

# MITRA 2

Make Information Truly Available



Project Overview  
release V1.55



## Business/Project goals

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- Future business growth and success -> Volume increase
- Harmonized & streamlined processes in the new Organization
- Efficient processes with improved IT support
- Compliancy with Sarbanes-Oxley Act (SOX)



# MITRA results

- harmonized processes

- to

- improve cross border requirements and understanding
    - use same procedures
    - have clear responsibilities

- for

- faster process execution
    - knowledge exchange
    - faster process adaptation to market demands
    - to fulfill SOX-requirements

- integrated IT-solution

- to

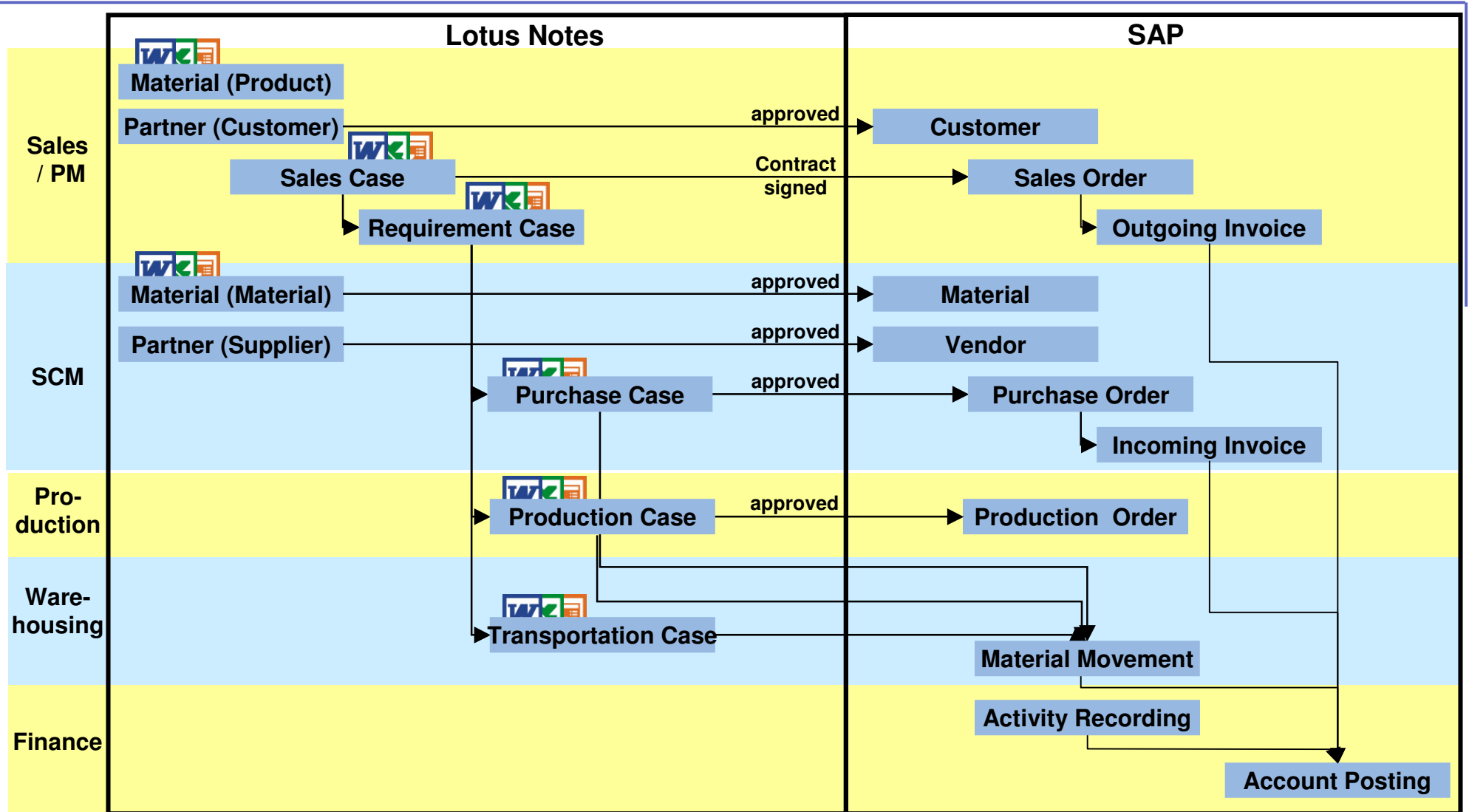
- speed up information flow
    - ensure consistent data
    - have actual data

- for

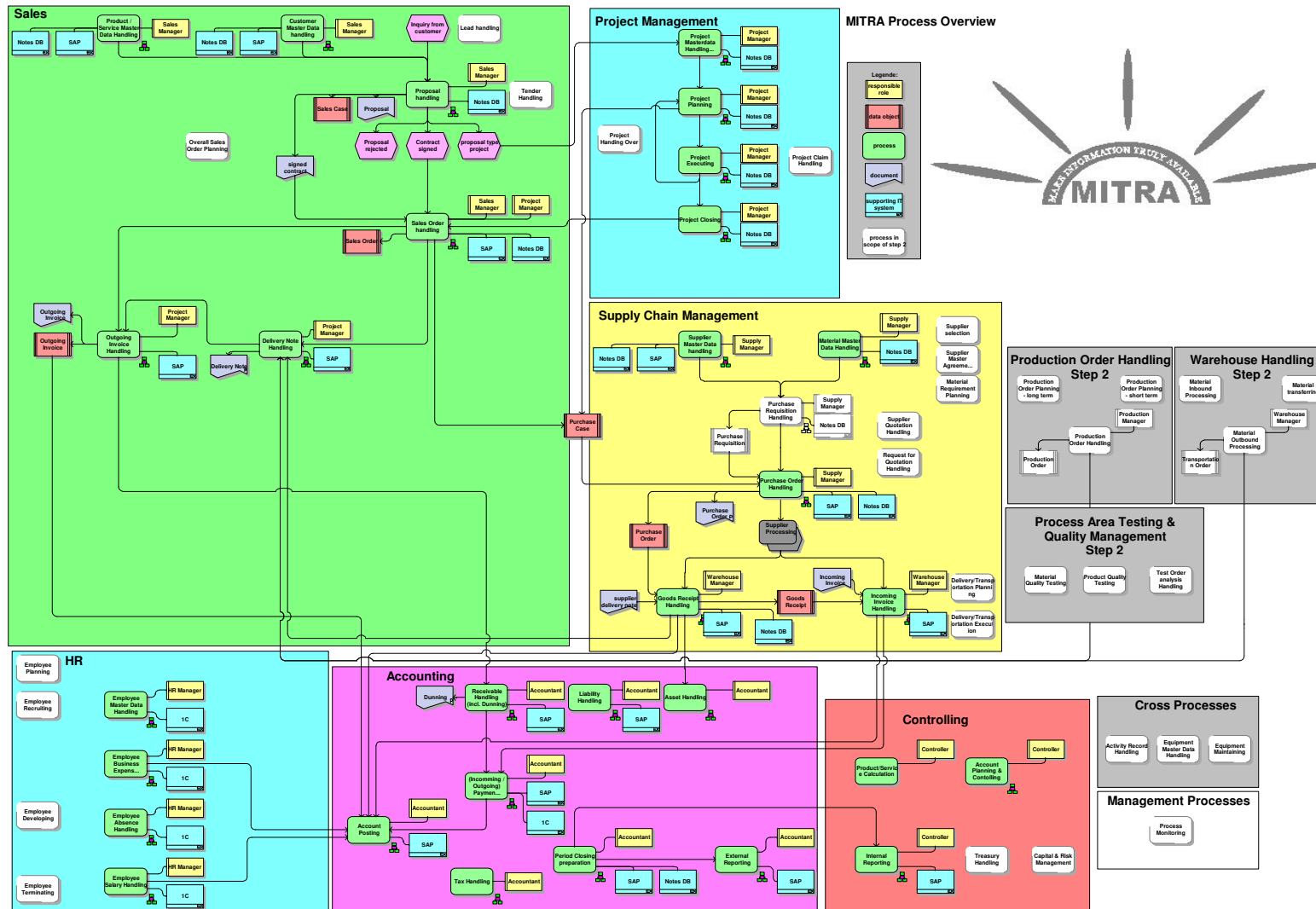
- fast and reliable decisions
    - fast and flexible response
    - keep everybody informed



# MITRA 2005 Process Flow Overview



# MITRA Process Overview

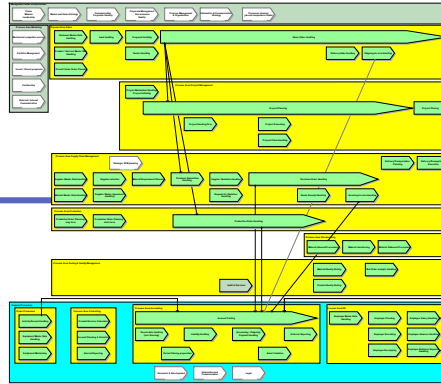


available on paper and at <http://mitra.ru.abb.com>

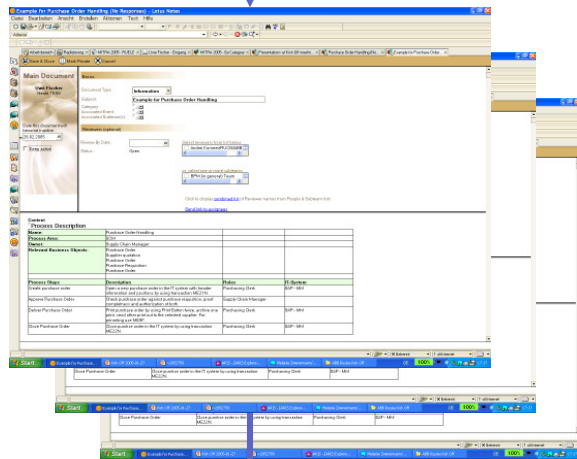


# MITRA: process definition

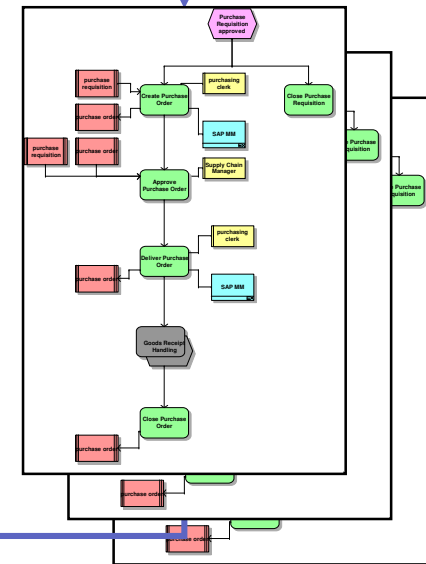
## MITRA – Process Framework



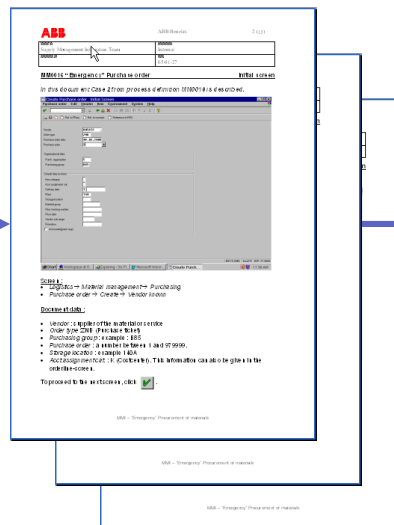
### Process Profile



### Process Diagram



### Process Documentation



# Sarbanes-Oxley Act (SOX) (1)

- SOX at a glance

- **Sarbanes-Oxley Act 2002 is mandatory for all corporations who have their stocks listed on the US stock-markets. The act is aimed at protecting investors by improving the accuracy and reliability of corporate disclosures made pursuant to the securities laws, and for other purposes**

- **Consequence of SOX: companies are required to implement and document an internal control system**

- **Application: ABB needs to meet the SOX requirements**

- SOX requires documentation of Internal Controls:

Process description / walk through – **of the actual process in the respective unit. This would cover outlining the activities, roles and responsibilities, documentation flows, controls and linkage to other processes**

Identification of reporting risks – **specific to controls over financial reporting.**

Accounts impacted by the process: **Account description (BS or IS), Amount (Currency), Impact Percentage (ABACUS line items already listed on Templates)**

Control objectives – **standard set for each Process. These are based on internal control assertions (Existence/Occurrence, Completeness, Valuation or Measurement, Rights and Obligations, and Presentation and Disclosure).**

Testing and Assessment – **will have to be done to assess control design and effectiveness, fill the gaps or remediation and reporting assessments**



## Sarbanes-Oxley Act (SOX) (2)

### Impact on our project MITRA

- **All processes of ABB Russia have to be SOX compliant (fulfill requirements of an efficient internal control system)**
- **Standard process framework has to cover all SOX relevant items (processes, control objectives, financial risks, internal controls, ...)**
- **Processes have to be designed according to SOX, i.e. segregation of duties and 4 eyes principle as one kind of internal control**
- **SOX relevant processes are a subset of the defined processes, SOX documentation is a special view on the process documentation**



# Business Process Owner

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## Description:

A Process Owner has extensive knowledge and experience in his or her process area, and has the ability to lead the process redesign and implementation. He or She is authorised by the Executive Steering Committee to make decisions within their process area related to the design.



# Business Process Owner (BPO)

- **Responsibilities of the Process Owner:**
  - **Manage Process Team activities**
  - **Process design & Process Maintenance**
  - **Leads & Coordinates:**
    - **Resolving of cross-process-area issues**
    - **Testing of SAP, Notes and 1C configuration**
    - **Testing of Interfaces, Forms, Reports**
    - **Definition of authorisation profiles**
    - **Data Migration**
    - **End-user training**
  - **SOX-Compliancy Review**



# Process Specialist

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## Description:

A Process Specialist is an employee that has extensive knowledge and experience in a certain process and contributes in its design and implementation. He will be the end-user of process and system



# Process Specialist

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- Responsibilities of the Process Specialist:
  - Contributes to the Design and Implementation of his process
  - Participates in the team activities



# Key User

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## Description:

A Key-user is an employee that has extensive knowledge and experience in a part of the process area and can assist the Business Process Owner in the design and implementation.



# Key User

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- Responsibilities of the Key User:
  - First Point of Contact for Questions & Problems for End-Users
  - Represents a process area
  - Has integrative View on Process Area
  - Has enhanced Access Authority to change system settings
  - Assist Process Owner in the team activities
  - Performs:
    - Testing of SAP, Notes and 1C configuration
    - Testing of Interfaces, Forms, Reports
    - Testing of authorization profiles
    - Data Migration
    - End-user training



## 75% Approach needed!!!

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- Because we are short in time, we have
  - to take the first acceptable solution
  - to stick to simple solutions
  - to accept mistakes and further adoptions (in step 3)
  - to follow the 80 : 20 rule



# MITRA 2005 - Project Organization

