



Message

Winter 2012

Quick Links

- Accomplishments, Completed & Ongoing Activities
- System Functionality Decisions
- Key Decision Documents (KDDs)
- MAGIC Area Updates
- MAGIC Benefits
- Customer Feedback
- Printable Version of Newsletter

The MAGIC Message is now available in an interactive format. Click [here](#) to learn how to navigate.



Blueprint Stage Status

Blueprinting began on October 11, 2011. Since that time, a total of over 1,800 participants in 108 Blueprint sessions have worked together to produce the MAGIC Blueprint. The Blueprint is the business model that documents how the State's processes will be configured using the SAP software and includes a plan for transitioning from current to proposed processes.

[continue reading](#)



MAGIC



February 2012 – *What's Next?*
April 2012

As soon as the MAGIC Blueprint is complete and approved, the Realization phase will begin. During Realization (April 1 – November 30, 2012), the project team, with the assistance of the agencies, will be configuring, developing, and testing MAGIC.

[continue reading](#)

Next Stage: *Realization*





This issue of the MAGIC Message brings something new—an interactive presentation that gives the reader a quick synopsis of the MAGIC project, with the option to drill down into the details for any area of particular interest.

We hope this format makes it easier for you to access the information you need, whatever your project role. Some links, including the Glossary and Key Decision Documents, will be continually updated as the project progresses. Other articles provide a quick reference you may wish to access as the project moves into the Realization phase.

You can access all newsletter articles on the home page--through the Quick Links table of contents and through icons and links that take you to additional information on a given topic.

Once you select a topic, you may find additional links for more details on the selected subject. To return to the newsletter from an external link, simply click the back button in your internet browser.

Each screen of the newsletter gives the reader the option of returning to the home page to select another newsletter section or of exiting the newsletter.

For those who want a printed copy of the newsletter, see the last “Quick Link” on the newsletter’s home page.

If you encounter any difficulties with the interactive format, please [contact the project team](#).



Blueprint Stage Status

continued from home page

The [minutes of each Blueprint session](#) are posted to the MAGIC pages of the MMRS website and are organized by functional area. The minutes include a copy of the session's PowerPoint slides, names of the session's facilitators and scribe, a list of attendees, a summary of the meeting presentation and discussion, any key decisions answered, organizational change impacts, action and parking lot items, and any gaps identified between Mississippi's requirements and SAP functionality.

Once the Blueprint process is complete, SAP prepares the Business Blueprint Documents and routes them for the State's review and approval. STA, the Independent Verification and Validation (IV&V) vendor for MAGIC, the Project Team, and the Business Process Owners (BPOs) will review the documents and provide feedback to SAP.



In addition to reviewing written documentation, BPOs will attend demonstrations of end-to-end processes in SAP for several critical or key processes. After BPO sign-off, the Blueprint documentation will be forwarded to the Project Management Office and project leadership for final approval. At that time, the Blueprint becomes "The Plan"—how the State will conduct its business using MAGIC—and the Realization Phase begins.



The MAGIC project team is continually looking for innovative and effective ways to reach our stakeholders with critical project updates. The most recent addition to our communications delivery formats is the *MAGICast*, a presentation combining audio and video to deliver just-in-time project information to your desktop.

Using the Adobe Connect product, the project team will develop resource materials, informational broadcasts, training, and feedback forums that can be viewed through any web browser at your convenience.

The initial *MAGICast* was delivered in January 2012 and targeted the Agency Readiness Managers (ARMs). To view the January ARMs *MAGICast*, click on the link below.

We encourage you to respond to the brief survey at the end of the presentation, providing feedback to help the project team plan effectively for future project communications.

[View the *MAGICast*](#)





MAGIC will transform the way the State does business. The MAGIC project offers an unparalleled opportunity to streamline and standardize the State's business processes to take advantage of industry-recognized best practices. Accomplishing this transformation requires detailed analysis of state business functions by state employees who can determine if changes are of benefit to the state as a whole, as well as the impact of changes on other areas.

To address this need, the project team created the role of Business Process Owner (BPO). A BPO must have in-depth business knowledge about the existing processes and systems used in state government. The BPO must also understand what the State needs and have the authority to make regulatory decisions.

As key participants in the Blueprint process, the BPOs have added their insights as to what needs to be "fixed" or improved, as well as a vision for how the new process needs to operate.

Once the Blueprint sessions are completed, BPOs have the responsibility for review and signoff on the final design that will be implemented.

As the project moves into the Realization phase and beyond, BPOs will continue to be critical resources for testing, training, and other readiness and implementation tasks, process evaluation, and continuous improvements throughout the life of the system.

[List of MAGIC BPOs](#)



*Ever wish you had an
English / MAGIC
translation dictionary?*

*Look no further
than the...*

MAGIC

G L O S S A R Y

As the project continues, the number of acronyms and MAGIC-specific terminology continues to expand.

The project team has posted a [MAGIC Glossary](#) on the MAGIC page of the MMRS website.

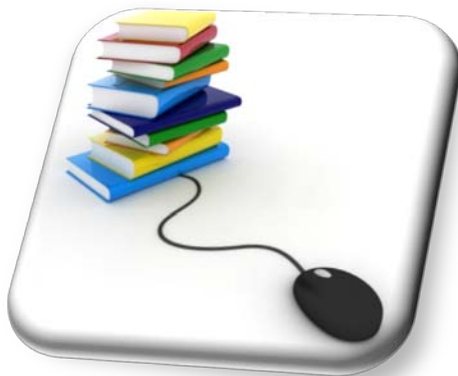
This reference information will be updated throughout the project.



February 2012 *What's*
– April 2012 *Next?*

While the MAGIC project team, Subject Matter Experts, and Business Process Owners continue to focus on completing Blueprinting, you may be wondering what is coming your way as MAGIC progresses.

Click on the three areas below to learn more. Additional information will be forthcoming soon, so stay tuned!



Training



**Agency
Connection**



**Agency
Readiness
Tasks**

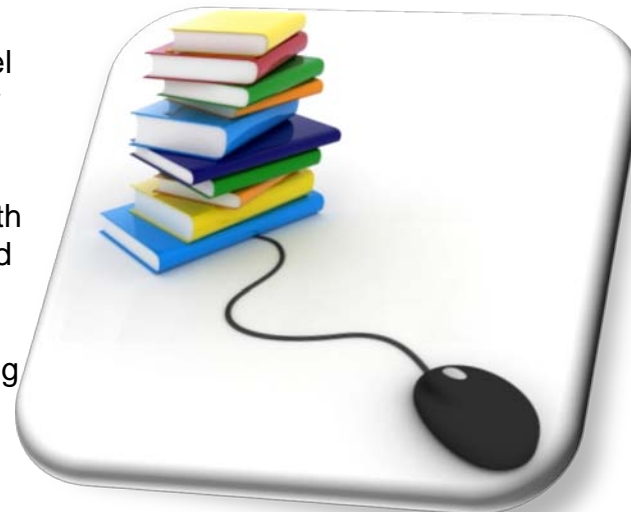


February 2012 *What's*
– April 2012 *Next?*

ARMs and members of your Agency Readiness Team will receive high-level information about the training strategy for MAGIC.

The project team will begin to work with each agency to identify the names and roles of all persons who will need training, as well as those individuals who can serve as “Super Users” during testing, training, and go-live.

Some agencies may be contacted regarding the use of training facilities.



Training



Click here
to return to
previous
screen



February 2012 *What's*
– April 2012 *Next?*

Beginning in February, the Organizational Change Management (OCM) Team for MAGIC will begin interactive sessions with all the ARMs.

These interactive sessions will be an opportunity for the MAGIC team to hear first-hand the issues, preferences, concerns, and questions specific to each agency.

Ultimately, the OCM representatives want to ensure all ARMs have the resources they need to lead their agencies in a successful MAGIC implementation and business transition.

ARMs should watch for additional details and scheduling requests for their initial MAGIC Agency Connection.



Click here to return to
previous screen



**Agency
Connection**



February 2012 *What's*
– April 2012 *Next?*

Agency Readiness Tasks

The project team has committed to providing ARMs with as much notice as possible concerning agency readiness tasks. The OCM team has begun to distribute task matrices, with links to task instructions, to the ARMs.



MRTL

Master Readiness Task List

The Master Readiness Task List (MRTL) will be expanded rapidly as Blueprinting ends and Realization begins. MRTL will soon be deployed on the MAGIC website and will provide each agency with a detailed task list and timeframe, a step-by-step “Cookbook for Change.”



Click here to return to
previous screen



Next Stage: *Realization*

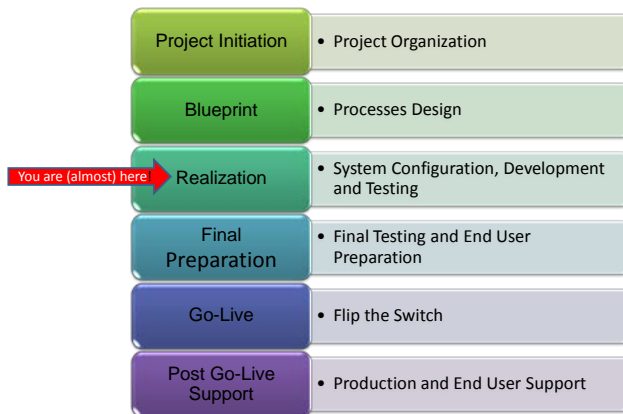
continued from home page

By the time this stage is completed:

- MAGIC will be installed and customized based on Mississippi's Blueprint;
- Data will be migrated from legacy systems into MAGIC;
- System security and setup will be validated and approved;
- System interfaces will be completed;
- System testing, including User Acceptance Testing, will be completed;
- Training will be planned and scheduled; and
- The cut-over plan will be defined and approved.

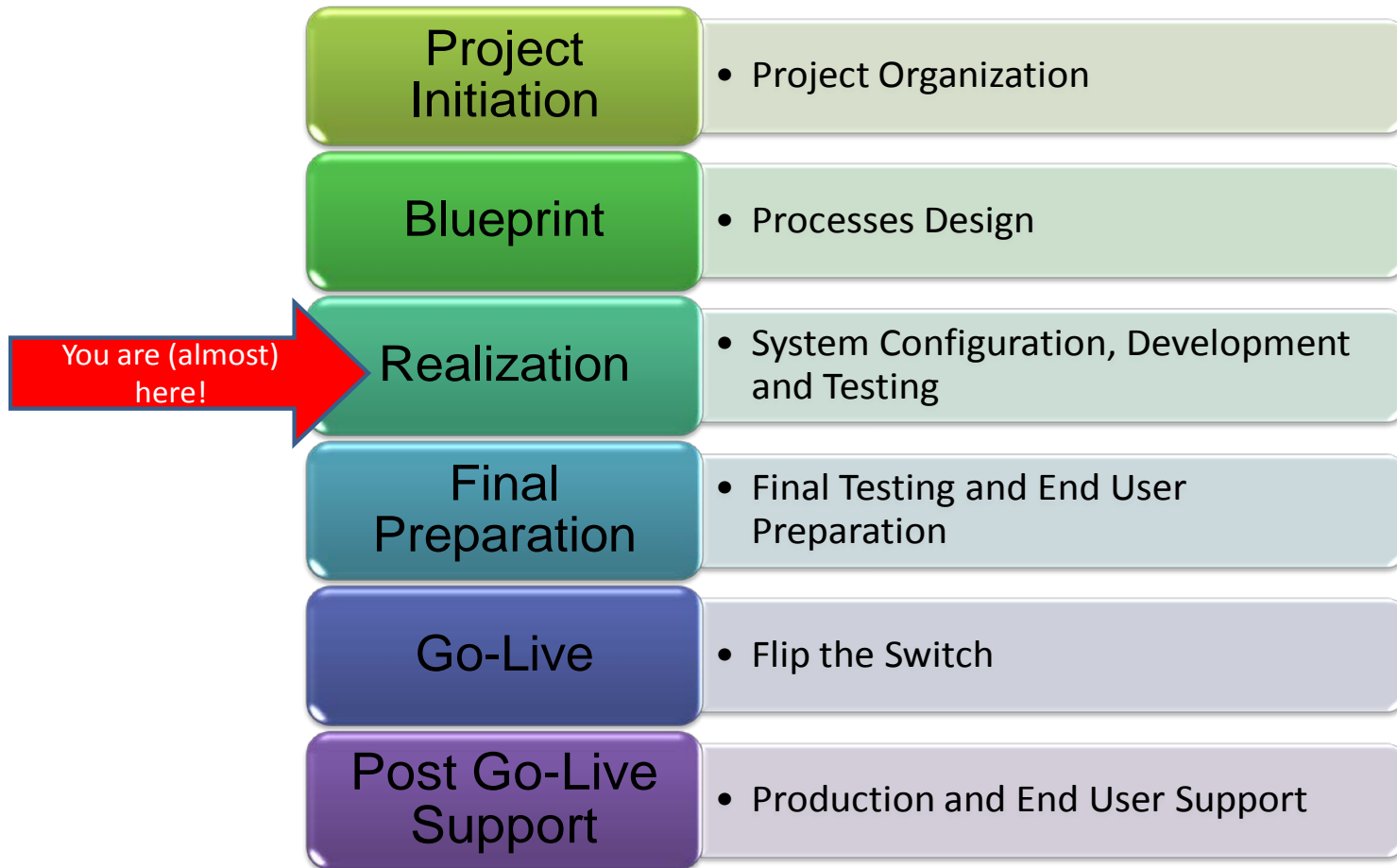
Realization is the longest and most complex project stage, when the system will actually be constructed. Each agency will have a checklist of activities related to technical readiness, testing, training, data conversion, and defining access for agency staff.

The MAGIC team will be working closely with each agency to ensure everything is in place for a successful Final Preparation (December 2012) and Phase I Go-Live (January 1, 2013).



click to enlarge picture





Click to return to previous screen





Activities



- Completed Blueprint Workshops
- Released first MAGICast
- Reviewed and finalized the “As Is” processes
- Completed initial install of SAP infrastructure sandbox (16 servers)
- Created Agency contact database for ARMs and SMEs

- Issue Management
- Risk and Change Management
- Agency Communications

- Complete and signoff on Blueprint Design
- Release the Master Readiness Task List (MRTL) to the ARMs
- Begin the Realization Stage





**System Users &
State Agencies**



**Vendors &
Citizens**



As you know, the MAGIC project and system represent a significant investment of State funds and staff resources. What dividends will the State of Mississippi receive in return for this investment?

Select an area on the left to see additional details.



MAGIC system users:

- Integrated functionality, web-based access, work flow, and expanded capabilities will increase accuracy, efficiency, and accountability for financial and human resources processes.
- Single system combining all the State's business functions into a unified whole.
- Enhanced reporting for greater detail and user-defined views into the data on demand.
- Employee "self service," providing employees the ability to request leave, register for training, and update their personal information via a web browser, in accordance with system rules.

State agencies:

- Increased responsiveness to internal and external customers.
- More accurate and timely information for management decision-making.
- Consolidation and integration of multiple administrative systems and decreased paper usage.
- Integrated functionality for significant streamlining of business processes.
- Standardized processes, facilitating multi-agency collaboration and interoperability.



System Users & State Agencies



Click here to return to
previous screen



Vendors:

- Single system for registration, solicitations, and solicitation response.
- Web-based vendor “self service” providing vendors the ability to update address and contact information as needed.

Citizens:

- Improved level of service from State agencies, through the use of “best practice” processes and web-based functionality.
- Appropriate checks and balances built into MAGIC, promoting responsible government.
- More transparent government, through increased reporting capabilities for the proactive dissemination of information.
- Use of tax dollars for sustainable technology, preserving the State’s investment into the future.



Vendors & Citizens



Click here to return to
previous screen





Human Resources / Payroll



Finance



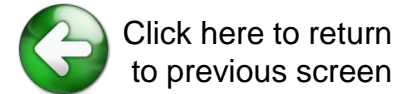
Logistics

System Functionality Decisions

Want to know more details about decisions made to date during the Blueprint sessions?

Click one the three links on the left for more information.





Enterprise Learning

Business owners who will determine the functional scope and design of Enterprise Learning are: State Personnel Board, Information Technology Services, Department of Finance and Administration, Mississippi Employment Security Commission, Health Department, and Public Employees Retirement System.

Recruitment

Implementation of Talent Management (SAP's E-Recruiting module) and Recruitment will not be in scope for MAGIC. The State will continue to use NeoGov to recruit internally and externally for employees to perform roles and jobs within the State's infrastructure and its numerous agencies. An interface will be created between NeoGov and MAGIC to allow the seamless completion of hiring events.



KDDs



As participants in the Blueprint process have seen, Blueprint sessions may generate:

- discussion,
- questions,
- issues,
- action items,
- parking lot items,
- identified gaps, and, ultimately, decisions regarding the configuration of MAGIC.

For groups of requirements that need clarification or require a business decision by the State, SAP works with the state project team and Business Process Owners to clarify the scope of requirements or to provide options for addressing the requirements in the SAP software.

These clarifications and options are documented in Key Decision Documents, referred to as KDDs.

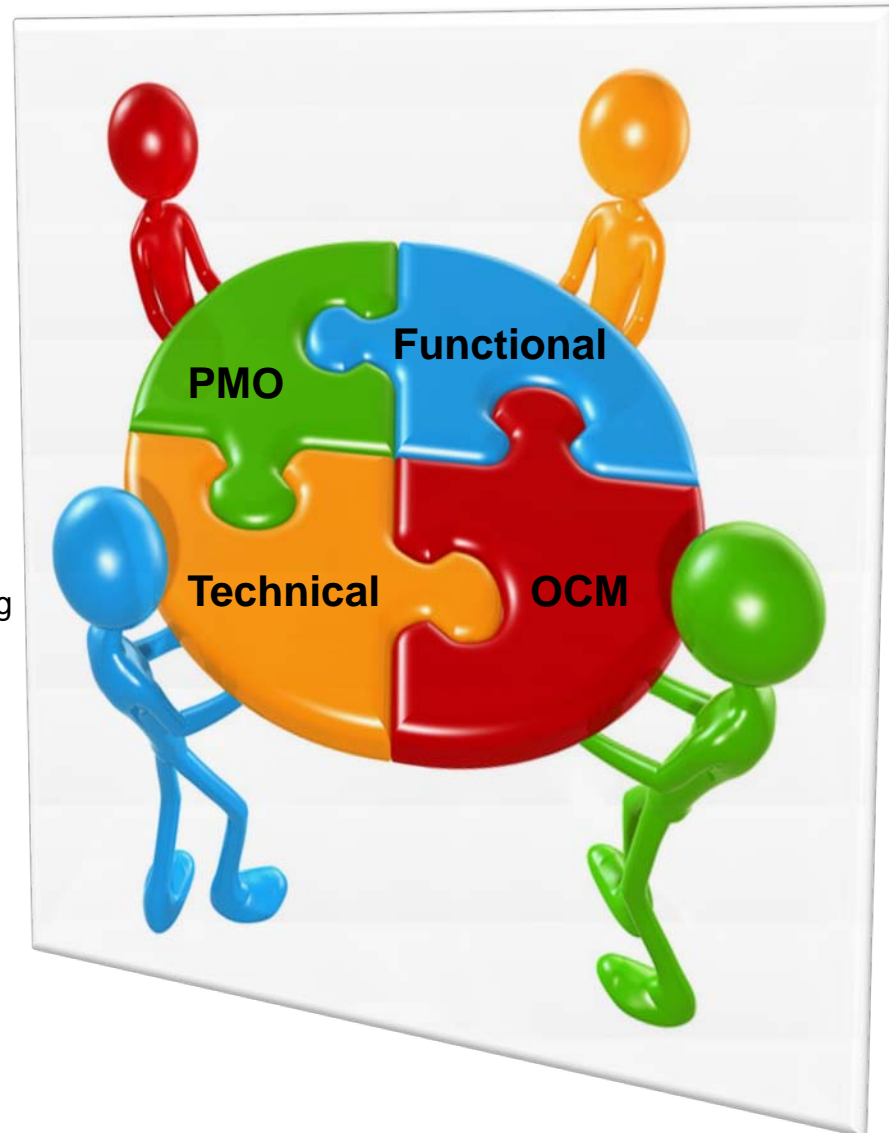
The approved KDDs can be found on the [MMRS Website](#).



Area Updates

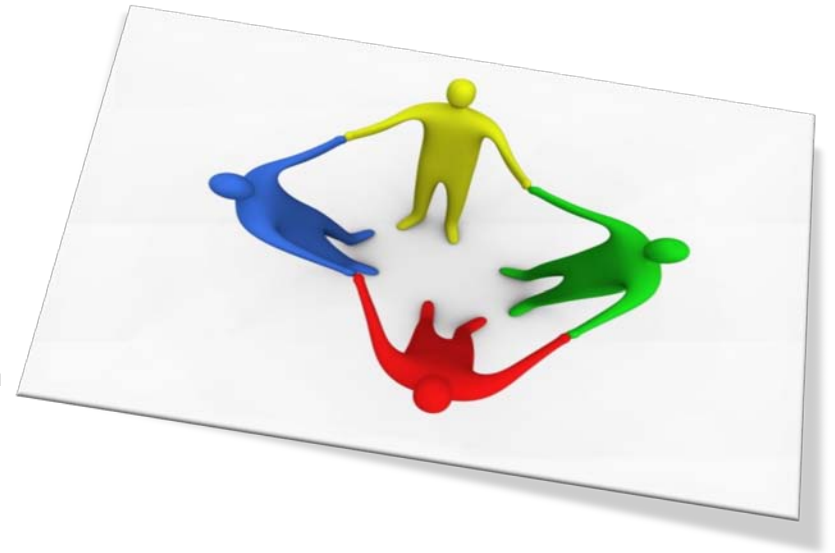
The Project Management Office (PMO), Functional Team, Technical Team, and Organizational Change Management (OCM) Team provide the day-to-day project staff resources who make MAGIC happen.

Click an area to the right to see a summary of MAGIC Behind the Scenes for that area during the Blueprint phase.



The PMO Team has...

- Approved project deliverables.
- Identified and documented project risks within Risk Radar, the tool used to maintain project risk.
- Finalized and approved Key Decision Documents.
- Hired new state staff for the project team.
- Coordinated and approved SAP training for all project team and Business Process Owners.
- Implemented a consolidated tool (HP Quality Center) for tracking issues and KDDs.
- Participated in the SAP Project Prep and Blueprint Quality Assurance Audit.
- Held MAGIC external kickoff meeting.
- Continued to monitor the project plan.

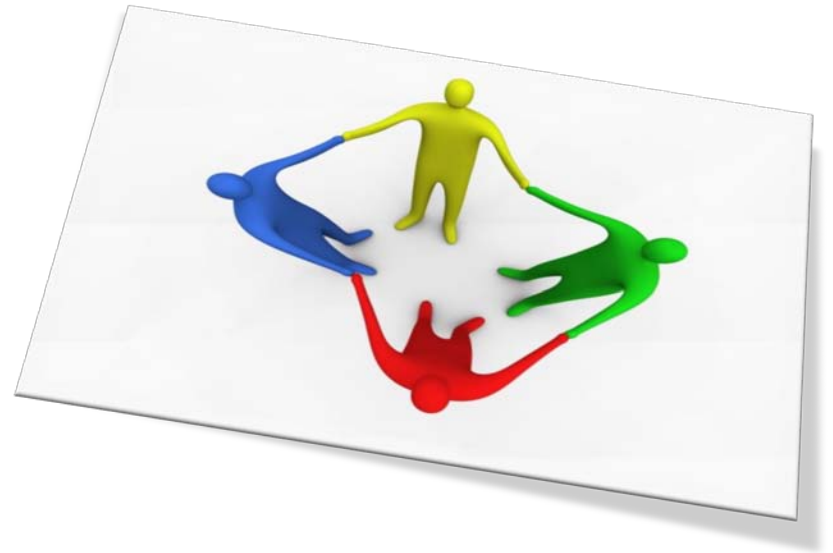


Click here to return
to previous screen



The Technical Team has...

- Completed the initial install of the SAP Infrastructure sandbox.
- Developed the initial list of interfaces.
- Developed the initial list of conversions.
- Begun the configuration of the MAGIC mainframe.
- Begun building the development environment.
- Begun to map security roles and procedures.
- Begun mapping work station standards for MAGIC.
- Begun working on the RICEFW items.



Click here to return
to previous screen



The Functional Team has...

- Identified Business Process Owners and Subject Matter Experts for all areas.
- Mapped all 9000+ requirements to an SAP Business Process.
- Conducted Blueprint sessions, as well as pre-Blueprint sessions with the Business Process Owners.
- Reviewed pre and post meeting materials and provided feedback to SAP with any needed changes.
- Participated in the development and review of Key Decision Documents.
- Created an access database for each functional area to allow the team to manage the Requirements Traceability Matrix (RTM).
- Reviewed and finalized the As-Is processes.

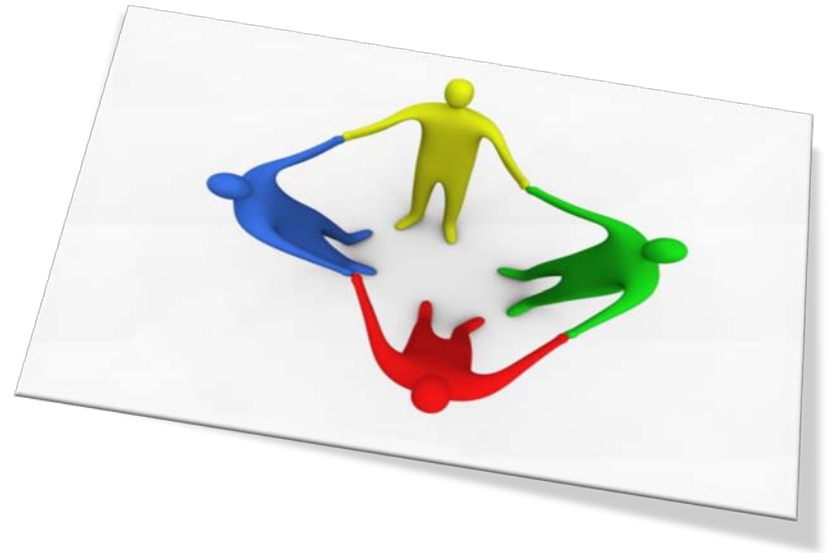


Click here to return
to previous screen



The OCM Team has...

- Identified an Agency Readiness Manager (ARM) for all agencies.
- Published 5 MAGIC Message Newsletters.
- Developed the MAGIC Communication Strategy.
- Created a database for maintaining agency contacts by stakeholder group.
- Released the initial MAGICast as an update to the ARMs.
- Created interactive form and received feedback via the MAGIC Feedback website.
- Assisted Agency Readiness Managers.
- Identified Subject Matter Experts (SMEs) with agencies' input.



Click here to return
to previous screen





The MAGIC team welcomes your feedback. We are very interested to hear what people need from the team, what questions they have, and what their concerns may be.

This information is important to us, and we will make every effort to respond to you in a timely manner. There are several ways for you to provide feedback.

The first is via the MAGIC Feedback web page that you can access by clicking on this [link](#). You can also email and telephone the contacts listed in this newsletter.

Other important information sources for the project team during the coming months will be surveys, information requests, and agency onsite visits.

We very much need your agency's participation for all these events and requests. The MAGIC team is continuously looking for ways to improve communications and services for our constituents, and we look forward to working with you.





Are you sure you want to exit?

If yes, click the Exit button on the lower right side of the screen.

If not, click the Home button on the lower left side of the screen to return to the newsletter.

Thank you for taking time to view this issue of the MAGIC Message. We hope you like our new interactive format.

We welcome your feedback. There are several ways you can get in touch with us.

- Send an email to the MMRS Call Center at mash@dfa.state.ms.us.
- Call the MMMS Call Center at 601-359-1343.
- Use [the MAGIC Feedback Webpage](#) to submit a question, comment, or suggestion on-line. Once submitted, an MMRS Staff Member will contact you.

