BAS

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Department of Commerce
Business Applications Solution (BAS)

News on the Go

This is a *Special Edition* Newsletter focused on the Real Property transition to Sunflower.

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Leadership Corner - Sunflower Real Property is Going Live

Written by: **Lindsay Hochberg, BAS Project Manager**

Greetings to all from the BAS PMO! We hope that you had a wonderful and peaceful holiday season with your friends and families. We hope that everyone stayed safe and is enjoying the new year so far!

This is an exciting quarter for the BAS Program! As you will read throughout this newsletter, the BAS Program is all about Asset Management. At the end of April, our Real Property Management community across the agency will be deployed into the Sunflower Asset Management System and will be the first group to go live in a system under the BAS program umbrella. We are very excited to complete the implementation work and achieve this milestone for our stakeholder community!

We also want to sincerely thank all of our real property subject matter experts, leaders, policy makers, and system users for all of your dedication and support over the past year. We appreciate all of the discussion and questions in our workshops, decision making forums, and deep dive conversations. Your hard work and valuable input will result in an agreed upon single configuration of Real Property Management within Sunflower and standardized business processes across the bureaus. We wish you all the best in the coming weeks as you complete training in the new system and we are excited to support you into production!

Thanks again to all of our partners who continue to work hard to make the BAS Program a success!

Meet the Team

The PMO staff is growing! Meet three members of the BAS PMO Acquire to Dispose Team.

Bobby Rivera   BAS Acquire to Dispose (A2D) Manager

As the BAS Acquire to Dispose Manager, Bobby is responsible for implementing the Core application – Sunflower, consisting of personal, fleet, and real property workstreams. He is looking forward to establishing a workstream dedicated to improving the Department's Core application systems and processes.

Prior to joining DOC in 2016, Bobby spent 10 years as a Marine in the logistics and transportation field, and 3 years with the Department of Defense (DoD). Within DOC, Bobby was responsible for the lifecycle management of all accountable property acquired by First Responder Network Authority (FirstNet). He also served as the Property Accounting Officer (PAO), managing the day-to-day-configuration and database management of the Department's Personal Property Management System (PPMS) Sunflower.

Gina Grant   BAS A2D Program Analyst

Gina joined the BAS Project Management Office to provide support to the Acquire to Dispose workstream, leveraging her existing partnerships with the Bureaus and applying her extensive property management experience and knowledge of business processes across the Bureaus to plan, develop, and evaluate the recommended standard configuration and design for the Sunflower property solution.

Gina has over 18 years of Federal Government service and is experienced with industry-wide asset management systems such as the Sunflower Personal Property Management System (PPMS) for tracking lifecycle and financial asset data and has provided functional and technical guidance for new or enhanced information systems software. She assisted in migrating over 166,000 property assets from a legacy asset management system onto the Sunflower Enterprise PPMS.

Beth Schwartz   BAS A2D Detailee

Beth is on detail to the BAS Acquire to Dispose team to provide subject matter expertise for real property. Beth has been with NOAA's Office of the Chief Administrative Officer, Real Property Management Division (RPMD) as a real property specialist since 2011. As part of the RPMD team Beth has worked on issues such as complex land transfers, data integrity and transparency, lease acquisitions, and NOAA's submission to the Federal Real Property Profile. She has twenty-seven years of experience in the government, working at the General Services Administration, the Department of State, and the Library of Congress prior to joining NOAA.

Meet Your Change Agents

The Real Property Sunflower Team has also created a network of Change Agents to assist and support you during the transition to Sunflower.

OFEQ	• Mohamed Balhis • Cassandra Duncan
NOAA	• Sheryl Donath • Bethany Schwartz
NIST	• Elaine Oliver • Thi Tran
Census	• Trent Nickels

- Provide you the latest information on key activities and information you need to transition to Sunflower

- Direct your questions to the appropriate individuals for resolution

- Will review the training materials and assist in defining training scenarios that are meaningful to you

- Serve as Tier 0 support for you post-training and post Go-Live

Real Property Timeline

*Prepared by: **Mike Tanner, Accenture Federal Services (AFS) Property Manager***

The current Real Property Timeline with key activities highlighted
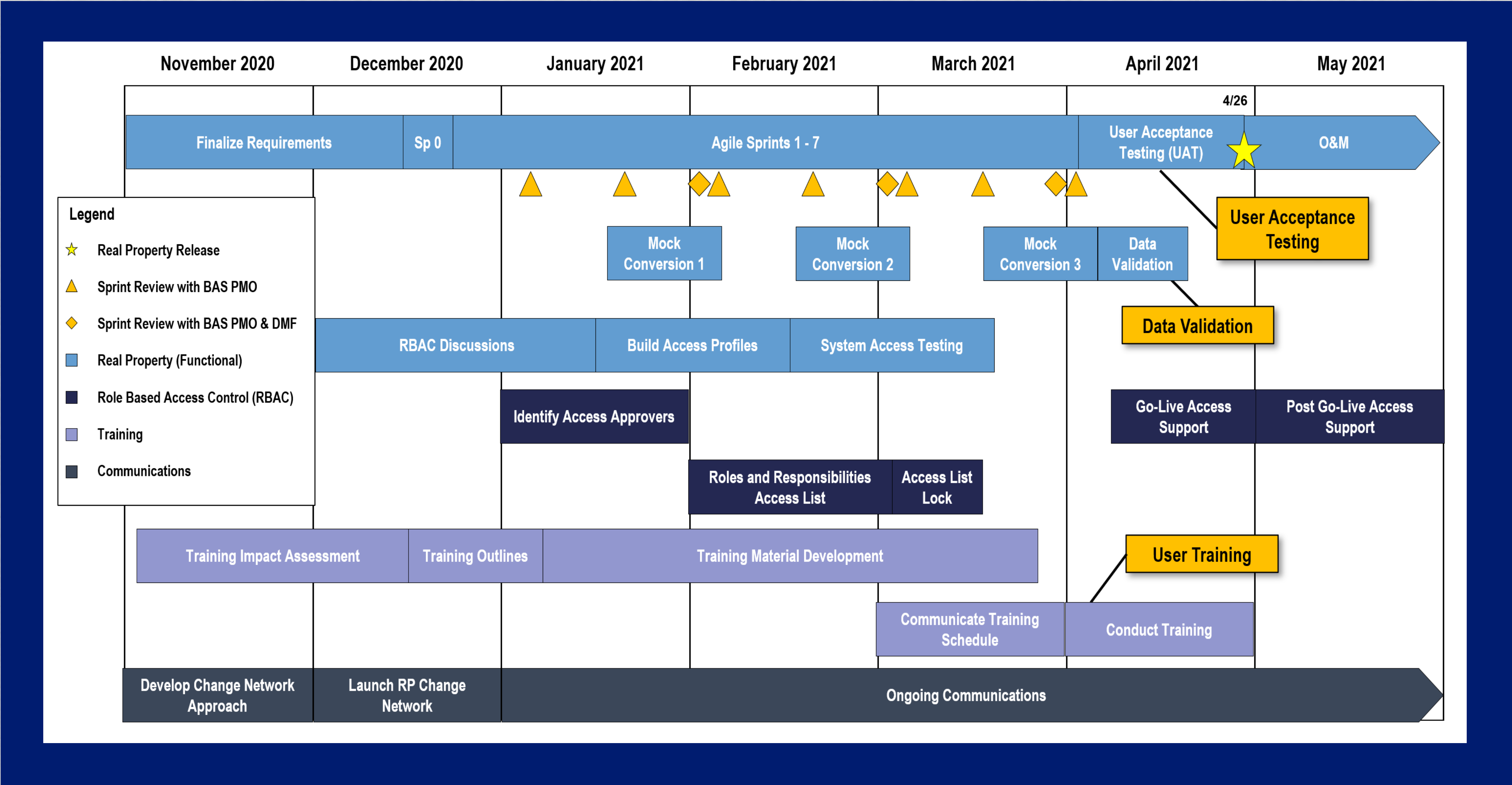
Real Property Features

*Written by: **Mike Tanner, AFS Property Manager***

The Acquire to Dispose team has scheduled seven two-week sprints to meet the 218 Real Property requirements planned for the April 2021 release. The team is in its fifth sprint, with the remaining sprints covering the following topics:

- Sprint 5 (2/22 – 3/5) – Finance and Rent on the Web
- Sprint 6 (3/8 – 3/19) – General Asset Requirements
- Sprint 7 (3/22 – 4/2) – Reporting

The team is scheduling monthly Configuration Validation Sessions (CVS) with the Real Property community and Decision Making Forum (DMF), with the next session scheduled for 3/3. These sessions provide the DMF with an opportunity to review the business process flows and configurations within Sunflower and to validate that the completed configurations meet the Real Property requirements. Configurations from Sprint 5 and 6 will be reviewed in the third CVS, which will be held at the end of March.

The April 2021 release will provide the Real Property community with functionality to manage Real Property assets, leases, utilization, and projects, and the team will continue analyzing Big BAS interfaces (e.g., EBS) after the April 2021 release. The team is also finalizing the process for submitting enhancements to Sunflower Real Property and will share additional details as soon as they are finalized.

The Real Property community can view the current requirements in the Requirements Traceability Matrix (RTM) posted on the BAS website.

BAS REQUIREMENTS TRACEABILITY MATRIX

RTM COLUMN	DESCRIPTION	INHERITED FROM ORIGINAL RTM	COMMENT
Status	Status of the requirement	N	Based on the requirements review process, the status of the requirement will change per the methodology (Submitted, Approved, Descoped, etc.)
Req. ID	A unique master ID assigned to each requirement.		Combination of Solution, Team, Workstream, Sub-Group and Number.
Solution	The name of the solution.	N	Used as a component of Req. ID (BAS)
Team	The workstream area of BAS Solution.	N	Used as a component of Req. ID (CORE, EDW, TECH, etc.)
Workstream	The primary functional area of BAS Solution Team.	N	Used as a component of Req. ID (PTR, PTP, OTC, ACD)
Sub-Group	The secondary functional area acronym.	Y	Used as a component of Req. ID. Leveraging the original RTM subgroup acronym. This will be included as the requirement naming/numbering convention.
Number	The number of a requirement under a sub-group (001, 002, 003, etc.)	N	Used as a component of Req. ID. to create unique numbering.
Type	Functional vs. Non-Functional Requirement	N	
Application	Alignment to the BAS COTS application	N	BAS COTS include: - Unison PRISM - Sunflower (SF) - Oracle E-Business Suite (EBS)
Module	The system module of functional workstream area.	Y	Aligned with the BAS module. Module names will match the to-be BAS solution.
Functional Sub Area	The secondary functional area that the requirement is associated with.	Y	Aligned with Sub-Group column from the original RTM.
Topic	The topic that the requirement is associated with.	Y	Aligned with Name column from the original RTM.
Requirement Description	The description of the requirement.	Y	Original requirement description
Req. Source	The unique ID assigned to each requirement in the source document.	Y	Inherited from the RTM to tie the requirement to the Original Requirement Source ID
Existing BAS Solution	Indicates a solution with existing bureau process being a solution option for the requirement.	N	
Approved Date	Date for Requirement Approval Date; this date will reflect the approval status and associated date of approval by BAS PMO.	N	
Revised	Flag to indicate the revised status of the requirement (Y/N)	N	Flag to indicate if the requirement is revised
Revised Description	Updated language for the revised description as compared to the Requirement Description	N	This field will demonstrate the revised language as compared to the original description.
Revised By	Populate the name of who revised the requirement	N	
Revised Date	Populate the date of the requirement revision	N	

User Acceptance Testing

Written by: **Mike Tanner, AFS Property Manager, and Mike Scarlato, AFS Stakeholder Management**

User Acceptance Testing (UAT) will provide members of the Real Property community with an opportunity to validate Sunflower functionality and migrated Real Property data prior to the April release. UAT is scheduled for 4/5 – 4/9, and the Acquire to Dispose team will invite the DMF, Real Property Change Agents, and additional members of the Real Property community to participate in UAT. The Acquire to Dispose team will provide step-by-step test scenarios for many common Real Property transactions, enabling testers to complete these transactions through hands-on activities in the test environment. Participation will be optional, but we encourage the invitees to participate and share their feedback.
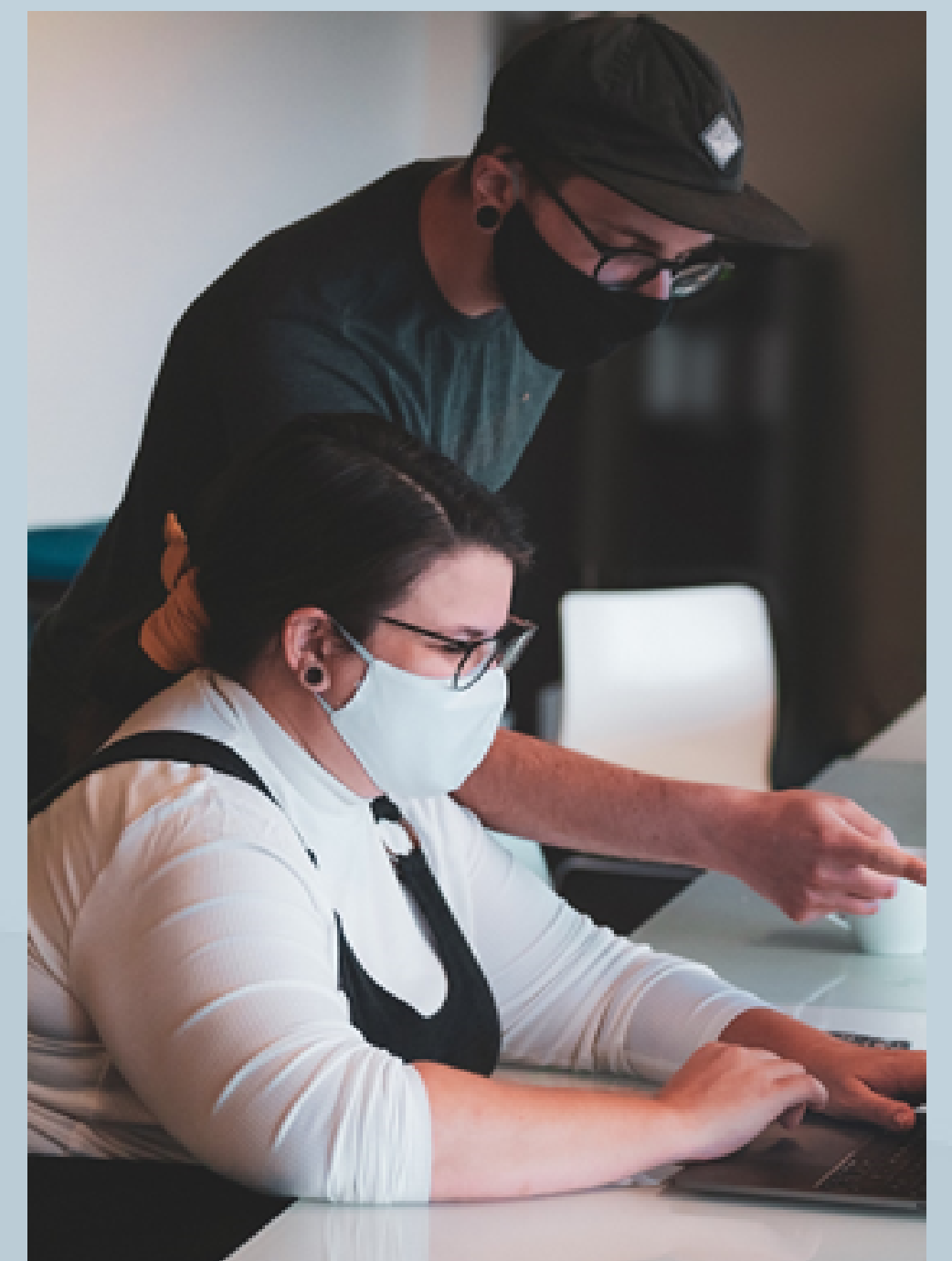
Real Property User Access

Written by: **Erynn Wahlgren, AFS Role Based Access Control**

Role Based Access Control (RBAC) for Sunflower is the process by which the BAS implementation team will assign Sunflower roles to Real Property end users. This will ensure users have the functions and accesses needed to securely perform their job duties within Sunflower. DMF representatives or user supervisors will map the users' current roles and access to the corresponding Sunflower roles and accesses. Users will receive their accesses by April 5 and have the opportunity to confirm that their provided roles and accesses are correct during UAT. Instructions will be provided for submitting access problems identified pre Go-Live as well as post Go-Live.

Sunflower Real Property Training

Written by: **Dana Ni, BAS PMO Training, and Breion Goodson, AFS Training**

Sunflower Real Property training is coming!

Current Real Property users are invited to attend Real Property Training to learn how to manage real property assets in Sunflower! Attendees can register for training beginning March 15 in the DOC Commerce Learning Center (CLC). The training schedule is still pending, but instructor-led, virtual classes will be offered between the weeks of April 12-16, 2021 and April 19-23, 2021.

During the training sessions, Real Property users will learn how to manage their real property in Sunflower, including:
- How to create and modify real property assets, complexes, and installations
- How to create and edit lease agreements, bills, and charges
- How to create and update service agreements
- How to create and manage occupancy agreements and Rent on the Web bills
- How to generate Sunflower real property reports

As part of the training, attendees will engage in real-world scenarios, provided by the bureaus' Real Property Change Agents, using test data to apply their learning. In addition, users will participate in interactive review activities to ensure their understanding and retention of the learning objectives. Attendees will receive various instructional materials, including a detailed user manual, for use during and after the session. These will also be posted on the CSC (Commerce Business Systems Solutions Center) Portal, along with recordings of the Training classes upon course completion.

During these virtual trainings, the training team looks forward to building the Sunflower Real Property knowledge that users will need.

Real Property Reporting

*Written by: **Mike Tanner, AFS Property Manager, Danielle Lyons***

Sunflower Real Property offers a suite of real-time, standard reports to manage and track real property assets and activities. Users enter desired criteria or parameters to generate reports that provide insight and analysis into key performance metrics for self-assessment and operational decision making. With April's Sunflower Real Property implementation, users will have access to a variety of property, finance, billing, and agreement reports to easily view and manage their real property data.

To further expand upon Sunflower's standard reporting capabilities, users will also have the ability to run reports from the business intelligence tool, Sunflower Analytics. Sunflower Analytics enables users to view real property information in easy-to-read charts and graphs, view trending of data over time, drill down from summary data, incorporate reports into portals and dashboards, and easily share reports with other users. Users will have the opportunity to run reports in Sunflower Analytics that are similar to their current Real Property reports, and the Real Property Operations and Maintenance (O&M) team can create additional reports through help desk tickets, as needed.

In addition, Real Property reporting needs will continue to be assessed beyond the initial Sunflower Real Property implementation to ensure each bureau has the necessary data to effectively and efficiently manage their real property.

Current Real Property users are encouraged to attend Sunflower Real Property training in April to learn more about Sunflower Real Property reports.

Data Migration and Validation

Written by: **Mike Tanner, AFS Property Manager**

The Acquire to Dispose team is conducting test data migrations in the Sunflower Real Property development environment and have loaded all Real Property assets into this environment, and additional real property records (leases, financial data, etc.) will be loaded shortly. The team expects to complete the remaining mock migrations in March and will refresh the test environment's data before UAT begins in April, at which time Bureaus will have an opportunity to validate the data migration.

Sunflower Support

Written by: **Mike Tanner, AFS Property Manager, and**
Mike Scarlato, AFS Stakeholder Management

BAS PMO is finalizing the support model for Sunflower Real Property's post go-live support, which will include a tiered help desk to provide functional and technical support. This model will also include the process for submitting and prioritizing enhancements for Sunflower Real Property releases between the April 2021 release and the full BAS release in 2022. BAS PMO will provide additional details on this model once it is finalized.

In addition to providing help desk support, BAS PMO will equip the Real Property Change Agents with materials to support frequently asked questions at the Bureau level. These Change Agents will be your champions in the transition to Sunflower Real Property and a conduit for sharing feedback with the BAS PMO.

Getting Answers to Your Questions

As Sunflower development and implementation continue to ramp up, so do the number of questions that we are receiving from you. It is a top priority for us to provide you the information you seek. For this reason, we are providing multiple venues for you to direct your questions.

First is the "Submit a BAS Question" option in the Questions About BAS on the BAS Website, where you can directly submit your questions. You will receive an answer to your question, which will also be discussed during our next BAS Q&A Office Hour session and posted in the BAS Question and Answers (Q&As) file in the same section. All Real Property Q&As can be located here by filtering on Real Property in the Category column.

A second option available is to provide your questions to your Real Property Change Agent (listed in the Change Agent section above). Your Change Agent will forward your question to the appropriate Subject Matter Experts for the answer.

After Go-Live, the Sunflower Support team will be added as an additional resource for your questions.

Upcoming BAS Information Events

To keep informed about what's happening with BAS or to get more involved, consider attending one or more of the upcoming events. For more information on an event, visit the BAS website Event Calendar.

EVENT	DATE	TIME
Town Hall	April 27, 2021	1:00 – 2:30 PM
BAS Q&A Office Hours	May 11, 2021	1:00 – 2:00 PM

We've added upcoming Common Solution Communication Events to the BAS website. Check it out for more details.

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