



FMI – PD WEEK

Integrated Systems: CDFS (Common Departmental Financial System)

November 25, 2003

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OUTLINE

Part I

- Background

Shared System Product Management

- Product Management Framework
- Governance
- Client Support
- Change Management
- Risk Management
- Problem Management
- Release Management
- Business Resumption\Disaster Recovery
- FRPD Organization

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OUTLINE (cont'd)

Part II

CDFS

- CDFS Product Features
- CDFS Functionality
- CDFS Interfaces
- CDFS Reporting
- FIS Process Model
- CDFS Clients

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Common Departmental Financial System (CDFS)

PART I

Shared System Product Management

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Common Departmental Financial System (CDFS)

Background

- Treasury Board endorsed Departmental Financial Management System
- Provide turnkey financial management system solutions to departments and agencies
 - Experienced qualified resources
 - Cost effective solution
 - Runs on PWGSC infrastructure
 - MOU with client departments (performance indicators)

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Common Departmental Financial System (CDFS)

Background (cont'd)

- Common single version for all clients
- Built by government for government
- Shared Service Product Management
- Comprehensive bilingual Departmental Financial Management and Reporting System

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Product Management Framework

- Operational plan (one to three years)/annual budget
- Change management follows System Development Life Cycle (SDLC)
- Release planning
- Performance management
- Risk Management

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Shared System Product Management

1. Governance
2. Client Support
3. Change Management
4. Risk Management
5. Problem Management
6. Release Management
7. Business Resumption

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Shared System Product Management

1. Governance

- PWGSC Product Manager (Functional & Technical support)
- Management Board provides strategic direction
- Functional Review Committee shares knowledge and defines system change requirements
- Annual Memorandum of Understanding establishes service standards and roles and responsibilities
- Strategic Alliance supported by an MOU with the Automated Materiel Management Information System (AMMIS)

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Shared System Product Management

2. Client Support

- Client Service Officer (CSO) assigned to each client
- The CSO is the focal point of contact for CDFS and central systems
- Manage new client implementations with a predefined checklist of requirements and activities
- Co-ordinate new year startup activities for each client
- Provide training to new clients, to all clients for each software upgrade and special training for year-end
- All support services are bilingual
- Comprehensive user guide and training materials

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Shared System Product Management

3. Change Management

- a. Drivers
- b. Mandatory & enhancements
- c. Process
- d. Committees
- e. Quality Assurance
- f. Testing
- g. Management Approach

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Shared System Product Management

3. Change Management

a. Change Drivers

- CDFS Management Board
- CDFS Functional Review Committee
- Suite of Central Systems/RG
- Treasury Board Secretariat
- Horizontal Initiatives

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Shared System Product Management

3. Change Management

b. Mandatory changes and enhancements are managed through to implementation

- Functional requirements
 - Impact assessment and solution proposal
 - Costing approval
 - Development and design review
 - Comprehensive testing
 - Training
 - Supported by an automated Change Management System
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Shared System Product Management

3. Change Management

c. Change Management Process

- Change Management System
 - Change requests
 - Functional requirements
 - Impact assessment and proposed solution
 - Costing
 - Approval
- Project plans
- Testing

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Shared System Product Management

3. Change Management

d. Change Management Committees

- CDFS Product Management Meeting
- CDFS Configuration Control Board
- Production Monitoring
- Product Operations
- ABCB (Accounting, Banking & Compensation Branch) Change Management Committee

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Shared System Product Management

3. Change Management

e. Quality Assurance Objectives

- Object and testable units function in accordance with specifications
- Business rules operate as intended including message handling
- Interfaces operate correctly & effectively integrate with other components
- Product conforms to system standards and methodologies

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Shared System Product Management

3. Change Management

e. Quality Assurance Objectives (cont'd)

- Design documentation adequately reflects user requirements
- Problems identified before release rolled out
- Application functions properly on all supported platforms

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Shared System Product Management

3. Change Management

f. Change Management Testing

- Validating to System Specifications
- Regression
- Interface, if applicable
- Test plans

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Shared System Product Management

3. Change Management

f. Change Management Testing (cont'd)

- Multiple Test environments
 - ITST - integration
 - DTST - functional
 - RATE - release
 - CATE - client

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Shared System Product Management

3. Change Management

f. Change Management Testing (cont'd)

- Lead Department testing
 - PWGSC - CDFS functionality
 - CTA - AMMIS
 - STC - CFMRS
 - CCMD - SMS
- Pilots eg. Web pilot

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Shared System Product Management

3. Change Management

f. Change Management Testing (cont'd)

Web – New Requirements

- Platform verification biggest change to scope of testing
- Lab environment established to support multiple platforms

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Shared System Product Management

Testing – Quality Factors

- Adaptability
- Accessibility
- Auditability
- Dependability
- Functionality
- Integrity
- Interoperability
- Operability
- Performance
- Reliability
- Security
- Usability

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Shared System Product Management

3. Change Management

Web Quality Factors

Accessibility - all users can access the application

- Common Look and Feel standard which defines what a web page should look like
- World Wide Web Consortium definition of accessibility

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Shared System Product Management

Franglais Contact Us Help Search
PWGSC@Publiservice PWGSC Intern

Common Departmental Financial System

Main Menu

- Select a Module - - Select an Object - Go Jump Return

Accounts Payable

Accounts Payable Details

[CDFIS A/P ID:](#) Fiscal Year: 2003/2004
[DAO ID:](#) 0001 * Status:
[Approval Unit:](#) *
Description: Template: No

Supplier Details

[Supplier ID:](#) * Name:
[DAO ID:](#) 0001 * [Address](#)
Contract Number:

Invoice Details

Number: * Invoice Date:
Amount: * Receipt Date:

Payment Details

Menu Bar

- Accounts Payable
- Approval
- Edit
- List

Quick Menu

- Save
- Items
- IS Details
- Change Fiscal Year

Session Info v 3.8.0

User ID: GOSFR08
Fiscal Year: 2003/2004
Environment: DTST
Database: FRS

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Shared System Product Management

3. Change Management

Web Quality Factors

Reliability - processes perform without failure

- Number of supported browser/operating system combinations

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Shared System Product Management

3. Change Management

Web Quality Factors

Usability - easy to operate, prepare input & interpret output

- Page rendering dependent on browser version & workstation settings
- Verify recommended workstation browser settings in test lab

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Shared System Product Management

3. Change Management

g. Documentation

- Program Specifications
- User Guide
- System Manager Guide
- System Manager Memo

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Shared System Product Management

3. Change Management

h. Training

- Internal knowledge transfer
- Bilingual Client Training
 - Release
 - Training Notes
- Training Environment

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Shared System Product Management

4. Risk Management

- Continual Risk Management (CRM)
- Risk management is integrated into CDFS release planning
- Cross-functional experts review policy, system and business changes to:
 - Identify possible/probable risks
 - Ongoing monitoring and mitigation of risk
 - Identify impacts of changes on other applications

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Shared System Product Management

5. Problem Management

- Bilingual Help Desk Available 24/7
- Both technical and functional experts support the problem resolution process

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Shared System Product Management

5. Problem Management (cont'd)

- Automated problem monitoring and tracking system
 - Problem Management Reports (PMR)
 - Predefined escalation process
 - Predefined priority classifications
 - Formal monitoring process

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Shared System Product Management

6. Release Management

- Single version of CDFS for all clients
- 2 software releases per year
- Defined release plan
- Automated migration tools

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Shared System Product Management

6. Release Management (cont'd)

- Handover reports
- Migration Status reports
- Structured, documented quality assurance and release management processes

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Shared System Product Management

7. Business Resumption

- Business Resumption and Disaster Recovery Plans are in place
- All data and software is backed up for recovery purposes
- Alternate locations are available for disaster recovery
- All key documentation is maintained off site

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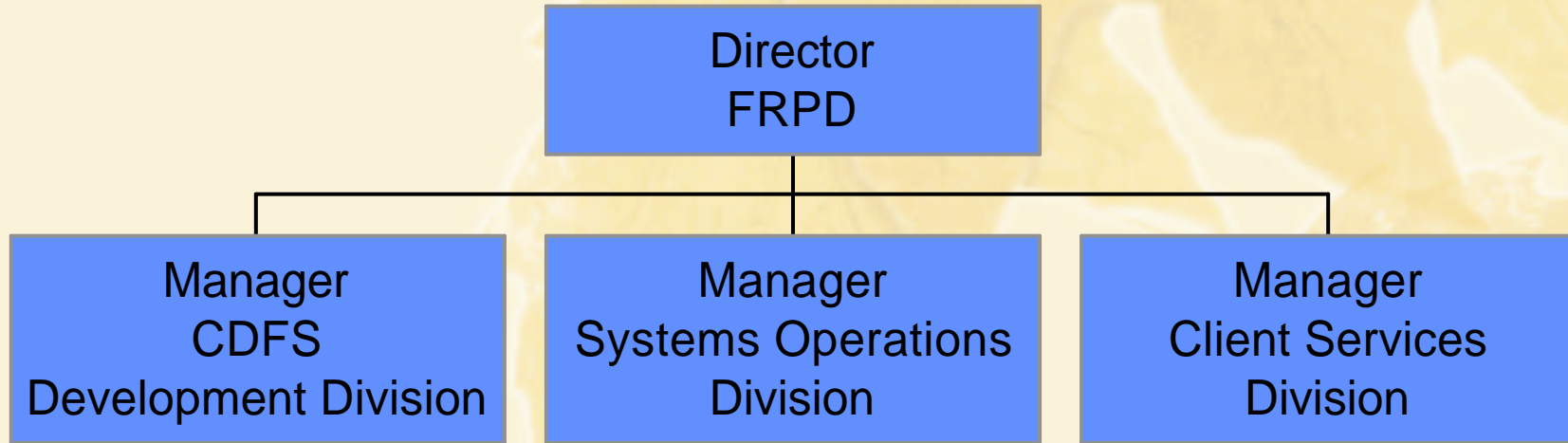
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FRPD Organization



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CDFS Development Division

- Management of CDFS Development
- Web enablement of CDFS
- Participation in Cross Application Change Management
- Government-wide initiatives

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Systems Operations Division

- **Centres of functional expertise**
 - Problem investigation and resolution
 - Functional specifications for maintenance changes
 - Testing of maintenance changes and problem fixes
 - Regression testing
- **Quality Assurance and System Operations**
 - Security administration
 - Management of software releases
 - Database management
 - Batch processing management
 - Testing of technical upgrades

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Client Services Division

- CDFS Client support
- Focal point of contact for CDFS clients with PWGSC suite of central systems
- New client implementation
- New year startup
- Bilingual CDFS training
- Maintenance of CDFS web site, bilingual manuals and training documents


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Common Departmental Financial System (CDFS)

PART II

CDFS Product Features

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CDFS Product Features

Reporting Ad hoc reporting capability MRM (Management Reporting Module) Pre-defined reports	Operational Management	Budget and Forecast Management	Financial Accounting including Payroll	Management Accounting	General Ledger Management	Delegation of Authority
	Expenditure Management	Supplier Management	Invoice Management	Payment Management	Commitment Management	Advance Management
	Revenue Management	Customer Management	Receivables Management	Receipts Management		
	Materiel Management (Strategic Partnership)	Procurement Management (AMMIS)	Contract Management (AMMIS)	Inventory Management (AMMIS)	Asset Management (AMMIS)	

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CDFS Features

1. Simplifies compliance with Central Agencies requirements
2. Flexibility to meet individual client needs

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CDFS Features

1. Simplifies compliance with Central Agencies requirements

- Automated interfaces to all of the PWGSC Central Suite of Financial Systems
 - Central Financial Management Reporting System (CFMRS)
 - Standard Payment System (SPS)
 - Standard Payment System - Interdepartmental Settlements (SPS-IS)
 - Bank Facilities System (BFS)/Government Banking System (GBS)
 - Regional Pay System (RPS)
 - Receiver General-General Ledger
 - Payroll System-General Ledger

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CDFS Features

1. Simplifies compliance with Central Agencies requirements (cont'd)

- Automated reconciliation with the Receiver General Accounting and Treasury systems
- Meets audit requirements of the Office of the Auditor General of Canada
- Financial control requirements automatically applied
- Integration of central agency coding requirements

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CDFS Features

2. Flexibility to meet individual client needs

- Client defined financial coding
- Selection of appropriate spending controls
- Data and functional security controls
- Client defined processing options

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CDFS Functionality

- Concurrent multi-year processing
- Automated opening balances/clearing of FIS control accounts at year-end
- Financial control
- Security
- Electronic Authorization and Authentication (EAA)

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CDFS Interfaces

- CDFS on-line access to SPS for Priority Payments and payment enquiries
- Standard front end interfaces that permit integration with departmental business systems
- Automated Materiel Management Information System (AMMIS)
- Salary Management System

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CDFS Reporting

- Management Reporting Module (MRM)
- Data warehouse (ad hoc reports)
- Standard enquiries & reports
- OAG extract
- Statistics Canada extract

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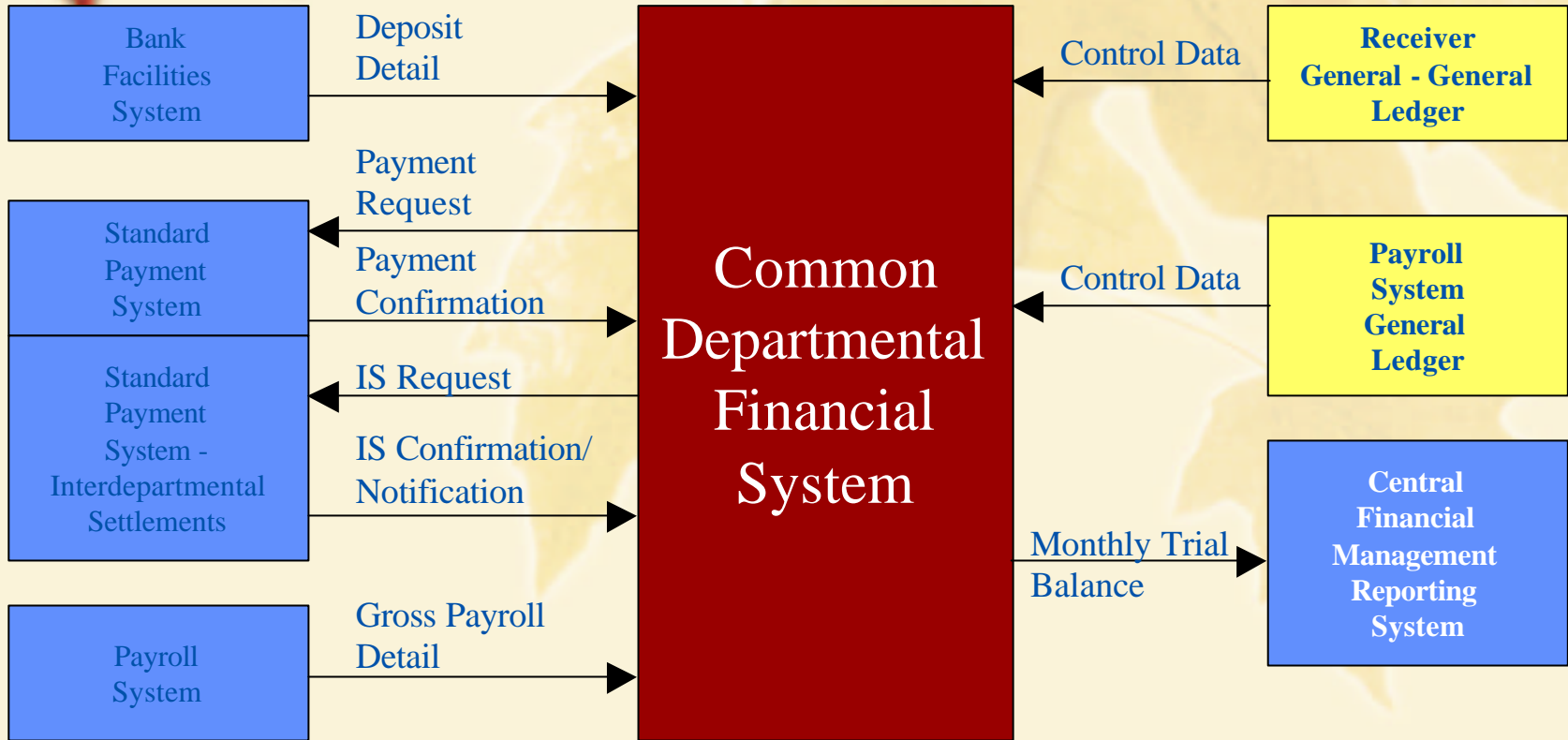
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FIS Process Model



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CDFS Client Base

Departmental Financial Management System

- Canada Industrial Relations Board
- Canadian Artists and Producers Professional Relations Tribunal
- Canadian Centre for Management Development
- Canadian Centre for Occupational Health and Safety
- Canadian Forces Grievance Board
- Canadian Polar Commission
- Canadian Transportation Agency
- Communication Canada
- Competition Tribunal
- Military Police Complaints Commission
- NAFTA Secretariat
- National Battlefields Commission
- Office of Commissioner of Official Languages
- Public Service Staff Relations Board
- Public Works and Government Services Canada
- Statistics Canada
- Superannuation Accounting
- Transportation Appeal Tribunal Of Canada

FIS Central Suite

- Receiver General General ledger (RGGL)
- Payroll System General Ledger (PSGL)

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Common Departmental Financial System (CDFS)

For further information:

Financial & Reporting Products Directorate (FRPD):

<http://publiservice.pwgsc.gc.ca/cars-sccr/text/frpd-e.html>

CDFS Client zone:

<http://publiservice.pwgsc.gc.ca/cars-sccr/cdfs/main-e.html>

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