



I-MANAGE STARS

Communique'

February 2004

Integrated Management Navigation System (I-MANAGE) Standard Accounting and Reporting System (STARS)

This is our first publication of the I-MANAGE STARS Communiqué. We will be disseminating the communiqué monthly to the Department's business and financial community to provide current status on project activities as well as information on topics of concern to managers and users as we move forward to implement STARS in October 2004.

Highlights of Project Activities

Oracle Federal Financials was re-certified by the Joint Financial Management Improvement Program (JFMIP) in September 2003. The certified version (11.5.9) of the software has been received from Oracle and has been installed for testing. Current plans are to implement STARS utilizing this certified version of Oracle Federal Financials. **In addition, with the A-76 Financial Services announcement, the Project Team is analyzing the impact of the new organization on the existing system configuration.** Any necessary adjustments will be made before the User Acceptance Testing planned to begin in April.

The STARS Project Team consists of the following four teams:

- Design, Configuration, and Test (DCT)
- Development
- Information Technology/Infrastructure (IT)
- Implementation

The DCT Team efforts are currently focused on Module Unit Testing and System Integration Testing. Module Unit Testing consists of testing within each module whereas the Integration Testing is more focused on testing functionality between modules. The modules being implemented are General Ledger, Purchasing (for funds control), Accounts Payable, Accounts Receivable, and Fixed Assets. Testing is being performed by project staff located in the Field and at Headquarters. System inputs and outputs for each business process are compared to expected results to test documented system processes. **This testing is also important for team members to gain system knowledge to assist in defining and refining system processes.**

The Development Team is concentrating on data conversions, system interfaces, reporting, and other development activities. Conversions are heavily dependent upon the accuracy of the legacy data. **Legacy data clean-up efforts are continuing and are crucial to the successful implementation of STARS.** Monthly status updates are being requested from each Field Office. Please ensure these updates are forwarded and progress is being made.

The IT Team is engaged in completing initial risk assessments and drafting an IT Security Plan. These tasks are critical to the STARS Certification and Accreditation process required before the implementation of STARS. **The IT Team is also addressing communication protocols for interfaces, firewall issues, printers, and installation of Oracle patches and fixes for testing.**

The Implementation Team has begun creating training materials. A Navigation and Purchasing eStudy, to assist with the navigation and Purchase Order creation training, have been completed and will be required before a STARS user-id will be assigned. As processes are defined and completed by the DCT Team, the Implementation Team is preparing documentation and training materials. Also, Change Management is a key part of the Implementation Team. **With the A-76 announcement now public, change management activities will be in full motion.**

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To assist in tracking monthly project tasks, an I-MANAGE STARS Team Work Assignments/Progress Reports was issued by Jim Campbell on January 15, 2004. Many of these tasks are assigned to strengthen team members' knowledge of the system. A better understanding of the system allows the Team and Module Leads to assign more complex tasks resulting in a more experienced team and staff moving forward.

Further, in response to inquiries from the Department's Integrated Contractor community, Frequently Asked Questions (FAQS) received by the Project Team to date, have been posted to the STARS web page with detailed answers to each inquiry. The Frequently Asked Questions (FAQS) should assist with specific questions on interface modifications and are available on the STARS websites under the link for FAQS.

Standard General Ledger (SGL)

As a reminder, please ensure your staff has adequate SGL training. SGL knowledge will be a pre-requisite for STARS training. The Department of Treasury, as well as other private firms, offers excellent SGL training courses. As referenced in Helen Sherman's memo dated September 8, 2003 regarding SGL training, not everyone will be required to know all aspects of SGL; however, everyone should analyze your requirements and begin the SGL training as soon as possible.

Moving Forward

As the Module Unit and Integration Testing are continues and intensifies, and the Project Team prepares for System User Acceptance Testing, participation is essential. Planning and preparation activities for System User Acceptance Testing are scheduled to begin in April with the actual testing to be conducted in May. This final phase of testing will require staff from the Field and Headquarters to conduct multiple iterations of tests to ensure the system is ready for implementation.

STARS Accounting Transition Plan for Data Integrity

The successful migration of reliable financial data from DISCAS to STARS is dependent upon the field CFO commitment to and completion of the tasks outlined in the I-MANAGE Integration Team's actions and milestones transmitted on November 14, 2003 by James T. Campbell. The status of each office's progress towards verifying the integrity of general ledger balances and other data contained in DISCAS will be tracked via the two files e-mailed to each office on December 2, 2003 along with instructions for providing monthly status reports via those files. Offices should also report their progress towards meeting the other Field CFO actions contained in the Integration Team's Accounting Transition Plan. **The first status report is due to Mary Lynch on January 31, 2004. Please note that Mary's e-mail address has changed.** The status reports should be sent to Mary.Lynch@hq.doe.gov. Questions concerning the status reports may also be directed to her e-mail address or you may contact her directly at (720) 962-7520.

I-MANAGE Data Warehouse (IDW) Initiative

With the I-MANAGE Data Warehouse (IDW) also targeted for implementation October 1, 2004, the IDW Project Team continues to aggressively work on the Data Warehouse Baseline Design and this effort is on track for completion March 31, 2004. In addition, the Team has also initiated efforts to develop an I-MANAGE Portal providing a straightforward way for users to access business information and pre-formatted reports from the Data Warehouse. The Team is using a "rapid application development" (RAD) approach to create a prototype to facilitate developing and deploying the IDW Portal environment to the user community. The Portal will provide a one-stop-shop website for I-MANAGE users to view and obtain business information from their desktops.

For addition information, visit our websites: <http://www.STARS.doe.gov> 

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