JOSH GREEN, M.D.
GOVERNOR
*KE KIA'ĀINA*

KEITH A. REGAN
COMPTROLLER
*KA LUNA HO'OMALU HANA LAULĀ*

CHRISTINE M. SAKUDA
CHIEF INFORMATION OFFICER
*LUNA 'ENEHANA*

DEPT. COMM. NO. 394

**STATE OF HAWAI'I | *KA MOKU'ĀINA O HAWAI'I***
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | *KA 'OIHANA LOIHELU A LAWELAWE LAULĀ***

**OFFICE OF ENTERPRISE TECHNOLOGY SERVICES | *KE'ENA HO'OLANA 'ENEHANA***

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

February 11, 2026

The Honorable Ronald D. Kouchi
President of the Senate
and Members of the Senate
Thirty-Third State Legislature
State Capitol, Room 409
Honolulu, Hawai'i 96813

The Honorable Nadine K. Nakamura
Speaker and Members of the
House of Representatives
Thirty-Third State Legislature
State Capitol, Room 431
Honolulu, Hawai'i 96813

Aloha Senate President Kouchi, Speaker Nakamura, and Members of the Legislature:

Pursuant to HRS section 27-43.6, which requires the Chief Information Officer to submit applicable independent verification and validation (IV&V) reports to the Legislature within ten days of receiving the report, please find attached the report the Office of Enterprise Technology Services received for the State of Hawai'i, Department of Transportation, Highways Division, Financial Management System Project.

In accordance with HRS section 93-16, this report may be viewed electronically at http://ets.hawaii.gov (see "Reports").

Sincerely,

Christine M. Sakuda
Chief Information Officer
State of Hawai'i

Attachments (1)

**STATE OF HAWAII, DEPARTMENT OF TRANSPORTATION, HIGHWAYS**

# Monthly Project Assessment Report – November 2025

Independent Verification and
Validation (IV&V) for the Implementation of the Highways
Financial Management System Project


Author: IV&V Project Team



Creation Date: Jan 05, 2025

Last Updated: 1/26/2026

Version: Final

## Version History

| Version Number | Updated By | Revision Date | Description of Change |
|---|---|---|---|
| 1.0 | IV&V Project Team | 01/26/2025 | Final |

# Table of Contents

I. Introduction and Summary ..... 5
A. Introduction ..... 5
B. Summary ..... 6
II. IV&V Dashboard ..... 9
A. Subject Category ..... 9
B. Observation, Risk, Issues, Subject Category ..... 10
C. Total Budget vs. Inception to Date Expenditure, Project Timeline ..... 11
III. IV&V Findings – Observations, Risk, Issue and Feedback/Mitigation ..... 12
A. Subject Category: Schedule Management ..... 12
B. Subject Category: Resource Management ..... 16
C. Subject Category: Quality Management ..... 17
D. Subject Category: Risk/Issue Management ..... 18
E. Subject Category: Organization Change Management ..... 20
F. Subject Category: Communication Management ..... 20
G. Subject Category: Contract Management ..... 23
H. Subject Category: Requirement Management (Processes, Requirements and Fit/Gap) ..... 24
I. Subject Category: Solution Design and Configuration ..... 25
J. Subject Category: Reports and Analytics ..... 27
K. Subject Category: Data Conversion ..... 28
L. Subject Category: Documentation ..... 29
M. Subject Category: Training and Knowledge Transfer ..... 32

IV. Meetings and Discussions Participated for the Month of November 2025 ..... 34
V. IV&V Deliverables and Reports Completed ..... 36
VI. IV&V Deliverables and Reports Planned To be Completed in Wave 1/Realize Phase and Wave 2 Prepare Phase ..... 41
VII. Appendix ..... 42
A. Impact Definition ..... 42
B. Status Definition ..... 43
C. Subject Category Definition ..... 43
D. Glossary ..... 45
E. Observation, Risk, and Issues List ..... 50

# I. Introduction and Summary

## A. Introduction

Department of Transportation Highways (DOTH) manages the planning, construction, and maintenance of the State of Hawaii's approximate 2,675 lane miles of highway on Oahu, Kauai, Maui, Lanai, Molokai, and Hawaii. DOTH's mission is to provide a safe, efficient, and accessible highway system through the utilization of available resources in the maintenance, enhancement, and support of land transportation facilities. DOTH's primary function is to plan, design, and supervise the construction and maintenance of the State's highway system.



DOTH commissioned an ERP System Integrator (hereinafter referred to as "SI"), in March 2021 to provide an accounting system solution that would modernize certain State of Hawaii, Department of Transportation, Highways Division (DOTH) IT systems, associated systems, and business processes, including fully replacing DOTH's legacy Highways Financial Accounting System (HWYAC) and certain software components of DOTH Districts' AS400 systems.

The new DOTH Financial Management System (H4) will utilize SAP S/4HANA Cloud ERP and will cover DOTH Business Processes of Budget, General Ledger, Accounts Payable, Accounts Receivable, Lease Management, Fixed Assets, Procurement, Project & Grant, Federal Billing, Human Resources, Time and Labor, Payroll, Inventory Management, Plant Maintenance, Reporting, and Analytics.

DOTH acquired a contract with IT Management Consulting Firm, Ohanasoft to create and publish the IV&V Report until April 2025. A new IT Management Consulting Firm T2F, LLC will be continuing to provide information technology independent verification and validation consulting services for the implementation of the DOTH Highways Financial Management System. The IV&V contractor's role is to provide an objective, neutral, third-party view of the implementation of the Highways Financial Management System with the intent of protecting the State's interests for success of the project. Throughout the system implementation, the IV&V team will perform ongoing project IV&V activities and will identify issues/deficiencies/risks with the System implementation project, provide feedback and recommendations for mitigation and improvement, and provide on-going reporting on project activities.

The observation, feedback, and recommendations provided by IV&V are IV&V's own opinions, and IV&V is not a decision-maker of any activities in the H4 project implementation. IV&V makes no assurance, guarantee, or other promise as to the success of H4 project and is not responsible and not liable for the outcome of the H4 Project.

## B. Summary

In November 2025, the H4 implementation involved further discussions across all modules and dedicated in-depth CRP sessions for the modules that were still incomplete. In November 2025, total number of meetings compared to the previous month's reporting period is same. The resubmitted Project Plan is still under review and discussion. While the total number of FSD submissions remained unchanged in November, WRICEF development advanced, and additional areas are now ready for testing, according to the System Integrator (SI). The submitted Project Plan now proposes a Go-Live date of July 1st, 2026, marking a three-year postponement compared to the original timeline. IV&V considers this target ambitious and, given the current project pace, recommends establishing a more realistic Go-Live date that aligns with the project's status. Additionally, more resources must be made available to move forward effectively. The H4 project has been without a formally approved Project Plan since the start of implementation, which impacts overall project alignment and execution. A well-structured Project Plan would serve as the backbone of any successful project, providing clear direction, aligning goals, and ensuring every objective is met with precision and efficiency.

The same challenges persist into this month: a lack of an agreed-upon and approved project plan and the lack of a realistic and firm Go-Live date, the backlog of pending deliverables, the lack of knowledge transfer/training for H4 and WRICEF developments, the ongoing need to update Process Design Documents (PDDs) due to additional detailed discoveries of the business processes that will impact system configuration, the unavailability of a full time dedicated Financial/Integration role, and the need to dedicate additional time to the re-discovery of DOTH requirements and processes as new consultants or reassigned consultants must spend substantial time understanding DOTH business needs due to the departure of previous consultants.

CRP sessions continued this month for the remaining modules. A few areas were not completed, and some modules will need to be revisited; as a result, sessions will continue into November. SI-planned CRP sessions have been conducted, and there are outstanding CRP FAQ documents that are being reviewed and discussed. As stated in prior reports, due to question and discussion points arising from CRP sessions, IV&V expects that CRP sessions may require additional time. SI suggests that CRP sessions are completed in a few modules, however DOTH is also concerned with the thoroughness and completeness of the requirements coverage and functionalities demonstrated in the CRPs. CRP sessions are crucial for familiarizing DOTH with the H4 system, providing insights into its solution design, functionality, and operational procedures. The H4 Project Team is encouraged to continue maintaining a strong emphasis on aligning CRP sessions with DOTH-specific requirements and business processes. The CRP sessions should focus on demonstrating solutions for DOTH's unique needs over basic walk-throughs of generic SAP processes or standard system features. CRP sessions are priority and comprehensive to insure DOTH understanding of the solution and end to end processes

According to CRP Deliverable Expectation Document (DED) acceptance criteria, WRICEF (Workflows, Reports, Interfaces, Conversions, Enhancements, and Forms) items should be part of CRP sessions. Based on the CRP DED, CRP should include the presentation and demonstration of prototypes with all standard and WRICEF developments mapped to the Requirements Traceability Matrix (RTM) and Process Design Documents (PDD). Unfortunately, there are still various WRICEF items in development with some of them requiring additional analysis and discussion. There are renewed efforts to further develop remaining WRICEF items, and it is encouraged to continue to develop concurrently with CRP sessions to prevent further delays. As it stands, the status has created added complications, impeding the successful completion of CRP sessions in a timely manner and with the required level of detail needed for this project.

This month, interactions and communication between modules have continued intermittently, as needed, rather than in a structured and consistent way.

The current solution footprint involves a complex data flow between modules, and it is critical that all components integrate seamlessly to support DOTH business processes effectively. For instance, FHWA requirements involve multiple business functions, including non-labor processes such as Purchase

Requisitions, Purchase Orders/Contracts, AP Invoices, AP Payments, FAMIS Interface, and labor processes such as Human Resources, Time Sheets, Hawaii Information Portal (HIP) Interface and Payroll, as well as FHWA Billings, Reimbursement Receipts, and Cost Distributions. It is important to identify a resource who recognizes this complexity and can coordinate integrating multiple modules and bridging the various business domains needed to satisfy DOTH's comprehensive requirements, including coordination of consultant activities, dispute resolution, and formulation of optimal solution designs. More active involvement from SI would greatly benefit the H4 Project by coordinating daily project management to strengthen communication, streamline information sharing, organize resource management, and encourage teamwork among consultants. Proactive SI project management would greatly alleviate some of the continuously observed challenges due to isolated work practices.

Although CRP sessions are generating FAQ documents, formal documentation, such as meeting minutes, has not been produced from other regular weekly meetings. Some CRP sessions have also experienced delays in producing FAQ documents. Utilizing meeting minutes and documentation would enhance clarity, ensure follow-through on action items, and contribute to more productive discussions and decision-making processes throughout H4 implementation. The consequences of low meeting documentation and sole reliance on recorded sessions have become more apparent when difficulties arise during information hand-off or knowledge transfer for new H4 Project Team members joining the project. As a result, project progress is delayed while the whole discovery and explore process is repeated for new team members. This repetition significantly diminishes the momentum and morale of the H4 Project Team. IV&V recommends documenting discussions and meeting minutes with actionable tasks on a centralized platform such as Teams or H4 CLAM. This would streamline project execution, prevent miscommunication, foster accountability among team members, and ensure all critical information is easily accessible to everyone. Formal documentation would make mark a significant step toward improving project management and overall progress.

There were no Functional Specification Documents (FSDs) specific meetings in November; however, FSD-related activities and discussions continued to take place during regular meetings for some modules or during their respective CRP sessions or general module sessions. As of the end of November 2025, there has been no change in FSD submission since April 2025. Out of 199 FSDs, 140 have been submitted for review, with DOTH conditionally approving 113. It is important to continue moving forward with remaining FSDs and document all functional specifications to align with DOTH requirements to ensure CRP sessions encompass FSDs and make progress with the overall Project timeline objective.

Several CDD review activities resumed, and several corrected CDDs were submitted. Initially, Configuration Design Documents (CDDs) were planned for review once most FSDs were completed; however, it is now recommended that DOTH and SI conduct a concurrent review and validation of CDDs alongside FSDs. Since CDDs define the configuration of standard functions essential for establishing a system baseline and addressing solutions for over 480 requirements in Wave I, approximately 55% of the total Wave I requirements, they can be implemented without WRICEF. This means that completion of FSDs is not a prerequisite for proceeding with CDDs. Despite the original plan and recommendation, the approach should now change. SI proposed that CDDs be reviewed after the completion of CRPs and knowledge transfer for the DOTH Project Team. The Knowledge Transfer (KT) tracking document has been submitted and is being discussed. This document identifies and outlines areas or requirements that a specific DOTH resource will need to be familiar with and where they should receive training. DOTH and SI are working to reconcile the differences between the old and newly submitted versions to ensure that all information is adequately covered in detail. SI states that they are preparing training materials for end users; however, actual documentation can only start after the project has a locked scope.

To date, there have been no DOTH-specific KT or training sessions provided at the level of detail DOTH needs to acquaint themselves with H4 functions and processes. Additionally, no structured training materials tailored to DOTH have been provided at all; training materials would significantly benefit DOTH team members in becoming familiar with H4 functions and enhancing their skills with the new system. While CRP sessions may facilitate some informal knowledge transfer, it is essential to have formal KT/Training equipped with reference materials that DOTH team members could use for thorough self-training and knowledge retention. A lack of training and materials remains a project risk, significantly impacting DOTH team members' ability to engage in meeting discussions and contribute to H4 Project goals. Creating and delivering comprehensive training sessions and materials to help DOTH effectively adapt to the new system will greatly enhance the project's progress.

The H4 system, now equipped with basic functionalities across various modules, is prepared for exploration and system familiarization by the DOTH team. DOTH team members are encouraged to explore the H4 system using the limited but available documents and materials, such as CRP scripts, cheat sheets, and other relevant resources. These documents are not intended to cover full use cases or serve as training materials; however, taking this proactive approach will not only speed up the knowledge transfer process guided by SI but also empower team members to gain hands-on familiarity with the H4 system at a faster pace. Furthermore, it will allow DOTH to identify specific areas where additional support or guidance from SI is likely needed, and with this feedback it will allow smoother and more effective KT and project team training that when KT sessions eventually take place.

Following the completion of CRP and KT sessions, unit testing is scheduled to take place, divided into three distinct sessions according to the approved change order: standard functionality, WRICEF, and End-User Roles and Authorizations. Each of these components will be tested independently at different times. However, this fragmented approach may introduce inefficiencies, necessitate retesting, and increase the risk of overlooking critical requirements. It is essential to ensure that the H4 system fully meets all specified requirements, whether they pertain to WRICEF or standard functionalities. To mitigate these risks, DOTH and SI should collaborate closely in planning and executing unit testing. A comprehensive functional and technical testing plan, aligned with all business processes and the requirements outlined in the RTM, is recommended to ensure thorough validation of all functionalities.

As most meetings are now held online via Teams and project timeline extensions persist, the H4 Project Team is encouraged to focus on interactive discussions, Q&A sessions, and real-time feedback during CRP sessions and other meetings. Additionally, increasing the frequency of onsite meetings could strengthen team connections and energize collaboration. These efforts would foster a more interactive and productive environment, driving faster and more effective project progress. By the end of 2027, SAP will phase out mainstream maintenance for SAP Solution Manager and SAP Process Integration (PI) and Process Orchestration (PO), replacing them with SAP Cloud ALM (CALM) and SAP Integration Suite, respectively. Therefore, DOTH requested these upgrades to comply with the contractual terms of replacing obsolete software and to avoid any additional costs and efforts in the future. SI agrees with the CALM upgrade; however, SI is evaluating the interpretation of the contract terms to upgrade PI/PO to SAP Integration Suite. A change order for CALM and an analysis of PI/PO regarding the upgrade's impact and complexity are currently underway. Upon completion, DOTH and SI will resume discussions regarding this upgrade. However, over the last few months, there have been no specific updates on the progress of this analysis. For the H4 general upgrade to the current version, SI has recommended deploying the most stable version, not necessarily the latest version, to meet DOTH's functional and technical needs and ensure compatibility with other components in the H4 system. SI stated that this upgrade will occur after CRPs are completed and before KT and testing begin. IV&V recommends that the system upgrade should happen before the end-to-end CRP. Conducting end-to-end CRP in the upgraded system will eliminate downstream pitfalls and deliver a reliable, upgraded system that aligns with the project's broader goals for a seamless transition.

## II. IV&V Dashboard

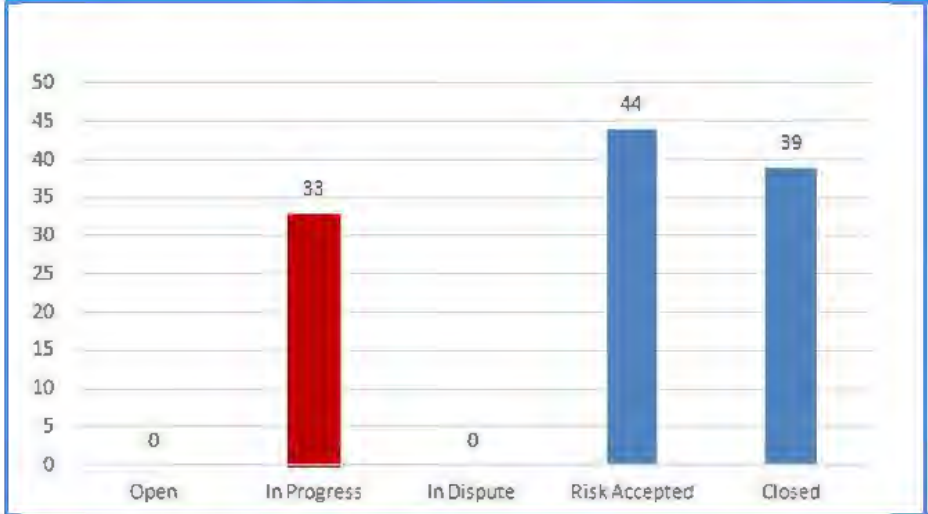
### A. Subject Category

| IV&V Dashboard – Subject Category | | | |
|---|---|---|---|
| **Subject Area** | **Subject Category** | **Impact** | |
| | | **Previous Report** | **Current Month** |
| Project Management | Schedule Management | H | H |
| | Resource Management | M | M |
| | Quality Management | H | H |
| | Risk/Issue Management | H | H |
| | Organization Change Management | L | M |
| | Communication Management | H | H |
| | Contract Management | H | H |
| | External Impact Management | H | H |
| System Implementation | Requirement Management (Processes, Requirements and Fit/Gap) | H | M |
| | Solution Design and Configuration | H | M |
| | Interface and Integration | H | M |
| | Reports and Analytics | H | M |
| | Security | H | M |
| | Data Conversion | H | H |
| | Documentation | H | H |
| | System Testing | H | H |
| | Training and Knowledge Transfer | H | H |
| | Production Migration | N/A | N/A |

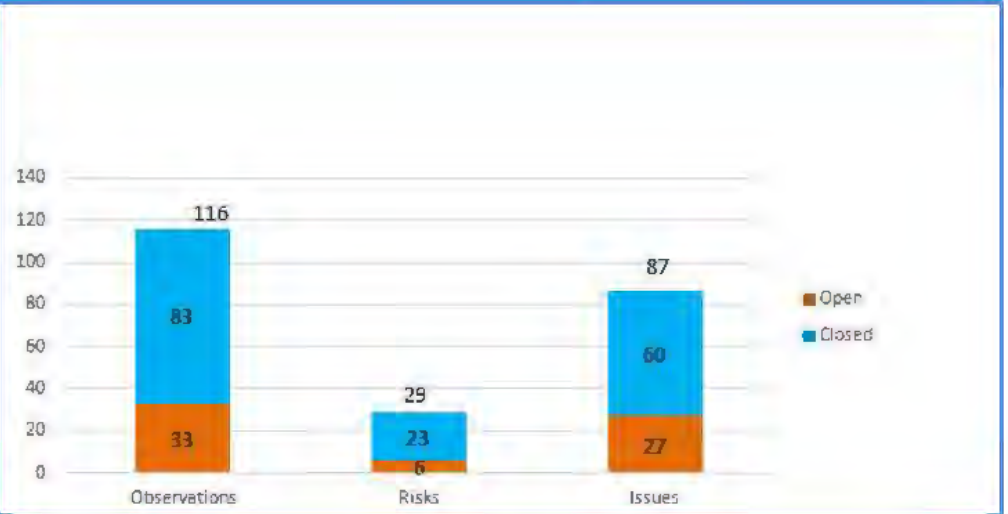
## B. Observation, Risk, Issues, Subject Category

### IV&V Dashboard – Observation, Risk, Issues, Subject Category

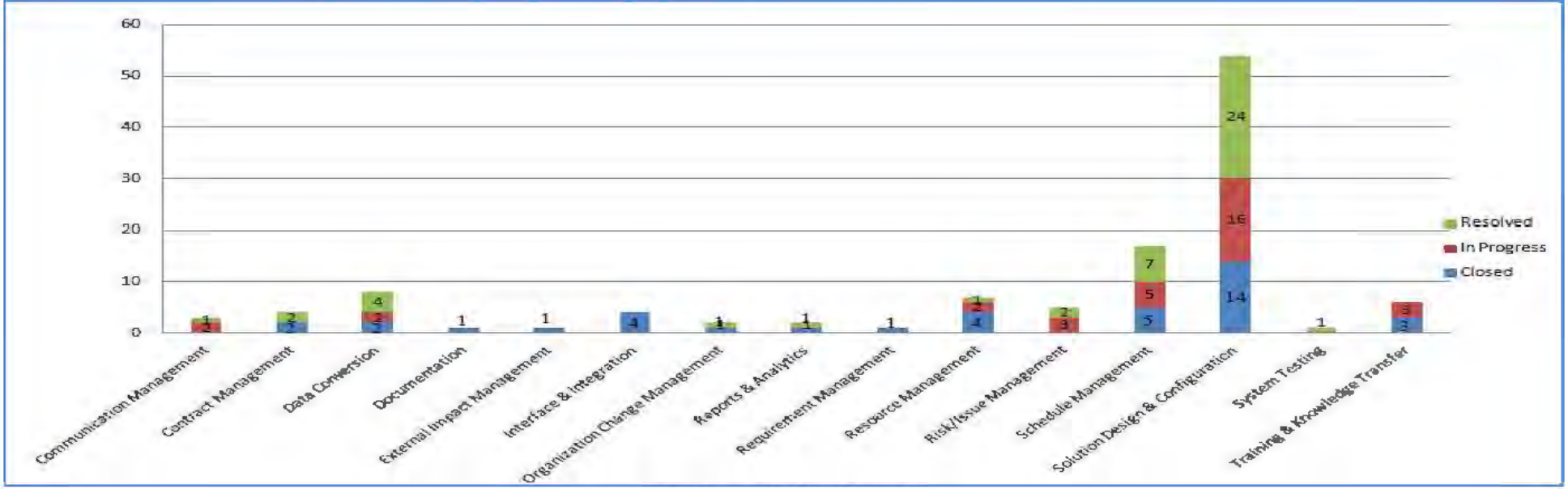
#### Number of Total Observation, Risk, and Issues




#### Number of Observation, Risk, and Issues by Status




#### Number of Observation, Risk, and Issues by Subject Category




**Section: IV&V Dashboard**

C. Total Implementation Budget (CIP-W1 & W2 Deliverables) vs. Inception to Date Expenditure (CIP), and Total Software Licensing & Hosting Budget vs. Inception to Date (ITD) Expenditure, Project Timeline

**IV&V Dashboard – Total Implementation Budget vs. Inception to Date Expenditure and Project Timeline**

**Total Implementation Budget Vs. Inception to Date (ITD) Expenditure**




**Number of Observation, Risk, and Issues by Status**

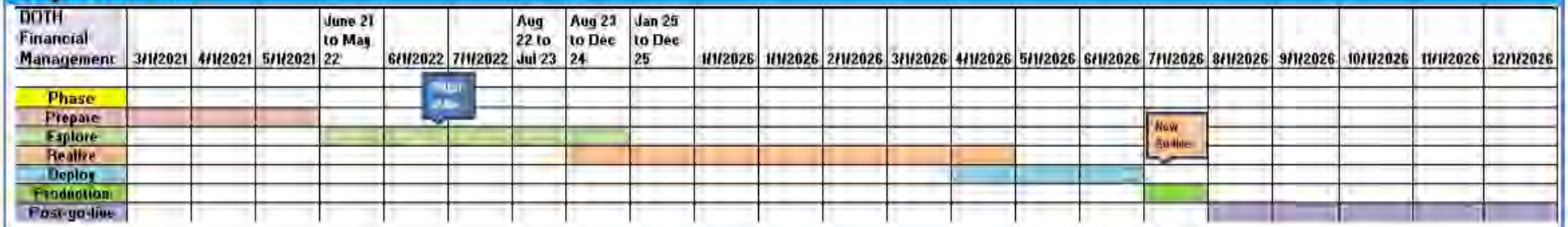
- Original Go-Live date: 7/1/2022
- Proposed Go-Live date: 07/01/2026
- Remaining Months (including post-Go-Live support): TBD
- Completed Months: 54
- Percentage of Completed Months vs. Total Months: TBD
- Percentage of ITD Expenditure vs. Total Budget: 24%
- Remaining Budget Balance: $ 8,310,928.53

**Total Software Licensing & Hosting Budget Vs. Inception to Date (ITD) Expenditure**

- Percentage of ITD Expenditure vs. Total Software Licensing & Hosting Budget: 28%
- Remaining Balance: $ 4,245,312.50



## Project Timeline




**H4 is currently in the Realize Phases. Various Realize Phase activities are ongoing, and Wave 2 activities are on hold until the Wave 1 Project Plan is completed.**

- **Prepare Phase: Define Strategy, Project Initiation, Project Standards, Technical Requirements.**
- **Explore Phase: Business Workshops and Requirements, Fit-Gap Analysis, Technical Solution Design, Testing Strategy, Training Strategy**
- **Realize Phase: Functional Specification, Organization Alignment, Knowledge Transfer, Build, Development, Unit Test, Integration Test**
- **Deploy Phase: Support Plan, Training Delivery, Cutover Plan, User Acceptance, Simulations, Go/No-Go Decision**
- **Production: Cutover, Go-Live, Hypercare Support, Transition to Operations, Project Closeout**

## III. IV&V Findings – Observations, Risk, Issue and Feedback/Mitigation

### A. Subject Category: Schedule Management / Project Plan

| Schedule Management: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Issue** | **Impact** |
| **ORI ID: I-210531-02**<br>The final Project Plan/Implementation Schedule has not been approved by DOTH, and the deliverable is not completed. This is a foundational document for a project management and scheduling, and it is one of the most critical deliverables. Delay in the Project Plan and Implementation Schedule pose decreased confidence in being able to manage project resources efficiently and meet the final Go-Live date. Also, without the Project Plan and the Implementation Schedule DOTH has limited project visibility and it will impact schedule and resource management, and contract management. It is currently unknown, at a detail level, if the number of resources is adequate to complete the project on schedule. Earlier versions of the Project Plan were not accepted partly because of oversubscribed resources and incorrect dates (i.e., one consultant or DOTH team member working more than 40 hours in a week, etc.) | H |
| **Feedback/Mitigation/ Updates** | |
| It is recommended that SI complete Project Plan/Implementation Schedule as soon as possible.<br>Project Plan/Implementation Schedule Submission History:<br>11/16/2020, 12/21/2020, 4/26/2021: The initial project plan was submitted and returned to SI after DOTH review due to incompleteness.<br>6/3/2021: The New Target Date for Project Plan/Implementation Schedule is set to 6/11/21 by SI.<br>6/14/2021: Updated project plan was submitted by SI but returned to SI due to incompleteness.<br>7/1/2021: It is currently unknown, at a detail level, if the number of resources is adequate to complete the project on schedule. Earlier versions of the Project Plan were not accepted partly because of oversubscribed resources and incorrect dates (i.e. one consultant or DOTH team member working more than 40 hours in a week, etc.). Updated project plan was submitted by SI but returned to SI after DOTH review due to incompleteness. Revised Acceptance Date: 8/31/2021<br>9/02/2021: No updates have been submitted to DOTH.<br>9/16/2021: DOTH interviewed an assistant project manager candidate on 9/7/2021.<br>9/30/2021: No updates have been submitted to DOTH.<br>10/5/2021: SI Assistant Project Manager submitted the revised project plan. DOTH has a meeting with the SI Assistant Project Manager and requested a revision due to the project plan being incomplete.<br>10/13/2021: SI Assistant Project Manager submitted the revised project plan and DOTH will hold a review meeting on 10/22/2021.<br>10/25/2021: DOTH had a meeting with the SI Assistant Project Manager to review Project Plan/Implementation Schedule. Progress has been made, however some data such as the dates and % completion need to be corrected.<br>11/10/2021: SI Assistant Project Manager submitted the revised project plan and DOTH will hold a review meeting on 11/24/2021.<br>11/24/2021: SI Assistant Project Manager and DOTH Project Manager worked together via Teams and updated and fixed the Project Plan. There will be a follow up meeting.<br>12/31/2021: SI Assistant Project Manager and DOTH Project Manager worked together via Teams and updated and fixed the Project Plan. It is still not complete.<br>1/31/2022: No new major update. The document is making incremental progress; however, it is not completed<br>yet. 2/28/2022: No new major update. It is still incomplete.<br>3/31/2022: The Assistant Project Manager left H4 implementation project. The Project Manager will continue to work on Project Plan/Implementation Schedule.<br>4/29/2022: No major updates. A new Go-Live date will be set after PDDs are approved by DOTH.<br>5/31/2022, 6/30/2022, 7/31/2022: No major updates.<br>8/31/2022: The new assistant project manager will be revising Project Plan/Implementation Schedule with updated Go-Live Date of 7/1/2023. 9/30/2022: No major updates.<br>10/31/2022: It is recommended that SI complete the Project Plan/Implementation Schedule as soon as possible since the absence of the Project Plan/Implementation | |

## Schedule Management: Observation, Risk, Issue and Feedback/Mitigation

Schedule prevents from proper resource planning, meeting schedules, and integrated solution development and this causes issues and inefficiency. The project meetings are not being held cohesively, and the project focus is scattered.
11/30/2022: It was expected that after the new Go-Live date was set a revised Project Plan/Implementation Schedule would be prepared, however there is no update to the Project Plan. It is recommended that SI complete the Project Plan/Implementation Schedule as soon as possible. 12/31/2022: Project Plan/Implementation Schedule still has not been submitted to DOTH.
1/31/2023: A high-level project plan was presented during the PMO on 1/26/2023 but the detailed Project Plan/Implementation Schedule has not been submitted to DOTH.
2/28/2023: The Project Plan/Implementation Schedule was submitted to DOTH for review and approval. DOTH reviewed it internally and scheduled a meeting for further review and discussion with SI on 3/1/2023.
3/31/2023: SI submitted the Project Plan/Implementation Schedule for discussion on 3/1/2023 and it was observed that task durations and dates need to be completed based on the current availability of resources and time constraints. DOTH and SI disagree with approaches regarding the resource loading to the Project Plan. They are in the process of working through the details and finalizing the Project Plan/Implementation Schedule.
4/30/2023: There are still disagreements between DOTH and SI regarding the resource plan, task duration and deliverables due dates, as well as the Go-Live date.
5/31/2023: DOTH and SI have been working together to agree on the Project Plan/Implementation Schedule, but an agreement has not been reached. This is an important deliverable that requires both parties' attention and it should be completed as soon as possible.
6/30/2023: DOTH and SI planned to meet to work on the Project Plan/Implementation Schedule and it should be completed asap.
7/31/2023: DOTH is waiting for SI's submission of the updated Project Plan/Implementation Schedule. Timely attention from both parties is imperative for the completion of this crucial deliverable at the earliest opportunity.
8/31/2023: DOTH is currently awaiting submission of the updated Project Plan/Implementation Schedule from SI.
9/30/2023: No major update. DOTH is currently in the process of awaiting the submission of the revised Project Plan/Implementation Schedule from SI.
10/31/2023: SI submitted the revised Project Plan/Implementation Schedule and DOTH is currently reviewing it.
11/30/2023: SI and DOTH held a few meetings to discuss the Project Plan/Implementation Schedule and worked together on work breakdown structures and resource assignments.
12/31/2023: SI and DOTH continue to work together to complete the Project Plan/Implementation Schedule.
1/31/2024: SI and DOTH held a few meetings and worked on the breakdown of structures/tasks, resource assignments, and deliverable dates to complete the Project Plan/Implementation Schedule.
2/29/2024: SI submitted the Project Plan/Implementation Schedule with a Go-Live date of 9/23/2024. DOTH is currently reviewing the Project Plan/Implementation Schedule and has identified unreasonable timelines, as well as inaccuracies in the percentage of completion and task dates.
3/31/2024: SI, ETS, and DOTH held meetings to review and discuss the Project Plan/Implementation Schedule that SI submitted last month. DOTH and ETS pointed out unfeasible timelines for tasks, resource assignments, Go-Live date, and an inaccurate percentage of deliverable completion.
4/30/2024: SI submitted an updated Project Plan/Implementation Schedule. During the subsequent review session, DOTH and ETS identified several issues, including unrealistic task timelines, incorrect sequencing of task dependencies (successor and predecessor relationships at the task level), an unrealistic Go-Live date, and the inaccurately reported percentages of deliverable completion.
5/31/2024: There have been no major updates. The updated Project Plan/Implementation Schedule is still being reviewed and updated by SI and DOTH.
6/30/2024: SI submitted the Project Plan/Implementation Schedule, which was updated mainly with task successor and predecessor relations. DOTH is currently in the process of reviewing it. However, there are still some elements that require fixing and completion, such as updating and finalizing start and finish dates, adding automatic scheduling logic, critical path, task durations, and percentages of deliverable completions.
7/31/2024: The updated Project Plan/Implementation Schedule is still being reviewed and updated by SI and DOTH.
8/31/2024: Resources and timelines for tasks are being reviewed and updated by SI.
9/30/2024: SI continues to work on the deliverable with focus on resources and timelines. Lack of an approved Project Plan continues to hinder the project progress.
10/31/2024: SI is working on the next iteration of the submission and plans to present it to DOTH soon.
11/30/2024: SI submitted a new iteration of the Project Plan. DOTH and SI held a discussion meeting but could not come to an agreement. The proposed dates on some deliverables are not in the expected sequence and DOTH views the timeframe unrealistic and not based on actual resources and demanded that the resource and time required are substantiated.

## Schedule Management: Observation, Risk, Issue and Feedback/Mitigation

12/31/2024: There were meetings held to discuss the updated Project Plan. However, there are multiple items that were unclear to DOTH and will need additional follow up. CDD information has been added, along with minor tasks that have been discovered and included since the last iteration. Resource balancing is continuing to take place and is making progress.
1/31/2025: There were meetings held for the project timeline, and resource balancing is currently in progress. It is recommended to finalize the Project Plan as soon as possible to ensure clarity regarding the task timeline and to prevent any further delays in project completion.
2/28/2025: There continues to be meetings and discussions to complete the Project Plan. However, DOTH suggested that, given past performance in deliverable timelines and execution, the proposed timeline may be aggressive and that there may not be enough resource capacity to accommodate the items presented in the plan.
3/31/2025: It was decided to focus on a rolling three-month plan instead of a full-fledged project plan. During the Project Plan and PMO meetings, discussions are centered around the activities and priorities for the upcoming three months.
9/30/2025: There were meetings held for the project timeline, and resource balancing. It is recommended to finalize the Project Plan as soon as possible to ensure clarity regarding the task timeline and to prevent any further delays in project completion.
10/31/2025: There have been no major updates. The updated Project Plan/Implementation Schedule is still being reviewed and updated by SI and DOTH.
11/30/2025: A formal schedule or project plan is critical for tracking and measuring the progress and successful completion of the H4 project.

## Schedule Management: Observation, Risk, Issue and Feedback/Mitigation

### Issue

Impact

**ORI ID: I-220331-02**

The Go-Live date of Wave 2 for Budget and Planning has not been set yet.

H

### Feedback/Mitigation/ Updates

The Go-Live of Wave 2 for Budget and Planning need to be set as soon as possible because it impacts the project plan, resource scheduling, and project management. It is recommended to weigh the pros and cons of merging Wave 1 and Wave 2 given that there is significant delay in the project progress.

4/29/2022: No major updates. In accordance with meetings and discussions, it should be carefully considered that SBP goes live with other modules at once because it will eliminate any additional reconciliation process and streamline the whole end-to-end budget procedures if SBP goes live at the same time as FM.

5/31/2022: The issue of not discovering SBP functions and incorporating them into the current solution design was discussed again during the Project System PDD review. It is recommended that SBP functions and features need to be reviewed and considered when developing solution designs for Fund Management, Project System, FHWA requirements.

6/30/2022: No major updates.

7/31/2022: No major updates.

8/31/2022: No major updates.

9/30/2022: SI will provide additional information for SBP or its replacement application, because SBP is planned to be unsupported in the near future. 10/14/2022: SI stated that Wave 2 would start in November 2022. However, the Go-Live date of Wave 2 has yet to be determined.

11/15/2022: SI is working with DOTH resources and preparing for a Kickoff meeting.

12/21/2022: Wave 2 SBP Budgeting Kick-off meeting was held.

1/31/2023: SI is working on the Prepare Phase deliverables and preparing DOTH project team member training, however the Project Plan for Wave 2 has not been submitted yet and Go-Live date still has not been determined.

2/28/2023: SI provided training on 2/23/2023. No SBP project plan has been submitted to DOTH.

3/31/2023: SI submitted the Project Plan/Implementation Schedule for the Wave 2 Budget and Planning (SBP). It is being reviewed and updated. 4/30/2023: Project Plan/Implementation Schedule for Wave 2 is still being reviewed and updated.

5/31/2023: The Go-Live date of Wave 2 for Budget and Planning (SBP) will not be set until the Project Plan/Implementation Schedule for Wave 1 is completed.

6/30/2023: The Project Plan/Implementation Schedule for Wave 1 has not been completed. Therefore, the Go-Live date of Wave 2 for Budget and Planning (SBP) is not set.

7/31/2023: The Go-Live date of Wave 2 for Budget and Planning (SBP) has yet to be established because the H4 Project Team is waiting for the completion of the Project Plan/Implementation Schedule for Wave 1.

8/31/2023: No major updates.

9/30/2023: No major updates since the Wave 2 Go-Live date is dependent on the Wave I Project Plan/Implementation Schedule and no updated Wave I Project Plan/Implementation Schedule has been submitted.

10/31/2023: No major updates.

11/30/2023: SI and DOTH are collaborating on the review of the Project Plan/Implementation Schedule. Currently, they are working to resolve the issue of work breakdown structure and resource allocation.

## Schedule Management: Observation, Risk, Issue and Feedback/Mitigation

12/31/2023: SI and DOTH are actively working together to address and rectify the issues related to the work breakdown structure and resource allocation for the Project Plan/Implementation Schedule.
1/31/2024: The Go-Live date for Wave 2 of Budget and Planning (SBP) has not yet been determined. This is because the H4 Project Team is awaiting the completion of the Project Plan/Implementation Schedule for Wave 1 before finalizing the schedule for Wave 2.
2/29/2024: SI submitted an updated Project Plan/Implementation Schedule for Wave 1 and DOTH is reviewing it.
3/31/2024: SI, ETS, and DOTH held meetings to review and discuss the Project Plan/Implementation Schedule that SI submitted last month. DOTH and ETS pointed out unfeasible timelines for tasks, resource assignments, Go-Live date, and an inaccurate percentage of deliverable completion.
4/30/2024: The review and update of the Project Plan/Implementation Schedule is still in progress. The Project Plan/Implementation Schedule has not been completed yet.
5/31/2024: No major updates.
6/30/2024: No major updates.
7/31/2024: The Project Plan/Implementation Schedule is still pending, and Wave 2 is continuously postponed.
8/31/2024: No major updates.
9/30/2024: No major updates.
10/31/2024: No major updates.
11/30/2024: No major updates.
12/31/2024: No major updates. The Project Plan is still incomplete, and Wave 2 continues to be postponed.
1/31/2025: No major updates. A discussion will take place in the future regarding the program that will replace the SBP, as it has been announced that the SBP product will be reaching its end-of-life. Currently, there is no specific time frame established for this discussion.
2/28/2025: DOTH raised a concern about having a separate Wave 2, as this could potentially lead to the failure of FHWA's full and complete certification. The requirements assigned to Wave 2, especially Job Authorization, Project Data Sheet, and HWYAC Info Sheets, are part of Wave 1 and constitute a critical portion of the FHWA certification assessment. There are no major updates on the development of Wave 2 or discussions regarding the SBP replacement.
3/31/2025: DOTH raised in the PMO meeting those certain requirements—Job Authorization, Project Data Sheet, and HWYAC Info Sheets—should be included in Wave 1 instead of Wave 2. Further discussions will take place to address this concern.
9/30/2025: Discussed with DOTH and it is agreed that LSI will replace the SAP SBP to SAP SAC as the new tool for the Planning and budgeting solutions.
10/31/2025: No Major Updates.
11/30/2025: LSI has not submitted a change order to replace the SAP SBP budgeting application. SAP informed DOTH that support for SBP ended at the end of 2025.

B. Subject Category: Resource Management

| Resource Management: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Issue** | **Impact** |
| **ORI ID: I-230930-01**<br>Five key consultants, including the financial/integration lead, OCM lead, AR consultant, GM/FM lead, and infrastructure lead, as well as the HCM lead, left the H4 project. Additionally, three more key development consultants, the ABAP consultant, the Workflow consultant, and the lead HR Developer, departed in 2025. These consultants have dedicated over two years of their expertise to the H4 project, and the transition process may not have been executed as thoroughly as needed to ensure a seamless transfer of responsibilities, knowledge preservation, and uninterrupted flow of operations within the team, primarily because their positions were left vacant after they departed from the project. | M |
| **Feedback/Mitigation/Updates** | |
| To ensure project continuity and success, it is recommended that SI promptly assign new resources to fill these vacant positions, as well as any other essential roles that are still vacant from previous departures.<br>9/30/2023: After a thorough review and assessment, DOTH has declined SI's proposal to assign the current PS/FHWA consultant as the financial/integration lead. DOTH conducted an interview with the HR lead candidate proposed by SI but chose not to proceed with the candidate due to concerns raised byboth the interview responses and the assessment.<br>10/31/2023: One additional consultant covering GL/AP/CO/FAMIS Interface left the project in October. SI is in the process of filling in the vacant positions and DOTH conducted interviews with a few candidates. It is observed that the immediate positions to fill are Financial/Integration Lead, OCM Lead, HCM Lead, FA, and GL/AP/CO/FAMIS Interface Consultant.<br>11/30/2023: The positions of the OCM lead and the HCM lead have been filled. Additionally, the timesheet consultant, who has prior experience working on the H4 project, will assist with knowledge transfer for a month. They are expected to join project meetings soon. The vacant positions to fillare Financial/Integration Lead, FA, and GL/AP/CO/FAMIS Interface Consultant. It is observed that knowledge transfer to the new consultant did not take place properly and DOTH had to reiterate its processes and requirements to the new consultant.<br>12/31/2023: Another consultant who is responsible for development lead left the H4project.<br>1/31/2024: The following functional consultant positions -- Financial/Integration Lead, FA, and GL/AP/CO/FAMIS Interface Consultant -- remain vacant and they need to be filled as soon as possible.<br>2/29/2024: There have been no updates regarding the number of consultants with vacant positions. However, DOTH conducted a reference call for the GL/AP/CO/FAMIS Interface and OCM consultants.<br>3/31/2024: DOTH interviewed new financial and OCM consultant candidates suggested by SI. They started working this month.<br>4/30/2024: Financial/Integration Lead and FA positions remain vacant. FA interview was conducted on 4/19/2024 and the candidate was approved by DOTH but will not join meetings until May.<br>5/31/2024: A new FA consultant from SI has joined and begun participating in the H4 meetings. The role of the Financial/Integration Lead is vital for the project, as discussions and solution designs for each module appear to be currently conducted in a siloed manner. The project requires a resource capable of seamlessly integrating these disparate areas to ensure cohesive end-to-end functionality.<br>6/30/2024: The role of Financial/Integration Lead is not performed effectively, and it is impacting various areas. For example, it has been observed that SI Leads could have miscommunicated or mis instructed, where SAP's generic data conversion template was used instead of the data conversion template that the H4 Project Team worked on during many FSD sessions. | |

**Resource Management: Observation, Risk, Issue and Feedback/Mitigation**

7/31/2024: With the Realize Phase kickoff and CRP sessions starting, resources from multiple modules joined the related CRP meetings to bridge different tasks between modules.
8/31/2024: During the CRP sessions, consultants from directly or indirectly related modules were in attendance. However, the absence of an effective financial/integration role may have led to some end-to-end integrated solutions between modules not being addressed promptly and instead being deferred to another consultant or future sessions.
9/30/2024: Multi-module collaboration and integration efforts appear to be taking place passively on an as-needed basis instead of proactively being managed. This may lead to prolonged development time for the end-to-end integrated solutions.
10/31/2024: Lead consultants from various modules participated in the CRP sessions to collaborate and offer detailed explanations in response to questions and comments.
11/30/2024: CRP sessions have continued, with consultants from various areas providing input on an as-needed basis. However, the multi-module collaboration and integration efforts appear to be occurring passively. It would be beneficial to establish a dedicated financial/integration role that actively drives and leads end-to-end integration solutions.
12/31/2024: The role of the Financial/Integration Lead has become increasingly critical for the project, especially as discovery sessions are being repeated in multiple modules due to inadequate transition to new/newer consultants. The project needs a resource who can facilitate internal knowledge transfer and provide detailed information on requirements to help them get up to speed.
1/31/2025: Another consultant left at the end of last year, and it shows the impact of not having a financial/integration lead role with comprehensive knowledge, as a new consultant will again have to go through knowledge transfer sessions with DOTH.
2/28/2025: It is recommended that SI provides a role of the full-time dedicated financial/integration lead for the H4 Project to ensure system implementation continuity.
3/31/2025: The lack of a financial/integration lead becomes evident when the project encounters bottlenecks in areas involving data flow between modules and when discovery sessions are repeated multiple times.
9/30/2025: Three consultants left between April and September, and it shows the impact of not having a financial/integration role with comprehensive knowledge, as a new consultant will again have to go through knowledge transfer sessions with DOTH.
10/31/2025: A new AR consultant joined the team to support H4 Implementation.
11/30/2025: OCM position remained vacant at the end of November.

C. Subject Category: Quality Management

| Quality Management: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Issue** | **Impact** |
| **ORI ID: I-231031-01**<br>Some deliverables continue to exhibit recurring issues, such as containing non-DOTH-related information and deviating from the DED, resulting in missing, incomplete, or incorrect information. These persistent issues, which have been previously highlighted, are causing delays in the deliverable review and approval process. | H |
| **Feedback/Mitigation/Updates** | |
| It is recommended that deliverables comply with approved DEDs and undergo thorough preparation, review, and proofreading by SI before submission to DOTH for review.<br>11/30/2023: No major updates.<br>12/31/2023: No major updates.<br>1/31/2024: No major updates.<br>2/29/2024: A deliverable was submitted for review, but it contained errors and incomplete information. The document requires better organization and structure, and it should address the questions and comments provided by DOTH.<br>3/31/2024: No major updates.<br>4/30/2024: A Deliverable contained a noticeable error that can be easily avoided, e.g., referencing an incorrect client - State of Nevada. 5/31/2024: It is continuously observed that other projects are referenced in the documents - e.g., SMART 21 Solution.<br>6/30/2024: No major updates.<br>7/31/2024: No major updates.<br>8/31/2024: There continues to be minor wording and formatting issues including deliverable format being different than agreed upon DED. 9/30/2024: No major updates.<br>10/31/2024: No major updates.<br>11/30/2024: Some deliverables did not adequately address questions and comments provided by DOTH. This causes another round of review and ultimately results in project delays.<br>12/31/2024: No major updates.<br>1/31/2025: No major updates.<br>1/31/2025: No major updates.<br>2/28/2025: No major updates.<br>3/31/2025: No major updates.<br>9/30/2025: No major updates.<br>10/31/2025: No major updates.<br>11/31/2025: No major updates. | |

D. Subject Category: Risk/Issue Management

| Risk/Issue Management: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Issue** | **Impact** |
| **ORI ID: I-221130-02**<br>Some items from Issue/Risk Log are being discussed without detailed resolution. Second, conducting end-to-end CRP in a non-upgraded system will pose issues in the downstream. End-to-end CRP will not be reliable. | H |

**Feedback/Mitigation/Updates**

The risks and issues of the H4 Project need to be more proactively managed and respective SMEs should be more engaged regarding the details to ensure the success of the project.
12/31/2022: No major updates.
1/31/2023: It is recommended that all outstanding issues and risks be discussed during the PMO meeting, not just new items. 2/28/2023:
No major updates.
3/15/2023: There are 13 unresolved outstanding issues and one new issue found.
4/30/2023: Progress has been made, however there are items that are aging and a quicker follow up and resolution to those issues will help with the project timeline.
5/31/2023: There are 37 items that need to be reviewed - 15 resolved and 22 in progress. There are still old items that need follow up. 6/30/2023:
There are 38 items that need to be reviewed - 15 resolved and 23 in progress. There are still old items that need follow up. 7/31/2023: There are 41 items that need to be reviewed - 15 resolved and 26 in progress. There are still old items that need follow up. 8/31/2023: There are 45 items that need to be reviewed - 19 resolved and 26 in progress. There are still old items that need follow up.
9/30/2023: There are 49 items that need to be reviewed - 21 resolved, 27 in progress, and 1 in new. It is recommended the all open issues are reviewed and resolved.
10/31/2023: There are 50 items that need to be reviewed - 23 resolved, 27 in progress, and 1 in new. It is recommended that all open issues, including older items, be reviewed and resolved.
11/30/2023: There are 50 items that need to be reviewed - 23 resolved and 27 in progress.
12/31/2023: There are 51 items that need to be reviewed - 25 resolved and 26 in progress.
1/31/2024: There are 55 items that need to be reviewed - 25 resolved and 30 in progress. It is recommended that all open issues, including older items, be reviewed and resolved.
2/29/2024: There are 55 items that need to be reviewed - 31 resolved and 24 in progress. It is recommended that all open issues, including older items, be reviewed and resolved.
3/31/2024: There are 57 items that need to be reviewed - 33 resolved and 24 in progress. It is recommended that all open issues, including older items, be reviewed and resolved.
4/30/2024: There are 59 items that need to be reviewed - 33 resolved and 26 in progress. It is recommended that all open issues, including older items, be reviewed and resolved.

5/31/2024: There are 60 items that need to be reviewed - 34 resolved and 26 in progress. It is recommended that all open issues, including older items, be reviewed and resolved. Older items should be checked to decrease any backlog.
6/30/2024: There are 61 items that need to be reviewed - 34 resolved and 27 in progress. It is recommended that all open issues, including older items, be reviewed and resolved. Older items should be checked to decrease any backlog.
7/31/2024: There are 63 items that need to be reviewed - 35 resolved and 28 in progress. It is recommended that all open issues, including older items, be reviewed and resolved. Older items need better follow ups.
8/31/2024: There are 65 items that need to be reviewed - 35 resolved and 28 in progress, and 2 in new. It is recommended that all open issues, including older items, be reviewed and resolved. Older items need better follow up.
9/30/2024: There are 65 items that need to be reviewed - 35 resolved and 30 in progress. It is recommended that all open issues, including older items, be reviewed and resolved. Older items need better follow up.
10/31/2024: There are 68 items that need to be reviewed - 36 resolved and 32 in progress. It is recommended that all open issues, including older items, be reviewed and resolved. Older items need better follow up.
11/30/2024: There are no changes to risks and issues this month. However, many older items have not been discussed or addressed for some time and require more attention. It is recommended that SI consultants and DOTH SMEs hold a dedicated session to review and recalibrate these issues. This effort is crucial to effectively resolving the aged items that are currently impacting the overall progress of the project.
12/31/2024: There are 70 items that need to be reviewed - 36 resolved and 34 in progress. It is recommended that all open issues, including older items, be reviewed and resolved. Older items need better follow up.
1/31/2025: No changes in the number of issues.
2/28/2025: No changes in the number of issues.
3/31/2025: There are 71 items that need to be reviewed - 38 resolved and 33 in progress. It is recommended that all open issues, including older items, be reviewed and resolved. Older items need better follow up.
9/30/2025: There are 116 items that need to be reviewed - 83 resolved and 33 in progress. It is recommended that all open issues, including older items, be reviewed and resolved. Older items need better follow up.
10/31/2025: There are 116 items that need to be reviewed - 33 in progress, and 83 closed. It is recommended that all open issues, including older items, be reviewed and resolved. Older items need better follow up.
11/30/2025: There are two duplicate numbering in the issue log. SI will fix it and IV&V will update the count in the December report.

E. Subject Category: Organization Change Management

| Organization Change Management: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Issue** | **Impact** |
| **ORI ID: I-241226-01**<br>OCM activity has been on hold and there is no ongoing communication taking place. There is no new OCM lead in the project currently. | M |
| **Feedback/Mitigation/Updates** | |
| OCM activity has been absent for an extended period due to the project focusing on one specific activity at a time, currently CRPs. Even during stagnant times, the project will benefit from ongoing communication and updates.<br>1/31/2025: No major updates.<br>2/28/2025: OCM activities continue to be paused, and activities are planned to resume when Unit Testing starts. There should be proactive communication to the stakeholders and end users regarding the project status and development along with upcoming changes.<br>3/31/2025: There were no OCM activities conducted, apart from those related to the CRP.<br>09/30/2025: OCM Consultant left the project, and we have yet got a new consultant to fulfill this requirement.<br>10/31/2025: There were no OCM activities conducted, apart from those related to the CRP.<br>11/30/2025: The contract requires that the vacancy be filled within 45 days by a replacement OCM Lead with equivalent qualifications and experience. However, the OCM position remained vacant at the end of November. | |

F. Subject Category: Communication Management

| Communication Management: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Issue** | **Impact** |
| **ORI ID: I-220131-08**<br>Some requirements and processes impact multiple modules, including waterfall funding and the FHWA, among others. However, information is often siloed and not communicated to other consultants frequently. This results in multiple consultants asking for the information on a same topic each time at different meetings. This item also impacts the subject category of Solution Design and Configuration. | H |

**Feedback/Mitigation/Updates**

It is recommended: More coordination and collaboration are needed to design and develop an integrated solution. Proactively communicate with other consultants on topics that may be relevant for another consultant. Meeting recordings should be utilized to understand the relevant topic for the related process in another module. All key H4 Project Team members to attend the meetings related to critical core requirements such as waterfall funding.
Analyze each meeting's agenda to see if there are other consultants that should attend for related information.
2/28/2022: There is another consultant who is leaving the project and a replacement consultant has not participated in a meeting, and these turnovers are adding difficulty to the current communication issue.
3/31/2022: More collaboration is expected among SI consultants where it requires integrated solutions such as Waterfall Funding, FHWA Billing, Labor, etc. When DOTH staff inquiries about solutions that integrate across two or more functions between H4 modules, DOTH staff should also be provided with the integrated solution answer as opposed to separate or siloed bits of information of each H4 module.
4/29/2022: Efforts were made to improve communication and collaboration. (E.g., Rules of Engagement prepared by SI)
5/31/2022: Collaboration made progress. For example, some requirements that impact multiple areas have been referenced by multiple PDDs of different areas. However, there are still some communication improvements to be made between SI consultants.
6/30/2022: More coordination and collaboration could be made where cross module interaction is needed.
7/31/2022: More coordination and collaboration were present during the PDD reviews.
8/31/2022: Some DOTH requirements that were presented and discussed previously were asked to be revisited again in the meetings.
9/30/2022: Improvements still need to be made in communication and collaboration between SI consultants.
10/31/2022: Communication and collaboration still need to improve between SI consultants, especially with three consultants leaving the project. 11/30/2022: It has been observed that during FSD meetings information is not being shared between modules, including basic information which impacts multiple modules. Since this information is not being shared among SI team members, DOTH has to re-explain basic information multiple times.
12/31/2022: More communication and collaboration are needed for integrated solution design. There have been siloed activities and approaches observed. 1/31/2023: Designing an integrated solution for FHWA and other modules will require additional collaboration effort, teamwork, and cooperation. The issues of siloed information and ununified solution design are still observed between models and cross-business areas where tight integration is needed.
2/28/2023: It is observed that more communication and collaboration are still needed for an integrated solution design. DOTH is still not clear on the end-to- end FHWA System solution.
3/31/2023: The issue regarding an integrated solution design was brought up in a PMO meeting. It was decided that there will be an integration checklist developed to keep track of issues and action items coming out of meetings that impact integration of modules.

**Communication Management: Observation, Risk, Issue and Feedback/Mitigation**

4/30/2023: It is observed that additional communication, collaboration, and comprehensive solution architecture are necessary to achieve a fullyintegrated solution design as there are information gaps between the modules where the transactions impact each other.
5/31/2023: The lack of an integrated and comprehensive solution design remains a concern. It is recommended that SI and DOTH work together to resolve this ongoing issue.
6/30/2023: There is an ongoing concern regarding the absence of an integrated and comprehensive solution design. When a meeting is held, it is recommended that all responsible participants attend the meeting for bestfacilitation.
7/31/2023: Some progress has been made through consultants attending meetings of cross-functional areas for integration efforts. For a fully integrated solution design, continuous communication, collaboration, and comprehensive architecture are needed to bridge information gaps between modules and interdependent transactions.
8/31/2023: It is observed that some cross-module dependencies were not fully explored and they may not function as anticipated; inter-module discussion is needed. The challenges of isolated information and a fragmented solution design persist across modules and cross-business areas where seamless integration is crucial.
9/30/2023: Three additional key consultants have left the H4 project, specifically in the roles of FM/GM, OCM Lead, and Infrastructure Lead. This departure could potentially exacerbate the existing challenges related to integrated solution design, collaboration, and cohesiveteamwork.
10/31/2023: Following the departure of five consultants in the last two months, another consultant responsible for GL, AP, CO, and FAMIS interface left the H4 project in October. This departure is exacerbating the ongoing challenges related to integrated solution design, collaboration, and cohesiveteamwork. 11/30/2023: The challenges of siloed information and the need for a comprehensive solution design persist across various models and cross-business areas where seamless integration and collaboration are crucial. This issue is amplified with multiple resources leaving theproject.
12/31/2023: Another development lead consultant left the H4 project in December after six other consultants departed in the last three months. This was a core position which was responsible for working on WRICEF items including cross-module functionalities, thus leading the development team. This departure is making it more difficult to design integrated solutions, collaborate, and work cohesively as ateam.
1/31/2024: The challenges posed by working in a siloed manner persist, highlighting the necessity for a comprehensive solution design that spans various modules and cross-business areas. Additionally, the project still needs to fill key roles such as financial/integration lead and other functional and technical consultants, including areas for FA, AP, CO, GL, and WRICEFs.
2/29/2024: The absence of key roles such as the financial/integration lead and various consultants (FA, AP, CO, GL, WRICEFs) underscores the crucial need for a comprehensive integrated solution design that addresses multiple modules and challenges associated with working insilos.
3/31/2024: The persistent challenges arising from siloed work practices underscore the critical need for a holistic solution design with leadership and supervision that extends across multiple modules and interconnects various business domains to meet DOTH's end-to-end requirements.
4/30/2024: The ongoing challenges posed by isolated work practices highlight the urgent need for an integrated solution design. The solution design spans multiple modules and connects various business domains and to ensure DOTH's comprehensive requirements are met properly, apparent lack of project management, leadership, and oversight need to be addressed and improved.
5/31/2024: The ongoing challenges resulting from siloed work practices persist, highlighting the urgent need for more effective and efficient project management, leadership, and integrated solutions.
6/30/2024: No major updates.

**Communication Management: Observation, Risk, Issue and Feedback/Mitigation**

7/31/2024: The need for more effective and efficient project management and integrated solutions is evident as siloed work practices continue to hinder progress.
8/31/2024: During CRP sessions, consultants from related modules have collaborated to discuss and present H4 functionalities and their alignment with requirements. However, the overall solution design has not yet achieved the level necessary to support integrated DOTH requirements. Siloed work practices persist, emphasizing the need for a stronger focus on multi-module, end-to-end integration and project management to ensure cohesive alignment across all modules.
9/30/2024: As CRP sessions continue more collaboration is noticed. However, siloed work practice continues, and the end-to-end multi-module integration will need more effort.
10/31/2024: Continuous effort is needed for collaboration between the modules to ensure tightly integrated solution.
11/30/2024: No progress was made in intra-team communication. As the system is being developed and end-to-end scenarios will impact multiple modules, more coordination and communication are needed to have a properly integrated system.
12/31/2024: As CRPs progress and WRICEF development continues, communication takes place on specific areas that need interaction between the modules. However, a more overarching integrative effort and open communication are needed to ensure seamless collaboration. Meetings often involve the need to consult with other specialists for specific information, highlighting the importance of a structured approach to cross-module coordination.
1/31/2025: Another consultant has left the project, resulting in a gap in institutional knowledge once again. When attrition occurs, a certain level of knowledge transfer is expected to be necessary for the project to get back on track. However, the impact can be minimized through strong coordination and collaboration among consultants with the leadership of the financial and Integration Lead, a role that is currently unavailable yet remains crucial for the project's success. Additionally, maintaining proper meeting documentation as a standard practice, as discussed in I-221130-03, will further support knowledge continuity and project stability.
2/28/2025: No significant improvement or progress in overall collaboration and cross-module communication has been observed.
3/31/2025: It has been observed in multiple meetings that the same information is being repeatedly covered. Combined with the lack of meeting minutes and Summaries', this has become a significant factor hindering the project's progress.
9/30/2025: Three consultants have left the project, resulting in a gap in institutional knowledge once again. When attrition occurs, a certain level of knowledge transfer is expected to be necessary to get the project back on track. However, the impact can be minimized through strong coordination and collaboration among consultants, under the leadership of the financial and Integration Lead.
10/31/2025: More coordination and collaboration were present during the CRP sessions.
11/30/2025: Out of 21 functional meetings and CRPs in November, five had LSI cross functional participation.

G. Subject Category: Contract Management

**Contract Management: Observation, Risk, Issue and Feedback/Mitigation**

**Observation**

**ORI ID: O-240926-02**

SAP Solution Manager as its mainstream maintenance is scheduled to end by the close of 2027. SAP Cloud ALM will be replacing SAP Solution Manager. The H4 Project Team has been reviewing and discussing continuing to utilize SAP Solution Manager for this project scope or immediately transition to SAP Cloud ALM.

**Feedback/Mitigation/Updates**

10/31/2024: A steering committee meeting was held to discuss upgrading the Solution Manager. SI and DOTH agreed to upgrade Solution Manager to Cloud ALM. Further details will be discussed and finalized later and change order will be prepared accordingly.
11/30/2024: No major updates.
12/31/2024: No cost change order was prepared.
1/31/2025: No major updates.
2/28/2025: No major updates.
3/31/2025: No major updates. SI has not submitted the no cost change order.
9/30/2025: SI has submitted a no cost change order in July, and it is approved to replace the solution Manager.
10/31/2025: No major updates. SI has submitted the no cost change order, DOTH yet to access the new Cloud ALM solutions.
11/30/2025: SI agreed to implement the BTP solutions for the IS suite. This is the replacement of PO/PI tool.

**Contract Management: Observation, Risk, Issue and Feedback/Mitigation**

**Observation**

**ORI ID: O-240926-03**

SAP Process Integration (PI) and Process Orchestration (PO) - the currently utilized middleware - as SAP will end support on December 31, 2027. SAP Integration Suite will be replacing SAP PI and PO. The H4 Project Team has been reviewing and discussing continuing to utilize SAP PI and PO for this project scope or immediately transition to SAP Integration Suite.

**Feedback/Mitigation/Updates**

10/31/2024: A steering committee meeting was held to discuss the end of life of Process Integration (PI) and Process Orchestration (PO). SI and DOTH agreed that to finalize the decision, additional details are needed such as analysis regarding the complexity of migration, the project Go-Live date, and any other relevant factors that might impact the project schedule.
11/30/2024: No major updates.
12/31/2024: No major updates.
1/31/2025: No major updates.
2/28/2025: The Steering Committee held a meeting where this topic was discussed. SI and DOTH had differing opinions on the contract terms related to the 'Obsolete' clause. However, they ultimately reached an agreement to replace PI/PO with the SAP Integration Suite solution.
3/31/2025: No major updates.
9/30/2025: No major updates.
10/31/2025: SI submitted a no cost replacement CR to change the PO/PI with IS tool for all interfaces.
11/30/2025: SI is working with SAP to obtain the license for the BTP solutions.

## Contract Management: Observation, Risk, Issue and Feedback/Mitigation

### Observation

**ORI ID: O-240926-04**
DOTH has requested an upgrade to the latest version of the SAP S4 HANA software, as the existing H4 system is currently several versions outdated.

## Contract Management: Observation, Risk, Issue and Feedback/Mitigation

### Feedback/Mitigation/Updates

10/31/2024: SI plans to perform a software update before testing starts.
11/30/2024: No major updates.
12/31/2024: SI plans an upgrade after CRP sessions are completed and will provide a more detailed plan when CRP sessions end. 1/31/2025: No major updates. CRPs are continuing.
3/31/2025: It has been discussed that the upgrade timing will be determined after the completion of the CRP sessions.
9/30/2025: SI plan to upgrade the Current H4 system after the CRP completion.
10/31/2025: SI plans to upgrade the Current SAP H4 HANA system 2020 to 2023 version after the CRP completion.
11/30/2025: SI plans to upgrade H4 HANA system from SAP S/4 2020 to 2023 version after the CRP completion. IV&V recommends upgrade the system before the end-to-end CRP.

## H. Subject Category: Requirement Management (Processes, Requirements and Fit/Gap)

| Requirement Management: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Risk** | **Impact** |
| **ORI ID: R-230228-01**<br>FSDs are supposed to be prepared during the RTM and Fit/GAP. However, FSD is still under development. CDD and FSD are the final documents before the System configuration, therefore it should be as complete as possible. However, numerous discoveries are still being made during the CRP/FSD review sessions. It will impact contract management scope. | H |
| **Feedback/Mitigation/Updates** | |
| It is recommended that the H4 Project Team work on detailed and complete discovery of DOTH requirements without postponing any elements to development and testing. All the details should be discovered by the completion of FSDs. This also impacts Quality Management.<br>4/30/2023: There were some meetings where detailed information for configuration or reports was suggested to be discovered during the testing phase. It is recommended that all granular details be discovered and documented with the FSDs now rather than postponing until the integration testing. Developers need clear guidance on creating reports and customizing applications, which is why it's crucial for FSDs to be comprehensive and detailed.<br>5/31/2023: It is recommended that all detailed functional specifications be discussed, reviewed, agreed upon, and documented entirely before moving to the next task, such as Conference Room Pilot.<br>6/30/2023: Progress is being made on all modules. However, there are some FSDs that need to provide more details and more requirements; processes discussion is needed.<br>7/31/2023: No major updates.<br>8/31/2023: It is advisable to identify and document all specific details within FSDs at this stage rather than deferring them to the integration testing phase. Reviewing FSDs continues to pose difficulties due to the fragmented and isolated presentation of information. Furthermore, understanding the logic can be quite challenging, particularly due to the limited understanding of SAP processes and functions.<br>9/30/2023: No major updates.<br>10/31/2023: No major updates.<br>11/30/2023: SI has proposed an 80:20 rule for approving FSDs, suggesting that developers can commence customization with an 80% completion of FSD specifications. The reasoning is that evaluating the system through testing is more straightforward and clearer than reviewing extensive requirement specifications in documents. IV&V holds the opinion that it is crucial to identify and document all functional specifications meticulously. This approach is designed to mitigate the risk of potential errors, omissions, or the necessity for rework in subsequent phases of the project.<br>12/31/2023: No major updates as fewer meetings are taking place due to resource departures.<br>1/31/2024: A thorough discovery of processes and requirements for FM, GM, and FHWA is currently underway.<br>2/29/2024: No major updates.<br>3/31/2024: No major updates.<br>4/30/2024: Progress is being made, however some discovery details and discussions from meetings and FSDs need to be documented better or some inquiries need to receive complete responses. | |

| Requirement Management: Observation, Risk, Issue and Feedback/Mitigation |
| --- |
| 5/31/2024: No major updates. There are still over 40 FSDs remaining to be submitted by SI and continued effort is needed to capture all the details for the requirements.<br>6/30/2024: No major updates. There has been very little activity with FSDs. 7/31/2024:<br>No major updates. There has been minimal activity regarding FSDs.<br>8/31/2024: There was minimal progress made with FSDs, with a primary focus on CRPs.<br>9/30/2024: Progress with FSDs was limited, as efforts were primarily directed toward advancing CRPs.<br>10/31/2024: No additional FSDs were submitted as all efforts are going into CRP sessions and general module discussions.<br>11/30/2024: No major updates.<br>12/31/2024: Reports were shown and discussed in CRP sessions and regular meetings, and additional details were discussed.<br>1/31/2025: The reports FSDs will be worked on alongside any remaining CRPs and CDDs, instead of waiting for those to be completed. Also, SI stated that more WRICEF objects are ready for ITC.<br>2/28/2025: Additional WRICEF items are considered ready for ITC, according to SI.<br>3/31/2025: FSD activities are planned to resume at the end of March, based on the currently proposed Project Plan.<br>9/30/2025: Revisit of the RTM and FITGAP to understand the discrepancies in FSD count.<br>10/31/2025: No major updates.<br>11/30/2025: All CDD's are approved by DOTH. |

I. Subject Category: Solution Design and Configuration

| Solution Design and Configuration: Observation, Risk, Issue and Feedback/Mitigation |
|---|
| **Observation** |
| **ORI ID: O-230524-01**<br>There was a disagreement on the level of detail and how to review and confirm the Configuration Design Document (CDD). DOTH had questions on the CDDs; however, not all modules contained detailed enough answers for DOTH to understand them. Through the CDD review sessions and updates on CDD, the issues are being resolved. DOTH approved all of the CDD documents. |
| **Feedback/Mitigation/Updates** |
| LSI will do a walkthrough of the Configuration Design Document with DOTH in the upcoming meetings. It is recommended that SI provide enough details in CDDs and in responses to the questions for DOTH to be able to understand the concept of the design and to be able to do maintenance in the future.<br>6/30/2023: CDD review meetings have not been scheduled or held yet.<br>7/31/2023: It is recommended that SI and DOTH review CDDs as soon as possible because a CDD validates the baseline setup for the requirements met by the H4 standard functionalities.<br>10/31/2023: No activities related to CDD occurred. 11/30/2023: No major updates.<br>12/31/2023: It is recommended that DOTH and SI conduct a review and validation of CDDs alongside FSDs because over 480 requirements are met by the H4 standard functionalities.<br>1/31/2024: No major updates.<br>2/29/2024: No activities related to CDD occurred.<br>3/31/2024: No major updates.<br>4/30/2024: No major updates.<br>5/31/2024: No major updates.<br>6/30/2024: No major updates.<br>7/31/2024: No activities related to CDD occurred.<br>8/31/2024: No progress was made.<br>9/30/2024: No progress was made.<br>10/31/2023: No progress was made.<br>11/30/2024: No progress was made.<br>12/31/2024: SI mentioned that once CRP sessions are completed CDD will make progress.<br>1/31/2025: A few CDDs have been updated and submitted to DOTH for review.<br>1/31/2025: Some CRP sessions have not been completed and will continue in February. There are Q&A documents also being submitted and reviewed.<br>2/28/2025: The CRP FAQ documents are still under review, and CRP sessions are ongoing for the remaining modules. CRP activities will continue through the end of March in areas that remain incomplete.<br>3/31/2025: CRP sessions will continue into April, and the CRP meetings are scheduled throughout April.<br>09/30/2025: 85 percent of the CDD review done by DOTH and approved by DOTH functional consultants.<br>10/31/2025: 95 percent of the CDD review done by DOTH and approved by DOTH business counterparts.<br>11/30/2025: All CDD's are approved by DOTH business counterparts. |

## Solution Design and Configuration: Observation, Risk, Issue and Feedback/Mitigation

| Issue | Impact |
|---|---|
| **ORI ID: I-240926-01**<br>Conference Room Pilot (CRP) sessions continued for various modules. However, a few sessions have been postponed due to the modules' lack of readiness. Furthermore, some CRP sessions do not adequately demonstrate DOTH-specific requirements. SI is working on to resolve this concern. | H |

### Feedback/Mitigation/ Updates

It is recommended that the CRP sessions prioritize and focus on DOTH-specific requirements and business processes rather than generic SAP processes and available features.
9/30/2024: Along with session readiness, resource scheduling and availability are also causing the project to be further delayed. 10/31/2024:
CRP sessions will continue to be held in November for AR, AP, HCM, EGS, and FHWA.
11/30/2024: There will be CRP sessions in December. SI suggested that CRP sessions are completed in some modules, however DOTH has not fully agreed that CRP sessions are finalized for those modules.
12/31/2024: CRP sessions will continue to be held for certain modules in September. Additionally, there are some CRP sessions where questions were gathered, but the corresponding Q&A documents have not yet been submitted to DOTH.
1/31/2025: Some CRP sessions have not been completed and will continue in February. There are Q&A documents also being submitted and reviewed.
2/28/2025: The CRP FAQ documents are still under review, and CRP sessions are ongoing for the remaining modules. CRP activities will continue through the end of March in areas that remain incomplete.
3/31/2025: CRP sessions will continue into April, and the CRP meetings are scheduled throughout April.
9/30/2025: CRP sessions will continue to be held for specific modules in October. Additionally, there are some CRPs sessions scheduled for this month, and DOTH raised business-related questions during the CRPs. SI is responding to the questions raised during the CRPs.
10/31/2025: Four CRP sessions were held for month of October. CRP sessions will continue to be held for specific modules in November. Additionally, there are some CRPs sessions scheduled for December month, and DOTH raised business-related questions during the CRPs.
11/30/2025: Three CRP sessions were held for the month of November. CRP sessions will continue to be held for specific modules in December. Additionally, there are some CRPs sessions scheduled for January 2026.

| Solution Design and Configuration: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Issue** | **Impact** |
| **ORI ID: I-250228-01**<br>The Configuration Design Document (CDD) review is fully completed for all modules, and a walkthrough of the CDD is completed. |  |
| **Feedback/Mitigation/ Updates** | |
| FSD and CDD activities should have been worked on concurrently. CRPs are progressing without the completion of FSDs or a walkthrough of the CDDs. DOTH expects SI to conduct a comprehensive walkthrough of the CDD documents after the CRP sessions. It is recommended that SI provide DOTH with sufficient details in the walkthrough, CDD documents, and Q&A responses. This will help DOTH gain a better understanding of the system design, prepare for upcoming testing, and ultimately ensure proper maintenance in the future.<br>3/31/2025: CDD activities have resumed and are showing some progress. It is recommended that DOTH SMEs participate in reviewing and validating the CDDs, with appropriate supervision and guidance from SI.<br>09/30/2025: 85 percent of the CDD review done by DOTH and approved.<br>10/31/2025: 95 percent of the CDD review done by DOTH and approved.<br>11/30/2025: All the CDD review done by DOTH and approved. | |

J. Subject Category: Reports and Analytics

| Reports and Analytics Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Risk** | **Impact** |
| **ORI ID: R-221130-03**<br>RTM and FSD are being prepared without in-depth reports discussion and Analysis of Reporting Requirements (ARR) does not provide sufficient information to cover all the details of the reports. Reports are often the final desired outcome of an activity and detail discovery is essential. | M |
| **Feedback/Mitigation/Updates** | |
| It is recommended that SI conduct detailed discovery of DOTH reports to ensure all the necessary information for input and output are covered. 12/31/2022: During the FSD discussions, additional details that need to be on the reports have been discovered.<br>1/31/2023: H4 Project Team is having deep-dive discussions on WRICEF's requirements, processes, and functional specifications. 2/28/2023: Reports WRICEF FSDs are being reviewed, and new discoveries are being made. FSDs are being updated based on discussions. 3/31/2023: New discoveries on reports requirements continue to be found.<br>4/30/2023: Reports are constantly undergoing new discoveries.<br>5/31/2023: Further details about the reports have been uncovered and discussed.<br>6/30/2023: WRICEF Reports are being discussed during the FSD sessions but other standard reports in H4 also need to be reviewed. 7/31/2023: While WRICEF Reports are reviewed and discussed, it is equally essential to examine the standard reports within H4.<br>8/31/2023: A few standard reports for AP were reviewed during the FSD meetings. Standard report review activities should continue throughout all modules. 9/30/2023: WRICEF Reports discussions are making incremental progress during the FSD sessions but some standard reports in H4 are still not explored carefully, and they should be reviewed to ensure standard reports can satisfy the requirements.<br>10/31/2023: It is observed that detailed information for some report requirements is still missing and a comprehensive report analysis is still needed. 11/30/2023: Some reports are still undergoing more discoveries; for example, the details for MVSO report requirements, which require the FHWA waterfall funding table update, have been discussed for the first time. All detailed requirements must be thoroughly reviewed and documented properly.<br>12/31/2023: Reports discussions are continuing and finding additional details for the requirements.<br>1/31/2024: Discussions regarding reports are ongoing; meanwhile, further details about the requirements are being discovered. 2/29/2024: No major updates.<br>3/31/2024: No additional reports-related FSDs were submitted, nor standard reports were discussed.<br>4/30/2024: Discussions about the reports including FSDs continue, and new details about the requirements are emerging.<br>5/31/2024: Discussions regarding the reports are in progress, and additional details about the report requirements are being revealed. 6/30/2024: The H4 Project Team is currently discussing the reports in various modules and discovering more details about the requirements. 7/31/2024: The H4 Project Team continues to discover additional details and requirements as reports are discussed.<br>8/31/2024: Additional details throughout various modules are discussed and discovered along with WRICEF reports. | |

| Reports and Analytics: Observation, Risk, Issue and Feedback/Mitigation |
| --- |
| 9/30/2024: There continue to be additional details being discovered and discussed throughout various modules such as FA, PS, FM, and HCM. 10/31/2024: Additional details are discussed, and some re-discovery is taking place in mostmodules.<br>11/30/2024: There were no report specific meetings, however additional information and details are discussed in CRP and general module sessions. 12/31/2024: Reports were shown and discussed in CRP sessions and regular meetings, and additional details were discussed.<br>1/31/2025: There was no dedicated session for reports. However, some report-related requirements were discussed during meetings, such as the EGS CRP and GL sessions.<br>2/28/2025: Reports are discussed during GL and HR sessions as part of the regular module meetings.<br>3/31/2025: FSD objects for ITC 2 are scheduled to start on the last day of March and expected to take about three months based on the proposed Project Plan.<br>3/31/2025: Testing of custom reports, as part of the WRICEF objects, is scheduled to begin during ITC2 according to the proposed three-month Project Plan. However, it is recommended that all WRICEF objects, including custom reports, be thoroughly tested and validated beforehand, ideally even prior to the start of the ITC cycles.<br>9/30/2025: There were no report specific meetings, however additional information and details are discussed in CRP and general module sessions.<br>10/31/2025: There were no report specific meetings, however additional information and details are discussed in CRP and general module sessions.<br>11/30/2025: No major Updates in the reporting side of the H4 project in November. |

K. Subject Category: Data Conversion

| Data Conversion: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Risk** | **Impact** |
| **ORI ID: R-221130-04**<br>Data Conversion strategy and plan documents have covered the details such as source/target, cleansing, dependencies, and validations. WRICEF and detailed data conversion work deferred from the Explore Phase are discussed and performed during FSD sessions. | H |

**Feedback/Mitigation/Updates**

It is recommended to catch up on work deferred from the Explore Phase and to explore Data Conversion materials in detail to finalize the Data Conversion WRICEF in FSD.
12/31/2022: Data conversion discussions are making progress. However, familiarity of H4 terminologies, functions, and processes by DOTH will be needed to adequately review and complete data conversion FSDs.
1/31/2023: FSD meetings are continuously being held to review data conversion specifications, especially to identify source of data that needs to be extract from.
2/28/2023: Data conversion discussions have been held and are making progress.
3/31/2023: It is observed that more explanation and data conversion details, such as sequences and impacts of data conversion upload from various modules, need to be provided by SI for DOTH's better understanding and preparation.
4/30/2023: As FSDs and data conversion are being reviewed, new information about data conversion is constantly being discovered and revealed. However, it is important to note that certain details should have been discussed and clarified during the Explore Phase.
5/31/2023: More details and information regarding Data conversion have been found and discussed.
6/30/2023: AR Customer and GL data conversion FSD were discussed, reviewed, and submitted for questions and comments. Data conversion needs to be performed in an integrated manner, and it is recommended that various modules engage in integration discussion for a successful data conversion.
7/31/2023: No major updates.
8/31/2023: Several FM data conversion meetings were convened, during which it became evident that fostering enhanced direct communication among cross-functional business areas was imperative. Consequently, it is recommended that various module leads actively engage in collaborative discussions to guarantee a seamless and successful data conversion process.
9/30/2023: The data conversion meetings were held to discuss PS Master Data Conversion, AR Customer Data Conversion, and sample overall Data Conversion Schedule. Some modules have overlapping data, and it is recommended to have more collaborations with integration in mind to avoid any inaccurate balances.
10/31/2023: Several data conversion meetings were conducted to address data conversion sources, mapping, rules, and journals. Nevertheless, it has been observed that further effort and in-depth analysis are required to address the intricacies of data integration points across modules.
11/30/2023: Data conversion meetings were held to discuss PS Master Data Conversion, AR Customer Data Conversion, and AR Open Invoice Data Conversion. Solution designs and requirements were reviewed and discussed.
12/31/2023: No major updates.

**Data Conversion: Observation, Risk, Issue and Feedback/Mitigation**

1/31/2024: Several PS Master Data conversion meetings were held, during which time data mapping and sources were discussed and reviewed to ensure comprehensive data migration.
2/29/2024: Data conversion meetings are ongoing.
3/31/2024: PS Master data conversion meetings were held. It is recommended that more data conversion meetings be held for other modules as well. 4/30/2024: PS Master data conversion meetings were held, and PO data conversion discussions took place to continue developing related FSDs.
5/31/2024: A high-level budget data conversion was discussed during the budget process meetings.
6/30/2024: The data conversion meetings for various areas such as AR, FM, GM, and FA were held, during which, additional details regarding the requirements were discovered and discussed.
7/31/2024: Meetings were held to discuss additional details regarding requirements for data conversion in areas including AR Customer, FM Master Data, GL Trial Balance, Purchase Orders, Project & System Master Data, and Fixed Asset Data.
8/31/2024: While most modules focused on CRP sessions, there was ongoing discussion around Data Conversion, and incremental progress was made in a few modules.
9/30/2024: Data conversion meetings and discussions on AR customers, Internal Orders, and MVSO Grants continue to be ongoing. 10/31/2024: The discussion about data conversion continued, particularly with MVSO.
11/30/2024: There was no data conversion specific meeting, however discussions took place as needed per module during CRP or general module meeting, particularly with FHWA.
12/31/2024: No major updates.
1/31/2025: No major updates.
2/28/2025: DOTH held internal discussions on data conversion, particularly for GL. However, no meetings specifically focused on Data Conversion took place.
3/31/2025: No data conversion activity took place outside of general module meetings.
9/30/2025: There was no data conversion specific meeting held this month; however, discussions took place as needed per module during CRP or general module meeting.
10/31/2025: There were few data conversion specific meeting held in the month of October; however, discussions took place as needed per module during CRP or general module meeting.
11/30/2025: LSMW and LTMC will not be compatible for data conversion for version 2023. IV&V recommends that the LSI use the new compatible data conversion tool, Migration Cockpit, that comes with SAP S4 HANA version 2023 after the upgrade is complete.

## L. Subject Category: Documentation

| Documentation: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Issue** | **Impact** |
| **ORI ID: I-221130-03**<br>It is observed that meeting minutes or action items from the project discussions are not always provided. To-Do lists and summaries of the meetings may have been gathered on individual levels, but this makes it difficult to track the progress as a project team and challenging to collaborate between the H4 Project Team members. | H |

| Documentation: Observation, Risk, Issue and Feedback/Mitigation |
|---|
| **Feedback/Mitigation/Updates** |
| It is recommended to prepare meeting summaries and/or to-do lists from the meetings to efficiently prepare, plan, and navigate the follow up activities and hold efficient meetings.<br>12/31/2022: No major updates.<br>1/31/2023: PMO meeting minutes and agenda for weekly standing meetings have been provided. It will help to have meeting minutes for other Realize Phase meetings as well.<br>2/28/2023: Meeting minutes are required to track action items and to-do tasks. For example, PO match options, H4 values for FAMIS project/Ph/Act fields, Workflow routings, source/object codes, fixed asset funds, payroll accounting entries, etc. Currently, it is difficult to track who needs to perform what task by when without meeting minutes.<br>3/31/2023: A document such as meeting minutes or an action items list should be compiled after each meeting--as opposed to each individual trackingtheir own tasks--to share with DOTH and have a cohesive follow up for the various meetings that are takingplace.<br>4/30/2023: No major updates. It is recommended that DOTH and SI develop a standardized procedure for meeting minutes or task lists to track action items effectively.<br>5/31/2023: Some progress has been made, but it is recommended that meeting minutes and action items be shared on a centralized platform like Teams and ensure they are monitored and followed up.<br>6/30/2023: No major updates.<br>7/31/2023: It is recommended to distribute meeting minutes via Word documents and gather action items of various modules in one place using master tracking Excel sheets with details such as due dates and responsible parties through the centralized Teams platform while also ensuring vigilant oversight and prompt follow-up.<br>8/31/2023: No major updates.<br>9/30/2023: No major updates.<br>10/31/2023: It is recommended to establish a process to manage and distribute meeting notes, consolidate action items from various modules, and document critical business decisions made during discussion sessions. This will facilitate efficient oversight, streamline task management, enhance accountability, support prioritization, and guarantee timely follow-up on critical action items.<br>11/30/2023: No progress has been made. |

**Documentation: Observation, Risk, Issue and Feedback/Mitigation**

12/31/2023: It is recommended to document major business decisions and establish/maintain a comprehensive master list of business decisions covering all modules. This proactive measure aims to prevent unnecessary rediscovery and redundant discussions, contributing to enhanced efficiency in meetings and communication.
1/31/2024: No major updates.
2/29/2024: Meeting minutes and follow-up lists are becoming increasingly vital due to the infrequent occurrence of meetings. It is challenging to recall the discussions and decisions made during these meetings without proper documentation.
3/31/2024: No progress has been made.
4/30/2024: The lack of meeting minutes is noticeable, and multiple discussion points must be revisited. To streamline the meetings, it is highly recommended that meeting minutes be generated, and business decisions logged.
5/31/2024: Meeting minutes were created for one of this month's meetings, which was helpful in tracking progress. It is recommended that meeting minutes and business decisions be documented for all meetings.
6/30/2024: No progress has been made.
7/31/2024: No progress has been made; however, it is recommended that meeting minutes are documented for all meetings moving forward.
8/31/2024: There have been improvements in some meeting sessions now that meeting minutes are provided. This should be the standard for all meetings to aid recollection and document progress.
9/30/2024: It is recommended that meeting minutes are adopted as the standard for all meetings to facilitate better meetings in the future.
10/31/2024: There are a few occasions where previously discussed and decided topics resurface for another discussion, and this stems from a lack of meeting documentation. It is recommended that all meetings adopt meeting minutes and a to-do list coming out of a meeting.
11/30/2024: No progress has been made. It is apparent that documented meeting minutes or summary would help the project as previously discussed topics continue to resurface.
12/31/2024: No progress has been made.
1/31/2025: No progress has been made.
2/28/2025: No progress has been made. The project has experienced resource turnover, and these meeting minutes/summaries could have helped ensure better implementation continuity.
3/31/2025: The project continues to experience re-discovery, repeated discussions, and revisiting information; this cycle can be minimized through the establishment of proper meeting minutes or meeting summaries. Although there were a few times meeting documentation was implemented for specific modules or specific types of meetings, no consistent documentation has come out of meetings on a regular basis. This continuously hinders the progress and continuity of the project.
9/30/2025: CDD was reviewed by DOTH functional team. Recommended config corrections were updated by LSI team in the system config and CDD documentations were updated.
10/31/2025: CDD was reviewed by DOTH functional team. Recommended config corrections were updated by LSI team in the system config and CDD documentations were updated.
11/30/2025: IV & V recommends that LSI share the KT and End-to-end CRP documents to DOTH in advance to prepare for the sessions.

## M. Subject Category: Training and Knowledge Transfer

| Training and Knowledge Transfer: Observation, Risk, Issue and Feedback/Mitigation | |
|---|---|
| **Issue** | **Impact** |
| **ORI ID: I-221031-01**<br>DOTH project team members have not been sufficiently provided instruction and training to actively access H4 and familiarize themselves with H4 functions and processes | H |
| **Feedback/Mitigation/Updates** | |
| It is recommended that SI provide training and instruction on how to navigate and process basic transactions so that the DOTH project team members can be more experienced with H4 and get ready for the System testing, verification, and validation.<br>11/15/2022: No major updates. It is recommended that DOTH test availability of Dev environment from on and off DOTH network. 12/21/2022: Orientation meeting for Subject Matter Leader Knowledge Transfer was held. No dates for the trainings have been set yet. 1/31/2023: Weekly standing meetings have been started to provide DOTH project team member trainings.<br>2/28/2023: Knowledge Transfer sessions are taking place and training is being provided. However, it is observed that there is a lack of instruction (training material) for the training sessions.<br>3/31/2023: DOTH requested many times for documented training material to be provided for Knowledge Transfer sessions and SI is working on it. 4/30/2023: There have been additional discussions during PMO meetings for DOTH project team member training materials and SI will follow up on it. 5/31/2023: No major updates.<br>6/30/2023: No major updates.<br>7/31/2023: No major updates. 8/31/2023: No major updates.<br>9/30/2025: No major updates. Although some level of informal training occurs during FSD meetings, it remains challenging to grasp and follow without the availability of adequate training materials.<br>10/31/2025: No major updates.<br>11/30/2025: LSI stated that they will provide the training materials and training after the completion of the end-to-end CRP. However, IV&V recommends completing the system upgrade first and create the training materials based on the updated system. | |

## IV. Meetings and Discussions Participated for the Month of November 2025

| Meetings and Discussions | | | |
|---|---|---|---|
| **Meeting ID** | **Meeting Date** | **Meeting Title** | **Meeting Description** |
| M251103-1 | 11/03/2025 | Discuss H4 v2023 upgrade & Side Effects | A Meeting held to Discuss H4 v2023 upgrade & Side Effects report |
| M251104-1 | 11/04/2025 | Discuss AP CDD comments | A meeting was held to Cont'd - Discuss AP CDD comments |
| M251104-2 | 11/04/2025 | Cont'd - Purchase Requisitions Workflow CRP | A meeting was held to review Cont'd - Purchase Requisitions Workflow CRP |
| M251104-3 | 11/04/2025 | Discuss HWYAC data to test GL beginning balance transfer | A meeting was held to Discuss HWYAC data to test GL beginning balance transfer |
| M251106-1 | 11/06/2025 | H4 Weekly PMO Meeting | A Weekly Project Status meeting was held to report project management status, key milestones, high-level activities, and deliverable status. |
| M251106-2 | 11/06/2025 | Discuss Project Master Data | An internal meeting Discuss Project Master Data |
| M251107-1 | 11/07/2025 | Discuss GM CDD comments | A meeting was held to Cont'd - Discuss GM CDD comments |
| M251107-2 | 11/07/2025 | Discuss AP/GL - Petty Cash and banking conversation | A meeting was held to Discuss AP/GL - Petty Cash and banking conversation |
| M251113-1 | 11/13/2025 | Discuss PS/FHWA Change Orders - Manual Billing & WRICEF consolidation | A meeting was held to Discuss PS/FHWA Change Orders - Manual Billing & WRICEF consolidation |
| M251113-1 | 11/13/2025 | Discuss Documents: N+1 and Fiori Rapid activation and Impact Analysis | A meeting was held to Discuss Documents: N+1 and Fiori Rapid activation and Impact Analysis |
| M251114-1 | 11/14/2025 | Discuss FM CDD comments | A meeting was held to Cont'd - Discuss FM CDD comments |
| M251114-2 | 11/14/2025 | Discuss GL - Cash Balance Report, Trial Balance Report, and WRICEFs | A meeting was held to Discuss GL - Cash Balance Report, Trial Balance Report, and WRICEFs |
| M251118-1 | 11/18/2025 | Discuss H4 Issues List | A meeting was held to Discuss H4 Issues List |
| M251118-2 | 11/18/2025 | Review AP & FM CDDs & N+1 Upgrade | A meeting was held to review AP & FM CDDs & N+1 Upgrade |
| M251119-1 | 11/19/2025 | Discuss GL - Trial Balance Report, and WRICEFs | A meeting was held to review and discuss GL - Trial Balance Report, and WRICEFs |
| M251120-1 | 11/20/2025 | Cont'd - Purchase Requisitions Workflow CRP | A meeting was held to review Cont'd - Purchase Requisitions Workflow CRP |

| | | | |
|---|---|---|---|
| M251121-1 | 11/21/2025 | Discuss Logistics Data Conversion - Vendors, POs, Contracts, Pcard | A meeting was held to review Discuss Logistics Data Conversion - Vendors, POs, Contracts, Pcard |
| M251121-2 | 11/21/2025 | H4 Weekly FM Meeting | A meeting was held to review H4 Weekly FM status |
| M251124-1 | 11/24/2025 | FM - Budget Reconciliation Report | A meeting was held to review FM - Budget Reconciliation Report |
| M251124-2 | 11/24/2025 | Discuss Documents: N+1 and Fiori Rapid activation and Impact Analysis | A meeting was held to review Discuss Documents: N+1 and Fiori Rapid activation and Impact Analysis |
| M251125-1 | 11/25/2025 | Discuss Logistics Data Conversion - Vendors, POs, Contracts, Pcard | A meeting was held to review Discuss Logistics Data Conversion - Vendors, POs, Contracts, Pcard |
| M251125-2 | 11/25/2025 | H4 Weekly AR Meeting | A meeting was held to review H4 Weekly AR status |
| M251125-3 | 11/25/2025 | H4 Weekly AP Meeting | A meeting was held to review H4 Weekly AP status |

## V. IV&V Deliverables and Reports Completed

| IV&V Deliverables and Reports Completed | | | | | |
|---|---|---|---|---|---|
| **IV&V ID** | **IV&V Deliverable Name** | **SI Deliverable Name** | **SI Wave / Seq ID** | **Submission Date** | **Note** |
| IVV1.0 | IV&V Management Plan | N/A | N/A | 4/20/2021 | |
| IVV2.0 | IV&V Project Schedule | N/A | N/A | 4/20/2021 | |
| IVV5.0 | Verification and Validation of Project Deliverables – Issue and Risk Management Strategy | Issue and Risk Management Strategy | Wave 1 / #5, #6 | 4/24/2021 | |
| IVV3.01 | IV&V Mid-Month Assessment (May 2021) | N/A | N/A | 5/14/2021 | |
| IVV4.01 | Monthly Project Assessment Report (May 2021) | N/A | N/A | 6/3/2021 | |
| IVV5.01 | Verification and Validation of Project Deliverables – Project Charter | Project Charter | Wave 1 / #2 | 6/2/2021 | |
| IVV3.02 | IV&V Mid-Month Assessment (Jun 2021) | N/A | N/A | 6/17/2021 | |
| IVV4.02 | Monthly Project Assessment Report (Jun 2021) | N/A | N/A | 7/11/2021 | |
| IVV3.03 | IV&V Mid-Month Assessment (Jul 2021) | N/A | N/A | 8/2/2021 | |
| IVV4.03 | Monthly Project Assessment Report (Jul 2021) | N/A | N/A | 8/13/2021 | |
| IVV3.04 | IV&V Mid-Month Assessment (Aug 2021) | N/A | N/A | 9/5/2021 | |
| IVV4.04 | Monthly Project Assessment Report (Aug 2021) | N/A | N/A | 9/21/2021 | |
| IVV3.05 | IV&V Mid-Month Assessment (Sep 2021) | N/A | N/A | 10/2/2021 | |
| IVV5.03 | Verification and Validation of Project Deliverables - Business Process Organizational Change Management (OCM) Plan | Business Process Organizational Change Management (OCM) Plan | Wave 1 / #12 | 10/6/2021 | |

| IV&V Deliverables and Reports Completed | | | | | |
|---|---|---|---|---|---|
| **IV&V ID** | **IV&V Deliverable Name** | **SI Deliverable Name** | **SI Wave / Seq ID** | **Submission Date** | **Note** |
| IVV5.05 | Verification and Validation of Project Deliverables - Communication Plan | Communication Plan | Wave 1 / #8 | 10/6/2021 | |
| IVV4.05 | Monthly Project Assessment Report (Sep 2021) | N/A | N/A | 10/9/2021 | |
| IVV3.06 | Mid-Month Assessment (Oct 2021) | N/A | N/A | 10/19/2021 | |
| IVV5.06 | Verification and Validation of Project Deliverables - Chart of Accounts Design | Chart of Accounts Design | Wave 1 / #11 | 10/25/2021 | |
| IVV5.08 | Verification and Validation of Project Deliverables - Enterprise Structure Design Documents | Enterprise Structure Design Documents | Wave 1 / #17 | 10/27/2021 | |
| IVV4.06 | Monthly Project Assessment Report (Oct 2021) | N/A | N/A | 11/8/2021 | |
| IVV5.07 | Verification and Validation of Project Deliverables - Master Data Design Documents | Master Data Design Documents | Wave 1 / #18 | 11/8/2021 | |
| IVV5.13 | Verification and Validation of Project Deliverables - End User Training Strategy | End User Training Strategy | Wave 1 / #19 | 11/19/2021 | |
| IVV3.07 | Mid-Month Assessment (Nov 2021) | N/A | N/A | 11/30/2021 | |
| IVV5.15 | Verification and Validation of Project Deliverables - Interface Plan | Interface Plan | Wave 1 / #21 | 12/2/2021 | |
| IVV4.07 | Monthly Project Assessment Report (Nov 2021) | N/A | N/A | 12/17/2021 | |
| IVV3.08 | Mid-Month Assessment (Dec 2021) | N/A | N/A | 1/2/2022 | |
| IVV4.08 | Monthly Project Assessment Report (Dec 2021) | N/A | N/A | 1/20/2022 | |
| IVV5.09 | Verification and Validation of Project Deliverables – Data Conversion Plan | Data Conversion Plan | Wave 1 / #22 | 1/31/2022 | |
| IVV4.09 | Monthly Project Assessment Report (Jan 2022) | N/A | N/A | 2/15/2022 | |
| IVV5.16 | Verification and Validation of Project Deliverables - Technical Infrastructure Plan/Design | Technical Infrastructure Plan/Design | Wave 1 / #24 | 2/23/2022 | |
| IVV3.10 | Mid-Month Assessment (Feb 2022) | N/A | N/A | 3/1/2022 | |
| IVV4.10 | Monthly Project Assessment Report (Feb 2022) | N/A | N/A | 3/11/2022 | |
| IVV3.11 | Mid-Month Assessment (Mar 2022) | N/A | N/A | 3/27/2022 | |
| IVV4.11 | Monthly Project Assessment Report (Mar 2022) | N/A | N/A | 4/15/2022 | |
| IVV3.12 | Mid-Month Assessment (Apr 2022) | N/A | N/A | 4/25/2022 | |

| IV&V Deliverables and Reports Completed | | | | | |
|---|---|---|---|---|---|
| **IV&V ID** | **IV&V Deliverable Name** | **SI Deliverable Name** | **SI Wave / Seq ID** | **Submission Date** | **Note** |
| IVV4.12 | Monthly Project Assessment Report (Apr 2022) | N/A | N/A | 5/17/2022 | |
| IVV3.13 | Mid-Month Assessment (May 2022) | N/A | N/A | 5/28/2022 | |
| IVV4.13 | Monthly Project Assessment Report (May 2022) | N/A | N/A | 6/17/2022 | |
| IVV3.14 | Mid-Month Assessment (Jun 2022) | N/A | N/A | 6/27/2022 | |
| IVV4.14 | Monthly Project Assessment Report (Jun 2022) | N/A | N/A | 7/20/2022 | |
| IVV3.15 | Mid-Month Assessment (Jul 2022) | N/A | N/A | 8/3/2022 | |
| IVV4.15 | Monthly Project Assessment Report (Jul 2022) | N/A | N/A | 8/18/2022 | |
| IVV3.16 | Mid-Month Assessment (Aug 2022) | N/A | N/A | 8/29/2022 | |
| IVV4.16 | Monthly Project Assessment Report (Aug 2022) | N/A | N/A | 9/16/2022 | |
| IVV3.17 | Mid-Month Assessment (Sep 2022) | N/A | N/A | 9/29/2022 | |
| IVV4.17 | Monthly Project Assessment Report (Sep 2022) | N/A | N/A | 10/20/2022 | |
| IVV3.18 | Mid-Month Assessment (Oct 2022) | N/A | N/A | 10/27/2022 | |
| IVV5.18 | Verification and Validation of Project Deliverables -Functional Specification Documents | Functional Specification Documents | Wave 1 / #27 | 11/17/2022 to 11/30/2023 | 140 Functional Specification Documents were reviewed.44 more documents by SI remain to be submitted to DOTH. |
| IVV4.18 | Monthly Project Assessment Report (Oct 2022) | N/A | N/A | 11/20/2022 | |
| IVV5.14 | Verification and Validation of Project Deliverables – Process Design Documents (PDD) | Process Design Documents | Wave 1 / #20 | 11/23/2022 | 48 Process Design Documents were reviewed. |
| IVV3.19 | Mid-Month Assessment (Nov 2022) | N/A | N/A | 12/5/2022 | |
| IVV4.19 | Monthly Project Assessment Report (Nov 2022) | N/A | N/A | 12/20/2022 | |
| IVV3.20 | Mid-Month Assessment (Dec 2022) | N/A | N/A | 1/6/2023 | |
| IVV4.20 | Monthly Project Assessment Report (Dec 2022) | N/A | N/A | 1/23/2023 | |
| IVV5.12 | Verification and Validation of Project Deliverables - Requirements Traceability Matrix | Requirements Traceability Matrix | Wave 1 / #16 | 2/2/2023 | |
| IVV3.21 | Mid-Month Assessment (Jan 2023) | N/A | N/A | 2/4/2023 | |

| IV&V Deliverables and Reports Completed | | | | | |
|---|---|---|---|---|---|
| **IV&V ID** | **IV&V Deliverable Name** | **SI Deliverable Name** | **SI Wave / Seq ID** | **Submission Date** | **Note** |
| IVV4.21 | Monthly Project Assessment Report (Jan 2023) | N/A | N/A | 2/24/2023 | |
| IVV5.27 | Verification and Validation of Project Deliverables -Environment Preparation (Quality) | Environment Preparation (Quality) | Wave 1 / #45 | 3/20/2023 | |
| IVV4.22 | Monthly Project Assessment Report (Feb 2023) | N/A | N/A | 3/22/2023 | |
| IVV5.17 | Verification and Validation of Project Deliverables - Document Fit/Gap Analysis | Document Fit/Gap Analysis | Wave 1 / #25 | 3/29/2023 | |
| IVV5.54 | Verification and Validation of Project Deliverables - Project Team Training Plan | Project Team Training Plan | Wave 2 / #9 | 4/26/2023 | |
| IVV4.23 | Monthly Project Assessment Report (Mar 2023) | N/A | N/A | 4/30/2023 | |
| IVV5.56 | Verification and Validation of Project Deliverables - Business Process Organizational Change Management (OCM) Plan | Business Process Organizational Change Management (OCM) Plan | Wave 2 / #12 | 5/9/2023 | |
| IVV4.24 | Monthly Project Assessment Report (Apr 2023) | N/A | N/A | 5/28/2023 | |
| IVV5.53 | Verification and Validation of Project Deliverables - Project Management Plan | Project Management Plan | Wave 2 / #3 | 6/12/2023 | |
| IVV5.19 | Verification and Validation of Project Deliverables - Configuration of all Software and Equipment | Configuration Design Document | Wave 1 / #28 | 6/14/2023 | |
| IVV4.25 | Monthly Project Assessment Report (May 2023) | N/A | N/A | 6/18/2023 | |
| IVV4.26 | Monthly Project Assessment Report (June 2023) | N/A | N/A | 7/25/2023 | |
| IVV4.27 | Monthly Project Assessment Report (Jul 2023) | N/A | N/A | 8/24/2023 | |
| IVV4.28 | Monthly Project Assessment Report (Aug 2023) | N/A | N/A | 9/27/2023 | |
| IVV5.31 | Verification and Validation of Project Deliverables -Disaster Recovery and Business Continuity Plans | Disaster Recovery and Business Continuity Plans | Wave 1 / #38 | 10/15/2023 | |
| IVV4.29 | Monthly Project Assessment Report (Sep 2023) | N/A | N/A | 10/28/2023 | |
| IVV5.29 | Verification and Validation of Project Deliverables -Internal Controls and System Security Plan | Internal Controls and System Security Plan | Wave 1 / #37 | 11/4/2023 | |
| IVV4.30 | Monthly Project Assessment Report (Oct 2023) | N/A | N/A | 11/21/2023 | |
| IVV4.31 | Monthly Project Assessment Report (Nov 2023) | N/A | N/A | 12/29/2023 | |
| IVV4.32 | Monthly Project Assessment Report (Dec 2023) | N/A | N/A | 1/20/2024 | |

| IV&V Deliverables and Reports Completed | | | | | |
|---|---|---|---|---|---|
| **IV&V ID** | **IV&V Deliverable Name** | **SI Deliverable Name** | **SI Wave / Seq ID** | **Submission Date** | **Note** |
| IVV4.33 | Monthly Project Assessment Report (Jan 2024) | N/A | N/A | 3/4/2024 | |
| IVV4.34 | Monthly Project Assessment Report (Feb 2024) | N/A | N/A | 3/18/2024 | |
| IVV4.35 | Monthly Project Assessment Report (Mar 2024) | N/A | N/A | 4/21/2024 | |
| IVV4.36 | Monthly Project Assessment Report (April 2024) | N/A | N/A | 5/20/2024 | |
| IVV5.10 | Verification and Validation of Project Deliverables - Initial Deployment Plan | Initial Deployment Plan | Wave 1 / #23 | 5/24/2024 | |
| IVV5.23 | Verification and Validation of Project Deliverables -DEDs with Acceptance Criteria for each System test cycle and each Deliverable | DEDs with Acceptance Criteria for each Deliverable for the User Acceptance Tests | Wave 1 / #47 | 5/29/2024 | |
| IVV4.37 | Monthly Project Assessment Report (May 2024) | N/A | N/A | 6/24/2024 | |
| IVV4.38 | Monthly Project Assessment Report (Jun 2024) | N/A | N/A | 7/26/2024 | |
| IVV4.39 | Monthly Project Assessment Report (Jul 2024) | N/A | N/A | 8/21/2024 | |
| IVV5.25 | Verification and Validation of Project Deliverables -Conference Room Pilot Iterations | Conference Room Pilot Iterations | Wave 1 / #34 | 9/20/2024 to 1/31/2025 | In Progress: The questions and comments for FA, FM, GM, PO, AR CRPs have been provided. |
| IVV4.40 | Monthly Project Assessment Report (Aug 2024) | N/A | N/A | 9/29/2024 | |
| IVV4.41 | Monthly Project Assessment Report (Sep 2024) | N/A | N/A | 10/24/2024 | |
| IVV4.42 | Monthly Project Assessment Report (Oct 2024) | N/A | N/A | 11/25/2024 | |
| IVV4.43 | Monthly Project Assessment Report (Nov 2024) | N/A | N/A | 12/27/2024 | |
| IVV4.44 | Monthly Project Assessment Report (Dec 2024) | N/A | N/A | 1/27/2024 | |
| IVV4.45 | Monthly Project Assessment Report (Jan 2025) | N/A | N/A | 2/28/2025 | |
| IVV4.46 | Monthly Project Assessment Report (Feb 2025) | N/A | N/A | 2/28/2025 | |
| IVV4.47 | Monthly Project Assessment Report (Mar 2025) | N/A | N/A | 3/25/2025 | |
| IVV4.48 | Monthly Project Assessment Report (Apr 2025) | N/A | N/A | 4/26/2025 | |
| IVV4.49 | Monthly Project Assessment Report (Sept 2025) | N/A | N/A | 11/14/2025 | |
| IVV4.50 | Monthly Project Assessment Report (Oct 2025) | N/A | N/A | 12/30/2025 | |
| IVV4.50 | Monthly Project Assessment Report (Nov 2025) | N/A | N/A | 01/25/2026 | |

## VI. IV&V Deliverables and Reports Planned To be Completed in Wave 1/Realize Phase and Wave 2 Prepare Phase

**Wave 1**

| IV&V Deliverables and Reports Planned To Be Completed in Explorer/Realize Phase | | | | | |
|---|---|---|---|---|---|
| **IV&V ID** | **IV&V Deliverable Name** | **SI Deliverable Name** | **SI Wave / Seq ID** | **Estimated Submission Date** | **Note** |
| IVV5.26 | Verification and Validation of Project Deliverables -Configuration of Testing Environment | Configuration of Testing Environment | Wave 1 / #39 | TBD | |
| IVV5.28 | Verification and Validation of Project Deliverables -Test Scripts, Test Cases, Test Procedures, and Test Data for All Modules** | Test Scripts, Test Cases, Test Procedures, and Test Data for All Modules** | Wave 1 / #36 | TBD | |
| IVV5.32 | Verification and Validation of Project Deliverables -Complete Custom Software and Integrate with the rest of the System | Complete Custom Software and Integrate with the rest of the System | Wave 1 / #40 | TBD | |
| IVV5.33 | Verification and Validation of Project Deliverables -Testing Plan | Testing Plan | Wave 1 / #41 | TBD | |
| IVV5.34 | Verification and Validation of Project Deliverables -Initial data conversion | Initial Data Conversion | Wave 1 / #43 | TBD | |
| IVV5.30 | Verification and Validation of Project Deliverables -Technical Specification Documents (Design of Interfaces, Customizations, and Reports) including all documents required for the FHWA reviews | Technical Specification Documents (Design of Interfaces, Customizations, and Reports) including all documents required for the FHWA reviews | Wave 1 / #27 | TBD | |
| IVV5.35 | Verification and Validation of Project Deliverables -Integration Testing | Integration Testing | Wave 1 / #44 | TBD | |
| IVV5.36 | Verification and Validation of Project Deliverables -DEDs with Acceptance Criteria for each Deliverable for the User Acceptance Tests | DEDs with Acceptance Criteria for each Deliverable for the User Acceptance Tests | Wave 1 / #47 | TBD | |
| IVV5.37 | Verification and Validation of Project Deliverables -Technical Final Documentations | Technical Final Documentations | Wave 1 / #46 | TBD | |
| IVV5.38 | Verification and Validation of Project Deliverables -Final System testing of each System module | Final System testing of each System module | Wave 1 / #48 | TBD | |

| IV&V Deliverables and Reports Planned To Be Completed in Explorer/Realize Phase | | | | | |
|---|---|---|---|---|---|
| **IV&V ID** | **IV&V Deliverable Name** | **SI Deliverable Name** | **SI Wave / Seq ID** | **Estimated Submission Date** | **Note** |
| IVV5.39 | Verification and Validation of Project Deliverables -Test results Report | Test results Report | Wave 1 / #49 | TBD | |
| IVV5.40 | Verification and Validation of Project Deliverables -Configuration of Production Environment | Configuration of Production Environment | Wave 1 / #30 | TBD | |

**Wave 2**

| IV&V Deliverables and Reports Planned To Be Completed in Prepare Phase | | | | | |
|---|---|---|---|---|---|
| **IV&V ID** | **IV&V Deliverable Name** | **SI Deliverable Name** | **SI Wave / Seq ID** | **Estimated Submission Date** | **Note** |
| IVV5.55 | Verification and Validation of Project Deliverables - Communication Plan | Communication Plan | Wave 2 / #8 | TBD | |

## VII. Appendix

### A. Impact Definition

| Value | Legend | Description |
|---|---|---|
| **N/A** |   | Not Applicable |
| **No Impact** |  | No Impact |
| **Low** |   | A priority of **Low** is assigned if there is a possibility of low impact to product quality, scope, cost, and/or schedule. Minimal disruption is possible, and some monitoring is likely needed to ensure priority doesnot increase. |

| | | |
|---|---|---|
| **Medium** |  | A priority of **Medium** is assigned if there is a possibility of moderate impact to product quality, scope, cost, and/or schedule. Some disruption is likely and a different approach may be required. Mitigation strategies should be implemented as soon as feasible. |
| **High** |  | A priority of **High** is assigned if there is a possibility of substantial impact to product quality, scope, cost, and/or schedule. A major disruption is likely, and the consequences would be unacceptable. A different approach is required. Mitigation strategies should be evaluated and acted upon immediately. |

## B. Status Definition

| Status | Description |
|---|---|
| **Open** | Observation, risk, or issue is created. |
| **In Progress** | Observation, risk, or issue is addressed and is being worked on by the H4 implementation team. |
| **In Dispute** | Observation, risk, or issue is not acknowledged or accepted by the H4 implementation team. |
| **Risk Accepted** | Observation, risk, or issue is acknowledged or accepted by the H4 implementation team but is not being worked on now. |
| **Closed** | Observation, risk, or issue is closed. |

## C. Subject Category Definition

| Subject | Subject Category | Description |
|---|---|---|
| Project Management | Schedule Management | Identify and assess risks and issues that may impact the project completion schedule. This may include analysis of the scale and complexity required, work breakdown and assignments, and assessment of proper planning regarding scope, budget, resources, etc. |
| | Resource Management | Identify and assess risks and issues associated with allocating proper resources (e.g. time and expertise) necessary to complete the project. |
| | Quality Management | Identify and assess risks and issues to quality, specifically software, functionality, testing, documents, etc. via implementation of internal and external measures and processes established to regulate quality level as needed. |

| Subject | Subject Category | Description |
|---|---|---|
| | Risk/Issue Management | Identify and assess risks and issues to software and deliverables. This may include considering and/or implementing processes to identify, monitor, communicate regarding, and mitigate potential items that could negatively impact the project. |
| | Organization Change Management | Identify and assess risks and issues involved in implementing changes necessary to optimize benefits of the new system. This may include end-user education of updated procedures, roles, responsibilities, technology, communication, etc. |
| | Communication Management | Identify and assess risks and issues that prevent stakeholders from communicating effectively by assessing their key objectives, developing, and implementing procedures to communicate purposes clearly, and analyzing methods to obtain feedback. |
| | Contract Management | Identify and assess risks and issues that could impact the H4 Project Team's ability to deliver on its contractual commitments such as cost, scope, size, etc. |
| | External Impact Management | Identify and assess risks and issues external to DOTH, IV&V, and SI that could impact the following: subcontractors, regulatory, market, customer, weather, etc. |
| Implementation | Requirement Management (Processes, Requirements and Fit/Gap) | Identify and assess risks and issues to business process, system software requirements, and fit/gap of process and available functionalities of the software. |
| | Solution Design and Configuration | Identify and assess risks and issues to solution design and configuration of the software implementation of the system. |
| | Interface and Integration | Identify and assess risks and issues that relate to functionalities that interact with outside system or software. |
| | Reports and Analytics | Identify and assess risks and issues to reporting and analytics functionality of the system. |
| | Security | Identify and assess risks and issues to security of the system such as authentication, user access control, encryption, or any other items that relate to keeping the information secure. |
| | Data Conversion | Identify and assess risks and issues to data conversion process or resulting data when moving data from the old system to the new system. |
| | Documentation | Identify and assess risks and issues in documentation deliverables. |
| | System Testing | Identify and assess risks and issues related to testing the functionalities of the system for the requirements. |
| | Training and Knowledge Transfer | Identify and assess risks and issues with training and knowledge transfer of the new system and its use for DOTH business. |
| | Production Migration | Identify and assess risks and issues to the system migrating from test environment to production environment. |

## D. Glossary

| Term/Acronym | Definition |
|---|---|
| ABAP | Advanced Business Application Programming |
| AG | Attorney General of the State of Hawaii |
| AP | Accounts Payables |
| AR | Accounts Receivables |
| ARR | Analysis of Reporting Requirements |
| B&F | Department of Budget and Finance |
| BD | Budget |
| BI | Business Intelligence |
| BPML | Business Process Master List |
| BPO | Business Process Outsourcing |
| BPP | Business Process Procedure |
| CA | Contract Administrator |
| CAFR | Comprehensive Annual Financial Report |
| CE | Construction Engineering |
| CDD | Configuration Design Document |
| CFL | Central Federal Lands |
| CIP | Construction In Progress |
| CM | Construction Management |
| CMIA | Cash Management Improvement Act |
| CO | Controlling (SAP "Controlling Module) |
| COGS | Certificate of Good Standing |
| CON | Construction |
| CPN | Capital Project Number |
| CPO | State Chief Procurement Officer |
| CSS | Construction Support Services, Computer System & Service |

| Term/Acronym | Definition |
|---|---|
| CALM | Cloud ALM |
| DAGS | Department of Accounting General Services |
| DED | Deliverable Expectation Document |
| DES | Design |
| DHRD | State Department of Human Resources Development |
| DMR | Daily Maintenance Reports |
| DOTH | Department of Transportation Highways Division |
| DW | Data Warehouse |
| EGS | Equipment, Gas and Oil, and Stores |
| EPAR | Employee Personnel Action Report |
| ETS | State Office of Enterprise Technology Services |
| FA | Fixed Assets |
| FAHP | Federal-Aid Highway Program |
| FAIS | Fixed Asset Inventory System |
| FAMIS | Financial Accounting and Management Information System (State of Hawaii) |
| FHWA | Federal Highway Administration |
| FI | Finance (SAP "FI" Finance module) |
| FM | Fund Management |
| FMCSA | Federal Motor Carrier Safety Administration |
| FMIS | Federal (FHWA) Financial Management Information System |
| FMS | Financial Management System |
| FSD | Functional Specification Document |
| FTA | Federal Transit Administration |
| FTE | Full-time Equivalent(s) |
| GASB | Governmental Accounting Standards Board |
| GET | General Excise Tax |

| Term/Acronym | Definition |
|---|---|
| H4 | Name of New System/Project |
| H4 Project Team | DOTH and SI Project Team Members |
| HAR | Hawaii Administrative Rules |
| HCE | Hawaii Compliance Express |
| HCM | Human Capital Management |
| HIC | Hawaii Information Consortium |
| HR | Human Resources |
| HIP | Hawaii Information Portal |
| HRMS | Human Resources Management System |
| HRS | Hawaii Revised Statutes |
| HWYAC | Highways Accounting and Financial Reporting System |
| IDIQ | Indefinite Delivery/Indefinite Quantity |
| IO | Internal Order |
| IS | Integration Suites |
| ITD | Inception to Date |
| IV&V | Independent Verification and Validation |
| JA | Job Authorization |
| JE | Journal Entry |
| JV | Journal Voucher |
| KT | Knowledge Transfer |
| MPO | Metropolitan Planning Organization |
| MOF | Means of Finance |
| MMS / AS400 | Maintenance Management System (District's AS400's) |
| MVSO | Motor Vehicle Safety Office |
| NHTSA | National Highway Traffic Safety Administration |
| NDA | Confidentiality and Nondisclosure Agreement |

| Term/Acronym | Definition |
|---|---|
| OCM | Organizational Change Management |
| PM | Plant Maintenance |
| PMP | Project Management Plan |
| PR | Purchase Requisition |
| PS | Project System |
| PAO | Proposal Assignment Work Order |
| PCard | Purchasing Card |
| PCEW | Project Cost Estimate Worksheet |
| PDD | Process Design Document |
| PDS | Project Data Sheet |
| PE | Preliminary Engineering |
| PMO | Project Management Office |
| PMP | Project Management Plan |
| PO | Purchase Order |
| PPB | Planning, Programming, and Budgeting Office |
| PR | Purchase Requisition |
| PS&E | Plan Specification and Estimate |
| RACI | Responsible, Accountable, Consulted, and Informed (RACI, aka Responsibility Assignment Matrix) |
| RCA | Recommendation of Contract Award |
| RFP | Request for Proposal |
| RM | Routine Maintenance |
| ROW | Right of Way |
| RTM | Requirements Traceability Matrix |
| SaaS | Software-as-a-Service |
| SAC | SAP Analytical Cloud |
| SBP | SAP Budget and Planning |

| Term/Acronym | Definition |
|---|---|
| SME | Subject Matter Expert |
| SMP | Special Maintenance Project |
| SPO | State Procurement Office |
| STIP | Statewide Transportation Improvement Program |
| SWV | Summary Warrant Voucher |
| TA | Temporary Assignment |
| TL | Time and Labor |
| TSD | Technical Specification Document |
| T&M | Time and Materials charges in accordance with applicable Composite Rate Card(s) |
| UAC | Uniform Account Codes |
| UCOA | Uniform Chart of Accounts |
| TDR | Treasury Deposit Receipt |
| TRN | Department of Transportation |
| UNSPSC | United Nations Standard Products and Services Code |
| WBS | Work Breakdown Structure |
| WRICEF | Workflows, Reports, Interface, Conversion, Enhancements, and Forms |

## E. Appendix: Comment log on Draft Report

| ID # | Comments | Commenter's Organization | IV & V Resolution |
|---|---|---|---|
| | • The report appropriately highlights the importance of a complete and realistic Project Plan. It would be helpful to clarify that the final baselining of the Project Plan is dependent on completion of the remaining end-to-end CRP sessions, which are currently being scheduled from late January 2026 through the end of March 2026. Completion of these CRPs will enable detailed planning for Unit Testing, Knowledge Transfer, Integration Testing, User Acceptance Testing, System Upgrade and cutover activities based on confirmed end-to-end scenarios. The observation that the July 2026 Go-Live date is ambitious is understood and will be revisited once these prerequisite activities are completed. | LSI | IV&V does not agree that completion of the baseline project plan is dependent on completion of the CRPs. |
| | • "11/30/2025: The change order to replace the SAP SBP with SAP SAC is in progress" | | Removed from the Report |
| | • CRP sessions conducted through November have contributed to closing several open design questions and directly supported the approval of all CDDs. As the remaining CRPs are completed, the focus is expected to shift from design clarification toward confirmation of execution scenarios and readiness for testing. | | IV&V agrees. |
| | • The report correctly notes that formal KT and training activities have not yet started. With the approval of the CDDs in November, the project is now better positioned to plan structured KT and training activities. Execution of these activities is expected to follow completion of the remaining end-to-end CRPs, which will confirm final process flows and system behavior. | | No response required. |

| | | | |
|---|---|---|---|
| | • Approval of all CDDs in November has helped improve cross-module alignment and clarify integration points. While some integration activities remain in progress, these are expected to continue to be addressed as part of detailed testing preparation and execution planning. | LSI | No response required. |
| | • Approval of all CDDs in November has helped improve cross-module alignment and clarify integration points. While some integration activities remain in progress, these are expected to continue to be addressed as part of detailed testing preparation and execution planning.<br><br>• LSI agrees with the report's recognition of the completion and approval of all CDDs in November. This milestone establishes a stable configuration baseline and supports more focused planning for testing and downstream activities.<br><br>• Remaining WRICEF and FSD activities continue to depend on pending Change Order approvals and final confirmation of certain requirements by DOTH. With the design baseline now approved, LSI is positioned to complete the remaining specifications once the outstanding approvals and confirmations are received.<br><br>• "SI is evaluating the interpretation of the contract terms to upgrade PI/PO to SAP Integration Suite. A change order for CALM and an analysis of PI/PO regarding the upgrade's impact and complexity are currently underway. Upon completion, DOTH and SI will resume discussions regarding this upgrade. However, over the last few months, there have been no specific updates on the progress of this analysis." | LSI | No response required<br><br>No Response needed.<br><br>IV&V Does not agree that FSD Completion Is Delayed Due to Pending Requirements Clarification from DOTH. Per the PMO, any open issues with FSD's are to be discussed in the weekly functional meetings. LSI has not included the issues to be discussed in the weekly agenda.<br><br>No response required. |

## VIII. Observation, Risk, and Issues List – In Progress

| ORI ID | Type | Phase | Issue Description | Created By | Date Created | Priority | Target Resolution Date | Assigned to | Issue Owner | Analysis Target Date | Resolution | Work Stream | Category | Status | Date Closed | Comments | Documents |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ORI144342 | Issue | Prepare | Delayed delivery of updated project plan to contain resourcing | John Marcinko | 5/26/2021 | Low | 9/30/2021 | Rick Miller | John Marcinko | 8/25/2021 | Assigned to deputy PM. The resource will not be on the project due to illness a new replacement is being sought. | Project Management | Resource Management | In Progress | | 4/26/22 - The Project Plan is on hold, pending approval of the design. As we are being the schedule, updates to the plan are not possible as the design is not approved. Once we have approval, we will develop a rolling 60 day plan with more detail up front and high level tasks beyond the 60 day outlook. 9/7 - PHWA is close to being finalized. This is the last PDD to be completed to close the Design sessions. Once complete, the schedule can be updated and finalized for the 7/1/23 Go Live<br>1/14/23 - Updated Wave 1 project plan sent to DOTH, review pending discussion between Tammy and Nadet. DOTH rejected the updated plan and provided comments in the 1/16/2023 meeting. | |
| ORI5044893 | Issue | Realize | During EOS PDD review the Business flow Purchase of assets was brought up as a question by DOTH. This business process needs to be clarified. The Asset PDD documented that the requisitioner would create the PR and charge to and 83 and relevant 77 object code and workflow than would send every single asset requisition to HWY-SF for creation of the asset and update on the PR. This will cause a large bottleneck. Another option for DOTH to consider is for the requisitioner to create the asset shell during the requisition creation and add the description, 17A fields and the account coding on the asset screen which than saves directly to the PR. The 77 object code would than initiate the workflow to HWY-SF is just an upfront check on the asset shell. | Brenda | 11/28/2022 | Medium | | Tin K. Vanessa, Destiny, Nag, Hafiz | Tin K | | | | Solution Design & Configuration | In Progress | | During KT sessions while Brenda onsite the week of 3/13 we discussed this topic. There are a lot of purchase requisitioners throughout DOTH. There are only a handful of folks that would identify items to be included on the state inventory and prepare the 17A. The level of integration on the asset master record with General Ledger, GAAP reporting, Depreciation, useful lives, whether depreciable or not depreciable is very much a HWY-SF activity and this detail would not be known by the requisitioners. As Destiny pointed out we can't put even more work on the requisitioners. We are working on an Excel upload for Assets that would require the information the users currently use to create the 17A as a better option to identify, create and capitalize the assets. This will keep the current purchasing process as is, allow for HWY-SF to control the proper creation of the asset records and capitalization and not expand the workload of individuals.<br>9/11/24 - To be revisited with the DOTH and LSI teams. |
| ORI5144893 | Issue | Realize | During EOS PDD review: Start date of capitalization in H4 needs to be discussed more and defined. Currently capitalization in FAIS starts when 17A is subunto after payment is processed. DOTH has never had it's own Fixed Asset System like they will in H4. Capitalization in H4 is when invoice is posted and the 17A fields are stored on the asset master to allow DOTH to have the 17A generated from H4 based on the RTM | Brenda | 11/28/2022 | Low | | Vanessa, Destiny, Hafiz | Nag | | | | Solution Design & Configuration | In Progress | | During KT sessions while Brenda onsite the week of 3/13 we discussed this topic. There are only a handful of folks that would identify items to be included on the state inventory and prepare the 17A. The level of integration on the asset master record with General Ledger, GAAP reporting, Depreciation, useful lives, whether depreciable or not depreciable is very much a HWY-SF activity based on the manual 17A received from the districts. We are working on an Excel upload for Assets that would require the information the users currently use to create the 17A as a better option to identify, create and capitalize the assets. This will keep the current purchasing process as is, allow for HWY-SF to control the proper creation of the asset records and capitalization and not expand the workload of individuals. The Excel upload will allow HWy-SF to capitalize the assets in agreement with the dates that FAIS capitalized the asset thus reducing timing differences in reconciliations.<br>9/11/24 - To be revisited with the DOTH and LSI teams. |
| ORI5444893 | Issue | Realize | The FAMIS interface file. Mapping logic is defined by LSI based on the file layouts received from DOTH.<br>1. DOTH has not provided payment file. Payment interface to FAMIS never used by DOTH in the past. This is a new process for DOTH with the implementation of H4. Risk level is High.<br>2. DOTH has provided a PO interface, but this was discontinued the last several years so there are concerns over how to interface this data to DAGS.<br>PO interface has only been done manually but will change to daily with implementation of H4. Risk level low. | Brenda | 11/28/2022 | Medium | | Nag, Hafiz, DOTH person(?) | Nag and Hafiz | | | | Risk/Issue Management | In Progress | | 9/23/23 - The FAMIS PO interface will be resolved only after the testing of the FSD is complete.<br>1/2/23 - The FAMIS Payment interface mapping can only be confirmed after testing since no payment interface file has been used in the past.<br>8/14/23 - Keep status as "In Progress" until there is test file to be tested.<br>9/11/24 - To be revisited with the DOTH and LSI teams. | |
| ORI5644893 | Issue | Realize | Data cleansing of charge codes will be needed by DOTH with the assistance of LSI for Project WBS and Order conversions. This will be an ongoing effort working as a Team until DOTH is able to provide a good source file. (PS-C001) | Brenda | 11/28/2022 | High | | Hafiz and Destiny | Hafiz & Tim | | | | Data Conversion | In Progress | | This will be an ongoing data cleansing effort. The last charge codes file is dated July 20, 2022. The IO data cleansing overview is documented on the Assumption section of CO-C001 IO Conversion FSD.<br>1/2/23 - FSD for CO-001 was conditionally approved on 1/14/23. Since data cleansing is an ongoing task, we still keep this issue "In Progress"<br>6/7/23 - New DOMALL file dated 6/7/23 was received from Vanessa. Will use this file for unit testing CO-C001. Data cleansing recommendations listed on the CO-C002 FSD is an ongoing task and issue remains "In Progress" status.<br>8/14/23 - Keep "In Progress" status as this is an on-going data cleansing task.<br>8/30/24 BM: Added Tim for Charge Codes 1* and 6* series that should translate to WBSE in H4. Rest are IO's. CO Weekly session in Sept will re-visit the cleansing effort steps for Charge Codes D08 and D09 Work Order files for FY 2024 and 2025 data. |
| ORI5944893 | Issue | Realize | During the Vendor master data conversion: 10/25/22 the Petty cash Vendor discussion brought up the issue of how petty cash payment and replenishment process will occur in H4. | Brenda | 11/28/2022 | Medium | | Hafiz and Nag | Nag and Hafiz | | | | Data Conversion | In Progress | | 8/30/24 BM: Need to listen to existing recorded sessions if any or request from DOTH for this. Possible email request to DOTH. Ron, Hwee and Vanessa to see when last discussed. | |
| ORI6248933 | Risk | Realize | GL Balances Conversion - There is no single data source to get GL balances for go-live. The current process to establish beginning balances of new fiscal year requires annual data completion steps that consists of using multiple supporting financial reports with adjustment journal entries (not tracked in HWYAC system). This may become a risk if conversion balances for go-live cannot be determined, validated and reconciled in a timely manner. (GL-C001) | Hwee | 3/20/2023 | High | | Vanessa and Hafiz | Hafiz | | | | Risk/Issue Management | In Progress | | Meetings held to discuss GL balances conversion and couldn't identify a single data source to establish the beginning fiscal year balances for go-live. The current process involves extensive manual effort with multiple supporting detailed reports and adjustment entries tracked on excel spreadsheet. The sample FY 2022 trial balance reports provided are too high level and do not have the level of details (balances by GL account and Fund) needed for balances conversion in H4.<br>5/4/23 - Balances will be provided by Vanessa on an excel format manually at go-live cutover. Balances cannot be directly extracted from HWYAC or FAMIS or Datamart due to additional manual data analysis is required after year-end soft close balances. FSD is in progress.<br>6/7/23 - FSD submitted to DOTH on 5/22/23.<br>8/14/23 - Remain "In Progress" until a test file is provided.<br>9/11/24 - To be revisited with the DOTH and LSI teams. |
| ORI6645034 | Issue | Realize | Re-Validation of Super Users (2nd Time) - have completed validation with Districts but Branches outstanding. Apprehensive to validate given we initially completed in October 2022. Many questions from the Districts on timing of end user training, scheduling, etc. Number of downstream impacts to OCM/Training with lack of workplan and whether we ever increasing | Libby Wilkins | 4/18/2023 | High | | PMO | OCM/Training: Rebecca | | | | Training & Knowledge Transfer | In Progress | | | |
| ORI6745034 | Issue | Realize | Super User Orientation Timing and cascading impacts to their schedules for supporting UAT, Training Materials Review (timely communication required here for them to understand process and turnaround time), End User Training Support | Libby Wilkins | 4/18/2023 | High | | PMO | OCM/Training: Rebecca | | | | Communication Management | In Progress | | | |
| ORI6845034 | Risk | Realize | Training Infrastructure District Concerns regarding June/July Training Delivery, weather related power outages, tsunami's, etc.<br>Depending on training delivery window - need to be in front of communications regarding expectations of end users and completing training. PTO, etc. | Libby Wilkins | 4/18/2023 | Medium | | PMO | OCM/Training: Rebecca | | | | Communication Management | In Progress | | | |
| ORI6945034 | Issue | Realize | Timely development of District/Branch Training Schedule, onboarding of site training coordinators, site coordinators ownership of enrollment and logistics based on training schedule | Libby Wilkins | 4/18/2023 | High | | PMO | OCM/Training: Rebecca | | | | Training & Knowledge Transfer | In Progress | | | |
| ORI7045034 | Issue | Realize | Timely identification of LSI Instructional Designers for training materials development which is based on a 8 week window (time not including developer materials onboarding workshop and credentials access(4 hours) | Libby Wilkins | 4/18/2023 | High | | PMO | OCM/Training: Rebecca | | | | Training & Knowledge Transfer | In Progress | | | |
| ORI7245050 | Issue | Realize | FAMIS transaction codes file returns multiple FAMIS TCs with same set of debit and credit accounts | Hwee | 5/4/2023 | High | | Vanessa and Hafiz | Vanessa and Hafiz | | | | Solution Design & Configuration | In Progress | | 9/4/23 - GL-E004, GL-E007, GL-F001 uses the FAMIS transaction codes file to substitute FAMIS TC automatically. However, the file contains multiple FAMIS TCs with the same combo of HWYAC TC, Debit & Credit Codes and Accountant's frequently used TCs. Working with DOTH to determine if unique identifier can be determined. The file needs to be cleaned up by accountants to reflect the correct FAMIS TCs.<br>6/7/23 - Hwee has been working with fiscal accountants to clean up the FAMIS transaction codes file. Issue remains "In Progress" status.<br>8/14/23 - Remain "In Progress" as this is an ongoing data cleansing task.<br>9/11/24 - To be revisited with the DOTH and LSI teams. | |
| ORI7345051 | Issue | Realize | Conversion of data for Purchase Orders and Contracts : There are 2 different sources from where the Open Purchase Orders and Contracts could be extracted within DOTH.<br>While Purchase Orders can be generated from the Legacy system AS400 ( One each for each island and DOTH Admin and Branch offices), there is manual effort involved to structure the data points ( for example for the DOT Contracts, Sole Source and Exempt texts and Options) and Line item descriptions) into columnar format from a string or free flows stored in the AS400 systems. The manual effort needs to be repeated for different test cycles with updated data and for the final production conversion based on cut off dates.<br>Contract data needs to be extracted from the FAMIS balances as reflected in DATAMART and translation to the template would be a manual effort to suit the fields of the template and the activity needs to be repeated and updated per test cycles and for the final prodn conversion as well.<br>This poses a risk in meeting the readiness of the data in time pre Go-live,based on cut off dates as well as accuracy of the data. | Nag | 5/5/2023 | Medium | | Nag, Ellie and Val | Nag | | | | Risk/Issue Management | In Progress | | 02/07/2023<br>Logistics Connect (DOTH Connect 5)<br>Contracts Data for conversion<br>Sample file is received.<br>How about IDIQ and open ended contracts? (only for POs)<br>Look in Purchase Orders DOT* (Sample Conversion files for POs) @Nag<br>02/01/2023 to 02/21/2023<br>Worked with Ellie and Jo-Anne on Contracts data<br>02/22/2023<br>Question on Purchase Orders created from (IFB) and (RFP)?<br>Clarissime replied with sample POs that appear to be Open ended Contracts<br>02/27/2023<br>Conversion template is circulated<br>Reference Conversion template is on Teams here.<br>Confirmation on AS400 categories for document type mapping during conversion<br>Owen provided the AS400 categories and texts on call and the Tab 'As400 and H4 Categories' is updated. (See meber highlighted cells).Please review.<br><br>Extended Customer fields to be added to the file containing the data and SPO-010 validations to be considered.<br><br>Owen confirmed that in the Legacy System these texts and options for Exemption and Sole Source are available and hence can be provided on the Conversion data. Tab 'SAP HDR V1' is updated with the necessary fields and need to be populated with Legacy data. | |
| ORI7445061 | Issue | Realize | Per RTM requirement GL113, H4 needs generate Journal Vouchers whenever necessary to be in compliance with DAGS. For example, when transferring appropriations or reducing Blanket Encumbrance balances for converting to contracts, JVs should be generated in H4 so that DOTH can send them to DAGS<br>GL113 - Ability to generate State Journal Voucher Form with transaction code and state UAC. | Ron | 5/15/2023 | Medium | | Monette, Hafiz & Vanessa | Monette, Hafiz & Vanessa | | | | Solution Design & Configuration | In Progress | | 6/7/23 - Appropriation/Allotment and blanket encumbrance related FAMIS transaction codes were discussed in the weekly meeting dated 5/30/23. These will be added to GL-F001 to generate the state JV form.<br>6/20/23 - Meeting is scheduled to get requirements for federal budget appropriation and allotment (TC411, 473 & 474)<br>6/26/23 - Meeting held on 6/23 to discuss TC411, 473 & 474, rewriting FSD to include encumbrance and budget transactions.<br>8/14/23 - These are added to GL-F001 FSD.<br>9/11/24 - To be revisited with the DOTH and LSI teams. | |
| ORI7545079 | Issue | Realize | It is a requirement (IT007 and IT008) to be able to customize error messages so that the H4 error correction process is not less efficient than the current DOTH error correction process. | Ron | 6/2/2023 | Medium | | Ron | Development Team | | | | Solution Design & Configuration | In Progress | | 7/24/23 PH -<br>From: Stanley John <SJohn@hiveminisl.com><br>Sent: Tuesday, July 25, 2023 11:06 AM<br>To: Patrick Hayes <PHayes@hiveminisl.com><br>Cc: Brenda Creelman <BCreelman@hiveminisl.com>; Paul Nicks <paul.nicks@hiveminisl.com><br>Subject: Re: Issue 75 - Requirement (IT007 and IT008) to be able to customize error message<br>Patrick,<br>It is not a technical problem. This is the SAP software delivered solution.<br>7/24/23 PH - Emailed Stanley a screenshot of the AVC error message from H4S420.<br>7/24/23 - Email forwarded to Stanley. Pn<br>Please clarify where you need custom error messages in H4? 8/24 email to Paul explained where the custom error message is needed in Budgetary Control<br>9/20/23 - Per Stanley, the error messages are not able to be customized; this is a SAP standard message. PN<br>10/3/23 - Meeting to be scheduled to discuss. PN<br>9/11/24 - To be revisited with the DOTH and LSI teams. | |

# STATE OF HAWAII, DEPARTMENT OF TRANSPORTATION, HIGHWAYS

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ORI7645083 | Issue | Realize | H4 needs to make a decision on how Availability Control (Budget Check) should be implemented at DOTH | Patrick | 6/6/2023 | High | | Mouette | FM Team | | | | Solution Design & Configuration | In Progress | 7/11/23 PH - Angie updated the "H4 FM AVC Strategy" document in Teams with her input on AVC at DOTH. We will discuss in our weekly meeting.<br><br>6/6/23 The topic of availability control (AVC) functionality in FM has been discussed in the weekly FM meeting. Therefore, a document was developed to explain and track H4 FM AVC strategy (link below). Additional meetings will occur to support DOTH's decision making.<br><br>https://hawaiioiist.sharepoint.com/:x:/r/teams/DOTDOTHPMO-FMSImplementation/Shared%20Documents/General/REALIZE%20PHASE/12%20Functional%20Teams%20Folders/FM/H4%20FM%20AVC%20Strategy.xlsx?d=w21674c3ac55a4c838d0764681f5f9a23&csf=1&web=1&e=ga8gJd<br>9/11/24 - Mouette to address. | |
| ORI7745104 | Issue | Realize | Concern of downstream impacts from weekly mtgs & FSD reviews to efficient and accurate training materials development specifically new change impacts arising, impacts to roles/definitions and glossary items. All of these areas are components of resources and content for instructional design. | Libby Wilkins | 6/27/2023 | High | | Tim/Rebecca | Functional/OCM/ Training | | | | Resource Management | In Progress | | |
| ORI8245174 | Risk | Realize | Address the specific data conversion processes, post mapping of data in the FSDs:<br>- Data for conversion - specific data sets and sources being converted<br>- Data destination<br>- Specifications<br>- Final Plan<br>- Data Flow<br>- Cleansing Rules<br>- Transformation process<br>- Data loading process<br>- Iterative testing process<br>- Validation and Verification processes: stock conversions, exceptions, error handling, validation reports<br>- Production conversion and implementation plan - Schedule, cutover plan, day of execution, results review and final review/approval | Mark | 9/8/2023 | High | | Tim B | Paul | | | | Solution Design & Configuration | In Progress | 9/12/23 - Paul to follow up with Mark<br><br>9/26/23 - Meeting held to discuss issue | |
| ORI8445187 | Risk | Realize | Has the conversion object load sequence been determined?<br><br>Or can you tell us for this scenario we are going through what comes first and what is next?<br><br>Does setting up the WBSE's come first? Then what? It would help us if we new the sequence so we know what will need to be done next so the people involved in the next steps are prepared for their part. | Destiny Brighter | 9/18/2023 | High | | Tim B | Paul | | | | Solution Design & Configuration | In Progress | | Per Destiny's 8/30 email to: Patrick/Howe/Tim/Nag, |
| ORI9345349 | Issue | Realize | Need the Requirement number to enable Masking feature is requested for the fields in Vendor Master data | Nag | 2/27/2024 | Medium | | Ron | Nag | | | | Schedule Management | In Progress | Val created a shortlisted material group from the previous list of UNSPSC<br>02/23/2024 Discussions on adoption of the Material groups mixing or simplified set of Material groups so users can easily select the Material groups.DOTH sees no big benefits of having list of UNSPSC material groups as DOTH already has the Object Codes (GL Accounts) at each line item of the PO and Purchase Requisition.03/01/2024 DOTH agreed that there is no internal benefit by maintaining a big list of Material groups from UNSPSC and under the users select for each line item.Standard Reports like ME2* will also help get the Purchase Orders and purchase requisitions from the short text on line item with wild card. The best choice unanimously agreed was to adopt a default material group 99999999 Default Mat.Group for example and scale it up as needed in future.<br>Material group clean up is completed in H4D 420 and transport is being moved over to H4Q | |
| ORI9345405 | Issue | Realize | Need a systemic way to check and update the Staging tables when Retainage payments are released | Nag | 4/23/2024 | Medium | | Hafiz/Cesario | Hafiz/Cesario | | | | Schedule Management | In Progress | Staging table stores the retainage amounts from the Legacy data by the Contract/PO line item of teh accounting code. While prospective transactions holding the retainage amount as part of the Invoice for these POs and Contracts are handled seamlessly by the H4 system, DOTH desires to have a Systemic checks and updates in place when retainage amounts are released to Suppliers on these Legacy POs or Contracts post the Go Live from an AP perspective.<br>9/11/24 - Hafiz and Cesario to review | |
| ORI9615427 | Issue | Realize | Add Desire Id to WBS between CRP and ITC1 | tito | 5/15/2024 | High | | tito | | | | | Solution Design & Configuration | In Progress | Desire ID needs to be added to WBS element in order to properly bill FHWA. This means reducing the first 3 characters to 1 (CIP - C for example). I expect this will impact several WRICEF items including those i need for CRP. Because of this it is important to approve this change but schedule it between CRP and ITC1. | |
| ORI9745453 | Issue | Realize | Expansion of the DOTH Cost Center Hierarchy | Mouette | 6/10/2024 | High | | Hafiz/Mouette | Nathan/ Kara | | | | Schedule Management | In Progress | Budget Conversion for O&M and SMP funds require the budget load at a higher level than the current cost center hierarchy. There is an ongoing conversation with Nathan and Kara to analyze the current budgeting process and how they will translate to the SAP budget version 0.<br>8/14/24 BM: Additional Cost Centers and Changes in Cost Center Std. Hierarchy completed for testing purposes and CRP session for FM Budget load presentation.<br>8/23/24 BM: Discussed and presented Cost Center number data to DOTH Finance and Destiny. Briefly mentioned the changes and additional Cost Centers in the 8/23 CO Weekly session. Requested follow-up session for a session with DOTH Budgeting and Finance team for week of Sept 16th onwards - FM, FICO teams. | |
| ORI9845485 | Issue | Realize | Grant and Sponsored Programs Data Conversion | Mouette | 7/12/2024 | High | | Mouette, Hafiz & Vanessa | Kari Bienes | | | | Solution Design & Configuration | In Progress | The topic of how we will convert grants and sponsored programs continues to be an open discussion. The next meeting will not be scheduled until August 1st. We can only conduct the CRP session once a decision is made. | |
| ORI10045502 | Issue | Realize | SAP has notified DOTH that SAP Process Orchestration (PO) will be discontinued and LSI should utilize SAP BTP Integration Suite instead of SAP PO to build the H4 interfaces to ensure that the interfaces continue to function. | Ron | 7/29/2024 | High | | Paul, Ron | Paul | | | | Solution Design & Configuration | In Progress | Impacted Interfaces include: AP-1001 - Interface: FAMIS Payment Outbound Interface<br>AP-1002-Interface: FAMIS Data Update Inbound Interface<br>IN-1001 - Interface: HIP To SAP HR Interface<br>PY-1001 - Interface:DOTH State Payroll Inbound Interface<br>TM-1001 - Interface:Create Absences from Approved Leave<br>TM-1002 - Interface: Update Absence Quotas from HIP Leave Balances<br>TM-1003 - Interface: Interface Employee Time Data to HIP<br>TM-100SInterfaceAS400 DMR Time to H4<br>PO-1001InterfaceInterface to FAMIS for POs and Contracts<br>PO-1002InterfaceVendor Master data interface FAMIS<br>PO-1003InterfacePaard -statement Bank interface[LR4] [ZH5] [HZ6] [SS7] SB stated requested an email with the DOTH numbers regarding the end of support for SAP Process Orchestration for him to address. DOTH emailed the concerns 8/21/2024<br>9/5/24 - LSI Responded<br>9/10/24 - DOTH Responded to LSI's response<br>10/1/24 - Steering Committee meeting scheduled to discuss on 10/14/24<br>10/14/24 - Sandeep to use the SAP tool to determine the impact/timing of moving to BTP<br>10/14/24 – H4 Steering committee decision is to convert the interfaces to BTP Integration Suite before go-live. To be re-visited in the PMO after analysis is complete.<br>12/6/24 – Escalation letter from Nader to Tammy<br>12/13/24 – Response letter from Ed Sniffen to Nader<br>11/21/25 - CO submitted to DOTH to document the change. | |
| ORI10145503 | Risk | Realize | The Fixed Asset ORG Code field.<br>This field represents: Department(DEP), Division (DIV), Sub-Division(S/D) and Island (ISL).<br><br>The field is currently represented by ANLA-GDLGRP on H4 (with the values below), DOTH requested if possible to breakdown the field into 4 fields.<br>This is possible, but the impact of the change has to be evaluated with the benefit for the change.<br><br>Impact:<br>- The current field is used in every single report, custom transaction and enhancement. All the development will need to be amended.<br><br>Benefits:<br>- Be able to breakdown ORG Code into different organization elements for reporting purposes. | Edgar | 7/30/2024 | High | | Edgar | Edgar | | | | Solution Design & Configuration | In Progress | The ORG code and separate fields for Department (DEP), Division (DIV), Sub-Division(S/D) and Island (ISL) are in the RTM Requirements and is required by DAGS for reports, such as the 17A<br>FA001 - Ability to enter and maintain asset data in fully compliance with Department of Accounting and General Services (DAGS) including but not limited to:<br>- Asset number, asset class, asset category, sub-category, sub section, fields listed on 17A.<br>FA004 - Ability to generate Form 17A and interface to FAMIS.<br>Also, the FSD FA-F005-Generate the 17A, has separate fields for Department(DEP), Division (DIV), Sub-Division(S/D) and Island (ISL). | |
| ORI10145502 | Issue | Realize | DOTH decision is needed on Taxes and Freights on Requisition, Purchase Orders and Invoices. Solution options (4) have been shared including the Options using the standard features leveraged in H4 system and a non standard option for taxes and Freights | Nag | 9/27/2024 | Medium | | Ron | Nag/Hafiz | | | | Solution Design & Configuration | In Progress | DOTH decision made from the Blue print in November 2021 for a Model involving all inclusive price is already available as Option1.<br>Option2 is an extension to the Option 1 that the price of the fees, taxes and Freights can be itemized as individual line items (Option2)<br>Option3 is the Standard feature of SAP that can be utilized in H4 system.<br>Option 4 is the total non standard solution for taxes and freights on Purchase requisitions, Purchase Orders and Invoices. Communication and slides are shared with DOTH based on recent discussions in September 2024 | DOTH Taxes and Freights Taxes and Shipping |
| ORI10145564 | Issue | Realize | Per the HCM meetings on 5/21/2024 and 9/17/2024, Creditable Service & Quota Liability Reports FSDs need to be developed to meet requirements TL013, TL040, and TL068 | Ron | 9/29/2024 | Medium | | Milton/ Smitha | Sandeep | | | | Solution Design & Configuration | In Progress | 10/03/24 - Additional WRICEF items to be added to Change Order #10. | |
| ORI10545593 | Issue | Realize | DOTH needs to have access to PO/Contract Suffix Numbers for creating and querying PRs/POs/Contracts. See DAOS Contract The SFX is one of the key data elements in DOTH's Procure to Pay business process because the encumbrances and expenditures are processed, monitored, and tracked by SFX. These are two-digit numbers, such as 01, 02, and 03, etc., which correspond to UACs for each Purchase Order or Contract document. They need to be automatically sequentially populated and interfaced with FAMIS. DOTH has discovered that PO SFX data is not available on the H4 data entry or inquiry screens; it is accessible through only one custom report, "FAMIS PO Encumbrance Reconciliation." This is less efficient than the current DOTH process. | Ron | 10/28/2024 | Medium | | Nag | Paul | | | | Schedule Management | In Progress | Nag to discuss alternative solutions in the Logistics weekly meeting. | |
| ORI10745638 | Issue | Realize | SAP has notified DOTH that it has discontinued SAP SBP Budgeting with minimum maintenance ending for it in 2025 and LSI should utilize Sharpa Budgeting instead of SBP to meet the H4 Budgeting requirements. | Ron | 12/12/2024 | High | | PMO | Paul | | | | Solution Design & Configuration | In Progress | • SAP SBP to be addressed once a wave 1 project plan is approved and wave 2 starts back up. Ps<br>• Per the approved RTM, Requirement PG009 (Ability to generate Job Authorization (JA) and Project Data Sheets(PDS) with federal, state and other information) is to be met with SBP.<br>This is a Wave 1 requirement that must be met for all projects, including FHWA. | |
| ORI10945720 | Issue | Realize | DOTH is unable to "validate RHB in the configured H4 AR application and WRICEF objects against the DOTH business processes and contract requirements", per the CRP DED. Please demonstrate RHB in slap 6 of the CRP Demo PPT slide 32 in the next AR CRP. | Ron | 1/4/2025 | Medium | | Tim | Paul | | | | Schedule Management | In Progress | Coding has been made and completed in DEV. It is awaiting the completion of several other enhancements to common objects and will be demonstrated with EOS when that CRP is replayed. | |
| ORI11245880 | Risk | Realize | In payroll meetings it came up that currently the payroll entries posted in HWYAC (at CC 0931 level) does not reconcile payroll distribution labor subsystem (HEN report). It is important that the data we are given reconciles so that we can validate it is correct. | Tim | 8/13/2025 | High | | Tim | Paul | | | | Solution Design & Configuration | In Progress | 8/11/25. We have a meeting set for 8/12 to begin resolving this. 8/13. We met and discussed this. We still have the reconcile issue between the FI payroll postings and the payroll posting in from HIP. Also, we are recalculating benefits which will make reconciling more challenging. | |

# Observation, Risk, and Issues List – Resolved

| ORI-ID | Type | Phase | Issue Description | Created By | Date Created | Priority | Target Resolution Date | Assigned to | Issue Owner | Analysis Target Date | Resolution | Work Stream | Category | Status | Date Closed | Comments | Documents |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ORI644447 | Risk | Explore | According to LSI responses to the requirements of Budget Preparation and Budget execution, Budget and Planning (SBP) module was proposed to meet DOTH's budget requirements and SBP is scheduled to go live on 8/1/2022, one month after Wave 1 goes live on 7/1/2022. DOTH budget users are asking how this SBP rollout will impact them (redundant work, etc)? How will FM be used before and after 8/1/2022? | Ron Lee | 9/8/2021 | Medium | 9/15/2021 | Todd Fry | Ron Lee | 9/16/2021 | Budget planning is done in SBP and Budget execution is done in Funds Management (FM). | Finance | Schedule Management | Resolved | 5/26/2023 | 9/7/22 - LSI to provide more information on the product for Budget preparation in order for DOTH to make an informed decision on SBP versus the new product. For go-live the appropriation/budget will be loaded into the FM module.<br><br>4/20/22 - SBP is dependent on an approved design for Funds Management and HR structures. Once those are approved, we can set a timeline for SBP. The other important event is understanding the budget cycle as to when SBP would be used. Once we have both dates established, we can set the timeline for implementation.<br><br>5/4/22 - Todd will provide information on budget formulation timeline so we can make a decision on execution dates for this build.<br><br>3/23/23 - Todd developed document on this topic explaining the process and approach to prepare and execute the budget. This was accepted by DOTH and this should be considered resolved.<br>3/28/23 - Todd to follow up with DOTH PMO to confirm closure (provide document)<br>5/26/23 - Open items to be resolved during Explore, will revisit closing once all items are answered. | |
| ORI704448 | Issue | Explore | Users asking when can DOTH review the solution design for DOTH's waterfall funding requirement? | Ron Lee | 9/9/2021 | Medium | 9/16/2021 | Brenda Creelman | Ron Lee | 9/16/2021 | We will do some end-to-end solution playback scenarios, but only with standard functionality available in the Gov One template.<br>We will use DOTH data. DOTH should provide scenrios.<br><br>3/28/22: DOTH has provided scenarios. FHWA requirements require the system to automatically to the fund pairing, waterfall funding, tracking expenses by program code, billing FHWA by program code and more. The initial design starts with master data. The Fund master is the source of funding and is designed to include both the appropriation and program code. The WBSE master is designed to track the spending by not only phase but also por/non-por and improvement type. The master data has not been approved by DOTH yet for the Fund and this is core for LSI to design the end to end solution. LSI has presented design options for FHWA waterfall funding but still waiting for DOTH to choose an option. Requirements indicate that option 3 is what we need but DOTH has not agreed to this yet so this is also delaying LSI to build an end to end solution. However, LSI will do some end to end scenarios based on the Fund master design including program code and the hybrid splitting/waterfall funding option.<br>5/10/22 - Fund design approved in April. FHWA design in progress. Tim has been holding design sessions to explain how we are designing the split funding/waterfall table and how it will be utilized. Additionally the PDD is in progress. | Finance | Solution Design & Configuration | Resolved | 5/21/2023 | 3/28/23 - This will be part of the KDD document from Tim. Once reviewed and understood this can be closed. | |
| ORI704448 | Issue | Explore | Users asking when can DOTH review the solution design for DOTH's accounting split requirement? | Ron Lee | 9/9/2021 | Medium | 9/16/2021 | Brenda Creelman | Ron Lee | 9/16/2021 | We will do some end-to-end solution playback scenarios, but only with standard functionality available in the Gov One template.<br>We will use DOTH data. DOTH should provide scenrios<br>5-10-22 Design in process and meetings are underway to discuss the design with DOTH | Finance | Solution Design & Configuration | Resolved | 2/24/2023 | In Realize Phase.<br>Options provided<br>9/7/22 - This is tied to the FHWA PDD and dependent on it<br>12/19/23 - The accounting split FSD is being presented to DOTH. | ??? |
| ORI1344448 | Issue | Explore | Users asking when can DOTH review the solution design for DOTH's PO/Contract interface to FAMIS requirement? | Ron Lee | 9/9/2021 | Medium | 9/16/2021 | Surendra/Brenda | Ron Lee | 9/16/2021 | We will do some end-to-end solution playback scenarios, but only with standard functionality available in the Gov One template.<br>We will use DOTH data. DOTH should provide scenrios<br>5-10-22 How will this interface be handled still to be determined. Need to discuss with Ron and Destiny<br>02/21/2023 : FSD is approved for build. Solution was to build an interface from HI to FAMIS for all POs ( Except Fixed POs) on a daily basis based on the FAMIS layouts for PO encumbrances. Contracts are already encumbered with FAMIS and as FAMIS cannot absorb contracts data, so these will be not interfaced. | Finance | Solution Design & Configuration | Resolved | 10/28/2023 | The Solution Design has been available in DOTH.<br>Solution design has been documented in the following PDD's<br>Purchase Order Process PDD which was conditionally approved on 5/23/22<br>Contracts Process PDD which was conditionally approved on 5/8/22<br><br>This issue should be closed.<br>3/28/23 - Topic of discussion when Nag is onsite. WB close once presented. | |
| ORI1144831 | Issue | Explore | Fixed Asset requirement FA89 states: "Ability to capture fixed assets (including locations) through the use of barcode scanner and upload to the System". The proposed response is "meets with standard functionality". LSI has subsequently stated that DOTH needs to procure additional 3d party SW and HW to meet this requirement. This was not disclosed in the proposal. The contract states: "If it is subsequently discovered that the implementation of any additional Software, Instances, Hosting Capacity or equipment is required to complete either Wave in order to satisfy RFP requirements and Specifications or support the business processes needed during that Wave, Contractor shall add such Software, Instances, Cloud Capacity, and Equipment to the scope of that Wave through a no cost Change Order and no increases in other Charges." | Ron Lee | 9/27/2022 | Medium | | Brenda/Srini | Ron Lee | | Working to identify contract to key vendors that are know to integrate with SAP. | Finance | Schedule Management | Resolved | 2/1/2024 | 5/8/22 - There are approximately 150 SAP partners that provide standard hardware devices. DOTH needs to clarify the actual business requirements and number of devices needed.<br><br>Here is an example of options: https://store.sap.com/dcp/en/product/display-0000060152_live_v1/myAsset%20-%20Mobile%20Asset%20Tagging%20&%20Tracking<br><br>9/7/22 - LSI to provide options to perform physical asset inventory cycle counts<br>9/21/22 - LSI provided RenDOTH 2 options for barcoding.<br>3/28/23 - Meeting scheduled with Shyam to discuss on 3/29/23<br>5/26/23 - A demo will be provided for the solution once approved, this item will be closed.<br>Per the 9/27 meeting with Shyamil, Option 2 will be disconsidered for DOTH review and approval<br>10/03/23 - Meeting to be scheduled once a new FA lead is in place. PN | https://hawaiidot.sharepoint.com/:p:/r/sites/DOTDOTHPMO-IM/Implementation/Shared%20Documents/General/Explore%20Phase%20Design%20Documents/Finance/FA/FA%20Bar Code%20Options.pptx?d=w6410b2fff1f41b39bebfbe8f00642e0&csf=1&web=1&e=EBxfKa |
| ORI1844461 | Issue | Explore | Need to clarify cash control solution for the users: multiple proposals consume cash cause payment run to fail | Ron Lee | 9/22/2021 | High | 5/25/2023 | Hwee Yeo | | | Payment run can be batched by Business Area which represents Branch or District. Cash will be controlled at the Cash Account and Appropriation level. | Finance | System Testing | Resolved | 6/25/2023 | Demonstrated payment run batching options using Business Area and Assignment on 3/30/22<br>7/26/22-LSI provided solution on parameters to batch the payment run by district or pre-audit clerk. Solution demonstrated to DOTH.<br>3/28/23 - Hwee to follow up with DOTH PMO to close.<br>4/18/23 - Discussed payment batching criteria (HWYAC-HS) in weekly meeting<br>5/4/23 - Cash is checked at the time of payment run. This shouldn't be an issue for payment to fail due to multiple proposals consuming cash. Cash consumption is checked at the cash account and appropriation level which provides real-time availability checks. If payment runs failed, that truly means there is insufficient cash and needs to be investigated by cash accountant. A certain cash balances report can be generated prior to payment run to get adjusted available cash balances after deduction of parked invoice amounts.<br>5/25/23 - DOTH to verify that the issue is resolved and will close once verified. | DOTH PDD_FIAP_Manage AP Postings_Outgoing Payments and FAMIS Payment Interface<br><br>DOTH PDD_FICM_Manage Cash-Basis Accounting and Cash Availability Control |
| ORI1944461 | Issue | Explore | GL074: These are FHWA requirements that the system needs to comply with. DOTH needs to clarify CMIA requirements necessary for FHWA certification and the system needs to be configured to meet the requirement. Please see hify2021fon.pdf in Teams (General > FHWA Documents) | Ron Lee | 9/22/2021 | High | 6/13/2023 | Tim Keohan | | | Will be reviewed by LSI team. 10/5 DOTH: FHWA certification CMIA requirement is stated in requirement FB022: that the system will process FHWA billing in compliance with the FHWA clearance pattern. The clearance pattern is defined in CFDA 20.205 on page 21 in the 2021 US Treasury - Hawaii CMIA document in the Teams FHWA folder.<br><br>3/23 - this is covered with FB-E062 | Finance | Schedule Management | Resolved | 6/13/2023 | Meeting scheduled 5/20<br>Details documented in FHWA Billing PDD<br><br>9/7/22 LSI will check Please see hify2021fna.pdf to make sure these requirements are included<br><br>3/23 - This is covered in FB-E062 user exit. It evaluates each item to make sure payment will be made within CMIA requirements. If not it does not bill this item and will evaluate the next billing run<br>4/10/23 - Changed status to resolved. Once this passes testing we will close. | |
| ORI2844466 | Issue | Explore | Some of the reports demonstrated in the 9/27 session were online only and did not have the ability to print correctly (not browser print screen). DOTH users require reports to have the ability be printed correctly. | Ron Lee | 9/27/2021 | Medium | 5/4/2022 | Rick Miller | Ron Lee | | We showed a variety of standard SAP reports. Not all SAP reports are designed to print, although they do export to Excel and can be printed from there. This is particularly true for the new multylist Fiori reports. We can note the requirement to be able to print for all custom reports. | NetWeaver | Reports & Analytics | Resolved | 5/4/22 | 5/4/22 - Need specific reports. The 9/27 meeting was in the Smallbox and not a DOTH H4 system. Reporting will be addressed in Realize phase.<br>6/7/22 We can print to PDF, Stand Form, Download to Excel. Any issues will be addressed in testing.<br>3/28/23 Issue to remain open until after testing confirms all reports can be printed. | |
| ORI2944468 | Risk | Explore | AP requirements requires Invoice to split to multiple funds to meet DAGS requirement for processing. PA playback now states SAP can not meet the requirement as proposed. Enhancement will be needed to meet the requirement. | Ron Lee | 9/29/2021 | Medium | 9/7/2022 | Hwee Yeo and Surendra | Ron Lee | | IThe invoice can be split to multiple lines. The issues is that DOTH needs to pay at the line item level, based on fund, rather than at the invoice level, which is standard. This is not commonly an issue, as a central disbursing fund is leading practice. We are exploring options - all of which would likely be an enhancement.<br><br>5-4-22 We will use an enhancement to split summary voucher form by fund type | Finance | Schedule Management | Resolved | | 5/4/22 - Two options were presented to DOTH. We are waiting on DOTH decision. WRICEF for validation enhancement will be developed IF option 2 is selected.<br><br>9/7/22 - LSI to track this back to the WRICEF Tracker and provide the development WRICEF ID's numbers<br>3/23/23 - Option one was declined and Option 2 needs to have additional discussions. LSI will coordinate with Ron to schedule a follow up meeting or meetings to resolve.<br>5/4/23 - AP-E002 splits SWV by appropriation type.<br>6/7/23 - Splitting invoice into multiple fund types requirement is met by AP-E002. The issue of choosing specific unfilt liat(s) to pay can be resolved by the options presented to DOTH. Two options with pros and cons were presented on 4/14/2022.<br>DOTH requested more info and another meeting was held on 6/6/23. LSI presented 3 options with pros and cons (1A, 1B & 2). DOTH will evaluate and get back to the team.<br>6/20/23 - options were discussed again on 6/19/23, no decision was made. Will meet again on Thursday in FHWA's session to discuss how to handle the exceptions.<br>6/26/23 - Per GL weekly meeting recap, DOTH selected option 1A to proceed with development. It can be revisited if 1A doesn't work during integration testing. | |
| ORI3044468 | Issue | Explore | LSI proposed standard functionality to meet Requirement AP14: "Ability to perform funds check (appropriation, allotment, cash, project/grants, etc.) before or when invoices are submitted for approval." However, AP playback now states standard functionality cannot meet the requirement as proposed. An enhancement will be needed to meet the requirement. | Ron Lee | 9/29/2021 | Medium | 4/14/2022 | Hwee Yeo | Ron Lee | | The cash check happens at payment, as we have discussed in multiple sessions. Invoices post to expense and liability accounts, not cash accounts.<br>10/4 DOTH: LSI responded in the RFP that this requirement meets as below. AP011 states that the SYSTEM should be able to find/check cash balance when invoices are entered and submitted. If this is a gap, please provide enhancement solution design options. | Finance | Solution Design & Configuration | Resolved | | Discussed in the AP Open Item review session on 4/14/22. Proposed executing custom Cash Balance report prior to invoice creation. Which was agreed upon with DOTH and documented in the PDDs | DOTH PDD_FIAP_Manage AP Postings_Outgoing Payments and FAMIS Payment Interface<br><br>DOTH PDD_FICM_Manage Cash-Basis Accounting and Cash Availability Control |
| ORI3344477 | Issue | Explore | Feedback from the DOTH Functional Leads is that lack of knowledge transfer and training fails to meet their needs to understand the system. There has been no training on how to use the sandbox system or other resources to learn the system. The generic GovOne powerpoint presentations are not acceptable as training materials or reference materials. They feel lost and in the dark. | Destiny Brighter | 10/8/2021 | Medium | 4/20/2022 | Brenda Creelman/Susan dra Goss/ Ronnie Wilbanks | | | There are no training materials developed for a sandbox as part of my implementation. Training materials are developed post the realization phase. Knowledge transfer on how the systems functions comes as part of the realization phase working and testing functionality as it is configured along side of the consultants and are expanded as we move into integration testing cycle 1 and 2. | Project Management | Resource Management | Resolved | | 4/20/22 - There is a deliverable that was skipped during project prep on "Project Team Training Plan". This addresses these items and should be completed. A DED was proposed to the PMO and we are awaiting a decision on the contents of this plan to address the deliverable.<br><br>9/7/22 - LSI to follow up on the plan, get it updated and resubmitted - PTT/KT Deliverable for Phase 1 submitted and approved | |
| ORI3394495 | Risk | Prepare | The BPML deliverable was inadvertantly omitted from the LSI proposal, BAFO, and Contract documents. The BPML will be added to the Explore Phase Deliverables via a no-cost change order. This will replace the BPML content specified in the PDD DED. | Ron Lee | 10/26/2021 | High | 7/26/2022 | Ron Lee/Tamsay lee | | | Rick to see where we can slot to an existing deliverable in early Realization. | Project Management | Contract Management | Resolved | 7/26/2022 | This should be closed. BPML is the core of building roles and catalogs for Fiori. The basis of which Users will get their SAP access. Not clear on why DOTH comments that this was inadvertantly omitted.<br>7/26/22 - BPML being tracked in the project plan as a task.<br>3/28/23 BPML is not being included in the PDD, need to see documentation.<br>5/26/23 - Will close once the Fiori files are built and shown how the BPML and Fiori fit together. | |
| ORI4544608 | Issue | Explore | Decision by DOTH on the FHWA option to be selected as presented in the white paper. | John Marciulio | 2/16/2022 | High | 2/18/2022 | Ron Lee | Ron Lee | TBD | On 2/10/2022 three options were presented to the DOTH team (Front and split/Back end split/Hybrid). DOTH needs to select so that the LSI team can being to build out the supporting PDD, without a decision LSI cannot proceed. | Project Management | Solution Design & Configuration | Resolved | 2/11/2024 | 8/9/23 - white paper attached. Conversation continues with the FSD review of FB-E006.<br>#20/22 - We are closer to a decision on the design.<br>6/7/22 - FHWA PDD documents the methodology to handle this process.<br>3/28/23 - Tim to document in the KDD. | |

| | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OR15344893 | Risk | Realize | During EGS PDD review; Additional data such as Charge Codes, Function Codes, etc., entered to the previous Timesheets along with current Timesheets need to be included in AS400 DMR file when adding/deleting the previous Timesheets. | Brenda | 11/28/2022 | High | 8/22/2023 | Hwee, Ronnie, Destiny | Hwee and Ronnie | | | | Data Conversion | Resolved | 8/22/2023 | 3/23/23 - This item is addressed in the DMR interface file from AS400 to H4. The file has indicators to show changes to previous timesheets or deletions.<br>3/28/23 - A meeting was held in November that discussed the issue and change. Attached is the PDD where it is documented in section 2.14.<br>5/26/23 - Hwee and Ronnie to follow up with Destiny to discuss issue and resolution.<br>6/7/23 - Ronnie and Hwee were in a meeting on 5/30/23 to discuss this issue. Destiny brought up the AS400 data passed from the DMR file needs to be validated against the FHWA split table. A validation enhancement that will be called by FMDERIVE will perform valid combination validation against the FHWA split table and Change Code to Cost Object Xtooltk table. |
| OR15344891 | Issue | Realize | Conversion of asset master – legacy data coming from Excel based on State system, different files for different property codes, some files consolidated some not. | Brenda | 11/28/2022 | Medium | 3/28/2023 | Brenda and Vanessa | Brenda | | | | Data Conversion | Resolved | 3/28/2023 | Brenda to provide a data conversion file template to Vanessa and Mark.<br><br>Conversion template was provided to Vanessa. Vanessa and Lauan have provided upload data as of 6/30/22 for LSI to use to test the asset conversion process.<br>3/28/23 - Follow up with Brenda to close. |
| OR15344891 | Issue | Realize | Conversion of O&M/SMP Budget from FAMIS/DA/FAMART. Who is the source contact for getting the files. Waiting on Ron and Vanessa to make decision on budget conversion options. (FM-C001) | Brenda | 11/28/2022 | High | 3/28/2023 | Patrick and Destiny | Patrick | 3/10/2022 | The data source for converting O&M and SMP budget execution data will come from the FAMIS AL Daily file. Destiny will be the point of contact for delivering the file (sample file attached). This file provides the allotment budgets by quarter which is a major requirement for O&M.<br>See Issue 60 for CIP Budget. | | Data Conversion | Resolved | 5/21/2023 | Follow up email sent 9/23/22. Ron responded on 11/18/22 that they he is sending out to Destiny. Patrick sending follow up email on 11/28/22. This is holding up FSD FM-C001<br>3/28/23 - Follow up with Brenda and Patrick to confirm. |
| OR15344893 | Issue | Realize | P-Card file layout from Bank has not been finalized which is impacting PO-I003. | Brenda | 11/28/2022 | Low | 9/11/2024 | Nag and Hafiz | Nag and Hafiz | | Reminders sent to Bank of America is yet to yield results<br>DOTH decided to follow the FYS Mapper file format and Logistics of File transfer to H4 is being discussed with DOTH and Bank of America | | Schedule Management | Resolved | 2/13/2024 | Destiny working with Tammy to escalate with State of Hawaii. Meeting with BofA on 10/24/22. File layout was shared by BofA. LSI requested for a walkthrough of the layout with DOTH on 11/10/22. 01/20/2023 Recurring item on the Logistics weekly connect with DOTH SMEs and Destiny working with Shmarce of State of Hawaii<br>Chronology of events 10/27/2022: Call with BOA scheduled by BOA at the request of Shannon SOH 11/15/2022: BOA gave to the extensive and universal layout<br>11/18/2022: Requested for a call to walk a walkthrough 11/28/2022: Reminder to set up call. 11/30/2022: A call was set up by BOA and BOA agreed to bring in another team to explain about the layout in detail 12/30/2022: Reminder to schedule a call. 01/27/2023: James Brazil reached out to us with a Service request CDS SR# 1-42712525884<br>01/31/2023: Attachment of SBF was examined by LSI and options were suggested. Option A: Preferred Order 1:1ms transaction details: HWY Mapper file for transactions. Related Statement details: ACCOUNT TRAILER RECORD and COMPANY TRAILER RECORD from the SBF layout.We can pull the combined file from our H4 Process Orchestration at a prescheduled date and time and transmit back to H4 for downstream processes. Option A: Preferred Order 2: 1ms transaction details : ACCOUNT DETAIL TRANSACTION RECORD from the SBF layout and enhanced with the Accounting codes. Related Statement details: ACCOUNT TRAILER RECORD and COMPANY TRAILER RECORD from the SBF layout. 02/09/2023 : LSI requested James Brazil to set up a call. 02/09/2023 : James and Joseph reached out to LSI<br>Hello Destiny, Shannon, Just got off a call now with Bank guys (James and Joseph). According to them, the options presented in my below mail are infeasible as some data in either case needs to be pulled from the SBF layout. They suggest we take the SBF as whole(with no manipulation) which would be an overkill for us to take data for 970 fields without knowing if these many fields are necessary to be stored in H4 for getting a few statement level fields. The last option is to get the mapper file data imported to H4 system and key in the Statement level fields in H4 system so we can process for any credits or debits that are not related to Transactions.<br>BoA would set up another call may be next week to go over and explain to all of us. Thanks, Nag<br>02/13/2023: LSI sent another proposal for making the work simpler to be aligned with the Mapper file that SoH already standardized<br>Hello James, To examine to work with the SBF file as it is, we need you to help us identify the fields in the Mapper and their equivalent in SBF.<br>I am attaching the mapper to this mail for your reference. In addition, we would also seek your help in identifying the fields relevant to the statement level information in the SBF file. We need to also make sure if all other fields on SBF can be ignored.<br>Can you set up a call with the correct persons ( functional and technical) from your side who can help us take this route?<br>02/14/2023: LSI sent another proposal for making the work simpler to be aligned with the Mapper file that SoH already standardized<br>02/22/2023 : Suzanne and Audrey from BoA had a call with Destiny and LSI BoA agreed to bring in a condensed version of the SBF with |
| OR00044036 | Issue | Realize | DOTH needs to determine if budget data at the Allotment level for CIP projects can be converted to H4 at the project and phase level. The source budget data used be in a logical and data driven structure so the conversion programs can easily read and translate each data point. Notation within a cell in Excel is not ideal and unreliable when coding a program.<br>Currently, FAMIS does not record the CIP allotment budget at the project level. (FM-C001) | Patrick | 1/10/2023 | High | 3/31/2024 | Ron and Destiny | Patrick | | | | Schedule Management | Resolved | 3/31/2024 | 6/7/2023 FSD_FM-C001_FM Budget Balance Conversion is complete and submitted to DOTH<br>5/4/2023 - Work in progress. Continue meeting with DOTH to complete documenting the requirements which are complex.<br>3/28/2023 - Multiple meetings have been held and the team is still working through the steps. A meeting is scheduled for today.<br>02/07/2023 Cindy Uyeol has been invited to our meetings with Leigh and Angie. Based on the information and logic provided by Cindy, the CIP conversion strategy looks promising. Several meetings have occurred and additional meetings will be planned to continue our discussion on this issue until we have a final solution.<br>01/27/2023 Leigh & Angie updated Patrick on their approach to provide the necessary CIP budget data at the allotment level. A meeting will be scheduled for Patrick to review their data. |
| OR18845021 | Issue | Realize | Due to the differing milestones between the RFP, BAFO and Contract. RFP - 45, BAFO - 24 and Contract 75. They do not sung 1:1. This impacts the project DEDs and Deliverables. Concurrence needed on the Testing Matrix - The DED's and the associated tests need to be agreed upon to finalize the DEDs and submit the deliverables to enter ITC testing as well as the other deliverables for the execution of the project. | Paul | 4/5/2023 | High | 4/12/2023 | Rick and Ron | Paul | | | | Contract Management | Resolved | 5/31/2023 | 5/12/23 Change Order being developed to address testing deliverables | |
| OR18845027 | Risk | Realize | Changes in workflow process to not post documents in H4 until the same documents are posted in FAMIS have change impacts on multiple WRICEF objects: GL-F001, OL-W001 and AP-I002. | Hwee | 8/11/2023 | Medium | 8/14/2023 | Hwee | Hwee | | Meetings have been scheduled with development team to discuss the technical feasibility of the changes. | | Solution Design & Configuration | Resolved | 8/14/2023 | After discussions from the weekly meeting, DOTH prefers to make FAMIS the system of record and would like to hold off posting documents in H4 until the documents are posted in FAMIS. The custom JV form will need to be generated from parked document instead of posted document. The JV initiator will generate the form and attach it to the JV so that the workflow approver can also review the custom state JV form. Once the document is approved by the last approver, document will remain in parked workflow status until the document is posted in FAMIS. The inbound interface will get FAMIS data elements that need to be updated in various custom tables and post the documents. These changes impact GL-F001, OL-W001 and AP-I002 objects.<br><br>5/4/2023 HY: These changes have been documented on PCR-23-0002 on 4/18/23 - pending approval of PCR.<br>8/14/2023: Decision was made to make H4 system the record, documents will be posted in H4 after they complete workflow. Changed status to "Resolved" |
| OR17145950 | Risk | Realize | Decision is needed whether the automated AP invoice workflow can be accepted by DAGS to replace the physical approval stamp and wet signature. | Hwee | 5/4/2023 | High | 8/14/2023 | Vanessa and Hwee | Tammy & Ron & Hwee | | | | Solution Design & Configuration | Resolved | 8/7/2024 | 5/4/23 - This topic was discussed in several meetings. RTM has workflow requirement which is met by AP-W001 and AP-W002. The automated workflow does not generate approval stamps and wet signatures. Decision is needed to determine if electronic workflow approval with workflow log is sufficient to replace the physical stamp and wet signature.<br>9/7/23 - Pending decision from DOTH. Will follow up in next weekly meeting. 9/25 ETS checked with their SAP account team and SAP recommends using the SAP Business Technology Process Automation that comes with Workflow Management for workflow that spans over SAP and non-SAP systems if workflow to non SAP systems is required.<br>https://www.sap.com/products/technology-platform/process-automation.html<br>8/14/23 - Checked with Shyma. SAP Business Process Automation is not included on BOM. However, this is different than the issue of DAG's approval to accept electronic workflow approval. Pending decision from DOTH.<br>9/12/23 - Pmt to get a quote for SAP Business Process Automation<br>10/3/23 - Meeting to be scheduled to Discuss PN<br>10/5/23 - Shyma discussed during PMO, Issue is resolved and will be closed once DAGS approves. |
| OR17845151 | Issue | Realize | The H4 workflow requires ABAP programming and custom tables. This requires ABAP programming skills to be able to maintain and change the workflow hierarchy. This conflicts with requirement AP037 - Ability for systems accountants to update or maintain AP approval hierarchies without programming skills. | Ron Lee | 7/24/2023 | High | 10/16/2023 | Brenda | | | | | Solution Design & Configuration | Resolved | 12/15/2023 | ETS checked with their SAP Account Team and was told that SAP Native workflow can meet this requirement without custom ABAP programming and custom tables.<br>https://blogs.sap.com/2016/05/06/new-to-workflow-in-sap-s4hana-release-1905/<br>9/21/23 - The flexible workflow alone cannot meet DOTH's workflow requirements. The standard precondition criteria and the workflow steps conditions are too simple and are not sufficient to meet DOTH's WF requirements. Unless DOTH is willing to change workflow approval process to use the flexible workflow.<br>10/05/23 - Internal meeting scheduled for 10/16/23 to discuss workflows with Shyma - PN |
| OR17845142 | Issue | Realize | Finalize on the decision to centralize or decentralize the data entry for Funds Reservation (aka Blanket Encumbrance) | Patrick | 8/4/2023 | High | 8/10/2023 | Ron | FM Team | | | | Solution Design & Configuration | Resolved | 11/11/2023 | 8/10/23 PH The team met with Tammy and the following recommendation was made:<br>The District Offices/Departments will continue to do their analysis for the Blanket Encumbrance/Funds Reservation. With the support from HWY-SF, they will populate the Excel spreadsheet which will be used to upload the Blanket Encumbrance/Funds Reservation data into SAP via FM-C002 as a "Parked" document.<br>Level 1 Reviewer will audit the parked Funds Reservation document for accuracy which include Allotment balance check, supporting documentation attached, and any additional information required by DAGS.<br>Level 2 Approver will approve the Funds Reservation which will notify the Level 1 Reviewer that the c-06 form can be produced via FM-T001.<br>If DAGS returns the C-06 form with any adjustments, the Level 1 Reviewer will adjust the document accordingly.<br>8/4/23 PH - Based on the PDD, HWY-SF will enter & post the Funds Reservation in the system where the departments will provide the supporting documentation. This is consistent with the current As-Is process and is considered a controller business process.<br>However since the departments are already submitting their blanket encumbrance request in a format needed by the C-06 form and H4 has an upload tool to create the Funds Reservation en mass, it was suggested that the departments can upload their blanket encumbrance in SAP and HWY-SF will review and post. This will be a decentralized process.<br>FSD FM-W002_Funds Reservation Workflow is depending on this decision. |
| OR18045142 | Issue | Realize | Address MVSO's staffing due to H4 decision to decentralize Invoice data entry | Patrick | 8/4/2023 | High | 8/30/2023 | Ron | OM Team | | | | Solution Design & Configuration | Resolved | 5/3/2024 | 8/9/23 PH - Per Tammy site has spoken to Robin and George. George has agreed MVSO will accept the decision H4 made.<br>MVSO will pursue a contracted position and simultaneously exploring a civil servant position (i.e. scope detail). Karl & Tammy will have additional discussion offline.<br><br>8/4/23 PH- In the legacy system, the Pre-Audit group enters all vendor invoices. H4 has made the decision that data entry for vendor invoices will be decentralized where the departments/branches will enter and approve their invoices and Pre-Audit will only execute the payments.<br><br>Stats:<br>Around 240 reimbursement requests per year.<br><br>This business process change has an impact on MVSO's staffing. This needs to be addressed by DOTH. |
| OR18145139 | Issue | Realize | FM Budget Balance Conversion and PO Conversion - the data conversion for POs and Contracts will have an impact on the FM budget conversion because the encumbrance of POs and Contracts becomes part of allotment balances in FM. | Ron | 8/1/2023 | High | 8/23/2023 | Paul | Patrick | | | | Data Conversion | Resolved | 5/15/2024 | 08/23/2023 PH Met with the team on 8/23 to discuss the two options. Additional meetings are needed with the Procurement team (Nag) and GL teams (Vanessa).<br><br>08/10/2023 FM Budget Balance Conversion Meeting. The data conversion for POs and Contracts will have an impact on the FM budget conversion because the encumbrance of POs and Contracts becomes part of allotment balances in FM. Option 1 and Option 2 were discussed. Data Conversion for POs and Contracts may negatively impact Option 1. Discuss with Nag to determine impact. |
| OR18345187 | Issue | Realize | Per the approved End User Training Strategy, "To-Be business process flows and system design documents must accurately capture the roles and responsibilities that a given job will perform." Training will be developed based on the business process flows in the PDDs. All PDD Visio business process flows need to be reviewed and updated due to changes and corrections identified in the FSD meetings. Examples of PDDs needing corrective action, but are not limited to the following: • Decentralization of Blanket Encumbrance (Funds Reservation) entry. (DOTH Process Design Document FM Funds Reservation - Blanket Encumbrance v3.0 Conditional.docx)<br>• Decentralization of AP Invoice entry in MVSO. (DOTH Process Design Document GM Manage Grants for MVSO-NHTSA v3.0 Conditional.docx)<br>• Changes to Master Data in GM. (DOTH Process Design Document GM Manage Grants for MVSO-NHTSA v3.0 Conditional.docx)<br>• Changes to Master Data in PS. (DOTH PDD Project Master Data V2.1 Conditional.docx)<br>• Changes in Master Data in FA. (DOTH PDD - Master Data and Asset Acquisition-V3.0 conditional.docx)<br>• Recording of TDR numbers and Deposit Slip. (DOTH Process Design Document AR Payments V3.0 Conditional.docx)<br>• Changes to the processes of Asset Acquisition, Transfer, Disposal, CIP, and 17A. (DOTH PDD - Asset Transactions and Closing-V3.0 conditional.docx)<br>• Detailed Payroll processes including CIP, O&M, and split. (DOTH Process Design Document - Payroll V3.0 Conditional.docx) | Ron | 9/18/2023 | High | 3/7/2024 | Paul | Paul | | | | Organization Change Management | Resolved | 9/10/2024 | https://hawaiidot.sharepoint.com/:p:/r/teams/DOTDOTDPMO-EXDIinformationSharedFiles/Documents/General/OCM%20Training/Source%20Documents%20for%20Training%20Course%20Development.pptx?d=w1bb1fa1ab6e4f4f81e1ea1f1dbf1f2d&csf=1&web=1&e=mmD9WO<br>9/9/23 - Due to changes that are occurring to processes, roles and responsibilities PDDs will be updated once they are redlined. This will likely happen after testing. PN 10/6/2023 - The PDDs need to be updated prior to the CRP and Integration testing. Otherwise the CRPs and Integration Testing will be based on obsolete to-be process designs, causing unnecessary wasted time and re-work. The CRP and Integration testing are based on the end-to-end to-be processes in the PDDs. "The CRPs allow business users to get an early look at the 'to-be' processes in S/4, so they are being refined and provide input on potentially missing functions and usability issues within the scope as defined in the PDD and Contract Documents." "Integration testing is used to ensure that the business process, as designed and configured in S/4P, runs smoothly end-to-end. In addition, the testing shows that the interfaces (inputs, outputs) are working." RE<br>12/20/23 - Paul to provide PDDs and summary of changes to Shyma to review.<br>3/7/24 - LSI Functional Consultants will update PDDs to reflect future state areas in end-to-end processes in CRP. PN |

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ORI8545191 | Issue | Realize | The workflow matrix of the approvers/ reviewers for the approval of Purchase requisition needs to be vetted by DOTH for all scenarios. | Nag | 9/22/2023 | High | 11/13/2023 | Ron | Ron | | | | | Solution Design & Configuration | Resolved | 11/13/2023 | in the DOTH Connect 09/22/2023, Ron agreed to initiate work sessions with Vanessa, Charmaine Destiny and others to review the matrix which was prepared based on a previous workshop with DOTH SMLs Link to the Matrix: https://hawaiioint.sharepoint.com/:x:/r/teams/DOTDOTHPMO-FMSImplementation/Shared%20Documents/General/REALIZE%20PHASE/02%20Functional%20Specs%20Design/Workflow/WF%20Table%20Concept_v2.xlsx?d=w8b22cf5de69480d972c405bf33a1b2d&csf=1&web=1&e=bivmOc Discussions 1 : continued - Logistics routing scenarios (09/26/2023, 0100PM to 0200PM HST<br>Additional Levels of Workflow was added to the scenarios SBG2 and SDG3 for HWY-C and the Units for SMP and the O7M funding<br>Additional Level 1 , Total scenarios impacted: 19 for branches , Additional Level1 is added to 14 scenarios<br>No Action on 5 scenarios as approval ends with Procurement & Supply Specialist .Additional Level 2<br>Total scenarios impacted: 19 for branches , Additional Level 2 is added to 13 scenarios ; one already existed as final approval<br>No Action on 5 scenarios as approval ends with Procurement & Supply Specialist. Additional Level 1 & Level 2 for districts<br>Total scenarios impacted: 23 for districts , Additional Level 1 and Level 2 is added to 14 scenarios<br>No Action on 9 scenarios as approval ends with Procurement & Supply Specialist or below . Additional Level 3 for HWY-C is added after the ASO<br>Highway C (For SMP deep dive also initial) for 14 scenarios. Discussions 2: (09/27/2023)<br>Add another scenario and rename by SBG2 25,000 to 50,000 . Similarly for Oahu and other neighboring islands we need to add another scenario<br>Requisitions are created in H4 system , Per diem for advances-->Travel , Airline travels-->covered by small Purchases or price vendor lists with Pcards<br>Car Rentals-->covered by small Purchases or price vendor lists with Pcards Discussions 3: (09/29/2023 during Logistics weekly connect)<br>Discuss on changes made by Charmaine , Thumb rule for BUS per discussions with Allan and Ruth (BUS). Anything that goes to Director will go through BUS/PPB<br>Pre approved Sole source and Exempt combinations . Travel STD3 may require PPB for verification and confirmation<br>Discussions and Work sessions were conducted (09/26, 09/27.09/29.10/01, 10/03, 10/12, 10/20, 10/27/2023) the matrix with various scenarios and approvers was firmed up and the FSD was approved on 11/13/2023. | |
| ORI8645215 | Issue | Realize | Decision is needed to adopt the vendor master data file per FAMIS VEN or VENRAW | Nag | 10/16/2023 | High | 6/17/2024 | Ron | Nag and Hwee | | | | | Solution Design & Configuration | Resolved | | The vendor master data is interfaced into H4 system for all FAMIS vendors per the vendor record layout. (WRICEF Obje Id: PO-I002)<br>Files shared are . FAMIS VEN (File with the empty 2 fillers ahead of the 12 character vendor number including SFX (Follows the vendor record layout)<br>VENRAW (File with no fillers ahead of the 12 character vendor number including SFX) . A decision is needed from DOTH as to which file that needs to be used for WRICEF Id: PO-I002..<br>Discussions dated 10/13/2023 in DOTH Connect with DOTH SMLs: Sensitized the problem statement (DOTH was always using the file with 12 character vendor key with no fillers per Destiny and others).Agreed to have another discussions with Owen and Ashley as well on 10/16/2023.<br>Discussions dated 10/16/2023:. Destiny Ashley and Owen were stating that the venraw file is the file that they have been using for previous many years and they see no issue of any changes nor they have any control on the file.There is no chance that this file would change and hence stated to continue to use VENRAW file by making any changes needed in H4 system.LSI made DOTH aware of the risk that arises due to a change in the file (with vendor key with 14 characters including 2 fillers)post go live. As the file has never changed and is likely to never change it was decided to go ahead with the VENRAW file ( containing vendor key with 12 characters and no fillers upfront). Discussions with DOTH SMLs on 10/16/2023. The file layout and the text file being sent over the interface (named VENRAW) were discussed in detail on 10/16/2023 with the DOTH SMLs It was pointed out by LSI that the VENRAW file record varies from the VE-RECORD file layout and has no characters/empty spaces in the Filler ahead of the VE-VENDOR-No thus each record of the file would contain only 12 characters instead of the 14 characters specified in field layout for Group VE-CONTROL-KEY (Position 1 to 14). It was discussed at length to figure out if there is a way to get the VENRAW text file per the specification (VE-RECORD). DOTH SMLs stated that for last 20-30 years they have been seeing this file VENRAW in the same format with only 12 characters for VE-CONTROL-KEY) instead of 14 characters per layout. DOTH SMLs also opined they have no control over the file and the layout per VENRAW is unlikely to change in future.<br>It was unanimously agreed to adopt the VENRAW text file with 12 characters for VE-CCONTROL-KEY and accordingly make changes in the H4 built program to read the data in the file. | All the below documents are available as per the path in DOTH Teams as shown by the side:<br>FAMIS VEN text File<br>VENRAW Text file<br>VE Record field layout |
| ORI8745208 | Issue | Realize | Funds Reservation Document will use external number assignment. DOTH internal numbers will be stored in the reference field | Monette | 12/8/2023 | Medium | 12/8/2023 | Monette | Monette | | | | | Solution Design & Configuration | Resolved | 12/8/2023 | Monette to update the documentation and change the configuration | |
| ORI8845299 | Issue | Realize | DOTH mentioned an electronic signature to be included in the C-06 form printout. A decision is needed to use the workflow approval process to meet this requirement. Refer to issue #71. | Monette | 1/8/2024 | Medium | 1/9/2024 | Ron | Ron and Monette | | | | | Solution Design & Configuration | Resolved | 1/9/2024 | 1/3/24 - this topic was discussed as part of the process flow discussion for the C-6 form. 1/9/24 - C-06 is the state form required by DAGS to process Blanket Encumbrances. The C-06 has a signature block. H4 will need to print a facsimile signature in the signature block to be in compliance with DAGS. See RTM requirement PO087 - "Ability to create blanket encumbrance in compliance with DAGS." | |
| ORI8945308 | Issue | Realize | Default PO number in the assignment field | Monette | 1/17/2024 | Low | 1/17/2024 | Monette | Monette | In Progress | | | | Solution Design & Configuration | Resolved | 1/17/2024 | | |
| ORI9045308 | Issue | Realize | Update DAGS Comptroller number in the header text of the JV through the interface | Monette | 1/17/2024 | Medium | 1/17/2024 | Tim | Tim | | | | | Solution Design & Configuration | Resolved | 1/17/2024 | | |
| ORI9145314 | Issue | Realize | DOTH requires a 2-level approval for the SWV process | Monette | 1/23/2024 | Medium | 1/25/2024 | Monette | Ron and Monette | | | | | Solution Design & Configuration | Resolved | 1/25/2024 | 1/23/24 - the topic was discussed in our previous meeting. I am unable to find the RTM #. 1/25/2024 See RTM requirement # AP053. The SWV is a state form (C-08) which requires the approvals. | |
| ORI9245351 | Issue | Realize | Decision is required from DOTH on the Material groups already configured based on teh preliminary list created by DOTH earlier from the USPSC | Nag | 2/29/2024 | Medium | 3/1/2024 | Nag, Destiny, Val | | | | | | Solution Design & Configuration | Resolved | 3/1/2024 | Val created a shortlisted material group from the previous list of UNSPSC<br>02/23/2024 Discussions on adoption of the Material groups aiming at simplified set of Material groups so users can easily select the Material groups.DOTH sees no big benefits of havinga list of UNSPSC material groups as DOTH already has the Object Codes (GL Accounts) at each line item of the PO and Purchase Requisition.03/01/2024 DOTH agreed that there is no internal benefit by maintaining a big list of Material groups from UNSPSC and make the users select for each line item.Standard Reports like ME2* will also help get the Purchase Orders and purchase requisitions from the short text on line item with wild card. The best choice unanimously agreed was to adopt a default material group 99999999 Default Mat.Group for example and scale it up as needed in future.<br>Material group clean up is completed in H4D 420 and transport is being moved over to H4Q | |
| ORI9445397 | Issue | Realize | Need the SOLMAN to store the UT, IT, UAT, & FHWA test scripts, results, and defect details . | SJ | 4/15/2024 | High | 5/9/2024 | Paul | SJ | | | | | Solution Design & Configuration | Resolved | 5/9/2024 | Test cases that were created to conduct unit testing will be stored in SAP Solution Manager to serve as the basis for constructing the integration test scenarios by LSI that will be executed in the integration testing cycles. If additional test cases are needed to fill in any gaps in an integration test scenario, these<br>test cases will need to be created by LSI and added to Solution Manager. Conceptually, a library of test cases will exist in Solution Manager and can then be logically put together to create a complete business scenario. All test cases must be written in such a way that anyone with minimal SAP application knowledge will be able to execute the test case. Therefore, test cases must be very detailed and not be written with any end user knowledge assumptions.<br>Integration test scenarios need to encompass complete end-to-end business processes wherever possible. For example, in Human Capital Management (HCM), a complete integration testing scenario would be Hire to Pay. To create this testing scenario, the following test cases might be strung together sequentially:<br>4/18/24 Based on our experience at the State of Nevada the user interface provided by Solman is not user-friendly causing users to spend considerable time to learn. Users find it difficult to maintain test cases, test scripts and test cases in Solman. At the State of Nevada, after reviewing the test management screens in Solman, the customer decided not to use it. SAP is also moving away from it. It should be noted that DOTH team is responsible for developing test cases for UAT and we do not want them to have to deal with the complexity and user interface issues in Solman. PN<br>4/23/24 A meeting has been scheduled to discuss Solman and other options for managing Testing on 4/26/24. PN<br>5/9/24 - LSI to create a Change Order to utilize CALM instead of Solman for testing. PN | Deliverable # 36 |
| ORI9945497 | Issue | Realize | Separate Environments for Testing and QA versus separate clients for Testing in the QA Environment. | Paul | 7/24/2024 | High | 4/15/2025 | Johnny, Tim, Ron and Stanley | Johnny | | | | | Schedule Management | Resolved | | Test cases that were created to conduct unit testing will be stored in SAP Solution Manager to serve as the basis for constructing the integration test scenarios by LSI that will be executed in the integration testing cycles. If additional test cases are needed to fill in any gaps in an integration test scenario, these<br>test cases will need to be created by LSI and added to Solution Manager. Conceptually, a library of test cases will exist in Solution Manager and can then be logically put together to create a complete business scenario. All test cases must be written in such a way that anyone with minimal SAP application knowledge will be able to execute the test case. Therefore, test cases must be very detailed and not be written with any end user knowledge assumptions.<br>Integration test scenarios need to encompass complete end-to-end business processes wherever possible. For example, in Human Capital Management (HCM), a complete integration testing scenario would be Hire to Pay. To create this testing scenario, the following test cases might be strung together sequentially:<br>4/18/24 Based on our experience at the State of Nevada the user interface provided by Solman is not user-friendly causing users to spend considerable time to learn. Users find it difficult to maintain test cases, test scripts and test cases in Solman. At the State of Nevada, after reviewing the test management screens in Solman, the customer decided not to use it. SAP is also moving away from it. It should be noted that DOTH team is responsible for developing test cases for UAT and we do not want them to have to deal with the complexity and user interface issues in Solman. PN<br>4/23/24 A meeting has been scheduled to discuss Solman and other options for managing Testing on 4/26/24. PN<br>5/9/24 - LSI to create a Change Order to utilize CALM instead of Solman for testing. PN | LSI to submit a change order to justify using separate clients in the QA Environment instead of a separate Testing Environment per the contract. |
| ORI10245545 | Risk | Realize | Per the contract. "Contractor shall use the most current version of the Software for the System". However, H4 is currently on SAP S4 HANA Version 2020, which is several versions behind the most current version. DOTH requests that H4 be updated to a more current version of SAP H4 HANA prior to testing and training to ensure compliance with the contract. | Ron | 9/10/2024 | High | 7/31/2025 | Paul | Paul | | | | | Communication Management | Resolved | 7/31/2025 | Test cases that were created to conduct unit testing will be stored in SAP Solution Manager to serve as the basis for constructing the integration test scenarios by LSI that will be executed in the integration testing cycles. If additional test cases are needed to fill in any gaps in an integration test scenario, these<br>test cases will need to be created by LSI and added to Solution Manager. Conceptually, a library of test cases will exist in Solution Manager and can then be logically put together to create a complete business scenario. All test cases must be written in such a way that anyone with minimal SAP application knowledge will be able to execute the test case. Therefore, test cases must be very detailed and not be written with any end user knowledge assumptions.<br>Integration test scenarios need to encompass complete end-to-end business processes wherever possible. For example, in Human Capital Management (HCM), a complete integration testing scenario would be Hire to Pay. To create this testing scenario, the following test cases might be strung together sequentially:<br>4/18/24 Based on our experience at the State of Nevada the user interface provided by Solman is not user-friendly causing users to spend considerable time to learn. Users find it difficult to maintain test cases, test scripts and test cases in Solman. At the State of Nevada, after reviewing the test management screens in Solman, the customer decided not to use it. SAP is also moving away from it. It should be noted that DOTH team is responsible for developing test cases for UAT and we do not want them to have to deal with the complexity and user interface issues in Solman. PN<br>4/23/24 A meeting has been scheduled to discuss Solman and other options for managing Testing on 4/26/24. PN<br>5/9/24 - LSI to create a Change Order to utilize CALM instead of Solman for testing. PN | |
| ORI10645638 | Issue | Realize | Per Change Order 6 and the Unit Testing DED, KT must be completed prior to the start of Unit Testing. A measurable and defined criteria for the completion on KT needs to be agreed upon by DOTH and LSI. The DED states " Completion of the Knowledge Transfer Training necessary for Unit Testing per the PTT/KT Deliverable #9". There is no specific completion criteria in Deliverabel #9, so this leaves the completion requirement up to individual interpretation. | Paul | 12/12/2024 | High | 12/25/2024 | PMO/OCM | Paul | | | | | Solution Design & Configuration | Resolved | 0517/2025 | Test cases that were created to conduct unit testing will be stored in SAP Solution Manager to serve as the basis for constructing the integration test scenarios by LSI that will be executed in the integration testing cycles. If additional test cases are needed to fill in any gaps in an integration test scenario, these<br>test cases will need to be created by LSI and added to Solution Manager. Conceptually, a library of test cases will exist in Solution Manager and can then be logically put together to create a complete business scenario. All test cases must be written in such a way that anyone with minimal SAP application knowledge will be able to execute the test case. Therefore, test cases must be very detailed and not be written with any end user knowledge assumptions.<br>Integration test scenarios need to encompass complete end-to-end business processes wherever possible. For example, in Human Capital Management (HCM), a complete integration testing scenario would be Hire to Pay. To create this testing scenario, the following test cases might be strung together sequentially:<br>4/18/24 Based on our experience at the State of Nevada the user interface provided by Solman is not user-friendly causing users to spend considerable time to learn. Users find it difficult to maintain test cases, test scripts and test cases in Solman. At the State of Nevada, after reviewing the test management screens in Solman, the customer decided not to use it. SAP is also moving away from it. It should be noted that DOTH team is responsible for developing test cases for UAT and we do not want them to have to deal with the complexity and user interface issues in Solman. PN<br>4/23/24 A meeting has been scheduled to discuss Solman and other options for managing Testing on 4/26/24. PN<br>5/9/24 - LSI to create a Change Order to utilize CALM instead of Solman for testing. PN | |
| ORI10845698 | Issue | Realize | DOTH was informed on 12/31/2024 that Milton Carroll left LSI and the H4 project as the HR consultant. Per the contract, LSI shall temporarily fill the Key Staff position within seven days of it being vacated and shall fill the position with a permanent fulltime replacement within 45 Days of the removal or departure. Sridhar Kandikotty was designated to temporarily fill Milton's HR Lead position. However, Sridhar has been too busy on his Payroll/TM design responsibilities to discuss or submit Milton's unfinished HR deliverables.<br>DOTH requests that a permanent replacement for Milton's HR Lead position be submitted for DOTH approval by the 45 day deadline per the contract. | Ron | 2/10/2025 | High | 2/10/2025 | PMO | Paul | | | | | Solution Design & Configuration | Resolved | 7/11/2025 | Test cases that were created to conduct unit testing will be stored in SAP Solution Manager to serve as the basis for constructing the integration test scenarios by LSI that will be executed in the integration testing cycles. If additional test cases are needed to fill in any gaps in an integration test scenario, these<br>test cases will need to be created by LSI and added to Solution Manager. Conceptually, a library of test cases will exist in Solution Manager and can then be logically put together to create a complete business scenario. All test cases must be written in such a way that anyone with minimal SAP application knowledge will be able to execute the test case. Therefore, test cases must be very detailed and not be written with any end user knowledge assumptions.<br>Integration test scenarios need to encompass complete end-to-end business processes wherever possible. For example, in Human Capital Management (HCM), a complete integration testing scenario would be Hire to Pay. To create this testing scenario, the following test cases might be strung together sequentially:<br>4/18/24 Based on our experience at the State of Nevada the user interface provided by Solman is not user-friendly causing users to spend considerable time to learn. Users find it difficult to maintain test cases, test scripts and test cases in Solman. At the State of Nevada, after reviewing the test management screens in Solman, the customer decided not to use it. SAP is also moving away from it. It should be noted that DOTH team is responsible for developing test cases for UAT and we do not want them to have to deal with the complexity and user interface issues in Solman. PN<br>4/23/24 A meeting has been scheduled to discuss Solman and other options for managing Testing on 4/26/24. PN<br>5/9/24 - LSI to create a Change Order to utilize CALM instead of Solman for testing. PN | |
| ORI11045815 | Risk | Realize | DOTH requested to remove Purchasing Technician in the Requisition workflows and replace the same with Procurement and Supply specialist ( new and one person for all districts). | Nag | 6/7/2025 | Medium | | Nag | Ron | | | | | Risk/Issue Management | Resolved | | Test cases that were created to conduct unit testing will be stored in SAP Solution Manager to serve as the basis for constructing the integration test scenarios by LSI that will be executed in the integration testing cycles. If additional test cases are needed to fill in any gaps in an integration test scenario, these<br>test cases will need to be created by LSI and added to Solution Manager. Conceptually, a library of test cases will exist in Solution Manager and can then be logically put together to create a complete business scenario. All test cases must be written in such a way that anyone with minimal SAP application knowledge will be able to execute the test case. Therefore, test cases must be very detailed and not be written with any end user knowledge assumptions.<br>Integration test scenarios need to encompass complete end-to-end business processes wherever possible. For example, in Human Capital Management (HCM), a complete integration testing scenario would be Hire to Pay. To create this testing scenario, the following test cases might be strung together sequentially:<br>4/16/24 Based on our experience at the State of Nevada the user interface provided by Solman is not user-friendly causing users to spend considerable time to learn. Users find it difficult to maintain test cases, test scripts and test cases in Solman. At the State of Nevada, after reviewing the test management screens in Solman, the customer decided not to use it. SAP is also moving away from it. It should be noted that DOTH team is responsible for developing test cases for UAT and we do not want them to have to deal with the complexity and user interface issues in Solman. PN<br>4/23/24 A meeting has been scheduled to discuss Solman and other options for managing Testing on 4/26/24. PN<br>5/9/24 - LSI to create a Change Order to utilize CALM instead of Solman for testing. PN | CRP Session xx-LO Purchase Requisition Workflow Approvals.pptx<br>https://hawaiioint.sharepoint.com/:x:/r/teams/DOTDOTHPMO-FMSImplementation/Shared%20Documents/General/REALIZE%20PHASE/02%20Functional%20Specs%20Designs/Workflow/WF%20Table%20Concept_v2.xlsx?d=w8b22cf5de69480d972c405bf33a1b2d&csf=1&web=1&e=061UL0&nav=MTVfRjI1QEMyQkIzLTAxMDEtNEUwRjI4Qjk5LTM3NzIzNzRFRkE3M30 |
| ORI11145841 | Risk | Realize | Additional functionality requested to create assets based on Multiple account assignments and quantity (PO qty>1, separate assets need to be created). DOTH is reviewing options based on Edgar's suggestions. If the additional functionality is added to the custom solution, it may create higher maintenance costs to maintain this complex solution. This may also delay the completion of Unit Testing. | Paul | 7/3/2025 | Medium | 7/21/2025 | Edgar | Paul | | | | | Solution Design & Configuration | Resolved | 10/27/2025 | Test cases that were created to conduct unit testing will be stored in SAP Solution Manager to serve as the basis for constructing the integration test scenarios by LSI that will be executed in the integration testing cycles. If additional test cases are needed to fill in any gaps in an integration test scenario, these<br>test cases will need to be created by LSI and added to Solution Manager. Conceptually, a library of test cases will exist in Solution Manager and can then be logically put together to create a complete business scenario. All test cases must be written in such a way that anyone with minimal SAP application knowledge will be able to execute the test case. Therefore, test cases must be very detailed and not be written with any end user knowledge assumptions.<br>Integration test scenarios need to encompass complete end-to-end business processes wherever possible. For example, in Human Capital Management (HCM), a complete integration testing scenario would be Hire to Pay. To create this testing scenario, the following test cases might be strung together sequentially:<br>4/18/24 Based on our experience at the State of Nevada the user interface provided by Solman is not user-friendly causing users to spend considerable time to learn. Users find it difficult to maintain test cases, test scripts and test cases in Solman. At the State of Nevada, after reviewing the test management screens in Solman, the customer decided not to use it. SAP is also moving away from it. It should be noted that DOTH team is responsible for developing test cases for UAT and we do not want them to have to deal with the complexity and user interface issues in Solman. PN<br>4/23/24 A meeting has been scheduled to discuss Solman and other options for managing Testing on 4/26/24. PN<br>5/9/24 - LSI to create a Change Order to utilize CALM instead of Solman for testing. PN | |
| ORI11345883 | Issue | Realize | For the datamart interface, this was designed to be daily. We learned the other day that the file provided is a 30 day file. We've been told this is difficult to change. ETS would place this request at a very low priority and it may not get done. The DATAMART interface brings us the payment date of invoices. This is required to comply with CMIA. If we switched this to monthly this messes up the billing. Since we bill twice a month one billing run would not have info to allow items to be billed that could be billed. | Tim | 8/14/2025 | High | 10/16/2025 | Tim | Paul | | | | | Risk/Issue Management | Resolved | 10/16/2025 | Test cases that were created to conduct unit testing will be stored in SAP Solution Manager to serve as the basis for constructing the integration test scenarios by LSI that will be executed in the integration testing cycles. If additional test cases are needed to fill in any gaps in an integration test scenario, these<br>test cases will need to be created by LSI and added to Solution Manager. Conceptually, a library of test cases will exist in Solution Manager and can then be logically put together to create a complete business scenario. All test cases must be written in such a way that anyone with minimal SAP application knowledge will be able to execute the test case. Therefore, test cases must be very detailed and not be written with any end user knowledge assumptions.<br>Integration test scenarios need to encompass complete end-to-end business processes wherever possible. For example, in Human Capital Management (HCM), a complete integration testing scenario would be Hire to Pay. To create this testing scenario, the following test cases might be strung together sequentially:<br>4/18/24 Based on our experience at the State of Nevada the user interface provided by Solman is not user-friendly causing users to spend considerable time to learn. Users find it difficult to maintain test cases, test scripts and test cases in Solman. At the State of Nevada, after reviewing the test management screens in Solman, the customer decided not to use it. SAP is also moving away from it. It should be noted that DOTH team is responsible for developing test cases for UAT and we do not want them to have to deal with the complexity and user interface issues in Solman. PN<br>4/23/24 A meeting has been scheduled to discuss Solman and other options for managing Testing on 4/26/24. PN<br>5/9/24 - LSI to create a Change Order to utilize CALM instead of Solman for testing. PN | |
| ORI11445951 | Issue | Realize | Several technical issues have been encountered during the recent H4 sandbox upgrade, including but not limited to:<br>1.Program access errors leading to inconsistencies in custom developments.<br>2.Extended downtime during the SUM (Software Update Manager) phase, and not understanding the cause and actions.<br>3.Compatibility issues with specific Fiori Apps post-upgrade.<br>4.User authorization mismatches are impacting testing activities.<br>5.Gateway activation errors when calling Fiori services from the Front-end (Web side)<br>To ensure adequate visibility and monitoring of these issues, it is requested that a record of all issues encountered across the various systems during the upgrade process be maintained separate from the PMO issues list. This technical issues list should be maintained in a issues tracking tool such as CALM.<br>It is also requested a weekly update be provided as part of the PMO that documents both the issues and their resolution status. This will enable DOTH and LSI to review the progress and outcomes systematically during the PMO meetings. | Ron | 10/1/2025 | Medium | 11/25/2025 | Paul | Paul | | https://hawaiioint.sharepoint.com/:w:/r/teams/DOTDOTHPMO-FMSImplementation/Shared%20Documents/General/Issues%20%26%20Risk%20Logs/Files/Error%20Screenshots%2010-01-2025.docx?d=w7fb729ac33424750b31f52f1e5b9e59f&csf=1&web=1&e=mxwa4F | | Solution Design & Configuration | Resolved | | Test cases that were created to conduct unit testing will be stored in SAP Solution Manager to serve as the basis for constructing the integration test scenarios by LSI that will be executed in the integration testing cycles. If additional test cases are needed to fill in any gaps in an integration test scenario, these<br>test cases will need to be created by LSI and added to Solution Manager. Conceptually, a library of test cases will exist in Solution Manager and can then be logically put together to create a complete business scenario. All test cases must be written in such a way that anyone with minimal SAP application knowledge will be able to execute the test case. Therefore, test cases must be very detailed and not be written with any end user knowledge assumptions.<br>Integration test scenarios need to encompass complete end-to-end business processes wherever possible. For example, in Human Capital Management (HCM), a complete integration testing scenario would be Hire to Pay. To create this testing scenario, the following test cases might be strung together sequentially:<br>4/18/24 Based on our experience at the State of Nevada the user interface provided by Solman is not user-friendly causing users to spend considerable time to learn. Users find it difficult to maintain test cases, test scripts and test cases in Solman. At the State of Nevada, after reviewing the test management screens in Solman, the customer decided not to use it. SAP is also moving away from it. It should be noted that DOTH team is responsible for developing test cases for UAT and we do not want them to have to deal with the complexity and user interface issues in Solman. PN<br>4/23/24 A meeting has been scheduled to discuss Solman and other options for managing Testing on 4/26/24. PN<br>5/9/24 - LSI to create a Change Order to utilize CALM instead of Solman for testing. PN | |

## Observation, Risk, and Issues List – Closed

| ORI-ID | Type | Phase | Issue Description | Raised By | Date Created | Priority | Target Resolution Date | Assigned To | Issue Owner | Analysis Target Date | Resolution | Work Status | Category | New | Date Closed | Comments | Documents |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ORI24457 | Issue | Explore | Designing the DOTH system to assist with the current state environment will likely have impacts for the future DOTH desired design. | John Hancock | 6/14/2021 | Low | 9/30/2021 | Mary Simmons | John Hancock | 8/30/2021 | Functional teams will be designing the systems as it currently stands in the state<br>Stretch in the purpose of overcome Asset EHS system but the timing will likely be to go into the future. | Finance | Solution Design & Configuration | New | 10/18/2021 | | |
| ORI24527 | Issue | Explore | Prolonged availability of fiscal staff in July & August due to currently unresolved fiscal year processes with multi-customer. Two-week increment during project requirements and connecting. | John Hancock | 6/09/2021 | Medium | 6/30/2021 | John Hancock/Tina Lee | John Hancock | 6/24/2021 | FMO will monitor the availability to if this little to no impact to the project timeline | Project Management | Contract Management | Closed | Closed 6/25/21 | | |
| ORI24483 | Issue | Explore | State implementation fact impact on CGI/DA planned design | John Hancock | 7/09/2021 | High | 9/30/2021 | Mary Simmons | Mary Simmons | 8/6/2021 | Meeting to discuss CGI/DA has been scheduled with DAGS. Initial discussions with DAGS scheduled for 8/12/2021<br><br>Human update on 7/29/22<br>DOTH has approved a CGA design solution for this item for SAP implementation 1.<br>The State proposed CGA design that DAGS only re-uses per legislature in their two systems. DOTH will have a response able for their CGA to DAGS for our timeframe. | Finance | Schedule Management | New | 7/29/2022 | DOTH needs to move forward with re-chart of account format and align as closely as possible to FOA with DOTH business requirements primary. Before finalization there will be a need to conduct follow up meetings and discussions. If we cannot find 3 FOA the accounts structure has alternates, note that structure of the Funds will likely be modified as they come into their implementation. | |
| ORI24418 | Risk | Explore | Contractor Reimbursement team (FY22) Lacks project Leaders listed (Concurrent) | John Hancock | 6/25/2021 | Medium | 7/9/2021 | Jane Doe/Lee | John Hancock | 8/25/2021 | DOTH is not using research. According to DOTH all costs will be handled in support the project | Project Management | Contract Management | New | 7/09/2021 | PMO from DOTH and LSI will monitor the reimbursement within a month(s) | |
| ORI24441 | Risk | Explore | Users asking when can DOTH review the solution design for DOTH's overall Testing requirement | Eva Lee | 5/7/2021 | Medium | 7/15/2021 | Gini Sugiyama | Eva Lee | 9/30/2021 | We will do some end-to-end solution playback sessions, but only with standard functionality available in the Core User Template.<br>We will use DOTH data. DOTH should provide sample.<br><br>Revised update to 6/2022: DOTH has provided scenarios. HRWA requirements require the system to automatically to the fund string, override loading, tracking segments by program code, billing PRWA by program code and more. The solution design team will review that. The Final results of the Council of Funding and it's changed to include both the appropriation and personal costs. The WPAT system is designed to track the spending by not only phase but also contracts per and appropriation type. The interim data has not been approved by DOTH yet for the Fund and due to, how it is doing the last 6 fiscal sessions. LSI has presented design options for PRWA, override funding has still waiting for DOTH to approve an option. Improvements features that ensure LSI what we need but DOTH has not agreed to that yet as this is also changing LSI or built on and to add solutions. However, LSI will do testing and to, and compliance based on the Fund, county design, guiding program areas and the fiscal reporting years for funding options. | Finance | Solution Design & Configuration | New | 7/4/2022 | Document #1 ** | |
| ORI24444 | Risk | Explore | Users asking when can DOTH review the solution design for DOTH's Fund Check requirement? | Eva Lee | 5/7/2021 | Medium | 7/15/2021 | Gini Sugiyama | Eva Lee | 9/30/2021 | We will do some end-to-end solution playback sessions, but only with standard functionality available in the Core User Template.<br>We will use DOTH data. DOTH should provide sample.<br>5/19/22 Will be shown in milestone, provided documentation in approved budget assessing PDD. | Finance | Solution Design & Configuration | New | | | |
| ORI24446 | Issue | Explore | Users asking when can DOTH review the solution design for DOTH's GL interface to FAMIS requirement? | Eva Lee | 5/7/2021 | Medium | 7/15/2021 | Gini Sugiyama | Eva Lee | 9/30/2021 | We will do some end-to-end solution playback sessions, but only with standard functionality available in the Core User Template.<br>We will use DOTH data. DOTH should provide sample.<br>5/19/22 On session with DAGS on 10/4/21, GL strategy has been proposed due to balanced features of current FAMIS interface program Gantt budget JV interface date June 30 | Finance | Solution Design & Configuration | New | | On meeting with DAGS on 11/4/21, GL strategy has been enacted due to balanced features of current FAMIS interface program Gantt budget JV interface date June 30 | DOTH PDD_FIN3 - This will Prod JV |
| ORI24448 | Issue | Explore | Users asking when can DOTH review the solution design for DOTH's AP interface to FAMIS requirement? | Eva Lee | 5/7/2021 | Medium | 7/15/2021 | Gini Sugiyama | Eva Lee | 9/30/2021 | We will do some end-to-end solution playback sessions, but only with standard functionality available in the Core User Template.<br>We will use DOTH data. DOTH should provide sample.<br>5/19/22 The session with DAGS on 10/4/21, GL strategy has been proposed due to balanced features of current FAMIS interface program Gantt budget JV interface date June 30<br><br>We will do some end-to-end solution playback sessions, but only with standard functionality available in the Core User Template.<br>We will use DOTH data. DOTH should provide sample.<br>5/19/22 - Will have FAMIS payment interface design documented in the AP PDD. Detailed design will be documented on Functional Specifications and Technical specifications.<br><br>Users will use the solution in Scenarios in the DOTH Dev System. | Finance | Solution Design & Configuration | New | 5/19/22 - Will have FAMIS payment interface design documented in the AP PDD. Detailed design will be documented on Functional Specifications and Technical specifications. | DOTH PDD_FIN4 - Finance AP Strategy - Payments and FAMIS Payment Interface |
| ORI24444 | Issue | Explore | Users asking when some accounts are system or finance create data sources fields / system decides unless reviewing all of DOTH requirements | Eva Lee | 5/6/2021 | Medium | 7/15/2021 | Gini Sugiyama | Eva Lee | 9/30/2021 | Design date is part of the overall design | Project Management | Solution Design & Configuration | New | | 4-29-22 - WP listed the blueprint - overview of Enterprise solutions. Master Data design and Account Design Documents in a sequence in they build upon one another. We were in agreement with DOTH and LSI on the approval of these deliverables to keep moving accordingly of the project. They two signed on 4/29/22. | |
| ORI24448 | Issue | Explore | Check Cycle is using the gatekeep on report date attempt based on what is on the "conversion for draft files" spreadsheet | Eva Lee | 5/6/2021 | Medium | 7/15/2021 | Gini Sugiyama | Eva Lee | 9/30/2021 | Meeting rescheduled with Chuck on 4/11 | Project Management | Schedule Management | New | | Actions and activities discussed and to begin looking at cleaning up data. 4/20/22 - new start date now? | |
| ORI24454 | Issue | Explore | The control requirement for Cash Funds Check is: qualified as requirements AP051, GL021, PO053, PO054, PO073, PO078, TL047. It was mentioned in the 5/13 GNE Meeting, that FRWA (Cashier) system that the requirement cannot be met with standard SAP functionality. The LSI proposed response to meet the control many check requirements is enhancement items (customization), and should be addressed in the RWE/DIT | Eva Lee | 5/13/2021 | Medium | 7/23/2021 | Pamela Coleman | Eva Lee | 9/23/2021 | The intent is cash checking at the time of Control reconciliation. Further discussion in post weeks payment session. Currently 3 control processes:<br><br>5/28/22:<br>1. AP051, GL021 are met with cash checking at time of payment.<br><br>2. TL047 can be met for cash balance checking. DOTH always needs to create label in control process. The question is: how do we want to do that in SAP since payment is done? (payment has previous been set to DOTH since GIS is the system of record on payroll.<br><br>3. PO051, PO054 / PO055, PO075 are at user's discretion in a previous discussion. Funds checking against the appropriation is not AVC/checking against DOTH approval budget. Cash appropriation is not Control but actual cash checked. Checked in FI transactions. FMReq is an encumbering therefore the funds control from an appropriation budget is checked. Check is executed at time of payment. | Finance | Solution Design & Configuration | New | | 5/24/22 - Cash is not in FPWAC but in FAMIS. Document paid will be reported to system, linked in SAP and a report developed to compare Document paid in SAP paid. It was agreed upon in 4/14/22 meeting. | DOTH PDD_FIN4_Finance AP Strategy_Payments and FAMIS Payment Interface<br><br>DOTH PDD_FIN5_Manage Cash Bank, Accounting and Cash Availability Control |
| ORI24457 | Issue | Explore | Cash Management requirements - cash reconciliation system is created in finance. | Eva Lee | 5/10/2021 | Medium | 7/15/2021 | Gini Sugiyama | | | Cash reconciliation will be done via process, no preliminary approach for Cash account and Appropriation level. Check balance in BS will be compared with cash balance in consistent with the same date using open account cash, as in Cash Account, Appropriation, Posting Date, Period or other account assignment elements. Document date will be inputted into FI and stored in posting table of submitted batch job. Detailed design specifications will be documented on the Functional Specifications and Technical Specifications | Finance | Schedule Management | New | | Documented in the AP Project long system assessment in 4/2021. | DOTH PDD_FIN4 - Finance AP Strategy - Payments and FAMIS Payment Interface<br><br>DOTH PDD_FIN5 - Manage Cash Bank, Accounting and Cash Availability Control |
| ORI24460 | Issue | Explore | DOTH needs to clarify for GL042 requirement. | Eva Lee | 5/12/2021 | Medium | 7/15/2021 | Gini Sugiyama | | | Will be reviewed in LSI June. Ask DOTH. Please provide questions. | Finance | Requirement Management | New | 5/4/2022 | 5/4/22- met with cash transfer process | DOTH PDD_FIN6 - DOTH PDD_FIN6 - Park and Flow FY- & DOTH PDD_FIN7 - Manage Cash Bank, Accounting and Cash Availability Control |
| ORI24466 | Risk | Explore | SAP v5.0 payment process control is in research and defined in the DOTH's users and responsibilities. "or" option to verify users and approval processes by automatic routine | Kevin Lee | 5/13/2021 | Medium | 7/16/2021 | Gini Sugiyama | | | Will be reviewed in LSI June. | Finance | Interface & Integration | New | 5/4/2022 | 5/4/22 - finished in PDD | DOTH PDD_FIN4 - Finance Accounts Payable Overview, Outgoing Payments and FAMIS Payment Interface |

# STATE OF HAWAII, DEPARTMENT OF TRANSPORTATION, HIGHWAYS

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ORI2244461 | Issue | Explore | DOTH needs to make a decision on cash control when creating contracts in SAP. | Ron Lee | 9/22/2021 | Medium | 5/4/2022 | John Marciniko | | | DOTH will manage available cash throughout the contract process via custom report. This is documented in the noted PDDs | Finance | Solution Design & Configuration | | | 5/4/22 - DOTH will manage available cash throughout the contract process via custom report | DOTH PDD_FIAP_Manage AP Postings_Outgoing Payments and FAMIS Payment Interface<br><br>DOTH PDD_FICM_Manage Cash-Basis Accounting and Cash Availability Control |
| ORI2244465 | Issue | Explore | SAP contract process needs to be reviewed and defined with DOTH's roles and responsibilities. | Ron Lee | 9/22/2021 | Medium | 5/4/2022 | Surendra | | | Will be reviewed by LSI team. | Procurement | Solution Design & Configuration | | 5/4/2022 | 5/4/22 - clarified in PDD | DOTH Process Design Document Contracts |
| ORI2244463 | Risk | Explore | Users asking when can DOTH review the SAP standard reports by each business area? | Ron Lee | 9/22/2021 | Medium | 5/4/2022 | John Marciniko | | | Standard reports session was conducted by Mary Raymond. | Finance | Reports & Analytics | | 5/4/2022 | 5/4/22 - This will be part of the realization phase. PDDs address reports based on the requirements and identifies WRICEF where applicable. DOTH can dive into standard reporting after ITC1 after configuration has been tested and data has been converted. | |
| ORI2244465 | Issue | Explore | Most of the playback sessions are conducted based on a high level To-Be process flow. Users are asking if LSI consultants can address each requirement first and then demonstrate how SAP will meet the requirement. This will help DOTH understand how the solution will meet the requirement works and how DOTH is supposed to use the system including any process changes, new roles & responsibilities, etc. | Ron Lee | 9/22/2021 | Medium | 3/22/2022 | John Marciniko | | | Requirements will be traced back to the PDD's and also in the RTM.<br><br>5-10-22 - Addressed in playback sessions based on feedback from DOTH. Many system demos have been provided by area in Sandbox for all the PDDs. Processes will be tested in Realization with DOTH | Finance | Training & Knowledge Transfer | | 3/22/2022 | Ongoing during each of the PDD review sessions | |
| ORI2244465 | Issue | Explore | Users are asking if LSI can provide SAP standard training guides that DOTH can follow when accessing Sandbox for self-training purpose? | Ron Lee | 9/22/2021 | Medium | 5/4/2022 | John Marciniko | | | There are no training guides available to the GovOne system which the Sandbox is built on. Previous Project Temu Training materials that were shared in early May can be referred to as well as the recorded session. | Project Management | Training & Knowledge Transfer | | 5/4/2022 | Opened 9/22/2021 Previously provided the two web sites to get information on SAP: Free SAP Training | openSAP and SAP Help Portal 4/20/22 - There is a deliverable that was skipped during project prep on "Project Temu Training Plan". This addresses these items and should be completed. A DED was proposed to the PMO and we are awaiting a decision on the contents of this plan to address the deliverable.<br>5/4/22 - End user training materials will be DOTH-specific. These will be built and delivered as part of Realize phase. | |
| ORI2244465 | Issue | Explore | Finalization of the Chart of Account | John Marciniko | 9/22/2021 | Medium | 9/28/2021 | Mary Raymond | | | Finalization of the chart of accounts needs to be completed by DOTH. Follow up workshop and review with DOTH will be scheduled the week of 9/27.<br><br>Brenda update on 3/29/22<br>DOTH has approved a COA design relevant for their own SAP implementation.<br>The State proposed UCOA is just a design that DAGS may or may not implement in their new system. DOTH will have a mapping table for their COA to DAGS for any interfaces. | Finance | Schedule Management | | 9/28/2021 | 9/28/2021 Chart of accounts will be based on the UCOA<br>12/2021 DOTH creating own chart of accounts. 7 digits, following best practice design but including Object code in number | |
| ORI3144468 | Issue | Explore | Interface support with HIP- concern about the timing and governance board approval process. Recent meetings indicate limited support due to the State implementation, the impact on the design could be effected. | John Marciniko | 9/29/2021 | Low | 5/4/2022 | Ron Lee | Ron Lee | | Need governance business cases for FAMIS, HIP, and FAIS interfaces or data conversion requests ASAP. | Project Management | External Impact Management | | 5/4/2022 | Not sufficient detail, if more details are known, we can open. Functionals spaces should address any requirements identified to date. | |
| ORI3244470 | Issue | Explore | Cannot access a complete manual from support.sap.com. It only allows one partial download. It shows "You cannot exceed 100 topics" when I try to access a complete user guide by module such as GL, AP, etc. Contract states: At no additional cost to DOTH, DOTH has the right to reproduce, adapt, modify or copy the Documentation in electronic or printed form for use in connection with the Services at no additional cost. Contractor shall provide to DOTH replacement of additional copies of the Documentation reasonably requested by DOTH at no additional charge | Ron Lee | 10/1/2021 | Medium | 4/6/2023 | | Ron Lee | | Contract states: Provide System and User Manuals which include functional, technical and architectural specifications, operational documentation, etc. The Documentation will accurately and completely describe the functions and features of the Solution, in whole and in part, including but not limited to all subsequent revisions thereto. The Documentation shall be understandable by a typical End User and shall provide Authorized Users with sufficient instruction such that an Authorized User can become self-reliant with respect to access and use of the System. | Project Management | Documentation | | 4/6/2023 | 5/4/22 - support.sap.com provides general help by area.<br><br>We will develop DOTH end user specific training materials during Realize phase.<br>3/28/23 - No Manual has been provided.<br>4/4/23 - User guides will be provided as part of end user training. For generic system training - https://help.sap.com/docs/<br>4/6/23 - Ron agreed that this has been addressed. | Risk to forward example document from Learning Hub (TOC and course contents) |
| ORI3444477 | Risk | Explore | No training has been provided on how to use the support.sap.com website to access documentation and reference materials. | Ron Lee | 10/8/21 | Low | 4/6/2023 | Mary Raymond | | | Request submitted to schedule a meeting for Mary Raymond to conduct a walk through of the suport website. This should be for a limited group. | Project Management | Schedule Management | | 4/6/2023 | 4/20/22 - There is a deliverable that was skipped during project prep on "Project Temu Training Plan". This addresses these items and should be completed. A DED was proposed to the PMO and we are awaiting a decision on the contents of this plan to address the deliverable.<br>3/28/23 - Libby to review training from Sept 2021 to see what was provided.<br>4/6/23 - This item can be closed based on Ron stating the training has been addressed. | Training provided in Sept 2021. Session was recorded. |
| ORI3544477 | Risk | Explore | 10/26/2021 - As discussed in the PMO, Tammy requests Naig and Surendra<br>prepare a more detailed presentation that she can review with<br>the DEs and AOs to get their approval for PM. The presentation would be similar to the one Patrick did for budgeting decision<br>regarding posting Budget (Appropriation) Documents. DOTH needs more detailed information on the<br>implications of implementing Plant Maintenance to meet District requirements as an alternative to building the proposed interface to AS/400 to use existing AS400<br>functions to meet requirements.: The process flows presented do not follow LSI project standards and lack swim lanes to understand change management issues. What<br>is the difference between a work order and a notification?<br>What are order types? What kind of reporting data can come out of a work order?<br>What kinds of data can be captured in a work order?<br>-location? -labor hours? -equipment usage hours? -materials used? -weather conditions -other<br>How do you foresee work orders being used? Will the work order replace our 5-type charge codes? Will one work order = 5 type charge code?<br>How are work order costs collected? Semi-monthly? Monthly? Yearly? Are there any workflows involved with work orders?<br>What DMR processes would remain in AS/400 should the decision be to keep the AS/400 for the DMR? What DMR processes would move to PM<br>should the decision be to implement PM instead of the interface? | Destiny Brighter | 10/8/21 | Medium | 5/4/2022 | Surendra Goon / Naig Venkat | | | See comments | Procurement | Interface & Integration | | 5/4/2022 | Please see the email response sent to the team on 10/11/2021 What is the difference between a work order and a notification?<br>Answer:NotificationIn is a preceding document for a work Order which contains the basic information provided as part of a complaint by.<br>Notification is similar to current Complaint recorded in database in DOTH Work order can either be created directly or with reference to a Notification. What is order types? Answer:Order types for a work order can be differentiated for different works (like preventive Maintenance or breakdown maintenance) Examples: Landscaping workorder, Traffic Signal Maintenance, Motor pool maintenance, etc What kind of reporting data can come out of a work order? What kinds of data can be captured in a work order -location? Answer:By maintenance location, by plant (district/branch), and by equipment all work orders for a period can be drawn as a standard report -labor hours? Answer:Mainlores used and costs associated with mainlores (regular), OT can be drawn via the work order reports. -equipment usage hours? Answer:Reports for equipment usage can be drawn by location for a period by all work orders. For Equipment Maintenance, equipment wise work order will be used to record the costs incurred. For Maintenance workorders, where a specific equipment is used, usage in terms of miles/hours are captured. -materials used? Answer:Work order will contain materials used reports -other How do you foresee work orders being used?<br>Answer:Best practice is to create work order before work is performed and estimate costs and compare estimates to actuals later on.<br>Work orders can be created by planning the costs or after the fact. We understand most of the current process is after the work is done through DMRs. We will configure the system with both options. Work Orders in Plant maintenance will replace DMR process.Will the work order replace our 5-type charge codes? Will one work order = 5 type charge code? Answer:We understand that 5-type charge codes are used for maintenance work orders. This could be one of the "Order Types" for Work orders. How are work order costs collected? Semi-monthly? Monthly? Yearly? Answer:Costs are collected as soon as the actuals are posted. Settlement will post this to other receivers such as Project, Cost Center, etc as needed. (Could be a periodic job) Are there any workflows involved with work orders? Answer:Yes, it is possible. We need to capture the requirements for it. | |
| ORI3544811 | Issue | Explore | SBP Product direction. Should SBP be implemented or should a successor product be implemented? | Trisha | 9/7/2022 | Medium | 5/8/2023 | Ron Lee/Tammy lee | | | | | Solution Design & Configuration | | 5/8/2023 | | |
| ORI3644680 | Issue | Explore | DOTH needs to interface PO remaining encumbrances to FAMIS at the fiscal year-end while contracts are encumbered at DAGS upon their creation.<br>This also requires SAP to separately track POs encumbered at DAGS vs.<br>POs not encumbered at DAGS. | Ron Lee | 10/11/2021 | Medium | 5/4/2022 | Surendra Goon | | | See comments | Procurement | Interface & Integration | | 5/4/2022 | Stve. We have captured this as an item. We received the decision only to interface remaining PO encumbrances at the end of the year. We plan on accomplishing with an interface as a custom object.<br><br>10/21/21 PH - There is a downstream effect on budget control calculation. Should DOTH use Active control or Passive Control? Email sent to Ron, Jona and Tammy for guidance.<br><br>5/4/22 - Decided to have encumbrances sent to FAMIS daily. | |
| ORI3744811 | Issue | Explore | decision to be made on PM in order to replace AS400 or stay within the contracted scope and stay within the boudaries of AS400? | Trisha | 9/7/2022 | High | 3/22/2023 | Ron Lee/Tammy lee | | | DOTH has made a decision to defer AS400 to after the completion of wave 2 | | Solution Design & Configuration | | 3/22/2023 | 10/12/22 - CR03 was rejected to bring the AS400 requirement into the scope of wave 1 and deferred to after wave 2 to allow for stakeholder buy-in. | |

