



OBM

Ted Strickland
Governor

J. Pari Sabety
Director

TO: Agency Directors

FROM: J. Pari Sabety, Director
Office of Budget and Management

DATE: June 24, 2008

RE: Agency Preparedness for OAKS Release 6

We are just one short week away from implementing two new modules, Budget and Planning, and Asset Management in the Ohio Administrative Knowledge System (OAKS). These two modules comprise Release 6, the last of the originally planned implementations for OAKS. I think it behooves us all to take one final look at efforts over the last few months to confirm that we are collectively prepared for implementation. The OAKS program management office (PMO) has successfully completed Dry Run 2, a full scale implementation readiness test, and is currently completing Module Deployment Activities. They are also working with the central agencies, OBM and DAS, to ensure that post-go live support plans are in place, including Help Desk readiness and support labs. The PMO is pleased to report that all indicators to-date show that they are ready to “go-live” with Release 6 on July 1, 2008 as planned. Clearly, the PMO readiness is a crucial factor in our ability to implement, but as important is the readiness of each agency to accept the business and system changes that come with the implementation of this release.

In addition to completing the requisite readiness tasks, training, and internal business process changes, agencies will need to plan to begin using the new modules, particularly the Budget and Planning module as soon as they become available in July. Agencies are encouraged to begin working in their models promptly; preparing their budgets as early as possible to meet the September 15th submission deadline. OBM and the OAKS PMO will be closely monitoring system usage beginning in early July, and contacting those agencies who show no activity in the system.

I am asking each of you to take a moment to assess and validate your agency’s readiness to implement this release, and your commitment to begin using the new modules as soon as possible. Your OAKS Agency and/or Multiple Implementation Team (AIT/M-AIT) agency liaison can provide you with valuable information regarding the status of task completion, interface readiness (where applicable), and user acceptance testing results, all of which can assist you in making your assessment. A simple e-mail reply that you are confident your agency is ready to implement will suffice. **Please send these replies to me at pari.sabety@obm.state.oh.us no later than Friday, June 27.**

If you have any questions regarding OAKS implementation, please feel free to contact OBM Assistant Director, David A. Ellis at david.a.ellis@obm.state.oh.us or by phone at (614) 466-4034 or OAKS Executive Program Manager, Darlene Wells at darlene.wells@oaks.state.oh.us or by phone at (614) 421-3803. The sooner we become aware of any glitches, the sooner we can work with you to address them.

Thank you for your ongoing support of the OAKS project and commitment to its success.