



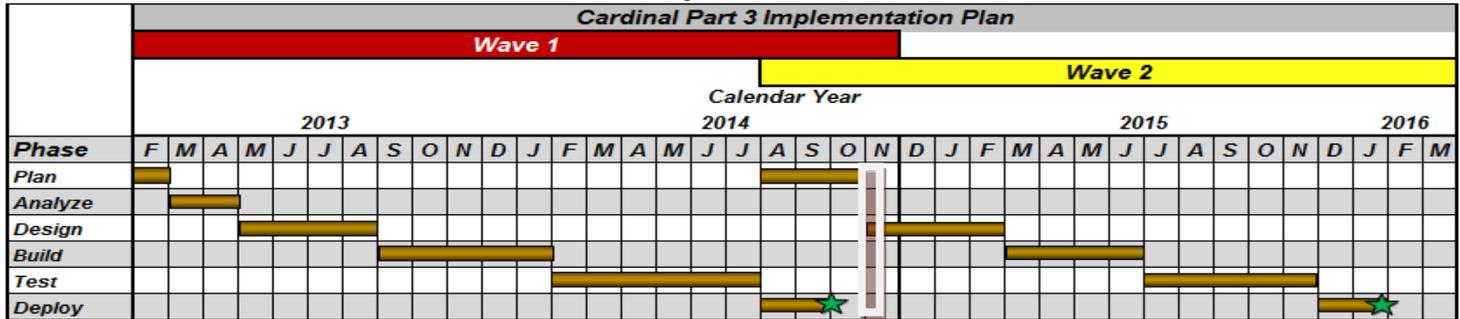
# The Cardinal Project Newsletter

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[www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)

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## Project Status



We are here!

Implementation Dates

Thanks to a lot of hard work and great attitudes from the Wave 1 agencies, Cardinal was successfully implemented on October 1, 2014!! Activities completed since our last newsletter include:

- Validation of Data for Conversion of Wave 1 agencies
- User Support Labs
- Wave 1 Change Network Meeting #6
- Wave 2 Chart of Accounts Kickoff and initiation of Office Hours
- Wave 2 Change Network Launch
- Completion of reports training for Wave 1 agencies

## Cardinal Project Statistics

**Training:** Approximately 430 users took one or more of the nine web based courses, with over 2,500 training instances in total. Many of those users also took one or more of the instructor led courses - over 1,200 seats.

**Cardinal Processing:** On October 1, Wave 1 agencies began entering transactions into Cardinal. During the first month after go live, agencies processed approximately 1,500 deposits, 1,700 expense reports, 6,500 vouchers, and over 1,300 general ledger journals. After go live, approximately 100 users came to one or more labs, where they entered transactions for the first time, or got help from one of the Cardinal team members.

Wave 1 users also created Helpdesk tickets. The Cardinal team received a total of 481 Helpdesk tickets during October (which included all Cardinal agencies, not just Wave 1) and resolved 464 of them.



## Department of Corrections (DOC)

As one of the largest Cardinal Wave 1 agencies, with approximately 150 users, DOC worked hard to prepare for the new system. Pictured from left to right are staff from the DOC General Accounting: Carolyse Andrews, Kenya Randolph, Debra Price, Violet Hinton, Pam Wilmoth, Carolyn Lester, and Michael Wong - still smiling at the end of go-live day.

## Greetings to Wave 2 Users

We have many resources to support a successful implementation of Cardinal for Wave 2 users. A successful implementation requires teamwork, diligence and experience.

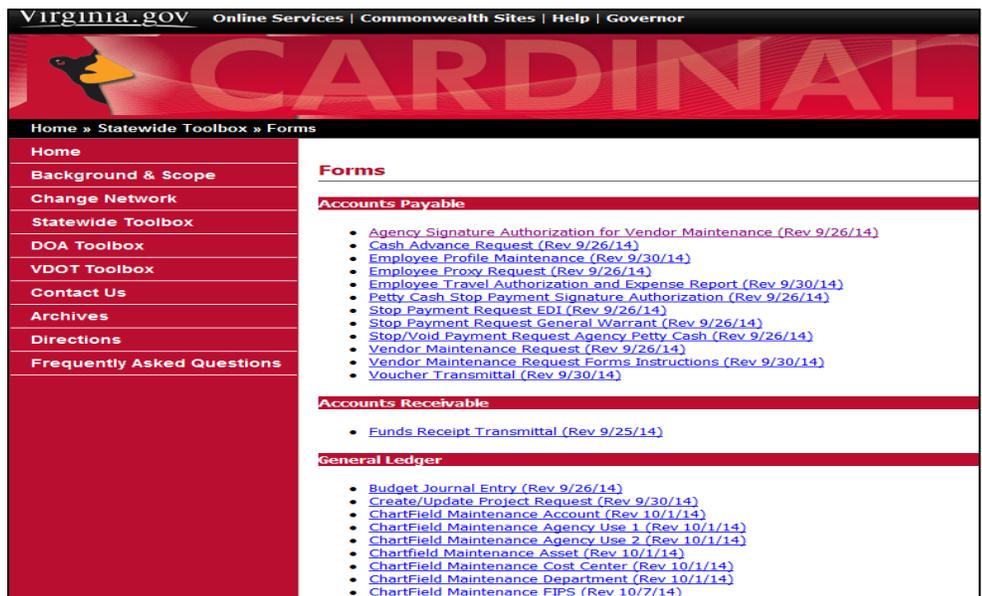
- Agency Readiness Liaisons are members of the Cardinal Team who work directly with assigned agencies to address agency issues and questions. You can view the listing of Agency Readiness Liaisons on the Cardinal Website by clicking [here](#).
- The Agency Change Network Members are the agencies' representatives to the project. The Agency Change Network Members bring the agencies' needs and concerns to the project and take information back to the agencies. The Agency Change Network Members consist of a Primary Contact, Subject Matter Experts for the General Ledger, Accounts Payable, and Accounts Receivable functional areas, a Technical/Interface Contact, a Security Contact, and a Training Contact.
- Ultimately, the Agency staff participates in agency readiness tasks and report issues, concerns, and questions.

Given the resources dedicated to the Cardinal Project, we need to ensure each Wave 2 agency will be prepared for Go-Live in February, 2016. Therefore we use tools to measure critical efforts. One tool we use is the Agency Task List. The Agency Task List is a chronological list of meetings to attend and actions to be completed in preparation for Go-Live. The Agency Task List is sent to the Primary Contacts who review with their Agency Readiness Liaison on a regular basis. Below is an excerpt of the Wave 2 Agency Task List. Agencies have approximately 100 Agency Tasks. Agencies that are fully engaged are better prepared for Cardinal.

	A	D	E	F	G	H	I	J	K
	Wave 2 Task	Type	Task Description	Audience (Contact)	Audience (agencies)	Category	Task Status	Start Date	End Date
1	1	Task	Identify Change Network Members and Complete Agency Contact Survey	Fiscal Officers	Wave 2 Assembled Agencies	General Agency Readiness	Closed	8/6/14	8/29/14
2	2	Attend	Attend Change Network Launch	All Change Network members	Wave 2 Assembled Agencies	General Agency Readiness	Not Started	10/14/14	10/14/14
3	3	Attend	Attend Chart of Accounts Kickoff	Primary Contact, GL SME	Wave 2 Agencies	Functional-GL	Not Started	10/14/14	10/16/14
4	4	Task	Prepare and Deliver Cardinal Kickoff to Agency	Primary Contact	Wave 2 Assembled	General Agency Readiness	Not Started	10/15/14	12/12/14

### Tweet: Cardinal Forms

Cardinal Forms (as pictured to the right) have been added to the Cardinal Website. The path for accessing the forms is Cardinal Website>Statewide Toolbox>Forms. Forms are displayed according to functional area: Accounts Payable, Accounts Receivable, and General Ledger. The Budget and General Ledger Journal Spreadsheet files are located under the General Ledger heading. The forms may be accessed by clicking [here](#).



### Upcoming Activities

- Wave 2 Interface Kickoff
- Wave 2 agencies prepare and deliver a Cardinal Kickoff to Agency Stakeholders
- Selection and Confirmation of Interfaces for Wave 2 Agencies
- Continuation of Chart of Accounts Office Hours