Core Teams — Accounting/Budget Subject Matter Experts

This document is designed to help agencies select the right person(s) to serve on their core team as accounting/budget subject matter experts. It outlines when the role is active, duties, and estimated time commitment. Core team roles include: project coordinator, business analyst, subject matter experts, and organization administrator.

Limited role in Phase 1; Active role in Phase 2	
Duties	• Participate in data gathering on "As Is" payment process. • Attend Core Team orientation on Oregon Buys. • Develop agency-specific "To Be" processes and document uses. • Collect data related to accounts payable users and approval paths. • Develop agency-specific test scenarios that align with "To Be" process. • Modify agency documents (if required). • Perform functional testing and payment validations.

Number of representatives needed for this role and estimated time commitment by agency size category:

Large Agency	Medium Agency	Small Agency
5 representatives 10-15 hours/week	**2-3 representatives** 5-10 hours/week	**1-2 representatives** 5-10 hours/week