California Institute for Regenerative Medicine (CIRM), originally created in 2004 with the passage of Proposition 71 and $3 billion, is dedicated to helping people by bringing the future of cellular medicine closer to reality. Again in 2020, California voters approved the passage of Proposition 14, to extend CIRM's funding by $5.5 Billion to continue supporting stem cell research in California. CIRM currently manages expenditures from both funding sources.

CIRM budget consists of four major cost centers, General Administration, Grant Administration, Medical Affairs and Research. Each funding source contains departments that are an integral part of accomplishing the agency's mission.

CIRM uses a California state system called FI$Cal for its accounting, budgeting, cash management, and procurement operations. Data will be imported from this system to Adaptive for modeling, forecasting and analysis.

SCOPE OF WORK:

Act as lead in the design and implementation of the Workday Adaptive Planning software for CIRM, working collaboratively with key organization personnel to deploy a highly functional budgeting, planning, and reporting system that meets or exceeds existing capabilities.

- Deploy a departmental Dashboard consisting of high-level data such as budgeting, planning, forecasting, and reporting gathered from Workday Adaptive Planning software.

- Develop detailed documentation on work completed and tree development. Provide administrator and end-user training included. Provide status update meetings, reviews and on-going training, as needed.

- Configure the Workday Adaptive Planning application, to transfer California Institute for Regenerative Medicine (CIRM)'s existing financial models from Excel (or other systems) into Workday Adaptive Planning, and to add additional models as requested by California Institute for Regenerative Medicine (CIRM).

- The dashboard and related data should be able to provide a comprehensive vision of CIRM's fiscal outlook at the inception of Proposition 14 with the ability to access current, ongoing, and forecasted models on a monthly basis thru approximate lifespan of 18 years.

- Structure Design and Creation of the model structure elements in Workday Adaptive including Organizational Tree (Organization Hierarchy), Chart of Accounts, dimensions, patterns, sheets, templates, and assumptions.

- Perform tasks to facilitate the migration of data from CIRM. Services related to and including Data entry and upload, Data Review, Structure Design & Creation, Budget Model Creation, What-If Scenarios Model, Personnel Model Creation, Cash Flow Projection Model, Financial Model Creation, Report Creation, Knowledge Transfer & Review.

- Provide best practice and recommendation advisory services regarding the structure and design of financial models within Workday Adaptive as part of the implementation.

Milestones for the overall project

Phase 1 - Initialization of Project

- Kick Off meeting – Team intros
- Project Sponsor introductions
- Securing connectivity
- Assessing existing data inputted

Phase 2 - Requirements and Design of complete solution

- Schedule and facilitate multiple project data gathering meetings
    - Currently leveraging remote meetings – could be in person in future
- Document requirements
- Document configuration & design
    - Design to ensure solution will support future modeling of strategic and operational planning
    - To include integrations and data automations
- Work through requirements and design sign off
- Formalize project plan

Phase 3 - Determine Application Structure

- Initially user base will be 3 users
- Accounts, Cost Centers, two different propositions, sub accounts
- Projects, Scrum Teams, Levels will be come from an alternate system (FI$CAL)
- One fiscal year end
- Lowest time strata will be monthly
- Future models can be configured with more granular time strata
- Initially model will accommodate up to 18 -year plan
- Initial manual data loads will include
- 2 years actual of historical data
  1 year of historical plan / forecast data

Phase 4 – Modeling

- Models will render by Projects, funding source, cost center
- Models will calculate staff allocations to cost centers and allow adjustments
- Cost can be calculated by employee, by team and by project, or other dimensions
- Resources will be loaded as Full Time Employees, part time employees, temporary help or Contractors
- User Acceptance Testing Support
  - Consultants will support client driven UAT
  - Client will be responsible for test scripts
  - Consultants will assist in defect resolution

Phase 5 - Reporting

- Adaptive reporting will support entire process
- KPI's
- Dashboards
- Variance reporting

Phase 6 - Report Training

- Build dashboards for CIRM
- Conduct two remote hands-on workshops (up to two hours each) to walk-through building dashboards/charts/graphs
- Support Customer configuring dashboards and charts/graphs that includes
- Provide best practice guidance around design of dashboards and charts/graphs
- Help Customer with how-to questions
- End User Training Support
  - Consultants will support Train the Trainor approach