Today’s Agenda

• 1 – Training Overview: Objectives, Scope, Release 1 Milestones
• 2 – The Training Approach
• 3 – The Course Registration Process
• 4 – A OnePurdue Demo
• 5 – Post-Training Support
• 6 – Your Commitment
• Summary & Last Questions
Topic 1 – Training Overview: Objectives, Scope, Milestones for Release 1 (Financials)
Training Objective

• Provide the training necessary for employees across the University to be successful in their job roles utilizing the OnePurdue Enterprise Processes.
OnePurdue Training Scope

- OnePurdue Enterprise Processes

- Enterprise Reporting
  - Legacy environment – BrioQuery, reporting from DSS and other data sources
  - New environment – BEx and the OnePurdue Business Warehouse
## Key Milestones – OnePurdue Release 1 (Financials)

<table>
<thead>
<tr>
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<tr>
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Topic 2 – The Training Approach
Course Levels

Material to be learned has been divided into three levels of increasing detail...

1. **Introductions:**
   - Users learn OnePurdue concepts and terminology.

2. **Process Overviews:**
   - Users learn about the integrated nature of OnePurdue.
     - Example: The Purchase-to-Pay Process Overview Course covers the entire requisition process/approvals, purchase order, receipt of goods, the Accounts Payable invoice and the vendor payment.

3. **Role-based Courses:**
   - Users learn how to perform their tasks in OnePurdue.
“Blended Learning” Approach

**Delivery method matched to complexity of topic**

- **Concept, process, terminology overviews**
- **Straightforward, step-by-step procedures**
- **Complex step-by-step procedures and critical content**

**Self-paced, Web-based, located in WebCT/Vista, available on demand**

**Self-paced, Web-based or instructor-led over the Web (Breeze)**

**Instructor-led, hands-on**
Training Approach

- Learners will complete exercises during classes for practice, and final exercises to demonstrate an acceptable level of proficiency.

The Goal:
To provide the right information with the right training method, at the right time, to the right users!
Learning Aids & References

• Printed course materials
• Quick-Reference cards
• Online, step-by-step, recorded process simulations
• Online, context-sensitive help system
• Recordings of selected “live” course segments and OnePurdue presentations
• Business@Purdue Web site
## Number of Courses

<table>
<thead>
<tr>
<th></th>
<th>Release I (Finance)</th>
<th>Release II (Human Resources)</th>
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</thead>
<tbody>
<tr>
<td><strong>Introductory courses</strong></td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>Process Overview Courses</strong></td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td><strong>Role-based Courses</strong></td>
<td>31</td>
<td>26</td>
</tr>
<tr>
<td><strong>Total number of courses</strong></td>
<td>43</td>
<td>36</td>
</tr>
</tbody>
</table>
Release 1 Overview and Step-by-Step Web-based Courses (Current Draft)

<table>
<thead>
<tr>
<th>Process Overview Courses:</th>
<th>Step-by-Step Courses:</th>
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</thead>
<tbody>
<tr>
<td>• Purchase-to-Pay</td>
<td>• Create Shopping Cart</td>
</tr>
<tr>
<td>• Plant Maintenance</td>
<td>• Approve Shopping Cart</td>
</tr>
<tr>
<td>• Inventory Management, Warehouse Management</td>
<td>• Confirm Shopping Carts</td>
</tr>
<tr>
<td>• Project Systems</td>
<td>• Purchasing Card Processing and Approval</td>
</tr>
<tr>
<td>• Financials, Controlling, Funds Management</td>
<td>• Work Order Create/Display</td>
</tr>
<tr>
<td>• Grants Management</td>
<td>• Personnel Administration</td>
</tr>
<tr>
<td>• Human Resources Basics</td>
<td></td>
</tr>
<tr>
<td>• Human Resources Organizational Management</td>
<td></td>
</tr>
<tr>
<td>• Business Warehouse Navigation</td>
<td></td>
</tr>
<tr>
<td>• Personnel Administration</td>
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</table>
How Does Training Work?

BPP 1
BPP 2
BPP 4
BPP 2
BPP 3
BPP 5
BPP 6
BPP 7

Fi Course 1
Fi Course 2
HR Course 3

Purdue Position (functional role)

Security Role 1
Security Role 2

BPP = Business Processes & Procedures
FI=Finance

Typically, one BPP = One transaction code

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Example Training Plan – Requisitioner/Receiver Role

- **Level 1**: Project Kickoff (1 hour - Auditorium)
- **Level 2**: Purchase-to-Pay Overview (2 hours - WBT)
- **Level 3**: Create Shopping Carts (2 hours - WBT)
- **Level 3**: Confirm Shopping Carts (1 hour - WBT)

*Total Auditorium time = 1 hour*
*Total WBT time = 5 hours*
Example Training Plan – Business Services Role

Level 1
- Project Kickoff
  1 hour - Auditorium
- SAP Overview/Navigation
  2 hours – web-based

Level 2
- Purchase to Pay Overview
  2 hours - web-based
- FICOFM Process Overview
  2 hours - web-based
- Grants Process Overview
  1 hour - web-based

Level 3
- Create Shopping Carts
  2 hours - web-based
- Approve Shopping Carts
  1 hour - web-based
- Confirm Shopping Carts
  1 hour - web-based
- Business Manager I
  16 hours – instructor-led
- Business Manager II
  8 hours – instructor-led

Total Auditorium time = 1 hour
Total WBT time = 11 hours
Total Instructor Led Training (ILT) time = 24 hours

An example plan for a departmental staff member who does a variety of business activities for the department

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Topic 3 – The Registration Process
The Registration Process (1)

• Online registration for courses will begin in mid-July.
• Courses must be taken in a certain order and rescheduling must be approved.
• Individuals, supervisors and OnePurdue area training coordinators will have a role to play in scheduling everyone in appropriate training at appropriate times.
• Course completion records will be maintained in WebCT/Vista for the easiest reporting and tracking.
The Registration Process (2)

- Attendance at your scheduled time is critical!
  - Because of the enormous number of people to be trained, rescheduling you in time for go-live may not be possible.

- You’ll need to know your career account login to register and log in to online courses.

- Supervisors will need to know employees’ PUID to register them for classes.
Topic 4 – A OnePurdue Demo
Demo Topics

- Logging on to OnePurdue
- Viewing window elements and navigating via menu paths or transaction codes
- Creating favorites
- Displaying a transaction code: PPOSE – Organization Staffing
- Logging off
Topic 5 – Post-Training Support
Post-Training Support – Online Help (1)

• OnePurdue context-sensitive help:
  – Can be accessed via OnePurdue transaction codes.
  – Provides detailed business process procedure, cue cards and work instructions.

• Field-level help:
  – System delivered
  – Standard help
Sample: OnePurdue Online Help Demo (1)

- Access the OnePurdue Help documents.
- Example:
  - Transaction code PA40 in the One Purdue System
  - Access the Work Instructions for creating a new hire
  - View the Work Instruction
  - Display the glossary
Access the OnePurdue Help
Menu Bar: Help / OnePurdueHelp
For transaction code PA40, the supporting documents are displayed. From this screen, choose the desired document.

These documents might include:
- PPT slides
- Cue Cards
- Work instructions
- BPPs
Choose the HR_PA_Mini_New_Hire
Access a Work Instruction Document

In this example, the Work Instruction document was selected.

The Work Instruction displays the steps and screen prints of the Transaction.
Glossary

A

ABAP/4 A fourth generation programming language developed by SAP; the language in which all SAP function modules and programs are written. Advanced (data interface) can be accomplished by writing ABAP/4 programs. ABAP/4 is an acronym for Advanced Business Application Programming.

ABC analysis Kind of analysis where objects such as material or plant are classified according to their importance or rate of movement. Objects are given three rates, A. More important or high inventory rate; B. Less important or medium inventory rate; C. Relatively unimportant or low inventory rate.

ABC indic. Indicator used to identify importance of material. A means important, B is less important and C is relatively unimportant.

Account Unique identification number. SAP uses several kinds of accounts. SAP’s general ledger accounts are similar to standard in most accounting systems customers (accounts receivable), vendors (accounts payable), and assets (asset accounts). These sub-ledger accounts roll-up to a general ledger account.

Account Assignment Category Key that identifies specific settlement receiver types such as cost centers, internal orders, work orders, asset accounts.

Account Assignment Value A value that identifies the Account Assignment.

Account balance Balance of debits and credits in a single account throughout the specified period.

Account currency

Account determination error Indication that the system was unable to automatically assign an account.
Post-training Support: You’ll have your class materials & other references.

- Printed course materials
- Quick Reference Cards
- Online, step-by-step recorded process simulations
- Business@Purdue Web site
Post-Training Support: Courses will be available for review as well.

- **WebCT/Vista**
  - WBT, Web-based courses will be located in Vista.
  - Available 24/7.

- **Breeze Sessions**
  - OnePurdue presentations and sections of recorded courses
  - Available 24/7.
User Support Objectives

- User Support: Provide one help desk to handle questions and problems related to OnePurdue.
- Maximize ability to resolve questions with the first call.
How Will Support Work?

Part of our task is to define a support model, which will be multi-tiered, possibly like this one.

Actual Support Model and Escalation path to be defined by ITaP’s OPUS project (OnePurdue User Support).
Topic 6 – Your Commitment
Your Commitment

• OnePurdue will change the way we do business.

• Course attendance is mandatory to use the system.

• Keep an open mind, and remember: It takes time to learn a new software system.

• We have always counted on you in the past, and know we can count on your support for the OnePurdue system.

• Mark this date on your calendar … “It’s the best date in town!”

October 2, 2006
Summary

• Review milestones.
• Questions?
### Key Milestones – Release 1

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Questions?

Please share your thoughts on this presentation:
- Was the session helpful to you?
- How could we make it better?
- What do you need to know next?

- Online survey on this Web page:
  
  http://www.purdue.edu/onepurdue/training/index.shtml

OnePurdue home page: http://www.purdue.edu/onepurdue