# Executive Summary

As we are planning to deploy the next generation of SAP, we have identified two additional tools to enhance business systems within SBBC: SAP Interactive Forms by Adobe (Interactive Forms) and SAP Learning Solution (LSO).

The Interactive Forms will assist with the reduction of paycheck errors. A lesson learned from our previous payroll implementation indicated that manual data entry errors were at the root of many issues with incorrect paychecks. Interactive Forms will reduce data entry errors as well as reduce paperwork and increase staff productivity by saving data entry time.

The Interactive Forms tool will automatically pre-populate forms with information from the SAP system, saving staff time in entering the information as well as reducing the risk of incorrect data. Some of the areas where these forms will be used are:

- Leave request
- Reassignment request
- Additional position
- Termination request
- Change in pay
- Change in work schedule

LSO builds on the Training Management module (TEM) to offer additional learning management system functionality such as administering and delivering Web-based training, virtual classrooms, curricula, and online tests. Using LSO will allow the District to avoid customizing the TEM module to meet the Florida State Standards for Learning and the business requirements of the Human Resource Development (HRD) department.

The cost includes 45,100 licenses for Interactive Forms at $168,400 and 45,100 licenses at $131,600 for LSO. The costs are included in the BRITE project implementation budget. There are no additional implementation costs from IBM.

The annual maintenance costs for the licenses is $51,000 starting in fiscal year 2007/2008. The costs would be paid out of the ETS general fund budget.