The Cardinal Project Newsletter

The Cardinal Project, Richmond, VA Our Website: cardinalproject.vi.virginia.gov	E-mail us at: ProjectCardinal@DOA.Virginia.gov

Greetings!
From the Cardinal Project Team

Cardinal is the Commonwealth's new financial system scheduled to be implemented statewide by February 2016. It is a commercial-off-the-shelf (PeopleSoft v9.1) product which facilitates standard government business processes and can be upgraded in the future to take advantage of product improvements. Additional features of the Cardinal system include a robust reporting capability, a flexible Chart of Accounts structure, and the capacity to serve all state agencies.

Part 1 of the Cardinal Project was completed December 1, 2011. The Virginia Department of Transportation (VDOT) deployed six functional areas: Accounts Payable, Accounts Receivable, General Ledger, Procurement, Project Accounting, and Time & Attendance.

Part 2 of the Cardinal Project was completed October 1, 2012. The Department of Accounts (DOA) deployed three functional areas: Accounts Payable, General Ledger, and Accounts Receivable - Funds Receipts.

Part 3 of the Cardinal Project will replace the Commonwealth Accounting and Reporting System (CARS) and will be a statewide rollout of the General Ledger, Accounts Payable, and Accounts Receivable - Funds Receipts functional areas.

Statewide Rollout Strategy

In Part 3, Cardinal will be deployed to the remaining state agencies in two "waves." A wave is a full deployment cycle (from planning to deployment) with its own go-live date. The rollout strategy and the project phases are depicted in the timeline below.

- Wave 1: The system will be rolled out to agencies that primarily process transactions online into CARS. This wave will also include a pilot release of a small subset of interfacing agencies.
- Wave 2: The system will be rolled out to the remaining agencies, inclusive of the majority of the interfacing agencies and some online agencies that are logically grouped with an interfacing agency.

If you would like to see if your agency is in Wave 1 or Wave 2, visit the Change Network tab on our website.

We are here!

★ Wave 1-October 1, 2014   ☆ Wave 2-February 1, 2016

Targeted Go-Live Dates

Cardinal Website

The Cardinal website is your one-stop shop for all Cardinal related information. There are a wide variety of materials including:

- Cardinal Security
- Glossary
- Training Overview
- Training Materials
- Forms
- Job Aids
- Procedures

Materials will be loaded for the Part 3 Statewide Rollout as they are developed. In the meanwhile, feel free to visit this website and the toolbox for DOA (the prototype for Part 3).

Please mark the website as a favorite so you have quick and easy access to Cardinal information: cardinalproject.vi.virginia.gov

Current Events

Event	Description of Event	Dates	Approximate Number of Sessions & Attendees
Introduction Meetings	Discussed Cardinal Overview, Project Scope, Rollout Strategy, High-Level Timeline, and conducted abbreviated system demonstration	February-March 2013	Ten sessions with a total of approximately 250 attendees representing 118 agencies
Conference Room Pilots	Reviewed Future Business Processes for: System Setup, Budget Journals, GL Journals, Period Close, Vendors, Vouchers, Expense Processing, Process Payments, Process 1099, & Funds Receipts	April 2013	Ten sessions with a total of 52 attendees representing agencies from Wave 1 and Wave 2
Chart of Accounts (COA) Workshops and Office Hours	Evaluate current usage of CARS ChartFields; train on Cardinal's COA; and complete and discuss mapping tasks	April-May 2013	Seven workshops for approximately 80 Wave 1 attendees; office hours will be individually scheduled for Wave 1 agencies
Change Network Meetings	Share project updates; review agency project tasks and next steps; and discuss agency readiness and communication activities	Starting May 2013	Meetings will be conducted approximately every other month for designated Change Network members (to see a listing of Wave 1 Primary Change Agents visit the Change Network tab on our website)