### Process

#### Gather and Review Business Process Requirements & Historical Information

- Policy / Regulatory Documents
- Contracts
- HR Standardization Docs
- Prior CHRS CSU Requirements Documentation
- CMS HR Documentation (BPG, Mod Specs, etc.)
- HRTAC HCM Survey

#### Build Initial Prototype for Solution Design Workshops

- Existing/historical CSU business process flows
- Working notes from documentation reviews
- SCI interviews with CSU staff
- Creating rough drafts of future business process flows
- Building the initial prototype

#### Conduct Solution Design Workshops

- Conducting hands-on workshops demonstrating CSU business processes using delivered PS 9.2
- Identifying fits & gaps in functionality
- Populating Risk Register and Issue Log through discovery
- Reviewing alternatives to resolving gaps

#### Conduct Conference Room Pilot: End-to-End Demonstration of Refined Prototype

- Performing walkthroughs of prototype by end-to-end business process
- Identifying solutions to gaps

#### Create Final Drafts of Business Process Documentation

- Reviewing, revising, and module team approval of design deliverables
- Obtaining FSC approval for solution design deliverables
- Detailed Fit/Gap Analysis

#### Conduct FSC Reviews & Obtain Approval for Solution Design

- Final draft business process flows
- Finalized configuration guides
- Preliminary functional specifications

#### Finalize Solution Design Documentation

- Final draft future business process flows
- Finalized business process guides
- Finalized configuration guides
- Finalized functional specifications

### Key Activities

#### Input

- Documentation gathered & provided
- Documentation reviews
- Conducting Interviews
- Planning

#### Output

- Informed SCI consultants
- Pre-work plans for each module

#### Draft of future business process flows

- List of business configurations
- Initial identification of "unique" processes with potential solutions (following CHRS Design Guiding Principles)
- Initial prototype

#### Updated prototype

- Lists of fits & gaps
- Updated future business process flows
- Draft of Business Process Guides
- Draft of Business Configuration Guides

#### Preliminary Scope Document

- Refined prototype
- Further refined business process documentation

#### Final draft business process flows

- Finalized business process guides
- Finalized configuration guides
- Configured prototype

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#### Activities for Each Step

1. **Gather and Review Business Process Requirements & Historical Information**
   - Policy / Regulatory Documents
   - Contracts
   - HR Standardization Docs
   - Prior CHRS CSU Requirements Documentation
   - CMS HR Documentation (BPG, Mod Specs, etc.)
   - HRTAC HCM Survey

2. **Build Initial Prototype for Solution Design Workshops**
   - Existing/historical CSU business process flows
   - Working notes from documentation reviews
   - SCI interviews with CSU staff
   - Creating rough drafts of future business process flows
   - Building the initial prototype

3. **Conduct Solution Design Workshops**
   - Conducting hands-on workshops demonstrating CSU business processes using delivered PS 9.2
   - Identifying fits & gaps in functionality
   - Populating Risk Register and Issue Log through discovery
   - Reviewing alternatives to resolving gaps

4. **Conduct Conference Room Pilot: End-to-End Demonstration of Refined Prototype**
   - Performing walkthroughs of prototype by end-to-end business process
   - Identifying solutions to gaps

5. **Create Final Drafts of Business Process Documentation**
   - Reviewing, revising, and module team approval of design deliverables
   - Obtaining FSC approval for solution design deliverables

6. **Conduct FSC Reviews & Obtain Approval for Solution Design**
   - Final draft business process flows
   - Finalized configuration guides
   - Preliminary functional specifications

7. **Finalize Solution Design Documentation**
   - Final draft future business process flows
   - Finalized business process guides
   - Finalized configuration guides
   - Finalized functional specifications