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PROJECT DRIVE
people-powered innovation

July Talking Points

Have questions, concerns, or feedback for the Project Drive team?
Please **click here** to contact us.

Find Answers Fast

This table of contents will help you answer questions your teammates and direct reports may be asking:

You can find additional answers to questions about Project Drive, including system training and project timelines, here.

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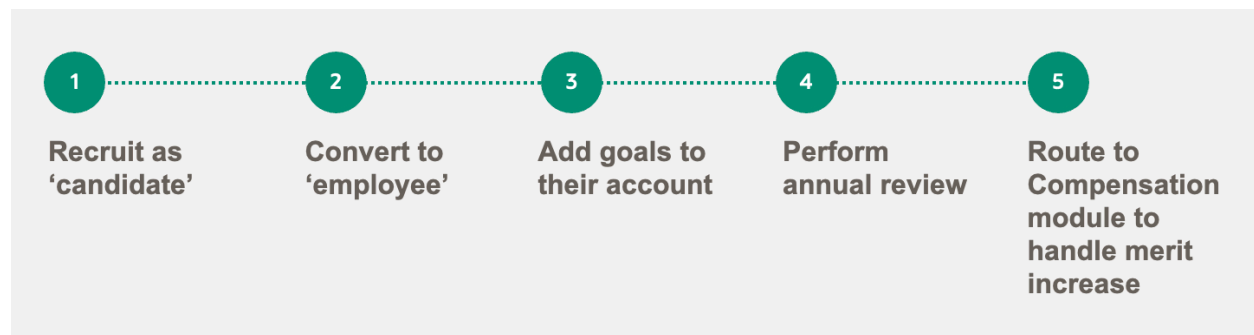
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Project Updates

Project Drive Road Map

IN PROGRESS ACTIVITIES

PROCESS PLAYBACK 2 (PP2) / END-TO-END (E2E) TESTING

- ✓ Complete and Approve Remaining KDD
- ✓ Build Environment for Employee Life Cycle Demo
- ✓ Hold Employee Life Cycle Demo to Show E2E HR Processes As They Will Transact in the System
- ✓ Conduct PP2 with ~50% of Converted Data

05 Conduct E2E with ~75% of Converted Data

06 Oracle Guided Learning Guides in Progress

UPCOMING ACTIVITIES

USER ACCEPTANCE TESTING (UAT) / TRAINING

01 Prepare UAT

02 Conduct UAT with 100% of Converted Data

03 End User Training

04 Detailed Production Cutover Checklist

05 Finalize Production Support Plan & Help Desk Protocol

06 Cutover Plan and Go-Live Readiness Checklist Review

Recent Activities

The Project Drive team has recently kicked off End-to-End (E2E) testing! This series of tests will determine 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:

1	2	3	4	5
Recruit as 'candidate'	Convert to 'employee'	Add goals to their account	Perform annual review	Route to Compensation module to handle merit increase

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 begin to 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! You can also reference the FAQ at the bottom of this document for more information.

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*

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Putting You in the Driver's Seat

Oracle Time and Labor
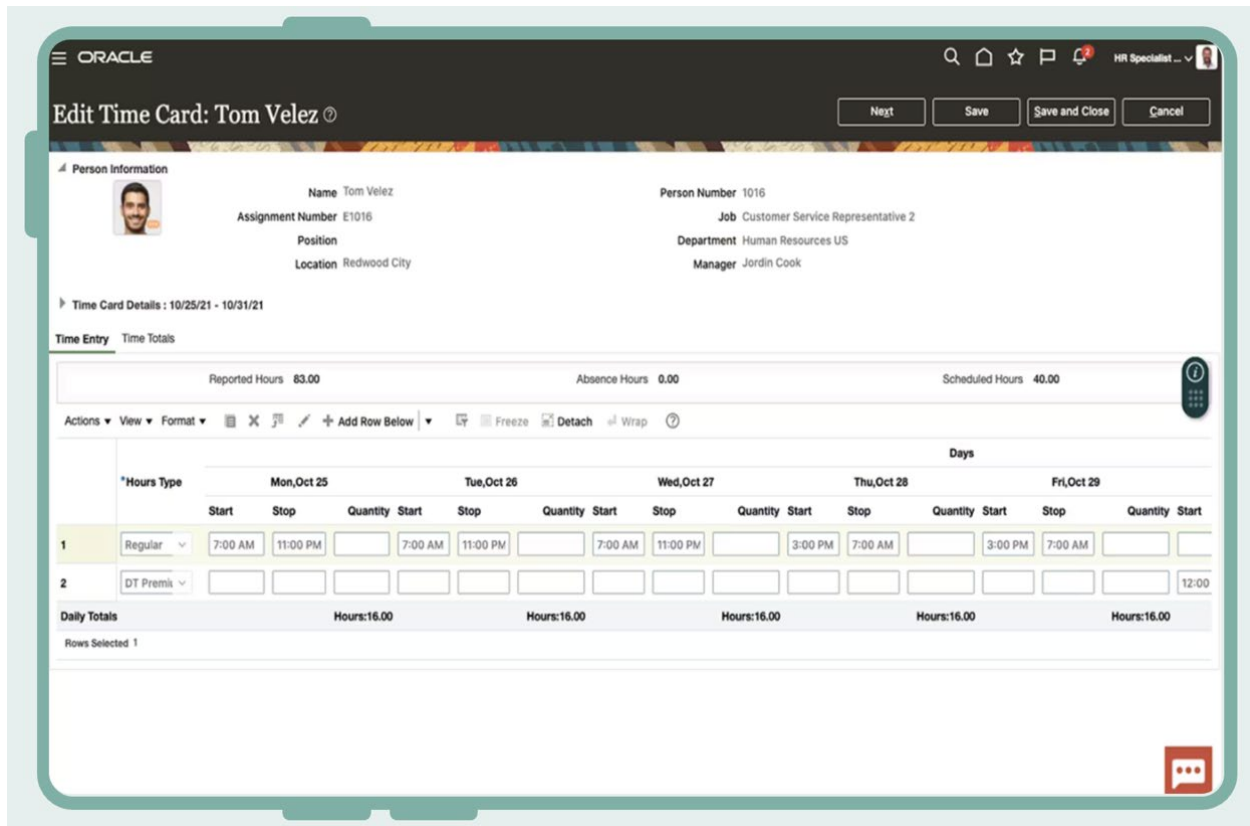
The image above represents a sample of the Oracle Cloud system. It does not represent the finalized system for USF.

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. 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!

The Time and Labor module will also provide the following benefits to USF and its employees:

- **Automate and standardize** timecard approval processes
- **Track time** against jobs, assignments, locations, positions, payroll time types, and other information
- **Enable mass timecard creation, mass time entry, and mass approvals**
- **Create business-driven rules** for overtime, premium calculations, and time entry validation
- **Allow start and stop time and/or duration of hours tracked** for employees and contingent workers

Action items for leadership:

- Present key benefits for Time and Labor to staff during employee meetings. Leverage Change Ambassadors to message the change to an automated time tracking process.
- **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 single point of access.
- 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.

Frequently Asked Questions

What happens during E2E Testing?

During E2E Testing, Oracle and USF execute test scripts they have created within the system, update testing status, and log defects in JIRA (the project management tool used on Project Drive). In daily meetings, defects are reviewed, confirmed, and prioritized; testers will work with workstream business leads, Oracle, and USF test leads to resolve defects. USF leads testing using converted data while Oracle provides support.

How does E2E Testing differ from earlier testing?

Whereas Process Playback 1 began by testing processes within system modules, E2E Testing finalizes how inter-module processes work together and how those modules integrate with each other. This testing series is a culmination of our collaborative efforts in leading earlier design sessions with best-practice business processes; we will now see how these business processes transact between modules in the new system.