Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Digital Comptrollership Program

Business Process Owners (BPO) Board Kick Off

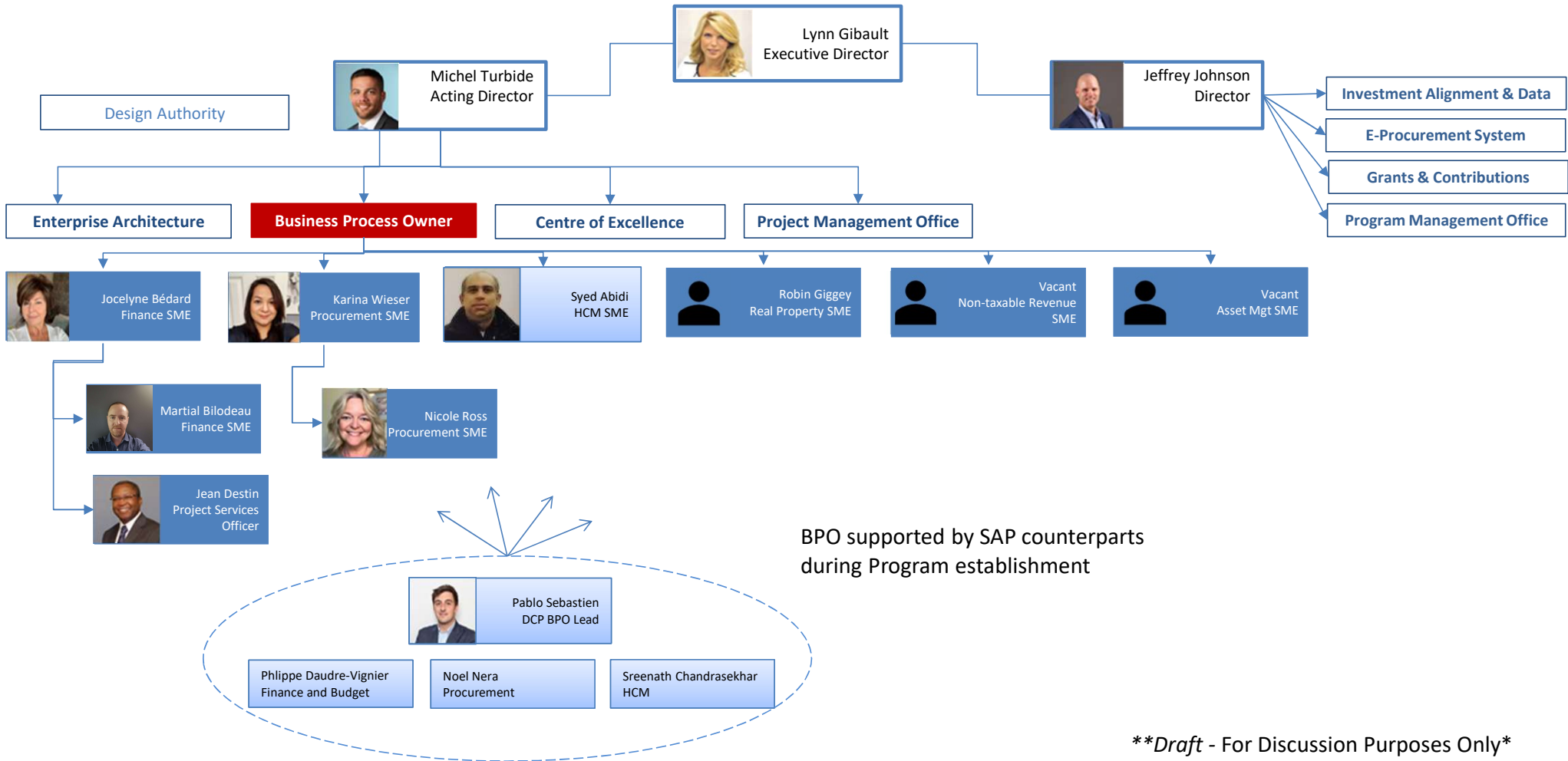*December 9th, 2020*

***Draft** - For Discussion Purposes Only**

Agenda

1.	Welcome and introduction	Michel Turbide 5 minutes	Mot de bienvenu
2.	BPO Overview	Karina Wieser 10 minutes	Aperçu du RPO
3.	Terms of Reference approval	All / Tous 5 minutes	Cadre du processus d'approbation
4.	High-level walk-through of release 2 content and scheduled activities	SAP 30 minutes	Présentation générale de la version 2 contenu et calendrier des activités
5.	Roundtable discussion	All / Tous 10 minutes	Tour de table
6.	Next meeting		Prochaine réunion

Welcome and Introductions

DCP BPO Team

Design Authority

Lynn Gibault
Executive Director

Michel Turbide
Acting Director

Jeffrey Johnson
Director

- Investment Alignment & Data
- E-Procurement System
- Grants & Contributions
- Program Management Office

Enterprise Architecture

Business Process Owner

Centre of Excellence

Project Management Office

Jocelyne Bédard
Finance SME

Karina Wieser
Procurement SME

Syed Abidi
HCM SME

Robin Giggey
Real Property SME

Vacant
Non-taxable Revenue SME

Vacant
Asset Mgt SME

Martial Bilodeau
Finance SME

Nicole Ross
Procurement SME

Jean Destin
Project Services Officer

Pablo Sebastien
DCP BPO Lead

Phlippe Daudre-Vignier
Finance and Budget

Noel Nera
Procurement

Sreenath Chandrasekhar
HCM

BPO supported by SAP counterparts
during Program establishment

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Round table: Business Process Owner Co-Leads

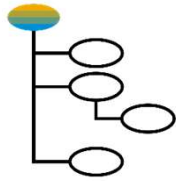| Working Groups	Co-Lead	Co-Lead
Finance and Budget *	Monique Arnold, PSPC	Sophie Bainbridge, GAC
Financial Planning and Analysis	Michelle Baron, ISED	Shirley Carruthers, GAC
Project and Portfolio Management	Johanne Diotte, NRC	TBC - Dwayne Ross, RCMP
Travel and Expense Management	Todd Mitton, HC	Nathalie Proulx, IRCC
Real Estate Management	Denis Lemieux, PSPC	Elizabeth Tough, GAC
Grants Management	Paula Hadden-Jokiel, ISC	
Procurement, Materials Management *	Karine Paré, ISED	Jimmy Fecteau, CBSA
Non-taxable Revenue	Johanne Diotte, NRC	
Asset Management	Davina Brown, PC	
Human Resources *		
Receiver General	Jeffrey Lay, PSPC RG Treasury	

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BPO Overview

Supporting the GC Digital Core

Business Process Governance

➤ Analyze new business requirements
➤ Endorsement
➤ Maintain documentation

Departmental Support

➤ Request Management
➤ Training

Continuous improvement

➤ Explore new SAP functionalities
➤ Process improvements
➤ Departmental surveys

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BPO Activities

Established Team Structure
- Established Team Structure
- BPO Board - Terms of Reference
- BPO Operational Procedures
- Assessed BCM definition
- Aligned BPH to DFO Processes

Completed

- Finalization of Business Process Diagrams
- Continuous alignment on BPH
- Empowerment of SAP Functionality

In Progress

- Validate questionnaires
- Coordinate Discovery Sessions
- Participate in Fit-to Standard workshops

To do

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Business Process Owner Board (BPO Board)
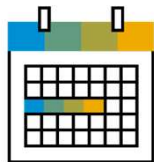
Cadence	Duration	Audience
Monthly or as required during implementation	2 hours	BPOB members by stream
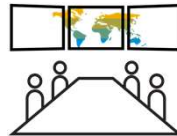
Agenda

- Approve or reject changes to the GC Digital Core based on new requirements
- Create working groups for requirements and innovation work
- Discuss upcoming changes in the policy that will affect the GC Digital Core

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Business Process Owner Board (BPO Board)

BPO Community
- BPO Co-Lead
- DCP BPO SME
- DCP BPO SAP Finance and Budget Analyst
- Cluster SME
- Cluster Business Owner

There will be a BPO board for every stream, e.g. Finance, HR, Procurement...

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Release 2 Overview

DCP Release 2 – Big picture within DCP

SAP Model Company for Canada	Department of Fisheries and Oceans	DCP and partners extend the GC Digital Core	Innovations and Extended functionality	FUTURE - TBD
Baseline	**Release 1**	**Release 2**	**Release 3**	**Future Releases**

Baseline
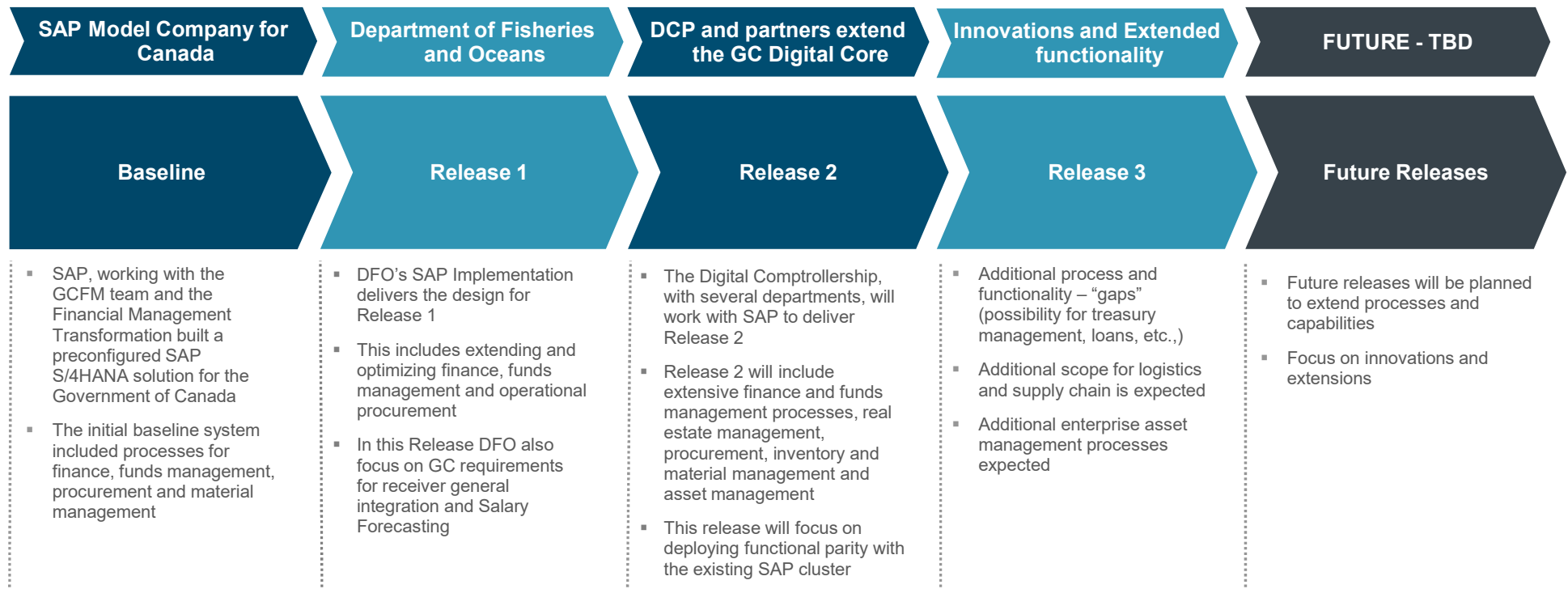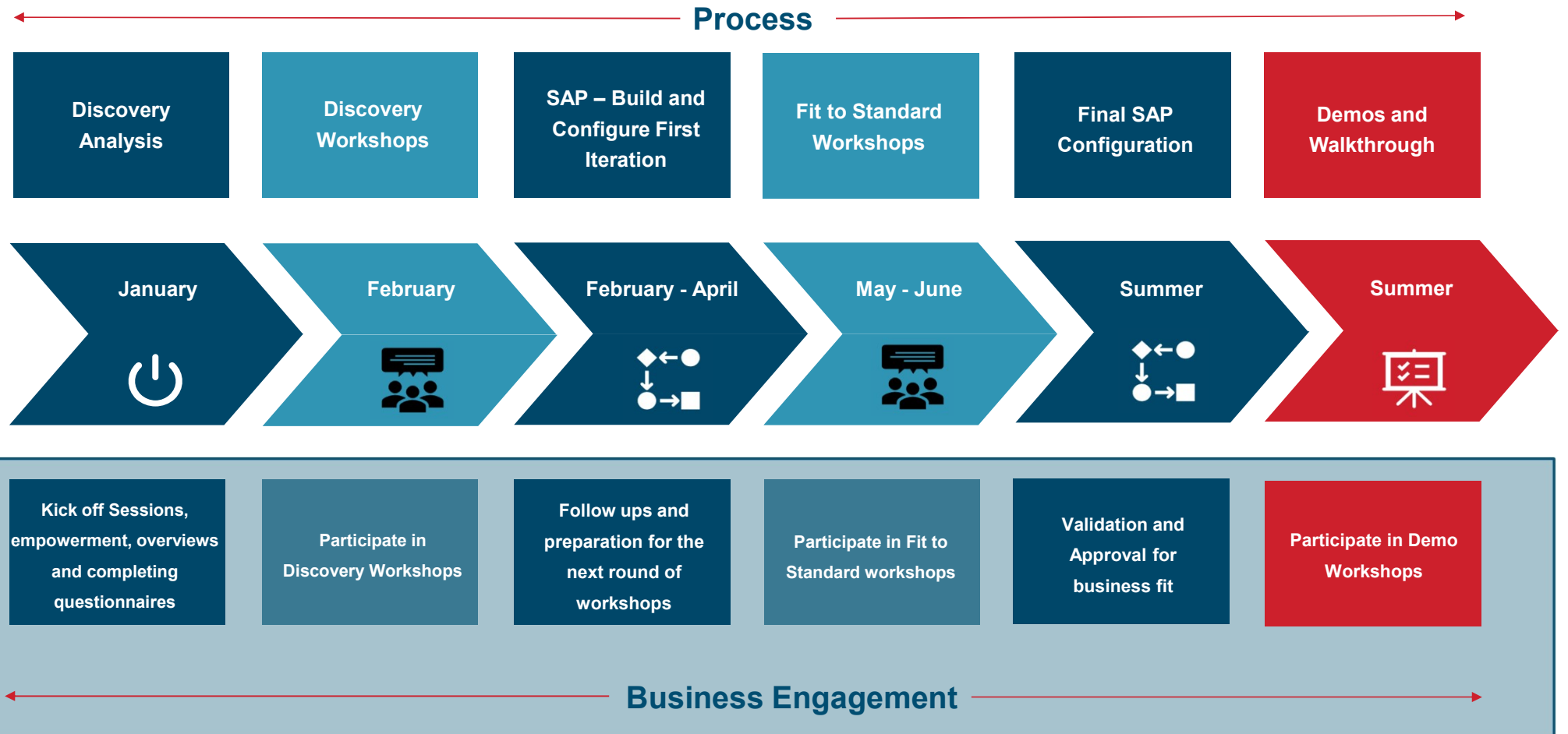- SAP, working with the GCFM team and the Financial Management Transformation built a preconfigured SAP S/4HANA solution for the Government of Canada
- The initial baseline system included processes for finance, funds management, procurement and material management

Release 1
- DFO's SAP Implementation delivers the design for Release 1
- This includes extending and optimizing finance, funds management and operational procurement
- In this Release DFO also focus on GC requirements for receiver general integration and Salary Forecasting

Release 2
- The Digital Comptrollership, with several departments, will work with SAP to deliver Release 2
- Release 2 will include extensive finance and funds management processes, real estate management, procurement, inventory and material management and asset management
- This release will focus on deploying functional parity with the existing SAP cluster

Release 3
- Additional process and functionality – "gaps" (possibility for treasury management, loans, etc.,)
- Additional scope for logistics and supply chain is expected
- Additional enterprise asset management processes expected

Future Releases
- Future releases will be planned to extend processes and capabilities
- Focus on innovations and extensions

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DCP Release 2 – Phases and Steps

Process

Discovery Analysis	Discovery Workshops	SAP – Build and Configure First Iteration	Fit to Standard Workshops	Final SAP Configuration	Demos and Walkthrough
January	**February**	**February - April**	**May - June**	**Summer**	**Summer**

Business Engagement

| Kick off Sessions, empowerment, overviews and completing questionnaires | Participate in Discovery Workshops | Follow ups and preparation for the next round of workshops | Participate in Fit to Standard workshops | Validation and Approval for business fit | Participate in Demo Workshops |

BPO Board involvement in Release 2

Where does the BPO Board play a role in Release 2?

Discovery Analysis

- Understand the release 2 delivery methodology

Discovery Workshops

- Understand the scope of Release 2 once it has been finalized in the workshops

Fit to Standard Workshops

- Endorse the design decisions and understand the change management implications

Configuration validation
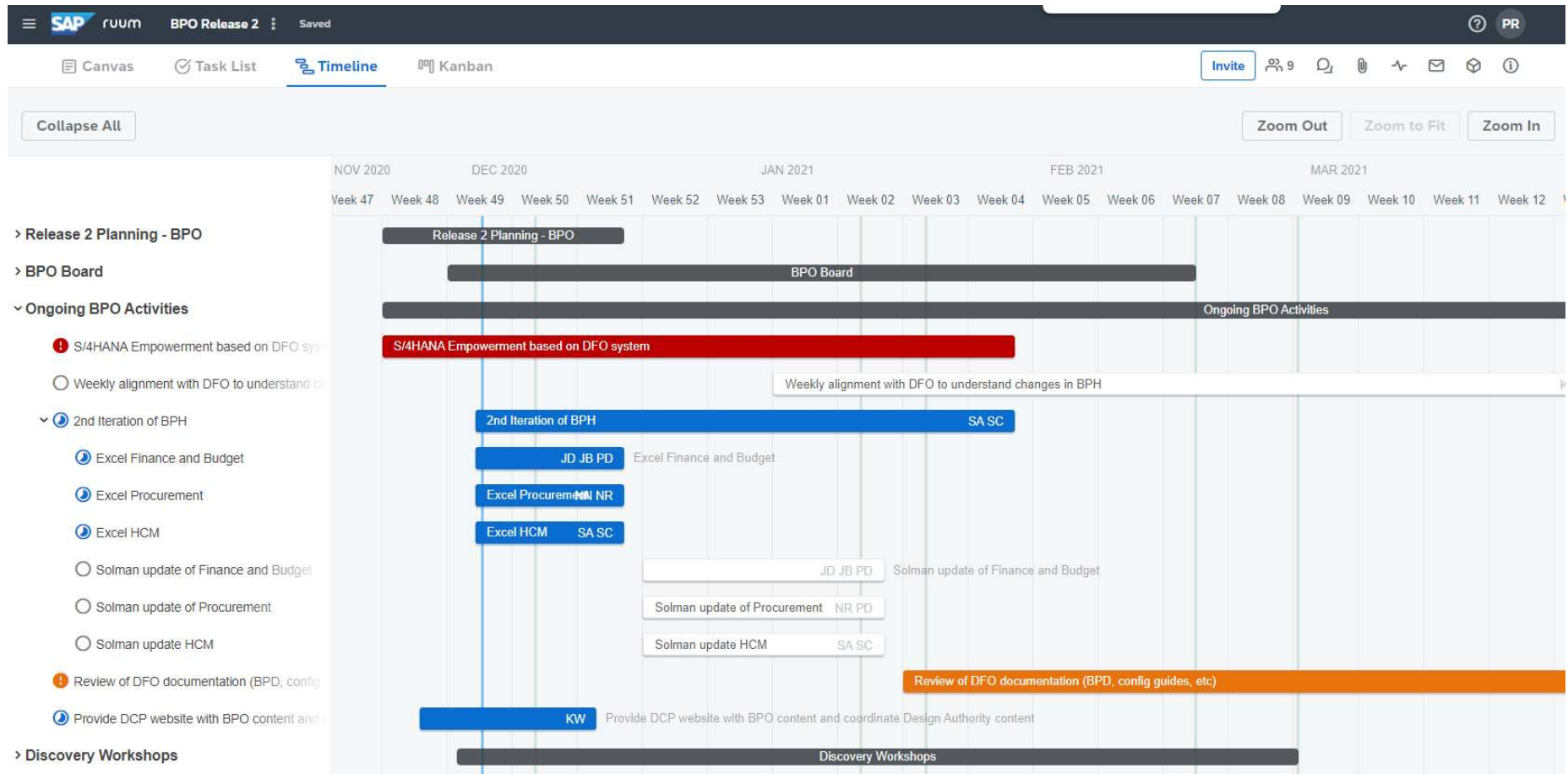
- Validate the behavior of the system is according to business requirements
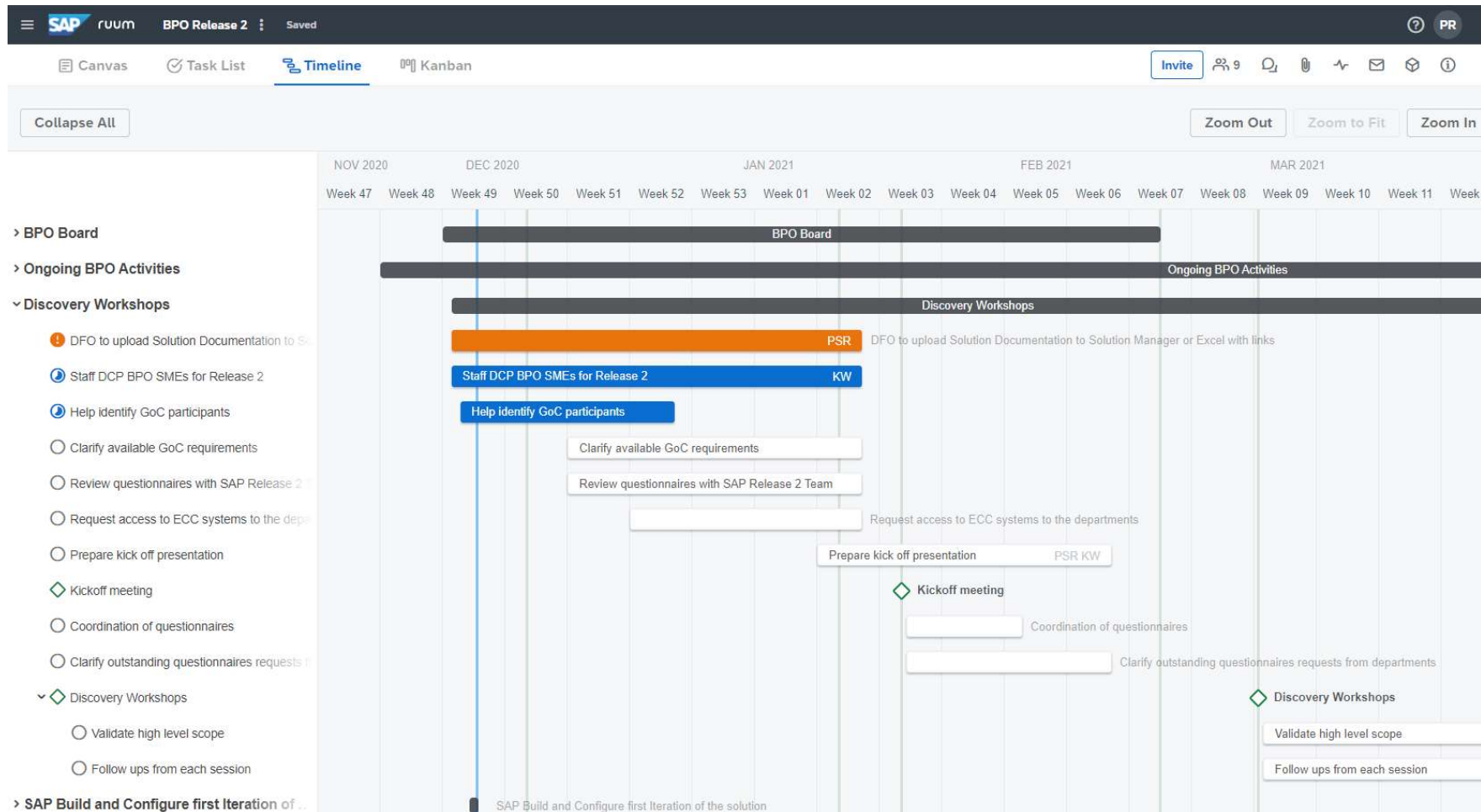
Jan

Feb

May-June

Sept-Oct

DCP BPO Team involvement in Release 2

DCP BPO Team involvement in Release 2

Next Meeting/Roundtable