

WEST BASIN MUNICIPAL WATER DISTRICT

JANUARY 16, 2008 - Finance

Gray (Chair), Smith

JANUARY 28, 2008 – Board Meeting

Prepared by: Margaret Moggia

Submitted by: Margaret Moggia

Approved by: Rich Nagel

ACTION CALENDAR

FINANCIAL MANAGEMENT SYSTEM CONSULTING SERVICESSUMMARY:

In November 2007, the Board approved a contract with Lawson Software to update the West Basin's current accounting system and upgrade to an integrated financial management system. This will provide more efficiency within the administrative and operational requirements. This new tool would provide an integrated system, process improvements, project administration, procurement administration improvements, and employee access to essential financial data. Another feature provided by these systems is a roles-based dashboard that links key reports and transactions personalized to a particular role whether it is managing employees or vendors.

It is important to note that as West Basin implements the Lawson software, many important decisions about account structure, business processes, format and reporting will be required. Those decisions are important to configure the financial management system (FMS) software to West Basin specifications and enable staff to more effectively and efficiently process and report financial information. The implementation partner to Lawson Software, Kinsey & Kinsey (also approved in November 2007), is responsible for the installation and configuration (design) of the Lawson software.

Significant effort and expertise will be required to make appropriate decisions for the financial management system to be utilized to its fullest extent. In order to ensure a successful implementation and to reduce the amount of risk and time it would take to complete this project, staff has identified the need for a project management firm to provide their guidance and expertise in systems implementation. The firm should possess the organizational, technical and people strategies necessary to promote implementation success. The role of the third-party project manager is to provide overall project coordination and quality control/quality assurance during and after the implementation of the new FMS. It is anticipated that the project manager would serve in the following capacity:

- Manage vendor performance (Lawson and Kinsey & Kinsey) to the contract;
- Review vendor deliverables and recommending acceptance or rejection to the West Basin steering committee;
- Assist the steering committee in making necessary decisions regarding configuration and business process changes;
- Provide change management through proactive planning and management;
- Extract and convert legacy data; and
- Establish the production and test technical environments.