WyoCloud Town-Hall

April 25th, 2017

Agenda

The Future with WyoCloud
President Laurie Nichols

A Realistic Approach to Surviving Change
Jeanne Durr

Countdown to WyoCloud
Jen Chavez

Security & Training: Preparing for WyoCloud
Jen Chavez

Future WyoCloud Communications
Jen Chavez

The Future with WyoCloud

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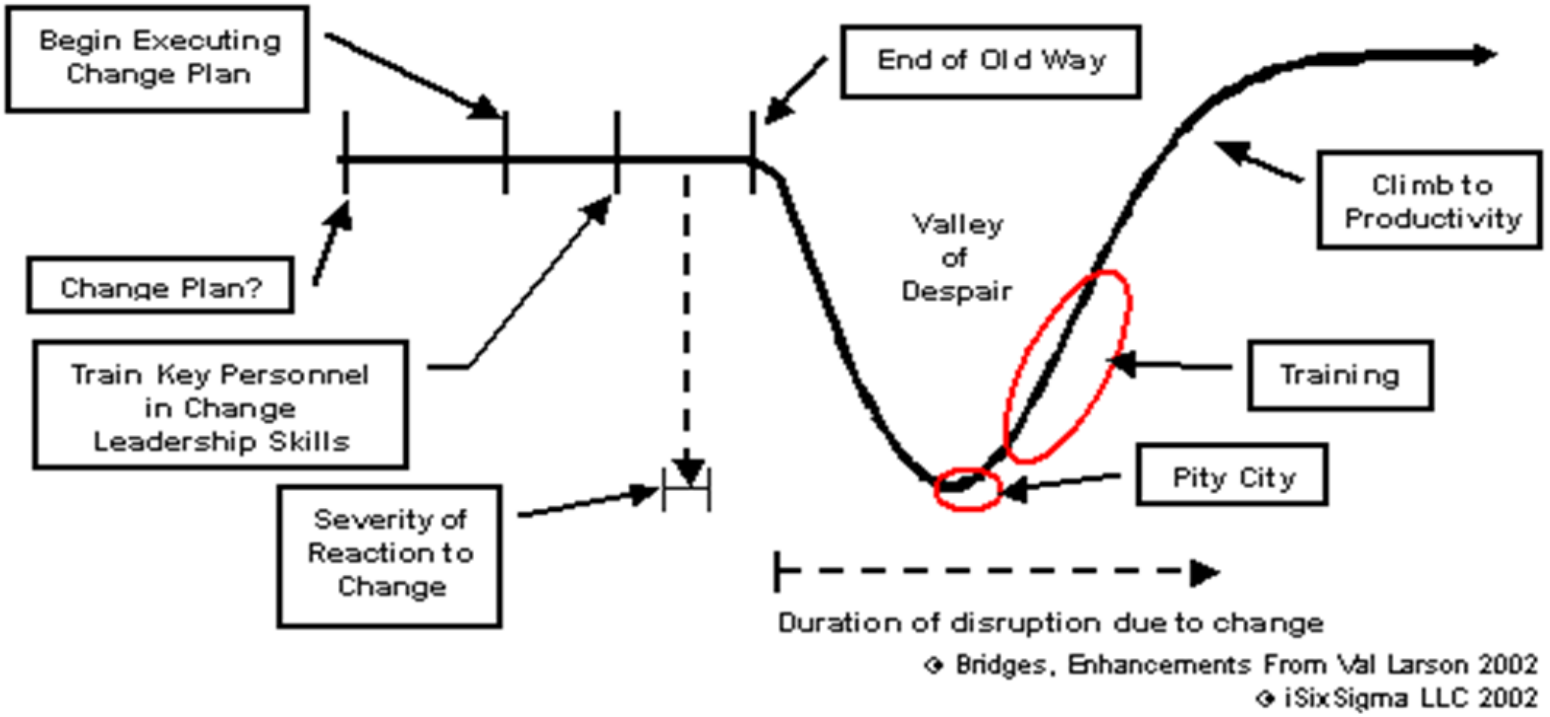
The Eight Step Change Process

The Reality: The Valley (Pit) of Despair



Understanding Change

Want someone to accept change?

- First understand why someone may resist

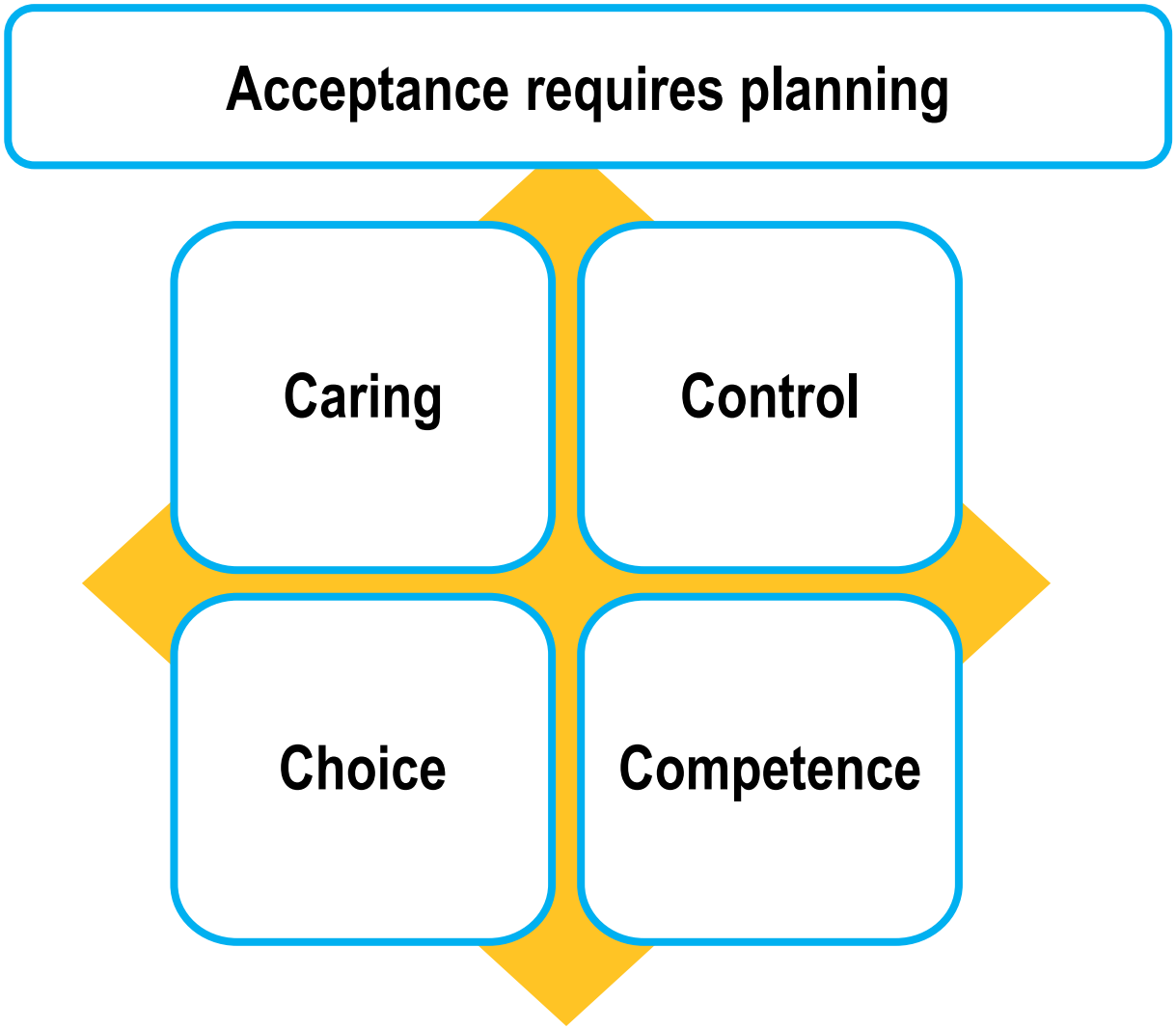
Change is an emotional experience

Change always means loss

- Safety & Security
- Competence
- Relationships
- Mission & Purpose

Source: www.yourofficecoach.com

Understanding Change



Understanding Change

Factors that increase resistance

- Important expectations about the future won't be met
- Management is not trusted
- People don't understand the reason for change
- There is a long period of uncertainty about what is going to happen
- Change is going to impact me more than others
- Many changes are happening at the same time
- Change has been ongoing, with little let-up

So What Does it Mean for Me?

- Understand the negative responses to change
- Be prepared for your own emotions
- Find ways to care for yourself and embrace opportunities that might present themselves
- Speak up when you identify issues

Let's Talk

- Ideas?
- Questions?
- Comments?
- Concerns?
- Remember, we're not the first group to experience this type of change, and we won't be the last!

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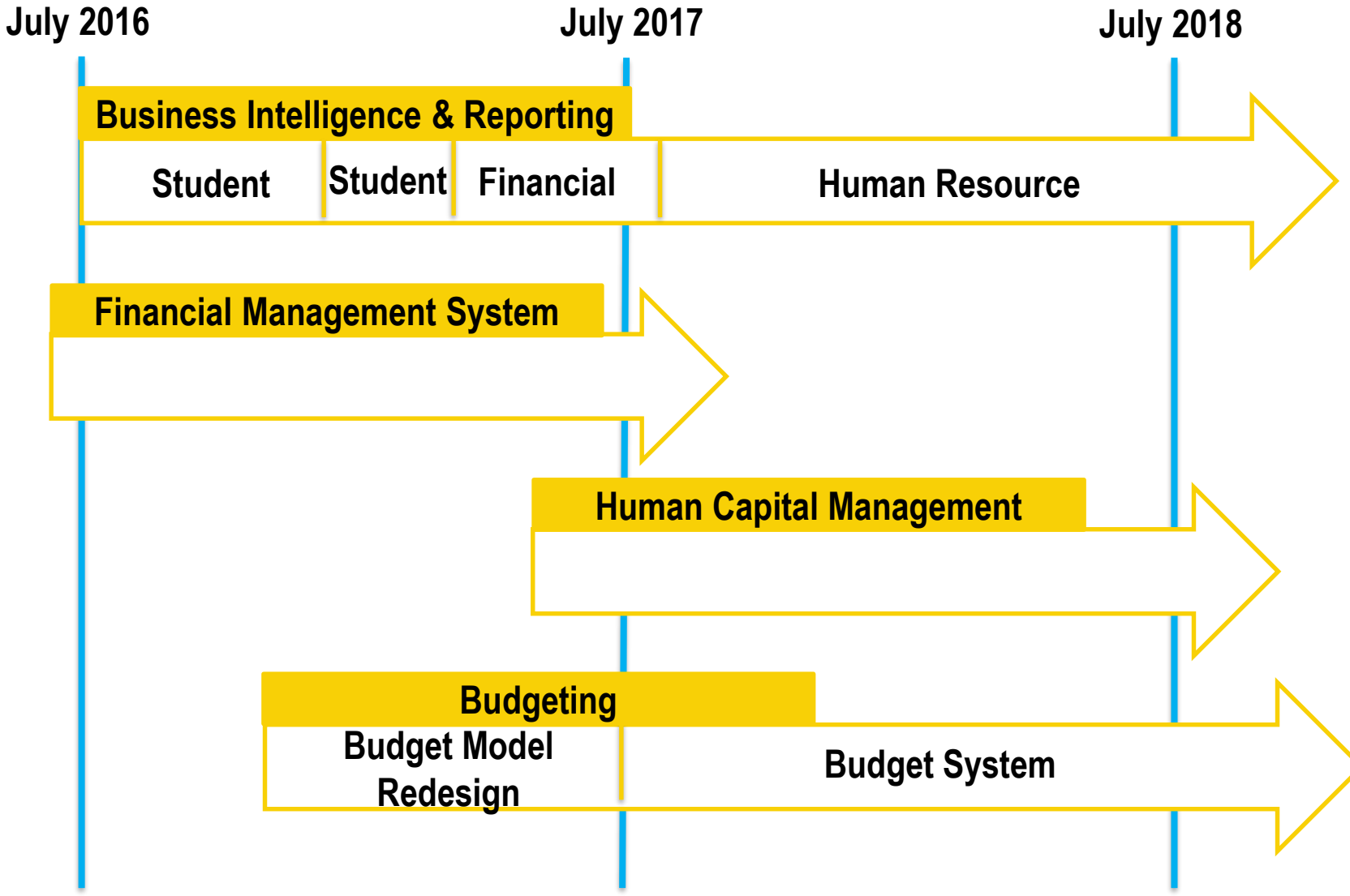
WyoCloud Timeline



Countdown to WyoCloud Financial Management

WyoCloud Financial Management will be released to UW on Monday, July 17th which means we have **84 days** to prepare.

May Deep Dives and WyoCloud Expo	**May** User Acceptance Testing	**May – June** Cutoff Dates	**June - July** Training	**July 17** WyoCloud Financial Management System Go-Live

Today **Go-Live**

May **June** **July**

Countdown to WyoCloud: May - June

Cutoff Dates

May - June

Item	Cutoff Date	Details
Awards/Projects	5/30/17	Leverage pre-award process by May cutoff date to setup projects and awards
Suppliers	5/31/17	Exception if new suppliers are required for the last check run
Customers/Sponsors	5/31/17	
Sponsored Project Billing	6/15/17	Final bills and draw downs for expenses thru May 31st,2017 should be processed by June 15th, 2017
General Ledger	6/23/17	Corrections for May need to be completed by June 23rd, 2017
Accounts Payable Last Check Run	6/27/17	

Go-Live

Countdown to WyoCloud: May - June

Cutoff Dates

May - June

Item	Cutoff Date	Details
Fixed Assets	6/27/17	
Purchase Orders	6/28/17	Includes POs and change orders
Procurement Card	6/30/17	All purchases from June 1st through June 16th should be reconciled by June 20th. If there are any items unreconciled (for purchases through June 16th) on June 21st, your defaults will be used and automatically charged.
Employees	6/30/17	Allows all employees to be paid by June 30, 2017

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WyoCloud Security Approach

With WyoCloud, UW is transitioning to a more open and transparent security approach. This approach helps to bring more consistency across our business practices.

- Giving the departments and colleges the latitude to determine how best to divide job duties within their organization
- Providing more flexibility to allow for cross training
- Facilitating an easier transition when someone transfers or a department is restructured

WyoCloud Security Approach

Training will be required for WyoCloud due to the open security approach. All Employees will have access to submit expense reports and make purchases.

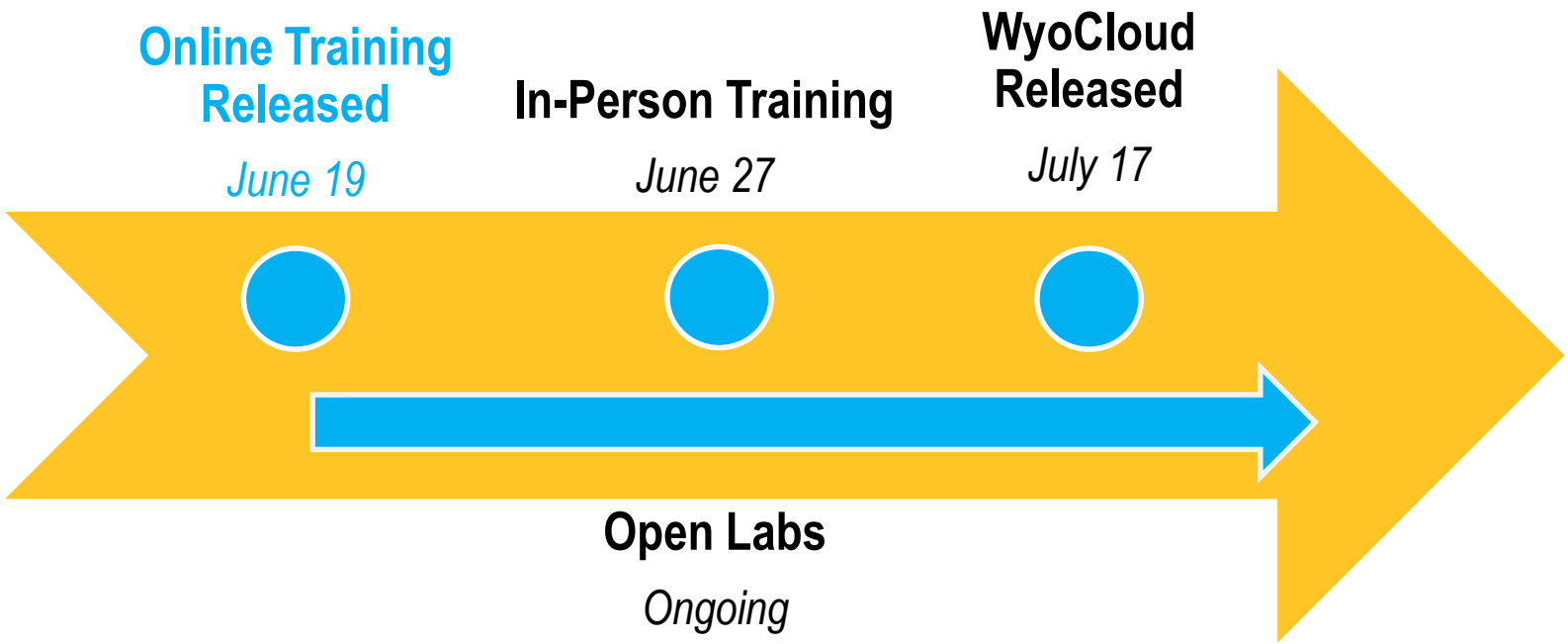
Users across campus who have fiscal responsibilities will be given the same elevated privileges with additional training

All UW employees will be required to complete training on *Basic Navigation* and *Expense Reports*. *Creating Requisitions* is optional but encouraged.

Training: Preparing for WyoCloud

WyoCloud is following a Just-in-Time training approach.

Just-in-Time means users will be trained close to the release of the replacement system on July 17.



Online Training Courses

Online Training will be offered for the following topics by role. Only the Basic Navigation and Entering an Expense Report courses will be required for system access for all users.

June 19 – 26

Required for All

- Basic Navigation
- Entering an Expense Report

Recommended for All

- Creating a Requisition

Dependent on Role

- Modifying a Requisition
- Managing Expense Report
- Approvals
- Entering Encumbrances Manual
- Journals
- Processing PO Invoices
- Managing Requisition Approvals
- Self Service and Reporting
- Creating Spreadsheets for Journal Entries
- Cash Advance
- Receiving Goods/Services
- Managing Supplier Returns
- Creating a Supplier Agreement
- Creating an Agreement Contract
- Processing Non-PO Invoices

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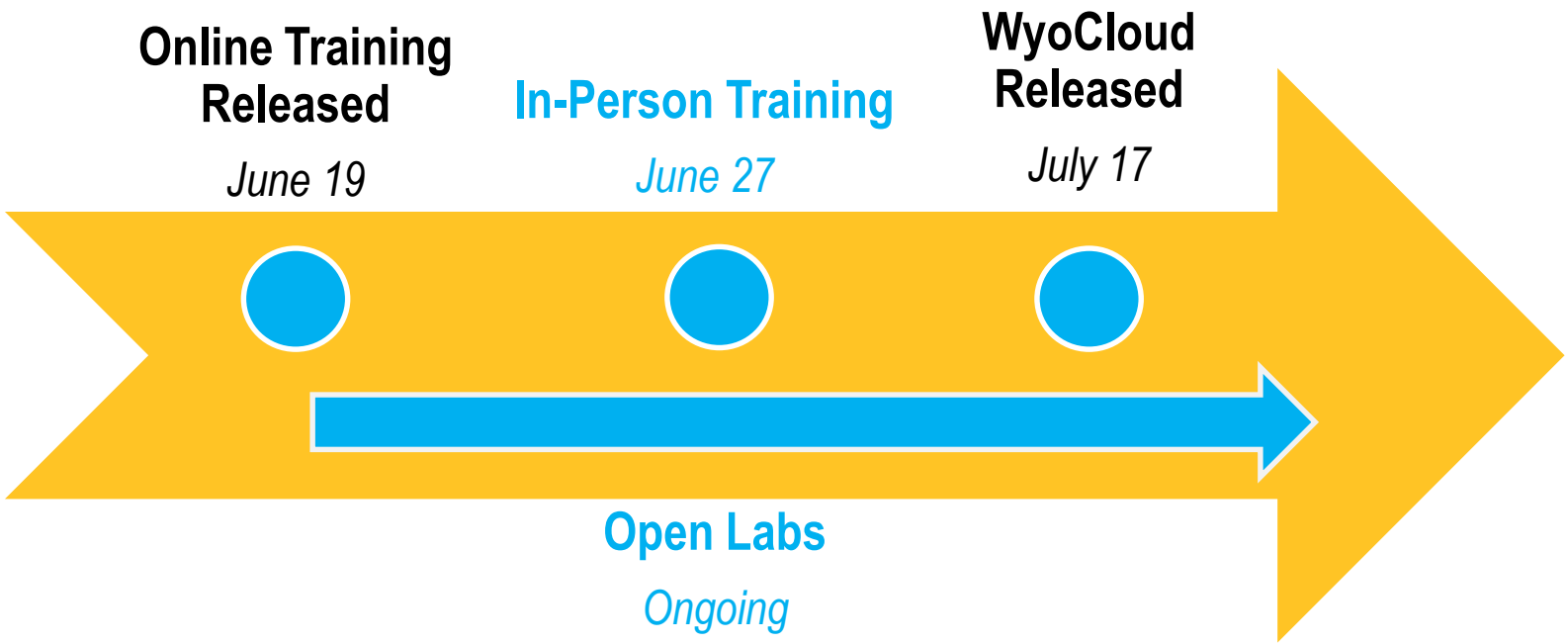
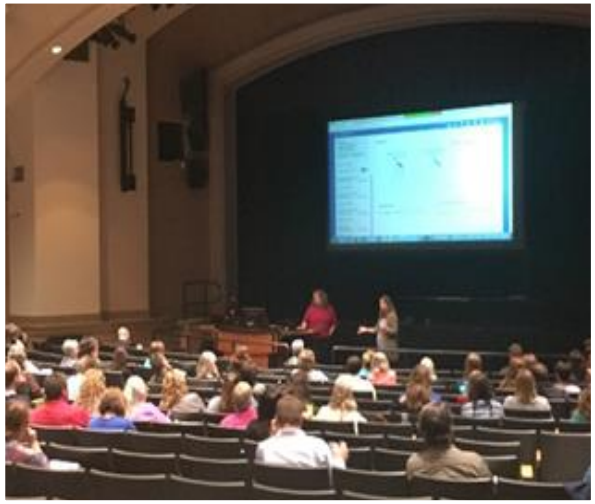


Preparing for Training

The WyoCloud team knows that campus wants to see the system and learn how to use WyoCloud as soon as possible. Before training, there are many events for you to become familiar with the system.



Deep Dive Sessions

May - June

WyoCloud Expo

May 31st

Preparing for Training: Deep Dive Sessions

Deep Dive Sessions

Upcoming

- **Expense: Reimbursements, Cash Advances, and Payment Requests** – *May 3*
- **Procurement: Requisitions and Contracts** – *May 11*
- **PPM Grants: Charging expense and requisitions to projects** – *May 17*
- **General Accounting: Interdepartmental transfers, General Ledger, and journal entries** – *May 24*
- **Fiscal Year End: What does UW look like July 1?** – *June*

Preparing for Training: WyoCloud Expo

WyoCloud Expo in the Central Ballroom

May 31

- All-Day user Experience
- Kiosks set around the room with functional area experts
- Hands-on walkthroughs on laptops and information about each functional area (Expense reimbursements, creating requisitions, grants management, etc.)
- **PRIZES!**

Go-Live

May | June | July

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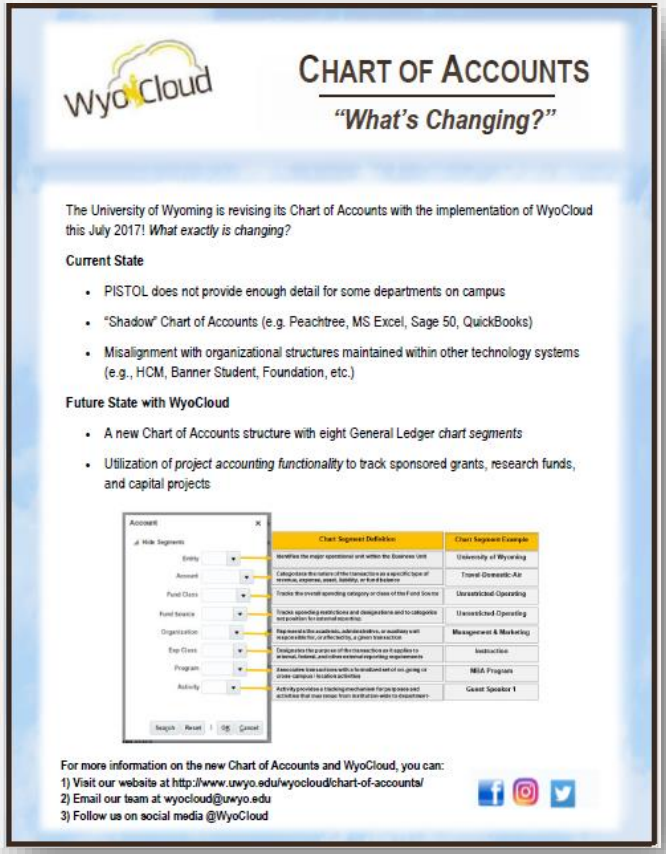
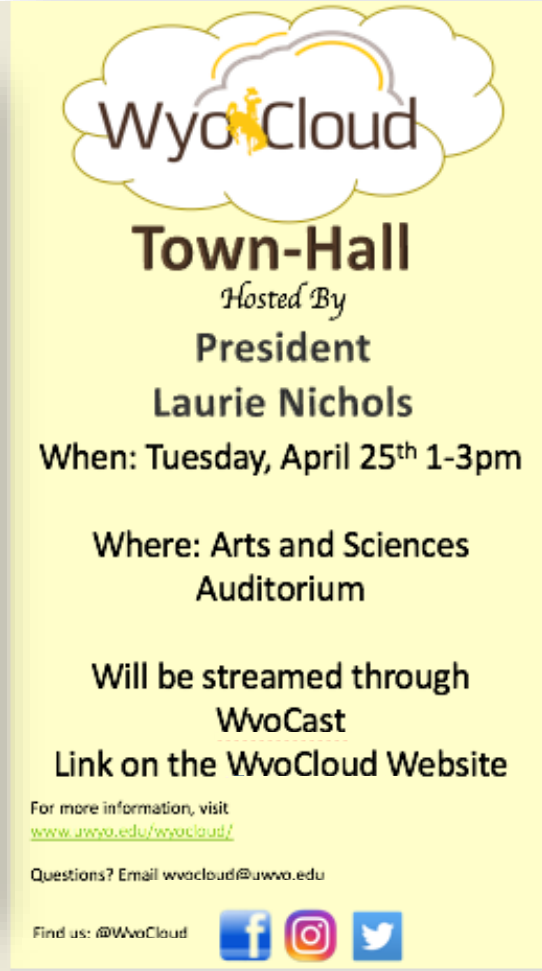
Campus Poster Campaign

Check out WyoCloud updates and information around campus





WyoCloud Website

The WyoCloud team is frequently updating the WyoCloud website with new information.

WYOCLOUD HOME

MENU

- ABOUT WYOCLOUD
- BUSINESS INTELLIGENCE STUDENT REPORTING
- CHART OF ACCOUNTS & BUDGETING
- FINANCIAL MANAGEMENT SYSTEM
- CHANGE AGENTS
- FAQ
- TRAINING
- COMMUNICATIONS
- CONTACT

Check out the new Frequently Asked Questions and Training pages!

Upcoming Communications

With the WyoCloud training and system being released over summer when many faculty and staff are away from campus or on vacation, we are working on communications to keep everyone included and informed.

May

Email of instructions to go out before close of semester and faculty focus group formed

June

Online Training accessible and targeted fiscal year cutoff communications

July

On-going communications about WyoCloud release and quick reference guides available

August

Optional In-Person Training and Open Labs for returning faculty

Upcoming Events

If you want to continue to prepare yourself for WyoCloud, we have opportunities for you to learn more leading up to WyoCloud's release.

Managing Organizational Change and Resistance feat. Dr. Nicholas Prince

Wednesday, April 26th, 2017 1:00 – 2:00 pm
Education Auditorium (Education Building Room 55)

WyoCloud Deep Dives

Expense: Reimbursements, Cash Advances, and Payment Requests
Wednesday, May 3rd, 2017 1:00 – 2:30 pm
College of Agriculture Auditorium

Procurement: Requisitions and Contracts
Thursday, May 11th, 2017 10:00 – 11:30 am
Classroom Building 129

Upcoming Events

Deep Dives

PPM Grants: Charging expense and requisitions to projects
Wednesday, May 17th, 2017 1:00 – 2:30 pm
College of Agriculture Auditorium

General Accounting: Interdepartmental transfers, General Ledger, and journal entries
Wednesday, May 24th, 2017 1:00 – 2:30 pm
College of Agriculture Auditorium

Fiscal Year End: What does UW look like July 1?
June - Location TBA

WyoCloud Forum feat. UW, Huron, & Oracle Leadership

Wednesday, May 17th, 2017 9:30 – 10:30 am
Location TBD

Upcoming Events

WyoCloud Financial Management System Discovery Expo

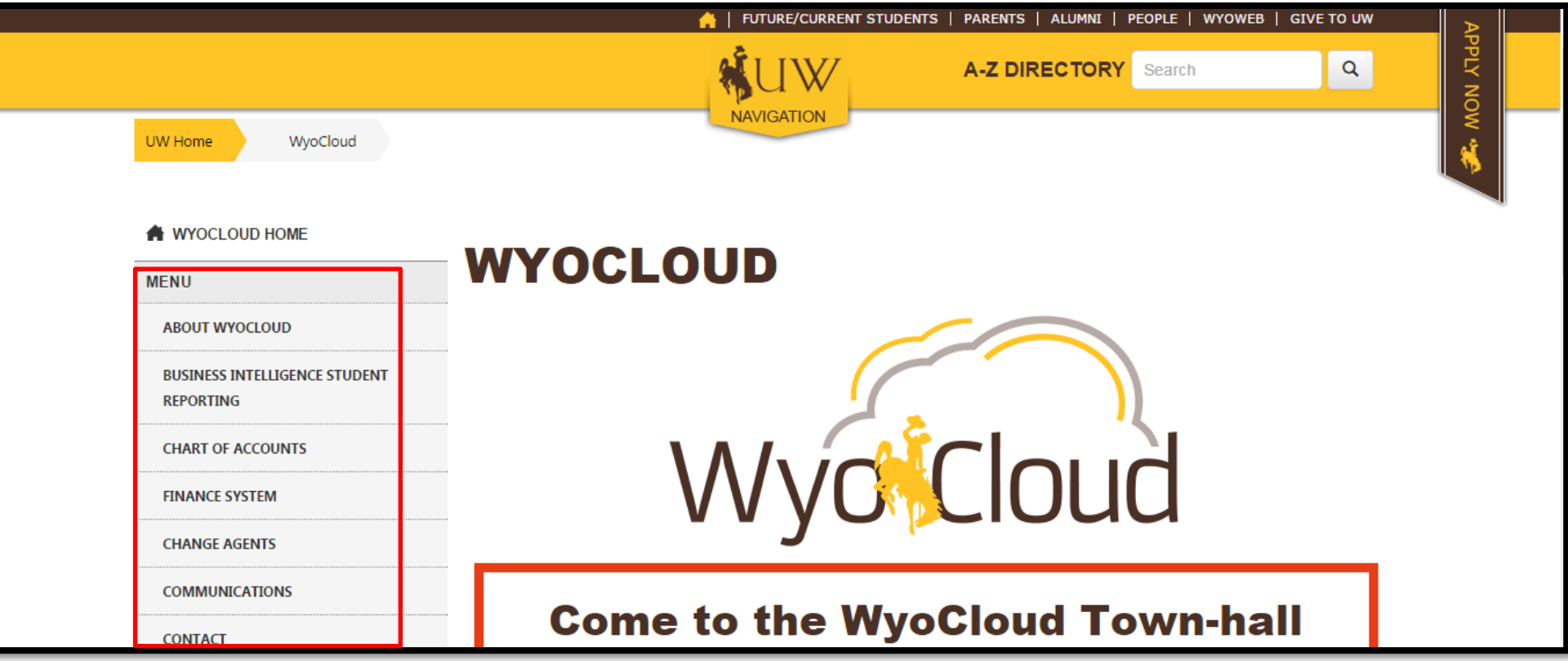
Wednesday, May 31st, 2017 All-Day
Wyoming Union Central Ballroom

June Change Agent Network Meeting

Wednesday, June 14th, 2017 2:30 – 4:30 pm
Education Auditorium (Education Building Room 55)

Questions?

WyoCloud Resources



WyoCloud Social Media Channels

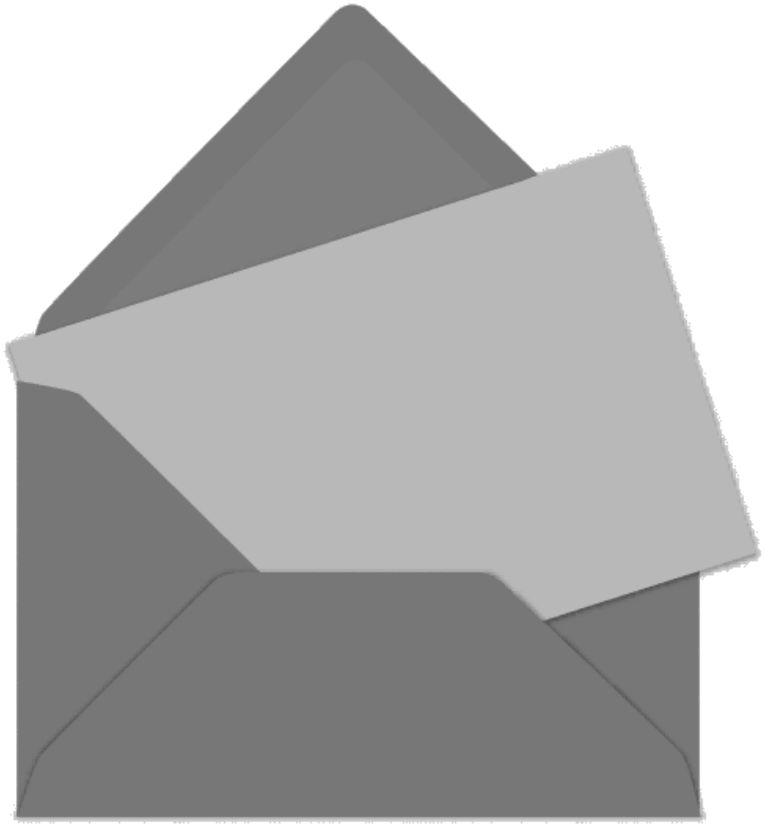
WyoCloud

FOLLOW US ON Instagram

@WyoCloud

@WyoCloud

Comments and Feedback?



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