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### Upcoming activities

- Integrations design continues
- Legacy system inventory discovery sessions
- Procurement fit gap analysis sessions



## EXECUTIVE DIRECTORS CORNER

There is a lot to share in this installment of the One Washington newsletter. Before I go into the updates, I want to extend a big thank you for your continued support for the program. We would not be where we are today without all of you!

Our success is dependent on your engagement and I personally appreciate the hard work that is happening across the program and among our agency partners to help modernize business processes and technology for Washington.

As for this month's updates, there are a few important items to highlight:



**Authorizing Environment** - As you have heard me share in various forums, we continue to receive good news about budget support for the program. We have received a funding commitment for phase 1a and the beginning of phase 1b with the with a strong case to support the request for additional funding in the next supplemental budget. The funding we have received allows us to remain on track with implementation activities and add critical resources such as additional organizational change management and information technology staff for agencies to help support readiness activities.

**Foundation Data Model (FDM)** - Recently, there has been a lot of interest in how the new Workday FDM will be structured and when it will be “final.” For those unfamiliar with the FDM, it is the basis of accounting and financial data in Workday and will essentially replace the chart of accounts used by agencies today. There is a lot of information to absorb about the FDM and I invite you to read the section [Understanding the Foundation Data Model](#) below for further details.

**Iterative Review Process** - Workday is a system that must work for all of us – not just some of us. We are committed to collecting agency feedback on how the system will be configured and will be conducting multiple review sessions so agencies can validate that Workday is configured to meet agency-specific business requirements. We are taking an iterative approach to implementation which means that we want your feedback on design and configuration decisions at multiple points along the way.

**Working in Ambiguity** - We are at a point in the project where we need to get comfortable being uncomfortable. While we have a vision for what the future Workday solution will look like, there are still many business decisions that need to be made before the system can take shape. Understandably this creates anxiety because people want to know exactly what is changing now. Please know that we are committed to sharing details with you when they are available and ask that you please continue to be patient.

Again, thank you for your continued commitment to One Washington and to helping agencies prepare for the exciting changes ahead.

Best,

*Vann*

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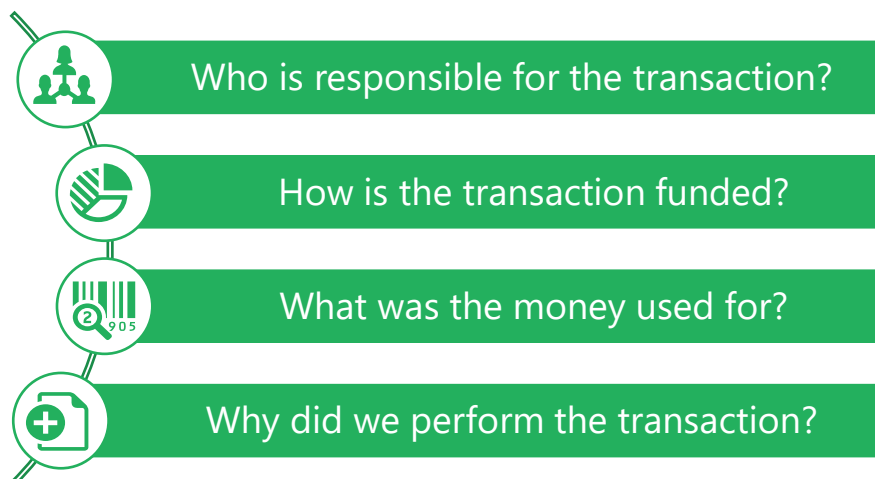
## UNDERSTANDING THE FOUNDATION DATA MODEL

The FDM is the core data structure within Workday and provides concepts that will be used throughout the Workday solution. It will serve as the replacement for the current Chart of Accounts (COA) and establishes the foundation for core accounting and operational (transaction) data, management information and reporting. The FDM is made up of Workday organizations and work tags. (\*See “Concepts” at the end of this section for more details)

### How is the FDM different from a COA?

A COA is an index of all financial accounts in the general ledger. It is an organizational tool that provides a breakdown of the financial transactions conducted during an accounting period, which helps to provide insight into the financial status of an organization\*. Each COA typically contains a name, brief description, and an identification code for the object it defines.

The FDM will provide a broader structure to support financials and reporting across Washington by combining accounts and keywords (organizations\* and work tags\*) to aggregate, report, and analyze business information within Workday. The FDM provides the ability to meet core accounting reporting needs and add additional information to support management reporting needs to each transaction that results in the ability to answer the following questions:



## FDM Evolution

There is a multi-step and iterative approach involved when transitioning from the current COA and legacy systems to Workday. The FDM team will continue to refine the new data model over the life of the One Washington implementation with input from users through socialization, review and prototyping activities. The five steps of the FDM include:

- 1. Educate & Design.** During this step, we introduce FDM concepts, review reporting requirements while working backwards through existing business processes and identify FDM dimensions and definitions. This FDM phase is aligned against the plan stage of the project and was held from January to February 2021.
- 2. Validate [we are here!].** During this step, the program team helps agency representatives participating in design sessions to understand FDM design impacts within functional and technical teams. Together they confirm the design and implement FDM governance processes for the implementation. This FDM phase is aligned against the architect stage of the project. We are currently within this stage of the project, which is scheduled from March to June 2021.

The output of this phase is the **FDM blueprint**, which will provide the initial FDM structure, work tag\* definitions, high-level mapping from the legacy system to Workday, and initial FDM governance highlights. This blueprint will inform future illustrations of how the FDM will function.

- 3. Refine.** During this step, the program team, with input from agency representatives, will fine-tune work tag\* values, purposes, and definitions based on the prototyping activities. In this period, they will also continue mapping the legacy COA structure to the new FDM in order to meet reporting, integrations, and conversion requirements. This FDM phase is aligned against the configure and prototype stage of the project and is planned to run from July to December 2021.
- 4. Adopt.** During this step, end users will become familiar with the FDM as a result of testing activities and various change management activities. The team will continue validating and mapping legacy COA structure to the new FDM for any additional values required coming out of testing results. This FDM step is aligned against the test stage of the project and is planned to run from January to April 2022. As changes are identified, the state will utilize the FDM governance

structure so that it can be validated and adjusted prior to full implementation in the next step.

- 5. Govern.** During this final step of the FDM evolution, end users will continue to familiarize themselves with the FDM based on various change management activities including training and communications. The FDM will be refined throughout both the deploy and sustain stages of the project. Following phase 1a go-live, additional FDM changes will be managed as needed based on the governance structure. This phase spans between April and September 2022.

As you can see, agencies have the ability to weigh-in and influence the FDM blueprint and design of the Workday system throughout all stages of the project. Given the large number of agencies who will be using this new system, the program will work to get to a place where the system will meet the needs of end users in a unified manner.

This project is following a hybrid agile methodology, which means that designs will be iterative and will continue to evolve throughout the design and development phases. Designs that are being considered today may change as the design/implementations are reviewed and requests for changes and new requirements come into focus. It will be important for us all to be flexible and adaptable to these shifting system needs.

#### **\*CONCEPTS:**

**Organizations:** An organization refers to a grouping used to organize people, resources, workers, and other organizations. Organizations provide management, visibility into, and reporting (roll-up) structures for resource allocation. Organizations can be defined for application uses like defining departmental hierarchies, project teams, etc. They can also be used to define cost centers and geographic or regional reporting structures. Examples of organizations might be company (agency), fund, cost center, program and region.

**Work tags:** An attribute that you can assign to events and objects to indicate their business purpose. For example, you can create a customer work tag, whose values are the names of your customers. You can use the work tag to assign a customer to an expense in an expense report or a product sales event. Examples of work tags might be revenue category, ledger account, ad hoc payee, customer, supplier, grantor and spend category.

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## INTRODUCING THE CHANGE IMPACT ASSESSMENT

The One Washington program is in the midst of conducting a change impact assessment. The purpose of this assessment is to identify and describe the impact to people, process, and technology activities through phase 1a of the project. It provides an understanding of how changes will impact the state's vendor partners, staff, and other key stakeholder groups.



The organizational change management team continues to capture change impacts during the design and discovery sessions. This process is iterative; the change impact tracker is continuously updated as more information is shared. A validation process is underway with state subject matter experts and functional system integration SMEs. The OCM team will also ask agencies to provide feedback on what they believe the impact will be on them, based on the changes that One Washington will bring. Feedback will be captured in the next iteration of the change impact assessment.

The outcome of this assessment will be used to help inform future program communications, engagements, and training activities. As more change impact details are communicated, we encourage agency SMEs who are involved in these efforts to remain heavily engaged with review and validation to help make sure we are covering design scenarios to meet agency needs.

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## ONE WASHINGTON BUDGET UPDATE

The Legislature recently approved the 2021-23 state operating budget, which provides about \$60 million to the One Washington program. This funding will allow One Washington – and the state – to complete phase 1a: core financials implementation of Workday and begin phase 1b: expanded financials and procurement. This includes program and pool funding – for the agency OCM pool as well as the One Washington technology pool – to support agencies.

It is important to note that this funding does not include funds for all of phase 1b, which the program intends to request in the 2022 supplemental budget. That said, the One Washington timeline and scope remain unchanged.

### What's next?

We will contact eligible agencies through the agency support team network regarding:

1. How to apply for **agency OCM pool resources**
2. How to apply for **One Washington technology pool funding** (for phase 1a: core financials)
3. How to ensure your agency's needs are included in the funding request for the **One Washington supplemental decision package** for the **One Washington technology pool for phase 1b**: expanded financials and procurement (fiscal year 2023)

Each of these will have a separate application and reporting process to ensure the program maximizes the dollars received from the Legislature. Be on the lookout for more information regarding in the coming weeks.

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## RESOURCES

The following list represents some of the resources available on the [One Washington website](#):

- [One Washington benefits](#): Learn more about the benefits of the One Washington program.
- [Why Workday one-pager](#): Description of why the One Washington program selected Workday as our ERP system vendor.
- [SaaS 101](#): Background information about Software as a Service (SaaS) solutions.
- [ERP 101](#): Find information about what an Enterprise Resource Planning system is to help ground your understanding of the changes you can expect with the One Washington project.
- [AFRS case for change one-pager](#): Find information to help answer the “Why Now?” question and understand the case for modernizing the state’s financial administrative system.
- [Modernization roadmap](#): Find more detail about upcoming One Washington milestones.
- [Frequently asked questions](#): Find answers to common One Washington questions on our FAQ page.

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**Do you have questions to ask or feedback to provide?**

Questions, comments and feedback related to this newsletter’s content, structure and organization and the One Washington program broadly are welcomed at [onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov).

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