# Project SIGMA

## MISA

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# Welcome

- SIGMA Overview
- Project Schedule
- Standardization
- DataStage
- MILogin
- Hosted & Managed Services
- Security Standards
- Project Communications

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# SIGMA Overview

**Statewide Integrated Governmental Management Applications** (SIGMA) is the State of Michigan's Enterprise Resource Planning (ERP) business process and software implementation.

Our ERP will integrate systems and provide end-to-end support in one system for statewide administrative functions including financial management, procurement, asset management, performance budgeting, time and expenses.

It will ultimately be used by all 50,000 state employees, external vendors, local units of government, and colleges & universities.

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# SIGMA Overview
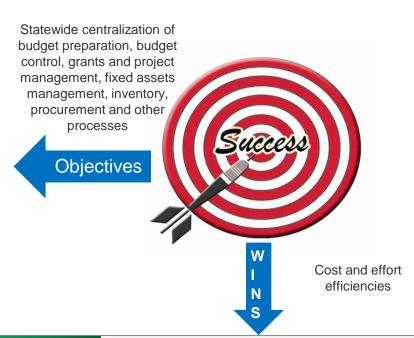
## Key Rationale for SIGMA

**1.** Eliminates operational risk related to critical financial systems that have outlived their usefulness including MAIN and DCDS

**2.** Provides built-in best practices and business rules for government accounting that expands the tools for existing staff, protects us with retiring staff, and attracts new talent

**3.** Provides sophisticated statewide controls while providing the flexibility Departments need to operate efficiently

**4.** Provides timely management information that supports operational improvements and performance reporting

**5.** Fiscally conservative business case

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# SIGMA Overview

- Automate and Streamline Budget

- Reform Chart of Accounts / Uniform Coding Block Usage

- Enhance Transparency & Accountability Portal

- Data Warehouse - Improved Currency & Reporting

- Move to Vendor Supported, Upgradeable COTS Solution

- Automate and Streamline CAFR Production

- Project & Grant Reporting, Budgeting, and Processing

- Cost Allocation

- Increase Accounting Detail Posted from Agency Systems

- Support Treasury Functions:

  - Debt Reporting

  - Support for Investment Accounting

  - Bank Reconciliation

  - Warrant Writing

  - Automate Interfaces with Banks

  - Implementation of Positive Pay Banking (if feasible)

- Reduce the Number of Applications Supported and Interfaced

- Integrated Procurement

Statewide centralization of budget preparation, budget control, grants and project management, fixed assets management, inventory, procurement and other processes

Objectives

W
I
N
S

Cost and effort efficiencies

| Replacing | • MAIN |
| | • DCDS |
| | • Buy4Michigan |
| | • Numerous agency systems |
| Improving | • **Data Warehouse** (replacing MIDB for Financial and DCDS universes) |
| New Functionality | • Budget preparation and control |
| | • Hosting & managed services |
| | • Projects |
| | • Grants |
| | • Inventory |
| | • License options |
| | • Fixed assets management |

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Days to First

Phase 2 'Go Live'

# 293 Days

(200 workdays)

*Budget Control & Procurement

Core Financials

Time, Expense, Labor & Leave

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# Project Schedule

## Project SIGMA Schedule

| | 2015 | 2016 | 2017 |
|---|---|---|---|
| **Budget Development 8/2016** | Phase 1.5 Budget Preparation ◆ Implemented 8/2016 | | |

**Core Financials 10/2017**

Phase 2 Budget Preparation 2.0 and Procurement ◆
Implementation 7/31/2017

Phase 2: Core Financials and Time, Expense, Leave and Labor ◆
Implementation 10/2017

# Project Schedule

## Phase 1.5

- SIGMA Budget went live August 1, 2016!!!
- State Budget Office transitioned into ownership of the system
- Budget Development Cycle is underway

## Phase 2

- **System Tests Continue**
- **End to End / Recovery Test Go/No Go Decision**
  – November 17
- **UAT Go/No Go Decision**
  – February 27, 2017

- **Budget Preparation & Procurement Go-Live**
  – July 31, 2017
- **Financial Go-Live**
  – October 2, 2017
- **TELL Go-Live**
  – October 16, 2017

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# Standardization

Standardization and Placing
SIGMA End Users First

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# Standardization

Standardization Defines Project SIGMA

- ✓ Ability to adapt
- ✓ Standard business systems & data
- ✓ Workforce ability to grow in their careers
- ✓ Leveraging our investment to impact Michigan's long-term future
- ✓ Reengineering our processes to meet the solution's best practices

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# Project SIGMA Places End Users First

- Less manual, paper-intensive work

- Greatly improved reporting and data analysis

- Less redundant data entry

- Less reconciliation across systems

- Easier, more automated tracking and approvals

- Streamlined business processes that work similarly across departments

- One system for budgeting, procurement, and accounting, with expanded capabilities

- Ease in moving from one agency to another and one job to anothe

- Reduced training time for new hires

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# DataStage

Agency Pre-Validation of Interface files and Flat File Transformation



1. Agency uploads file to FTS Routing Mailbox
2. FTS routes file to DataStage Directory
3. DataStage job runs ETL / Validation Routine
4. Agency Receives Automated Response from DS
5. DS Sends File to FTS Routing Mailbox
6. SIGMA Picks up the Files from FTS

# Worker accessing SIGMA application Step 1



1. Worker opens a web browser and types in https://miloginworker.michigan.gov in the address bar

2. Worker's home page will have the list of SIGMA applications the worker can access.

3. To access any of the application, the worker should click on the application name under "**Access your applications**"

**Note:** Worker would not be presented with the MILogin login page, and will be automatically logged into MILogin as Kerberos authentication is enabled for workers accessing MILogin through intranet.



Home    Help    Logout    MI.gov

**MILogin**

🏠 **Alice Chow**'s Home Page                                    Need Help?

Manage your account

Request Access          Update Profile

Access your applications

- SIGMA-Budget
- SIGMA-Business Intelligence
- SIGMA-Employee Self Service
- SIGMA-Finance
- SIGMA-Human Resource Management
- SIGMA-Human Resource Management Admin
- SIGMA-Manager Self Service
- SIGMA-Vendor Admin

MILogin Home        Michigan.gov Home        Policies        Contact Us

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# Worker accessing SIGMA application Step 2



1. MILogin will display the "**Terms & Conditions**" page.

2. To access the application the worker should click on "**Acknowledge/Agree**" button.

3. After the worker acknowledges the "**Terms and Conditions**" page the user is redirected to the SIGMA application page.



Terms & Conditions :SIGMA-Budget

The SIGMA computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with SIGMA. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use SIGMA systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and /or prosecution. By accessing information provided by the SIGMA computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.
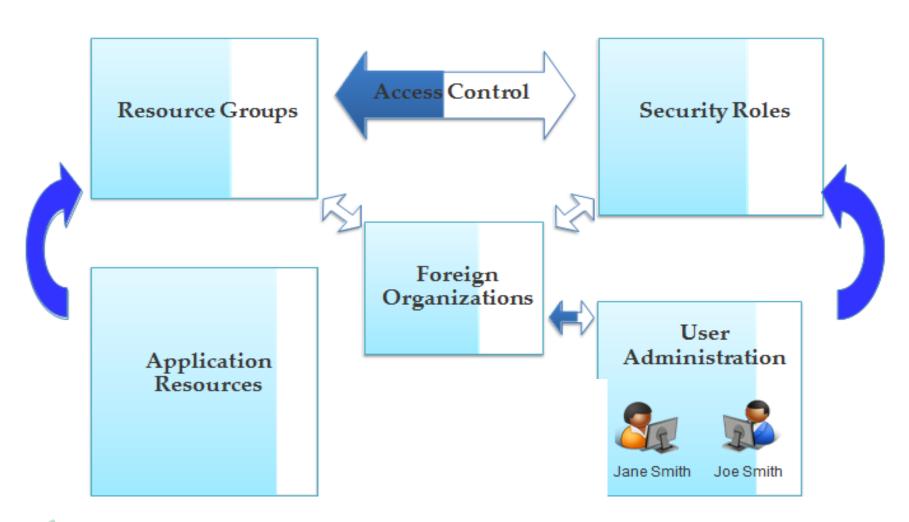
Acknowledge/Agree  Cancel

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# Hosting & Managed Services



TELL

Budget

Financial Management

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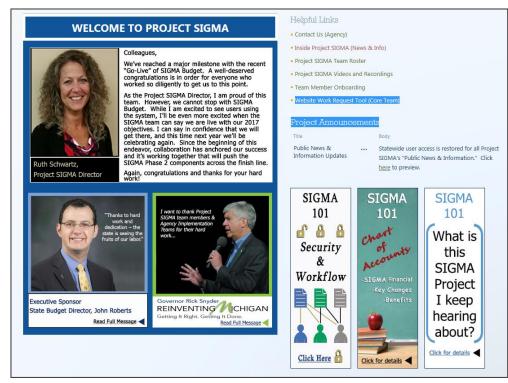
# Security Standards

# Project Communications

## Website

- News Feeds
- Frequently asked questions
- Presentations
- Project announcements
- Training
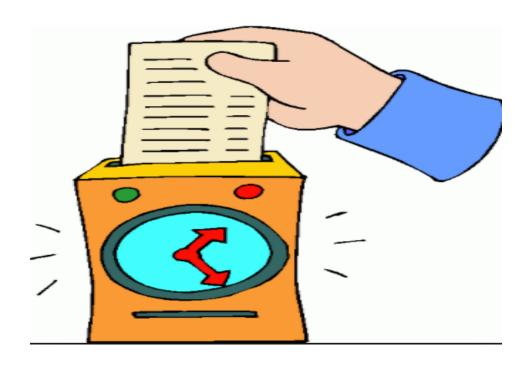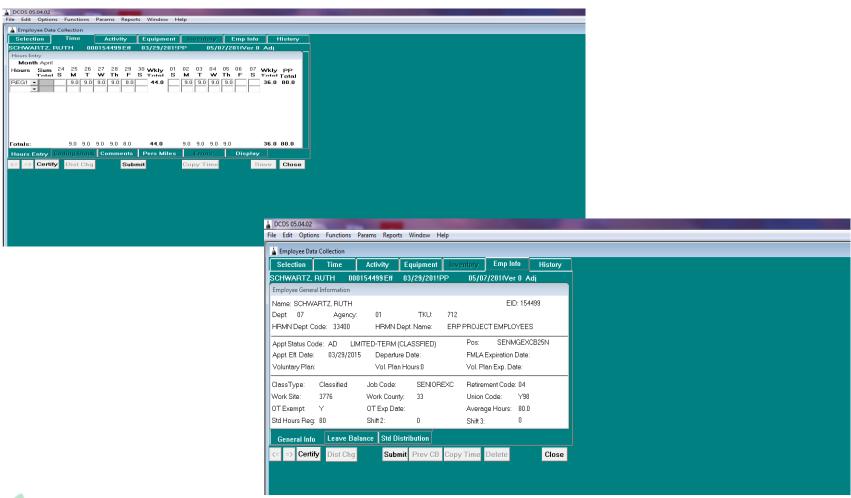- Agency Implementation Guide
- Contact Us

Inside SIGMA

# Questions

?
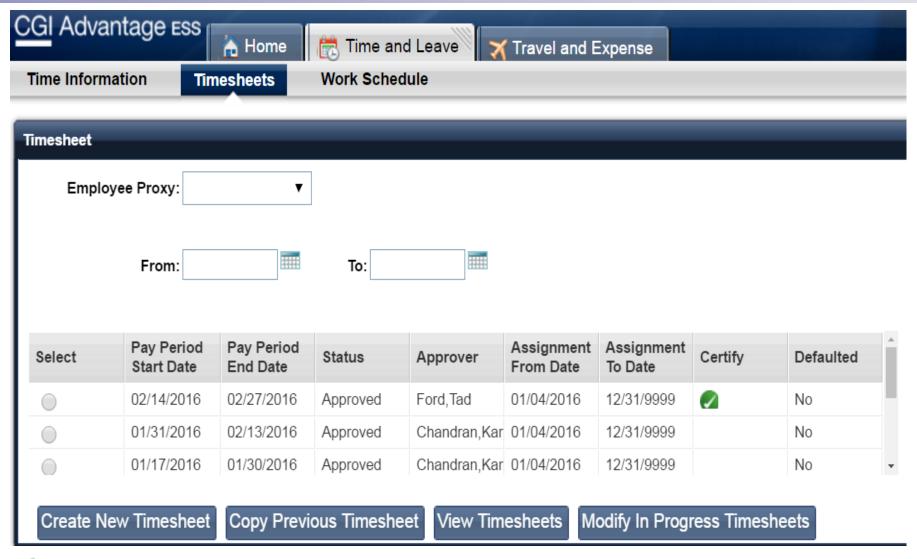
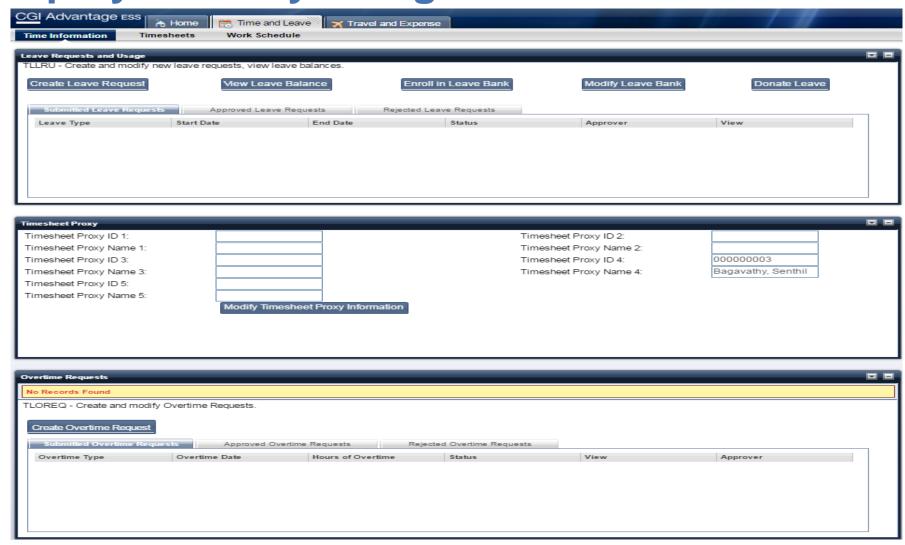# Time Expense Leave and Labor (TELL)
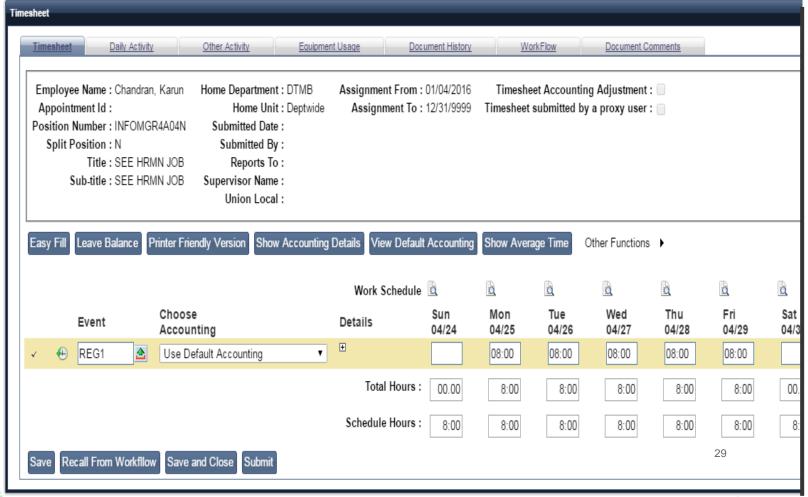
# Today

# SIGMA ESS Employee Timesheet Creation

# SIGMA ESS – Leave/OT Request and Employee Proxy Assignment

# SIGMA ESS - Employee Timesheet Entry

# SIGMA ESS – COA Elements Displayed

## ESS Timesheet with Accounting Overrides

# SIGMA ESS – Daily Activity Tab

## Used to track specific activities

# SIGMA MSS – Managers Worklist

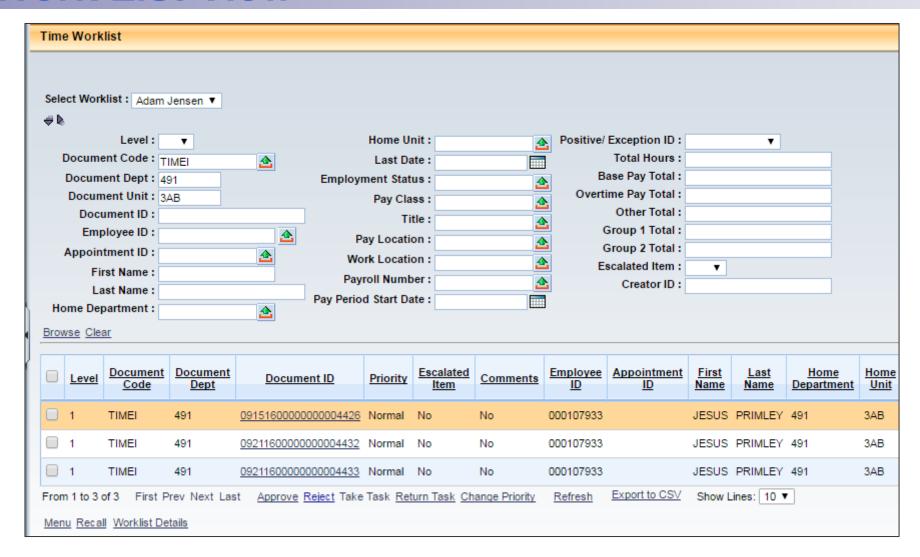Lists provide a quick way to approve or reject direct report requests
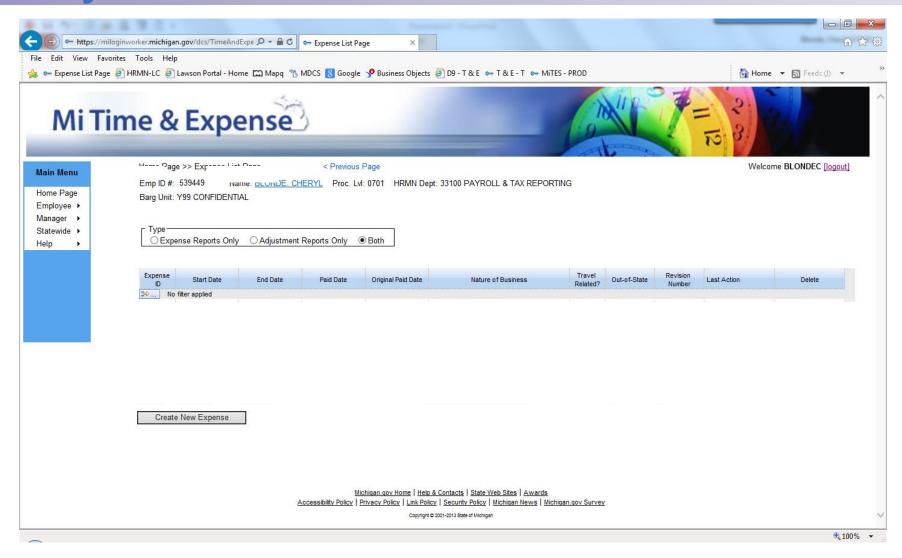
# SIGMA MSS Expanded View

Manager can analyze expenses or timesheet
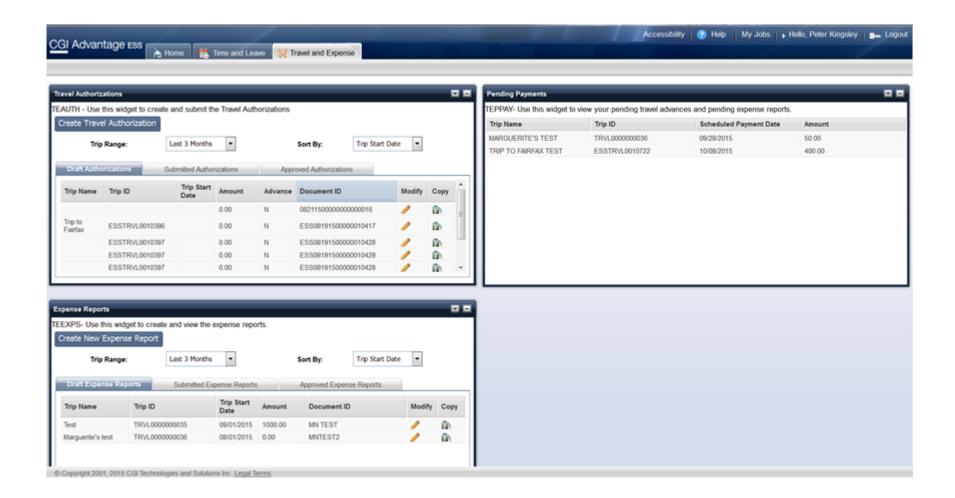
# Work List View
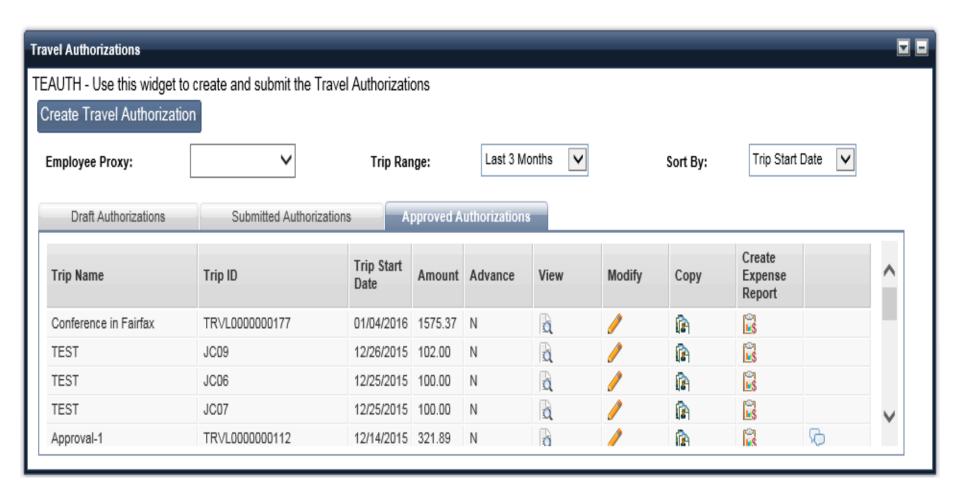
# Travel and Expense

# Today

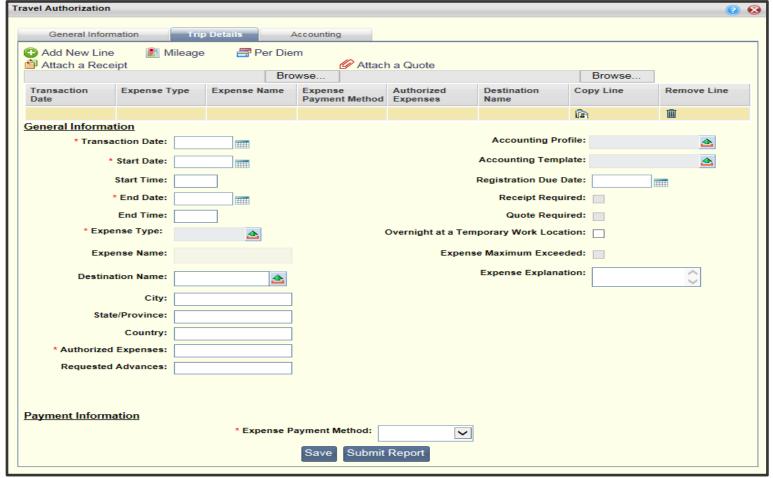# SIGMA ESS – Travel and Expense Entry

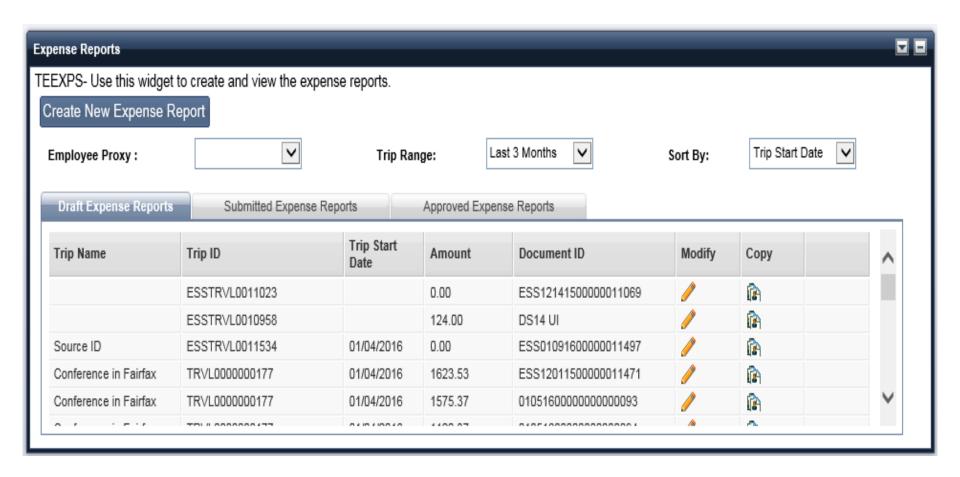# SIGMA ESS- Travel Authorization Entry

# Travel Authorization Document – Trip Details

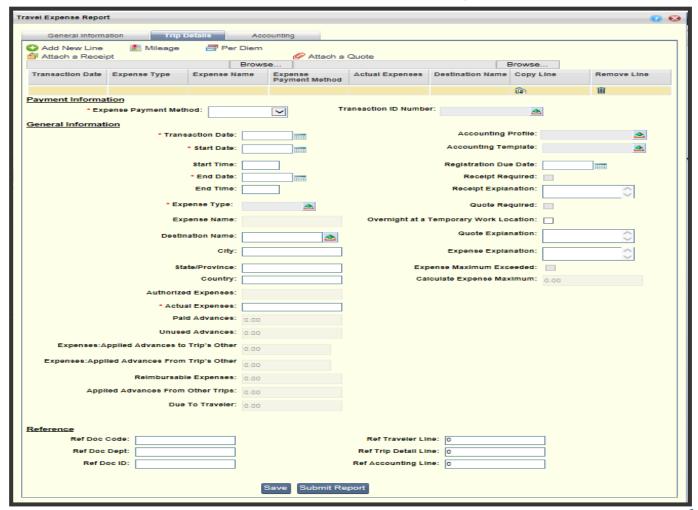Used to enter Authorized Expenses or to Request Travel Advances

# ESS- Travel Expense Entry

# ESS- Travel Expense Report - Trip Details

## Used to record actual expenses

# ESS- Payments

Employees can quickly determine the status of expense reports

| Payments | | | |
|---|---|---|---|

TEPPAY- Use this widget to view your pending travel advances and pending expense reports.

| Trip Name | Trip ID | Payment Date | Amount |
|---|---|---|---|
| ADVFN00122509 | TRVL0000000186 | 01/07/2016 | 100.00 |
| RETEST ADVFN00119438 | TRVL0000000083 | 12/04/2015 | 50.00 |
| TRIP TO FAIRFAX | ESSTRVL0010570 | 12/01/2015 | 300.00 |
| INS01 | TRVL0000000074 | 11/30/2015 | 90.00 |
| INS01 | TRVL0000000074 | 11/30/2015 | 100.00 |
| INS01 | TRVL0000000073 | 11/30/2015 | 90.00 |
| INS01 | TRVL0000000073 | 11/30/2015 | 100.00 |
| INS01 | TRVL0000000072 | 11/30/2015 | 90.00 |
| INS01 | TRVL0000000072 | 11/30/2015 | 100.00 |
| INS01 | TRVL0000000071 | 11/30/2015 | 90.00 |
| INS01 | TRVL0000000071 | 11/30/2015 | 100.00 |
| INS01 | TRVL0000000070 | 11/30/2015 | 90.00 |

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# ESS- Travel Authorization – Mileage Tab

## Mileage Calculated Automatically using MapQuest