

Advantage 4 Steering Committee Meeting  
January 28, 2022 – 8:30am

Participants:

Auditor Racines  
Deputy Auditor Trautwein  
Kris Quick, Payroll Manager – Auditor’s Office  
Kat Jaber, Payroll Education Coordinator – Auditor’s Office  
Jerry Rief, Technology Division Manager – Auditor’s Office  
Christian Dorr, Senior Technology Analyst – Auditor’s Office  
Erin Benskin, Accounting Division Manager – Auditor’s Office  
Ted Robinette, Principal Account – Auditor’s Office  
Adam Grant, Fiscal Division Manager – Auditor’s Office  
Amy Grenfell, Chief Operating Officer – Wyoming Business Council  
Lyndsay Orr, Accounting Manager – Wyoming Business Council  
Bob Nicholas, Wyoming House of Representatives  
Robin Cooley, Director – Department of Workforce Services  
Christina Merritt, Deputy Chief Financial Officer - Department of Workforce Services  
Robin Martin, Chief Financial Officer – Department of Workforce Services  
Colleen Quinn, Chief Financial Officer – Department of Family Services  
Claire Smith, Chief Financial Officer & Human Resources – Wyoming Supreme Court  
Daniel Kelly, Director-Technology and Solutions, CGI  
Pamela Given, Transition Manager - CGI  
Dawn Williams, Deputy State Treasurer  
Eric McVicker, Chief Financial Officer – Wyoming Department of Health  
Erin Williams, Human Resources Administrator – Department of Administration & Information  
Jared Hanson, Human Resources Program Supervisor – Department of Administration & Information  
Jess Ketcham, Budget Administrator – State Budget Department  
Kevin Hibbard, Director – State Budget Department  
Trent Carroll, Chief Operations Officer – Department of Education  
Carrie Stokes, Principal Account – Department of Education

Auditor Racines began the meeting by welcoming all the participants and thanking them for attending. She stated this is the first meeting of the Advantage 4 Upgrade Steering Committee, and she will keep additional meetings short and on time. She is aware of everyone’s time and other duties.

Auditor Racines is excited to share some updates. She indicated a lot of work has taken place since last October. She gave some background information: The State Auditor’s Office is required by statute to develop the State’s accounting system. Her Office contracts with a vendor called CGI for that system. CGI has provided assistance to the state of Wyoming for

approximately 30 years. In 2018 the State upgraded from version 3.9 to 3.11. We are now upgrading from 3.11 to 4.0. This Committee has been formed to provide assistance and information about the status of 4.0. The system consists of three components:

Wyoming On-line Financial System (WOLFS)  
Human Resource Management System (HRM)  
infoAdvantage, which is the reporting component

Version 4.0 is tentatively going to go live in March of 2023. The Auditor and/or her staff met with most of the participants last October and November to give a heads up about this process and provide agency briefings. One statement that has been said many times - the last upgrade was very substantial. It changed a lot of the business process – both within the system and actual activities for the users of the system. This upgrade is quite different. There are no substantial changes. It will change the user interface experience – hopefully to make it more user friendly and easy to use. The substantial business process change will not be a part of this.

Most that participated in the last upgrade – ESS was one of the main changes. That won't be a substantial change this time. The Auditor then introduced Dan Kelly and Pam Given from CGI.

Dan Kelly stated he has been with CGI for approximately 37 years. Most of that time has been with the advantage program. He will be the project advisor. He will be assisting Eydie Trautwein and Kris Quick with the entire process and working to make sure everything runs smoothly.

Pam Given is the Transition Manager. She will be working a lot with the internal team to deliver and provide data – behind the scenes. She has worked in project management for 25 years. Prior to CGI she worked in media entertainment and healthcare. She has a broad view of many industries and looks forward to bringing her experience to this project.

Auditor Racines spoke about the project timeline. She stated that last October through December was the align phase. This involved a lot of project planning. January through April is the build phase, which is where we are now. This is the configuration of the system and receipt of test environments. May through October is tentatively the achieve phase. That is where testing, training and getting ready to go live.

The Auditor realizes this is a long time for an upgrade and some people have asked if it can go faster. She stated we have intentionally created a long runway for this upgrade. Anyone that participated in the last upgrade knows that these things can easily get rushed which can cause “issues” to develop. We have built in enough time to make sure users and administrators are successful. We have also created several ways for agencies to participate and receive information about the upgrade – the Steering Committee, Subcommittees and the monthly meetings. We lean towards over communication – just to make sure everyone is informed. We don’t want any surprises. If you have new employees and would like additional briefings, please reach out to the Auditor’s Office.

Eydie Trautwein showed a chart of the structure of the Steering Committee. Auditor Racines will continue to lead the Steering Committee meetings. Kris Quick is the Project Manager. He plays a critical role in this project. We have high level representation from all agencies – executive, legislative and judicial. We also have three subcommittees. The Communication and Outreach Subcommittee will be reaching out in the next 45 days.

Ms. Trautwein stated the project plan has been agreed upon by both the Auditor’s Office and CGI. The training plan is currently in draft form. We are being very deliberate on the training plan in identifying populations and offering a wide variety of trainings (in-person, virtual and videos).

The customization schedule is currently in development, as well as our testing plan. The testing plan will hopefully be finalized in the next few weeks. We are waiting on customization schedules from CGI. We have completed familiarization training with our staff and HRD. CGI provides these trainings in January. They went very well.

CGI delivered our prototype environment on December 1<sup>st</sup>. We are currently working on configuring home pages. We are beginning with four pages (Employee, Manager, Human Resources and Accounting). We have also gone through the system and identified our top 15 transactions and are working to provide screenshots to CGI (GAX, CR, PRC, ESMT).

We will be getting test environments in April. They will have our data included so we can test the system more meaningful. We now have to rely on CGI pretty heavily to make changes on home pages. 4.0 gives us the flexibility to make the system look like we want it to.

Kris Quick has been reaching out to your agencies to gather feedback. You have probably received appointments for the next few weeks for demonstrations. We will be sharing with you what the home pages look like and asking for your feedback.

Kris Quick showed some of the differences between 3.11 and 4.0. He began with the login screen. Currently the login to the financial component is pretty plain and basic. If you don't know where you're going, it's pretty difficult to navigate through it. The multiple entry points are also difficult. You have to have separate addresses and log into each system. All of this changes with 4.0. You will only have a single point of entry. 4.0 is much cleaner and simpler. If you have to switch between the system, it's easy. You don't have to go to another portal. It can be done quite quickly. Kris Quick showed the Committee what the vendor table looks like. The left hand navigation panel is moved to the top. It has "favorites" for recent searches.

Auditor Racines stated again that nothing really "under the hood" is changing. This is a superficial upgrade and will be a lot easier to use.

In February we will be hosting agency demonstrations and continue with the configuration work.

If there are any questions or concerns, please reach out to Auditor Racines, Deputy Auditor Trautwein or Kris Quick.

Minutes of this meeting will be sent out next week.

Future committee meeting appointments will be sent out today.

The next meeting will be held on February 25<sup>th</sup> at 8:30am.