



CALIFORNIA STATE PAYROLL SYSTEM (CSPS) NEWSLETTER

Issue #4



CSPS PROJECT LEARNS TO ADAPT

The CSPS Project moves ahead amid COVID-19

The novel coronavirus (COVID-19) and its eventual spread as a worldwide pandemic has transformed our lives in ways we thought unimaginable a few short months ago. We are still reeling from the impact of store closures, physical distancing, and event cancellations due to the alarming rate which COVID-19 spread. And while we keep a close eye on everchanging updates on COVID-19, the CSPS Project Team has found its new normal as the project moves forward.

The new normal has meant adapting and making some changes to the way the CSPS Project Team collaborates and conducts business. The CSPS Project took the necessary precautions for the health and safety of the entire team and switched to a remote working arrangement. The impacts of teleworking were quickly felt as computer setup, VPN access, and email access all needed attention. The positive however was the majority of project documentation, notes, and agendas were already on the CSPS SharePoint site which allowed the project team to quickly transition.

As with most departments throughout the State, the CSPS Project also needed to contingency plan for various scenarios depending on the duration and scope of the COVID-19 response. As a result, project work has shifted and reorganized to focus on activities that can be completed near-term, leaving activities that require face-to-face, workshop style interactions to a later date.

Staying connected via Skype, Zoom, and email has proven to be the key to remaining productive as a team. The CSPS Project Team continues to look at different opportunities to stay connected with our stakeholders and move the project forward. We have a strong project foundation to build upon and are focused on delivering on our goal of a modernized human resources and payroll solution.

CHRIS' CORNER

A message from the CSPS Project Director

Like many of you, I'm learning how to adapt in these unprecedented times because of the COVID-19 pandemic. The past months have invoked feelings of confusion, uncertainty, anxiety, and grief. The scale and magnitude are reminiscent of past events like 9/11 or the 2008 financial crisis that reshaped our society in lasting ways. It is yet another reminder that we are vulnerable to culture-defining calamities that we thought only happened in distant lands.

But crisis moments also present opportunity: more sophisticated and flexible use of technology, renewed sense of trust in science and modern medicine, or a revived appreciation for the outdoors and the isolation it affords. 9/11 fundamentally changed the way we travel, and the 2008 financial crisis brought about reform in the mortgage lending industry. The impacts of the current pandemic are still unfolding, but it undoubtedly will reorient our relationship to healthcare, government, to the outside world, and even to each other.

The CSPS Project is certainly not immune to the "shelter-in-place" guidance and it too has adapted. The Project Team quickly had to reorganize tasks and activities and shift to a remote workforce environment. For some of us, it was the first-time using video conferencing tools and online software applications which only exacerbated anxiety and confusion levels. We had to learn the new normal, even if only temporary, to succeed professionally and personally. The same will be said several years down the road as we implement CSPS. Can we adapt to the new normal? Can we learn unfamiliar tools to succeed in our careers? Just as we have done so today, we will tomorrow. I can only hope that when we think back at this time in our history, we are reminded of our ability to adapt, to overcome, and succeed.





FUNCTIONAL REQUIREMENTS REVIEWED

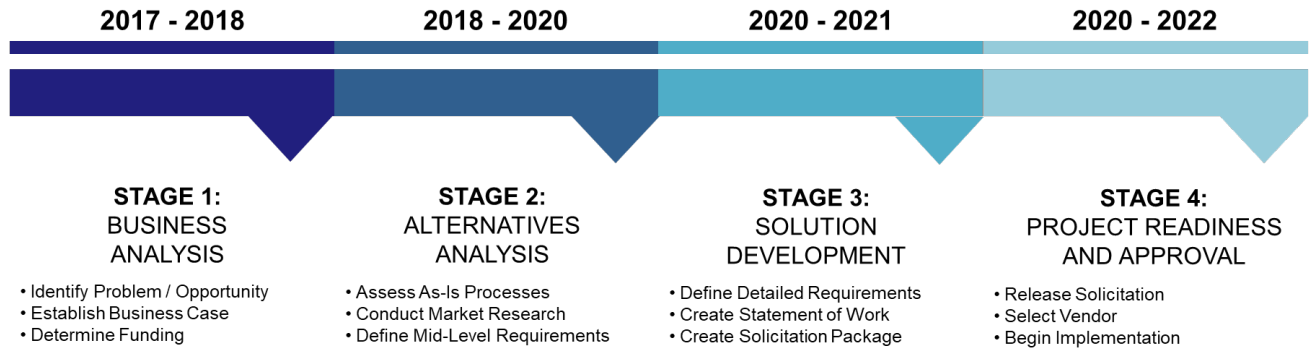
Functional Requirement Reviews with SMEs Completed

The CSPS Project Team met a project goal this past month by completing the functional requirement reviews with Subject Matter Experts (SMEs) for Personnel Administration, Position Control and Time and Attendance capabilities. Just prior to the COVID-19 remote working arrangement, the Business Analysts working on these areas wrapped up final notes and received approval from the SMEs for baseline requirements. This represents the culmination of many workshops with various department SMEs to discuss the mid-level and detailed level requirements that will become part of the vendor solicitation package.

The workshop format allowed SMEs to provide valuable input and insight into the way the processes are currently handled within each department – often with differing approaches. The workshops also gave SMEs an opportunity to voice any ideas for improvements and to learn from each other.

Personnel Administration and Time and Attendance represent two of the five capabilities within CSPS scope. Additional capabilities include Position Control, Benefits Administration, and Payroll. The remaining three capability area requirement review workshops have been postponed until later this year when COVID-19 restrictions are lifted to allow for larger gatherings again.

PROJECT TIMELINE



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