



Professional Services

Monthly Status Report: For August 2006
SAIC Maximo Implementation – National Cancer Institute

Date: Friday, September 08, 2006
Client: SAIC – Frederick, MD
To: [Jim Racheff](#)
[Jeanne Lewis](#)
[Tim Lenhart](#)
Cc: Keith Pittman
Nick Boyko
Ray Toms
Tom Arcuri
Tom Mahon
Bruce Pientka
From: Mike Chastain – MRO Project Manager

Progress Summary: August 2006

August was an active and progressive month for the Maximo Implementation Project. Major milestones related to the contract continue to progress to completion (see Progress Detail section) and other major tasks such as Train the Trainer and the Geac/Maximo Interface design have started. Project Initiation Phase tasks are complete and the Project Implementation Phase tasks continue to completion as the Go Live date of September 25, 2006 is less than 4 weeks away.

Overall the cost budget is 59% expended, the allotted time line (11 weeks of 15 weeks) is 73% complete, while the schedule progress is now 75% complete, thus trending the project to be under costs and back on schedule. With seven (11) of the fifteen (15) weeks consumed the project has now advanced to a training and data migration mode with integration design well under way. In spite of the overall progress the critical task of data migrations continues to emerge as a troublesome task that requires extended time and resources due to the data magnitude, decisions on what data to migrate, and the quality of the pre-migrated data. This has been carefully attended to by the management team and will be monitored closely. Many project issues reported in last months report have been resolved and are now replaced with other critical tasks such as:

- Data Migrations – The budget for MRO resource has to be re-defined to allow MRO to continue with this task.
- Integrations - final design and testing for the Maximo side is nearing completion, and the customer side design needs to begin
- Train the Trainer – MRO will and is creating the training material and will train the SAIC trainers
- Final Configuration Documentation and Testing – MRO is finalizing the documentation and testing the customizations with SAIC data
- End User Testing – SAIC has created several test scenarios and will perform end user acceptance testing
- User Groups, Profiles and Security Set Ups- The team has created a User Roster and will finalize the User Groups and attach users.

Major emphasis continues to be placed on the Data Migrations as the scope and magnitude, coupled with an extensive mapping exercise has extended the Data Migration completion date by several weeks, thus pushing the data migration close to the Go Live date of September 24, 2006.



Professional Services

The Conference Room Validations continued and the Team reviewed the major processes as the functionality was re-visited in Maximo. Several minor changes were noted and re-configured in Maximo, with no serious issues arising.

The Integrations to Maximo from Geac SmartStream, Cyborg and Purchasing Card System advanced from the Integration Plan Document (IPD) to completed mapping for all the integrations points. The IPD has been updated and the integration resource will be on site September 5th to import the Interface Table configurations into the Test Environment. The subsequent activities will include configuration design from the external systems and end-to-end testing.

The extended time for the Business Requirements stage has also resulted in more than planned configuration changes to Maximo. The following changes have been made to the Maximo Out-Of-The-Box configuration:

- 2609 database configurations have been made to the Out-Of-The-box version of Maximo (includes 223 non-interface new fields and 1229 interface fields).
- Approximately 857 field changes were made to Out-Of-The-Box Maximo fields.
- Added two new screens and modified 15 different screens of the Out-Of-The-box version of Maximo along with look-up and library xml files. Work Order Tracking, Quick Reporting, and Asset received many changes.
- Furthermore, created 4 new escalations with 4 more pending based upon new findings.
 - There are 604 new / change ALN Domains values
 - There are 83 new / change SYNONYM domain values
 - There are 23 new domains created: 4 crossover, 3 Table, and 14 ALN domains

To this date, the system configuration document is well over 120 pages - and will not include field definitions. That will be in a separate Excel document as the changes are quite numerous.

Progress Detail: August 2006

The contract identifies specific tasks within each phase for functional/technical tasks. A detailed status of the commercially defined tasks are provided as follows (*italics are from contract*)

Phase I - Project Initiation (99% Complete)

Task 1 – Assemble a Project Core Team: Complete

Task 2 – Conduct Training: Immersion Training is Complete

Task 3 – Finalize a Project Plan: Complete (created and presented to the Team)

Task 4 – Install Product and Train Administrators: 100% Complete. MXES product is installed and accepted, and System Administration Training is has been delivered.

Task 5 – Actuate Report Writing Training – Scheduled to be delivered in late September.

Phase II – System Implementation (75% Complete)

The purpose of this phase is to review detailed requirements in the functional/technical areas listed here, configure the Maximo products to support the requirements, and initiate product testing.



Professional Services

- *Processes.* The Team will define the specific business processes that Maximo will support. MRO Software will assist in researching and defining those business processes, mapping the processes to Maximo, and demonstrating how to best utilize Maximo to support the business needs. MRO Software will also assist in documenting these processes to support the training program, which will be designed to demonstrate the processes to the end users. **Defining the SAIC Business Processes has taken more time as business requirements expand and evolve. Examples: property requirements, GL accounting/funding requirements for accounting management within Maximo. Is now complete.**
- *Reports.* The Team will identify specific reports that need to be generated for Maximo to be used. MRO Software will assist in reviewing the applicability of standard Maximo reports to SAIC-Frederick business needs. MRO Software can also assist SAIC-Frederick reports developers on understanding where data required for reports comes from in the Maximo table structure. **The team is reviewing the Maximo standard reports and will utilize the appropriate reports. Due to NCI unique reporting requirements several reports will have to be created by DMS/SAIC...**
- *Interfaces.* The Team will detail the specific interfaces that must be developed to support the business processes across multiple core systems. MRO Software will conduct an integration workshop to identify and define specific data transfer requirements for each of the interface points, and to document those findings in an integration plan. MRO Software will also implement the Maximo Enterprise Adapters (MEA) technology to support the Maximo portion of the required interfaces. **The Integration Business Requirement Workshop is competed, The Integration Plan Document is complete and the Maximo integration mapping is complete. Efforts on the external systems will begin soon. The integrations plan to be complete and live by the middle of October.**
- *Conversion.* The Team will define specific data conversion requirement that must take place in order to migrate from legacy systems to Maximo. Among other conversion requirements, the one-way migration of project information from Primavera to Maximo will be developed. MRO Software will work closely with the SAIC-Frederick data managers to define a detailed data map and scripts using the Maximo Data Loader to prepare for production cutover data conversion. **The mapping and migration of existing data is underway with progress made. However, the scope and magnitude of the mapping of the data is substantially more than allowed for in the original budget plan. The MRO consultant budget for this task is 28 days and is now estimated to require more than 60 man-days.**

Several factors are involved such as:

- **Process time of the Maximo Data Loader as it validates and confirms integrity while migrating**
 - **Data scrubbing of data before it is migrated to Maximo**
 - **Mapping of data continues and involves an understanding SAIC's business processes (needs) compared to Maximo's functionalities.**
 - **New fields were added, removed, changed in Maximo and process functionality (what data is needed, where to store it, etc.)**
 - **Assets are being modified inventory is being taken by SAIC. This may result in modifying and adding more data.**
- *Enhancements.* The Team will identify and document any product extensions or enhancements that must be made to support the business processes and reports. Any enhancements that require the use of development tools beyond the configuration applications in Maximo will require Functional and Technical Specifications which must be approved by SAIC prior to any development work being performed. MRO Software has budgeted time for development of extensions using Java programming should the



Professional Services

specifications documents be approved by SAIC. The discovery of business requirements imposed many product configuration changes to the Maximo application and database. This required more time to create the solution than originally planned. If no other business requirements emerge the Go live date shall be maintained.

- *Test Scripts. The Team will identify and define the specific test scripts that must be executed to ensure proper development of all interfaces, workflows, conversions, and enhancements. MRO Software will define the test script formats and content, assist in preparing for user acceptance testing, and lead a testing program to validate the completion of the developed solution. MRO has provided the Team with recommended test scenarios to support the end user testing which is planned for mid-September.*
- *Training. The Team will define the training requirements for end users, develop training materials, and prepare a presentation strategy. MRO Software will work with the Core Team to define training strategies, courses, and materials. MRO Software will educate the trainers on the course materials. MRO is writing the training material in a customized format to support SAIC end user training and business requirements. A Train the Trainer program is planned for the week of September 11 and end user training will commence the following week.*

Major Accomplishments and Progress for August:

1. MRO and SAIC Project Team completed Business Requirement Workshops
2. Approximately 80% of the data has been mapped and migrated
3. Data Mapping and Migrations continued
4. Conference Room Validation for PMs, Work Orders, Property, and Assets was completed
5. Workshop documentation and process reviews were completed
6. Training plan and material content was reviewed and planned
7. Training material writing began
8. A Go Live plan was developed and reviewed
9. MRO project progress and budgets was assessed

Problems and Issues:

1. **Data Migrations** – As reported above the data migrations scope and effort has evolved as a visible issue. It has required extended use of MRO support and SAIC/DMS attention as well, and has impacted the data migration budget by almost 200% and has pushed data migration completion to the go live date. The delays in data migrations impacted the overall schedule by about two weeks.

Process for Resolution:

1. **Data Migrations** – With approval, the activities for the Data Migrations could be worked on an overtime basis prior to going live. Also, with diligent selection of the required data a more effective data migration effort will be manifested. If SAIC deems it necessary to retain the extended services of the MRO data migration consultant for post go live support a Change Order may be submitted and if approved for the 10 to 20 additional days the MRO Data Migration consultant will continue to work with the SAIC team to get the data migration process completed in a knowledge sharing format.



Professional Services

Project Cost and Schedule Analysis Summary:

At the end of August the project was 75% complete with physical progress and has an expended budget of 59%. The to-date cost under-runs are attributed to streamlining several of the business requirements and the avoidance of extreme modifications to Maximo. A simplified approach to the integration requirements between Maximo and the external systems also contribute to the under-run. Although the project has experienced under budget costs thus far, the remaining budgets have been re-allocated to allow for extended services of the data migration consultant, MRO Project Management, and additional support for to SAIC during the Go Live period.

The Cost Analysis Table includes the costs and financial status through the month of August. The actual costs are based on time sheets and estimated expense reports through September 02, 2006

MAXIMO Implementation Project Cost Analysis: Through Sept 02, 2006

Project Cost Analysis	
Allocated Man-day Total:	
Man-day Remaining:	
Actual Man-day Used:	
Initial Budget:	
Additional Budget:	
Revised Budget:	
% Variance	
PO Remaining:	
Consulting Spent to Date:	
% Budget Spent	
% Project Complete	
Initial Expenses:	
Additional Expenses:	
Revised Expenses:	
% Expenses Remaining:	
Expenses Remaining:	
Expenses Spent:	
Total MRO Costs Through Sept 02	Redacted

MAXIMO Implementation Project Schedule Analysis: Through September 02, 2006

As reported in the July monthly report the schedule had slipped due primarily to the complexity of Data Migrations and Business Requirements not completely defined. With overtime for Data Migrations, discretionary data selections, and SAIC having all Business Requirements and the customizations “frozen” in late August the Go Live date is still achievable for September 25, 2006.

