

Change Network Meeting

February 17th, 2022

Meeting recording: <https://web.microsoftstream.com/video/0f848555-c5a9-4dab-adb5-85615685c3aa>

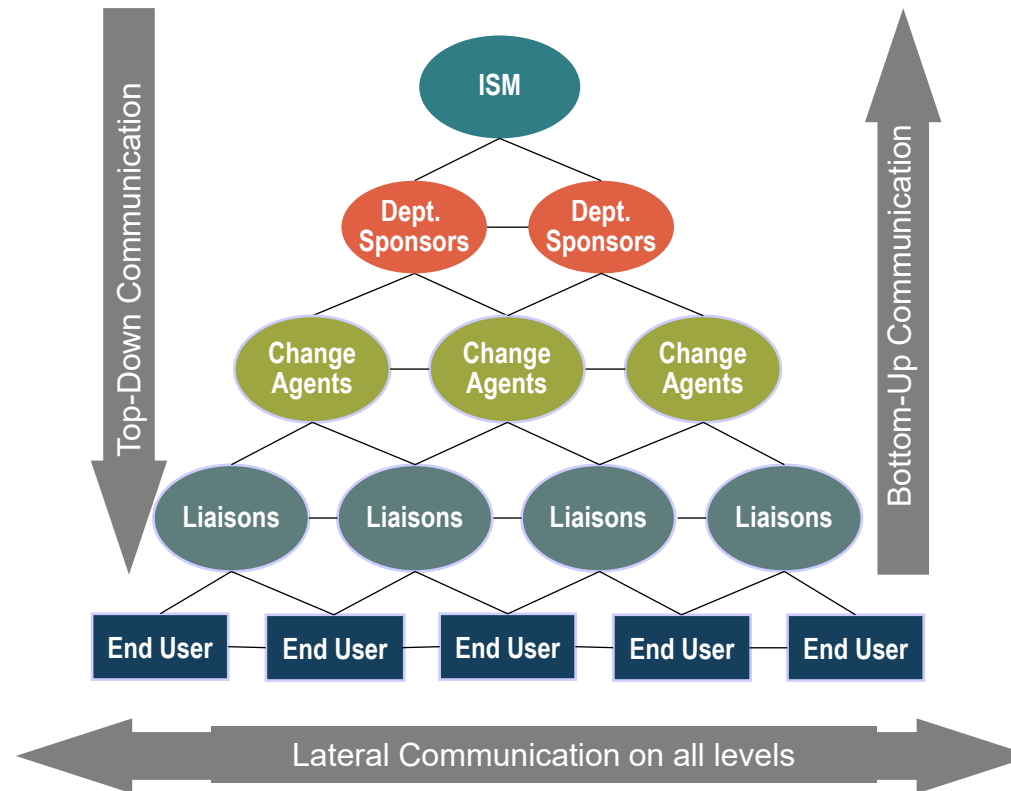
Agenda

- Welcome
- Change Network Roles
- Upcoming Activities
 - Business Process Workshops
 - Role Mapping
- INFORMS System Demonstration
- Upcoming Activities
- Questions

Change Network

The Change Network is a structure of individuals throughout the County who sponsor and advocate for the INFORMS project to foster commitment.

- INFORMS Senior Management (ISM)** has the authority to legitimize and drive the change within a function of the County
- Department/Office Sponsors** have the authority, responsibility, and credibility to advocate and drive the change for a County Department/Office
- Change Agents** are influential people who are responsible for promoting and supporting the change at each department
- Liaisons** provide support to the Change Agent(s) in executing tasks in a strategic area within the department
- End Users** are all affected employees who are required to live the change. (All Sponsors and Change Agents are usually also "End Users")



The Change Network is key for change initiatives to ensure sponsorship. Also, it is an important communication channel, relaying information from the project to the Stakeholders and bringing information back regarding progress, challenges, expectations, required support, etc.

Change Agents

What does it mean for me?

- Provide Support and Advocacy
- Relay Information to the INFORMS Project Team
- Work with Liaison(s) in your Departments/Offices
- Obtain Information from End-Users
- Communicate Information to and from Departments/Offices
- Mitigate Resistance
- Execute Implementing Activities
 - i.e., Role Mapping, attend Business Process Workshops
- Ask Questions



Liaison(s)

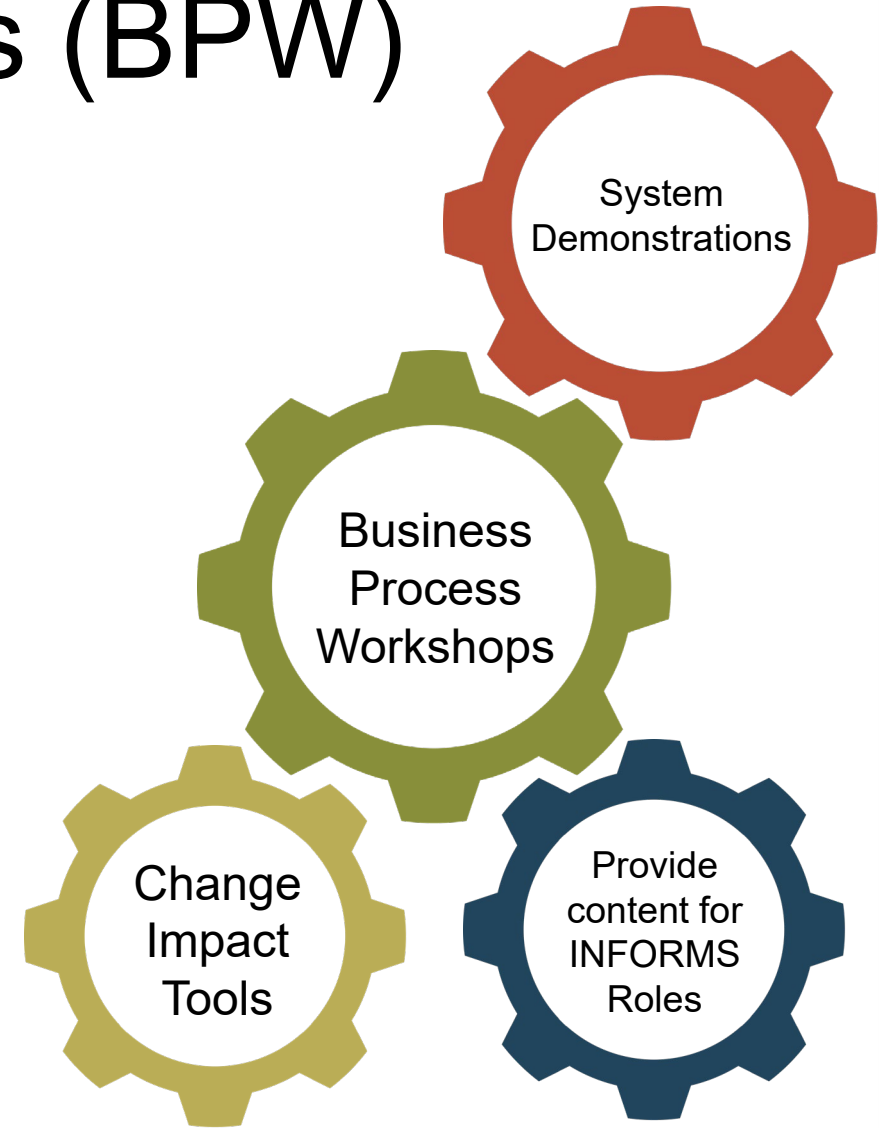
What does it mean for me?

- Support Change Agent based on your expertise
- Relay Information to the INFORMS Project Team
- Communicate Information to and from Departments/Offices
- Mitigate Resistance
- Execute Implementing Activities
 - i.e., Role Mapping, attend Business Process Workshops
- Ask Questions



Business Process Workshops (BPW)

- Walkthrough of high impact countywide business processes
- Process Overview
- Discuss Key Changes
- Encourage department users to identify and modify existing processes to align with the new processes
- INFORMS Roles crosswalk
- Visuals of the system with limited interaction in INFORMS
- Identify department-specific users to conduct business processes



Business Process Workshop Logistics

- Virtual sessions via MS Teams
 - Recordings of sessions will be made available
- Department Change Executives, Change Agents, DPRs and HCM Liaisons will be invited

March				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Department BPW: Hire to Pay	2 Department BPW: HR Self Service	3 Department BPW: Time and Labor & Absence Management	4 Department BPW: PCard, Travel & Expense

Role Mapping

Objective: Assign end-users to new INFORMS roles

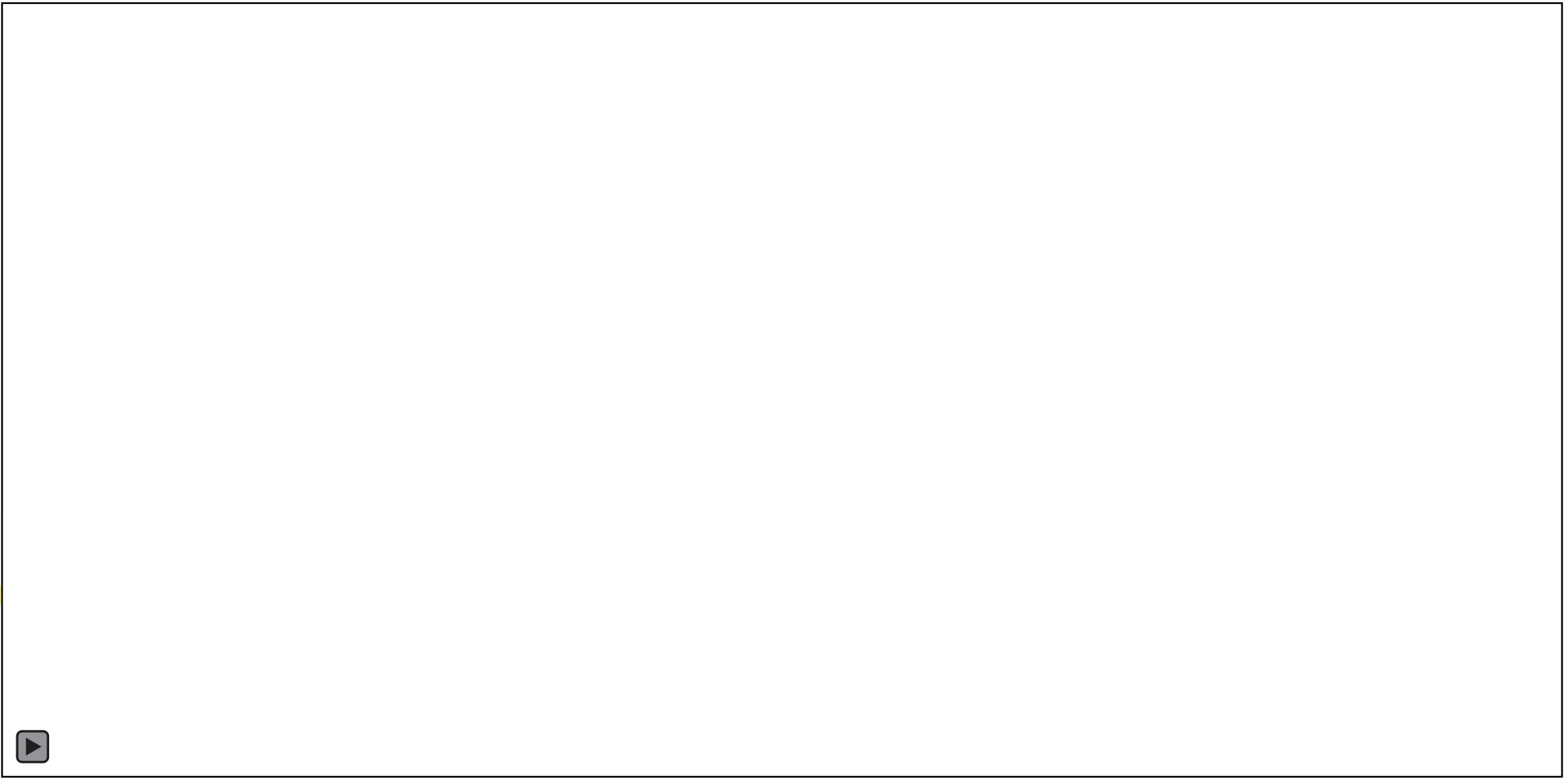
- All users require at least one role to transact or view within INFORMS
- One person may have multiple roles
- Departments will confirm and assign their resources to the INFORMS roles

Role Mapping Process

- Department specific Role Mapping spreadsheets will be provided to DPRs for each department
 - DPRs will be responsible for compiling the updates and obtaining Director's approval
 - Change Agents and Liaisons will support DPRs
- The template contains the following information:
 - Step by Step instructions
 - Tabs containing list of roles and descriptions for each business area
 - Departments will receive an understanding of the roles in INFORMS through the Business Process Workshops (BPWs)
 - End User contact information prepopulated
 - Departments will be responsible for confirming the employees, managers and contingent workers

Role Mapping Template

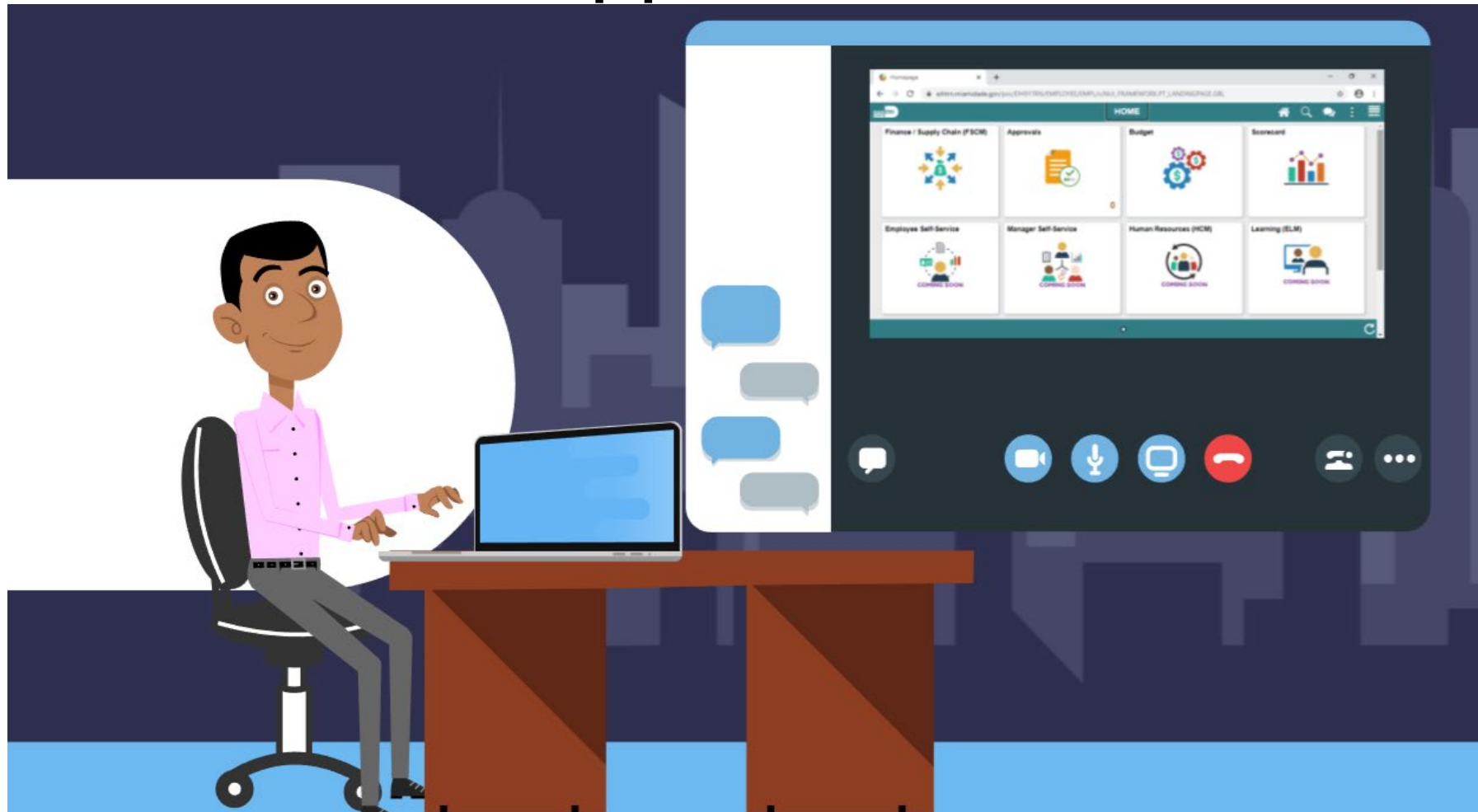
SAMPLE											Manager	Absence Management	Payroll	Benefits	Human Resource	Time and Labor	ePerformance Management	Talent Management	Discipline	Human Capital Management	Additional Information
Last Name*	First Name*	Middle Name or Initial	Division	Title	Job Code	Supervisor Class	Email Address* (Department-provided email)	Phone Number* XXX-XXX-XXXX	County Employee eKey Number*	NonCounty Employee ID Number*	Select the drop-down "X" if a user is a Manager.										
Smith	John	Hr Division Director	RECRUITMENT DIV. DIR. OFFICE	Division Directors	492	A.	john.smith@miamidade.gov	555-123-4567	e987654												
Sam	Smith	Ch, Hr Comp & Job Analysis	COMPENSATION	Sr. Bur Comm/Bur Comm/Sct Hd	457		Sam.Smith@miamidade.gov	555-123-4568	e12345												
Jon	Green	Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	639		Jon.Green@miamidade.gov	555-123-4569	e12346												
William	Moore	Secretary	COMPENSATION	Non-Supervisory	639		William.Moore@miamidade.gov	555-123-4570	e12347												
Brittney	Prit	Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	448		Brittney.Prit@miamidade.gov	555-123-4571	e12348												
Angelina	Joel	Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	639		Angelina.Joel@miamidade.gov	555-123-4572	e12349												
Brat	William	Ast Cf,Hr Comp & Job Analysis	COMPENSATION	Sr. Bur Comm/Bur Comm/Sct Hd	639		Brat.William@miamidade.gov	555-123-4573	e12350												
Sharon	Washington	Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	639		Sharon.Washington@miamidade.gov	555-123-4574	e12351												
Daniel	Jackson	Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	641		Daniel.Jackson@miamidade.gov	555-123-4575	e12352												
Vivian	Blue	Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	452		Vivian.Blue@miamidade.gov	555-123-4576	e12353												
Samantha	Mae	Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	457		Samantha.Mae@miamidade.gov	555-123-4577	e12354												
Brain	Gonzales	Hr Support Services Coor	RECRUITMENT	Supervisor Classes	478		Brain.Gonzales@miamidade.gov	555-123-4578	e12355												
Lisa	Michael	Hr Support Services Coor	RECRUITMENT DIV. DIR. OFFICE	Division Directors	475		Lisa.Michael@miamidade.gov	555-123-4579	e12356												
Michael	Sturn	Hr Personnel Services Special	RECRUITMENT	Nonsupervisory Professionals	475		Michael.Sturn@miamidade.gov	555-123-4580	e12357												
Pam	Preasly	Hr Personnel Services Special	RECRUITMENT	Nonsupervisory Professionals	476		Pam.Preasly@miamidade.gov	555-123-4581	e12358												
Jim	Halpert	Hr Services Clerk	RECRUITMENT	Non-Supervisory	476		Jim.Halpert@miamidade.gov	555-123-4582	e12359												
Kelly	Bernard	Manager, Hr Section	RECRUITMENT	Sr. Bur Comm/Bur Comm/Sct Hd	469		Kelly.Bernard@miamidade.gov	555-123-4583	e12360												
Erin	Kemper	Hr Services Clerk	RECRUITMENT	Non-Supervisory	469		Erin.Kemper@miamidade.gov	555-123-4584	e12361												
Creed	Bratton	Hr Services Clerk	RECRUITMENT	Non-Supervisory	469		Creed.Bratton@miamidade.gov	555-123-4585	e12362												



Time Entry Key Changes

1. Timesheet is pre-populated with requested and approved absences
2. Supervisors go to Team Time to approve time
3. Timesheet defaults to weekly view
4. TRC list will only show what you're eligible for based on your bargaining unit and job category
5. Task Profile allows time to be charged to projects or grants
(applicable to Departments that use Task Profiles only)

Demonstration Overview – Time Entry and Approval



Presenter: Shane Bissessar



Upcoming Activities

- Business Process Workshops (*March 1 – 4*)
- Change Network Meeting (*Week of March 17th*)
 - System Demonstration
 - Role Mapping
 - User Acceptance Testing

INFORMS Website

MiamiDade.gov → Employees → Visit Employee Portal → More Topics → INFORMS

Miami-Dade County continues to monitor coronavirus (COVID-19). Get the latest updates. Translate

MIAMI-DADE COUNTY Myemployee Pay & Personnel Timesheet BlueBook Work Remotely Print Shop Idea Machine Login

informs

INFORMS Rollout 1 Business Leadership Councils Countywide Approach

INFORMS

It seems like just yesterday the Miami-Dade County EDGE team packed into a room to sketch out the blueprint for a system that would transform the County's business processes. With the blueprint taking shape, the team decided it was time to give the system a name – INFORMS.

What does INFORMS mean?
INFORMS stands for **IN**tegrated **F**inancial **R**esources **M**anagement **S**ystem. It's the brand name of the technology that will modernize outdated budget, procurement, human resources and financial operations. The name is fitting because the system will gather the information the County needs to make smart decisions by integrating data from different management systems in one place.

INFORMS provides the basis for continued enhancement and evolution of our County business processes so that the system keeps pace with the many changes that the County will face for years to come. INFORMS will truly inform our decisions.

INFORMS is the name of Miami-Dade County's Enterprise Resources Planning (ERP) project. ERPs streamline and modernize an organization's business processes and technologies, so they operate more efficiently. INFORMS will involve replacing the County's Financial and Administrative systems, all Human Resources systems, Time & Leave and Payroll applications, as well as upgrading Hyperion (Budget Analysis Tool or BAT). The project will use various Oracle ERP software products, including PeopleSoft v9.2.

Some of the business drivers for this project include:

- Business process improvement
- Elimination of paper-based processes
- Simplification of data collection processes and business functions across departments
- Centralized tracking mechanisms

INFORMS CALENDAR

View upcoming INFORMS meetings and trainings.

[GO TO CALENDAR](#)

ABOUT US

Learn about who can benefit from INFORMS, our operating principles and who is part of the Executive Steering Committee.

[About INFORMS](#)

FREQUENTLY ASKED QUESTIONS

Read a list of frequently asked questions about INFORMS.

[INFORMS Frequently Asked Questions](#)

CONTACT US

MIAMI-DADE COUNTY

Contact Us



Email us INFORMS@miamidade.gov



Visit the INFORMS Website <https://miamidade.gov/informs>

