

## **MOMENTUM**

Connecting HR Partners to Project Drive



## **Staying the Course**

**Coming in hot—the June edition of MOMENTUM: Connecting HR Partners to Project Drive!** In this issue, we will cover project status, recent accomplishments, and how Oracle Cloud HCM Performance Management will standardize and streamline the way we manage performance, feedback and goal setting. Read on to meet Jeanne Forsythe, a Change Ambassador on Project Drive and an Executive Assistant/Office Administrator for University Communications and Marketing. **We appreciate your efforts in sharing the changes in technology and ways of working down the road, as our Change Management team develops additional resources to prepare you for success in the cloud.**

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

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

## Project Drive Road Map

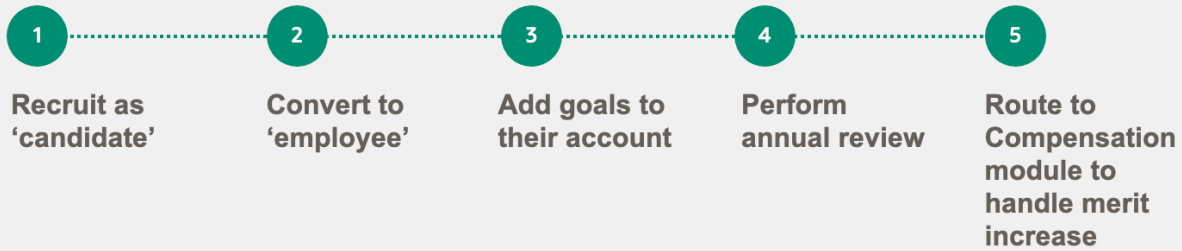
IN PROGRESS ACTIVITIES	UPCOMING ACTIVITIES
<b>PROCESS PLAYBACK 2 (PP2) / END-TO-END (E2E) TESTING</b>	<b>USER ACCEPTANCE TESTING (UAT) / TRAINING</b>
<ul style="list-style-type: none"> <li>04 Complete and Approve Remaining KDD</li> </ul>	<ul style="list-style-type: none"> <li>01 Prepare UAT</li> </ul>
<ul style="list-style-type: none"> <li>05 Build Environment for Employee Life Cycle Demo</li> </ul>	<ul style="list-style-type: none"> <li>02 Conduct UAT with 100% of Converted Data</li> </ul>
<ul style="list-style-type: none"> <li>06 Hold Employee Life Cycle Demo to Show E2E HR Processes As They Will Transact in the System</li> </ul>	<ul style="list-style-type: none"> <li>03 End User Training</li> </ul>
<ul style="list-style-type: none"> <li>07 Conduct PP2 with ~50% of Converted Data</li> </ul>	<ul style="list-style-type: none"> <li>04 Detailed Production Cutover Checklist</li> </ul>
<ul style="list-style-type: none"> <li>08 Conduct E2E with ~75% of Converted Data</li> </ul>	<ul style="list-style-type: none"> <li>05 Finalize Production Support Plan &amp; Help Desk Protocol</li> </ul>
<ul style="list-style-type: none"> <li>09 Oracle Guided Learning Guides in Progress</li> </ul>	<ul style="list-style-type: none"> <li>06 Cutover Plan and Go-Live Readiness Checklist Review</li> </ul>

### Recent activities

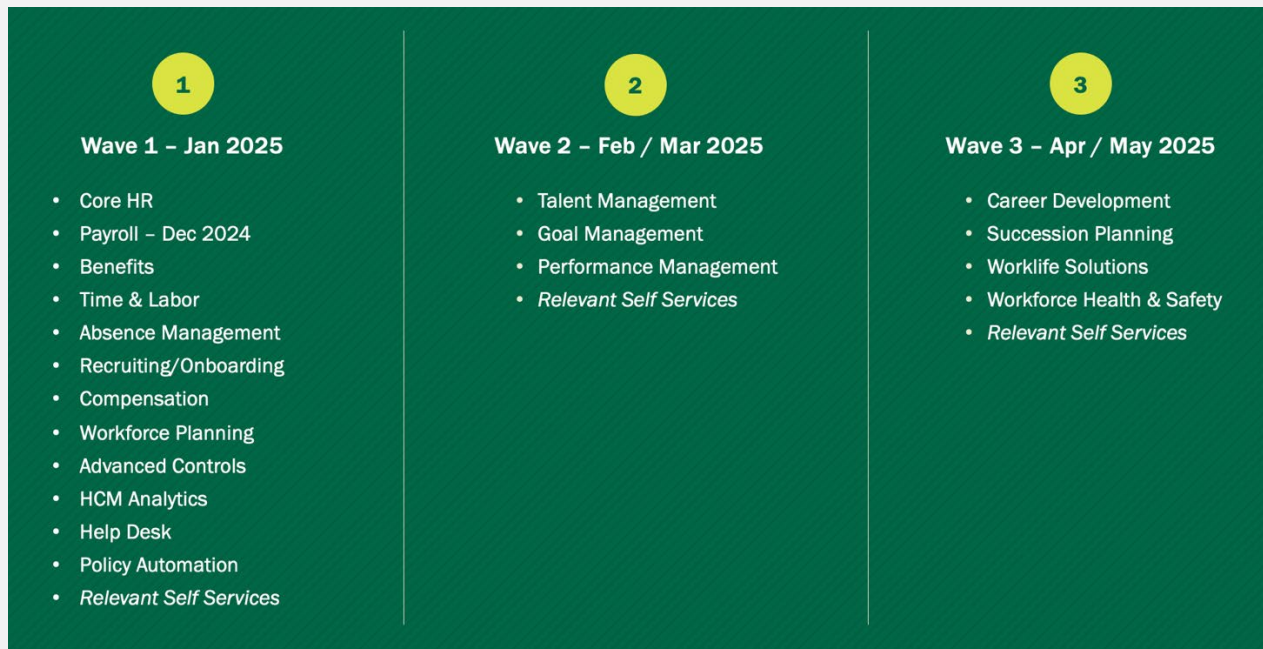
The project team is currently wrapping final preparations for End-to-End (E2E) testing, which kicks off in July. These preparations involve building out Prototype 3 (P3) and its configurations, data conversions, integrations and reports.

**A friendly reminder:** E2E testing covers business processes from start to finish within our recently completed P2, across different Oracle Cloud HCM system modules (e.g., Recruiting, Compensation etc.) as we would complete them in our day-to-day work.

**Below is an example of a Recruiting E2E scenario the team will test.** To be sure, the USF team will lead E2E testing sessions, including developing test scripts, preparing testers and executing the E2E tests themselves.



E2E testing ensures the business processes like the one above transact as designed and that data integrity is preserved between the modules involved. **In addition, the Project Management Office (PMO) and Executive Leadership Team (ELT) have finalized which system modules will be going live under their grouped 'waves', beginning with Wave 1 Go Live in January 2025:**



**This month’s key accomplishments**

- **Completed and gained Executive Leadership Team (ELT) approval of all Process Playback 2 (PP2) activities!**
- Prepared for End-to-End (E2E) testing by starting the build of our third prototype (P3) of the new system



- Expanded amount of data conversions to provide USF with 25 years of former employee history
- Added Recruiting Booster module to our Oracle Cloud HCM solution to help USF accelerate hiring and build better relationships with candidates
- **Finalized Wave 1 Go-Live Date to January 2025, with payroll system capabilities going live December 20, 2024** (e.g., ready and able to clock time and absence information to calculate payroll)

### Upcoming Change Management activities

- Delivered **Monthly Talking Points** for various audiences at USF
- Delivered **MOMENTUM**, the USF HR Practitioner Newsletter
- Developing outline for **ACCELERATE**, the USF Employee Newsletter
- Continuing to **capture and validate change impacts** as needed
- Developing the **Change Impact Executive Summary**
- Prepare **Change Readiness Survey** questions and invite details
- Delivered the June **Change Ambassador Network** meeting on June 26

## Putting You in the Driver's Seat

Each month, we offer you a sneak peek of a different Oracle Cloud HCM module and how it will impact your day-to-day work for the better. **We believe that *people-powered innovation* is instrumental to project success, so it's only fitting that the Oracle Performance Management sub-module (operating within the Oracle Talent Management module) will help track how USF employees develop and enable ongoing feedback and continuous coaching, all in one place.**

### High Impact — Anytime, anywhere integrated employee feedback

**Current:** Employees provide feedback and capture it using Bing AI.

**Future:** In Oracle, employees will be able to provide 360 performance review feedback anytime, from any device—feedback that is incorporated across Oracle Cloud HCM system modules.



## High Impact — Standardized Performance Improvement Plans

**Current:** Performance Improvement Plans (PIP) are manually created in different ways across departments.

**Future:** In Oracle, this will be the same experience for all departments. While managers will be able to manually trigger a PIP Journey for ad-hoc reasons, a performance score of <2 will automatically trigger a PIP Journey and route to a manager for follow up; Employee Relations will be notified and engaged throughout the process. Managers can access progress within the PIP Journey, which provides managers and employees with valuable, real-time insights to performance progression and alignment with organizational objectives.

### Action items for HR Partners:

- [Click here](#) to watch a demo of the Oracle Talent Management module (including the Performance Management sub-module) and how it can help you manage every stage of the talent lifecycle, and employee performance, in one place.
- 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.** Let's get to know how Jeanne Forsythe plans to communicate the changes ahead—and what thrills her about being a Change Ambassador on Project Drive.



**Jeanne Forsythe**

*USF Executive Assistant/Office Administrator – University Communications and Marketing*

"As an executive assistant and communications professional, I take pride in providing leadership and team members with all they need to be successful. This starts with collaboration with all departments across USF to ensure information is accurate, concise, and distributed in a timely fashion. I was delighted to be nominated as a change ambassador because this meant management recognizes my abilities and knows I will be successful in this role."

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