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How to get there:
Successfully Completing the Requirements Phase

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Getting Started

- Identification of Goals
- Engaging your team
- Understanding InvoiceWorks functionality
- Challenges



Identification of Goals

→ High Level

- cost reductions, elimination of paper, improved workflow in the invoice approval process

→ Lower Level

- What processes in the department take the most time or are most problematic?
- What are the greatest audit risks?

→ Preparation for future development of internal systems

→ Think Long Term !

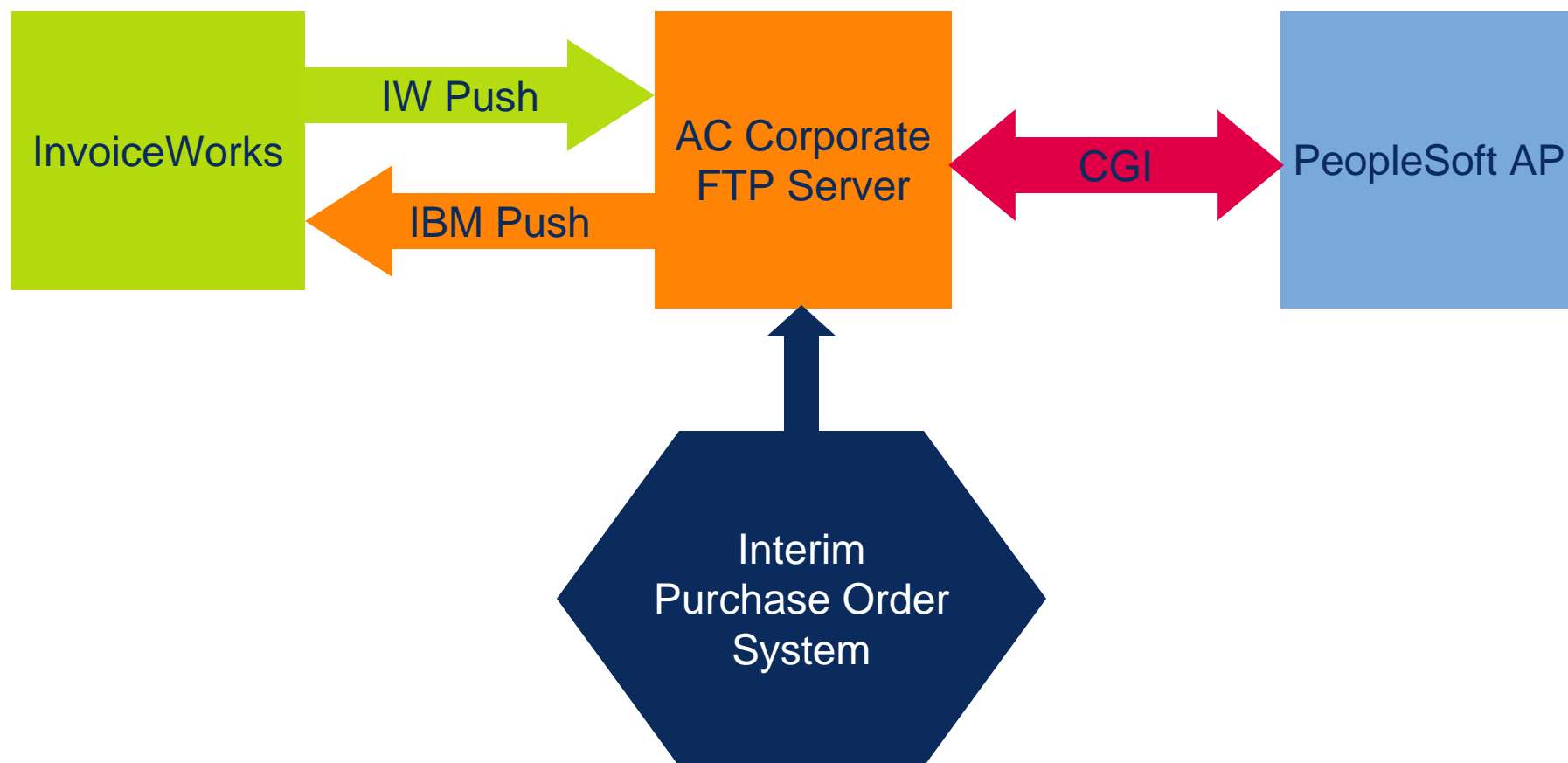


Engaging your Team

- Engage a team that can think creatively
- Ability to keep thought processes open on how to solve business decisions
- Partially outsourced IT
 - Outsourced resources
 - engaged early in requirements phase
- 5 IT groups involved
 - PeopleSoft Business Systems (internal)
 - CGI
 - IBM
 - PO
 - iPayables



Information Flow



Understanding InvoiceWorks Functionality

- Key decisions changed as we understood more of the functionality
- Issues identified were overcome by a more complete understanding of the functionality available
- A better understanding the functionality was achieved by:
 - Clearly explaining what we wanted to achieve
 - Reviewing many examples (especially workflow)
 - Ensuring that we were talking the same language as the rest of the team and that the entire team understood our processes
 - Having access to the demo environment helped with understanding key requirements



Challenges

- Costs – can be mitigated by the creativity of the project team
- Outsourcing
- Sponsorship support
 - Clear commitment from executive team
- Understanding of our own system functionality
 - Developer consulted throughout the requirement phase
- Time Constraints
 - Do not underestimate time involved for the requirements phase



Moving forward

- Finalize implementation plan
- Development and testing
 - Schedule the right resources at the right time: developers to support, functional testers etc.



How to get there: Successfully Completing the Requirements Phase

Questions ?

Thank you !

