

## **MOMENTUM**

Connecting HR Partners to Project Drive



## **Staying the Course**

We hope the July issue of **MOMENTUM: Connecting HR Partners to Project Drive** finds you staying cool and finding time to relax this summer. In this edition, we will review project status, recent accomplishments, and how the Oracle Cloud HCM Time and Labor module will centralize time entry and access to its data. Keep reading to meet Clarence Moore and what he's bringing to the HR transformation underway at USF as a Change Ambassador on Project Drive. **Rest assured, we are steadily bringing to life a technology and more efficient ways of working that will make HR simple and easy for everyone!**

## **We Want to Hear from You!**

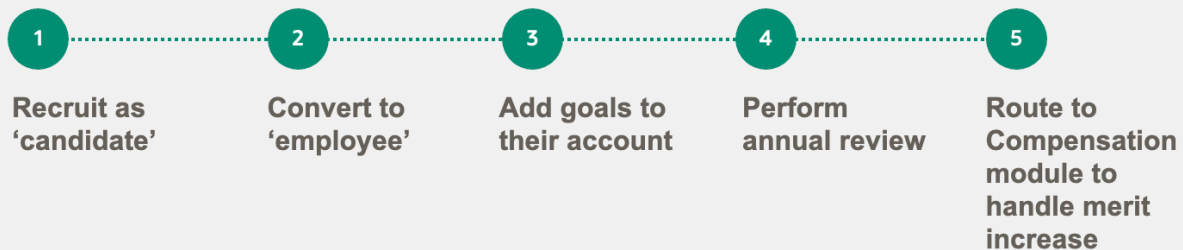
Share any questions, concerns, or feedback with the Project Drive team [here!](#)

# Project Drive Road Map

IN PROGRESS ACTIVITIES	UPCOMING ACTIVITIES
<p><b>PROCESS PLAYBACK 2 (PP2) / END-TO-END (E2E) TESTING</b></p> <ul style="list-style-type: none"> <li>01 <input checked="" type="checkbox"/> Complete and Approve Remaining KDD</li> <li>02 <input checked="" type="checkbox"/> Build Environment for Employee Life Cycle Demo</li> <li>03 <input checked="" type="checkbox"/> Hold Employee Life Cycle Demo to Show E2E HR Processes As They Will Transact in the System</li> <li>04 <input checked="" type="checkbox"/> Conduct PP2 with ~50% of Converted Data</li> <li>05 <input type="checkbox"/> Conduct E2E with ~75% of Converted Data</li> <li>06 <input type="checkbox"/> Oracle Guided Learning Guides in Progress</li> </ul>	<p><b>USER ACCEPTANCE TESTING (UAT) / TRAINING</b></p> <ul style="list-style-type: none"> <li>01 Prepare UAT</li> <li>02 Conduct UAT with 100% of Converted Data</li> <li>03 End User Training</li> <li>04 Detailed Production Cutover Checklist</li> <li>05 Finalize Production Support Plan &amp; Help Desk Protocol</li> <li>06 Cutover Plan and Go-Live Readiness Checklist Review</li> </ul>

## Recent activities

The Project Drive team has recently kicked off End-to-End (E2E) testing! This series of tests determines whether business processes are functioning as designed, from the start of a transaction to its completion, across system modules. For an example of an E2E transaction, review the following testing scenario for Recruiting:



Our HR transformation at USF is more than a shift in technology. We want to shift the mindset, too, so that all end users embrace the new system and realize value immediately. **E2E Testing takes the initial step of empowering USF employees by first preparing and**

equipping the USF project teams to take the primary role during testing, with Oracle's support.

### What are the objectives of E2E testing?

- Confirm we are implementing best practices
- Encourage hyper-collaboration across workstreams and modules
- Ramp up knowledge transfer now, well in advance of the go-live date

Look out for a standalone E2E testing announcement with full need-to-know details and next steps!

### This month's key accomplishments

- Built out cloud solution prototype for E2E testing
- Built out prototype (at the end of Process Playback 2) to show the Key Data Structure redesign to USF leadership
  - Completed 75% of total data conversion within this prototype
- Completed configuration of E2E test scripts

### Upcoming Change Management activities

- Deliver **Monthly Talking Points** for various audiences at USF
- Deliver **MOMENTUM**, the USF HR Practitioner Newsletter
- Deliver **VOYAGER**, the USF Leadership Newsletter
- Supporting USF Communications team in developing **ACCELERATE**, the USF Employee Newsletter
- Continuing to capture and validate change impacts
- Continuing to develop the **Change Impact Executive Summary**
- Establishing **Change Readiness Survey** process and confirm survey send date
- *Conducted the July **Change Ambassador Network** meeting on July 31*

## Putting You in the Driver's Seat

Through its efficient, time-saving features, the Oracle Cloud HCM Time and Labor module brings to life an important guiding principle on Project Drive: *deliver an enhanced user experience and engage stakeholders throughout to drive adoption*. The project team recently confirmed a series of decisions around access to this module, so we are refining the High Impacts you may have read in the March issues of MOMENTUM and VOYAGER to reflect these decisions:

### High Impact — Centralized, Seamlessly-Shared Time Entry

**Current:** USF employees record their time manually using paperwork.

**Future:** Employees will submit timecards via online change requests using the Web Clock feature and even their mobile device, all within Oracle Time and Labor. Select users can define custom timecard fields for reporting or interfacing time data with Oracle Payroll, Absence Management, Projects, other Oracle Cloud modules, and third-party or financial systems.

**Benefits:** Reduce payroll leakage. Minimize payout for time, labor and pay errors, defaults, rules, stacking and gaming.

### High Impact — Automated and Mass Time Entry Approvals

**Current:** Today, approval workflows are entered manually.

**Future:** In Oracle, approval workflows will be automated, with the line manager or the next level manager responsible for approving timesheets. The approval styles of line and project manager can be used as-is or extended to multi-level or more complex routing as required.

**Benefits:** A mass timecard approval capability enables a group of timecards to be reviewed at summary level and approved in one click!

### Action items for HR Partners:

- [Click here](#) to learn more about the benefits of Oracle's Time and Labor module and how it can help you manage every stage of the talent lifecycle, and employee performance, in one place.
- Read Angie Sklenka's message: [A Bold New Way to Work, Coming Soon! \(Oracle\)](#)

- Visit our [Project Team Training Guide page](#) for steps on creating an Oracle Learning Explorer account and to access training.

## Meet the Change Ambassadors

The Change Ambassadors are a select group of individuals throughout USF who are responsible for cascading Project Drive updates, system benefits and other important details. Learn how Clarence Moore is preparing the project team and USF employees to succeed with the new Oracle Cloud technology and its more efficient processes.



### Clarence Moore

*USF Change Management Consultant*

“I welcome the opportunity to assess issues and formulate strategies to fix problems, fuel growth and drive excellence in every project initiative, especially Project Drive. As a practitioner in the Change Management space, I love being able to help minimize disruptions and help teams embrace and support new changes that affects day-to-day operations.”

This newsletter was brought to you by the **Project Drive Change Management team**.