations and action items for mitigating change impacts
- Provide tools for identifying alternate and/or additional impacts

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 Directives
- Manuals and Desk Instructions
- Forms
- Filing



Meet and Greet





Context for Purchasing

Purchasing Overview



The Purchasing module in SMART provides an integrated process to procure goods and services from vendors. The module is used to create requisitions and purchase orders (POs), comparable to an online shopping experience.

The benefits of the Purchasing module are:

- Statewide standardization of purchasing process and methodology
- Ability to analyze statewide purchasing data to take advantage of pricing contracts
- Users will be able to see the whole process online, ranging from approvals, PO dispatching, receiving, and accounts payable information

Purchasing Key Terms & Definitions



- **Automatic Purchasing Sourcing** - The process of moving data on the requisition staging tables to purchase orders.
- **Bid** - A submission of an offer on an event.
- **Buy Event** - The process of purchasing goods or services, most typically associated with a request for a quote, or proposal.
- **Commitment Control** - The process of budgetary accounting which enables the tracking or controlling of expenses against budgets and revenues against estimates.
- **Encumbrance** - Amount of legal obligation to spend in the future.
- **Item** - A good or service purchased by the State of Kansas.

Purchasing Key Terms & Definitions (continued)



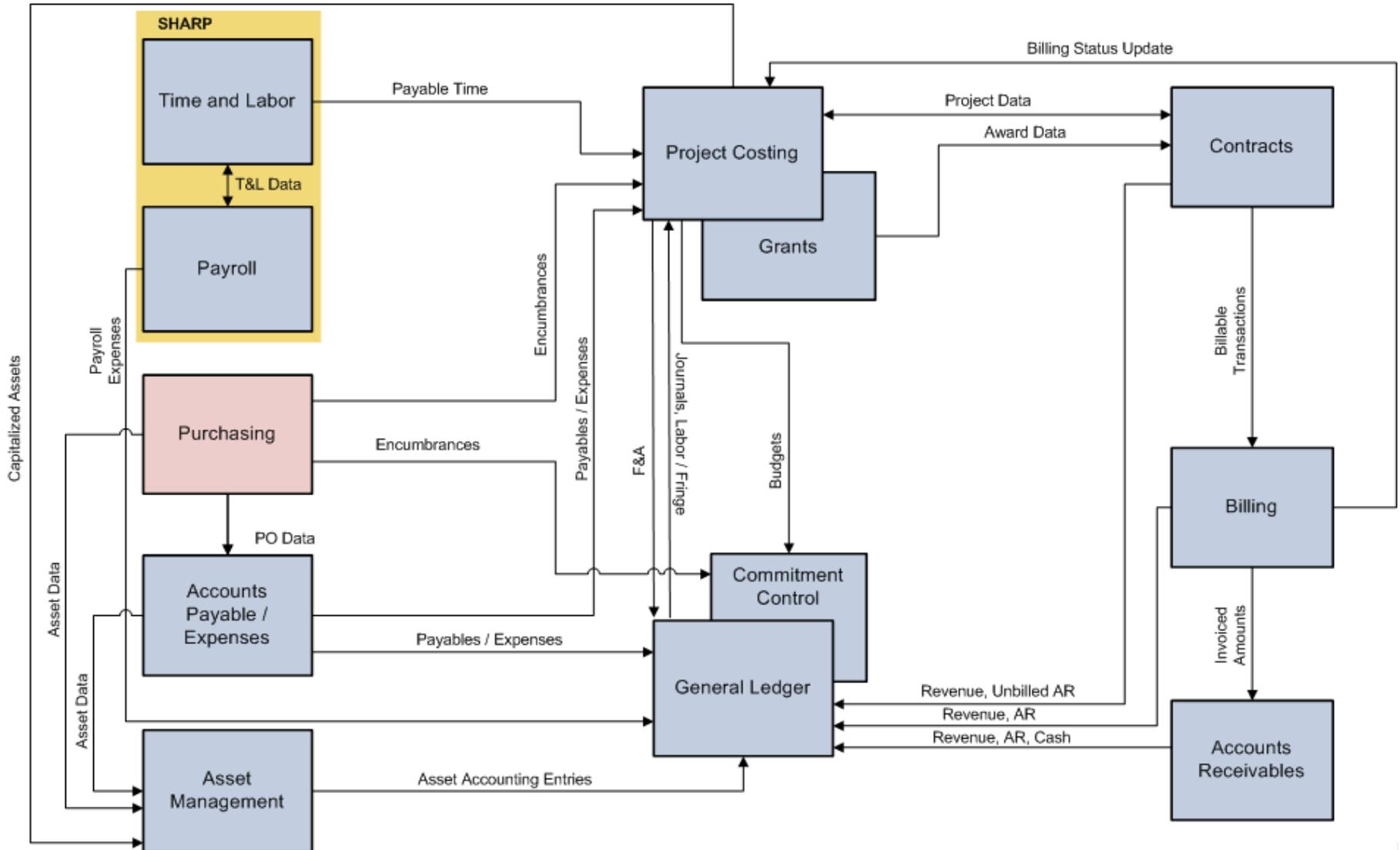
- **Location Code** - The SMART field that enables you to indicate the different types of addresses for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number (called a location code).
- **Procurement Card** - Credit card used by authorized employees to make purchases on behalf of their agency
- **Purchase Order** - Commitments from an organization to vendors to purchase goods or services from that vendor on a specific date; creates an encumbrance in SMART.
- **Purchase Requisition** - Record of a request for items .

Purchasing Key Terms & Definitions (continued)

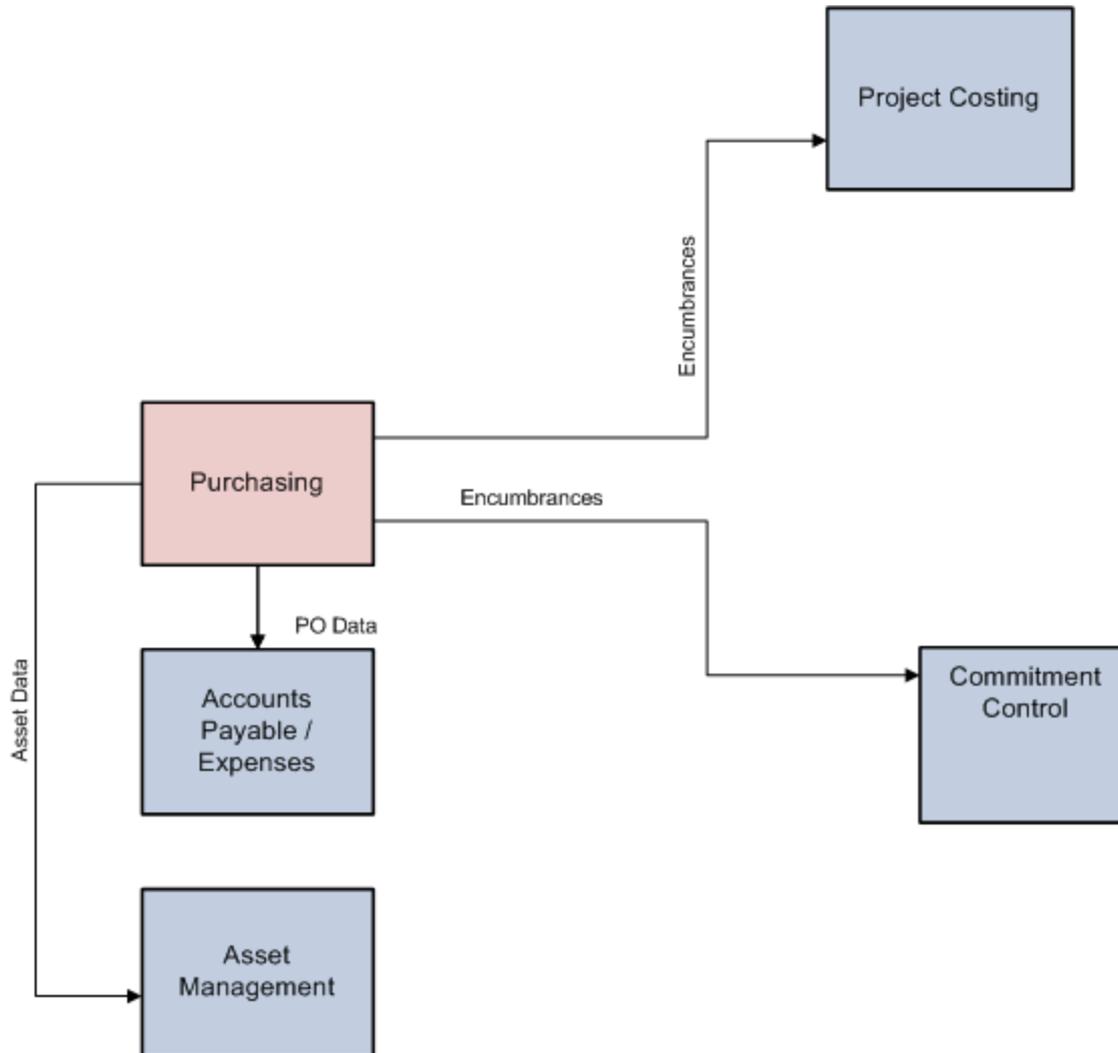


- **Receipt** - When shipments arrive from vendors, the items included in the shipment are listed on a 'Receipt'. The receiving process is the formal method for documenting acceptance of goods from vendors.
- **RFX** - Request for a proposal; a request for a quote or an invitation for bid event
- **Return To Vendor (RTV)** - The process of recording items sent back to a vendor (defective materials, too many items, items shipped in error, or items that you no longer require).
- **Supplier Contracts** - A binding understanding between the State of Kansas and a vendor created from the Supplier Contract Management module and may be originated from Strategic Sourcing events or Purchase Requisitions. Supplier Contracts are integrated to the purchasing module for purchase order creation.

SMART



Purchasing Integration



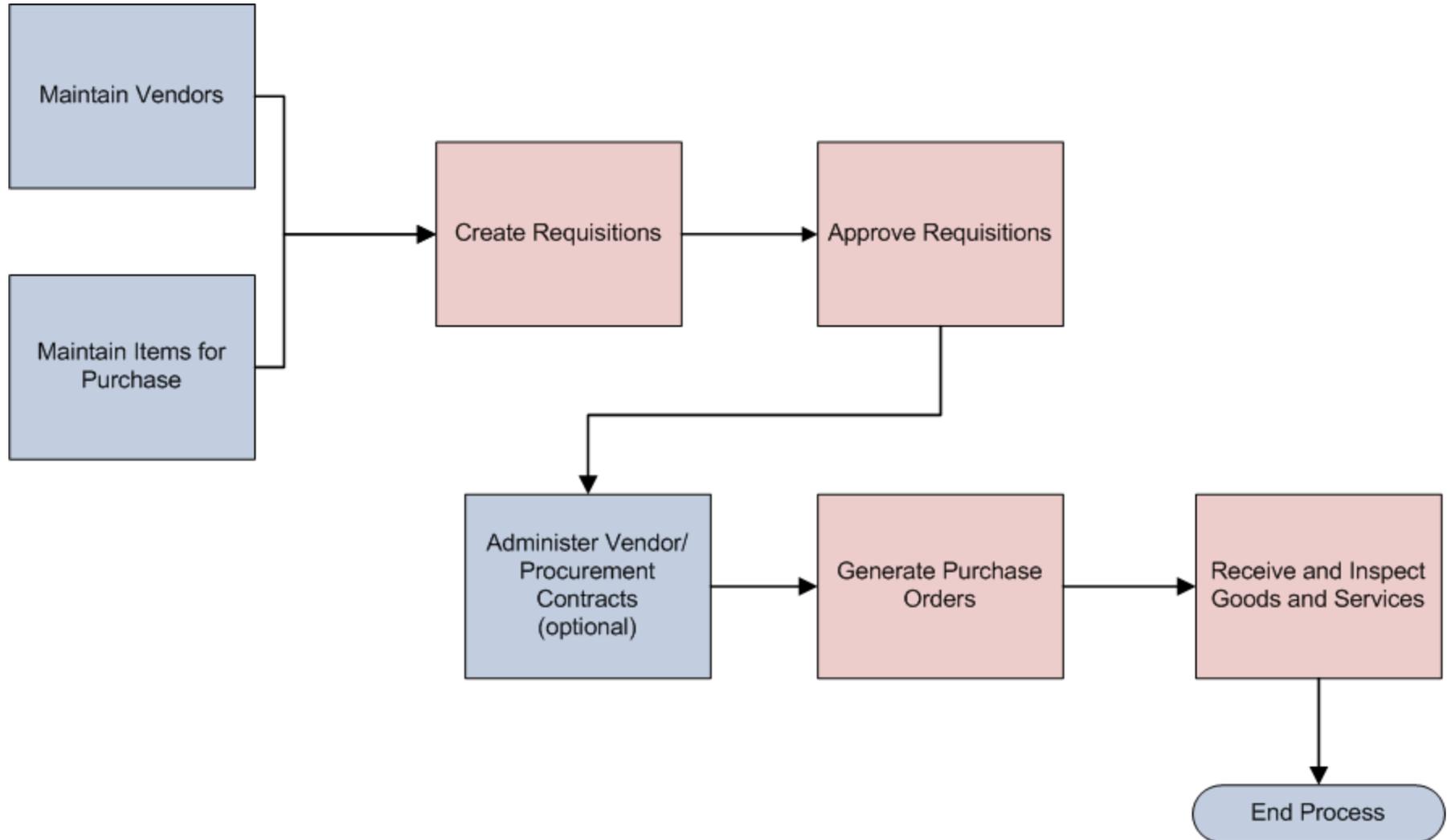
Purchasing Processes



This Business Process Workshop includes the following processes:

- Creating a Requisition
- Approving a Requisition
- Processing a Purchase Order
- Receiving

SMART Purchasing End-to-End Process



SMART Purchasing Roles & Responsibilities



User Role	Responsibilities
Agency Requisitioner	Enters and maintains purchase requisitions.
Agency Purchasing Approver	Approves purchase requisitions.
Kansas Buyer	Maintains, dispatches, and approves POs.
Kansas Ad Hoc Requestor	Ability to include ad hoc workflow
Kansas Ad Hoc Approver	Ability to approve requisitions from ad hoc workflow
Agency Receiver	Enters the receipts of goods and/or services.
Agency Requisition Administrator	Maintains agency requisitions including closing out unused requisitions.
Agency Buying Administrator	Maintains agency purchases including closing out unfilled POs.

SMART Purchasing Roles & Responsibilities (continued)



User Role	Responsibilities
Agency Purchasing Viewer	Views purchasing data entered by other employees.
Agency Contract Processor	Maintains contract information for non-bid contract purchases.
Agency P-Card Holder	Responsible for purchases made with a procurement card.
Agency P-Card Reconciler	Ability to reconcile P-Card transactions
Agency P-Card Approver	Approves procurement card transactions.

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



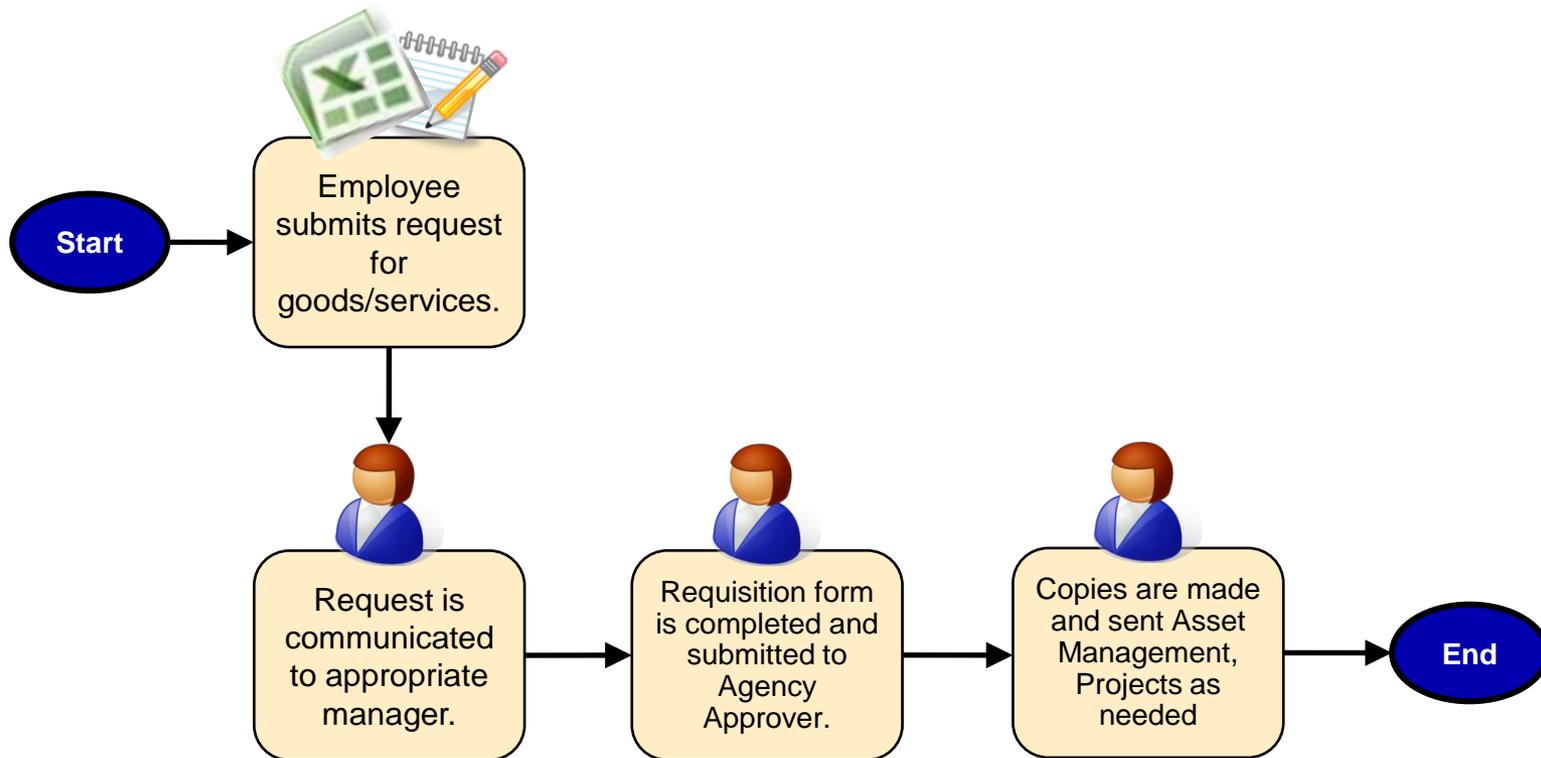
Creating a Requisition

Process Definition: Creating a Requisition

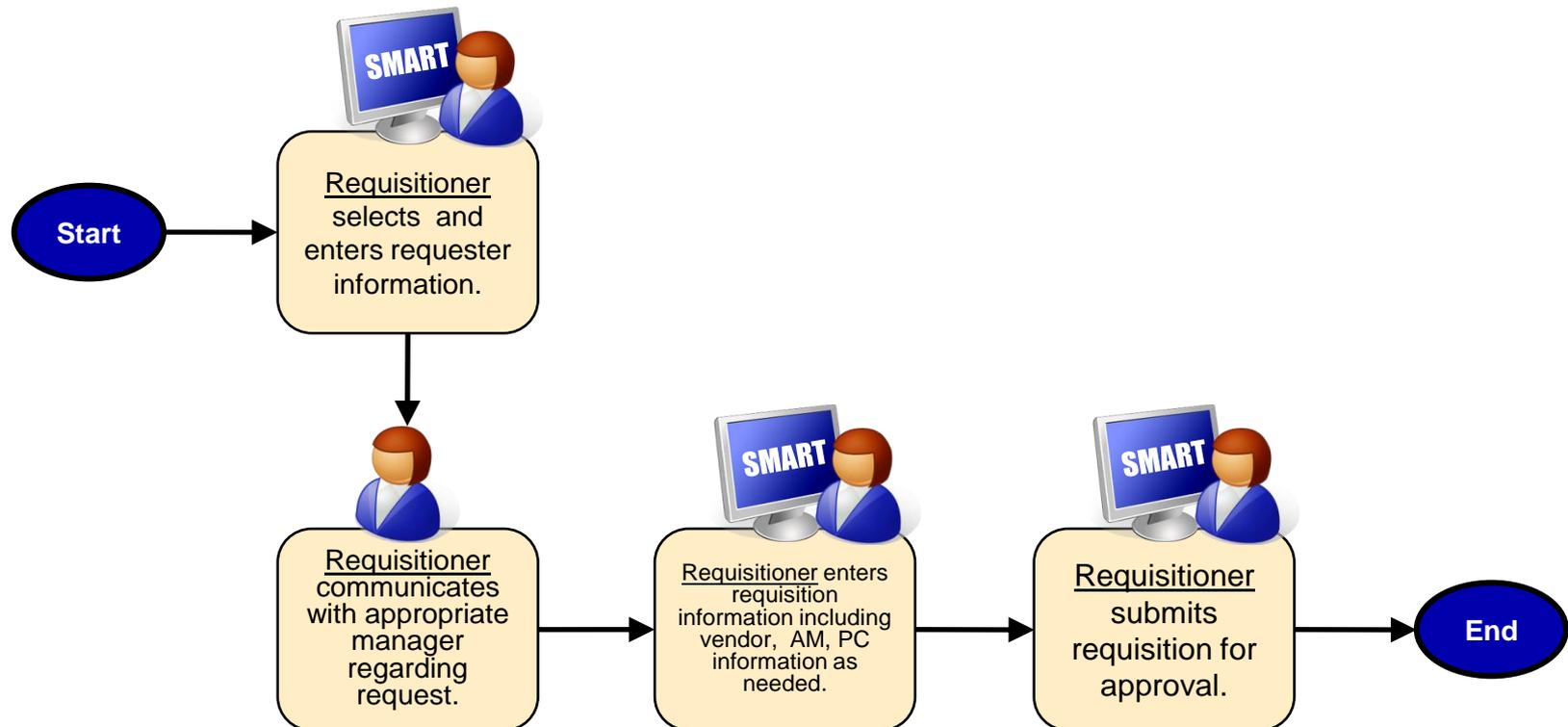


Creating a requisition is defined as the first step in the purchasing process in which a good/service is requested to be purchased. This step includes the initial request, completion of a requisition, and submittal of the requisition for approval.

As-Is Business Process Flow: Creating a Requisition



To-Be Business Process Flow: Creating a Requisition



Key Organizational Impacts for Creating a Requisition



	As-Is Process	To-Be Process
PO01	Today, items listed on a requisition form may not necessarily be identified as an asset or connected to a specific project.	In SMART, the requisition is the starting point for defining an item as an asset and/or associating it with a project.
PO02	In current practice, people creating requisitions and POs may not be aware of underlying funding structure.	In SMART, funding information will be defaulted based on requestor and the item being requested. This may be modified at a PO and voucher level.
PO03	The purchasing process today is not done within a centralized system.	The purchasing process in SMART is automated and standardized with industry best practices.

Key Organizational Impacts for Creating a Requisition (continued)



	As-Is Process	To-Be Process
PO04	When creating a requisition, you must type in a description of what you are wanting to purchase.	In SMART, you may choose items from the Items Master List or may enter an item using a description field. Both may be saved as a “favorites” list.

Agency Considerations for Creating a Requisition



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

- How will your requisitioner know whether the item is an asset and how will they obtain the asset information to enter at the requisition point?
- How will your requisitioner know whether the item is associated with a project and how will they obtain the project information to enter at the requisition point?
- What forms do you currently use that may need to be updated and/or retired?

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



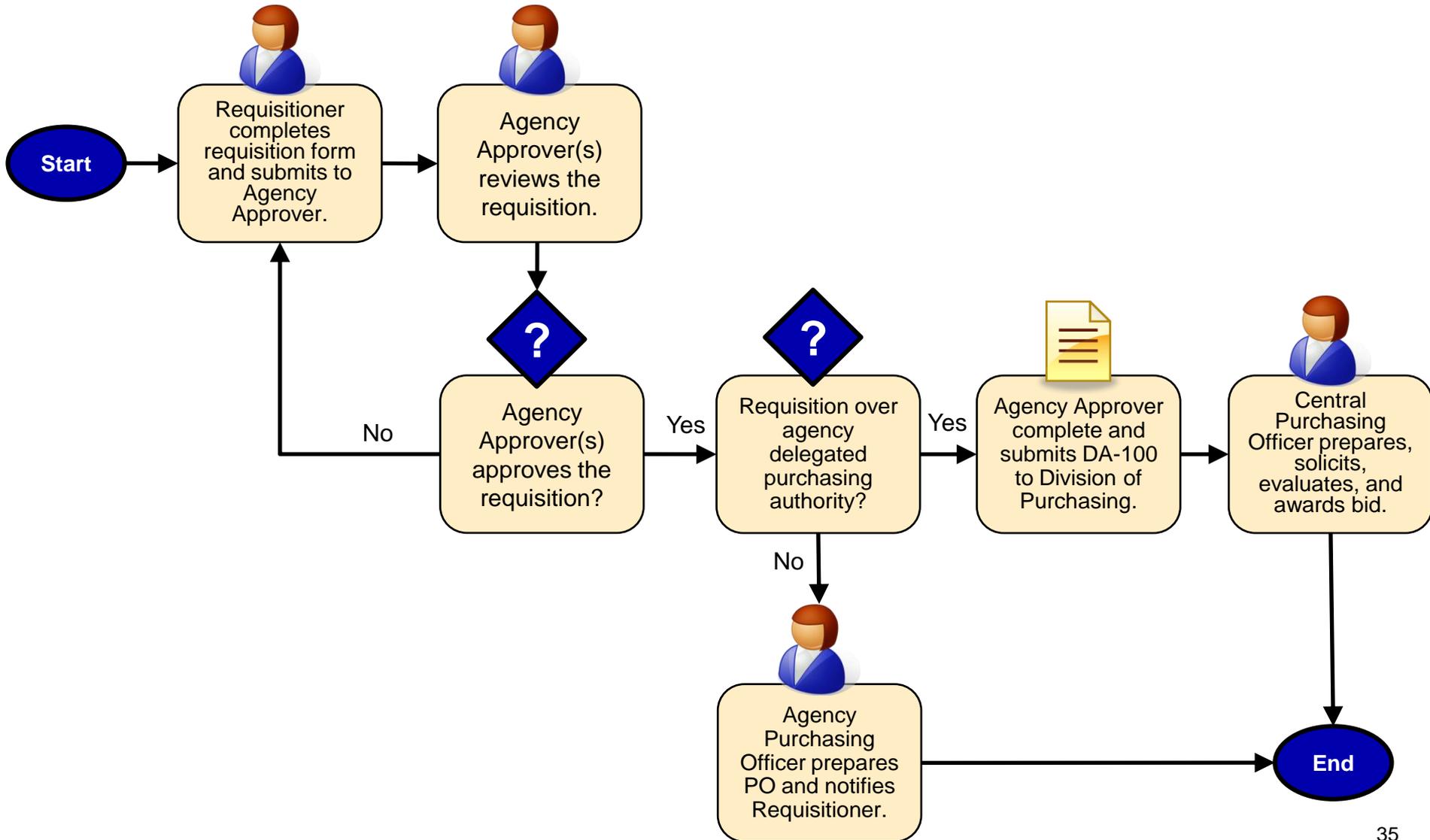
Approving a Requisition

Process Definition: Approving a Requisition

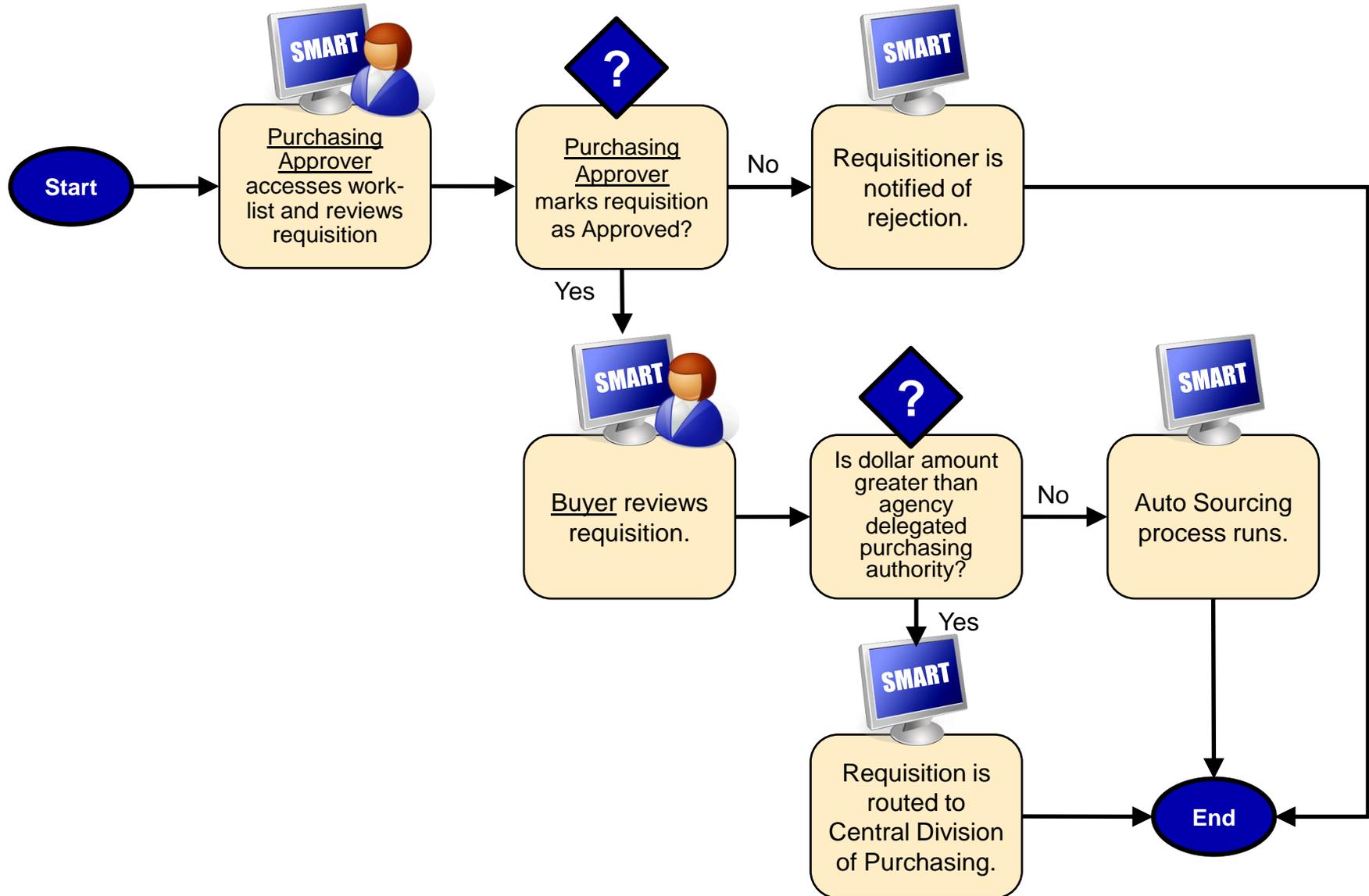


Approving a requisition is defined as the process of evaluating and approving the items requested for purchase.

As-Is Business Process Flow: Approving a Requisition



To-Be Business Process Flow: Approving a Requisition



Key Organizational Impacts for Approving a Requisition



	As-Is Process	To-Be Process
PO05	Today, the approval process for a requisition is a manual process that differs from agency to agency.	In SMART, approval is done through an automated, standardized workflow process.
PO06	The requisition today is either approved in its entirety or approved as changed.	A line item on a requisition may be approved or rejected while remaining line items may be approved or rejected at a later time.
PO07	Today, the requestor has no visibility within the process. Requisitions are routed between desks.	In SMART, the workflow process allows complete visibility into the purchasing process. A requester can see if the item has been approved, who approved, and where it was then routed.

Agency Considerations for Approving a Requisition



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

- What information will your approver(s) need to review and approve the requisition?
- How will your approval process change?
- Who will be involved in approving requisitions?
- What forms may need to be updated and/or retired?
- Because asset and project information can be flagged at the requisition level, how will this affect your approval 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
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- Forms
- Document Storage

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



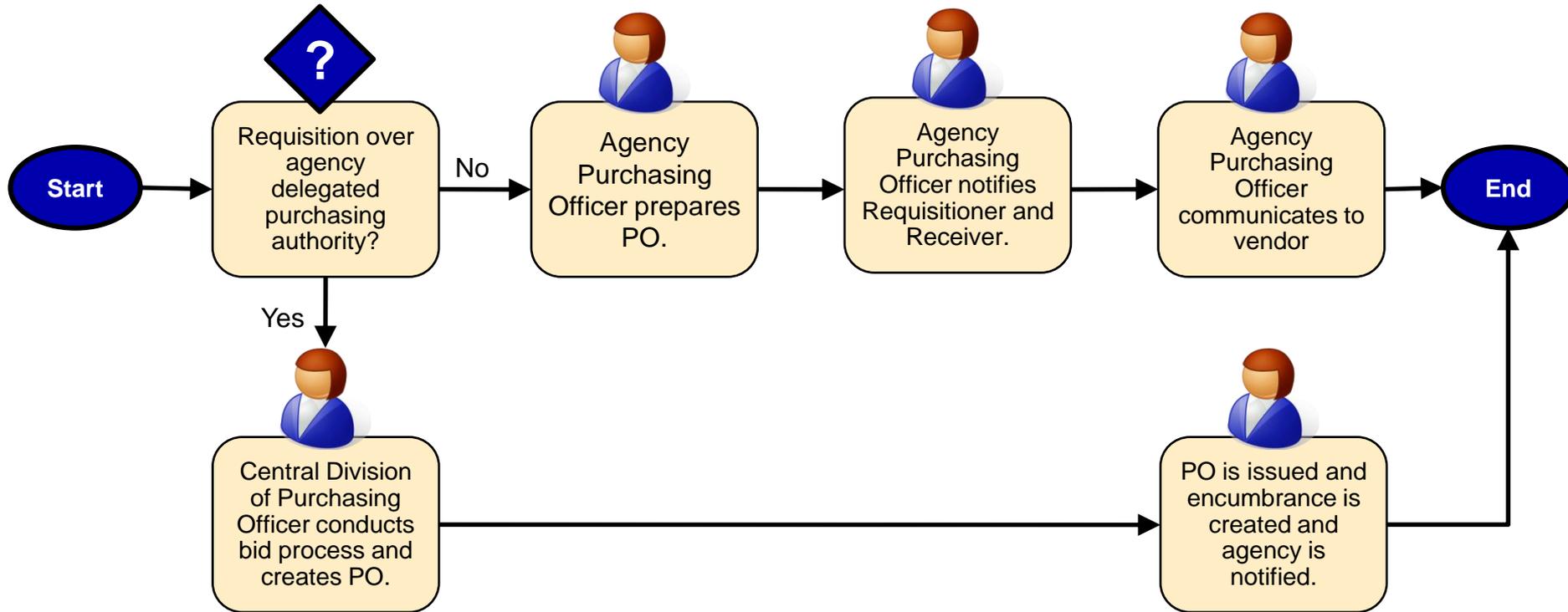
Processing a Purchase Order

Process Definition: Processing a Purchase Order

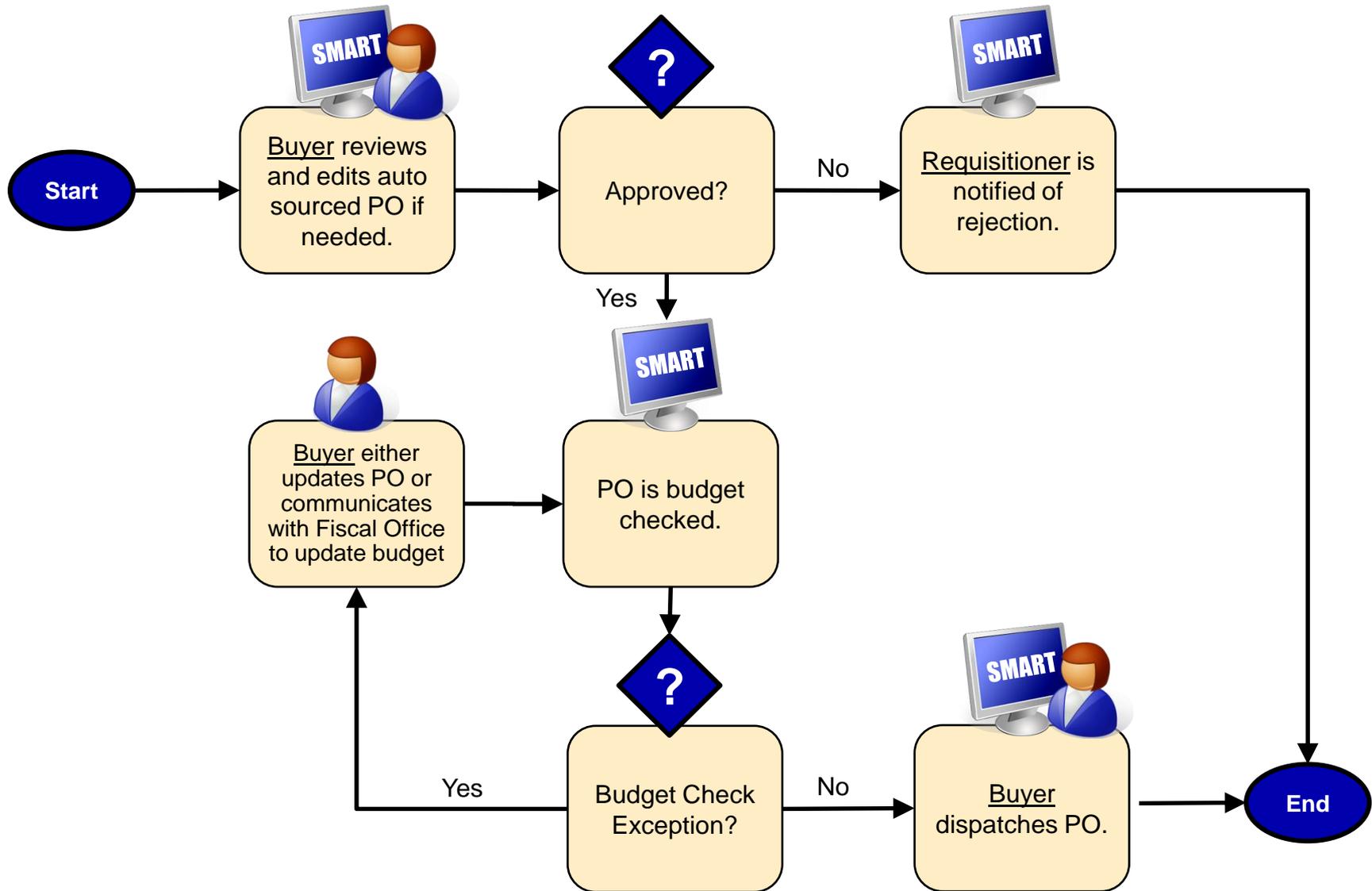


Processing a purchase order is defined as the process of routing the requisition to purchase an item through the system via approval and dispatching to the vendor.

As-Is Business Process Flow: Processing a Purchase Order



To-Be Business Process Flow: Processing a Purchase Order



Key Organizational Impacts for Processing a Purchase Order



	As-Is Process	To-Be Process
PO08	Today, creation of a PO may require lots of data entry.	SMART allows a PO to be automatically processed from a requisition.
PO09	Today, the approval process for a PO is manual and differs from agency to agency and may require physical signatures.	Approvals in SMART will be electronically recorded.
PO10	Processing an encumbrance today requires multiple forms and approvals.	In SMART, a PO creates an encumbrance and the approval process automated.
PO11	Agency POs are not always encumbered at the time of approval.	All POs in SMART will be encumbered after approval.

Key Organizational Impacts for Processing a Purchase Order (continued)



	As-Is Process	To-Be Process
PO12	With no centralized system, agencies today must access STARS and IBARs and/or an outside program/spreadsheet in order to budget check POs.	POs will be budget checked in SMART.

Agency Considerations for Processing a Purchase Order



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

- How will your agency ensure its POs will pass budget checking?
- What will be your process for resolving budget checking exceptions?
- Are there forms that will need to be updated or can be retired?

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)



Receiving

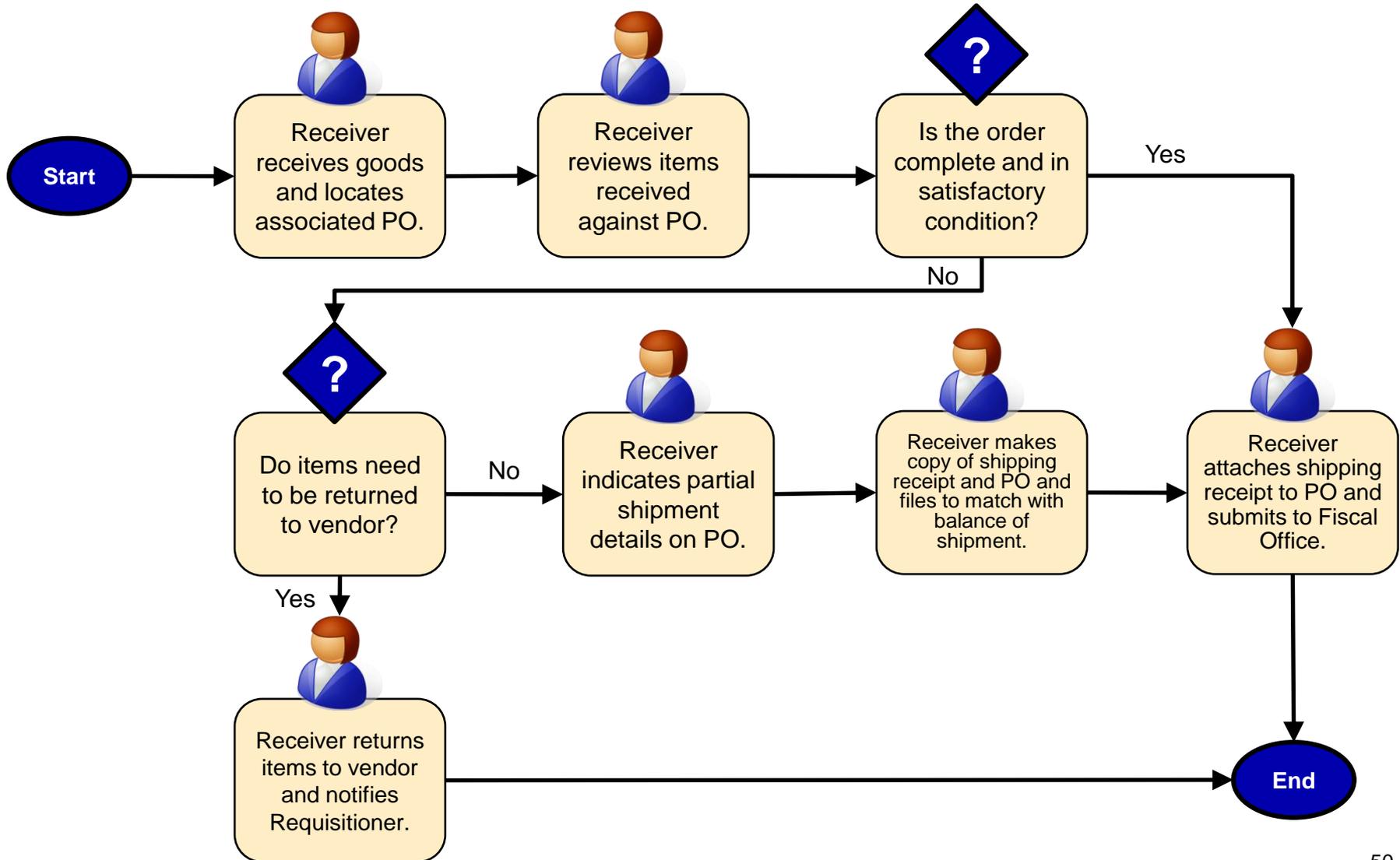
Process Definition: Receiving



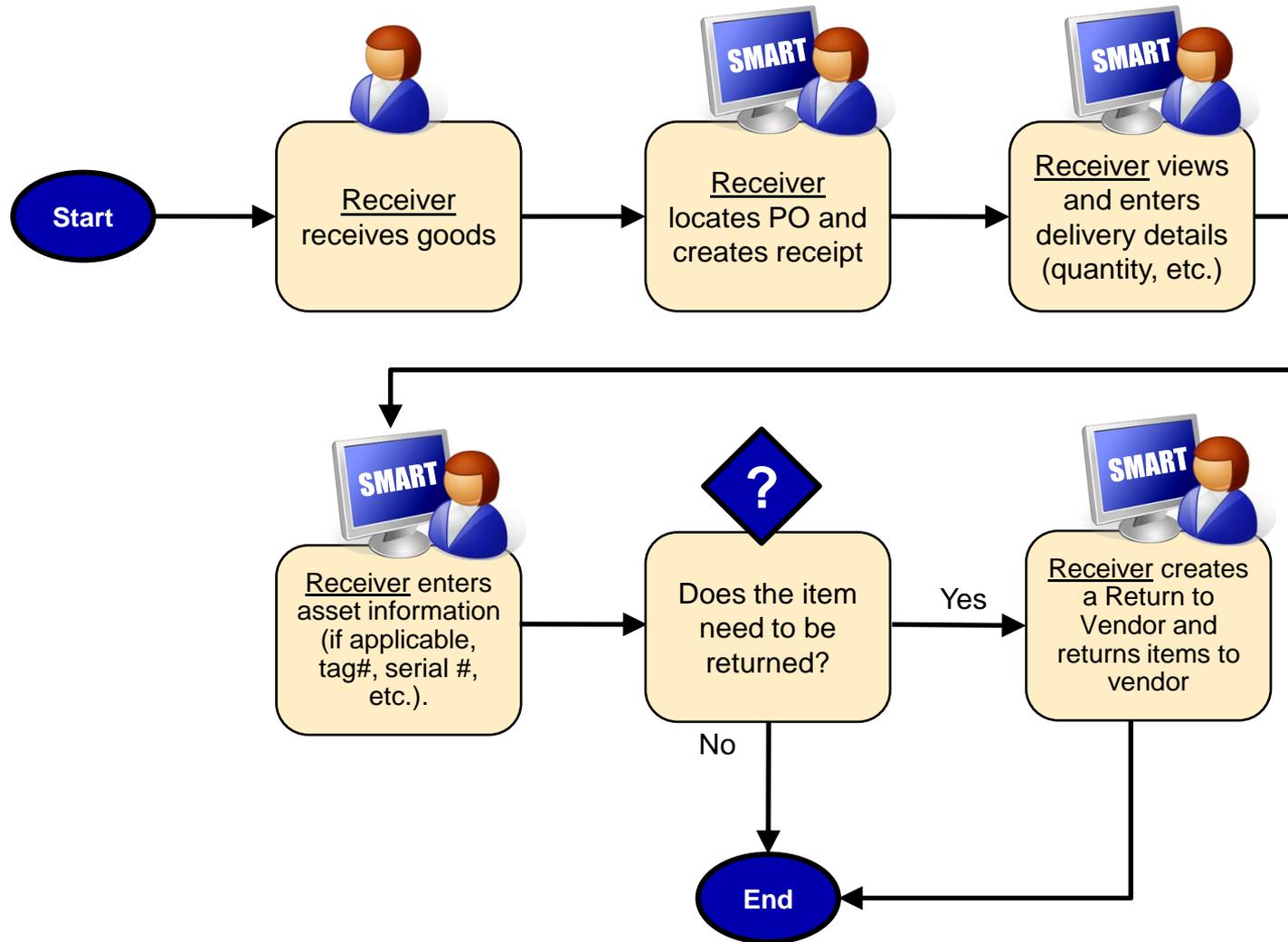
Receiving is defined as the process of documenting the receipt of goods ordered from vendors.

Once the goods have been received and a receipt is created, PO data including the initial PO and receipt will be sent to the Accounts Payable (AP) module to be matched with the voucher.

As-Is Business Process Flow: Receiving



To-Be Business Process Flow: Receiving



Key Organizational Impacts for Receiving



	As-Is Process	To-Be Process
PO13	There is no statewide automated tool to track receiving today.	In SMART, agencies will be able to record receiving within the system which is integrated with PO data.
PO14	Agencies today keep paper copies of shipping/delivery documents.	The process of receiving in SMART eliminates the need to keep paper copies of shipping/delivery documents long term.
PO15	There is no integration of receiving with Accounts Payable or Asset Management.	In SMART, the receipt information will be sent to AP for the purpose of matching as well as to Asset Management to be recorded as an asset.

Agency Considerations for Receiving



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

- How will your current receiving process change?
- Will the receiver in your agency be the individual physically receiving the goods AND creating the receipt?
- What will your agency do with packing slips?

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



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 Purchasing

	A	B	C	D	E	F	G	H
1	Impact Analysis for Purchasing							
2	IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impacts	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
3	PO01	Creating a Requisition	<p>As-Is: Today, items listed on a requisition form may not necessarily be identified as an asset or connected to a specific project.</p> <p>To-Be: In SMART, the requisition is the starting point for defining an item as an asset and/or associating it with a project.</p>					
4	PO02	Creating a Requisition	<p>As-Is: In current practice, people creating requisitions and POs may not be aware of underlying funding structure.</p> <p>To-Be: In SMART, funding information will be defaulted based on requestor and the item being requested. This may be modified at a PO and voucher level.</p>					
5	PO03	Creating a Requisition	<p>As-Is: The purchasing process today is not done within a centralized system.</p> <p>To-Be: The purchasing process in SMART is automated and standardized with industry best practices.</p>					
	PO04	Creating a Requisition	<p>As-Is: When creating a requisition, you must type in a description of what you are wanting to purchase.</p> <p>To-Be: In SMART, you may choose items from the Items Master List or may enter an item using a description field. Both may be saved as a</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	G	H
1	Impact Analysis for Purchasing							
2	ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
	P001	Creating a Requisition	As-Is: Today, items listed on a requisition form may not necessarily be identified as an asset or connected to To-Be: In SM point for defining associating it					
3	P002	Creating a Requisition	As-Is: In our requisitions a underlying tu To-Be: In SM defaulted bas requested. T number level					
4								

ID	Business Process
P001	Creating a Requisition

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	G	H
1	Impact Analysis for Purchasing							
2	IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
3	PO01	Creating a Requisition	<p>As-Is: Today, items listed on a requisition form may not necessarily be identified as an asset or connected to a specific project.</p> <p>To-Be: In SMART, the requisition is the starting point for defining an item as an asset and/or associating it with a project.</p>					
4	PO02	Creating a Requisition	<p>As-Is: In current practice, people creating requisitions and POs may not be aware of underlying funding structure.</p> <p>To-Be: In SMART, funding information will be defaulted based on requestor and the item being requested. This may be modified at a PO and voucher level.</p>					

Organizational Impact (As-is to To-be) ▼

As-Is: Today, items listed on a requisition form may not necessarily be identified as an asset or connected to a specific project.

To-Be: In SMART, the requisition is the starting point for defining an item as an asset and/or associating it with a project.

Role & Responsibility Impacts



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

	A	B	C	D	E	F	G	H
1	Impact Analysis for Purchasing							
2	IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts		Procedure	Manual and Desk Instruction Impact	Form Impacts
3	PO01	Creating a Requisition	<p>As-Is: Today, items listed on a requisition form may not necessarily be identified as an asset or connected to a specific project.</p> <p>To-Be: In SMART, the requisition is the starting point for defining an item as an asset and/or associating it with a project.</p>					
4	PO02	Creating a Requisition	<p>As-Is: In current practice, people creating requisitions and POs may not be aware of underlying funding structure.</p> <p>To-Be: In SMART, funding information will be defaulted based on requestor and the item being requested. This may be modified at a PO and number level.</p>					

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
 - Purchasing user roles are listed in the “Context for Purchasing” 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	G	H	
1	Impact Analysis for Purchasing								
2	IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impacts			Request Impact	Form Impacts
	P001	Creating a Requisition	<p>As-Is: Today, items listed on a requisition form may not necessarily be identified as an asset or connected to a specific project.</p> <p>To-Be: In SMART, the requisition is the starting point for defining an item as an asset and/or associating it with a project.</p>						
3			<p>As-Is: In current practice, people creating requisitions and POs may not be aware of underlying funding structure.</p> <p>To-Be: In SMART, funding information will be defaulted based on requestor and the item being requested. This may be modified at a PO and voucher level.</p>						
4	P002	Creating a Requisition							

Reporting Considerations



- Review the reports your agency currently receives or generates and uses regarding Purchasing
- 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	G	H
1	Impact Analysis for Purchasing							
2	IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Pol	Policy and Procedure Impacts	
	P001	Creating a Requisition	<p>As-Is: Today, items listed on a requisition form may not necessarily be identified as an asset or connected to a specific project.</p> <p>To-Be: In SMART, the requisition is the starting point for defining an item as an asset and/or associating it with a project.</p>					
3								
	P002	Creating a Requisition	<p>As-Is: In current practice, people creating requisitions and POs may not be aware of underlying funding structure.</p> <p>To-Be: In SMART, funding information will be defaulted based on requestor and the item being requested. This may be modified at a PO and number level.</p>					
4								

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	G	H
1	Impact Analysis for Purchasing							
2	IC	Business Process	Organizational Impact (As-Is)	Manual and Desk Instruction Impacts		Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
	PO01	Creating a Requisition	<p>As-Is: Today, items listed on a requisition may not necessarily be identified connected to a specific project.</p> <p>To-Be: In SMART, the requisition is a point for defining an item as an associated with a project.</p>					
3			<p>As-Is: In current practice, people requisitions and POs may not be identified underlying funding structure.</p> <p>To-Be: In SMART, funding information is defaulted based on requestor and requested. This may be modified at number level.</p>					
4	PO02	Creating a Requisition						

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	G	H
1	Impact Analysis for Purchasing			Form Impacts				
2	IC	Business Process	Organizational Impact (As-is to To-be)			Standard Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
3	P001	Creating a Requisition	<p>As-Is: Today, items listed on a requisition form may not necessarily be identified as an asset or connected to a specific project.</p> <p>To-Be: In SMART, the requisition is the starting point for defining an item as an asset and/or associating it with a project.</p>					
4	P002	Creating a Requisition	<p>As-Is: In current practice, people creating requisitions and POs may not be aware of underlying funding structure.</p> <p>To-Be: In SMART, funding information will be defaulted based on requestor and the item being requested. This may be modified at a PO and number level.</p>					

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	G	H
1	Impact Analysis for Purchasing							
2	IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Document Storage Impacts		and Desk in Impact	Form Impacts
3	PO01	Creating a Requisition	<p>As-Is: Today, items listed on a requisition form may not necessarily be identified as an asset or connected to a specific project.</p> <p>To-Be: In SMART, the requisition is the starting point for defining an item as an asset and/or associating it with a project.</p>					
4	PO02	Creating a Requisition	<p>As-Is: In current practice, people creating requisitions and POs may not be aware of underlying funding structure.</p> <p>To-Be: In SMART, funding information will be defaulted based on requestor and the item being requested. This may be modified at a PO and number level.</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 Purchasing			Role & Responsibility Impacts	Reporting Impact:	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
IE	Business Process:	Organizational Impact (As-is to To-be)	Level of Impact	Impact Action Plan	Additional Notes		
P001	Creating a Requisition	<p>As-Is: Today, items listed on a r may not necessarily be identify connected to a specific project.</p> <p>To-Be: In SMART, the requisition point for defining an item as an associating it with a project.</p>					
P002	Creating a Requisition	<p>As-Is: In current practice, peopl requisitions and POs may not be underlying funding structure.</p> <p>To-Be: In SMART, funding infor defaulted based on requestor a requested. This may be modifie number level.</p>					

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!**