COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

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October 4, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVE REQUEST FOR A CONTRACT AMENDMENT NUMBER FIVE WITH CGI, INC. FOR SOFTWARE AND IMPLEMENTATION SERVICES TO ENHANCE THE COUNTY'S ENTERPRISE FINANCIAL AND HUMAN RESOURCES APPLICATIONS
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( ) DISAPPROVE ( )

SUBJECT

The Chief Executive Office, Auditor-Controller, Department of Human Resources, Internal Services Department and Chief Information Office recommend approval of Amendment Number Five (Amendment) to the Auditor-Controller's Services and License Agreement (SLA) with CGI, Incorporated (CGI) to enhance functionality of the enterprise financial and the human resources software applications (eCAPS and eHR) and related services.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve, and delegate the authority to the Auditor-Controller (A-C) to execute the attached Amendment Number Five (Amendment) to the A-C's Services and License Agreement (SLA) with CGI, Incorporated (CGI) to enhance functionality of the enterprise financial and the human resources software applications (eCAPS and eHR). The license and consulting services portion of the Amendment is on a fixed-price, deliverable basis in the amount of $31,665,620,

effective upon execution by your Board through September 30, 2015. The proposed expenditure authorization of the Amendment shall be $4,987,128 for Fiscal Year (FY) 2011-12; $7,783,297 for FY 2012-13; $9,277,668 for FY 2013-14; and $9,617,527 for FY 2014-15. Any amount not used in any FY would be carried forward to the following FY, not to exceed the total contract amendment amount of $31,665,620.

2. Increase the A-C's authorization to execute change orders utilizing contingency funds to the SLA in the amount of $4,100,000 for the purchase of as-needed services. This amount is included in item one above and will increase the existing contingency fund authorization from $19,155,801 to $23,255,801.

3. Authorize under the attached Amendment the annual standard maintenance agreements through September 30, 2022, and the purchase of enhanced maintenance support for the human resources application (eHR) through September 30, 2017. The provision of maintenance services under the Amendment is on a fixed-price, deliverable basis in the amount of $31,500,000, effective upon execution by your Board through the end of the last option year September 30, 2022. The proposed expenditure authorization of the Amendment shall be $4,975,000 for FY 2012-13; $4,145,000 for FY 2013-14; $3,585,000 each FY for FYs 2014-15, 2015-16, and 2016-17; and $2,325,000 each FY for FYs 2017-18, 2018-19, 2019-20, 2020-21, and 2021-22. Any amount not used in any FY would be carried forward not to exceed the total Amendment amount for maintenance services of $31,500,000.

4. Authorize the Director of the Internal Services Department (ISD) to acquire the necessary hosting services, storage devices, and provide maintenance staff to support the A-C's implementation of the Amendment in an amount budgeted at $4,955,411, as identified in the Board Letter.

5. Authorize the Chief Information Officer (CIO) to execute necessary purchase orders in an amount not to exceed $4,155,000 for services, an enterprise license, and annual maintenance costs for FYs 2011-12, 2012-13, 2013-14, and 2014-15, under the existing County Master Agreement with EMC Corporation (EMC) for countywide integration of the EMC Documentum product with the CGI Advantage application.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Between 2004 and 2011, the eCAPS and eHR enterprise web-based applications have been established as the integrated core financial and human resources administrative applications for all County departments. These enterprise applications have proven to deliver critical financial, budget, procurement, payroll, and human resources functionality that support the daily operations of all County departments.

The eCAPS/eHR Project (Project) has successfully completed all of the major events associated with established goals and objectives of Phases I and II activities. The Project has also successfully completed many of the planned activities for Phase III with the final major event associated with the replacement of the Countywide Time and Attendance Payroll Personnel System (CWTAPPS). This final event is on schedule for a January 2012 implementation.

The success of the Project provided a solid foundation for the County's integrated financial and human resources administrative systems. The Amendment proposes to build on that strong foundation by upgrading the application to the current software version, providing enhancements in the areas of vendor self-service, contracting, human resources management tools, countywide standard reporting, and improving the existing human resources' Talent Management areas.

Implementation of Four Additional Subprojects for eCAPS/eHR (Board Actions #1 and #2 - $31,665,620)

Under the Amendment, the eCAPS and eHR applications will be upgraded to the current version of the CGI Advantage software (Version 3.9) and implement enhancements in business functionality for the various County administrative applications. These enhancements are detailed in the following four subprojects:

- **Subproject 10 Financial System Upgrade ($7,182,580)** – Upgrades the financial application (eCAPS) to the latest Version 3.9 which will improve system processing, reduce storage costs, create operating efficiencies, and provide integration with the EMC Documentum product for improved countywide document handling and storage.

- **Subproject 11 Materials Management ($9,779,420)** – Utilizes the improvements in Subproject 10 for ISD to enhance the existing eCAPS Procurement functionality by implementing the Vendor Self-Service module, which will add the capabilities for electronic vendor processes. The Vendor Self-Service module includes electronic remittances and invoicing to reduce operating costs and improve accuracy. It also includes on-line vendor inquiries, electronic solicitations, electronic bid response, and vendor registration. This subproject also provides additional support to complete the Procurement/Inventory implementation at the Department of Health Services (DHS) facilities.

- **Subproject 12 Human Resources System Upgrade ($8,103,620)** – Upgrades the human resources modules (eHR) to the latest Version 3.9 for Department of Human Resources (DHR) and A-C to implement the Manager Self-Service module which will provide enhanced functionality for all departments in managing their employees' human resources transactions. The subproject also includes

software modifications for the A-C to enhance the Payroll module by automating retroactive deduction processing.

- **Subproject 13 Talent Management ($2,500,000)** – Continues DHR's improvements to the County recruitment, application and examination processes, and stays in line with the recent Human Resources Study to incorporate broad-based testing approaches.

The implementation of these four subprojects will provide the County following benefits:

- The latest version of eCAPS and eHR applications allows the County to take full advantage of application enhancements;
- Electronic invoicing and remittance processing to vendors provides operational improvements, accuracy in data entry, and lays the foundation to expand the County's use of direct deposit for vendor payments;
- Enhances the integrated recruitment system and explores improvements in support of new directions such as broad-based testing;
- The Manager Self-Service module provides on-line real-time employee information to managers to improve operations in personnel administration, payroll, and timekeeping;
- Automates the retroactive deduction processing of the payroll application to eliminate manual calculations and improve accuracy; and
- Allows a vendor to perform inquiries and updates on their data to help maintain accuracy.

The staging and extended schedule of the four subprojects over a four year implementation time frame, from FY 2011-12 to FY 2014-15, are a core part of the plan to ensure a successful, accurate implementation of these enhancements.

Long-Term Maintenance Agreements (Board Action #3 - $31,500,000)

It is vital that the County's enterprise applications are reliable, current, and continue to improve and support the ever changing County needs and business requirements. The Amendment provides for a long-term arrangement with CGI for on-going maintenance support and related services to meet key objectives:

- A 10-year standard maintenance agreement ($23,250,000) for all financial, human resources, procurement/inventory, payroll, budget, and other Talent Management modules;
- A 5-year agreement ($6,300,000) for enhanced support for the payroll/human resources modules;
- Provide one-time support to the upgrade of the human resources application ($1,950,000); and
- A transition of the enhanced financial application support from CGI to ISD.

Implementation of Strategic Plan Goals

The Amendment promotes the Board-approved County Strategic Plan Goals of Service Excellence, Workforce Excellence, Organizational Effectiveness, and Fiscal Responsibility. In addition, the Amendment enhances the development of the County's enterprise financial and human resources applications by continuing to implement improved management information and efficiencies in the County's business operations.

FISCAL IMPACT/FINANCING

The projected costs under the Amendment for the four new subprojects; hosting, storage, and staff costs to support the subprojects; long-term maintenance arrangements and other operating charges through September 30, 2022 are described below:

I. Services and License Agreement (SLA) Amendment Number Five-$63,165,620

The Amendment comprises the following components:

Table 1: Requested Amendment Number Five
(Board Actions #1, #2 and #3)

Category	Estimates	Amount
CGI Application Services		
a. Implementation Services (Board Action #1)		
o Subproject 10 – Financial Upgrade (A-C)	$ 7,182,580	
o Subproject 11 – Materials Management (ISD)	$ 9,779,420	
o Subproject 12 – HR Upgrade (A-C/DHR)	$ 8,103,620	
o Subproject 13 – Talent Management (DHR)	$ 2,500,000	
Implementation Services	**Sub-total**	**$27,565,620**
b. Contingency (Board Action #2)	$ 4,100,000	
Contingency	**Sub-total**	**$ 4,100,000**
CGI Service Level Agreement		**$31,665,620**
CGI Maintenance Services		
c. Maintenance (Board Action #3)		
o Standard Maintenance	$23,250,000	
o Managed Advantage (HR Only)	$ 6,300,000	
o Managed Advantage Upgrade Services	$ 1,950,000	
CGI Maintenance Services	**Sub-total**	**$31,500,000**
CGI Amendment Number Five Total		**$63,165,620**

a. *Implementation Services ($27,565,620)*

Under the Amendment, implementation services are fixed-price, deliverable-based in the amount of $27,565,620. They consist of design, development, technical services, training, implementation, and project management services for all four subprojects.

Implementation services under the Amendment cover deliverables for each Subproject, scheduled from the effective date of the Agreement to the proposed "Go-Live" date for each Subproject. The specific Subproject deliverables, implementation services, payment schedules, and final acceptance dates are identified in each of the Subproject Statement of Work (SOW) project plans, including business requirements, deliverables and tasks.

The SOWs follow similar project management approaches and methodologies successfully used in the earlier phases and subprojects of the Project. Improvements have been made to the Project approach in several areas, including more involvement of the County staff to reduce cost and improve the knowledge transfer, conversion of legacy data, analysis of previously developed reports, and the continued use of expanded training approaches for webinars and computer-based training (CBT).

b. *County Contingency ($4,100,000)*

The Amendment also provides for an increase of the existing $19,155,801 contingency amount by $4,100,000 (approximately 15% of the services to be provided) to provide funds to purchase as-needed modifications identified during the design phase to meet or improve County business processes, additional training services, report development not covered in the existing business requirements, or unforeseen changes identified during the development stages of any subproject.

The eCAPS/eHR Advisory Committee, as a project governing body consisting of the department heads, or their designees, from the A-C, CEO, CIO, ISD, and DHR, reviews and approves all change notices for the usage of contingency funds. This approach and practice, under the review of County Counsel, has proven to be a successful management technique to keep the project on schedule, address changing business requirements, and ensure the application best meets County needs.

c. *Maintenance Services for Long-term Support of the Financial, Procurement, Budget, Human Resources and Talent Management Applications ($31,500,000)*

Maintenance Services
The SLA, under the Amendment, provides for standard maintenance services for the financial and human resources suite of applications and Talent Management. It also includes enhanced maintenance services (Managed Advantage, also known as Platinum Support) for the human resources modules.

It provides for long-term cost-effective arrangements for two main components of maintenance:

- 10 years of Standard Maintenance through September 30, 2022 at an annual fixed-price of $2,325,000 for all ten years. Under the current terms of the SLA, the annual rate for Standard Maintenance is $2,219,910. The proposed $2,325,000 annual rate is a 4.73% increase for the first year in FY 2012-13 and a 0% increase for the following 9 years.

- 5 years of Managed Advantage for Human Resources at an annual fixed-price of $1,260,000. The current Managed Advantage annual rate is $1,650,000 to cover both the financial and human resources suite of applications. The County is assuming responsibility for the enhanced maintenance services for the financial, procurement, inventory, and budget applications due to our familiarity in operations since 2005. The SLA, under the Amendment, will cover enhanced maintenance for all human resources modules including those scheduled in Phase III for implementation in January 2012.

As indicated above, the Amendment will provide for standard and enhanced maintenance services from CGI on a long-term basis, which results in a substantially reduced annual cost over purchasing maintenance services on a year-by-year basis. It further provides no annual maintenance fee increase for these critical County administrative applications.

Continued Hosting of Talent Management Services
The eHR application includes the use of third-party applications to meet the County's business requirements for recruitment, examinations, and item analysis. Since the recruitment services require direct access to the public and a different technical architecture, the County currently utilizes the third-party CGI business partner to host the application. Under the Amendment, the 10 years of Standard Maintenance will continue to include the on-going hosting and maintenance services for the existing Talent Management products. If the County chooses to utilize additional Talent Management modules an increase in maintenance charges may apply.

The cost of outside hosting is a fixed-fee ($190,750 per Fiscal Year) that covers the cost of equipment, operating software, and application upgrades to remain in line with the

Advantage suite of products. This is no increase over the current annual hosting/maintenance charge for the Talent Management modules.

The Amendment, in the amount of $63,165,620, increases the contract total to $223,388,998, as set forth in Table 2 below:

Table 2: CGI Service and License Agreement

	Original Contract Plus Amendments 1 - 4 April 2004 - Sept 2012	Amendment #5 Oct 2011 - Sept 2022	Total SLA Contract 2004 - 2022
Original Services	$120,863,286	$27,565,620	$148,428,906
Original Contingency	$19,155,801	$4,100,000	$23,255,801
Total Services	**$140,019,087**	**$31,665,620**	**$171,684,707**
Total Maintenance	**$20,204,291**	**$31,500,000**	**$51,704,291**
Total Service and License Agreement	**$160,223,378**	**$63,165,620**	**$223,388,998**

II. ISD Expenses - $4,955,411 (Board Action #4)

The additional ISD development costs for server hosting and storage expenses through September 2015 contemplated under the Amendment are shown in Table 3 below:

Table 3: Additional Hosting and Storage Expenses for Amendment Number 5 (Board Action #4)

Fiscal Year	Amount
a. Server Hosting and Storage	
• FY 2011-12	$ 498,180
• FY 2012-13	$ 1,126,468
• FY 2013-14	$ 1,019,074
• FY 2014-15	$ 278,889
Sub-Total	**$ 2,922,611**
b. Maintenance Staff Support	
• 2 FTEs per year for 5 years	$ 2,032,800
Sub-Total	**$ 2,032,800**
Total ISD Charges	**$ 4,955,411**

a. *Additional Hosting and Storage Costs ($2,922,611)*

The cost for server hosting and storage by ISD to support the four subprojects under the Amendment reflects the current pricing approach by ISD. The A-C no longer pays for equipment up-front, but instead incurs the additional server hosting and storage costs as they are needed. This results in a lower upfront

cost, but a larger increase during the development and testing stages of the implementation project (i.e. FY 2012-13), while the applications are being upgraded and tested. These costs are then reduced once the application is implemented. The on-going costs are included in the ISD charges to the A-C operating budget for Integrated County Applications.

b. *ISD Maintenance Support Expenses ($2,032,800)*

The County currently contracts for enhanced maintenance support services for both the financial (eCAPS) and the human resources (eHR) applications (Phases II & III) through the CGI Managed Advantage Program. The County has gained experience in maintaining the financial applications since its implementation in FY 2005-06.

As such, the A-C and ISD are proposing to discontinue purchasing this enhanced level of maintenance for the financial applications from CGI. Instead, ISD will provide this service at a lower cost. Funds to cover ISD operating expenses for two full-time equivalents (FTEs) of staff ($406,650 per Fiscal Year for a total cost of $2,032,800 for 5 fiscal years) is included to provide the additional support to the A-C for eCAPS financial maintenance.

The full implementation of the Phase III human resources applications is scheduled for January 2012. Since the applications will be newly implemented, County staffs will have limited experience in maintaining the human resources applications. Therefore, funds to purchase enhanced maintenance services from the CGI Managed Advantage Program for a 5-year period ($6,300,000) is included. At the end of the 5-year period, the County will decide whether to continue purchasing the service or provide the enhanced service by ISD staff.

c. *EMC Documentum Services (Board Action #5) ($4,155,000)*

The integration of EMC Documentum with the CGI Advantage product requires the purchases of services from EMC under the existing County Master Agreement with EMC to design, develop, and implement the connection between the two software products. This Board Letter authorizes the CIO to take three actions:

- Purchase a countywide license for the use of the eCAPS and eHR applications with EMC Documentum ($1,935,000);
- Purchase services under the existing Master Agreement with EMC over a three-year period to assist in the integration of the EMC Documentum product with the eCAPS and eHR applications, in an amount not to exceed $990,000; and

- Purchase the maintenance for the Documentum product for three years ($1,230,000).

These actions will allow all County departments to utilize the Documentum product with the eCAPS and eHR applications to standardize and improve departmental operations, reduce costs and improve access to documents on-line.

Other Operating Costs
The on-going operating costs of the eCAPS and eHR enterprise applications are included in the A-C, DHR, and ISD operating budgets, i.e., the cost of County staff, facilities and on-going operations.

III. Financing

The annual funding requirement for the eCAPS/eHR Project Amendment in FY 2011-12 and the next ten years is listed below:

Table 4: eCAPS/eHR Amendment Number 5 Budget Authorization by Fiscal Year

	A-C/DHR CGI Contract Amendment 5	Internal Services Charges	CIO EMC Documentum	Annual Funding Requirement
FY 2011-12	$ 4,987,128	$ 498,180	$ 150,000	**$ 5,635,308**
FY 2012-13	$ 12,758,297	$ 1,533,028	$ 1,695,000	**$ 15,986,325**
FY 2013-14	$ 13,422,668	$ 1,425,634	$ 1,255,000	**$ 16,103,302**
FY 2014-15	$ 13,202,527	$ 685,449	$ 1,055,000	**$ 14,942,976**
FY 2015-16	$ 3,585,000	$ 406,560		**$ 3,991,560**
FY 2016-17	$ 3,585,000	$ 406,560		**$ 3,991,560**
FY 2017-18	$ 2,325,000			**$ 2,325,000**
FY 2018-19	$ 2,325,000			**$ 2,325,000**
FY 2019-20	$ 2,325,000			**$ 2,325,000**
FY 2020-21	$ 2,325,000			**$ 2,325,000**
FY 2021-22	$ 2,325,000			**$ 2,325,000**
Total	**$ 63,165,620**	**$ 4,955,411**	**$ 4,155,000**	**$ 72,276,031**

Funding requirements for FY 2011-12 are recommended in the Supplemental Budget. Funding for FYs 2012-13 through 2021-22 will be addressed in the annual Proposed Budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Amendment follows the same contractual structure as the existing eCAPS contract and in Amendment Number One through Amendment Number Four.

The Amendment for the four Subprojects provides revised contract language, appendices and exhibits consisting of the following:

- An extension of the contract term of ten years until September 30, 2022;
- Fixed-price deliverable-based services identified in each specific SOW for each Subproject;
- Continuation of standard maintenance for a period of 10-years; and
- Continuation of expanded maintenance to provide additional services over the standard maintenance level for eHR modules for a period of five additional years at a fixed-price per year.

In accordance with your Board's policy of employing outside counsel for certain information technology contracts, County Counsel retained the law firm of Mitchell, Silberberg & Knupp LLP (MSK) to review the base agreement of the Amendment. MSK did not participate in the negotiation of the Amendment. Their independent review will be set forth in a separate and more detailed letter issued by MSK.

CONTRACTING PROCESS

In order to determine a cost estimate for the scope of the Amendment, the A-C, DHR, ISD and CIO, provided CGI with the County's business requirements to support each of these Subproject areas. Based on the County requirements, CGI submitted proposals and a SOW for each of the Subprojects. Upon receipt of the CGI proposals, the four departments, under direction of the eCAPS/eHR Advisory Committee, entered into contract negotiations with CGI who is the only provider of the Advantage products and provider of maintenance services. County Counsel provided direction on the contract amendment and reviewed all proposed documents.

The Amendment is consistent with the provisions of the SLA as follows:

- No provisions of the SLA are changed that will affect the successful delivery and implementation of the financial and human resources applications therein;
- The financial penalty provisions for missing Key Milestones, negotiated as part of the SLA, apply to each of the four new Subprojects;
- The Standard Maintenance and Managed Advantage Maintenance provisions are modified to provide the expanded level of support only for human resources for five years and to provide standard maintenance until September 30, 2022;
- All County required terms and conditions of the SLA have been updated to conform to the current standard County terms and conditions. Three new

provisions were added covering:
  - New County insurance requirements,
  - Requirement that CGI employee comply with the County's new Policy of Equity, and
  - Compliance with the County's defaulted property tax program.
- Major terms and definitions, such as Key Milestones; review and approval of deliverables; hold-back of payments, Go-Live and Final Acceptance, for each Subproject remain the same as the SLA;
- The SLA's Aggregate Liability Provisions vary throughout the term of the contract based on each Subproject and extended maintenance period;
- Due to the long-term, 10-year maintenance agreement, the Sales/Use Tax paragraph has been modified to allow CGI to seek compensation, through a Change Notice, requiring approval by the eCAPS/eHR Advisory Committee, for any new sales/use taxes assessed against CGI for any of the maintenance services. This will not increase the County's costs under the Agreement since Change Notices are funded from the Contingency Fund allocation; and
- A new Limitation of Liability provision related to exclusion of consequential damages was added, for services provided under the new subprojects 10-13 of provided for under the Amendment and the ten years of the additional maintenance period. This provision does not affect the current SLA and its existing amendments. The Limitation of Liability provision of the Amendment excludes consequential, indirect or incident damages, but does not affect existing contract provisions protecting the County by removing the limit in cases of breach of confidentiality, intellectual property indemnification or willful misconduct by the vendor. The provision is similar to that found in other major information technology contracts with the County.

IMPACT ON CURRENT SERVICES

The enclosed Amendment for the expansion of the eCAPS/eHR Project will impact all County departments. The four new subprojects within the Project, will build on the countywide applications established by the eCAPS/eHR Project and enhance functionality in several key areas, including:

- Vendor Self-Service by ISD;
- Manager Self-Service by DHR;
- Integration with the EMC Documentum product by CIO to improve departmental operations countywide; and
- Improvements in the County contract process.

Specific benefits by functional area are listed below:

Subproject 10 – eCAPS Upgrade

- **eCAPS/eHR Application Upgrade to Version 3.9**
  - Provides the foundation for other proposed improvements.
  - Brings County current on the latest version of Advantage software, and provides new base-line functionality, such as the integration with EMC's Documentum product, and the latest software enhancements.
  - Allows for County operating budget savings to the on-going maintenance cost by County assuming support for financial, materials management, and budget applications.

- **Software Enhancements**
  - Payment Accounting Consolidation (eCAPS)
    - Reduces storage and operational costs through reduction in table sizes.
    - Simplifies reconciliation process.
    - Improves operating efficiencies on reporting/queries.

Subproject 11 – Materials Management

- **Vendor Self-Service (VSS) Stage I**
  - Improves vendor outreach capabilities and the overall vendor experience interacting with the County.
  - Allows vendors to submit electronic invoices, which will reduce the data entry of vendor invoices into the system by the County staff.
  - Ability for vendors to query the status of Purchase Orders (PO) and payments. This will significantly reduce the number of PO and payment inquiries handled by County staff.
  - Vendors will be able to view electronic remittances (details of County payments) online.

- **Content Management/Service Contracts/VSS Stage II**
  - Standardization of bid and solicitation terms countywide using a library of standard terms and conditions pre-approved by County Counsel.
  - Replaces the County's legacy vendor registration system (WebVen).

- **DHS/Health Materials Management System (HMMS) Replacement Support**
  - Completes eCAPS Procurement implementation & GHX integration at DHS by June 2013, resulting in all County departments on a common procurement system.
  - Enforces standardization of purchasing across all DHS facilities and standardization of catalog-based purchasing for medical supplies at pre-negotiated prices.
  - Reduces operational costs by eliminating DHS HMMS legacy system.

Subproject 12 – Human Resources System Upgrade

- ***Retroactive Deduction Processing (eHR Payroll enhancement)***
  - Eliminates manual processes and reduces errors by automating the process.
  - Simplifies payroll process via direct integration to eHR Payroll application.
  - Reduces operational costs by eliminating maintenance of separate application and associated interfaces.

- **Manager Self Service (MSS)**
  - Provides managers access to employee information to review, approve and initiate employee actions in a dashboard format.
  - Full integration with eHR, which provides a one-stop solution for tracking and managing employee information.
  - Maximizes benefits of integration with key DHR applications (e.g., Learning Management System, Discipline Management System, etc.).

Subproject 13 – Talent Management

- Enhance the functionality of the County's Talent Management system to support the recommendations from the County's Human Resources Study to restructure, modernize and improve the operations and services of the County's core human resources functions, including, classification, compensation, recruitment, and selection.
- Upgrade the County's Talent Management system to the current release supported by CGI.
- Enhance the job applicant experience, including self-scheduling functionalities available in the current release of the software.

Long-term Maintenance & Support

- Provides long-term annual maintenance stability for the County's critical administrative applications at a fixed discounted rate and a negotiated software maintenance agreement through September 2022.
- Provides Managed Advantage support for eHR Application suite through September 2017, reducing operational costs due to a fixed rate and reduces application support risks.

CONCLUSION

Approval of this Amendment will enhance the County's financial and human resources systems operated and administered by the A-C, ISD, CEO, and DHR.

The extended maintenance services under the Amendment provide the County a timely and cost-effective approach to meet the County's administrative needs. These services assist the County in remaining current with application improvements over the years. They also allow the County to reduce the use of its resources and the risk of having

outdated applications and, therefore, hindering departments' ability to meet the County's future financial and human resources needs.

Approval of this eCAPS/eHR Project Amendment allows the County to continue building on a solid infrastructure for its critical financial and human resources applications. It enhances the County's approach to stay innovative and forward-thinking in meeting its ever-challenging administrative demands. Further, it provides for policy and procedures standardization across County departments and ensures fiscal and personnel compliance with Board-adopted guidelines. Lastly, it promotes process efficiency and effectiveness and brings the County to a ready position should future expansion or needs arise.

Respectfully submitted,

WENDY L. WATANABE
Auditor-Controller

WILLIAM T FUJIOKA
Chief Executive Officer

LISA M. GARRETT
Director, Department of Human Resources

THOMAS TINDALL
Director, Internal Services Department

RICHARD SANCHEZ
Chief Information Officer

Attachments: Services and License Agreement Amendment
CIO Analysis

c: Andrea Sheridan Ordin, County Counsel
Sachi A. Hamai, Executive Officer, Board of Supervisors
Information Systems Commission
IT Board Deputies
Budget Board Deputies
Public Information Office

AMENDMENT NUMBER FIVE

TO

SERVICES AND LICENSE AGREEMENT

BETWEEN

COUNTY OF LOS ANGELES

AND

CGI TECHNOLOGIES AND SOLUTIONS INC.

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AMENDMENT NUMBER FIVE TO SERVICES AND LICENSE AGREEMENT

This Amendment Number Five to Services and License Agreement ("Amendment Number Five") is executed as of September ____, 2011 (the "Amendment Number Five Effective Date"), by and between the County of Los Angeles in the State of California ("COUNTY") and CGI Technologies and Solutions Inc. (formerly, CGI-AMS Inc.), a Delaware corporation ("CGI" or "CGI-AMS"), with reference to the following facts.

Recitals

A. COUNTY and American Management Systems, Incorporated, a Delaware corporation, entered into that certain Services and License Agreement as of April 6, 2004 (the "SLA"), for the delivery of a System, as defined therein.

B. The SLA, as amended under the previous four (4) Amendments and forty-nine (49) Change Notices, is hereinafter referred to as the "Agreement". A schedule of all such Amendments and Change Notices is attached hereto as Exhibit J (Schedule of Contract Amendments and Change Notices) and is incorporated herein by this reference.

C. The parties now wish to supplement and amend the Agreement in order to provide for the performance of additional services, organized as four new subprojects ((Subprojects 10, 11, 12 and 13) – each referred to hereinafter individually as a "Subproject" and collectively with Subprojects 1 through 9, as the "Subprojects").

NOW, THEREFORE, in consideration of the foregoing facts and the mutual covenants set forth herein, and pursuant to Paragraph 6 (Change Notices and Amendments) of the Agreement, COUNTY and CGI hereby agree to amend the Agreement as follows.

1. Definitions

Capitalized terms used but not defined in this Amendment Number Five will have the meanings indicated for them in the Agreement.

2. Freeze Dates

Subparagraph 1.4.33 (Freeze Date) of Paragraph 1 (Definitions) of the Agreement is hereby supplemented by the addition of the following subparagraphs at the end thereof to read as follows:

> "(ix) with respect to Subproject 10 (a) as to software, 4.2.3.1.15 (ECM Integration Application Software Modification); and (b)(1) as to Stage 1 (eCAPS Financial Upgrade) configurations, sixty (60) days prior to 2.3.1.19 (FIN 3.9 Upgrade Production Cutover Support); (b)(2) as to Stage 2 (eCAPS Budget Preparation Upgrade) configurations, sixty (60) days prior to 3.3.1.19 (BP 3.9 Upgrade Production Cutover Support), (b)(3) as to Stage 3 (ECM Integration) configurations, sixty (60) days prior to 4.3.2.12

(ECM Integration Production Cutover Support); and as to Stage 4 (Payment Accounting Consolidation) configurations, sixty (60) days prior to 5.3.1 (Deploy Software Modification to Production);

(x) with respect to Subproject 11 (a) as to software, 2.2.3.2.11 (VSS Stage 1 Application Software Modifications - Iteration II) and (b) as to configurations, sixty (60) days prior to 2.3.1.10 (VSS Stage 1 Production Cutover Support); and

(xi) with respect to Subproject 12 (a) as to software, 3.2.1.1.15 (Retroactive Deduction Processing Application Software Modification) and (b) (1) as to Stage 1 (eHR Upgrade) configurations, sixty (60) days prior to 2.3.1.11 (HRM 3.9 Upgrade Production Cutover Support); (b)(2) as to Stage 2 (Retroactive Deduction Processing Modification) configurations, sixty (60) days prior to 2.3.1.11 (HRM 3.9 Upgrade Production Cutover Support), and (b)(3) as to Stage 3 (MSS Pilot) configurations, sixty (60) days prior to 4.3.1.11 (MSS Production Cutover Support)."

3. Key Milestones

The table set forth in Subparagraph 1.4.36 (Key Milestones) of Paragraph 1 (Definitions) of the Agreement is hereby supplemented by the addition of the following Milestones for Subprojects 10, 11, 12, and 13 at the end thereof to read as follows:

Subproject	**Implementation Analysis Document (IAD)**	**Performance Testing**	**Train-the-Trainer**	**End User Training**	**Live Production**
10 (eCAPS Financial & BP Upgrade)	N/A	Stage 1: 2.2.3.3.8 (FIN 3.9 Upgrade Performance Test Tuning & Results) Stage 2: 3.2.3.3.8 (BP 3.9 Upgrade Performance Test Tuning & Results)	N/A	N/A	Stage 1: 2.3.1.19 (FIN 3.9 Upgrade Production Cutover Support) Stage 2: 3.3.1.19 (BP 3.9 Upgrade Production Cutover Support)
11 (eCAPS Materials Management)	Stage 1: 2.1.6.6 (VSS Stage 1 Implementation Analysis Document)	Stage 1: 2.2.4.3.11 (VSS Stage 1 Performance Test Tuning & Results)	N/A	N/A	Stage 1: 2.3.1.10 (VSS Stage 1 Production Cutover Support)

Subproject	Implementation Analysis Document (IAD)	Performance Testing	Train-the-Trainer	End User Training	Live Production
12 (eHR Upgrade)	N/A	Stage 1: 2.2.3.3.11 (HRM 3.9 Upgrade Performance Test Tuning & Results)	N/A	N/A	Stage 1: 2.3.1.11 (HRM 3.9 Upgrade Production Cutover Support) Stage 3: 4.3.1.11 (MSS Production Cutover Support)
13 (Talent Management Enhancements)	N/A	N/A	N/A	N/A	N/A

4. Expansion of Project; Addition of New Subprojects

Subparagraph 1.4.50 (Project) of Paragraph 1 (Definitions) of the Agreement is hereby deleted in its entirety and is replaced by the following new Subparagraph 1.4.50 to read as follows:

"**1.4.50 Project**

As used herein, the term "Project" shall mean the performance of all the Services, delivery of all Deliverables and fulfillment of all other obligations of CGI hereunder. The Project shall include both the Specifications in existence prior to the Amendment Number 1 Effective Date (the "Initial Project") and the Specifications in existence prior to the Amendment Number Five Effective Date and the following additional Subprojects:

"Subproject 1": Implementation of Materials Management (including the Asset Management, Inventory Management, Procurement Professional and Procurement Vendor modules)

"Subproject 2": Implementation of Time Collection (including Human Resources, Time & Attendance, and Employee Self-Service modules)

"Subproject 3": Design of Human Resource Management

"Subproject 4":	Implementation of Budget Preparation (including the Performance Budgeting module)
"Subproject 5":	Analysis of Legacy Systems
"Subproject 6":	Human Resource Management
"Subproject 7":	Department of Public Works (DPW) Financial Accounting System (FAS) replacement
"Subproject 8":	Implementation of Time Collection
"Subproject 9":	Development and Implementation of Grants Management
"Subproject 10":	eCAPS Financial & BP Upgrade
"Subproject 11":	eCAPS Materials Management
"Subproject 12":	eHR Upgrade
"Subproject 13":	Talent Management Enhancements

Each Subproject *n* (where *n* may be 1 through 13) is organized in this Amendment Number Five as though it were a separate project (and sometimes is referenced in its applicable exhibits and appendices as a "project"). The structure of each Subproject *n* is identical to the structure of the Initial Project, having similarly designated exhibits and appendices, where applicable, but with a –*n* appended to each exhibit and appendix designation to indicate that the subject exhibit or appendix is for Subproject *n*. By way of illustration, Exhibit A-10 (Statement of Work) is the statement of work for Subproject 10 in the same way that Exhibit A (Statement of Work) is the statement of work for the Initial Project. All of the exhibits and appendices applicable to a given Subproject are referred to herein as the "Document Set" for such Subproject."

5. Stage

Subparagraph 1.4.73 (Stage) of Paragraph 1 (Definitions) of the Agreement is hereby deleted in its entirety and is replaced by the following new Subparagraph 1.4.73 (Stage) to read as follows:

"**1.4.73 Stage**

As used herein, the term "Stage" shall mean the following defined areas within a particular Subproject:

(i) with respect to Subproject 6, (a) Talent Management shall be deemed to be Stage 1; (b) Payroll shall be deemed to be Stage 2; and (c) Core HR shall be deemed to be Stage 3;

(ii) with respect to Subproject 8, (a) Department of Children and Family Services (DCFS) design and implementation shall be deemed to be Stage 1; and (b) Shared Services design and implementation shall be deemed to be Stage 2;

(iii) with respect to Subproject 9, (a) rollout to Department of Public Works (DPW) is deemed to be Stage 1; (b) rollout to Department of Parks and Recreation (PK) is deemed to be Stage 2; (c) rollout to Community & Senior Services (CS) is deemed to be Stage 3; and (d) rollout to the Los Angeles County Sheriff's Department (SH) is deemed to be Stage 4;

(iv) with respect to Subproject 10, (a) eCAPS Financial Upgrade shall be deemed to be Stage 1; (b) eCAPS Budget Preparation Upgrade shall be deemed to be Stage 2; (c) ECM Integration shall be deemed to be Stage 3; (d) Payment Accounting Consolidation Modification shall be deemed to be Stage 4;

(v) with respect to Subproject 11, (a) Vendor Self-Service (Financial Inquiries and Electronic Invoices) shall be deemed to be Stage 1; (b) Vendor Self-Service (Vendor Registration and Bid Solicitation) and Service Contracts shall be deemed to be Stage 2; (c) DHS HMMS Replacement, Procurement and Inventory Rollout Support shall be deemed to be Stage 3; and

(vi) with respect to Subproject 12, (a) eHR Upgrade shall be deemed to be Stage 1; (b) Retroactive Deduction Processing Modification shall be deemed to be Stage 2; (c) MSS Pilot Implementation and Rollout shall be deemed to be Stage 3."

6. Incorporation of New Exhibits and Appendices

Subparagraph 4.6 (Incorporation of New Exhibits and Appendices) of Paragraph 4 (Work) of the Agreement is hereby deleted in its entirety and is replaced by the following new Subparagraph 4.6 to read as follows:

"4.6 INCORPORATION OF NEW EXHIBITS AND APPENDICES:

Subject to Subparagraph 8.6 (Completion of Milestones; Relationships Between Payment Schedules) of Paragraph 8 (Invoices and Payments), and except as otherwise specifically set forth herein, the exhibits and appendices hereto are supplemented as set forth below, and all references herein to any exhibit or appendix shall refer to such exhibit or appendix as supplemented hereby.

4.6.1 Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Exhibits A-1 through A-5 to Amendment Number One, Exhibit A-6 to Amendment Number Three, Exhibits A-7 through A-8 to Amendment Number Two, Exhibit A-9 to Amendment Number Three, and Exhibits A-10 through A-13 to Amendment Number Five, respectively.

4.6.2 Appendix A (Deliverables Definitions) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices A-1 through A-13 to their respective Exhibits A-1 through A-13.

4.6.3 Appendix B (Project Plan) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices B-1 through B-13 to their respective Exhibits A-1 through A-13.

4.6.4 Appendix C (Business Requirements) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices C-1 through C-2 to their respective Exhibits A-1 through A-2, Appendix C-4 to Exhibit A-4, and Appendices C-6 through C-13 to their respective Exhibits A-6 through A-13.

4.6.5 Appendix D (Interfaces) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices D-1 through D-2 to their respective Exhibits A-1 to A-2, Appendix D-4 to Exhibit A-4, and Appendices D-6 through D-13 to their respective Exhibits A-6 through A-13.

4.6.6 Appendix E (Conversions) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices E-1 through E-2 to their respective Exhibits A-1 through A-2, Appendix E-4 to Exhibit A-4, and Appendices E-6 through E-13 to their respective Exhibits A-6 through A-13.

4.6.7 Appendix F (Reports) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices F-1 through F-2 to their respective Exhibits A-1 through A-2, Appendix F-4 to Exhibit A-4, and Appendices F-6 through F-13 to their respective Exhibits A-6 through A-13.

4.6.8 Appendix G (Business Processes) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices G-1 through G-2 to their respective Exhibits A-1 through A-2, Appendix G-4 to Exhibit A-4, and Appendices G-6 through G-13 to their respective Exhibits A-6 through A-13.

4.6.9 Appendix H (System Performance & Transaction Volumes) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix H-6 to Exhibit A-6.

4.6.10 Appendix I (Project Architecture Schematic) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices I-1

through I-4 to their respective Exhibits A-1 through A-4, and Appendices I-6 through I-13 to their respective Exhibits A-6 through A-13.

4.6.11 Appendix J (Configurations and Customizations) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendix J-1 to Exhibit A-1, Appendix J-4 to Exhibit A-4, and Appendices J-6 through J-13 to their respective Exhibits A-6 through A-13.

4.6.12 Appendix K (Training Volumes) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices K-1 through K-2 to their respective Exhibits A-1 through A-2, Appendix K-4 to Exhibit A-4, and Appendices K-6 through K-13 to their respective Exhibits A-6 through A-13.

4.6.13 Appendix L (Legacy Reports Inventory) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices L-1 through L-2 to their respective Exhibits A-1 through A-2, Appendix L-4 to Exhibit A-4, and Appendices L-6 through L-13 to their respective Exhibits A-10 through A-13.

4.6.14 Appendix M (Project Assumptions) to Exhibit A (Statement of Work) to the Agreement is hereby supplemented to include Appendices M-1 through M-13 to their respective Exhibits A-1 through A-13.

4.6.15 Exhibit B (Schedule of Payments) to the Agreement is hereby supplemented to include Exhibits B-1 through B-5 to Amendment Number One, Exhibit B-6 to Amendment Number Three, Exhibits B-7 through B-8 to Amendment Number Two, Exhibit B-9 to Amendment Number Three, and Exhibits B-10 through B-13 to Amendment Number Five, respectively.

4.6.16 Exhibit D (Project Schedule) to the Agreement is hereby supplemented to include Exhibits D-1 through D-5 to Amendment Number One, Exhibit D-6 to Amendment Number Three, Exhibits D-7 through D-8 to Amendment Number Two, Exhibit D-9 to Amendment Number Three, and Exhibits D-10 through D-13 to Amendment Number Five, respectively."

7. Term

Paragraph 5 (Term) of the Agreement is hereby deleted in its entirety and is replaced by the following new Paragraph 5 (Term) to read as follows:

"5 TERM:

The term of this Agreement shall commence on the Effective Date and shall continue through the end of the Additional Maintenance Period, unless sooner terminated, in whole or in part, as provided in this Agreement."

8. Increase in Project Price and Contract Sum

The initial paragraph of Subparagraph 7.1 (General) of Paragraph 7 (Project Price; Contract Sum) of the Agreement is hereby deleted in its entirety and is replaced with the following new initial paragraph to read as follows:

"The Project Price shall be the total fixed monetary amount payable by COUNTY to CGI for supplying all of the software licenses, tasks, subtasks, Deliverables, services and other work required under this Agreement, provided that nothing herein shall be deemed to preclude COUNTY from unilaterally increasing the Project Price in connection with any executed Change Notices under Subparagraph 6.2 or any Other Professional Services under Subparagraph 7.5 (Other Professional Services). All Deliverables completed by CGI must be Accepted in writing by COUNTY. If COUNTY does not Accept a Deliverable in writing or Provisionally Accept such Deliverable, no payment shall be due to CGI for that Deliverable or any associated Milestone. The Project Price, which includes all applicable taxes, transportation and other charges hereunder, authorized by COUNTY is One Hundred Eighty-Six Million Three Hundred Twenty-Eight Thousand Three Hundred Ninety-Six Dollars $186,328,396). Except in accordance with a properly executed Change Notice, the Project Price shall not be adjusted for any costs or expenses whatsoever of CGI. Except in accordance with a properly executed Change Notice, COUNTY shall have no other financial obligation to CGI hereunder or arising herefrom. Notwithstanding anything to the contrary, the Project Price may not be increased (e.g., pursuant to one or more Change Notices) beyond the Contract Sum without authorization from COUNTY's Board of Supervisors, and any purported increase beyond the Contract Sum shall be deemed void and of no force or effect. As used herein, the term "Contract Sum" shall mean Two Hundred Twenty Three Million Three Hundred Eighty-Eight Thousand Nine Hundred Ninety-Eight Dollars ($223,388,998)."

9. County's Obligation for Future Fiscal Years

Subparagraph 7.4 (County's Obligation for Future Fiscal Years) of Paragraph 7 (Project Price; Contract Sum) of the Agreement is hereby supplemented by the addition of the following new paragraph at the end thereof to read as follows:

"Notwithstanding any other provision of this Agreement to the contrary, the proposed expenditure authorization under Amendment Number Five of the Agreement and made according to the Schedules of Payment attached hereto as Exhibit B-10, Exhibit B-11, Exhibit B-12, and Exhibit B-13 shall be limited to $4.987 million for Fiscal Year 2011-12, $7.783 million for Fiscal Year 2012-13, $9.278 million for Fiscal Year 2013-14, and $9.618 million for Fiscal Year 2014-15. Any portion of the proposed expenditure authorization amount not paid to CGI in any fiscal year would be carried forward to the next fiscal year and added to the proposed expenditure authorization for said next fiscal year."

10. Sales/Use Tax

Subparagraph 8.3 (Sales/Use Tax) of the Agreement is hereby supplemented by the addition of the following new sentence at the end thereof to read as follows:

"Should CGI be assessed any incremental increase in sales or use tax over the tax rates in effect at the Amendment Number Five Effective Date related solely to the Services performed under Exhibit E, CGI's fees may be subject to an adjustment to compensate for such incremental increase in such sales or use taxes through a Change Notice."

11. Holdback Releases for New Subprojects

Subparagraph 8.4.1 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments) of the Agreement is hereby supplemented by the addition of the following new Subparagraph 8.4.1.7 and Holdback Release Table at the end thereof to read as follows:

"8.4.1.7 The 15% holdbacks for the Milestone payments under each of Subprojects 10, 11, 12 and 13 shall be released in the same manner as the releases for the Initial Project, and Subprojects 1- 9, subject to the additional provisions set forth in this Subparagraph 8.4.1.7 in accordance with the Project Plan applicable to a Subproject.

Subproject 10 has four (4) First Release Events (indicated under the "33% Release" heading in the Holdback Release table shown below) and four (4) Final Release Events (indicated under the "67% Release" heading in the Holdback Release Table shown below). Upon the occurrence of the applicable First Release Event, CGI may invoice COUNTY for 33% of the holdbacks to date for the applicable event within Subproject 10. The First Release Events shall be subject to the requirements (e.g., no Level 1 or Level 2 Deficiency) set forth in Subparagraph 8.4.1.1 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments) of the Agreement for the applicable event. Upon the occurrence of the applicable Final Release Event, CGI may invoice COUNTY for 67% of the holdbacks to date for the applicable event within Subproject 10.

Subproject 11 has one (1) First Release Event (indicated under the "33% Release" heading in the Holdback Release table shown below), one (1) Final Release Event (indicated under the "67% Release" heading in the Holdback Release Table shown below), and four (4) 100% Release Events (indicated under the "100% Release" heading in the Holdback Release Table shown below). Upon the occurrence of the applicable First Release Event, CGI may invoice COUNTY for 33% of the holdbacks to date for the applicable event within Subproject 11. The First Release Event shall be subject to the requirements (e.g., no Level 1 or Level 2 Deficiency) set forth in Subparagraph 8.4.1.1 of Subparagraph 8.4

(Payments) of Paragraph 8 (Invoices and Payments) of the Agreement for the applicable event. Upon the occurrence of the applicable Final Release Event, CGI may invoice COUNTY for 67% of the holdbacks to date for the applicable event within Subproject 11. Upon the occurrence of the applicable 100% Release Event in Subproject 11, CGI may invoice COUNTY for 100% of the holdbacks upon Final Acceptance of the applicable deliverables of the Stage 2 - (VSS Vendor Registration and Bid Solicitation, and Service Contracts). The 100% Release Events shall be subject to the requirements (e.g., no Level 1 or Level 2 Deficiency) set forth in Subparagraph 8.4.1.1 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments) of the Agreement for the applicable event.

Subproject 12 has three (3) First Release Events (indicated under the "33% Release" heading in the Holdback Release table shown below) and three (3) Final Release Events (indicated under the "67% Release" heading in the Holdback Release Table shown below). Upon the occurrence of the applicable First Release Event, CGI may invoice COUNTY for 33% of the holdbacks to date for the applicable event within Subproject 12. The First Release Events shall be subject to the requirements (e.g., no Level 1 or Level 2 Deficiency) set forth in Subparagraph 8.4.1.1 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments) of the Agreement for the applicable event. Upon the occurrence of the applicable Final Release Event, CGI may invoice COUNTY for 67% of the holdbacks to date for the applicable event within Subproject 12.

Subproject 13 has one (1) First Release Event (indicated under the "33% Release" heading in the Holdback Release table shown below) and one (1) Final Release Event (indicated under the "67% Release" heading in the Holdback Release Table shown below). Upon the occurrence of the applicable First Release Event, CGI may invoice COUNTY for 33% of the holdbacks to date for the applicable event within Subproject 13. The First Release Event shall be subject to the requirements (e.g., no Level 1 or Level 2 Deficiency) set forth in Subparagraph 8.4.1.1 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments) of the Agreement for the applicable event. Upon the occurrence of the applicable Final Release Event, CGI may invoice COUNTY for 67% of the holdbacks to date for the applicable event within Subproject 13.

Holdback Release Table

Subproject	33% Release	67% Release	100% Release
10 eCAPS Financial and BP Upgrade			
Stage 1– (eCAPS Financial Upgrade)	1. 30-days Post Stage 1 Go-Live	2. 90-days Post Stage 1 Go-Live	
Stage 2 – (eCAPS Budget Preparation Upgrade)	3. 30-days Post Stage 2 Go-Live	4. 90-days Post Stage 2 Go-Live	
Stage 3 – (ECM Integration)	5. 30-days Post Stage 3 Go-Live	6. 90-days Post Stage 3 Go-Live	
Stage 4 – (Payment Accounting Consolidation Modification)	7. 30-days Post Stage 4 Go-Live	8. 90-days Post Stage 4 Go-Live	
11 eCAPS Materials Management			
Stage 1 – (VSS Financial Inquiries and Electronic Invoicing)	1. 30-days Post Stage 1 Go-Live	2. 90-days Post Stage 1 Go-Live	
Stage 2 – (VSS Vendor Registration and Bid Solicitation, and Service Contracts)			3. 30-days Post Stage 2 Iteration I Modifications 4. 30-days Post Stage 2 Iteration II Modifications 5. 30-days Post Stage 2 Iteration III Modifications 6. 30-days Post Stage 2 Iteration IV Modifications

Subproject	33% Release	67% Release	100% Release
12 eHR Upgrade			
Stage 1 – (eHR Upgrade)	1. 30-days Post Stage 1 Go-Live	2. 90-days Post Stage 1 Go-Live	
Stage 2 – (Retroactive Deduction Processing Modification)	3. 30-days Post Stage 2 Go-Live	4. 90-days Post Stage 2 Go-Live	
Stage 3 – (MSS Pilot)	5. 30-days Post Stage 3 Go-Live	6. 90-days Post Stage 3 Go-Live	
13 Talent Management Enhancements	1. 30-days Post TM Enhancements Production Cutover	2. 90-days Post TM Enhancements Production Cutover	

”

12. Completion of Milestones; Relationships Among Payment Schedules

Subparagraph 8.6 (Completion of Milestones; Relationships Among Payment Schedules) of Paragraph 8 (Invoices and Payments) of the Agreement is hereby deleted in its entirety and is replaced by the following new Subparagraph 8.6 (Completion of Milestones; Relationship Among Payment Schedules) to read as follows:

"8.6 COMPLETION OF MILESTONES; RELATIONSHIPS AMONG PAYMENT SCHEDULES:

Nothing in Amendment Number Five is intended to impose any additional conditions or requirements to CGI’s completion of any Milestones specified in connection with the Initial Project, Subprojects 1- 9 or to CGI’s earning any of the payments specified in Exhibit B (Schedule of Payments), or B-*n* as the case may be, to the Agreement. Subject to Subparagraph 9.5 (Live Testing and Final Acceptance of Initial Project and Subprojects) below, as applicable, each payment specified in Exhibit B-*n* (Schedule of Payments) for any Subproject *n* shall correspond to the Deliverables definitions set forth in Appendix A-*n* (Deliverables Definitions) to Exhibit A-*n* (Statement of Work), and shall be independent of the Deliverables definitions for any other Subprojects."

13. Distinct Payment Schedules

Subparagraph 8.7 (Distinct Payment Schedules) of Paragraph 8 (Invoices and Payments) of the Agreement is hereby deleted in its entirety and is replaced by the following new Subparagraph 8.7 (Distinct Payment Schedules) to read as follows:

"8.7 DISTINCT PAYMENT SCHEDULES:

Notwithstanding anything to the contrary, it is expressly intended by the parties that the payment schedule for each of: the Initial Project (i.e., Exhibit B to the Agreement prior to the Amendment Number Two Effective Date), Subprojects 1-5, 7 and 8 (i.e., Exhibit B-n to the Agreement prior to the Amendment Number Three Effective Date), Subprojects 6 and 9 (i.e., Exhibit B-n to the Agreement prior to the Amendment Number Four Effective Date), Subproject 10 (i.e., Exhibit B-10), Subproject 11 (i.e., Exhibit B-11), Subproject 12 (i.e., Exhibit B-12), and Subproject 13 (i.e., Exhibit B-13) shall remain distinct. No payment or holdback release shall be due under any such Payment Schedule unless and until the corresponding Milestone for the Initial Project or Subproject, as applicable, has been completed and Accepted."

14. Live Testing and Final Acceptance of Initial Project and Subprojects

Subparagraph 9.5 (Live Testing and Final Acceptance of Initial Project and Subprojects) of Paragraph 9 (Acceptance of Deliverables by COUNTY) of the Agreement is hereby deleted in its entirety and is replaced by the following new Subparagraph 9.5 (Live Testing and Final Acceptance of Initial Project and Subprojects) to read as follows:

"9.5 LIVE TESTING AND FINAL ACCEPTANCE OF INITIAL PROJECT AND SUBPROJECTS:

The requirements in Subparagraph 9.2.3 (Final Acceptance Testing) of Paragraph 9 (Acceptance of Deliverables by County) of the Agreement for a period of Live Testing and for a Final Acceptance shall be applied separately to the Initial Project and to each Subproject 1 through 13 subject to the provisions of this Subparagraph 9.5. As a result, rather than a single period of Live Testing and a single Final Acceptance, the Project shall incorporate multiple phases of Live Testing and multiple Final Acceptances. Live Testing and Final Acceptance of the System as contemplated prior to Amendment Number Five, as well as the required payments in connection with the same, shall not be affected by the terms of Amendment Number Five. With respect to each of Subprojects 10, 11, 12 and 13, after all of the System Components for such Subproject are incorporated into the System, a period of Live Testing, with such new System Components incorporated, shall be conducted and shall extend until the time indicated under the "67% Release" heading in the table of releases set forth in Subparagraph 8.4.1.7 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments) of the Agreement for

such Subproject. Upon completion of such Live Testing, the Final Acceptance criteria in Subparagraph 9.2.3 of Paragraph 9 of the Agreement shall be evaluated with respect to such Subproject. The parties acknowledge and agree that, given the staged Live Testing rollouts of the System Components for the different Subprojects, the Live Testing periods with respect to different Subprojects might overlap. For each of the Subprojects, 10, 11, 12 and 13, Final Acceptance shall be deemed to occur upon the COUNTY's Acceptance of the Deliverable for such Subproject indicated under the "67% Release" heading in the table of releases set forth in Subparagraph 8.4.1.7 of Subparagraph 8.4 (Payments) of Paragraph 8 (Invoices and Payments)."

15. Acknowledgement of Warranty

Paragraph 10 (Warranty) of the Agreement is hereby supplemented by the addition of the following new Subparagraph 10.12 (Acknowledgement of Warranty) at the end thereof to read as follows:

"**10.12 Acknowledgement of Warranty**

CGI and COUNTY acknowledge and agree that the warranty provision set forth in Paragraph B of Subparagraph 10.2 (Warranty Periods for Warranty Services) of Paragraph 10 (Warranty) of the Agreement is applicable to Subprojects 10, 11, 12 and 13."

16. Failure to Maintain Coverage

Paragraph C (Failure to Maintain Coverage) of Paragraph 16.2 (General Insurance Requirements) of Paragraph 16 (Indemnification, Insurance) of the Agreement is hereby deleted in its entirety and is replaced by the following new Subparagraph C (Failure to Maintain Coverage) to read as follows:

"C. Failure to Maintain Coverage: CGI's failure to maintain or to provide acceptable evidence that it maintains the required insurance shall constitute a material breach of the contract, upon which COUNTY immediately may withhold payments due to CGI, and/or suspend or terminate this contract if CGI does not cure such failure within three (3) business days. COUNTY, at its sole discretion, may obtain damages from CGI resulting from said breach. Alternatively, the COUNTY may purchase the required insurance, and without further notice to CGI, deduct the premium cost from sums due to CGI or pursue CGI reimbursement."

17. Insurance Coverage Requirements

Subparagraph 16.3 (Insurance Coverage Requirements) of Paragraph 16 (Indemnification, Insurance) of the Agreement is hereby supplemented by the addition of the following new Paragraph F (Cancellation of or Changes in Insurance) at the end thereof to read as follows:

"F. Cancellation of or Changes in Insurance: CGI shall provide COUNTY with, or CGI's insurance policies shall contain a provision that COUNTY shall receive, written notice of cancellation or any change in required insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to COUNTY at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in required insurance may constitute a material breach of the contract, in the sole discretion of the COUNTY, upon which the COUNTY may suspend or terminate this contract."

18. Rates for Other Professional Services

Exhibit C (Rates for Other Professional Services) of the Agreement is hereby deleted in its entirety and is replaced with a new Exhibit C (Rates for Other Professional Services), a true and correct copy of which is attached to this Amendment Number Five and incorporated herein by this reference.

19. License Provisions

Effective October 1, 2012, Appendix A (License Materials and Additional Terms) to Exhibit H (License Provisions) of the Agreement shall be deleted in its entirety and shall be replaced by a new Appendix A (License Materials and Additional Terms) to Exhibit H (License Provisions), a true and correct copy of which is attached to this Amendment Number Five and incorporated herein by this reference.

20. Termination of Platinum Support and Maintenance

Paragraph 4.4 (Maintenance Services) of the Agreement is hereby supplemented by the addition of a new Subparagraph 4.4.1 (Termination of Platinum Support and Maintenance) at the end thereof to read as follows:

"**4.4.1 Termination of Platinum Support and Maintenance**

At the conclusion of the Extended Maintenance Period on September 30, 2012, Platinum Support and Maintenance ("PSM") for eCAPS and eHR will terminate."

21. Maintenance Provisions

Effective October 1, 2012, Exhibit E (Maintenance Provisions) of the Agreement shall be deleted in its entirety and shall be replaced by a new Exhibit E (Maintenance Provisions), a true and correct copy of which is attached to this Amendment Number Five and incorporated herein by this reference.

22. Continuing Maintenance

Paragraph 7 (Project Price; Contract Sum) of the Agreement is hereby supplemented by the addition of a new Subparagraph 7.6 (Continuing Maintenance) at the end thereof to read as follows:

"**7.6 Continuing Maintenance**

Notwithstanding anything to the contrary contained in this Agreement, the parties agree that upon the expiration of the Initial Maintenance Period (September 30, 2010), the “Extended Maintenance Period” (September 30, 2012), and the additional ten (10) year period (“Additional Maintenance Period”), COUNTY may elect to purchase, and CGI shall then provide, the Standard Maintenance Services as described in Exhibit E (Maintenance Provisions). The Maintenance Fee will escalate at a rate of nine percent (9%) over the applicable Standard Maintenance Fee paid for the Tenth Year of the Additional Maintenance Period (i.e., Maintenance Period – Year 17).

Notwithstanding anything to the contrary contained in this Agreement, the parties agree that upon the expiration of the Initial Maintenance Period (September 30, 2010), the Extended Maintenance Period (September 30, 2012), and the Fifth Year of the Additional Maintenance Period (i.e., Maintenance Period –Year 12), COUNTY may elect to purchase, and CGI shall then provide, the Managed Advantage Lite Services as described in Exhibit E (Maintenance Provisions). The Managed Advantage Lite Fee will escalate at a rate of nine percent (9%) over the applicable Managed Advantage Lite Fee paid for the Fifth Year of the Additional Maintenance Period (i.e., Maintenance Period – Year 12)."

23. Advantage Standard Maintenance and Managed Advantage Lite Fees

Paragraph 7 (Project Price; Contract Sum) of the Agreement is hereby supplemented by the addition of a new Subparagraph 7.7 (Advantage Standard Maintenance and Managed Advantage Lite Fees) and table at the end thereof to read as follows:

"**7.7 Advantage Standard Maintenance and Managed Advantage Lite Fees**

The Standard Maintenance Fees, Managed Advantage Lite Fees, and the Managed Advantage Lite Upgrade Fees to achieve steady state operations for the Additional Maintenance Period are as follows:

Additional Maintenance Period	Advantage Standard Maintenance Fees	Managed Advantage Lite Fees	Managed Advantage Lite Upgrade Fees	Total Maintenance Fees
Maintenance Period – Year 8 10/1/2012 - 9/30/2013	$2,325,000	$1,260,000	$1,390,000	$4,975,000
Maintenance Period – Year 9 10/1/2013 - 9/30/2014	$2,325,000	$1,260,000	$560,000	$4,145,000
Maintenance Period – Year 10 10/1/2014 - 9/30/2015	$2,325,000	$1,260,000	Not Applicable	$3,585,000
Maintenance Period – Year 11 10/1/2015 - 9/30/2016	$2,325,000	$1,260,000	Not Applicable	$3,585,000
Maintenance Period – Year 12 10/1/2016 - 9/30/2017	$2,325,000	$1,260,000	Not Applicable	$3,585,000
Maintenance Period – Year 13 10/1/2017 - 9/30/2018	$2,325,000	Not Applicable	Not Applicable	$2,325,000
Maintenance Period – Year 14 10/1/2018 - 9/30/2019	$2,325,000	Not Applicable	Not Applicable	$2,325,000
Maintenance Period – Year 15 10/1/2019 - 9/30/2020	$2,325,000	Not Applicable	Not Applicable	$2,325,000
Maintenance Period – Year 16 10/1/2020 - 9/30/2021	$2,325,000	Not Applicable	Not Applicable	$2,325,000
Maintenance Period – Year 17 10/1/2021 - 9/30/2022	$2,325,000	Not Applicable	Not Applicable	$2,325,000
Total Maintenance Fees	$23,250,000	$6,300,000	$1,950,000	$31,500,000

“

24. Limitation of Liability

Subparagraph 23.1 of Paragraph 23 (Limitation of Liability) of the Agreement is hereby deleted in its entirety and is replaced by the following new Subparagraph 23.1 and Maintenance Limitation of Liability Table to read as follows:

"23.1 Except as set forth in Subparagraph 23.2, the total aggregate liability of CGI under the Initial Project or any Subproject shall be limited to One Hundred and Fifty Percent (150%) of the total amount scheduled to be paid with respect to such Initial Project or Subproject (i.e., in the corresponding Payment Schedule).

Notwithstanding the foregoing, and except as may be limited by Subparagraph 23.2, CGI's total liability for failing to meet any or all of its

obligations under the Maintenance Provisions during any one-year portion of any Initial Maintenance Period, Extended Maintenance Period or Additional Maintenance Period shall be limited as follows:
(i) for the first one-year period of paid maintenance within the Initial Maintenance Period, all maintenance fees paid or payable for the entire Initial Maintenance Period;
(ii) for each additional one-year period thereafter within the Initial Maintenance Period, the limitation for the preceding one-year period less the annual fees paid for such preceding one-year period;
(iii) for the first year within the Extended Maintenance Period, all maintenance fees paid or payable for the entire Extended Maintenance Period;
(iv) for each additional one-year period thereafter within the Extended Maintenance Period, the limitation for the preceding one-year period less the annual fees paid for such preceding one-year period; and
(v) for each year of the Additional Maintenance Period (i.e., Year 8 to Year 17), two-times (2X) the maintenance fees payable for that current year of the Additional Maintenance Period.
By way of example, if the COUNTY purchased all Standard Maintenance and Managed Advantage Lite Support contemplated by this Amendment Number Five, the Maintenance Fees, associated aggregate limitations of liability and applicable time periods to which they apply as described above are set forth in the following Maintenance Limitation of Liability Table:

Maintenance Limitation of Liability Table

Initial Maintenance Period	**Maintenance Fee**	**Limitation of Liability**
Year 1 – October 2005	$ 880,097	$12,498,578
Year 2 – October 2006	$2,108,712	$11,618,481
Year 3 – October 2007	$2,457,285	$ 9,509,769
Year 4 – October 2008	$3,526,242	$ 7,052,484
Year 5 – October 2009	$3,526,242	$ 3,526,242

Extended Maintenance Period	**Maintenance Fee**	**Limitation of Liability**
Year 6 – October 2010	$3,852,419	$7,705,713
Year 7 – October 2011	$3,853,294	$3,853,294

Additional Maintenance Period Beginning on the first of the Month	Combined Standard Maintenance and Managed Advantage Lite Fee	Limitation of Liability
Year 8 - October 2012	$3,585,000	$7,170,000
Year 9 - October 2013	$3,585,000	$7,170,000
Year 10 - October 2014	$3,585,000	$7,170,000
Year 11 - October 2015	$3,585,000	$7,170,000
Year 12 - October 2016	$3,585,000	$7,170,000
Year 13 - October 2017	$2,325,000	$4,650,000
Year 14 - October 2018	$2,325,000	$4,650,000
Year 15 - October 2019	$2,325,000	$4,650,000
Year 16 - October 2020	$2,325,000	$4,650,000
Year 17 - October 2021	$2,325,000	$4,650,000

CGI and COUNTY acknowledge and agree that the limitations of liability set forth in Subparagraph 23.1(v) of Paragraph 23 (Limitation of Liability) are applicable to Amendment Number Five.

In addition to the foregoing limitations, with respect only to CGI's performance of its obligations under the Maintenance Provisions applicable to the Additional Maintenance Period (Year 8 to Year 17) and CGI's performance under Subprojects 10, 11, 12, 13 and any future Subprojects, in no event will CGI be liable for any consequential, special, incidental, indirect, exemplary or punitive damages (the "Exclusion of Consequential Damages"), even if CGI has been advised of the possibility of such damages. For the avoidance of doubt, this Exclusion of Consequential Damages shall not apply to CGI's performance under the Initial Project, Subprojects 1-9, the Initial Maintenance Period or the Extended Maintenance Period. Further, CGI hereby acknowledges and agrees that the reasonable, actual, out-of-pocket additional costs that COUNTY incurs or expends to procure replacement products or services of substantially equivalent capability, function and performance, from an alternative source (or in providing services itself) as a result of any default, breach, or repudiation of this Agreement by CGI, to the extent in excess of the fees that COUNTY would otherwise have paid to CGI pursuant to this Agreement, shall constitute and be construed as direct damages, and NOT as consequential, special, incidental, indirect, exemplary or punitive damages. In addition to the exceptions set forth in Subparagraph 23.2, this Exclusion of Consequential Damages shall NOT: (i) limit losses arising out of the gross negligence of CGI or any of its agents or subcontractors; (ii) limit liability for fraud or for violations of law; or (iii) apply to any claims based upon a willful abandonment or repudiation of this Agreement by CGI."

25. County Mandated Provisions

Exhibit I (County Mandated Provisions) of the Agreement is hereby deleted in its entirety and is replaced by a new Exhibit I (County Mandated Provisions), a true and correct copy of which is attached to this Amendment Number Five and incorporated herein by this reference.

26. Notices

Paragraph 47 (Notices) of the Agreement is hereby deleted in its entirety and is replaced by the following new Paragraph 47 (Notices) to read as follows:

"47. NOTICES:

All notices or demands required or permitted to be given or made under this Agreement, unless otherwise specified, shall be in writing and shall be addressed to the parties at the following addresses and delivered: (1) by hand with signed receipt, (2) by first-class registered or certified mail, postage prepaid or (3) by national overnight courier service (e.g., FedEx). Notices or demands shall be deemed given at the time of signed receipt in the case of hand delivery, three (3) days after deposit in the United States mail as set forth above, or two (2) working days after deposit with the national overnight courier service. Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party.

COUNTY's Project Director shall have the authority to issue all notices or demands which are required or permitted by COUNTY under this Agreement.

To COUNTY: (1) COUNTY's Project Director
Wendy L. Watanabe
500 W. Temple St., Room 525
Los Angeles, CA 90012
213-974-8302
wwatanabe@auditor.lacounty.gov

(2) COUNTY's Project Manager
Robert A. Davis
500 W. Temple St., Room 525
Los Angeles, CA 90012
213-974-0385
radavis@auditor.lacounty.gov

To CGI: CGI Technologies and Solutions Inc.
11325 Random Hills Road, 8th Floor
Fairfax, Virginia 22030
Attn: Office of General Counsel
Facsimile: 703-267-7288

With a copy to: CGI Technologies and Solutions Inc.
350 South Grand Avenue, Suite 2350
Los Angeles, CA 90071
Attn: Dave Delgado
Facsimile: 213-613-5430"

27. Schedule of Contract Amendments and Change Notices

A new Exhibit J (Schedule of Contract Amendments and Change Notices), a true and correct copy of which is attached to this Amendment Number Five and incorporated herein by this reference, shall hereby be attached to and become part of the Agreement.

28. Amendments

No amendment, modification, or supplement to this Amendment shall be binding on either party unless it is in writing and duly executed by the parties in interest at the time of the modification.

29. Entire Agreement

From and after the Effective Date, this Amendment Number Five shall form a part of the Agreement. Except as expressly and specifically amended hereby, the Agreement shall remain in full force and effect. There are no other agreements, representations, or warranties between or among the parties, written or oral, concerning the subject matter hereof.

30. Headings and Labels

Article, paragraph, subparagraph, section, and subsection titles and captions contained in this Amendment are inserted as a matter of convenience and for reference and in no way define, limit, extend, or describe the scope of the Agreement, any prior amendment to the Agreement, this Amendment Number Five or the intent of any of its provisions.

31. Conflicts

The requirements set forth in this Amendment Number Five (including its exhibits and appendices) are intended to be read cumulatively for the benefit of COUNTY. However, in the event of any direct conflict or inconsistency in the definition or interpretation of any word, responsibility or schedule, or in the contents of, requirements for or description of any deliverable, services or other work, or in any other matter,

between the body of this Amendment Number Five and the exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the body of this Amendment Number Five. Otherwise, with respect to the Project as a whole or any individual Subproject, the provisions of Subparagraph 1.1 (Interpretation) of the Agreement shall apply.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Five to be subscribed by its Auditor-Controller, and CGI has caused this Amendment Number Five to be subscribed on its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By:_____
Wendy L. Watanabe
Auditor-Controller

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By: _____
José Silva
Principal Deputy County Counsel

CGI Technologies and Solutions Inc.

By:_____
Dave Delgado
Vice President

LIST OF EXHIBITS

Amendment Number Five

Subproject 10

Exhibit A - 10 Statement of Work
- Appendix A - 10 Deliverables Definitions
- Appendix B - 10 Project Plan
- Appendix C - 10 Business Requirements
- Appendix D - 10 Interfaces
- Appendix E - 10 Conversions
- Appendix F - 10 Reports
- Appendix G - 10 Business Processes
- Appendix I - 10 Sub-Project Architecture Schematic
- Appendix K - 10 Training Volumes
- Appendix L - 10 Legacy Reports Inventory
- Appendix M - 10 Subproject Assumptions
  - Attachment M - 10 (Context Diagram) to Appendix M - 10

Exhibit B -10 Schedule of Payments

Exhibit D -10 Project Schedule

Subproject 11

Exhibit A - 11 Statement of Work
- Appendix A - 11 Deliverables Definitions
- Appendix B - 11 Project Plan
- Appendix C - 11 Business Requirements
- Appendix D - 11 Interfaces
- Appendix E - 11 Conversions
- Appendix F - 11 Reports
- Appendix G - 11 Business Processes
- Appendix I - 11 Sub-Project Architecture Schematic
- Appendix K - 11 Training Volumes
- Appendix L - 11 Legacy Reports Inventory
- Appendix M - 11 Subproject Assumptions
  - Attachment M - 11 (Context Diagram) to Appendix M-11

Exhibit B - 11 Schedule of Payments

Exhibit D - 11 Project Schedule

Subproject 12

Exhibit A - 12 Statement of Work
- Appendix A - 12 Deliverables Definitions
- Appendix B - 12 Project Plan
- Appendix C - 12 Business Requirements
- Appendix D - 12 Interfaces
- Appendix E - 12 Conversions
- Appendix F - 12 Reports
- Appendix G - 12 Business Processes
- Appendix I - 12 Sub-Project Architecture Schematic
- Appendix K - 12 Training Volumes
- Appendix L - 12 Legacy Reports Inventory
- Appendix M - 12 Subproject Assumptions
  - Attachment M - 12 (Context Diagram) to Appendix M-12

Exhibit B - 12 Schedule of Payments
Exhibit D - 12 Project Schedule

Subproject 13

Exhibit A - 13 Statement of Work
- Appendix A - 13 Deliverables Definitions
- Appendix B - 13 Project Plan
- Appendix C - 13 Business Requirements
- Appendix D - 13 Interfaces
- Appendix E - 13 Conversions
- Appendix F - 13 Reports
- Appendix G - 13 Business Processes
- Appendix I - 13 Sub-Project Architecture Schematic
- Appendix K - 13 Training Volumes
- Appendix L - 13 Legacy Reports Inventory
- Appendix M - 13 Subproject Assumptions
  - Attachment M-13 (Context Diagram) to Appendix M - 13

Exhibit B - 13 Schedule of Payments
Exhibit D - 13 Project Schedule

Other Attachments to Amendment Number Five:

Exhibit C (Rates for Other Professional Services)
Exhibit E (Maintenance Provisions)
Appendix A (License Materials and Additional Terms) to Exhibit H (License Provisions)
Exhibit I (County Mandatory Provisions)
Exhibit J (Schedule of Contract Amendments and Change Notices)

eCAPS Phase IV
Subproject 10: eCAPS Financial & Budget Preparation (BP) Upgrade

Exhibit A-10 – Statement of Work

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Attachments

Attachment M-10 Context Diagram

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI to deliver the eCAPS Phase IV – eCAPS Financial & Budget Preparation (BP) Upgrade Subproject 10 described herein for the County of Los Angeles (County). AMS Advantage version 3.8 is currently implemented at the County of Los Angeles for the eCAPS Financial and Budget Preparation systems. Under this Subproject 10, the eCAPS Financial and Budget Preparation software will be upgraded from AMS Advantage version 3.8 to AMS Advantage version 3.9. Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached.

The eCAPS Financial & BP Upgrade Subproject 10 engages CGI to successfully upgrade the following eCAPS Financial and Budget Preparation Systems operating in production operations at the County under AMS Advantage Version 3.8 as customized and configured for Los Angeles County, including interfaces (inbound and outbound), related third party products identified in Exhibit H Licensed Provisions on the operating platform currently in production operations, for the following applications:

- eCAPS Financial includes the eCAPS Financial, Procurement, Inventory Management, Asset Management, and Grants Lifecycle Management modules
- infoAdvantage for Financial
- eCAPS Budget Preparation

This Subproject 10 also engages CGI to implement the following functionalities to supplement the functionality of eCAPS Financial implemented at the County of Los Angeles:

- AMS Advantage Enterprise Content Management (ECM) Integration
- Payment Accounting Consolidation Modification

This SOW specifies the obligations for CGI to deliver to the County the functioning modules that support the County's business processes as listed in the Appendices of this Exhibit A according to Appendix A-10 (Deliverables Definitions). A description of the County's obligations for this Subproject 10 and other key project assumptions are provided in Appendix M-10 (Subproject Assumptions) to this SOW.

The goals of eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 are to upgrade the eCAPS Financial and Budget Preparation software to version 3.9 of the AMS Advantage Financial, AMS Advantage Procurement, AMS Advantage Inventory Management, AMS Advantage Asset Management, AMS Advantage Grants Lifecycle Management and AMS Advantage Performance Budgeting software currently supported by CGI and to stay current with the software version supported by CGI. In addition, the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 will also include the

implementation of a Payment Accounting Consolidation Software Modification to reduce the number of journal records posted to the journals for high-volume disbursements in eCAPS and Enterprise Content Management (ECM) Integration to integrate eCAPS Financial with the County's ECM platform (Documentum) for enhanced document management.

- **AMS Advantage ECM Integration** – provides the ability to improve the management of document attachments stored in eCAPS Financial through the integration of eCAPS Financial system with the County's standard ECM platform (Documentum).
- **Payment Accounting Consolidation Modification** — provides the ability to further streamline the processing of the County's automated disbursements through the summarization of accounting journal details while maintaining the payment and disbursement document structure in the AMS Advantage Financial System.

The major objectives to be achieved with the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 are to:

- Upgrade the eCAPS Financial and Budget Preparation software to the new release of the AMS Advantage Financial, Procurement, Inventory Management, Asset Management, Grants Lifecycle Management and Budget Preparation Release 3.9 supported by CGI;
- Leverage the functional and technical improvements available in the new release of the AMS Advantage software;
- Facilitate improved access to eCAPS fixed content data through the integration of the eCAPS Financial attachments with the County's ECM platform;
- Streamline the recording of accounting transactions for high-volume disbursements to improve eCAPS Financial operations.

CGI shall follow a deliverables-based project management approach to configure or update the eCAPS Financial and Budget Preparation systems implemented at the County to support the County's business requirements and processes as stated in Appendix J-10 (Configurations and Customizations) of this SOW.

The eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 will begin in October 2011 (or upon approval of the Amendment #5 to the Services & License Agreement by both CGI and the County) following the Project Plan set forth as Appendix B-10 (Project Plan) to provide for:

- Project Planning, Management and Support,
- Software Installation and Support;
- Software Design, Development, and Testing Services;
- End-user Training;
- Implementation Support; and
- Post-implementation Support.

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Section I – Implementation Methodology

This section of the SOW provides a general description of the planned activities for the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10, including:

- An overview of the implementation methodology proposed by CGI for the duration of Subproject 10; and
- A high-level description of the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 plan.

1. Overview of Implementation Methodology

CGI shall use sound project management principles based on prior experience in large-scale implementation projects for the upgrade of the AMS Advantage software components implemented at the County of Los Angeles. CGI will also leverage the same principles to implement the Payment Accounting Consolidation functionality in AMS Advantage Financial and to implement the functionality in AMS Advantage Financial 3.9 to integrate eCAPS Financial with the County's ECM platform. Comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account elements that impact the Subproject 10 schedule internally, such as, the testing of software modifications and the external dependencies and success factors that can impact the overall progress and effectiveness of an engagement. This integrated approach provides an invaluable tool to track overall progress against the agreed upon milestones, identify risk areas, and proactively take the appropriate steps to mitigate those risks.

The system implementation activities of the eCAPS Financial upgrade, eCAPS Budget Preparation upgrade, the implementation of the Payment Accounting Consolidation Modification functionality and the integration of eCAPS Financial with the County's ECM platform will be conducted in parallel to support the County's desire to minimize the number and type of County resources required for this Subproject.

The Envision phase encompasses the activities related to the analysis of the software updates, such as reports and interfaces, required to upgrade eCAPS Financial and Budget Preparation to AMS Advantage 3.9, the software analysis for implementing ECM integration with eCAPS Financial and the confirmation of system requirements for the Payment Accounting Consolidation Modification. The Envision phase is comprised of the following Stages:

- Envision: Stage 1, eCAPS Financial Upgrade;
- Envision: Stage 2, eCAPS Budget Preparation Upgrade;
- Envision: Stage 3, ECM Integration; and
- Envision: Stage 4, Payment Accounting Consolidation Modification.

The Create phase encompasses the activities related to the design, development, and testing of the eCAPS Financial and eCAPS Budget Preparation upgrade to AMS Advantage 3.9, the integration of eCAPS Financial with the County's ECM platform and the design, development, and testing of the Payment Accounting Consolidation Modification. In addition, the Create phase will include updates to the system documentation, help screens, user and operations documentation, training materials, and conducting training for the software upgrades and new functionality implemented under this SOW. Similar to the Envision phase, the Create phase is comprised of the following Stages:

- Create: Stage 1, eCAPS Financial Upgrade;
- Create: Stage 2, eCAPS Budget Preparation Upgrade; and
- Create: Stage 3, ECM Integration; and
- Create: Stage 4, Payment Accounting Consolidation Modification.

The Achieve phase encompasses the activities related to production cutover (i.e., installation of the final-tested system into the County's production environment), and post-implementation support. Similar to the Envision and Create phases, the Achieve phase is composed of the following Stages:

- Achieve: Stage 1, eCAPS Financial Upgrade;
- Achieve: Stage 2, eCAPS Budget Preparation Upgrade;
- Achieve: Stage 3, ECM Integration; and
- Achieve: Stage 4, Payment Accounting Consolidation Modification.

CGI's methodology is supported by an inventory of CGI-specific tools, assets, utilities, templates, checklists, and deliverables. CGI-specific work product samples will be used as a starting point for the work products CGI shall complete under this SOW.

2. Project Work Products

The remainder of this section explains the approach that will be used to upgrade and implement the AMS Advantage 3.9 software modules for the County. The high-level Work Products are outlined, as are the methods for achieving them. A detailed description of these Deliverables is provided in Appendix A-10 (Deliverables Definition) and in the remaining sections of this SOW. CGI shall utilize materials and approved work products from earlier Phases of the eCAPS / eHR Project as the basis for Phase IV materials in order to minimize the costs of development and implementation.

2.1 Planning & Management (Project Plan Task 1)

Project management represents ongoing tasks that will span the life of the project. CGI shall update the Project Control Document (PCD) (Project Plan Task 1.1) created during the implementation of eCAPS Phase I and updated during eCAPS Phases II and III. The purpose of the PCD is to define how the CGI Project Management Standards will

be applied to the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10. The PCD brings together the key planning and control documents and serves as the basis for defining how the project team will carry out project administration and management activities. It is intended to be a tool for communicating the project's management practices to managers, team members, and stakeholders.

Specifically, the PCD shall define the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 management strategies for the following areas:

Project Planning

- Detailed Project Plan;
- Project Governance and Structure;
- Communication; and
- Staffing and Team Management.

Scope Management

- Deliverables Management;
- Change Control Process Management; and
- Requirements Management.

Issue and Risk Management

- Issue Management (including issue escalation processes); and
- Project Risk Management.

Quality

- Quality Management;
- Reports Review and Escalation Governance Process for performance versus functionality issues;
- Work Product Reviews; and
- Incident and Defect Management.

CGI shall provide on-site project management services to the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 for the duration of Subproject 10 through implementation and part-time project management services for the duration of the post-implementation period.

CGI ongoing project management tasks include (Project Plan Task 1.3):

- Assigning and coordinating CGI team resources and deliverables;
- Conducting semimonthly Project Management meetings;
- Tracking CGI team resources;

- Tracking CGI tasks and deliverable budgets;
- Providing review and guidance to the project team in addressing tasks/deliverables;
- Identifying, tracking, and helping to resolve project issues and risks;
- Coordinating project deliverables among all CGI and County resources; and
- Reporting on CGI resources, deliverables and budget, including the development of semimonthly and monthly status reports, and presentations for the eCAPS Advisory Committee.

In addition to outlining project administration and management tasks, the Planning and Management section also includes specific activities in preparation for the Envision, Create and Achieve phases. At the beginning of this phase, a plan validation will be completed with joint participation by CGI and the County. The purpose of this plan validation is to confirm the plan and direction for the remainder of the activities in the Envision, Create and Achieve phases for each of the four Stages discussed earlier. Mutually agreed upon recommendations and any potential changes to the project direction, project plan, or activities will be addressed via the Change Control Process.

CGI and the County will jointly conduct a Project Kick-off meeting and will jointly prepare semimonthly status reports and conduct semi-monthly management meetings.

CGI will prepare monthly status reports, CGI and County will jointly conduct monthly Advisory Committee meetings.

2.2 Envision: Stage 1, eCAPS Financial Upgrade (Project Plan Task 2.1)

The Envision phase for Stage 1 includes the Project Team Training of release 3.9 by reviewing the Advantage 3.9 Release Notes with the County project team. The objective of the Advantage 3.9 Release Notes review is to gain a common understanding of the latest improvements in the Advantage Product and identify required software and table setup changes and new functionality the County may consider implementing as part of the eCAPS Financial 3.9 upgrade. The County and CGI will assess the level of effort to implement the new functionality and determine whether to implement as part of the Financial 3.9 Upgrade subproject, which may require additional County and CGI support.

The Envision phase for Stage 1 encompasses the analysis of the eCAPS Financial software components that must be updated for the upgrade to AMS Advantage 3.9. The analysis will be completed for the following software components:

- Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade (Project Plan 2.1.2.5)
- Inbound and Outbound Interfaces (Project Plan Task 2.1.3.2),
- Data Warehouse and ETL (Project Plan Task 2.1.3.3),

- Reports, Cognos Framework Manager Models and Packages (Project Plan Task 2.1.3.4),
- Cognos Cubes & Cube Queries (Project Plan Task 2.1.3.5), and
- Adobe Forms (Project Plan Task 2.1.3.6).

Using the baseline database upgrade scripts as a reference, CGI will identify the software components that must be updated to support the eCAPS Financial software upgrade to AMS Advantage 3.9. CGI will provide to the County the list of the eCAPS Interfaces, Data Warehouse, Reports, Cognos Framework and Adobe Forms software components that require updates.

CGI will support the County to update the eCAPS Financial Technical Specification Document to reflect the latest technical environment for eCAPS Financial.

2.3 Envision: Stage 2, eCAPS Budget Preparation Upgrade (Project Plan Task 3.1)

The Envision phase for Stage 2 includes the review of the Advantage 3.9 Release Notes with the County project team. The objective of the Advantage 3.9 Release Notes review is to gain a common understanding of the latest improvements in the Advantage Product and identify required software and table setup changes and new functionality that the County may consider implementing as part of the eCAPS Budget Preparation 3.9 upgrade. The County and CGI will assess the level of effort to implement the new functionality and determine whether to implement as part of the Budget Preparation 3.9 Upgrade subproject, which may require additional County and CGI support.

The Envision phase for Stage 2 encompasses the analysis of the eCAPS Budget Preparation software components that must be updated for the upgrade to AMS Advantage 3.9. The analysis will be completed for the following software components:

- Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade (Project Plan 3.1.2.5)
- Inbound and Outbound Interfaces (Project Plan Task 3.1.3.2), and
- Reports and Cognos Framework Manager Models (Project Plan Task 3.1.3.3).

Using the database upgrade scripts as a reference, CGI will identify the software components that must be updated to support the eCAPS Budget Preparation software upgrade to AMS Advantage 3.9. CGI will provide the list of the eCAPS Budget Preparation interfaces, Reports, and Cognos Framework Manager Model software components that require updates to the County.

CGI will support the County to update the eCAPS Budget Preparation Technical Specification Document to reflect the latest technical environment for eCAPS Budget Preparation.

2.4 Envision: Stage 3, ECM Integration (Project Plan Task 4.1)

The Envision Phase includes the CGI Team working together with the County to install a test Documentum environment that is integrated with a test Advantage Financial release 3.9 environment. This task assumes that the County is responsible for installing the required Documentum hardware and software components. CGI shall install the Advantage integration with Documentum.

Also as part of the Envision Phase the County and CGI will work together to analyze and document the following areas:

- Define AMS Advantage Metadata fields (Project Plan Task 4.1.3.1),
- Define Documentum Security (Project Plan Task 4.1.3.2),
- Define Documentum Folder structure (Project Plan Task 4.1.3.3), and
- Document the Design of the AMS Advantage ECM Integration (Project Plan Task 4.1.3.4).

This assumes that the County will be responsible for the analysis and documenting the following areas:

- Define the process and plan to map existing Centera files to Documentum (Project Plan Task 4.1.3.5),
- Identify specific Documentum Search Applications (Project Plan Task 4.1.3.6), and
- Identify the technical strategy of the Documentum Search Applications (Project Plan Task 4.1.3.7).

2.5 Envision: Stage 4, Payment Accounting Consolidation Modification (Project Plan Task 5.1)

During the Envision Phase, CGI will work with the County to confirm the system requirements for the Payment Accounting Consolidation Modification in eCAPS Financial.

2.6 Create: Stage 1, eCAPS Financial Upgrade (Project Plan Task 2.2)

The Create Phase for Stage 1 encompasses activities related to eCAPS Financial software upgrade. The tasks to be completed during this stage are organized into the following activities:

- Technical Environments,
- Software Updates, including Data Conversion, System Interfaces, Reports, and Forms;
- Software Testing,

- Training, and
- Transition Management.

2.6.1 Technical Environments (Project Plan Task 2.2.1)

Upon the County's establishment of the following technical environments (i.e., installation and configuration of hardware and system software) inclusive of the applicable Data Warehouse server, CGI shall confirm that these environments are consistent with the specifications provided in the Technical Specifications Document created during the Phase IV Envision Phase:

- Development / Unit Test,
- Integrated System Test,
- User Acceptance Test,
- Training, and
- Performance Test / Mock Conversion.

CGI shall install and test the AMS Advantage 3.9 application and third party software in these environments. This assumes the County shall develop and test the eCAPS Financial software updates in the development / unit test environment.

This assumes the County will be responsible for establishing the Cognos Reporting environments for Test Environments and Production and will establish the AMS Advantage Financial release 3.9 source code stream in Clear Case.

2.6.2 Software Updates (Project Plan Task 2.2.2)

The Software Updates activity is comprised of designing, programming and unit testing the software updates for:

- Inbound and Outbound Interface Software (Project Plan Task 2.2.2.1),
- Data Warehouse and ETL (Project Plan Task 2.2.2.6),
- Reports and Cognos Framework Models (Project Plan Task 2.2.2.7),
- Cognos Cubes and Cube Queries (Project Plan Task 2.2.2.8),
- Adobe Forms (Project Plan Task 2.2.2.9), and
- Database Conversion Scripts (Project Plan Task 2.2.2.12).

This assumes that the County will be responsible for developing the design specifications, programming, and unit testing the software updates. CGI will provide support to the County for the duration stated in the Project Plan for the development of the design specifications, programming, and unit testing the software updates and to answer questions to update the software components as identified in the Project Plan (Appendix B-10).

This assumes that the County will use the development tools that are bundled with the AMS Advantage 3 application (e.g., AMS Advantage Design Studio, Pervasive Data Integrator (PDI), and Adobe forms) in order to standardize work products, minimize future maintenance costs, and facilitate knowledge transfer from CGI to County technical staff.

CGI shall be primarily responsible for updating and testing the database upgrade scripts to support the conversion of the eCAPS Financial databases and Financial Data Warehouse databases. CGI shall provide support for updates to the Interfaces, Reports, and Adobe Forms for the duration stated the Project Plan (Appendix B-10).

2.6.3 Software Testing (Project Plan Task 2.2.3)

Software testing entails the planning and execution of scenarios to secure the County's acceptance of the updated eCAPS Financial application and associated software components. Software testing is comprised of three (3) types of tests:

- Integrated System Test (Project Plan Task 2.2.3.1),
- User Acceptance Test (Project Plan Task 2.2.3.2), and
- Performance Test (Project Plan Task 2.2.3.3).

2.6.3.1 Integrated System Test (Project Plan Task 2.2.3.1)

The Integrated System Test focuses on the "communication" among system components. As such, it is intended to verify that a) data passed among the modified eCAPS Financial application and related interface processes is accurate and formatted in accordance with approved source-to-target system specifications and b) that eCAPS Financial processing results are accurately transmitted to the data warehouse and reflected in the reports.

CGI shall compile existing test scripts and any additional test scripts for review by the County. Once the Integrated System Test environment is established, CGI will execute the test scripts. If the actual results do not match the expected results, then an incident will be identified, documented, and resolved. Incident resolution may require the development of software fixes and re-testing, as needed. For defects identified during the eCAPS Financial 3.9 upgrade testing please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level. CGI will review integrated system test results with the County at an agreed upon frequency to provide visibility on testing progress,

obtain County input on test cases, and to provide knowledge transfer of the new application functionality.

2.6.3.2 User Acceptance Test (Project Plan Task 2.2.3.2)

The goal of User Acceptance Test (UAT) is to allow the County's UAT team, a selected group of County end-users, to confirm that the eCAPS Financial application performs as expected to support the County's business processes. UAT also provides an opportunity for additional users to become familiar with the software prior to training and implementation. CGI shall provide User Acceptance Test Support as stated in the Project Plan to answer questions and provide support to the County team assigned to conduct the UAT. CGI shall also provide support by helping to research and track eCAPS Financial application incidents reported by the County team and developing any software fixes required to resolve these eCAPS Financial application incidents. For defects identified during the eCAPS Financial 3.9 upgrade testing please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level. This assumes that the County will update the interfaces, reports, Data Warehouse, Cubes, and Adobe Forms software to resolve the incidents for these components.

2.6.3.3 Performance Test (Project Plan Task 2.2.3.3)

CGI is responsible for the planning and execution of the Performance Test. This test is intended to demonstrate the eCAPS Financial application's readiness for supporting the County's transaction and user volumes as specified in Appendix H (System Performance and Transaction Volumes). The test plan and scripts shall define the transaction volumes, test scenarios, and online and batch conditions to be addressed by the test. CGI shall resolve performance issues by software fixes, working with County database administrators, and/or technical staff to perform the system and database tuning necessary to support the County's stated requirements in Appendix H (System Performance and Transaction Volumes).

2.6.4 Training (Project Plan Task 2.2.4)

This assumes that the County will be responsible for the Training activities for the eCAPS Financial upgrade. CGI will provide support to the County to develop the training plan and update the training materials as identified in the Project Plan (Appendix B-10).

2.6.5 Transition Management (Project Plan Task 2.2.5)

The County and CGI will be responsible for the Transition Management activities for the eCAPS Financial upgrade:

- User and Systems / Operations Documentation (Project Plan Tasks 2.2.5.1 and 2.2.5.2),

- County Operations Documentation (Project Plan Tasks 2.2.5.3),
- User Procedures and Internal Control Plans (Project Plan Task 2.2.5.4),
- Change Management and Communications (Project Plan Task 2.2.5.5), and
- Readiness Assessment (Project Plan Task 2.2.5.6).

This task assumes that the County will apply updates and/or prepare an addendum to the baseline AMS Advantage users and systems / operations documentation to reflect the modifications developed for the implementation of eCAPS Financial during the eCAPS Phases I, II and III. CGI staff will provide support to the County to answer questions to update the documentation as identified in the Project Plan (Appendix B-10). The following documentation will be updated:

- **AMS Advantage User Documentation** – updated version of the AMS Advantage users documentation to reflect modifications made during eCAPS Phases I, II and III. These updates shall be loaded to the online application such that field level and page level help reflect the modifications made for the eCAPS Financial applications;

- **AMS Advantage Systems / Operations Documentation** – updated version of the AMS Advantage Systems Administration documentation. These updates shall include the batch cycle flowcharts and runsheets for County modified batch jobs; and

- **County Operations Documentation** – updated nightly cycle diagram and Control-M Job setup.

CGI shall prepare the technical readiness checklists and assist the County in conducting the technical readiness (e.g., hardware installed, software installed, servers configured, operations team identified and trained, etc.) for go-live. This assumes that the County shall prepare the implementation readiness (e.g., end users trained, department outreach activities completed, etc.) and conduct the functional readiness assessment.

2.7 Create: Stage 2, eCAPS Budget Preparation Upgrade (Project Plan Task 3.2)

The Create Phase for Stage 2 encompasses activities related to eCAPS Budget Preparation software upgrade. The tasks to be completed during this stage are organized into the following activities:

- Technical Environments;

- Software Updates including Data Conversion, System Interfaces, and Reports;
- Software Testing;
- Training; and
- Transition Management.

2.7.1 Technical Environments (Project Plan Task 3.2.1)

Upon the County's establishment of the following technical environments (i.e., installation and configuration of hardware and system software), CGI shall confirm that these environments are consistent with the specifications provided in the Technical Specifications Document created during Phase II and updated in Phase III:

- Development / Unit Test,
- Integrated System Test,
- Use Acceptance Test,
- Training, and
- Performance Test / Mock Conversion.

CGI shall work with the County to install and test the AMS Advantage 3.9 application and third party software in these environments. County shall develop and test the eCAPS Budget Preparation software updates in the development / unit test environment.

2.7.2 Software Updates (Project Plan Task 3.2.2)

The Software Updates activity is comprised of designing, programming and unit testing the software updates for:

- Inbound and Outbound Interface Software (Project Plan Task 3.2.2.1),
- Reports and Cognos Framework Manager and Models (Project Plan Task 3.2.2.2),
- Database Conversion Scripts (Project Plan Task 3.2.2.7).

This assumes that the County will be responsible for developing the design specifications, programming, and unit testing the software updates. CGI will provide support to the County for the duration stated in the Project Plan for the development of the design specifications, programming, and unit testing the software updates and to answer questions to update the software components as identified in the Project Plan (Appendix B-10).

CGI shall be primarily responsible for updating and testing the database upgrade scripts to support the conversion of the eCAPS Budget Preparation databases (Project Plan Task 3.2.2.7).

2.7.3 Software Testing (Project Plan Task 3.2.3)

Software testing entails the planning and execution of tests to secure the County's acceptance of the updated eCAPS Budget Preparation application and associated software components. Software testing is comprised of three (3) types of tests:

- Integrated System Test (Project Plan Task 3.2.3.1),
- User Acceptance Test (Project Plan Task 3.2.3.2), and
- Performance Test (Project Plan Task 3.2.3.3).

2.7.4 Integrated System Test (Project Plan Task 3.2.3.1)

The Integrated System Test focuses on the "communication" among system components. As such, it is intended to verify that a) data passed among the eCAPS Budget Preparation application and related interface processes is accurate and formatted in accordance with approved source-to-target system specifications and b) that eCAPS Budget Preparation processing results are accurately reflected in the reports.

CGI shall compile existing test scripts and any additional test scripts for review by the County. Once the Integrated System Test environment is established, CGI will execute the test scripts. If the actual results do not match the expected results, then an incident will be identified, documented, and resolved. Incident resolution may require the development of software fixes and re-testing, as needed. For defects identified during the eCAPS Budget Preparation 3.9 upgrade testing please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level. CGI will review integrated system test results with the County at an agreed upon frequency to provide visibility on testing progress, obtain County input on test cases, and to provide knowledge transfer of the new application functionality.

2.7.5 User Acceptance Test (Project Plan Task 3.2.3.2)

The goal of User Acceptance Test (UAT) is to allow the County's UAT team, a selected group of County end-users, to confirm that the eCAPS Budget Preparation application performs as expected to support the County's business processes. UAT also provides an opportunity for additional users to become familiar with the software prior to training and implementation. CGI shall provide User Acceptance Test Support as stated in the Project Plan to answer questions and provide support to the County team assigned to conduct the UAT. CGI shall also provide support by helping to research and track eCAPS Budget Preparation application incidents reported by the County team and developing any software

fixes required to resolve these eCAPS Budget Preparation application incidents. For defects identified during the eCAPS Budget Preparation 3.9 upgrade testing please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level. This assumes that the County will update the interfaces and reports software to resolve the incidents for these components.

2.7.6 Performance Test (Project Plan Task 3.2.3.3)

CGI is responsible for the planning and execution of the Performance Test. This test is intended to demonstrate the Budget Preparation application's readiness for supporting the County's transaction and user volumes as specified in Appendix H-4 (System Performance and Transaction Volumes). The test plan and scripts shall define the transaction volumes, test scenarios, and online and batch conditions to be addressed by the test. CGI shall resolve performance issues by working with County database administrators and technical staff to perform the system and database tuning necessary to support the County's stated requirements in Appendix H-4 (System Performance and Transaction Volumes).

2.7.7 Training (Project Plan Task 3.2.4)

The Training activities will include the following:

- Develop and execute the training plan for end user training, operations training, and system administration training; and
- Develop and update training materials.

2.7.8 Transition Management (Project Plan Task 3.2.5)

The Transition Management will include the following activities required to implement the eCAPS Budget Preparation upgrade:

- User and Systems / Operations Documentation (Project Plan Tasks 3.2.5.1 and 3.2.5.2)
- User Procedures and Internal Control Plans (Project Plan Task 3.2.5.3),
- Change Management and Communications (Project Plan Task 3.2.5.4), and
- Readiness Assessment (Project Plan Task 3.2.5.5).

This task assumes that the County will apply the updates and/or prepare an addendum to the baseline AMS Advantage users and systems / operations documentation to reflect the Budget Preparation Extensions developed for the implementation of eCAPS Budget Preparation during the eCAPS Phases II and III. The following documentations will be updated:

- **AMS Advantage User Documentation** – updated version of the AMS Advantage users documentation to reflect modfications made during eCAPS Phases I, II, and III. These updates shall be loaded to the online application such that field level and page level help reflect the extensions made for the eCAPS Budget Preparation applications; and

- **AMS Advantage Systems / Operations Documentation** – updated version of the AMS Advantage System Administration documentation. These updates shall include the runsheets for eCAPS Budget Preparation batch jobs.

CGI shall prepare the technical readiness checklists and assist the County in conducting the technical readiness (e.g., hardware installed, software installed, servers configured, operations team identified and trained, etc.) for go-live. This assumes that the County will prepare the implementation readiness (e.g., end users trained, department outreach activities completed, etc.) and conduct the functional readiness assessment.

2.8 Create: Stage 3, ECM Integration (Project Plan Task 4.2)

The Create Phase for Stage 3 encompasses activities related to the ECM Integration with AMS Advantage Financial. The tasks to be completed during this stage are organized into the following activities:

- Conversion;
- System Control Table Setup;
- Software Modification;
- Software Testing;
- Training; and
- Transition Management.

2.8.1 Conversion (Project Plan Task 4.2.1)

The mapping of Centera attachment files to Documentum is a one-time effort to import existing Centera attachment files into Documentum.

2.8.2 System Control Table Setup (Project Plan Task 4.2.2)

The ECM integration with AMS Advantage requires setup in AMS Advantage Financial and Documentum. CGI will support the County with setup of Metadata definition in AMS Advantage and Documentum, security in Documentum, and folder structure in Documentum.

2.8.3 Software Modifications (Project Plan Task 4.2.3)

Software Modifications is comprised of programming system modifications, unit testing, and system testing those modifications to determine that the software works as stated in the system specification documents.

CGI shall be primarily responsible for the design, development, unit and system testing of the AMS Advantage Application Customizations (Project Plan Task 4.2.3.1).

CGI shall create a Functional Design for each application customization (i.e., modification to eCAPS Financial). The Functional Design is a high-level design specification that provides an overview of the business requirements and processes to be supported by the customization, processing logic for online, batch, and reporting software components, business scenarios to be included in the unit tests, and key assumptions.

The AMS Advantage Software modification will be system tested to obtain the performance benchmark which will be used for cutover planning.

This assumes that the County will be responsible for the design and development of the Documentum Search Applications that utilize the metadata stored in Documentum to provide external access to AMS Advantage file attachments.

2.8.4 Software Testing (Project Plan Task 4.2.4)

The goal of User Acceptance Test (UAT) is to allow the County's UAT team, a selected group of County end-users, to confirm that the ECM Integration with eCAPS Financial application performs as expected. UAT also provides an opportunity for additional users to become familiar with the software prior to training and implementation. CGI shall provide User Acceptance Test Support as stated in the Project Plan to answer questions and provide support to the County team assigned to conduct the UAT on the ECM Integration with AMS Advantage. CGI shall provide the County support in researching and tracking of AMS Advantage Financial and Documentum Integration issues.

This assumes that the County is responsible for conducting the UAT for the Documentum Search Applications, and the County will support the resolution of any defects that are identified during the testing.

2.8.5 Training (Project Plan Task 4.2.5)

This assumes that the County will be responsible for the Training activities for the ECM Integration. CGI will provide support to the County to develop the training plan and update the training materials as identified in the Project Plan (Appendix B-10).Transition Management (Project Plan Task 4.2.6)

The Transition Management will include the following for the eCAPS ECM Integration. CGI staff will provide support to the County for the County Operations Documentation as identified in the Project Plan (Appendix B-10):

- User and Systems / Operations Documentation (Project Plan Tasks 4.2.6.1 and 4.2.6.2),
- County Operations Documentation (Project Plan Tasks 4.2.6.3),
- User Procedures and Internal Control Plans (Project Plan Task 4.2.6.4), and
- Change Management and Communications (Project Plan Task 4.2.6.5).

This task assumes that the County will apply the updates and/or prepare an addendum to the baseline AMS Advantage users and systems / operations documentation to reflect the eCAPS modifications developed for the implementation of eCAPS Financial during the eCAPS Phases I, II and III. The following documentations will be updated:

- **AMS Advantage User Documentation** – updated version of the AMS Advantage users documentation to reflect modifications made during eCAPS Phases I, II and III. These updates shall be loaded to the online application such that field level and page level help reflect the modifications made for the eCAPS Financial applications;

- **AMS Advantage Systems / Operations Documentation** – updated version of the AMS Advantage Systems Administration documentation. These updates shall include the batch cycle flowcharts and runsheets for County modified batch jobs; and

- **County Operations Documentation** – updated nightly cycle diagram and Control-M Job setup.

This assumes that the County will leverage prior communication plans, created during the eCAPS Phases I, II and III, to develop and execute a communication plan for the ECM Integration.

2.9 Create: Stage 4, Payment Accounting Consolidation Modification (Project Plan Task 5.2)

The Create Phase for Stage 4 encompasses activities related to the software construction and testing, user training and documentation updates. The tasks to be completed during this stage are organized into the following activities:

- Software Construction,
- System Control Table Setup,
- Software Testing,

- Training, and
- Transition Management.

2.9.1 Software Construction (Project Plan Task 5.2.1)

Software Construction is comprised of programming system modifications, unit testing, and system testing those modifications to determine that the software works as stated in the system specification documents.

CGI shall be primarily responsible for the design, development, unit and system testing of the Advantage Financial Application Software Modifications (Project Plan Task 5.2.1.1).

CGI shall create a Functional Design for each application customization (i.e., modification to eCAPS). The Functional Design is a high-level design specification that provides an overview of the business requirements and processes to be supported by the modification, processing logic for online, batch, and reporting software components, business scenarios to be included in the unit tests, and key assumptions. No Client Iteration Test will be performed for the Payment Accounting Consolidation Modification. The delivered system-tested software will be directly tested in the three phases described in the Section below.

This assumes that the County will be responsible for the design, development and testing of system interfaces and reports (Project Plan Task 5.2.1.2 and 5.2.1.3), as needed.

2.9.2 System Control Table Setup (Project Plan Task 5.2.2)

This assumes that the County will be responsible for updates to existing or new system control table changes required for the Payment Accounting Consolidation Modification.

2.9.3 Software Testing (Project Plan Task 5.2.3)

Software testing entails the planning and execution of scenarios to secure the County's acceptance of the Payment Accounting Consolidation Modification within the eCAPS application. Software testing is comprised of three (3) types of tests:

- Integrated System Test (Project Plan Task 2.2.3.1),
- User Acceptance Test (Project Plan Task 2.2.3.2), and
- Performance Test (Project Plan Task 2.2.3.3).

2.9.3.1 Integrated System Test (Project Plan Task 2.2.3.1)

The Integrated System Test will be combined with the Stage 1 – Financial 3.9 Upgrade.

2.9.3.2 User Acceptance Test (Project Plan Task 2.2.3.2)

The User Acceptance Test will be combined with the Stage 1 – Financial 3.9 Upgrade.

2.9.3.3 Performance Test (Project Plan Task 2.2.3.3)

The Performance Test will be combined with the Stage 1 – Financial 3.9 Upgrade.

2.9.4 Training (Project Plan Task 5.2.4)

This assumes The primary end users that will be trained on the Payment Accounting Consolidation Modification is the Auditor-Controller Disbursements Division. The Training activities will include the following:

- Develop and execute the training plan for end user training, operations training, and system administration training; and
- Develop and update training materials.

2.9.5 Transition Management (Project Plan Task 5.2.5)

CGI shall apply the updates and/or prepare an addendum to the baseline AMS Advantage Financial users guide and systems / operations guide to reflect the modifications developed for the Payment Accounting Consolidation Modification in eCAPS. CGI will provide support to the County for updating the batch cycle documentation and Control-M setup, such as review and provide feedback on documentation and support the creation of automated scripts and batch job parameter files. The following documentations will be updated:

- **AMS Advantage Financial User Documentation** – updated version of the AMS Advantage Financial users guide to reflect modifications made for this Subproject. These updates shall be loaded to the online application such that field level and page level help reflect the modifications made to the eCAPS application;
- **AMS Advantage Financial Systems / Operations Documentation** – updated version of the AMS Advantage Financial Systems Administration guide; and
- **County Operations Documentation** – updated version of the nightly cycle diagram and Control-M Job setup.

2.10 Achieve: Stage 1, eCAPS Financial Upgrade (Project Plan Task 2.3)

The tasks to be completed during the eCAPS Financial software upgrade is organized into the following sets of activities:

- Production Cutover (Project Plan Task 2.3.1); and
- Post Implementation Support (Project Plan Task 2.3.2).

CGI shall also provide Support for the duration stated in the Project Plan to answer questions and provide support to the County team assigned to participate in the cutover activities as identified in the Production Cutover Script.

2.10.1 Production Cutover (Project Plan Task 2.3.1)

CGI shall prepare a detailed Production Cutover Script. This script shall define the County and CGI roles/responsibilities and sequence/timing of the upgrade tasks (e.g., database upgrade conversion processes, manual conversion processes, conversion verification, software migration, online table updates, and batch processing) that are necessary to activate in the County's production environment.

CGI and County shall execute a cutover rehearsal (i.e., "dress rehearsal" of the final conversion). The cutover rehearsal is intended to practice the cutover steps and benchmark the cutover runtime. CGI and County shall conduct the data conversion process and then review the results.

2.10.2 Post-Implementation Support (Project Plan Task 2.3.2)

CGI shall provide Support for the duration stated in the Project Plan for support services subsequent to the eCAPS Financial software upgrade go-live. During this post-implementation support period, CGI shall provide services in the following areas:

- Production Operations Monitoring, and
- Production Incidents Resolution.

CGI shall work with County to monitor processing in the County's production environment. This task entails the review of system assurance reports, assisting the County with issue resolution, and system and database tuning assistance.

2.10.3 Production Incidents Resolution

CGI shall work with the County to resolve incidents reported by its end-user community and operations staff. Onsite CGI will coordinate incident resolution activities with the Advantage Support Center, as needed. For defects identified in Production that are related to the eCAPS Financial 3.9 upgrade refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level.

2.11 Achieve: Stage 2, eCAPS Budget Preparation Upgrade (Project Plan Task 3.3)

The tasks to be completed during the eCAPS Budget Preparation software upgrade are organized into the following sets of activities:

- Production Cutover (Project Plan Task 3.3.1), and
- Post Implementation Support (Project Plan Task 3.3.2).

CGI shall also provide Support for the duration stated in the Project Plan to answer questions and provide support to the County team assigned to participate in the cutover activities as identified in the Production Cutover Script.

2.11.1 Production Cutover (Project Plan Task 3.3.1)

CGI shall prepare a detailed Production Cutover Script. This script shall define the County and CGI roles/responsibilities and sequence/timing of the upgrade tasks (e.g., database upgrade conversion processes, manual conversion processes, conversion verification, software migration, online table updates, and batch processing) that are necessary to activate in the County's production environment.

CGI and County shall execute a cutover rehearsal (i.e., "dress rehearsal" of the final conversion). The cutover rehearsal is intended to practice the cutover steps and benchmark the cutover runtime. CGI and County shall conduct the data conversion process and then review the results.

2.11.2 Post-Implementation Support (Project Plan Task 3.3.2)

CGI shall provide Support for the duration stated in the Project Plan for support services subsequent to the eCAPS Budget Preparation software upgrade go-live. During this post-implementation support period, CGI shall provide services in the following areas:

- Production Operations Monitoring, and
- Production Incidents Resolution.

CGI shall work with County to monitor processing in the County's production environment. This task entails the review of scheduled batch jobs, assisting the County with issue resolution, and system and database tuning assistance.

2.11.3 Production Incidents Resolution

CGI shall work with the County to resolve incidents reported by its end-user community and operations staff. Onsite CGI staff will coordinate incident resolution activities with the Advantage Support Center, as needed. For defects identified in Production that are related to the eCAPS Budget Preparation 3.9

upgrade refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level.

2.12 Achieve: Stage 3, ECM Integration (Project Plan Task 4.3)

The tasks to be completed during the ECM Integration with eCAPS Financial is organized into the following sets of activities:

- Technical Environment - Production (Project Plan Task 4.3.1),
- Production Cutover (Project Plan Task 4.3.2),
- Post Implementation Support - EMC (Project Plan Task 4.3.3), and
- ECM Integration Rollout Support – CGI (Project Plan Task 4.3.4).

2.12.1 Technical Environment – Production (Project Plan Task 4.3.1)

This assumes that the County will install the Documentum Hardware and Software in the Production Environment.

2.12.2 Production Cutover (Project Plan Task 4.3.2)

CGI shall prepare a detailed Production Cutover Script. This script shall define the County and CGI roles/responsibilities and sequence/timing of the ECM Integration tasks (e.g., automated conversion processes, conversion verification, metadata setup) that are necessary to activate in the County's production environment.

CGI and County shall execute a cutover rehearsal (i.e., "dress rehearsal" of the final conversion). The cutover rehearsal is intended to practice the cutover steps and benchmark the cutover runtime. It is assumed the County shall conduct the data conversion process and then review the results. CGI will support the County during the data conversion process.

CGI shall also provide Support for the duration stated in the Project Plan to answer questions and provide support to the County team assigned to participate in the cutover activities as identified in the Production Cutover Script.

This assumes that the County will execute and monitor the conversion of files from Centera to Documentum.

For the AMS Advantage conversion process, to convert the existing link in AMS Advantage to the Documentum file location and populate Documentum with metadata, the County will identify and assign the County resources to execute and monitor the conversion processes. CGI will support the County, answer questions and address identified issues regarding the AMS Advantage conversion process.

2.12.1 Post Implementation Support – EMC (Project Plan Task 4.3.3)

This task assumes that the County is responsible for Post Implementation Support of Documentum in Production operations for the duration stated in the Project Plan.

2.12.2 ECM Integration Rollout Support – CGI (Project Plan Task 4.3.4)

The implementation of the AMS Advantage ECM Integration sets the foundation for additional Documentum roll-out initiatives in the County. The Documentum Rollout Support provided by CGI will assist the County with the rollout activities such as planning, table configuration, testing, and training.

2.13 Achieve: Stage 4, Payment Accounting Consolidation Implementation (Project Plan Task 5.3)

The tasks to be completed for the production implementation of the Payment Accounting Consolidation Modification are organized into the following sets of activities:

- Deploy Software Modification to Production (Project Plan Task 5.3.1); and
- Production Cutover (Project Plan Task 5.3.3)

2.13.1 Deploy Software Modification to Production (Project Plan Task 5.3.1)

This task assumes that the County will be responsible for the software migration of the Payment Accounting Consolidation Modification to the Production Environment.

2.13.2 Production Cutover (Project Plan Task 5.3.3)

The Production Cutover will be combined with the Stage 1 – Financial 3.9 Upgrade.

2.14 Summary of CGI Deliverables

A summary list of the deliverables and interim work products to be produced by CGI during this subproject is provided in Appendix A-10 (Deliverables Definition).

Section II – Project Management

This section describes the project management activities and Deliverables to:

- Provide project direction and oversight for Subproject 10;
- Establish an approach to communicating the status of Subproject 10 activities and deliverables;
- Establish the staffing requirements and staffing projections for the upgrade of the eCAPS Financial & Budget Preparation software to AMS Advantage 3.9 and implementation services;
- Establish the staffing requirements and staffing projections to implement the ECM integration with eCAPS Financial, and the Payment Accounting Consolidation Modification.

1. Project Management

CGI shall provide project management and oversight to the CGI staff on the Project Team in accordance with the tasks identified in this SOW section and Appendix M-10 (Subproject Assumptions). This task assumes that the County shall provide project management and oversight to the County staff on the Project team in accordance with the tasks identified in this SOW section and Appendix M-10 (Subproject Assumptions).

The purpose of these activities is to establish the protocols for managing the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10, organize the project team, review project members' roles and responsibilities, and establish the project site. CGI shall have responsibility for its staff and complete project management-related tasks, with County review and approval, including:

- Establish protocols for project management and change control;
- Confirm key staff members and their roles and responsibilities;
- Establish project management standards and tools;
- Develop the key planning documents for the project;
- Develop a strategy to communicate the project approach;
- Plan & prepare kickoff meeting materials; and
- Conduct kickoff meetings.

1.1 Subproject 10 Project Management (Project Plan Task 1.3)

The on-going project management services to be provided by CGI shall encompass:

- Assigning and coordinating CGI team resources and deliverables;

- Coordinating with Third Party Software providers associated with the CGI solution;
- Tracking CGI team resources;
- Tracking CGI task and deliverable budgets;
- Reporting on the status of CGI deliverables and budgets, including the development of semimonthly status reports, a monthly status report and presentations to the eCAPS Advisory Committee;
- Identifying, tracking, and helping to resolve project issues;
- Providing review and guidance to the CGI team in addressing tasks/deliverables; and
- Coordinating project deliverables among all CGI resources.

1.2 Change Control Strategy (Project Plan Task 1.1.3)

With the County's review and approval, CGI shall update the Change Control Strategy. This strategy shall be included in the Project Control Document (PCD) as described in SOW Section I – Implementation Methodology. The purpose of the Change Control Strategy is to define the specific policies and procedures that will control the priorities and approvals of:

- Required modifications to the software;
- Changes due to legal or Federal, State and Board of Supervisor mandates;
- Departmental requests for changes; and
- Project Team request for changes.

The County desires to minimize any modifications to the AMS Advantage application software which will have an adverse impact on the County's ability to maintain the application in a cost effective manner. As such, any request for changes must follow the established Change Control Process which explores alternatives for utilizing the software application in its delivered state, configuring the software in a way that does not impact the County's ability to upgrade or maintain the software and possible changes to departmental business procedures.

The Change Control Strategy shall include at a minimum:

- Procedures for determining the best alternative to address the proposed change;
- Determining the impact of the proposed change on eCAPS Phases I, II, and III functionality;
- Approval process of the recommended approach and alternative;
- Priority setting of requests;

- CGI procedures for analysis of costs (including time expended for the analysis), workload, impact to County departments and timeframe needed to implement requested change;
- Flow chart of Change Control process, including decision tree; and
- Recommended solution to track and monitor changes.

1.3 Status Reports (Project Plan Task 1.3.5)

CGI shall submit semimonthly status reports and a monthly status report to County management that includes:

- Project status against the project schedule;
- Status of deliverables, including monitoring reports defined by the project management team;
- Project Issues;
- Review of the Project Plans (as necessary); and
- Other significant issues that impact project stakeholders (e.g., departments).

It is expected that the County and CGI Project Managers and designated team leads will have at least semimonthly project meetings, and may meet more frequently as determined by the project management team, and bring staff, as necessary, to present and discuss project progress, issues, and risks.

The CGI monthly status report to County management will be used for briefing the eCAPS Advisory Committee. The CGI Project Manager will attend eCAPS Advisory Committee meetings and provide a briefing on project matters to the County. CGI shall assist County staff in the presentation of other briefings that may be requested by the County in order to inform the Board of Supervisors, departments or other committees on project status and issues for their consideration.

1.4 Project Organizational Chart (Project Plan Task 1.1.3)

The purpose of this activity is to establish the protocols for managing the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10, organize the project team, and review key project members' roles and responsibilities. Project organization responsibilities will be divided between the County and CGI with each having prime responsibility for their respective staffs.

2. Planning

Developing clear plans that allocate resources, define deliverables, and provide a comprehensive view of all components of Subproject 10 will be critical for the successful implementation of eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10. The project necessitates a well-defined roadmap of the project activities and the impact they will have on the County departments. CGI shall develop the detailed plan as part of

the PCD (Project Plan Task 1.1) within the first month of the project and update the plan as necessary during the project detailing tasks and activities for both CGI and County. Final allocation of resources will be determined by the respective party responsible for the successful completion of the tasks and activities.

3. Project Site

At County designated project site(s), CGI shall be responsible for:

- Assisting County staff in confirming that their set-up of the technical environments is consistent with the Technical Specifications Document (Project Plan Task 2.2.1, 3.2.1, 4.1.2);
- Installing the AMS Advantage 3.9 application and third party software and assisting County staff in its confirmation that these components are properly installed in the project environments (Project Plan Task 2.2.1, 3.2.1, 4.1.2);
- Making the project management tools/templates adopted by CGI and the County available on the project team Sharepoint site (Project Plan Task 1.1.2); and
- Providing and installing training software/equipment necessary for training County Project Team members (Project Plan Task 2.1.2, 3.1.2, 4.1.1).

4. Communications

The eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 is a countywide initiative that requires the complete support and understanding of all County departments. A key component to soliciting this type of support is the development of a communication approach for facilitating open and timely communication. This helps County department management and end users to:

- Be aware of the project approach, schedule, and status;
- Have access to up-to-date training and procedural materials;
- Provide feedback and input to the Project Team; and
- Be aware of the potential impact on their respective departments.

4.1 Communication Strategy

CGI shall assist the County to update the eCAPS strategy document for communicating the activities of the project team both among members and to outside parties (management, departments, committees, vendors, etc.). The strategy for eCAPS Financial and BP software upgrade shall complement the eCAPS strategy developed for Phases I, II and III activities and utilize the eCAPS Project website as the main tool for communication of project information to County departments. This strategy shall be included in the PCD as described in Section I – Implementation Methodology (Project Plan Task 1.1.3). The purpose of the Communication Strategy is to establish protocols

for project team communication among all project stakeholders, including the liaisons identified by the County to facilitate communication to the County departments.

CGI will support the County in the Communication activities.

4.2 Kick-off Meetings / Periodic Briefings

CGI shall plan and conduct a kick-off meeting for project team members and assist the County in conducting informational meetings for departments (Project Plan Task 1.2). The informational meetings will primarily consist of an eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 overview presentation. The County may re-use the CGI kick-off meeting materials for these informational meetings.

4.3 Website

This task assumes that the County will establish and maintain with CGI input and assistance a website as part of the Communication Plan. This website will be used to:

- Maintain project materials of Subproject 10;
- Communicate the status of Subproject 10;
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.); and
- Distribute Subproject 10 materials.

5. Staffing - Key and Support Personnel & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 (Project Plan Task 1.1.1). These roles and responsibilities may be modified at any time during Subproject 10 through mutual agreement between the County and CGI.

Key personnel will be, unless identified as otherwise, dedicated to the Subproject 10 during the specific times indicated by the Project Plan. These staff members will be assigned to the Subproject 10 in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

The CGI team members shall be proficient with the AMS Advantage product. CGI shall provide the County with a suggested list of qualifications to assist the County in identifying qualified, skilled resources for the County's project team.

CGI shall provide the following Key Staff to the Subproject 10:

	Title	Name
1.	Project Director / Engagement Manager	Tim Popoli
2.	Project Manager	Pankaj Joshi

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the Subproject 10 are provided in Appendix M-10 (Subproject Assumptions).

In addition to the Key Staff identified, CGI may provide a Deputy Project Manager(s) for the Subproject 10, as needed.

5.1 Project Management

5.1.1 CGI Project Manager

The CGI Project Manager shall:

- Direct responsibility for and supervise the overall performance of the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 in conjunction with the County Project Manager;
- Serve as principal liaison with the County and the County's Project Manager;
- Participate in program strategic planning, coordination and release management;
- Compile and assist in the resolution of project issues;
- Acquire CGI resources;
- Manage scope;
- Coordinate CGI resources, activities and project teams;
- Coordinate submission of all Work Product and Milestone Deliverables required for acceptance and approval by the County; and
- Develop semimonthly and monthly progress reports to County Management and participate in status meetings and project Advisory Committee briefings (Project Plan Task 1.3.4).

5.2 Functional Teams

5.2.1 CGI Functional Team Leads

The responsibilities of the CGI Functional Team Leads shall be to:

- Conduct the Design Sessions;
- Provide product expertise on specific issues;
- Provide semimonthly status reports to project management on team's activities;
- Develop/provide functional deliverables templates and standards, where applicable;
- Oversee the quality of functional deliverables;

- Participate in the production of functional project deliverables on reporting, security, chart of accounts, etc.;
- Assist individual designers/developers with resolving functional issues;
- Review all functional designs for quality and consistency;
- Assist with the formulation and execution of the integrated system test plan and;
- Support teams in identifying and resolving incidents identified during testing.

5.2.2 CGI Functional Team Members

The functional CGI team members shall perform the following tasks under the direction of the CGI Project Manager and Functional Team Leads:

- Prepare for and execute Design Sessions;
- Design/refine “To-Be” business processes;
- Assist with table-driven application set-ups;
- Identify and resolve functional issues;
- Create functional designs and system test software modifications and reports;
- Provide assistance to the County in the functional design and acceptance testing of conversion programs and interfaces;
- Develop integrated system test approach and assist in developing test scripts; and
- Execute system test scripts.

5.3 Technical Resources

5.3.1 CGI Technical Team Lead

The responsibilities of the CGI Technical Team Lead shall be to:

- Track software construction work and progress to-date;
- Coordinate CGI technical resources;
- Forecast and manage work requirements for software development and testing;
- Forecast resource requirements for software development and testing;
- Provide expertise in the creation and support of project development environments;
- Provide guidance to the technical project team in the design and development of the technical architecture and production environment;

- Participate in release planning and management;
- Track and facilitate resolution of software construction and technical issues;
- Lead management review and approval process for software construction deliverables; and
- Coordinate software incident resolution activities with CGI Customer Support.

5.3.2 CGI Technical Team Members

The CGI Technical Team shall perform the following tasks under the direction of the CGI Project Manager and Technical Lead:

- Technical architecture support;
- System administration support; and
- Performance test scripting.

A more detailed listing of these activities is provided below:

- Analyze the software updates required for the eCAPS system interfaces, reports and data warehouse for the eCAPS Financial & BP upgrades;
- Design, develop, and test software configurations, and new system processes (e.g., database upgrade conversion programs, software modifications, etc.);
- Apply patches and fixes to AMS Advantage software;
- Manage and configure the AMS Advantage software during the Subproject 10 in accordance with the eCAPS Phase IV - eCAPS Financial & BP Upgrade Subproject 10 Project Plan;
- Monitor system logs during software development and assist in trouble-shooting;
- Work closely with the end-user security authorization administrator(s) during development and implementation of end-user security profiles;
- Identify software rollout requirements; and
- Build and execute software installation scripts.
-

5.4 Change Management

5.4.1 CGI Change Management Team Members

The responsibilities of the CGI staff assigned to change management activities shall be to:

- Assist the County change management lead in coordinating communication with Project Plan;
- Assist the County change management lead in facilitating departmental readiness for the new eCAPS functionalities in accordance with the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 Project Plan.

Section III – Software Application

1. Software Description

CGI will provide the AMS Advantage 3.9 modules and additional Third Party Software to the County as identified in the Exhibit H (License Provisions).

It is the County's intent to upgrade the following AMS Advantage software modules and implement the AMS Advantage ECM Integration and Payment Accounting Consolidation Modification under this SOW in four (4) separate, integrated Stages of implementation on the expected go-live dates indicated for each Stage:

Stage	Module	Planned Go-Live Date
1	AMS Advantage Financial (version 3.9) AMS Advantage Procurement (Professional and Vendor) (version 3.9) AMS Advantage Inventory Management (version 3.9) AMS Advantage Asset Management (version 3.9) AMS Advantage Grant Lifecycle Management (version 3.9)	October 2012
2	AMS Advantage Performance Budgeting (version 3.9)	October 2012
3	AMS Advantage Financial ECM Integration (version 3.9) with Documentum	October 2012
4	Payment Accounting Consolidation Modification (version 3.9)	October 2012

The actual go-live dates will be dictated by the Project Plan mutually agreed upon between CGI and the County.

2. AMS Advantage Software Implemented

The following AMS Advantage version 3.9 shall be supplied and installed by CGI:

- AMS Advantage Financial;
- AMS Advantage Procurement (Professional and Vendor);
- AMS Advantage Inventory Management;
- AMS Advantage Asset Management;
- AMS Advantage Grant Lifecycle Management;
- AMS Advantage Performance Budgeting; and
- AMS infoAdvantage Financial- Data Warehouse and ETL.

The software installation shall be accompanied by the installation or delivery of all available documentation for the installed modules. During this Subproject 10, CGI will be constructing the software customizations to the AMS Advantage Financial 3.9 for the County as identified in Appendix J-10 (Configurations and Customizations).

Based on feedback and input from the County, CGI shall perform tasks to install the Software and review the County's set-up of the project technical environments, including but not limited to the following:

- Install and test the AMS Advantage Financial & BP applications and associated third party tools in the project technical environments (Project Plan Task 2.2.1, 3.2.1, and 4.1.2);
- Confirm and update transaction volumes, as required; and
- Confirm and update Technical Specifications Document, as required.

Environments to be installed for the Subproject 10 are identified in Section I – Implementation Methodology.

CGI shall complete the installation and testing activities to allow the installed AMS Advantage 3.9 Financial & BP applications to be accessed and executed by County and CGI staff for the purposes of:

- Completing configurations, software development, and software testing;
- Completing the end user training (Project Plan Tasks 2.2.4, 3.2.4, 4.2.5, and 5.2.4); and
- Completing production cutover activities (Project Plan Tasks 2.3.1, 3.3.1, and 4.3.2, and 5.3.3).

The installation and testing process for each environment shall include the CGI delivery of a written certification (verification memorandum) that the AMS Advantage Financial and Budget Preparation applications can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the testing environment is complete after a test script has been conducted using the environment).

3. Third Party Products - To Be Provided by CGI

The Third Party Software products to be provided are listed in Amendment Number Five (Exhibit H - License Provisions) and are provided with applicable terms and conditions.

CGI shall complete the installation and installation testing activities to allow the installed Third Party Software to be accessed and executed by County and CGI staff for the purposes of:

- Completing configurations, software development, and software testing;

- Completing the end user training (Project Plan Tasks 2.2.4, 3.2.4, 4.2.5, and 5.2.4); and
- Completing production cutover activities (Project Plan Tasks 2.3.1, 3.3.1, 4.3.2, and 5.3.3).

The installation and installation testing process for each environment shall include the CGI delivery of a written certification (verification memorandum) that the third party software can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the testing environment is complete after a test script has been conducted using the environment).

4. End User Training Tool

This task assumes that the County shall reuse the eCAPS Financial application training materials to support the end user training, subject matter expert orientations, product training, and technical training volumes identified in Appendix K-10 (Training Volumes). The Project Plan assumes utilization of the eCAPS Financial application training materials, the training materials developed during eCAPS Phases I, II and III, and standard training methodologies as the basis for conducting training of the eCAPS Financial and Budget Preparation modules upgraded during this Subproject. Standard training materials and methodologies include: on-line independent study guides, on-line training courses, printed learning aids, alternative training mechanisms through coaching sessions, training tools, printed post-assessment tests, and Job Aids.

Section IV – Business Requirements

1. Business Requirements

The County's business requirements for the ECM Integration and Payment Accounting Consolidation Modification, included in Appendix C-10 (Business Requirements), will be reviewed during the Stage 3 and Stage 4 Envision phases and their dispositions will be documented in the Requirement Traceability Matrix (RTM) and categorized as follows:

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Mod = Software modification using built-in Advantage Design Studio toolset (Versata)
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

CGI will identify how the AMS Advantage Financial application can accommodate these business requirements and their response is included in the following Appendices:

- Appendix C-10 - Business Requirements – CGI's response to all of the County's stated business requirements; and
- Appendix J-10 - Configurations and Customizations – Business requirements CGI has identified as requiring configuration or customization

Appendix J-10 (Configurations and Customizations) also includes the description of the software modifications included that will be provided as County specific customizations.

Appendix F-10 (Reports) identifies the reports that were developed and implemented in production for the eCAPS Financial and Budget Preparation applications. These reports will be reviewed by CGI for potential impacts as a result of the software upgrade to AMS Advantage 3.9 under this Subproject 10. Appendix F-10 includes the Procurement reports. This assumes the Department of Public Works (DPW) reports are not included in Appendix F-10 but the data extracts from eCAPS that DPWutilizes to support its reporting requirements are included in Appendix D-10 (Interfaces).

Appendix D-10 (Interfaces) identifies the interfaces that were developed and implemented in production for the eCAPS Financial and Budget Preparation applications. These interfaces will be reviewed by CGI for potential impacts as a result of the software upgrade to AMS Advantage 3.9 under this Subproject 10. Appendix D-10 includes the Department of Public Works outbound interfaces from eCAPS that DPW utilizes to support its reporting requirements.

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Section V – Data Warehouse and Reporting

Leveraging the Reporting Strategy developed during the eCAPS Phases I, II and III, CGI and the County will continue to build on the approach and established standards to update the eCAPS Data Warehouse and Reporting solution to support the County's reporting requirements identified in Appendix F-10 (Reports). This section describes the components of the solution and the approaches for delivering each component. The Implementation Methodology in Section II above describes the methodology and activities required to support these approaches.

The County's participation in the planning, design, development, testing, and implementation of the updates to the eCAPS Data Warehouse and Reporting solution is further clarified in Appendix M-10 (Subproject Assumptions).

1. Components of eCAPS Data Warehouse and Reporting Solution

There are many components to the eCAPS Data Warehouse and Reporting solution implemented at the County of Los Angeles during eCAPS Phases I, II and III. For the eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10, each of these areas that need to be updated to support the eCAPS Financial and Budget Preparation applications will be analyzed and updated.

Subproject 10 will include the review and updates of the following AMS infoAdvantage Data Warehouse components:

- AMS infoAdvantage Financial Custom Data Warehouse Reporting Tables;
- AMS infoAdvantage Financial Custom Extract, Transform and Load (ETL) Software to load the Data Warehouse.

Subproject 10 will also include the updates to the following eCAPS Reporting solution components:

- Cognos Business Intelligence (BI) Software;
- Cognos Framework Manager Model and Packages;
- Reports; and
- Cognos Cubes and Cube Queries.

The integration of the AMS Advantage Financial and Budget Preparation applications with the Cognos reporting tool will continue to be leveraged in Subproject 10. The end-users will be able to navigate to the Cognos reporting tool directly from a link in the eCAPS Financial application. The access capabilities of the user within Cognos will be based on the roles that have been set up in the eCAPS Financial application security tables. The Cognos User and Security Role replication process developed in eCAPS Phase I and updated for the eCAPS Phases II and III will be utilized per the County's reporting requirements for eCAPS.

2. Approach

During the Envision phase, CGI and the County will finalize the detailed reporting plan which will include staffing requirements and resources, and interdependencies and timelines for the completion of the updates to various reporting components.

Multiple sets of standards will be used throughout the subproject, including:

- CGI will provide AMS infoAdvantage Data Warehouse standards which will include the format and processes for the software components and the usage of the third-party tools for the AMS infoAdvantage Data Warehouse; and
- County will provide Report Standards as guidelines for report delivery, report "look and feel," and County-adopted best practices in report and framework manager model development.

CGI will perform an analysis of the reports identified in Appendix F-10 (Reports) to identify the reports that will require updates for the eCAPS Financial and BP upgrades to AMS Advantage 3.9. This will establish the framework for the County to design and develop the updates as needed to the eCAPS Data Warehouse and Reporting Solution.

2.1 AMS infoAdvantage Custom Data Warehouse Tables

CGI will perform the custom data warehouse table analysis against the delivered AMS infoAdvantage release 3.9 upgrade scripts and identify any required changes to custom reporting tables, un-adopted custom ETL, or database tuning. This assumes that the County will design and develop changes to the baseline AMS infoAdvantage Database to support the County's software customizations and unique County requirements. This updated Database will become the basis for delivering the remainder of the reporting components.

2.2 AMS infoAdvantage Custom ETL Software

CGI will perform the custom ETL Software analysis against the delivered AMS infoAdvantage release 3.9 upgrade scripts and identify any required changes to un-adopted custom ETL. This assumes that the County will design and develop changes to the baseline AMS infoAdvantage ETL to support the County's software customizations.

Section VI – Technical

1. eCAPS Technical Architecture

Appendix I (Subproject Architecture and Schematic) provides the last incremental update to the processing capacity requirements for eCAPS Financial and Budget Preparation applications implemented in eCAPS Phases I, II and III, and depicts the technical architecture as recommended by CGI to achieve those processing capacity requirements. This architecture was developed based on a set of assumptions and technical requirements.

CGI shall support the County to update the Technical Specifications Document to describe the recommended technical architecture for the eCAPS Financial and Budget Preparation Upgrade.

Prior to the County's acceptance test process, CGI shall conduct the installation tests to confirm connectivity and functionality within each project environment as described in SOW Section III – Software Application.

1.1 Performance

When CGI has completed installation and configuration of the AMS Advantage 3.9 software, CGI shall verify the technical architecture as ready and capable of supporting upgraded software for eCAPS Financial and Budget Preparation.

1.2 Environments

Part of the set-up of the architecture will be the configuration of ten separate environments. At this time, the environments have been designated as:

- eCAPS Financial Upgrade: Development / Unit Test;
- eCAPS Financial Upgrade: Integrated System Test;
- eCAPS Financial Upgrade: User Acceptance Test;
- eCAPS Financial Upgrade: Training;
- eCAPS Financial Upgrade: Performance Test / Mock Conversion;
- eCAPS Budget Preparation Upgrade: Development / Unit Test;
- eCAPS Budget Preparation Upgrade: Integrated System Test;
- eCAPS Budget Preparation Upgrade: User Acceptance Test;
- eCAPS Budget Preparation Upgrade: Training; and
- eCAPS Budget Preparation Upgrade: Performance Test / Mock Conversion.

Where applicable (as stated in the Technical Specifications Document), each environment may be a clone of the production environment with the exception of the

data stored in the application databases which shall be limited to support the purpose of the environment. Each must be fully functional and able to stand alone without any reliance or sharing components of another environment.

CGI shall support the County to include the design and specifications for each of these environments in the Technical Specifications Document.

1.3 Communication Protocols

CGI shall document the communication software/protocols that eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 will use in the Technical Environment Tracking Document. CGI shall also document the ports that will be required to support the protocols used by the system. This document shall be presented to the County for their staffs use in implementing the necessary hardware and configuration necessary to support the communication requirements of the system.

2. End-user Workstation Specifications

Below are the end-user workstation specifications for release 3.9.

- Microsoft Windows XP Professional SP2, Windows Vista, or Windows 7
- Minimum requirements will depend upon Windows OS. The following are the minimum for XP but any minimum requirements listed by Microsoft for Vista or Windows 7 higher than the ones listed below should be followed instead:
  - 1.0 GHz Processor (x86, x64 or mobile processor) Minimum
  - 2 GB RAM Recommended, 1 GB Minimum
  - 1024 x 768 Minimum Display Resolution
  - 10 Mbps Ethernet Connection
  - 32MB Graphics Card

Web Browser:

- Microsoft Internet Explorer 8 for Windows*
- Mozilla Firefox 3.5 or 3.6 for Windows*

*Pop-up blocker must be disabled to allow Page Help to function properly
** CGI has delivered an AMS Advantage blocker patch for Microsoft Internet Explorer 9 (IE9) while CGI certifies IE9. After AMS Advantage is certified on IE9 a compatibility patch will be made available.

3. Conversion Approach

Data Conversion for eCAPS Phase IV – eCAPS Financial & BP Upgrade Subproject 10 will leverage the AMS Advantage database upgrade scripts provided by CGI to convert the database and data in eCAPS Financial and BP applications to the Advantage 3.9 format.

The AMS Advantage software upgrade includes baseline database conversion scripts to convert the application databases for each of the minor and service pack software upgrades offered by CGI. The County of Los Angeles has implemented the AMS Advantage version 3.8 for the eCAPS Financial and Budget Preparation applications. CGI has released versions 3.8.0.1, 3.8.0.2 and 3.9 since the last AMS Advantage Financial and Budget Preparation software upgrade at the County of Los Angeles. CGI will execute the database conversion scripts for each of the minor and service pack releases for the eCAPS Financial & BP Upgrade project at the County, and verify the data conversion results.

The ECM Integration initiative requires converting existing eCAPS Financial attachments stored in Centera. The ECM conversion is a two step process. The first step is to convert the existing files stored in Centera into Documentum so that Documentum can manage the location and metadata of the files. The second step is to convert the AMS Advantage attachment table to use the new Documentum file location and import the AMS Advantage metadata into Documentum for existing files. CGI will provide support for the Advantage conversion.

The Payment Accounting Consolidation Modification does not require a data conversion. After implementing the Payment Accounting Consolidation Modification only new disbursements transactions will be summarized prior to posting to the journals.

The County's participation in the planning, execution and verification of the data conversion processes are described in Appendix M-10 (Subproject Assumptions).

4. Interface Approach

The existing system interfaces for eCAPS Financial and Budget Preparation listed in Appendix D (Interfaces) will be analyzed for potential updates, updated and tested to support the County's business processes.

CGI technical staff will be primarily responsible for identifying the eCAPS Financial and Budget Preparation system interfaces that need to be updated.

The development and testing effort for the interfaces will require coordination between the CGI staff and the County teams. Production inbound interface files will be used for testing in the test environments. Outbound test files will be generated in test environments and then compared to the format of the Production outbound files. The County participation in the design, development, and testing of system interfaces is provided in Appendix M-10 (Subproject Assumptions).

No updates to System Interfaces have been identified for the ECM Integration or the Payment Accounting Consolidation Modification. If new interfaces or updates are identified to existing System Interfaces during the Envision Phase, it is assumed that the County will be responsible for design, development, and testing the System Interfaces or Reports.

Section VII – Change Management

1. Change Readiness Assessment

Project team and department readiness is a critical factor to the timely completion of Subproject 10. The following project tasks are incorporated in the detailed implementation plan:

- Operational and Implementation Readiness Assessments (Project Plan Task 2.2.5.6 and 3.2.5.5).

2. Business Process Modeling Strategy

The central countywide policies and procedures (Project Plan Task 2.2.5.4, 3.2.5.3, and 4.2.6.4) will be developed and distributed early so other departments have time to adapt and incorporate them into departmental policies and procedures.

3. Training Volumes (Appendix K-10)

During the Create phase, a detailed training plan will be developed and maintained (Project Plan Task 2.2.4.1, 3.2.4.1, and 4.2.5.1) which identifies the scope of the training plan including:

- Training curriculum for upgraded eCAPS modules;
- Training schedules to accommodate both “just-in-time” and on-going training sessions for each phase of software implementation;
- Identifying resources necessary to conduct the training; and
- Materials necessary to develop the training.

The following expands on each of the components to be included in the Training Plan.

3.1 Training Timeframe

The training strategy shall be to schedule the user training to occur as close to the implementation of the eCAPS Financial and Budget Preparation software upgrade as possible.

3.2 End User Training (Project Plan Task 2.2.4.5, 3.2.4.3, 4.2.5.3, and 5.2.4.2)

The Training Plan shall outline the detailed logistics, methodologies, and materials necessary to prepare end users to operate in the new environment.

A blended training approach will be utilized where end-users may attend Instructor Led Training (ILT) and Webinars, as appropriate.

This task assumes that the County will update the training materials and deliver the end-user training via ILT and Webinars, and maintain the end-user training materials for future updates and use.

The baseline AMS Advantage training materials and the training materials developed during eCAPS Phases I, II, and III will be used to update the training materials for the eCAPS Financial and Budget Preparation upgrades.

Depending upon the training plan, end-user training may include:

- Instructor lead training – Training done in a training facility given and support by onsite trainers;
- Live Webinars – Training delivered through web technology given and supported by live trainers; and
- Recorded Webinars – Pre-recorded training delivered through web technology done at the trainee's computer.

CGI will provide support to the County staff in the development and delivery of the training as defined in Appendix B-10 (Project Plan).

3.3 Training Plan

The Training Plan shall outline the detailed tasks for training materials development and execution, and will include:

Planning

- Training guiding principles;
- Key Impact Areas;
- Timeline for training development and delivery; and
- Training materials update estimates.

Course Development and Delivery

- Approach for training delivery and evaluation;
- User support approach;
- Participant registration approach;
- Strategy for incorporating procedures into training;
- High-level requirements the training database (e.g. concurrent users, development, refresh strategy, etc.);
- High-level requirements for customization of the delivered End User Training (EUT) materials;
- High-level requirements for development of custom training materials;
- Documentation standards approach for EUT;
- Testing approach for EUT; and

- Approach for ongoing training maintenance and delivery.

3.4 Training Facilities

The County-provided training facilities will be used for end-user training courses.

4. Training Environment

The Training environment will be used to support the end-user training.

5. Knowledge Transfer

CGI shall provide “knowledge transfer” to County by working side-by-side with County from the beginning of the project.

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Section VIII - Maintenance and Support (including Managed Advantage Lite options)

The terms and conditions applicable to the Platinum Support (through the end of September 2012) and Managed Advantage Lite support (after September 2012) are described in Exhibit E (Maintenance Provisions).

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Appendix A-10 – Deliverables Definition

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Appendix A-10 – Deliverables Definition

1. Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	Subproject 10 Project Control Document	• Subproject 10 Charter and Roadmap describing Subproject 10 objectives, scope, assumptions, and overall timelines for Subproject 10 phases and deliverables.	1.1.1	1.1.7
		• Subproject 10 Organization describing roles and responsibilities of Subproject 10 teams, including entities for project management and oversight.	1.1.1	
		• Project Governance that describes the process, tools and standards for: o Communication o Status reporting o Scope management o Risk and issue management o Project documentation standards	1.1.2 1.1.3	
2.	FIN 3.9 Upgrade Kick-off Meeting	• eCAPS Financial 3.9 Upgrade Project Team Kick-off presentation materials to update the project team on the overall structure of the project.	1.2.1	1.2.7
		• One (1) kick-off presentation to eCAPS Financial 3.9 Upgrade Phase IV Subproject 10 team	1.2.5	
3.	BP 3.9 Upgrade Kick-off Meeting	eCAPS Budget Prep 3.9 Upgrade Project Team Kick-off presentation materials to update the project team on the overall structure of the project.	1.2.8	1.2.14
		• One (1) kick-off presentation to eCAPS Budget Prep 3.9 Upgrade Phase IV Subproject 10 team	1.2.15	
4.	eCAPS ECM Integration Kick-off Meeting	• eCAPS ECM Integration Project Team Kick-off presentation materials to update the project team on the overall structure of the project.	1.2.22	1.2.21
		• One (1) kick-off presentation to eCAPS ECM Integration Phase IV Subproject 10 team	1.2.26	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
5.	Subproject 10 Monthly Status Reports	• Monthly Status Report that is comprised of a compilation of semimonthly status reports for the month with an executive summary describing: o Subproject 10 deliverables completed o Subproject 10 risks and issues o Key accomplishments o Goals for Next Period o Updated project plan o Updated matrix of work products/deliverables and their progress • A minimum of Semimonthly Status Reports that include: o Tasks, work products, and deliverables completed o Tasks, work products, and deliverables in progress o Tasks, work products, and deliverables scheduled but not completed o Issue log	1.3.5	1.3.6

2. eCAPS Financial Release 3.9 Software Upgrade

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
6.	FIN 3.9 Upgrade Product Training for Project Team	• Prepare Materials / Schedule Product Training for Core Team • Advantage 3.9 Financial Release Notes Overview (Functional) • Advantage 3.9 Financial Release Notes Overview (Technical)	2.1.2.1 2.1.2.2 2.1.2.3	2.1.2.4
7.	FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Interfaces	• Identify required updates to eCAPS Financial interfaces (Inbound) • Identify required updates to Inventory Management interfaces (Inbound) • Identify required updates to Asset Management interfaces (Inbound) • Identify required updates DPW FAS interfaces (Inbound) • Identify required updates to Grants Lifecycle Management interfaces (Inbound) • Identify required updates to eCAPS Financial interfaces (Outbound) • Identify required updates to Inventory Management interfaces (Outbound) • Identify required updates to Asset Management interfaces (Outbound) • Identify required updates DPW FAS interfaces (Outbound) • Identify required updates to Grants Lifecycle Management interfaces (Outbound)	2.1.3.2.1 2.1.3.2.2 2.1.3.2.3 2.1.3.2.4 2.1.3.2.5 2.1.3.2.6 2.1.3.2.7 2.1.3.2.8 2.1.3.2.9 2.1.3.2.10	2.1.3.2.11
8.	FIN 3.9 Upgrade Identify Required Updates to eCAPS Procurement Interfaces	• Identify required updates to Procurement interfaces (Inbound) • Identify required updates to Procurement interfaces (Outbound)	2.1.3.2.12 2.1.3.2.13	2.1.3.2.14
9.	Identified Required Updates to eCAPS Financial Custom DW Tables and ETL	• Identify required updates to Custom eCAPS Data Warehouse Tables • Identify required updates to Custom eCAPS ETL Software	2.1.3.3.1 2.1.3.3.2	2.1.3.3.3

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
10.	FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Reports and Cognos Framework Manager Models	• Identify Updates to eCAPS Cognos Framework Manager Models and Packages • Identify required updates to eCAPS Financial Reports • Identify required updates to Inventory Management Reports • Identify required updates to Asset Management Reports • Identify required updates to Grants Lifecycle Management Reports • Identify required updates to Procurement Reports	2.1.3.4.1 2.1.3.4.2 2.1.3.4.3 2.1.3.4.4 2.1.3.4.5 2.1.3.4.6	2.1.3.4.7
11.	FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Cognos Cubes & Cube Queries	• Identify required updates to eCAPS Financial Cubes & Queries	2.1.3.5.1	2.1.3.5.2
12.	FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Adobe Forms	• Identify required updates to eCAPS Financial Adobe Forms	2.1.3.6.1 2.1.3.6.2 2.1.3.6.3	2.1.3.6.4
13.	FIN 3.9 Upgrade Updated eCAPS Financial Technical Specification Document Support	• Updated Technical Specification with latest eCAPS Application Technical Architecture • Updated Technical Specification with latest Hardware and Software Specifications	2.1.3.7.1 2.1.3.7.2	2.1.3.7.5
14.	FIN 3.9 Upgrade AMS Advantage FIN 3.9 Upgrade , 3rd Party Tools Installation - Unit Test Environment	• Installation of Advantage 3.9 Financial, Procurement, Inventory Management, Asset Management, Grants Lifecycle Management software modules, and applicable 3rd party software in the Dev/Unit Test Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage 3.9 software modules can be accessed in the Dev/Unit Test Environment	2.2.1.1.3	2.2.1.1.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
15.	FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - IST Environment	• Installation of Advantage 3.9 Financial, Procurement, Inventory Management, Asset Management, Grants Lifecycle Management software modules, and applicable 3rd party software in the Integrated System Test Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage 3.9 software modules can be accessed in the Integrated System Test Environment	2.2.1.2.3	2.2.1.2.5
16.	FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - UAT Environment	• Installation of Advantage 3.9 Financial, Procurement, Inventory Management, Asset Management, Grants Lifecycle Management software modules, and applicable 3rd party software in the User Acceptance Test Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage 3.9 software modules can be accessed in the User Acceptance Test Environment	2.2.1.3.3	2.2.1.3.5
17.	FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - Training Environment	• Installation of Advantage 3.9 Financial, Procurement, Inventory Management, Asset Management, Grants Lifecycle Management software modules, and applicable 3rd party software in the Training Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage 3.9 software modules can be accessed in the Training Environment	2.2.1.4.3	2.2.1.4.5
18.	FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - Performance Test Environment	• Installation of Advantage 3.9 Financial, Procurement, Inventory Management, Asset Management, Grants Lifecycle Management software modules, and applicable 3rd party software in the Performance Test Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage 3.9 software modules can be accessed in the Performance Test Environment	2.2.1.5.3	2.2.1.5.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
19.	FIN 3.9 Upgrade Interface Software Updates Support	• Support Interface Software Updates to include: o Clarification on the required updates to Interface Software o Provide test scenarios for updated interfaces o Technical support on the usage of the standard CGI toolsets	2.2.2.2	2.2.2.3
20.	FIN 3.9 Upgrade Reports and Adobe Forms Software Updates Support	• Support Reports and Adobe Forms Software Updates to include: o Clarification on the required updates to Report and Forms Software o Provide test scenarios for updated Reports and Forms o Technical support on the usage of the standard CGI toolsets	2.2.2.10	2.2.2.11
21.	FIN 3.9 Upgrade Update and Test Application Database Upgrade Scripts	• Update FIN 3.9 Application Database Upgrade Scripts for eCAPS • Test FIN 3.9 Application Database Upgrade Scripts for eCAPS	2.2.2.12.1 2.2.2.12.2	2.2.2.12.4
22.	FIN 3.9 Upgrade Update and Test DW Database Upgrade Scripts	• Update FIN 3.9 DW Database Upgrade Scripts for eCAPS • Test FIN 3.9 DW Database Upgrade Scripts for eCAPS	2.2.2.12.5 2.2.2.12.6	2.2.2.12.8
23.	FIN 3.9 Upgrade Create Integrated System Test Plan and Scripts	• Develop Integrated System Test Plan and Scripts	2.2.3.1.1	2.2.3.1.5
24.	FIN 3.9 Upgrade Integrated System Test Results	• Execute Integrated System Test Scripts and Document Results	2.2.3.1.6 2.2.3.1.7	2.2.3.1.8
25.	FIN 3.9 Upgrade User Acceptance Test Support	• Support User Acceptance Test as stated in the Project Plan to include: o Review and respond to reported User Acceptance Test Issues o Resolve reported User Acceptance Test Issues	2.2.3.2.5 2.2.3.2.6	2.2.3.2.7
26.	FIN 3.9 Upgrade Performance Test Plan and Scripts	• Developed Performance Test Plan and Scripts	2.2.3.3.1	2.2.3.3.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
27.	FIN 3.9 Upgrade Performance Test Tuning and Results	• Executed Performance Test Scripts • Performance Tuning • Performance Test Results	2.2.3.3.6 2.2.3.3.7	2.2.3.3.8
28.	FIN 3.9 Upgrade Support Training Plan and Training Materials Updates	• Training Plan Development and Training Materials Support to include: o Review and provide feedback on Training Plan o Provide functional input on training material development o Review and provide feedback on Training Materials	2.2.4.8	2.2.4.9
29.	FIN 3.9 Upgrade User Documentation Updates Support	• Update User Documentation Support to include: o Identify User Documentation that requires updates o Review and provide feedback on updates to User Documentation o Technical support on the usage of the standard CGI toolsets	2.2.5.1.8	2.2.5.1.9
30.	FIN 3.9 Upgrade Systems / Operations Documentation Updates Support	• Update Systems / Operations Documentation Support to include: o Identify Systems / Operations Documentation that requires updates o Review and provide feedback on updates to Systems / Operations Documentation	2.2.5.2.8	2.2.5.2.9
31.	FIN 3.9 Upgrade County Operations Documentation and Control-M Setup Support	• County Operations Documentation and Control-M Setup Support to include: o Review and provide feedback on County Operations Documentation o Support the creation of Advantage job parameter files and automation scripts o Review and provided feedback on Control-M setup	2.2.5.3.3	2.2.5.3.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
32.	FIN 3.9 Upgrade Operational/Technical Readiness Checklist	• Operational / Technical Readiness Checklist to assess the readiness for the 3.9 upgrade production operations, including but not limited to: o Back-up and recovery procedures o Production operations (interfaces and reports) o Technical infrastructure o Connectivity and workstations	2.2.5.6.1	2.2.5.6.5
33.	FIN 3.9 Upgrade Operational/Technical Readiness Assessment Support	• Support Operational / Technical readiness assessment by assisting County staff to include: o Monitor the progress of operational readiness items. o Identify and escalate issues and delays. o Implement corrective actions, as necessary.	2.2.5.6.7	2.2.5.6.8
34.	FIN 3.9 Upgrade Production Cutover Script	• eCAPS Financial Upgrade Production Cutover Script	2.3.1.1	2.3.1.5
35.	FIN 3.9 Upgrade Production Rehearsal Support	• Support the following Production Rehearsal activities: o Setup Mock Production Environment o Execute Upgrade Cutover Rehearsal o Analyze and Update Production Cutover Script	2.3.1.6 2.3.1.7 2.3.1.8	2.3.1.10
36.	FIN 3.9 Upgrade Production Cutover Support	• Technical Support during production cutover • Transition operations to County staff	2.3.1.11 2.3.1.12 2.3.1.13 2.3.1.16 2.3.1.17	2.3.1.19
37.	FIN 3.9 Upgrade Post-Implementation Support - Month 1	• eCAPS Financial Upgrade Post-implementation support services – Month 1	2.3.2.1	2.3.2.2
38.	FIN 3.9 Upgrade Post-Implementation Support - Month 2	• eCAPS Financial Upgrade Post-implementation support services – Month 2	2.3.2.3	2.3.2.4

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
39.	FIN 3.9 Upgrade Post-Implementation Support - Month 3	• eCAPS Financial Upgrade Post-implementation support services – Month 3	2.3.2.5	2.3.2.6
40.	FIN 3.9 Upgrade Post-Implementation Support - Month 4	• eCAPS Financial Upgrade Post-implementation support services – Month 4	2.3.2.7	2.3.2.8

3. eCAPS Budget Preparation Release 3.9 Software Upgrade

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
41.	BP 3.9 Upgrade Product Training for Project Team	• Prepare Materials / Schedule Product Training for Core Team • Advantage 3.9 BP Release Notes Overview (Functional) • Advantage 3.9 BP Release Notes Overview (Technical)	3.1.2.1 3.1.2.2 3.1.2.3	3.1.2.4
42.	BP 3.9 Upgrade Identify Required Updates to Budget Prep Interfaces	• Identify required updates to Budget Prep interfaces (Inbound) • Identify required updates to Budget Prep interfaces (Outbound)	3.1.3.2.1 3.1.3.2.2	3.1.3.2.3
43.	BP 3.9 Upgrade Identify Required Updates to Budget Prep Reports and Cognos Framework Models	• Identify required updates to Budget Prep Reports and Cognos Framework Manager Model and Packages • Identify required updates to Budget Prep Reports	3.1.3.3.1 3.1.3.3.2	3.1.3.3.3
44.	BP 3.9 Upgrade Updated Technical Specification Document Support	• Updated Technical Specification with latest Budget Prep Application Technical Architecture • Updated Technical Specification with latest Hardware and Software Specifications	3.1.3.4.1 3.1.3.4.2	3.1.3.4.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
45.	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Unit Test Environment	• Installation of AMS Advantage Performance Budgeting 3.9 software modules, and applicable 3rd party software in the Unit Test Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage Performance Budgeting 3.9 software modules can be accessed in the Unit Test Environment	3.2.1.1.3	3.2.1.1.5
46.	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - IST Environment	• Installation of AMS Advantage Performance Budgeting 3.9 software modules, and applicable 3rd party software in the Integrated System Test Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage Performance Budgeting 3.9 software modules can be accessed in the Integrated System Test Environment	3.2.1.2.3	3.2.1.2.5
47.	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - UAT Environment	• Installation of AMS Advantage Performance Budgeting 3.9 software modules, and applicable 3rd party software in the User Acceptance Test Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage Performance Budgeting 3.9 software modules can be accessed in the User Acceptance Test Environment	3.2.1.3.3	3.2.1.3.5
48.	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Training Environment	• Installation of AMS Advantage Performance Budgeting 3.9 software modules, and applicable 3rd party software in the Training Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage Performance Budgeting 3.9 software modules can be accessed in the Training Environment	3.2.1.4.3	3.2.1.4.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
49.	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Performance Test Environment	• Installation of AMS Advantage Performance Budgeting 3.9 software modules, and applicable 3rd party software in the Performance Test Environment. • Delivery of software licenses and demonstrate that installed baseline Advantage Performance Budgeting 3.9 software modules can be accessed in the Performance Test Environment	3.2.1.5.3	3.2.1.5.5
50.	BP 3.9 Upgrade Interfaces Updates Support	• Support updates to Budget Preparation Interfaces to include: o Clarification on the required updates to Interface Software o Provide test scenarios for updated interfaces o Technical support on the usage of the standard CGI toolsets	3.2.2.3	3.2.2.4
51.	BP 3.9 Upgrade Reports and Cognos Framework Models Updates Support	• Support updates to Budget Preparation Reports and Cognos Framework Models to include: o Clarification on the required updates to Report Software o Provide test scenarios for updated Reports	3.2.2.5	3.2.2.6
52.	BP 3.9 Upgrade Update and Test Database Upgrade Scripts	• Updated Advantage Performance Budgeting 3.9 Database Upgrade Scripts for County specific database settings and performance tuning • Tested Advantage Performance Budgeting 3.9 Database Upgrade Scripts for County specific database settings and performance tuning	3.2.2.7.1 3.2.2.7.2	3.2.2.7.4
53.	BP 3.9 Upgrade Integrated System Test Plan and Scripts	• Developed Integrated System Test Plan and Scripts – Budget Prep	3.2.3.1.1	3.2.3.1.5
54.	BP 3.9 Upgrade Integrated System Test Results	• Executed Integrated System Test Plan and Documented Results – Budget Prep	3.2.3.1.6 3.2.3.1.7	3.2.3.1.8

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
55.	BP 3.9 Upgrade User Acceptance Test Support	• Support User Acceptance Test as stated in the Project Plan to include: o Review and respond to reported User Acceptance Test Issues o Resolve reported User Acceptance Test Issues	3.2.3.2.5 3.2.3.2.6	3.2.3.2.7
56.	BP 3.9 Upgrade Create Performance Test Plan and Scripts	• Developed Performance Test Plan and Scripts	3.2.3.3.1	3.2.3.3.5
57.	BP 3.9 Upgrade Performance Test Tuning and Results	• Executed Performance Test Scripts • Performance Tuning • Performance Test Results	3.2.3.3.6 3.2.3.3.7	3.2.3.3.8
58.	BP 3.9 Upgrade Operational/Technical Readiness Checklist	• Operational / Technical Readiness Checklist to assess the readiness for the 3.9 upgrade production operations, including but not limited to: o Back-up and recovery procedures o Production operations (interfaces and reports) o Technical infrastructure o Connectivity and workstations	3.2.5.5.1	3.2.5.5.5
59.	BP 3.9 Upgrade Operational/Technical Readiness Assessment Support	• Support Operational / Technical readiness assessment by assisting County staff to: o Monitor the progress of operational readiness items. o Identify and escalate issues and delays. o Implement corrective actions, as necessary.	3.2.5.5.7	3.2.5.5.8
60.	BP 3.9 Upgrade Production Cutover Script	• Budget Prep Upgrade Production Cutover Script	3.3.1.1	3.3.1.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
61.	BP 3.9 Upgrade Production Rehearsal Support	• Support the following Production Rehearsal activities: o Setup Mock Production Environment o Execute Upgrade Cutover Rehearsal o Analyze and Update Production Cutover Script	3.3.1.7 3.3.1.9 3.3.1.10	3.3.1.10
62.	BP 3.9 Upgrade Production Cutover Support	• Technical Support during production cutover • Hand-off operations to County staff	3.3.1.11 3.3.1.12 3.3.1.13 3.3.1.16 3.3.1.17	3.3.1.19
63.	BP 3.9 Upgrade Post-Implementation Support - Month 1	• Budget Prep Upgrade Post Implementation support services – Month 1	3.3.2.1	3.3.2.2
64.	BP 3.9 Upgrade Post-Implementation Support - Month 2	• Budget Prep Upgrade Post Implementation support services – Month 2	3.3.2.3	3.3.2.4
65.	BP 3.9 Upgrade Post-Implementation Support - Month 3	• Budget Prep Upgrade Post Implementation support services – Month 3	3.3.2.5	3.3.2.6

4. ECM Integration (release 3.9)

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
66.	ECM Integration Product Training for Project Team	• Prepare Materials / Schedule Product Training for Core Team • Advantage ECM Integration Overview release 3.9	4.1.1.1 4.1.1.2	4.1.1.3
67.	ECM Integration Install and Configure Advantage (Test Environment)	• Advantage ECM Integration with Documentum installed and configured (Test Environment)	4.1.2.5.1	4.1.2.5.2
68.	ECM Integration Security Setup, Table Configuration, and ECM Software Configuration	• Define Metadata Fields in Advantage • Define ECM Integration Security • Define County setup for ECM Integration Folders • Document the Design for Advantage ECM Integration	4.1.3.1 4.1.3.2 4.1.3.3 4.1.3.4	4.1.3.9
69.	ECM Integration System Control Tables Setup Support	• Configure metadata fields in Advantage • Configure Advantage metadata fields in Documentum	4.2.2.1.2 4.2.2.1.3	4.2.2.1.5
70.	ECM Integration Concept Paper	• Develop Concept Paper	4.2.3.1.1	4.2.3.1.4
71.	ECM Integration Software Modification Functional Design	• Develop Functional Design	4.2.3.1.5	4.2.3.1.10
72.	ECM Integration Application Software Modification	• Developed and unit tested software modification • System Test scripts and results for software modification	4.2.3.1.12 4.2.3.1.13	4.2.3.1.15

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
73.	ECM Integration User Acceptance Test Support	• Support User Acceptance Test as stated in the Project Plan to include: o Review and respond to reported User Acceptance Test Issues o Resolve reported User Acceptance Test Issues	4.2.4.2.5	4.2.4.2.7
74.	ECM Integration Training Materials Development Support	• ECM Integration Training Materials Development Support to include: o Provide functional input on training material development o Review and provide feedback on Training Materials	4.2.5.2.3	4.2.5.2.4
75.	ECM Integration County Operations Documentation and Control-M Setup Support	• County Operations Documentation and Control-M Setup Support to include: o Review and provide feedback on County Operations Documentation o Support the creation of Advantage job parameter files and automation scripts o Review and provide feedback on Control-M setup	4.2.6.3.3	4.2.6.3.5
76.	ECM Integration Production Cutover Script	• Advantage ECM Integration with Production Cutover Script	4.3.2.1.1	4.3.2.1.5
77.	ECM Integration Production Rehearsal Support	• Support the following Production Rehearsal activities: o Setup Mock Production Environment o Execute Upgrade Cutover Rehearsal o Analyze and Update Production Cutover Script	4.3.2.2 4.3.2.3 4.3.2.4	4.3.2.6
78.	ECM Integration Production Cutover Support	• Support for Production Cutover Rehearsal • Technical Support during production cutover • Hand-off operations to County staff	4.3.2.7 4.3.2.8 4.3.2.9 4.3.2.10	4.3.2.12
79.	ECM Integration Rollout Support – Month 1	• ECM Integration Rollout Support – Month 1	4.3.4.1	4.3.4.2

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
80.	ECM Integration Rollout Support – Month 2	• ECM Integration Rollout Support – Month 2	4.3.4.3	4.3.4.4
81.	ECM Integration Rollout Support – Month 3	• ECM Integration Rollout Support – Month 3	4.3.4.5	4.3.4.6
82.	ECM Integration Rollout Support – Month 4	• ECM Integration Rollout Support – Month 4	4.3.4.7	4.3.4.8
83.	ECM Integration Rollout Support – Month 5	• ECM Integration Rollout Support – Month 5	4.3.4.9	4.3.4.10
84.	ECM Integration Rollout Support – Month 6	• ECM Integration Rollout Support – Month 6	4.3.4.11	4.3.4.12
85.	ECM Integration Rollout Support – Month 7	• ECM Integration Rollout Support – Month 7	4.3.4.13	4.3.4.14
86.	ECM Integration Rollout Support – Month 8	• ECM Integration Rollout Support – Month 8	4.3.4.15	4.3.4.16
87.	ECM Integration Rollout Support – Month 9	• ECM Integration Rollout Support – Month 9	4.3.4.17	4.3.4.18
88.	ECM Integration Rollout Support – Month 10	• ECM Integration Rollout Support – Month 10	4.3.4.19	4.3.4.20
89.	ECM Integration Rollout Support – Month 11	• ECM Integration Rollout Support – Month 11	4.3.4.21	4.3.4.22
90.	ECM Integration Rollout Support – Month 12	• ECM Integration Rollout Support – Month 12	4.3.4.23	4.3.4.24

5. Payment Accounting Consolidation Modification (release 3.9)

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
91.	Payment Accounting Consolidation Modification Concept Papers	• Develop Concept Papers	5.2.1.1.1	5.2.1.1.4
92.	Payment Accounting Consolidation Modification Functional Designs	• Develop Functional Designs	5.2.1.1.5	5.2.1.1.10
93.	Payment Accounting Consolidation Application Software Modifications	• Develop Software and Conduct Unit Tests • Plan and Execute System Test	5.2.1.1.12 5.2.1.1.13	5.2.1.1.15
94.	Payment Accounting Consolidation Updated User Documentation	• Update Online Users' Documentation	5.2.5.2.1	5.2.5.2.5
95.	Payment Accounting Consolidation Updated Systems / Operations Documentation	• Update Systems / Operations Documentation	5.2.5.3.1	5.2.5.3.5
96.	Payment Accounting Consolidation Cycle Documentation and Control-M Setup Support	• County Cycle Documentation and Control-M Setup Support to include: o Review and provide feedback on County Cycle Documentation o Support the creation of Advantage job parameter files and automation scripts o Review and provide feedback on Control-M setup	5.2.5.4.1	5.2.5.4.5

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Appendix B-10 – Project Plan

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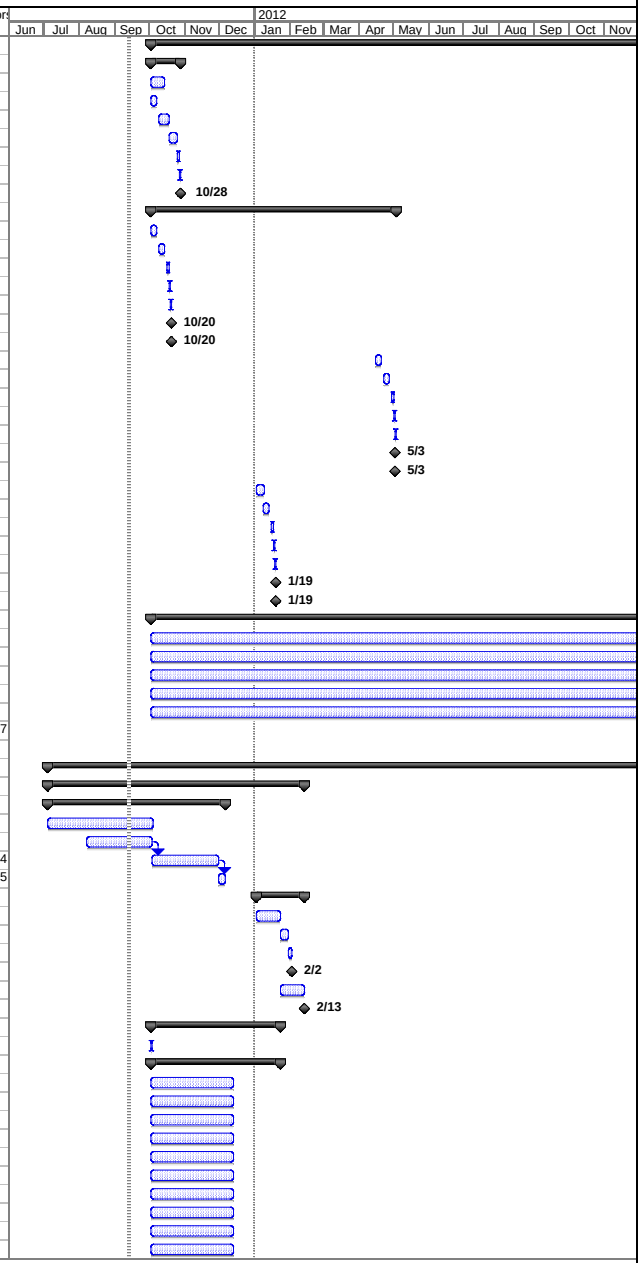
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
1	**1 SUBPROJECT 10 - PROJECT PLANNING, MANAGEMENT, AND SUPPORT**	**359 days**	**Mon 10/3/11**	**Thu 2/28/13**		
2	**1.1 Subproject 10 Project Control Document (incl. plan, PM strategies, etc.)**	**20 days**	**Mon 10/3/11**	**Fri 10/28/11**		
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	10 days	Mon 10/3/11	Fri 10/14/11	COUNTY,CGI	
4	1.1.2 Establish Project Management Standards and Tools	5 days	Mon 10/3/11	Fri 10/7/11	COUNTY,CGI	
5	1.1.3 Update Strategies for: Org Chart, Communication, Risk Mitigation, & Change Control	7 days	Mon 10/10/11	Tue 10/18/11	CGI	
6	1.1.4 Review Project Control Document	5 days	Wed 10/19/11	Tue 10/25/11	COUNTY	
7	1.1.5 Update Project Control Document	2 days	Wed 10/26/11	Thu 10/27/11	CGI	
8	1.1.6 Approve Project Control Document	1 day	Fri 10/28/11	Fri 10/28/11	COUNTY	
9	***1.1.7 CGI Deliverable: Subproject 10 Project Control Document***	0 days	Fri 10/28/11	Fri 10/28/11	CGI	
10	**1.2 Subproject 10 Project Kick-off Meeting**	**151 days**	**Mon 10/3/11**	**Thu 5/3/12**		
11	1.2.1 Develop FIN 3.9 Upgrade Project Kick-off Materials	5 days	Mon 10/3/11	Fri 10/7/11	CGI	
12	1.2.2 Review FIN 3.9 Upgrade Project Kick-off Materials	5 days	Mon 10/10/11	Fri 10/14/11	COUNTY	
13	1.2.3 Update FIN 3.9 Upgrade Project Kick-off Materials	2 days	Mon 10/17/11	Tue 10/18/11	CGI	
14	1.2.4 Approve FIN 3.9 Upgrade Project Kick-off Materials	1 day	Wed 10/19/11	Wed 10/19/11	COUNTY	
15	1.2.5 Conduct FIN 3.9 Upgrade Kick-off Meeting	1 day	Thu 10/20/11	Thu 10/20/11	COUNTY, CGI	
16	***1.2.6 County Obligation: FIN 3.9 Upgrade Kick-off Meeting***	0 days	Thu 10/20/11	Thu 10/20/11	CGI	
17	***1.2.7 CGI Deliverable: FIN 3.9 Upgrade Kick-off Meeting***	0 days	Thu 10/20/11	Thu 10/20/11	CGI	
18	1.2.8 Develop BP 3.9 Upgrade Project Kick-off Materials	5 days	Mon 4/16/12	Fri 4/20/12	CGI	
19	1.2.9 Review BP 3.9 Upgrade Project Kick-off Materials	5 days	Mon 4/23/12	Fri 4/27/12	COUNTY	
20	1.2.10 Update BP 3.9 Upgrade Project Kick-off Materials	2 days	Mon 4/30/12	Tue 5/1/12	CGI	
21	1.2.11 Approve BP 3.9 Upgrade Project Kick-off Materials	1 day	Wed 5/2/12	Wed 5/2/12	COUNTY	
22	1.2.12 Conduct BP 3.9 Upgrade Kick-off Meeting	1 day	Thu 5/3/12	Thu 5/3/12	COUNTY, CGI	
23	***1.2.13 County Obligation: BP 3.9 Upgrade Kick-off Meeting***	0 days	Thu 5/3/12	Thu 5/3/12	CGI	
24	***1.2.14 CGI Deliverable: BP 3.9 Upgrade Kick-off Meeting***	0 days	Thu 5/3/12	Thu 5/3/12	CGI	
25	1.2.15 Develop ECM Integration Project Kick-off Materials	5 days	Tue 1/3/12	Mon 1/9/12	CGI	
26	1.2.16 Review ECM Integration Project Kick-off Materials	5 days	Mon 1/9/12	Fri 1/13/12	COUNTY	
27	1.2.17 Update ECM Integration Project Kick-off Materials	2 days	Mon 1/16/12	Tue 1/17/12	CGI	
28	1.2.18 Approve ECM Integration Project Kick-off Materials	1 day	Wed 1/18/12	Wed 1/18/12	COUNTY	
29	1.2.19 Conduct ECM Integration Kick-off Meeting	1 day	Thu 1/19/12	Thu 1/19/12	COUNTY, CGI	
30	***1.2.20 County Obligation: ECM Integration Kick-off Meeting***	0 days	Thu 1/19/12	Thu 1/19/12	CGI	
31	***1.2.21 CGI Deliverable: ECM Integration Kick-off Meeting***	0 days	Thu 1/19/12	Thu 1/19/12	CGI	
32	**1.3 Subproject 10 Project Management**	**359 days**	**Mon 10/3/11**	**Thu 2/28/13**		
33	1.3.1 Provide Project Management Oversight / Maintain Project Plan	359 days	Mon 10/3/11	Thu 2/28/13	CGI	
34	1.3.2 Provide Quality & Risk Management	359 days	Mon 10/3/11	Thu 2/28/13	CGI	
35	1.3.3 Conduct Semimonthly Project Management Meetings	359 days	Mon 10/3/11	Thu 2/28/13	COUNTY, CGI	
36	1.3.4 Conduct Monthly Advisory Committee Meetings	359 days	Mon 10/3/11	Thu 2/28/13	COUNTY, CGI	
37	1.3.5 Develop Subproject 10 Semimonthly and Monthly Status Reports	359 days	Mon 10/3/11	Thu 2/28/13	CGI	
38	***1.3.6 CGI Deliverable: Subproject 10 Monthly Status Reports***	0 days	Thu 2/28/13	Thu 2/28/13	CGI	37
39						
40	**2 eCAPS FINANCIAL 3.9 UPGRADE**	**422 days**	**Tue 7/5/11**	**Thu 2/28/13**		
41	**2.1 ENVISION PHASE**	**156 days**	**Tue 7/5/11**	**Mon 2/13/12**		
42	**2.1.1 CODE MERGE**	**108 days**	**Tue 7/5/11**	**Tue 12/6/11**		
43	2.1.1.1 Merge AMS Advantage FIN 3.9 baseline with eCAPS mods	65 days	Tue 7/5/11	Tue 10/4/11	CGI	
44	2.1.1.2 Merge Upgrade database scripts with eCAPS mods	40 days	Mon 8/8/11	Mon 10/3/11	CGI	
45	2.1.1.3 Execute eCAPS System Tests	40 days	Tue 10/4/11	Wed 11/30/11	CGI	44
46	2.1.1.4 Package code base & deliver	4 days	Thu 12/1/11	Tue 12/6/11	CGI	45
47	**2.1.2 PROJECT TEAM TRAINING**	**30 days**	**Tue 1/3/12**	**Mon 2/13/12**		
48	2.1.2.1 Prepare Materials / Schedule Product Training for Core Team	15 days	Tue 1/3/12	Mon 1/23/12	CGI	
49	2.1.2.2 Advantage 3.9 Financial Release Notes Overview (Functional)	5 days	Tue 1/24/12	Mon 1/30/12	CGI	
50	2.1.2.3 Advantage 3.9 Financial Release Notes Overview (Technical)	3 days	Tue 1/31/12	Thu 2/2/12	CGI	
51	***2.1.2.4 CGI Deliverable: FIN 3.9 Upgrade Product Training for Project Team***	0 days	Thu 2/2/12	Thu 2/2/12	CGI	
52	2.1.2.5 Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade	15 days	Tue 1/24/12	Mon 2/13/12	COUNTY	
53	***2.1.2.6 County Obligation: Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade***	0 days	Mon 2/13/12	Mon 2/13/12	COUNTY	
54	**2.1.3 UPGRADE ANALYSIS**	**78 days**	**Mon 10/3/11**	**Mon 1/23/12**		
55	2.1.3.1 Obtain Baseline 3.8.x, 3.9 Financial Database Upgrade Scripts	1 day	Mon 10/3/11	Mon 10/3/11	CGI	
56	**2.1.3.2 Identify Required Updates to System Interfaces**	**78 days**	**Mon 10/3/11**	**Mon 1/23/12**		
57	2.1.3.2.1 Identify Updates to eCAPS Financial Interfaces (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
58	2.1.3.2.2 Identify Updates to Inventory Management Interfaces (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
59	2.1.3.2.3 Identify Updates to Asset Management Interfaces Software (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
60	2.1.3.2.4 Identify Updates to FAS Interfaces Inbound (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
61	2.1.3.2.5 Identify Updates to Grant Lifecycle Management Interfaces (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
62	2.1.3.2.6 Identify Updates to eCAPS Financial Interfaces (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
63	2.1.3.2.7 Identify Updates to Inventory Management Interfaces (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
64	2.1.3.2.8 Identify Updates to Asset Management Interfaces Software (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
65	2.1.3.2.9 Identify Updates to FAS Interfaces Inbound (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
66	2.1.3.2.10 Identify Updates to Grant Lifecycle Management Interfaces (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	



Project: MSProj11
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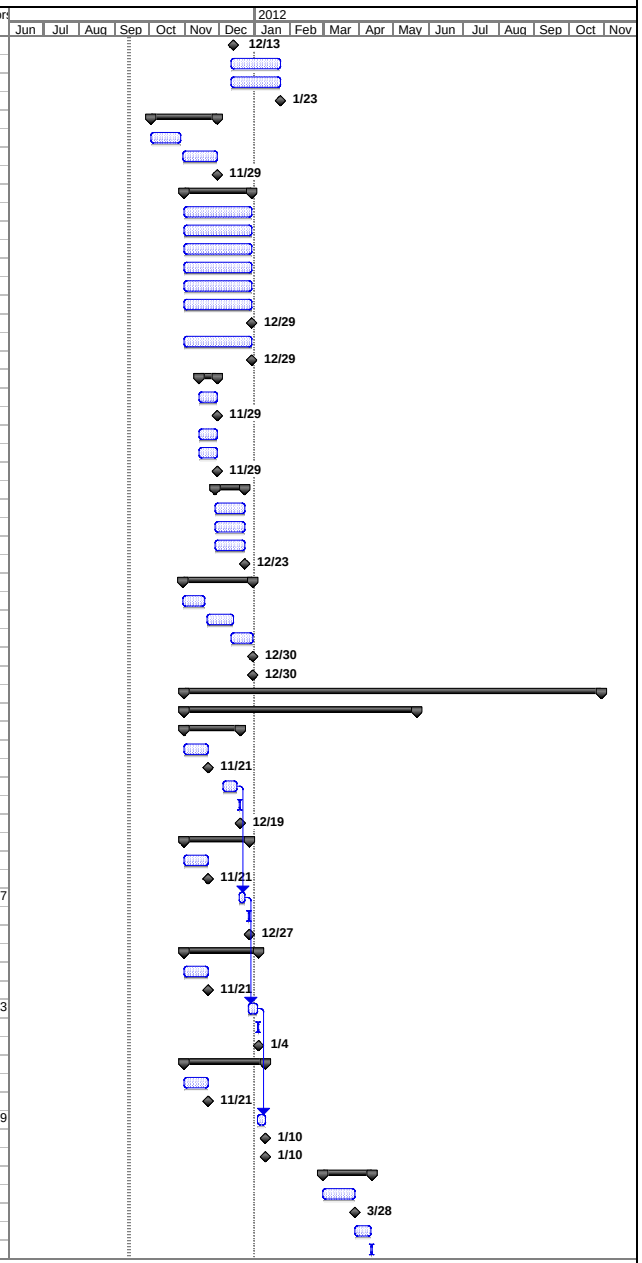
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

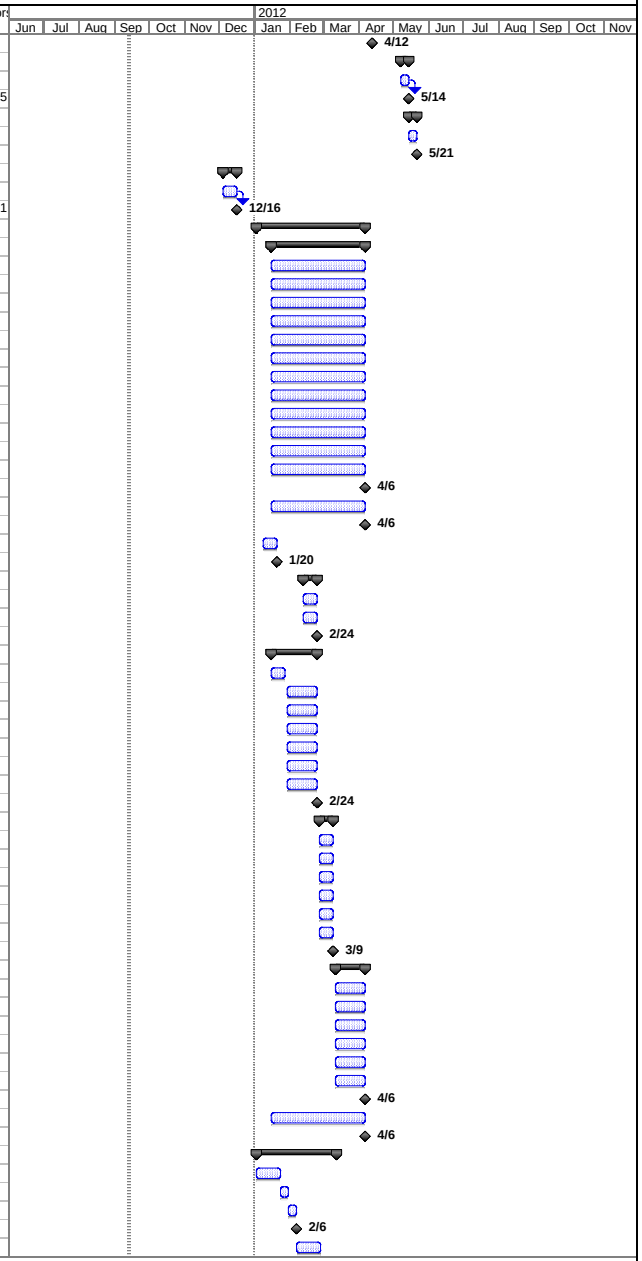
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
67	*2.1.3.2.11 CGI Deliverable: FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Interfaces*	0 days	Tue 12/13/11	Tue 12/13/11	CGI	
68	2.1.3.2.12 Identify Updates to Procurement Interfaces (Inbound)	30 days	Mon 12/12/11	Mon 1/23/12	CGI	
69	2.1.3.2.13 Identify Updates to Procurement Interfaces (Outbound)	30 days	Mon 12/12/11	Mon 1/23/12	CGI	
70	*2.1.3.2.14 CGI Deliverable: FIN 3.9 Upgrade Identify Required Updates to eCAPS Procurement Interfaces*	0 days	Mon 1/23/12	Mon 1/23/12	CGI	
71	**2.1.3.3 Identify Required Updates to the Data Warehouse and ETL**	**40 days**	**Mon 10/3/11**	**Tue 11/29/11**		
72	2.1.3.3.1 Identify Updates to Custom eCAPS Data Warehouse Tables	20 days	Mon 10/3/11	Fri 10/28/11	CGI	
73	2.1.3.3.2 Identify Updates to Custom eCAPS ETL Software	20 days	Mon 10/31/11	Tue 11/29/11	CGI	
74	*2.1.3.3.3 CGI Deliverable: FIN 3.9 Identify Required Updates to eCAPS Financial DW Tables and ETL*	0 days	Tue 11/29/11	Tue 11/29/11	CGI	
75	**2.1.3.4 Identify Required Updates to eCAPS Reports, Cognos Framework Manager Models and Packages**	**40 days**	**Tue 11/1/11**	**Thu 12/29/11**		
76	2.1.3.4.1 Identify Updates to eCAPS Cognos Framework Manager Models and Packages	40 days	Tue 11/1/11	Thu 12/29/11	CGI	
77	2.1.3.4.2 Identify Updates to eCAPS Financial Reports	40 days	Tue 11/1/11	Thu 12/29/11	CGI	
78	2.1.3.4.3 Identify Updates to Inventory Management Reports	40 days	Tue 11/1/11	Thu 12/29/11	CGI	
79	2.1.3.4.4 Identify Updates to Asset Management Reports	40 days	Tue 11/1/11	Thu 12/29/11	CGI	
80	2.1.3.4.5 Identify Updates to Grant Lifecycle Management Reports	40 days	Tue 11/1/11	Thu 12/29/11	CGI	
81	2.1.3.4.6 Identify Updates to Procurement Reports	40 days	Tue 11/1/11	Thu 12/29/11	CGI	
82	*2.1.3.4.7 CGI Deliverable: FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Reports and Cogn*	0 days	Thu 12/29/11	Thu 12/29/11	CGI	
83	2.1.3.4.8 Identify Updates to FAS Reports	40 days	Tue 11/1/11	Thu 12/29/11	COUNTY	
84	*2.1.3.4.9 County Obligation: FIN 3.9 Upgrade Identify Required Updates to Procurement & DPW Reports*	0 days	Thu 12/29/11	Thu 12/29/11	COUNTY	
85	**2.1.3.5 Identify Required Updates to Cognos Cubes & Cube Queries**	**10 days**	**Mon 11/14/11**	**Tue 11/29/11**		
86	2.1.3.5.1 Identify Updates to eCAPS Financial Cognos Cubes & Cube Queries	10 days	Mon 11/14/11	Tue 11/29/11	CGI	
87	*2.1.3.5.2 CGI Deliverable: FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Cognos Cubes & C*	0 days	Tue 11/29/11	Tue 11/29/11	CGI	
88	2.1.3.5.3 Identify Updates to Procurement Cognos Cubes & Cube Queries	10 days	Mon 11/14/11	Tue 11/29/11	COUNTY	
89	2.1.3.5.4 Identify Updates to FAS Interfaces Cognos Cubes & Cube Queries	10 days	Mon 11/14/11	Tue 11/29/11	COUNTY	
90	*2.1.3.5.5 County Obligation: FIN 3.9 Upgrade Identify Required Updates to eCAPS Cognos Cubes & Queries*	0 days	Tue 11/29/11	Tue 11/29/11	COUNTY	
91	**2.1.3.6 Identify Required Updates to Adobe Forms**	**20 days**	**Mon 11/28/11**	**Fri 12/23/11**		
92	2.1.3.6.1 Identify Updates to eCAPS Financial Forms	20 days	Mon 11/28/11	Fri 12/23/11	CGI	
93	2.1.3.6.2 Identify Updates to Inventory Management Forms	20 days	Mon 11/28/11	Fri 12/23/11	CGI	
94	2.1.3.6.3 Identify Updates to Procurement Forms	20 days	Mon 11/28/11	Fri 12/23/11	CGI	
95	*2.1.3.6.4 CGI Deliverable: FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Adobe Forms*	0 days	Fri 12/23/11	Fri 12/23/11	CGI	
96	**2.1.3.7 Update eCAPS Technical Specification Document**	**42 days**	**Mon 10/31/11**	**Fri 12/30/11**		
97	2.1.3.7.1 Update Technical Specification with latest eCAPS Application Technical Architecture	15 days	Mon 10/31/11	Fri 11/18/11	COUNTY, CGI	
98	2.1.3.7.2 Update Technical Specification with latest Hardware and Software Specifications	15 days	Mon 11/21/11	Tue 12/13/11	COUNTY, CGI	
99	2.1.3.7.3 Update Technical Specification with latest Network Architecture and Storage Architecture	14 days	Mon 12/12/11	Fri 12/30/11	COUNTY	
100	*2.1.3.7.4 County Deliverable: FIN 3.9 Upgrade Update eCAPS Technical Specification Document*	0 days	Fri 12/30/11	Fri 12/30/11	COUNTY	
101	*2.1.3.7.5 CGI Deliverable: FIN 3.9 Upgrade Update eCAPS Financial Technical Specification Document Supp*	0 days	Fri 12/30/11	Fri 12/30/11	CGI	
102	**2.2 CREATE PHASE**	**254 days**	**Tue 11/1/11**	**Mon 10/29/12**		
103	**2.2.1 TECHNICAL ENVIRONMENTS**	**142 days**	**Tue 11/1/11**	**Mon 5/21/12**		
104	**2.2.1.1 Development / Unit Test Environment**	**33 days**	**Tue 11/1/11**	**Mon 12/19/11**		
105	2.2.1.1.1 Setup Technical Environment - Unit Test Environment	15 days	Tue 11/1/11	Mon 11/21/11	COUNTY	
106	*2.2.1.1.2 County Obligation: Unit Test Technical Environment*	0 days	Mon 11/21/11	Mon 11/21/11	COUNTY	
107	2.2.1.1.3 Install & Test Advantage 3.9 Software and 3rd Party Software - Unit Test Environment	10 days	Mon 12/5/11	Fri 12/16/11	CGI	
108	2.2.1.1.4 Review & Approve AMS Advantage 3.9, 3rd Party Tools Installation - Unit Test Environment	1 day	Mon 12/19/11	Mon 12/19/11	COUNTY	
109	*2.2.1.1.5 CGI Deliverable: FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - Unit T*	0 days	Mon 12/19/11	Mon 12/19/11	CGI	
110	**2.2.1.2 Integrated System Test Environment**	**38 days**	**Tue 11/1/11**	**Tue 12/27/11**		
111	2.2.1.2.1 Setup Technical Environment - Integrated System Test Environment	15 days	Tue 11/1/11	Mon 11/21/11	COUNTY	
112	*2.2.1.2.2 County Obligation: Integrated System Test Technical Environment*	0 days	Mon 11/21/11	Mon 11/21/11	COUNTY	
113	2.2.1.2.3 Install & Test Advantage 3.9 Software and 3rd Party Software - Integrated System Test Environment	5 days	Mon 12/19/11	Fri 12/23/11	CGI	107
114	2.2.1.2.4 Review & Approve AMS Advantage 3.9, 3rd Party Tools Installation - IST Environment	1 day	Tue 12/27/11	Tue 12/27/11	COUNTY	
115	*2.2.1.2.5 CGI Deliverable: FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - IST Er*	0 days	Tue 12/27/11	Tue 12/27/11	CGI	
116	**2.2.1.3 User Acceptance Test Environment**	**44 days**	**Tue 11/1/11**	**Wed 1/4/12**		
117	2.2.1.3.1 Setup Technical Environment - User Acceptance Test Environment	15 days	Tue 11/1/11	Mon 11/21/11	COUNTY	
118	*2.2.1.3.2 County Obligation: UAT Technical Environment*	0 days	Mon 11/21/11	Mon 11/21/11	COUNTY	
119	2.2.1.3.3 Install & Test Advantage 3.9 Software and 3rd Party Software - User Acceptance Test Environment	6 days	Tue 12/27/11	Tue 1/3/12	CGI	113
120	2.2.1.3.4 Review & Approve AMS Advantage 3.9, 3rd Party Tools Installation - UAT Environment	1 day	Wed 1/4/12	Wed 1/4/12	COUNTY	
121	*2.2.1.3.5 CGI Deliverable: FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - UAT E*	0 days	Wed 1/4/12	Wed 1/4/12	CGI	
122	**2.2.1.4 Training Environment**	**48 days**	**Tue 11/1/11**	**Tue 1/10/12**		
123	2.2.1.4.1 Setup Technical Environment - Training Environment	15 days	Tue 11/1/11	Mon 11/21/11	COUNTY	
124	*2.2.1.4.2 County Obligation: Training Technical Environment*	0 days	Mon 11/21/11	Mon 11/21/11	COUNTY	
125	2.2.1.4.3 Install & Test Advantage 3.9 Software and 3rd Party Software - Training Test Environment	5 days	Wed 1/4/12	Tue 1/10/12	CGI	119
126	2.2.1.4.4 Review & Approve AMS Advantage 3.9, 3rd Party Tools Installation - Training Environment	0 days	Tue 1/10/12	Tue 1/10/12	COUNTY	
127	*2.2.1.4.5 CGI Deliverable: FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - Traini*	0 days	Tue 1/10/12	Tue 1/10/12	CGI	
128	**2.2.1.5 Performance Test Environment**	**31 days**	**Thu 3/1/12**	**Thu 4/12/12**		
129	2.2.1.5.1 Setup Technical Environment - Performance Test Environment	20 days	Thu 3/1/12	Wed 3/28/12	COUNTY	
130	*2.2.1.5.2 County Obligation: Performance Test Technical Environment*	0 days	Wed 3/28/12	Wed 3/28/12	COUNTY	
131	2.2.1.5.3 Install & Test Advantage 3.9 Software and 3rd Party Software - Performance Test Environment	10 days	Thu 3/29/12	Wed 4/11/12	CGI	
132	2.2.1.5.4 Review & Approve AMS Advantage 3.9, 3rd Party Tools Installation - Performance Test Environment	1 day	Thu 4/12/12	Thu 4/12/12	COUNTY	



Project: MSProj11
Date: Tue 9/13/11

Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
133	*2.2.1.5.5 CGI Deliverable: FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - Perfor*	0 days	Thu 4/12/12	Thu 4/12/12	CGI	
134	**2.2.1.6 Establish Cognos Reporting Test Environments**	**5 days**	**Tue 5/8/12**	**Mon 5/14/12**		
135	2.2.1.6.1 Install and Configure Cognos Reporting Environment	5 days	Tue 5/8/12	Mon 5/14/12	COUNTY	
136	*2.2.1.6.2 County Obligation: Cognos Reporting Environment*	0 days	Mon 5/14/12	Mon 5/14/12	COUNTY	135
137	**2.2.1.7 Install and Configure Hardware/Software for Replicated Reporting Database**	**5 days**	**Tue 5/15/12**	**Mon 5/21/12**		
138	2.2.1.7.1 Install and Configure Hardware/Software for Replicated Reporting Database	5 days	Tue 5/15/12	Mon 5/21/12	COUNTY	
139	*2.2.1.7.2 County Obligation: Hardware/Software for Replicated Reporting Database Installeed*	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY	
140	**2.2.1.8 Establish ClearCase code stream for FIN 3.9 Upgrade**	**10 days**	**Mon 12/5/11**	**Fri 12/16/11**		
141	2.2.1.8.1 Establish ClearCase code stream for FIN 3.9 Upgrade	10 days	Mon 12/5/11	Fri 12/16/11	COUNTY	
142	*2.2.1.8.2 County Obligation: FIN 3.9 Upgrade Source Code is established in ClearCase*	0 days	Fri 12/16/11	Fri 12/16/11	COUNTY	141
143	**2.2.2 SOFTWARE UPDATES**	**69 days**	**Tue 1/3/12**	**Fri 4/6/12**		
144	**2.2.2.1 Update Inbound and Outbound Interface Software**	**60 days**	**Mon 1/16/12**	**Fri 4/6/12**		
145	2.2.2.1.1 Update and Test eCAPS Financial Interfaces (Inbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
146	2.2.2.1.2 Update and Test Procurement Interfaces (Inbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
147	2.2.2.1.3 Update and Test Inventory Management Interfaces (Inbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
148	2.2.2.1.4 Update and Test Asset Management Interfaces Software (Inbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
149	2.2.2.1.5 Update and Test FAS Interfaces Inbound (Inbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
150	2.2.2.1.6 Update and Test Grant Lifecycle Management Interfaces (Inbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
151	2.2.2.1.7 Update and Test eCAPS Financial Interfaces (Outbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
152	2.2.2.1.8 Update and Test Procurement Interfaces (Outbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
153	2.2.2.1.9 Update and Test Inventory Management Interfaces (Outbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
154	2.2.2.1.10 Update and Test Asset Management Interfaces (Outbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
155	2.2.2.1.11 Update and Test FAS Interfaces (Outbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
156	2.2.2.1.12 Update and Test Grant Lifecycle Management Interfaces (Outbound)	60 days	Mon 1/16/12	Fri 4/6/12	COUNTY	
157	*2.2.2.1.13 County Obligation: Update eCAPS Inbound and Outbound Interfaces*	0 days	Fri 4/6/12	Fri 4/6/12	COUNTY	
158	2.2.2.2 Support Interface Software Updates	60 days	Mon 1/16/12	Fri 4/6/12	CGI	
159	*2.2.2.3 CGI Deliverable: FIN 3.9 Upgrade Interface Software Updates Support*	0 days	Fri 4/6/12	Fri 4/6/12	CGI	
160	2.2.2.4 Develop Plan to Update and Test Reports	10 days	Mon 1/9/12	Fri 1/20/12	COUNTY	
161	*2.2.2.5 County Obligation: Develop Plan to Update and Test Reports*	0 days	Fri 1/20/12	Fri 1/20/12	COUNTY	
162	**2.2.2.6 Update Data Warehouse and ETL**	**10 days**	**Mon 2/13/12**	**Fri 2/24/12**		
163	2.2.2.6.1 Update and Test Custom eCAPS Data Warehouse Reporting Tables	10 days	Mon 2/13/12	Fri 2/24/12	COUNTY	
164	2.2.2.6.2 Update and Test Custom eCAPS ETL Software	10 days	Mon 2/13/12	Fri 2/24/12	COUNTY	
165	*2.2.2.6.3 County Obligation: Update Custom eCAPS DW Reporting Tables and ETL*	0 days	Fri 2/24/12	Fri 2/24/12	COUNTY	
166	**2.2.2.7 Update Reports & Cognos Framework Models**	**30 days**	**Mon 1/16/12**	**Fri 2/24/12**		
167	2.2.2.7.1 Update and Test eCAPS Cognos Framework Manager Models and Packages	10 days	Mon 1/16/12	Fri 1/27/12	COUNTY	
168	2.2.2.7.2 Update and Test eCAPS Financial Reports	20 days	Mon 1/30/12	Fri 2/24/12	COUNTY	
169	2.2.2.7.3 Update and Test Procurement Reports	20 days	Mon 1/30/12	Fri 2/24/12	COUNTY	
170	2.2.2.7.4 Update and Test Inventory Management Reports	20 days	Mon 1/30/12	Fri 2/24/12	COUNTY	
171	2.2.2.7.5 Update and Test Asset Management Reports	20 days	Mon 1/30/12	Fri 2/24/12	COUNTY	
172	2.2.2.7.6 Update and Test FAS Reports	20 days	Mon 1/30/12	Fri 2/24/12	COUNTY	
173	2.2.2.7.7 Update and Test Grant Lifecycle Management Reports	20 days	Mon 1/30/12	Fri 2/24/12	COUNTY	
174	*2.2.2.7.8 County Obligation: Update eCAPS Reports and Cognos Framework Models*	0 days	Fri 2/24/12	Fri 2/24/12	COUNTY	
175	**2.2.2.8 Update Cognos Cubes & Cubes Queries**	**10 days**	**Mon 2/27/12**	**Fri 3/9/12**		
176	2.2.2.8.1 Update and Test eCAPS Financial Reports (Cognos Cubes & Cube Queries)	10 days	Mon 2/27/12	Fri 3/9/12	COUNTY	
177	2.2.2.8.2 Update and Test Procurement Reports (Cognos Cubes & Cube Queries)	10 days	Mon 2/27/12	Fri 3/9/12	COUNTY	
178	2.2.2.8.3 Update and Test Inventory Management Reports (Cognos Cubes & Cube Queries)	10 days	Mon 2/27/12	Fri 3/9/12	COUNTY	
179	2.2.2.8.4 Update and Test Asset Management Reports (Cognos Cubes & Cube Queries)	10 days	Mon 2/27/12	Fri 3/9/12	COUNTY	
180	2.2.2.8.5 Update and Test FAS Reports (Cognos Cubes & Cube Queries)	10 days	Mon 2/27/12	Fri 3/9/12	COUNTY	
181	2.2.2.8.6 Update and Test Grant Lifecycle Management Reports (Cognos Cubes & Cube Queries)	10 days	Mon 2/27/12	Fri 3/9/12	COUNTY	
182	*2.2.2.8.7 County Obligation: Update eCAPS Cognos Cubes & Cube Queries*	0 days	Fri 3/9/12	Fri 3/9/12	COUNTY	
183	**2.2.2.9 Update Adobe Forms**	**20 days**	**Mon 3/12/12**	**Fri 4/6/12**		
184	2.2.2.9.1 Update and Test eCAPS Financial Adobe Forms	20 days	Mon 3/12/12	Fri 4/6/12	COUNTY	
185	2.2.2.9.2 Update and Test Procurement Adobe Forms	20 days	Mon 3/12/12	Fri 4/6/12	COUNTY	
186	2.2.2.9.3 Update and Test Inventory Management Adobe Forms	20 days	Mon 3/12/12	Fri 4/6/12	COUNTY	
187	2.2.2.9.4 Update and Test Asset Management Adobe Forms	20 days	Mon 3/12/12	Fri 4/6/12	COUNTY	
188	2.2.2.9.5 Update and Test FAS Adobe Forms	20 days	Mon 3/12/12	Fri 4/6/12	COUNTY	
189	2.2.2.9.6 Update and Test Grant Lifecycle Management Adobe Forms	20 days	Mon 3/12/12	Fri 4/6/12	COUNTY	
190	*2.2.2.9.7 County Obligation: Update Adobe Forms*	0 days	Fri 4/6/12	Fri 4/6/12	COUNTY	
191	2.2.2.10 Support Reports and Forms Software Updates	60 days	Mon 1/16/12	Fri 4/6/12	CGI	
192	*2.2.2.11 CGI Deliverable: FIN 3.9 Upgrade Reports and Forms Software Updates Support*	0 days	Fri 4/6/12	Fri 4/6/12	CGI	
193	**2.2.2.12 Update FIN 3.9 Database Conversion Scripts**	**50 days**	**Tue 1/3/12**	**Mon 3/12/12**		
194	2.2.2.12.1 Update FIN 3.9 Application Database Upgrade Scripts for eCAPS	15 days	Tue 1/3/12	Mon 1/23/12	CGI	
195	2.2.2.12.2 Test FIN 3.9 Application Database Upgrade Scripts for eCAPS	5 days	Tue 1/24/12	Mon 1/30/12	CGI	
196	2.2.2.12.3 Review FIN 3.9 Application Database Upgrade Scripts for eCAPS	5 days	Tue 1/31/12	Mon 2/6/12	COUNTY	
197	*2.2.2.12.4 CGI Deliverable: FIN 3.9 Upgrade Updated and Tested Application Database Upgrade Scripts*	0 days	Mon 2/6/12	Mon 2/6/12	CGI	
198	2.2.2.12.5 Update FIN 3.9 DW Database Upgrade Scripts for eCAPS	15 days	Tue 2/7/12	Mon 2/27/12	CGI	



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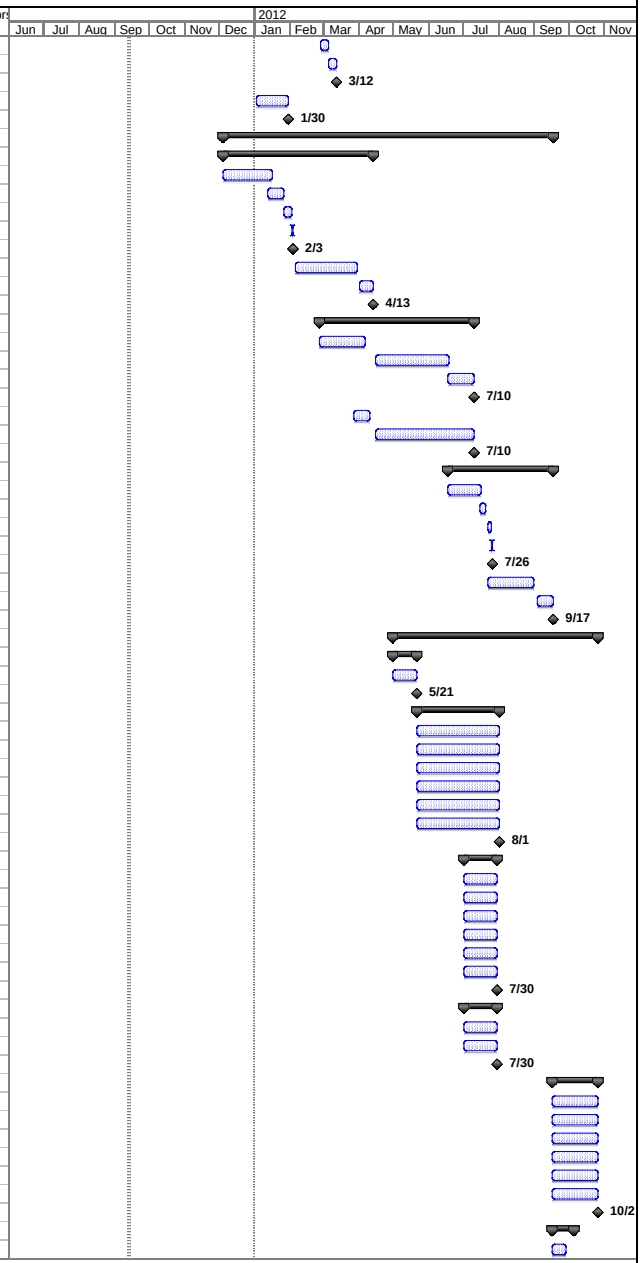
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
199	2.2.2.12.6 Test FIN 3.9 DW Database Upgrade Scripts for eCAPS	5 days	Tue 2/28/12	Mon 3/5/12	CGI	
200	2.2.2.12.7 Review FIN 3.9 DW Database Upgrade Scripts for eCAPS	5 days	Tue 3/6/12	Mon 3/12/12	COUNTY	
201	***2.2.2.12.8 CGI Deliverable: FIN 3.9 Upgrade Updated and Tested DW Database Upgrade Scripts***	0 days	Mon 3/12/12	Mon 3/12/12	CGI	
202	2.2.2.12.9 Manual Data Conversion	20 days	Tue 1/3/12	Mon 1/30/12	COUNTY	
203	***2.2.2.12.10 County Obligation: Manual Data Conversion***	0 days	Mon 1/30/12	Mon 1/30/12	COUNTY	
204	**2.2.3 SOFTWARE TESTING**	**202 days**	**Mon 12/5/11**	**Mon 9/17/12**		
205	**2.2.3.1 Integrated System Test (IST)**	**94 days**	**Mon 12/5/11**	**Fri 4/13/12**		
206	2.2.3.1.1 Develop Integrated System Test Plan & Scripts	30 days	Mon 12/5/11	Mon 1/16/12	CGI	
207	2.2.3.1.2 Review Integrated System Test Plan & Scripts	10 days	Fri 1/13/12	Thu 1/26/12	COUNTY, CGI	
208	2.2.3.1.3 Update Integrated System Test Plan & Scripts	5 days	Fri 1/27/12	Thu 2/2/12	CGI	
209	2.2.3.1.4 Approve Integrated System Test Plan & Scripts	1 day	Fri 2/3/12	Fri 2/3/12	COUNTY	
210	***2.2.3.1.5 CGI Deliverable: FIN 3.9 Upgrade Integrated System Test Plan and Scripts***	0 days	Fri 2/3/12	Fri 2/3/12	CGI	
211	2.2.3.1.6 Execute Integrated System Test Scripts and Review Results	40 days	Mon 2/6/12	Fri 3/30/12	CGI	
212	2.2.3.1.7 Resolve Integrated System Test Issues	10 days	Mon 4/2/12	Fri 4/13/12	CGI	
213	***2.2.3.1.8 CGI Deliverable: FIN 3.9 Upgrade Integrated System Test Results***	0 days	Fri 4/13/12	Fri 4/13/12	CGI	
214	**2.2.3.2 User Acceptance Test (UAT)**	**95 days**	**Mon 2/27/12**	**Tue 7/10/12**		
215	2.2.3.2.1 Develop User Acceptance Test Plan and Scripts	30 days	Mon 2/27/12	Fri 4/6/12	COUNTY	
216	2.2.3.2.2 Execute User Acceptance Test Scripts and Review Results	45 days	Mon 4/16/12	Mon 6/18/12	COUNTY	
217	2.2.3.2.3 Resolve User Acceptance Test Issues	16 days	Mon 6/18/12	Tue 7/10/12	COUNTY	
218	***2.2.3.2.4 County Obligation: FIN 3.9 Upgrade User Acceptance Test Results***	0 days	Tue 7/10/12	Tue 7/10/12	COUNTY	
219	2.2.3.2.5 FIN 3.9 Upgrade Database Conversion Support	10 days	Wed 3/28/12	Tue 4/10/12	CGI	
220	2.2.3.2.6 User Acceptance Test Support	60 days	Mon 4/16/12	Tue 7/10/12	CGI	
221	***2.2.3.2.7 CGI Deliverable: FIN 3.9 Upgrade User Acceptance Test Support***	0 days	Tue 7/10/12	Tue 7/10/12	CGI	
222	**2.2.3.3 Performance Test**	**64 days**	**Mon 6/18/12**	**Mon 9/17/12**		
223	2.2.3.3.1 Develop Performance Test Plan and Scripts	20 days	Mon 6/18/12	Mon 7/16/12	CGI	
224	2.2.3.3.2 Review Performance Test Plan & Scripts	5 days	Mon 7/16/12	Fri 7/20/12	COUNTY, CGI	
225	2.2.3.3.3 Update Performance Test Plan & Scripts	3 days	Mon 7/23/12	Wed 7/25/12	CGI	
226	2.2.3.3.4 Approve Performance Test Plan & Scripts	1 day	Thu 7/26/12	Thu 7/26/12	COUNTY	
227	***2.2.3.3.5 CGI Deliverable: FIN 3.9 Upgrade Performance Test Plan and Scripts***	0 days	Thu 7/26/12	Thu 7/26/12	CGI	
228	2.2.3.3.6 Execute Performance Test Scripts and Review Results	30 days	Mon 7/23/12	Fri 8/31/12	CGI	
229	2.2.3.3.7 Resolve Performance Test Issues	10 days	Tue 9/4/12	Mon 9/17/12	CGI	
230	***2.2.3.3.8 CGI Deliverable: FIN 3.9 Upgrade Performance Test Tuning & Results***	0 days	Mon 9/17/12	Mon 9/17/12	CGI	
231	**2.2.4 TRAINING**	**126 days**	**Tue 5/1/12**	**Fri 10/26/12**		
232	**2.2.4.1 Training Plan**	**15 days**	**Tue 5/1/12**	**Mon 5/21/12**		
233	2.2.4.1.1 Develop eCAPS Training Plan	15 days	Tue 5/1/12	Mon 5/21/12	COUNTY	
234	***2.2.4.1.2 County Obligation: Updated eCAPS Training Plan***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY	
235	**2.2.4.2 Training Materials**	**50 days**	**Tue 5/22/12**	**Wed 8/1/12**		
236	2.2.4.2.1 Develop / Update eCAPS Financial Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
237	2.2.4.2.2 Develop / Update Procurement Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
238	2.2.4.2.3 Develop / Update Inventory Management Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
239	2.2.4.2.4 Develop / Update Asset Management Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
240	2.2.4.2.5 Develop / Update FAS Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
241	2.2.4.2.6 Develop / Update Grant Lifecycle Management Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
242	***2.2.4.2.7 County Obligation: Updated eCAPS Training Materials***	0 days	Wed 8/1/12	Wed 8/1/12	COUNTY	
243	**2.2.4.3 Training Database Population**	**20 days**	**Mon 7/2/12**	**Mon 7/30/12**		
244	2.2.4.3.1 Populate / Update eCAPS Financial Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
245	2.2.4.3.2 Populate / Update Procurement Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
246	2.2.4.3.3 Populate / Update Inventory Management Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
247	2.2.4.3.4 Populate / Update Asset Management Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
248	2.2.4.3.5 Populate / Update FAS Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
249	2.2.4.3.6 Populate / Update Grant Lifecycle Management Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
250	***2.2.4.3.7 County Obligation: Populated/Updated Training Database***	0 days	Mon 7/30/12	Mon 7/30/12		
251	**2.2.4.4 Training Logistics**	**20 days**	**Mon 7/2/12**	**Mon 7/30/12**		
252	2.2.4.4.1 Secure Training Facilities and Equipment	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
253	2.2.4.4.2 Manage End User Training Logistics and Scheduling	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
254	***2.2.4.4.3 County Obligation: Training Logistics***	0 days	Mon 7/30/12	Mon 7/30/12		
255	**2.2.4.5 End User Training**	**30 days**	**Mon 9/17/12**	**Fri 10/26/12**		
256	2.2.4.5.1 Conduct eCAPS Financial End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
257	2.2.4.5.2 Conduct Procurement End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
258	2.2.4.5.3 Conduct Inventory Management End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
259	2.2.4.5.4 Conduct Asset Management End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
260	2.2.4.5.5 Conduct FAS End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
261	2.2.4.5.6 Conduct Grant Lifecycle Management End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
262	***2.2.4.5.7 County Obligation: eCAPS Upgrade End User Training***	0 days	Fri 10/26/12	Fri 10/26/12	COUNTY	
263	**2.2.4.6 Operations Training**	**15 days**	**Mon 9/17/12**	**Fri 10/5/12**		
264	2.2.4.6.1 Update Operations Training Materials	10 days	Mon 9/17/12	Fri 9/28/12	COUNTY	



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Task | Progress | Summary | External Tasks | Deadline
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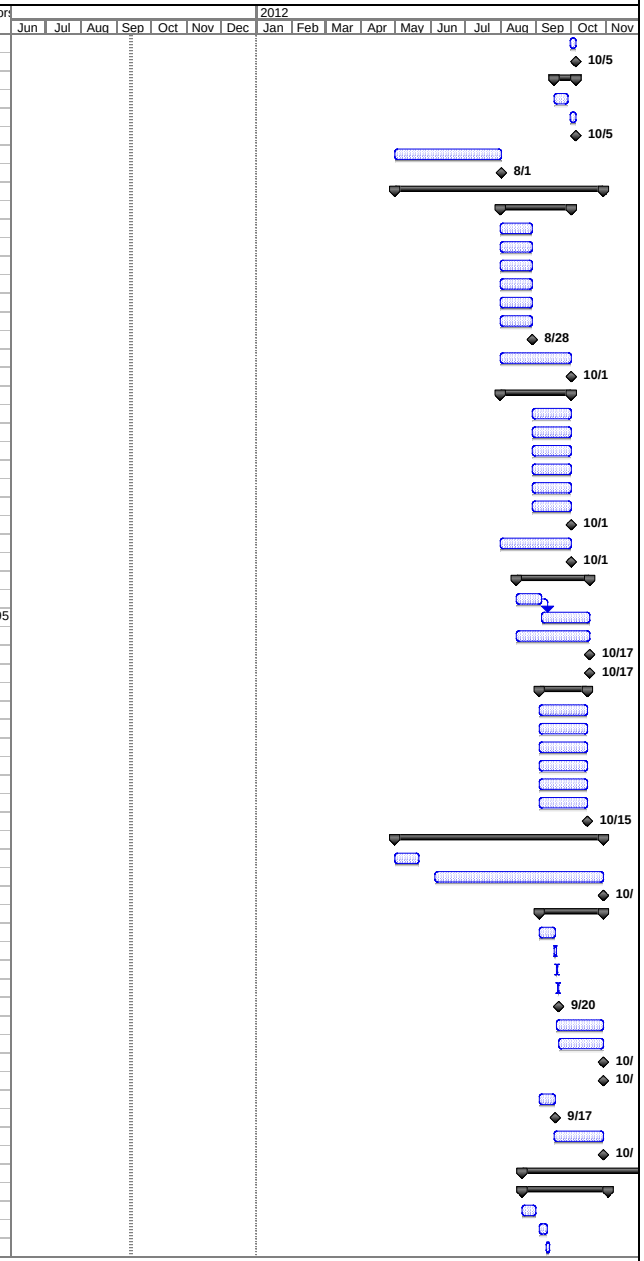
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
265	2.2.4.6.2 Conduct Operations Training	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
266	***2.2.4.6.3 County Obligation: eCAPS Upgrade Operations Training***	0 days	Fri 10/5/12	Fri 10/5/12	COUNTY	
267	**2.2.4.7 System Administration Training**	**15 days**	**Mon 9/17/12**	**Fri 10/5/12**		
268	2.2.4.7.1 Update System Administration Training Materials	10 days	Mon 9/17/12	Fri 9/28/12	COUNTY	
269	2.2.4.7.2 Conduct System Administration Training	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
270	***2.2.4.7.3 County Obligation: eCAPS Upgrade System Administration Training***	0 days	Fri 10/5/12	Fri 10/5/12	COUNTY	
271	2.2.4.8 Support Training Plan Development and Updates to Training Materials	65 days	Tue 5/1/12	Wed 8/1/12	CGI	
272	***2.2.4.9 CGI Deliverable: FIN 3.9 Upgrade Training Plan and Training Materials Updates Support***	0 days	Wed 8/1/12	Wed 8/1/12	CGI	
273	**2.2.5 TRANSITION MANAGEMENT**	**127 days**	**Tue 5/1/12**	**Mon 10/29/12**		
274	**2.2.5.1 Update User Documentation**	**43 days**	**Wed 8/1/12**	**Mon 10/1/12**		
275	2.2.5.1.1 Update eCAPS Financial User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
276	2.2.5.1.2 Update Procurement User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
277	2.2.5.1.3 Update Inventory Management User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
278	2.2.5.1.4 Update Asset Management User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
279	2.2.5.1.5 Update FAS User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
280	2.2.5.1.6 Update Grant Lifecycle Management User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
281	***2.2.5.1.7 County Obligation: Updated eCAPS Financial User Documentation***	0 days	Tue 8/28/12	Tue 8/28/12	COUNTY	
282	2.2.5.1.8 User Documentation Update Support	43 days	Wed 8/1/12	Mon 10/1/12	CGI	
283	***2.2.5.1.9 CGI Deliverable: FIN 3.9 Upgrade User Documentation Update Support***	0 days	Mon 10/1/12	Mon 10/1/12	CGI	
284	**2.2.5.2 Update Systems / Operations Documentation**	**43 days**	**Wed 8/1/12**	**Mon 10/1/12**		
285	2.2.5.2.1 Update eCAPS Financial Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
286	2.2.5.2.2 Update Procurement Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
287	2.2.5.2.3 Update Inventory Management Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
288	2.2.5.2.4 Update Asset Management Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
289	2.2.5.2.5 Update FAS Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
290	2.2.5.2.6 Update Grant Lifecycle Management Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
291	***2.2.5.2.7 County Obligation: Update eCAPS Financial Systems / Operations Documentation***	0 days	Mon 10/1/12	Mon 10/1/12	COUNTY	
292	2.2.5.2.8 Systems / Operations Documentation Update Support	43 days	Wed 8/1/12	Mon 10/1/12	CGI	
293	***2.2.5.2.9 CGI Deliverable: FIN 3.9 Upgrade Systems / Operations Documentation Updates Support***	0 days	Mon 10/1/12	Mon 10/1/12	CGI	
294	**2.2.5.3 County Operations Documentation**	**45 days**	**Wed 8/15/12**	**Wed 10/17/12**		
295	2.2.5.3.1 Develop/Update County Operations Documentation	15 days	Wed 8/15/12	Wed 9/5/12	COUNTY	
296	2.2.5.3.2 Setup Control-M Jobs	30 days	Thu 9/6/12	Wed 10/17/12	COUNTY	295
297	2.2.5.3.3 Support County Operations Documentation and Control-M Setup	45 days	Wed 8/15/12	Wed 10/17/12	CGI	
298	***2.2.5.3.4 County Obligation: County Operations Documentation Updates***	0 days	Wed 10/17/12	Wed 10/17/12	COUNTY	
299	***2.2.5.3.5 CGI Deliverable: FIN 3.9 Upgrade County Operations Documentation and Control-M Setup Support***	0 days	Wed 10/17/12	Wed 10/17/12	CGI	
300	**2.2.5.4 User Procedures & Internal Control Plans**	**30 days**	**Tue 9/4/12**	**Mon 10/15/12**		
301	2.2.5.4.1 Update User Procedures & Internal Controls for eCAPS Financial	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
302	2.2.5.4.2 Update User Procedures & Internal Controls for Procurement	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
303	2.2.5.4.3 Update User Procedures & Internal Controls for inventory Management	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
304	2.2.5.4.4 Update User Procedures & Internal Controls for Asset Management	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
305	2.2.5.4.5 Update User Procedures & Internal Controls for FAS	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
306	2.2.5.4.6 Update User Procedures & Internal Controls for Grant Lifecycle Management	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
307	***2.2.5.4.7 County Obligation: FIN 3.9 Upgrade Update eCAPS User Procedures & Internal Control Plans***	0 days	Mon 10/15/12	Mon 10/15/12	COUNTY	
308	**2.2.5.5 Change Management and Communications**	**127 days**	**Tue 5/1/12**	**Mon 10/29/12**		
309	2.2.5.5.1 Develop Communication Plan	15 days	Tue 5/1/12	Mon 5/21/12	COUNTY	
310	2.2.5.5.2 Execute Communication	103 days	Tue 6/5/12	Mon 10/29/12	COUNTY	
311	***2.2.5.5.3 County Obligation: FIN 3.9 Upgrade Change Management and Communication***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
312	**2.2.5.6 Readiness Assessment**	**40 days**	**Tue 9/4/12**	**Mon 10/29/12**		
313	2.2.5.6.1 Develop Operational/Technical Readiness Checklist	10 days	Tue 9/4/12	Mon 9/17/12	CGI	
314	2.2.5.6.2 Review Operational/Technical Readiness Checklist	2 days	Mon 9/17/12	Tue 9/18/12	CGI	
315	2.2.5.6.3 Update Operational/Technical Readiness Checklist	1 day	Wed 9/19/12	Wed 9/19/12	CGI	
316	2.2.5.6.4 Approve Operational/Technical Readiness Checklist	1 day	Thu 9/20/12	Thu 9/20/12	CGI	
317	***2.2.5.6.5 CGI Deliverable: FIN 3.9 Upgrade Operational/Technical Readiness Checklist***	0 days	Thu 9/20/12	Thu 9/20/12	CGI	
318	2.2.5.6.6 Conduct Operational/Technical Readiness Assessment	29 days	Wed 9/19/12	Mon 10/29/12	COUNTY	
319	2.2.5.6.7 Support Operational/Technical Readiness Assessment	27 days	Fri 9/21/12	Mon 10/29/12	CGI	
320	***2.2.5.6.8 CGI Deliverable: FIN 3.9 Upgrade Operational/Technical Readiness Assessment Support***	0 days	Mon 10/29/12	Mon 10/29/12	CGI	
321	***2.2.5.6.9 County Obligation: FIN 3.9 Upgrade Conduct eCAPS Operational/Technical Readiness Assessment***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
322	2.2.5.6.10 Develop Implementation/End User Readiness Checklist	10 days	Tue 9/4/12	Mon 9/17/12	COUNTY	
323	***2.2.5.6.11 County Obligation: FIN 3.9 Upgrade Implementation/End User Readiness Checklist***	0 days	Mon 9/17/12	Mon 9/17/12	COUNTY	
324	2.2.5.6.12 Conduct Implementation/End User Readiness Assessment	31 days	Mon 9/17/12	Mon 10/29/12	COUNTY	
325	***2.2.5.6.13 County Obligation: FIN 3.9 Upgrade Conduct eCAPS Implementation/End User Readiness Assess***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
326	**2.3 ACHIEVE PHASE**	**134 days**	**Mon 8/20/12**	**Thu 2/28/13**		
327	**2.3.1 PRODUCTION CUTOVER**	**54 days**	**Mon 8/20/12**	**Fri 11/2/12**		
328	2.3.1.1 Draft Production Cutover Script	10 days	Mon 8/20/12	Fri 8/31/12	CGI	
329	2.3.1.2 Review Production Cutover Script	5 days	Tue 9/4/12	Mon 9/10/12	COUNTY, CGI	
330	2.3.1.3 Update Production Cutover Script	3 days	Mon 9/10/12	Wed 9/12/12	CGI	



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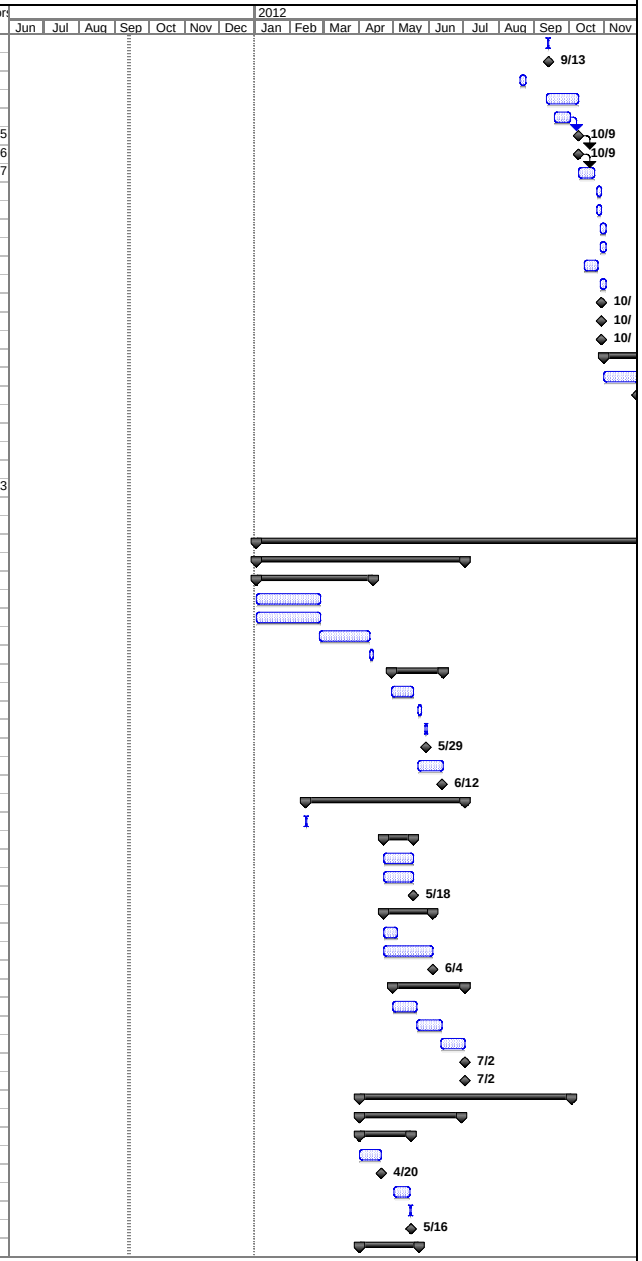
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
331	2.3.1.4 Approve Production Cutover Script	1 day	Thu 9/13/12	Thu 9/13/12	COUNTY	
332	***2.3.1.5 CGI Deliverable: FIN 3.9 Upgrade Production Cutover Script***	0 days	Thu 9/13/12	Thu 9/13/12	CGI	
333	2.3.1.6 Setup Mock Production Environment	5 days	Mon 8/20/12	Fri 8/24/12	COUNTY, CGI	
334	2.3.1.7 Execute Upgrade Cutover Rehearsal	20 days	Wed 9/12/12	Tue 10/9/12	COUNTY, CGI	
335	2.3.1.8 Analyze and Update Production Cutover Script	10 days	Wed 9/19/12	Tue 10/2/12	COUNTY, CGI	
336	***2.3.1.9 County Obligation: FIN 3.9 Upgrade Production Rehearsal Execution***	0 days	Tue 10/9/12	Tue 10/9/12	COUNTY	335
337	***2.3.1.10 CGI Deliverable: FIN 3.9 Upgrade Production Rehearsal Support***	0 days	Tue 10/9/12	Tue 10/9/12	CGI	336
338	2.3.1.11 Setup Production Environment	10 days	Wed 10/10/12	Tue 10/23/12	COUNTY, CGI	337
339	2.3.1.12 Execute Production Data Conversion	2 days	Fri 10/26/12	Mon 10/29/12	COUNTY, CGI	
340	2.3.1.13 Execute eCAPS Upgrade Production Cutover	2 days	Fri 10/26/12	Mon 10/29/12	COUNTY, CGI	
341	2.3.1.14 Execute Cutover to New Operational Procedures	5 days	Mon 10/29/12	Fri 11/2/12	COUNTY	
342	2.3.1.15 Implement Updated Business Processes	5 days	Mon 10/29/12	Fri 11/2/12	COUNTY	
343	2.3.1.16 Technical support for Production Cutover	10 days	Mon 10/15/12	Fri 10/26/12	CGI	
344	2.3.1.17 Hand-Off Operations to Client Support Staff	5 days	Mon 10/29/12	Fri 11/2/12	CGI	
345	***2.3.1.18 County Obligation: FIN 3.9 Upgrade Production Cutover Execution***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
346	***2.3.1.19 CGI Deliverable: FIN 3.9 Upgrade Production Cutover Support***	0 days	Mon 10/29/12	Mon 10/29/12	CGI	
347	2.3.1.20 Production Cutover (Live Production Operations)	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
348	**2.3.2 POST-IMPLEMENTATION**	**82 days**	**Thu 11/1/12**	**Thu 2/28/13**		
349	2.3.2.1 eCAPS Financial Upgrade Post-Implementation Support Services - Month 1	20 days	Thu 11/1/12	Fri 11/30/12	CGI	
350	***2.3.2.2 CGI Deliverable: FIN 3.9 Upgrade Post-Implementation Support - Month 1***	0 days	Fri 11/30/12	Fri 11/30/12	CGI	
351	2.3.2.3 eCAPS Financial Upgrade Post-Implementation Support Services - Month 2	20 days	Mon 12/3/12	Mon 12/31/12	CGI	
352	***2.3.2.4 CGI Deliverable: FIN 3.9 Upgrade Post-Implementation Support - Month 2***	0 days	Mon 12/31/12	Mon 12/31/12	CGI	
353	2.3.2.5 eCAPS Financial Upgrade Post-Implementation Support Services - Month 3	22 days	Wed 1/2/13	Thu 1/31/13	CGI	
354	***2.3.2.6 CGI Deliverable: FIN 3.9 Upgrade Post-Implementation Support - Month 3***	0 days	Thu 1/31/13	Thu 1/31/13	CGI	
355	2.3.2.7 eCAPS Financial Upgrade Post-Implementation Support Services - Month 4	20 days	Fri 2/1/13	Thu 2/28/13	CGI	353
356	***2.3.2.8 CGI Deliverable: FIN 3.9 Upgrade Post-Implementation Support - Month 4***	0 days	Thu 2/28/13	Thu 2/28/13	CGI	
357						
358	**3 eCAPS BUDGET PREPARATION 3.9 UPGRADE**	**255 days**	**Tue 1/3/12**	**Wed 1/2/13**		
359	**3.1 ENVISION PHASE**	**129 days**	**Tue 1/3/12**	**Mon 7/2/12**		
360	**3.1.1 CODE MERGE**	**74 days**	**Tue 1/3/12**	**Fri 4/13/12**		
361	3.1.1.1 Upgrade database scripts	40 days	Tue 1/3/12	Mon 2/27/12	CGI	
362	3.1.1.2 Apply LA County extensions to AMS Advantage 3.9 baseline	40 days	Tue 1/3/12	Mon 2/27/12	CGI	
363	3.1.1.3 Execute Budget Prep System Tests	32 days	Mon 2/27/12	Tue 4/10/12	CGI	
364	3.1.1.4 Package code base & deliver	3 days	Wed 4/11/12	Fri 4/13/12	CGI	
365	**3.1.2 PROJECT TEAM TRAINING**	**32 days**	**Mon 4/30/12**	**Wed 6/13/12**		
366	3.1.2.1 Prepare Materials / Schedule Product Training for Core Team	15 days	Mon 4/30/12	Fri 5/18/12		
367	3.1.2.2 Advantage 3.9 Overview (Functional)	3 days	Wed 5/23/12	Fri 5/25/12	CGI	
368	3.1.2.3 Advantage 3.9 Overview (Technical)	2 days	Tue 5/29/12	Wed 5/30/12	CGI	
369	***3.1.2.4 CGI Deliverable: BP 3.9 Upgrade Product Training for Project Team***	0 days	Tue 5/29/12	Tue 5/29/12	CGI	
370	3.1.2.5 Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade	15 days	Wed 5/23/12	Wed 6/13/12	COUNTY	
371	***3.1.2.6 County Obligation: BP 3.9 Upgrade Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade***	0 days	Tue 6/12/12	Tue 6/12/12	COUNTY	
372	**3.1.3 UPGRADE ANALYSIS**	**98 days**	**Wed 2/15/12**	**Mon 7/2/12**		
373	3.1.3.1 Obtain Baseline 3.8.x, 3.9 Performance Budgeting Database Upgrade Scripts	1 day	Wed 2/15/12	Wed 2/15/12	CGI	
374	**3.1.3.2 Identify Required Updates to System Interfaces**	**20 days**	**Mon 4/23/12**	**Fri 5/18/12**		
375	3.1.3.2.1 Identify Updates to Budget Preparation Interfaces (Inbound)	20 days	Mon 4/23/12	Fri 5/18/12	CGI	
376	3.1.3.2.2 Identify Updates to Budget Preparation Interfaces (Outbound)	20 days	Mon 4/23/12	Fri 5/18/12	CGI	
377	***3.1.3.2.3 CGI Deliverable: BP 3.9 Upgrade Identify Required Updates to Budget Prep Interfaces***	0 days	Fri 5/18/12	Fri 5/18/12	CGI	
378	**3.1.3.3 Identify Required Updates to Reports and Cognos Framework Models**	**30 days**	**Mon 4/23/12**	**Mon 6/4/12**		
379	3.1.3.3.1 Identify Updates to eCAPS Cognos Framework Manager Model and Packages	10 days	Mon 4/23/12	Fri 5/4/12	CGI	
380	3.1.3.3.2 Identify Updates to Budget Preparation Reports	30 days	Mon 4/23/12	Mon 6/4/12	CGI	
381	***3.1.3.3.3 CGI Deliverable: BP 3.9 Upgrade Identify Required Updates to Budget Prep Reports and Cognos Fr***	0 days	Mon 6/4/12	Mon 6/4/12	CGI	
382	**3.1.3.4 Update eCAPS Budget Prep Technical Specification Document**	**44 days**	**Tue 5/1/12**	**Mon 7/2/12**		
383	3.1.3.4.1 Update Technical Specification with latest Budget Prep Application Technical Architecture	15 days	Tue 5/1/12	Mon 5/21/12	COUNTY, CGI	
384	3.1.3.4.2 Update Technical Specification with latest Hardware and Software Specifications	15 days	Tue 5/22/12	Tue 6/12/12	COUNTY, CGI	
385	3.1.3.4.3 Update Technical Specification with latest Network Architecture and Storage Architecture	15 days	Tue 6/12/12	Mon 7/2/12	COUNTY	
386	***3.1.3.4.4 County Deliverable: BP 3.9 Upgrade Technical Specification Document***	0 days	Mon 7/2/12	Mon 7/2/12	COUNTY	
387	***3.1.3.4.5 CGI Deliverable: BP 3.9 Upgrade Technical Specification Document Updates Support***	0 days	Mon 7/2/12	Mon 7/2/12	CGI	
388	**3.2 CREATE PHASE**	**130 days**	**Mon 4/2/12**	**Wed 10/3/12**		
389	**3.2.1 TECHNICAL ENVIRONMENTS**	**64 days**	**Mon 4/2/12**	**Fri 6/29/12**		
390	**3.2.1.1 Development / Unit Test Environment**	**33 days**	**Mon 4/2/12**	**Wed 5/16/12**		
391	3.2.1.1.1 Setup Technical Environment - Dev/Unit Test Environment	15 days	Mon 4/2/12	Fri 4/20/12	COUNTY	
392	***3.2.1.1.2 County Obligation: Dev/Unit Test Technical Environment***	0 days	Fri 4/20/12	Fri 4/20/12	COUNTY	
393	3.2.1.1.3 Install & Test Advantage 3.9 Software and 3rd Party Software - Unit Test Environment	10 days	Wed 5/2/12	Tue 5/15/12	CGI	
394	3.2.1.1.4 Review & Approve AMS Advantage PB 3.9, 3rd Party Tools Installation - Unit Test Environment	1 day	Wed 5/16/12	Wed 5/16/12	COUNTY	
395	***3.2.1.1.5 CGI Deliverable: BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Unit Test Em***	0 days	Wed 5/16/12	Wed 5/16/12	CGI	
396	**3.2.1.2 Integrated System Test Environment**	**38 days**	**Mon 4/2/12**	**Wed 5/23/12**		



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Task | Progress | Summary | External Tasks | Deadline
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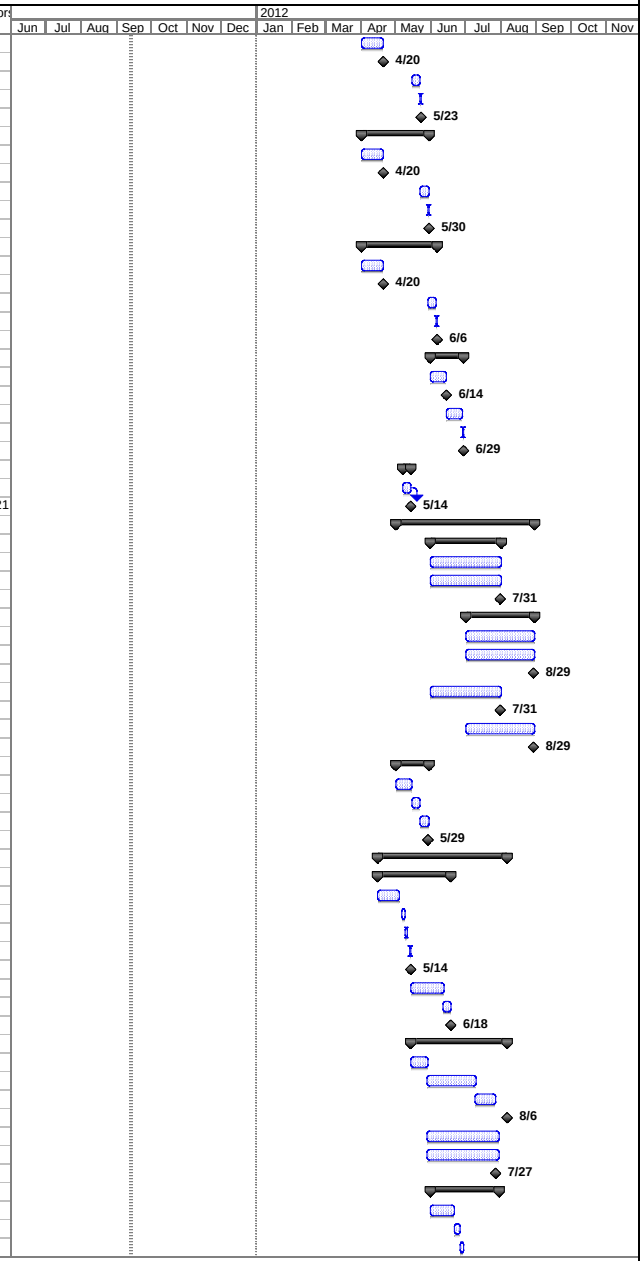
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
397	3.2.1.2.1 Setup Technical Environment - Integrated System Test Environment	15 days	Mon 4/2/12	Fri 4/20/12	COUNTY	
398	***3.2.1.2.2 County Obligation: Integrated System Test Technical Environment***	0 days	Fri 4/20/12	Fri 4/20/12	COUNTY	
399	3.2.1.2.3 Install & Test Advantage 3.9 Software and 3rd Party Software - Integrated System Test Environment	5 days	Wed 5/16/12	Tue 5/22/12	CGI	
400	3.2.1.2.4 Review & Approve AMS Advantage PB 3.9, 3rd Party Tools Installation - IST Environment	1 day	Wed 5/23/12	Wed 5/23/12	COUNTY	
401	***3.2.1.2.5 CGI Deliverable: BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - IST Environn***	0 days	Wed 5/23/12	Wed 5/23/12	CGI	
402	**3.2.1.3 User Acceptance Test Enviornment**	**42 days**	**Mon 4/2/12**	**Wed 5/30/12**		
403	3.2.1.3.1 Setup Technical Environment - User Acceptance Test Environment	15 days	Mon 4/2/12	Fri 4/20/12	COUNTY	
404	***3.2.1.3.2 County Obligation: UAT Technical Environment***	0 days	Fri 4/20/12	Fri 4/20/12	COUNTY	
405	3.2.1.3.3 Install & Test Advantage 3.9 Software and 3rd Party Software - User Acceptance Test Environment	5 days	Wed 5/23/12	Wed 5/30/12	CGI	
406	3.2.1.3.4 Review & Approve AMS Advantage PB 3.9, 3rd Party Tools Installation - UAT Environment	1 day	Wed 5/30/12	Wed 5/30/12	COUNTY	
407	***3.2.1.3.5 CGI Deliverable: BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - UAT Environ***	0 days	Wed 5/30/12	Wed 5/30/12	CGI	
408	**3.2.1.4 Training Environment**	**47 days**	**Mon 4/2/12**	**Wed 6/6/12**		
409	3.2.1.4.1 Setup Technical Environment - Training Environment	15 days	Mon 4/2/12	Fri 4/20/12	COUNTY	
410	***3.2.1.4.2 County Obligation: Training Environment***	0 days	Fri 4/20/12	Fri 4/20/12	COUNTY	
411	3.2.1.4.3 Install & Test Advantage 3.9 Software and 3rd Party Software - Training Environment	5 days	Wed 5/30/12	Tue 6/5/12	CGI	
412	3.2.1.4.4 Review & Approve AMS Advantage PB 3.9, 3rd Party Tools Installation - Training Environment	1 day	Wed 6/6/12	Wed 6/6/12	COUNTY	
413	***3.2.1.4.5 CGI Deliverable: BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Training Env***	0 days	Wed 6/6/12	Wed 6/6/12	CGI	
414	**3.2.1.5 Performance Test Environment**	**21 days**	**Fri 6/1/12**	**Fri 6/29/12**		
415	3.2.1.5.1 Setup Technical Environment - Performance Test Environment	10 days	Fri 6/1/12	Thu 6/14/12	COUNTY	
416	***3.2.1.5.2 County Obligation: Performance Test Technical Environment***	0 days	Thu 6/14/12	Thu 6/14/12	COUNTY	
417	3.2.1.5.3 Install & Test Advantage 3.9 Software and 3rd Party Software - Performance Test Environment	10 days	Fri 6/15/12	Thu 6/28/12	CGI	
418	3.2.1.5.4 Review & Approve AMS Advantage PB 3.9, 3rd Party Tools Installation - Performance Test Environment	1 day	Fri 6/29/12	Fri 6/29/12	COUNTY	
419	***3.2.1.5.5 CGI Deliverable: BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Performance***	0 days	Fri 6/29/12	Fri 6/29/12	CGI	
420	**3.2.1.6 Establish Cognos Reporting Test Environments**	**5 days**	**Tue 5/8/12**	**Mon 5/14/12**		
421	3.2.1.6.1 Install and Configure Cognos Reporting Environment	5 days	Tue 5/8/12	Mon 5/14/12	COUNTY	
422	***3.2.1.6.2 County Obligation: Cognos Reporting Environment***	0 days	Mon 5/14/12	Mon 5/14/12	COUNTY	421
423	**3.2.2 SOFTWARE UPDATES**	**85 days**	**Wed 5/2/12**	**Thu 8/30/12**		
424	**3.2.2.1 Update Inbound and Outbound Interface Software**	**43 days**	**Fri 6/1/12**	**Wed 8/1/12**		
425	3.2.2.1.1 Update and Test Budget Preparation Interfaces (Inbound)	43 days	Fri 6/1/12	Wed 8/1/12	COUNTY	
426	3.2.2.1.2 Update and Test Budget Preparation Interfaces (Outbound)	43 days	Fri 6/1/12	Wed 8/1/12	COUNTY	
427	***3.2.2.1.3 County Obligation: Updated Budget Prep Inbound and Outbound Interfaces***	0 days	Tue 7/31/12	Tue 7/31/12	COUNTY	
428	**3.2.2.2 Update Reports and Cognos Framework Models**	**43 days**	**Mon 7/2/12**	**Thu 8/30/12**		
429	3.2.2.2.1 Update and Test Budget Prep Cognos Framework Models and Packages	43 days	Mon 7/2/12	Thu 8/30/12	COUNTY	
430	3.2.2.2.2 Update and Test Budget Prep Reports	43 days	Mon 7/2/12	Thu 8/30/12	COUNTY	
431	***3.2.2.2.3 County Obligation: Updated Budget Prep Reports and Cognos Framework Models***	0 days	Wed 8/29/12	Wed 8/29/12	COUNTY	
432	3.2.2.3 Support updates to Budget Preparation Interfaces	43 days	Fri 6/1/12	Wed 8/1/12	CGI	
433	***3.2.2.4 CGI Deliverable: BP 3.9 Upgrade Interfaces Updates Support***	0 days	Tue 7/31/12	Tue 7/31/12	CGI	
434	3.2.2.5 Support updates to Budget Preparation Reports and Cognos Framework Models	43 days	Mon 7/2/12	Thu 8/30/12	CGI	
435	***3.2.2.6 CGI Deliverable: BP 3.9 Upgrade Reports and Cognos Framework Models Updates Support***	0 days	Wed 8/29/12	Wed 8/29/12	CGI	
436	**3.2.2.7 Update BP 3.9 Database Conversion Scripts**	**20 days**	**Wed 5/2/12**	**Wed 5/30/12**		
437	3.2.2.7.1 Update BP 3.9 Database Upgrade Scripts for eCAPS	10 days	Wed 5/2/12	Tue 5/15/12	CGI	
438	3.2.2.7.2 Test BP 3.9 Database Upgrade Scripts for eCAPS	5 days	Wed 5/16/12	Tue 5/22/12	CGI	
439	3.2.2.7.3 Review BP 3.9 Database Upgrade Scripts for eCAPS	5 days	Wed 5/23/12	Wed 5/30/12	COUNTY	
440	***3.2.2.7.4 CGI Deliverable: BP 3.9 Upgrade Update and Test Database Upgrade Scripts***	0 days	Tue 5/29/12	Tue 5/29/12	CGI	
441	**3.2.3 SOFTWARE TESTING**	**79 days**	**Mon 4/16/12**	**Mon 8/6/12**		
442	**3.2.3.1 Integrated System Test (IST)**	**45 days**	**Mon 4/16/12**	**Mon 6/18/12**		
443	3.2.3.1.1 Develop Integrated System Test Plan & Scripts	15 days	Mon 4/16/12	Fri 5/4/12	CGI	
444	3.2.3.1.2 Review Integrated System Test Plan & Scripts	3 days	Mon 5/7/12	Wed 5/9/12	COUNTY, CGI	
445	3.2.3.1.3 Update Integrated System Test Plan & Scripts	2 days	Thu 5/10/12	Fri 5/11/12	CGI	
446	3.2.3.1.4 Approve Integrated System Test Plan & Scripts	1 day	Mon 5/14/12	Mon 5/14/12	COUNTY	
447	***3.2.3.1.5 CGI Deliverable: BP 3.9 Upgrade Integrated System Test Plan and Scripts***	0 days	Mon 5/14/12	Mon 5/14/12	CGI	
448	3.2.3.1.6 Execute Integrated System Test Scripts and Review Results	20 days	Tue 5/15/12	Tue 6/12/12	CGI	
449	3.2.3.1.7 Resolve Integrated System Test Issues	5 days	Tue 6/12/12	Mon 6/18/12	CGI	
450	***3.2.3.1.8 CGI Deliverable: BP 3.9 Upgrade Integrated System Test Results***	0 days	Mon 6/18/12	Mon 6/18/12	CGI	
451	**3.2.3.2 User Acceptance Test (UAT)**	**58 days**	**Tue 5/15/12**	**Mon 8/6/12**		
452	3.2.3.2.1 Develop UAT Plan and Scripts	10 days	Tue 5/15/12	Tue 5/29/12	COUNTY	
453	3.2.3.2.2 Execute UAT Scripts and Review Results	30 days	Tue 5/29/12	Tue 7/10/12	COUNTY	
454	3.2.3.2.3 Resolve UAT Issues	14 days	Tue 7/10/12	Fri 7/27/12	COUNTY	
455	***3.2.3.2.4 County Obligation: BP 3.9 Upgrade User Acceptance Test Results***	0 days	Mon 8/6/12	Mon 8/6/12	COUNTY	
456	3.2.3.2.5 BP 3.9 Upgrade Database Conversion Support	44 days	Tue 5/29/12	Mon 7/30/12	CGI	
457	3.2.3.2.6 User Acceptance Test Support	44 days	Tue 5/29/12	Mon 7/30/12	CGI	
458	***3.2.3.2.7 CGI Deliverable: BP 3.9 Upgrade User Acceptance Test Support***	0 days	Fri 7/27/12	Fri 7/27/12	CGI	
459	**3.2.3.3 Performance Test**	**41 days**	**Fri 6/1/12**	**Mon 7/30/12**		
460	3.2.3.3.1 Develop Performance Test Plan and Scripts	15 days	Fri 6/1/12	Thu 6/21/12	CGI	
461	3.2.3.3.2 Review Performance Test Plan & Scripts	3 days	Fri 6/22/12	Tue 6/26/12	COUNTY, CGI	
462	3.2.3.3.3 Update Performance Test Plan & Scripts	3 days	Wed 6/27/12	Fri 6/29/12	CGI	



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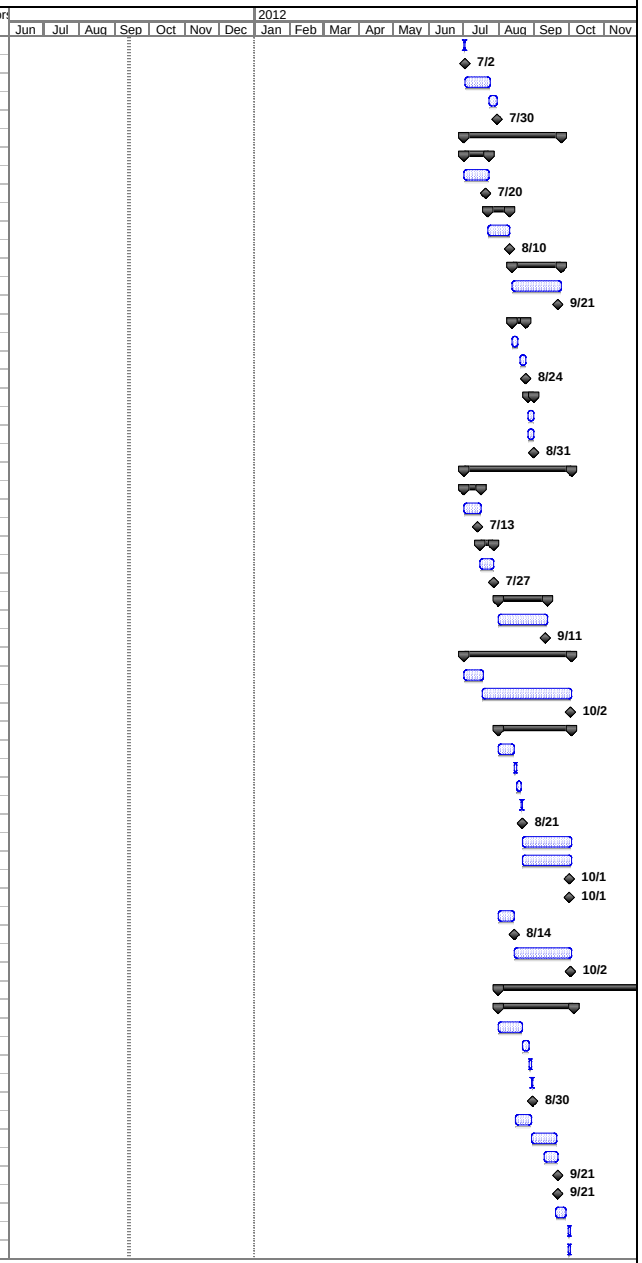
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
463	3.2.3.3.4 Approve Performance Test Plan & Scripts	1 day	Mon 7/2/12	Mon 7/2/12	COUNTY	
464	***3.2.3.3.5 CGI Deliverable: BP 3.9 Upgrade Performance Test Plan and Scripts***	0 days	Mon 7/2/12	Mon 7/2/12	CGI	
465	3.2.3.3.6 Execute Performance Test Scripts and Review Results	15 days	Tue 7/3/12	Tue 7/24/12	CGI	
466	3.2.3.3.7 Resolve Performance Test Issues	5 days	Tue 7/24/12	Mon 7/30/12	CGI	
467	***3.2.3.3.8 CGI Deliverable: BP 3.9 Upgrade Performance Test Tuning and Results***	0 days	Mon 7/30/12	Mon 7/30/12	CGI	
468	**3.2.4 TRAINING**	**59 days**	**Mon 7/2/12**	**Mon 9/24/12**		
469	**3.2.4.1 Training Plan**	**15 days**	**Mon 7/2/12**	**Mon 7/23/12**		
470	3.2.4.1.1 Develop Budget Preparation Training Plan	15 days	Mon 7/2/12	Mon 7/23/12	COUNTY	
471	***3.2.4.1.2 County Obligation: Updated Budget Prep Training Plan***	0 days	Fri 7/20/12	Fri 7/20/12	COUNTY	
472	**3.2.4.2 Training Materials**	**15 days**	**Mon 7/23/12**	**Fri 8/10/12**		
473	3.2.4.2.1 Develop / Update Budget Preparation Training Materials	15 days	Mon 7/23/12	Fri 8/10/12	COUNTY	
474	***3.2.4.2.2 County Obligation: Updated Budget Prep End User Training Materials***	0 days	Fri 8/10/12	Fri 8/10/12	COUNTY	
475	**3.2.4.3 End User Training**	**30 days**	**Mon 8/13/12**	**Mon 9/24/12**		
476	3.2.4.3.1 Conduct Budget Preparation End User Training	30 days	Mon 8/13/12	Mon 9/24/12	COUNTY	
477	***3.2.4.3.2 County Obligation: Budget Prep Upgrade End User Training***	0 days	Fri 9/21/12	Fri 9/21/12	COUNTY	
478	**3.2.4.4 Operations Training (Budget Prep)**	**10 days**	**Mon 8/13/12**	**Fri 8/24/12**		
479	3.2.4.4.1 Develop Operations Training Materials	5 days	Mon 8/13/12	Fri 8/17/12	COUNTY	
480	3.2.4.4.2 Conduct Operations Training	5 days	Mon 8/20/12	Fri 8/24/12	COUNTY	
481	***3.2.4.4.3 County Obligation: Budget Prep Upgrade Operations Training***	0 days	Fri 8/24/12	Fri 8/24/12	COUNTY	
482	**3.2.4.5 System Administration Training**	**5 days**	**Mon 8/27/12**	**Fri 8/31/12**		
483	3.2.4.5.1 Develop System Administration Training Materials	5 days	Mon 8/27/12	Fri 8/31/12	COUNTY	
484	3.2.4.5.2 Conduct System Administration Training	5 days	Mon 8/27/12	Fri 8/31/12	COUNTY	
485	***3.2.4.5.3 County Obligation: Budget Prep Upgrade System Administration Training***	0 days	Fri 8/31/12	Fri 8/31/12	COUNTY	
486	**3.2.5 TRANSITION MANAGEMENT**	**66 days**	**Mon 7/2/12**	**Wed 10/3/12**		
487	**3.2.5.1 Update User Documentation**	**10 days**	**Mon 7/2/12**	**Mon 7/16/12**		
488	3.2.5.1.1 Update Budget Preparation User Documentation	10 days	Mon 7/2/12	Mon 7/16/12	COUNTY	
489	***3.2.5.1.2 County Obligation: Updated Budget Prep User Documentation***	0 days	Fri 7/13/12	Fri 7/13/12	COUNTY	
490	**3.2.5.2 Update Systems / Operations Documentation**	**10 days**	**Mon 7/16/12**	**Fri 7/27/12**		
491	3.2.5.2.1 Update Budget Preparation Systems / Operations Documentation	10 days	Mon 7/16/12	Fri 7/27/12	COUNTY	
492	***3.2.5.2.2 County Obligation: Updated Budget Prep Systems / Operations Documentation***	0 days	Fri 7/27/12	Fri 7/27/12	COUNTY	
493	**3.2.5.3 User Procedures & Internal Controls**	**30 days**	**Wed 8/1/12**	**Wed 9/12/12**		
494	3.2.5.3.1 Update User Procedures & Internal Controls for Budget Preparation	30 days	Wed 8/1/12	Wed 9/12/12	COUNTY	
495	***3.2.5.3.2 County Obligation: Updated Budget Prep User Procedures & Internal Control Plans***	0 days	Tue 9/11/12	Tue 9/11/12	COUNTY	
496	**3.2.5.4 Change Management and Communications**	**66 days**	**Mon 7/2/12**	**Wed 10/3/12**		
497	3.2.5.4.1 Update Communication Plan	12 days	Mon 7/2/12	Wed 7/18/12	COUNTY	
498	3.2.5.4.2 Execute Software Upgrade Communications	55 days	Wed 7/18/12	Wed 10/3/12	COUNTY	
499	***3.2.5.4.3 County Obligation: Budget Prep Upgrade Change Management and Communication***	0 days	Tue 10/2/12	Tue 10/2/12	COUNTY	
500	**3.2.5.5 Readiness Assessment**	**45 days**	**Wed 8/1/12**	**Wed 10/3/12**		
501	3.2.5.5.1 Develop Operational/Technical Readiness Checklist	10 days	Wed 8/1/12	Tue 8/14/12	CGI	
502	3.2.5.5.2 Review Operational/Technical Readiness Checklist	2 days	Wed 8/15/12	Thu 8/16/12	COUNTY, CGI	
503	3.2.5.5.3 Update Operational/Technical Readiness Checklist	2 days	Fri 8/17/12	Mon 8/20/12	CGI	
504	3.2.5.5.4 Approve Operational/Technical Readiness Checklist	1 day	Tue 8/21/12	Tue 8/21/12	COUNTY, CGI	
505	***3.2.5.5.5 CGI Deliverable: BP 3.9 Upgrade Operational/Technical Readiness Checklist***	0 days	Tue 8/21/12	Tue 8/21/12	CGI	
506	3.2.5.5.6 Conduct Operational/Technical Readiness Assessment	30 days	Wed 8/22/12	Wed 10/3/12	COUNTY	
507	3.2.5.5.7 Support Operational/Technical Readiness Assessment	30 days	Wed 8/22/12	Wed 10/3/12	CGI	
508	***3.2.5.5.8 CGI Deliverable: BP 3.9 Upgrade Operational/Technical Readiness Assessment Support***	0 days	Mon 10/1/12	Mon 10/1/12	CGI	
509	***3.2.5.5.9 County Obligation: BP 3.9 Upgrade Conduct Operational/Technical Readiness Assessment Suppor***	0 days	Mon 10/1/12	Mon 10/1/12	COUNTY	
510	3.2.5.5.10 Develop Implementation/End User Readiness Checklist	10 days	Wed 8/1/12	Tue 8/14/12	COUNTY	
511	***3.2.5.5.11 County Obligation: BP 3.9 Upgrade Implementation/End User Readiness Checklist***	0 days	Tue 8/14/12	Tue 8/14/12	COUNTY	
512	3.2.5.5.12 Conduct Implementation/End User Readiness Assessment	35 days	Wed 8/15/12	Wed 10/3/12	COUNTY	
513	***3.2.5.5.13 County Obligation: BP 3.9 Upgrade Implementation/End User Readiness Assessment Support***	0 days	Tue 10/2/12	Tue 10/2/12	COUNTY	
514	**3.3 ACHIEVE PHASE**	**106 days**	**Wed 8/1/12**	**Wed 1/2/13**		
515	**3.3.1 PRODUCTION CUTOVER**	**47 days**	**Wed 8/1/12**	**Fri 10/5/12**		
516	3.3.1.1 Draft Production Cutover Script	15 days	Wed 8/1/12	Tue 8/21/12	CGI	
517	3.3.1.2 Review Production Cutover Script	4 days	Wed 8/22/12	Mon 8/27/12	COUNTY, CGI	
518	3.3.1.3 Update Production Cutover Script	2 days	Tue 8/28/12	Wed 8/29/12	CGI	
519	3.3.1.4 Approve Production Cutover Script	1 day	Thu 8/30/12	Thu 8/30/12	COUNTY	
520	***3.3.1.5 CGI Deliverable: BP 3.9 Upgrade Production Cutover Script***	0 days	Thu 8/30/12	Thu 8/30/12	CGI	
521	3.3.1.6 Setup Mock Production Environment	10 days	Thu 8/16/12	Wed 8/29/12	COUNTY, CGI	
522	3.3.1.7 Execute Upgrade Cutover Rehearsal	15 days	Thu 8/30/12	Thu 9/20/12	COUNTY, CGI	
523	3.3.1.8 Analyze and Update Production Cutover Script	10 days	Mon 9/10/12	Fri 9/21/12	COUNTY, CGI	
524	***3.3.1.9 County Obligation: BP 3.9 Upgrade Production Rehearsal Execution***	0 days	Fri 9/21/12	Fri 9/21/12	COUNTY	
525	***3.3.1.10 CGI Deliverable: BP 3.9 Upgrade Production Rehearsal Support***	0 days	Fri 9/21/12	Fri 9/21/12	CGI	
526	3.3.1.11 Setup Production Environment	7 days	Thu 9/20/12	Fri 9/28/12	COUNTY, CGI	
527	3.3.1.12 Execute Production Data Conversion	2 days	Mon 10/1/12	Tue 10/2/12	COUNTY, CGI	
528	3.3.1.13 Execute eCAPS Upgrade Production Cutover	2 days	Mon 10/1/12	Tue 10/2/12	COUNTY, CGI	



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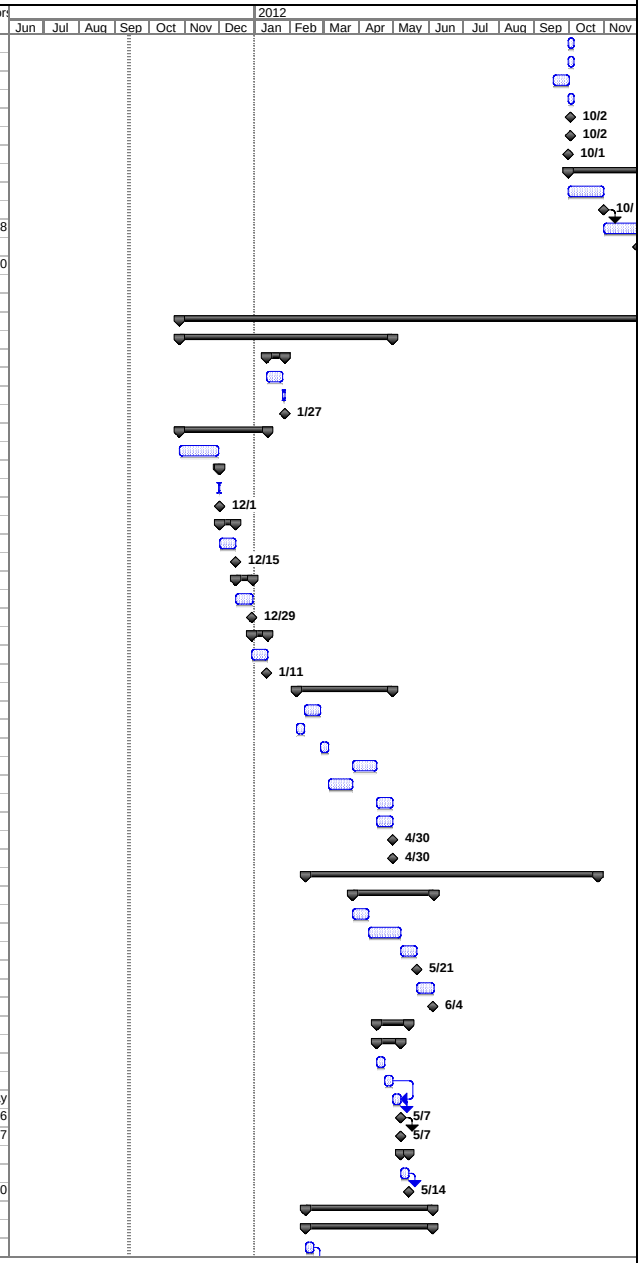
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
529	3.3.1.14 Execute Cutover to New Operational Procedures	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
530	3.3.1.15 Implement Updated Business Processes	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
531	3.3.1.16 Technical support for Production Cutover	10 days	Tue 9/18/12	Mon 10/1/12	CGI	
532	3.3.1.17 Hand-Off Operations to Client Support Staff	5 days	Mon 10/1/12	Fri 10/5/12	CGI	
533	***3.3.1.18 County Obligation: BP 3.9 Upgrade Production Cutover Execution***	0 days	Tue 10/2/12	Tue 10/2/12	COUNTY	
534	***3.3.1.19 CGI Deliverable: BP 3.9 Upgrade Production Cutover Support***	0 days	Tue 10/2/12	Tue 10/2/12	CGI	
535	3.3.1.20 Production Cutover (Live Production Operations)	0 days	Mon 10/1/12	Mon 10/1/12	COUNTY	
536	**3.3.2 POST IMPLEMENTATION SUPPORT**	**64 days**	**Mon 10/1/12**	**Wed 1/2/13**		
537	3.3.2.1 Budget Prep Upgrade Post-Implementation Support Services - Month 1	23 days	Mon 10/1/12	Wed 10/31/12	CGI	
538	***3.3.2.2 CGI Deliverable: BP 3.9 Upgrade Post-Implementation Support - Month 1***	0 days	Wed 10/31/12	Wed 10/31/12	CGI	
539	3.3.2.3 Budget Prep Upgrade Post-Implementation Support Services - Month 2	22 days	Thu 11/1/12	Tue 12/4/12	CGI	538
540	***3.3.2.4 CGI Deliverable: BP 3.9 Upgrade Post-Implementation Support - Month 2***	0 days	Fri 11/30/12	Fri 11/30/12	CGI	
541	3.3.2.5 Budget Prep Upgrade Post-Implementation Support Services - Month 3	21 days	Mon 12/3/12	Wed 1/2/13	CGI	540
542	***3.3.2.6 CGI Deliverable: BP 3.9 Upgrade Post-Implementation Support - Month 3***	0 days	Mon 12/31/12	Mon 12/31/12	CGI	
543						
544	**4 eCAPS ECM INTEGRATION**	**512 days**	**Fri 10/28/11**	**Thu 10/31/13**		
545	**4.1 ENVISION PHASE**	**129 days**	**Fri 10/28/11**	**Mon 4/30/12**		
546	**4.1.1 PROJECT TEAM TRAINING**	**12 days**	**Thu 1/12/12**	**Fri 1/27/12**		
547	4.1.1.1 Prepare Materials / Schedule Product Training for Core Team	10 days	Thu 1/12/12	Wed 1/25/12		
548	4.1.1.2 Advantage 3.9 Overview ECM Integration	2 days	Thu 1/26/12	Fri 1/27/12	CGI	
549	***4.1.1.3 CGI Deliverable: ECM Integration Product Training for Project Team***	0 days	Fri 1/27/12	Fri 1/27/12	CGI	
550	**4.1.2 TECHNICAL ENVIRONMNENT - TEST**	**52 days**	**Fri 10/28/11**	**Thu 1/12/12**		
551	4.1.2.1 Obtain ECM Integration Licenses and ECM Integration Hardware	22 days	Fri 10/28/11	Wed 11/30/11	COUNTY	
552	**4.1.2.2 Identify Technical Environments**	**1 day**	**Thu 12/1/11**	**Thu 12/1/11**		
553	4.1.2.2.1 Share Test Environment with FIN 3.9 Upgrade	1 day	Thu 12/1/11	Thu 12/1/11	COUNTY	
554	***4.1.2.2.2 County Obligation: Share FIN 3.9 Upgrade Technical Environments for ECM Integration***	0 days	Thu 12/1/11	Thu 12/1/11	COUNTY	
555	**4.1.2.3 Install and Configure ECM Integration Hardware**	**10 days**	**Fri 12/2/11**	**Thu 12/15/11**		
556	4.1.2.3.1 Install ECM Integration Hardware	10 days	Fri 12/2/11	Thu 12/15/11	COUNTY, EMC	
557	***4.1.2.3.2 County Obligation: Install ECM Integration Hardware***	0 days	Thu 12/15/11	Thu 12/15/11	COUNTY, EMC	
558	**4.1.2.4 Install and Configure ECM Integration Software**	**10 days**	**Fri 12/16/11**	**Fri 12/30/11**		
559	4.1.2.4.1 Install ECM Integration Software - Webtop and Content Server	10 days	Fri 12/16/11	Fri 12/30/11	COUNTY, EMC	
560	***4.1.2.4.2 County Obligation: Install ECM Integration Software***	0 days	Thu 12/29/11	Thu 12/29/11	COUNTY, EMC	
561	**4.1.2.5 Install and Configure Advantage integration with ECM Integration**	**10 days**	**Fri 12/30/11**	**Thu 1/12/12**		
562	4.1.2.5.1 Install, Configure, and Test Advantage integration with ECM Integration (Test Environment)	10 days	Fri 12/30/11	Thu 1/12/12	CGI	
563	***4.1.2.5.2 CGI Deliverable: ECM Integration Install and Configure Advantage (Test Environment)***	0 days	Wed 1/11/12	Wed 1/11/12	CGI	
564	**4.1.3 SOFTWARE ANALYSIS**	**60 days**	**Tue 2/7/12**	**Mon 4/30/12**		
565	4.1.3.1 Define Metadata Fields in Advantage	10 days	Tue 2/14/12	Mon 2/27/12	COUNTY, CGI	
566	4.1.3.2 Define ECM Integration Security	5 days	Tue 2/7/12	Mon 2/13/12	COUNTY, CGI	
567	4.1.3.3 Define County setup for ECM Integration Folders, Taxonomy	5 days	Tue 2/28/12	Mon 3/5/12	COUNTY, CGI	
568	4.1.3.4 Document the Design for Advantage ECM Integration Integration	15 days	Tue 3/27/12	Mon 4/16/12	COUNTY, CGI	
569	4.1.3.5 Define process and plan for mapping existing files from Centera to ECM Integration	15 days	Tue 3/6/12	Mon 3/26/12	COUNTY, EMC	
570	4.1.3.6 Identify Specific Documentum Search Apps and App Tech Arch	10 days	Tue 4/17/12	Mon 4/30/12	COUNTY, EMC	
571	4.1.3.7 Identify the technical strategy to develop the Documentum Search Apps	10 days	Tue 4/17/12	Mon 4/30/12	COUNTY, EMC	
572	***4.1.3.8 County Obligation: ECM Integration Security Setup, Table Configuration, and ECM Software Configuratio***	0 days	Mon 4/30/12	Mon 4/30/12	COUNTY	
573	***4.1.3.9 CGI Deliverable: ECM Integration Security Setup, Table Configuration, and ECM Software Configuration***	0 days	Mon 4/30/12	Mon 4/30/12	CGI	
574	**4.2 CREATE PHASE**	**180 days**	**Wed 2/15/12**	**Fri 10/26/12**		
575	**4.2.1 CONVERSION**	**50 days**	**Tue 3/27/12**	**Tue 6/5/12**		
576	4.2.1.1 Design Process to perform Centera to Documentum Migration	10 days	Tue 3/27/12	Mon 4/9/12	COUNTY, EMC	
577	4.2.1.2 Develop Process to perfom Centera to Documentum Migration	20 days	Tue 4/10/12	Mon 5/7/12	COUNTY, EMC	
578	4.2.1.3 Test Process for the Centera to Documentum Migration	10 days	Tue 5/8/12	Mon 5/21/12	COUNTY, EMC	
579	***4.2.1.4 County Obligation: Map Existing Centera Files into Documentum***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY, EMC	
580	4.2.1.5 Performance Test and Benchmark process to migrate files from Centera into Documentum	10 days	Tue 5/22/12	Tue 6/5/12	COUNTY, EMC	
581	***4.2.1.6 County Obligation: Performance Test and Benchmark process***	0 days	Mon 6/4/12	Mon 6/4/12	COUNTY, EMC	
582	**4.2.2 SYSTEM CONTROL TABLE SETUP**	**20 days**	**Tue 4/17/12**	**Mon 5/14/12**		
583	**4.2.2.1 Configure Documentum Folders and Metadata**	**15 days**	**Tue 4/17/12**	**Mon 5/7/12**		
584	4.2.2.1.1 Configure County Setup for Documentum Folders, Taxonomy	5 days	Tue 4/17/12	Mon 4/23/12	COUNTY	
585	4.2.2.1.2 Configure metadata fields in Advantage	5 days	Tue 4/24/12	Mon 4/30/12	COUNTY, CGI	
586	4.2.2.1.3 Configure Advantage metadata fields in Documentum	5 days	Tue 5/1/12	Mon 5/7/12	COUNTY, CGI	85FF+1 day
587	***4.2.2.1.4 County Deliverable: ECM Integration System Control Tables Setup***	0 days	Mon 5/7/12	Mon 5/7/12	COUNTY	586
588	***4.2.2.1.5 CGI Deliverable: ECM Integration System Control Tables Setup Support***	0 days	Mon 5/7/12	Mon 5/7/12	CGI	587
589	**4.2.2.2 Configure Documentum Security**	**5 days**	**Tue 5/8/12**	**Mon 5/14/12**		
590	4.2.2.2.1 Configure Documentum Security	5 days	Tue 5/8/12	Mon 5/14/12	COUNTY	
591	***4.2.2.2.2 County Obligation: Configure Documentum Security***	0 days	Mon 5/14/12	Mon 5/14/12	COUNTY	590
592	**4.2.3 SOFTWARE MODIFICATIONS**	**78 days**	**Wed 2/15/12**	**Mon 6/4/12**		
593	**4.2.3.1 Application Software Modifications**	**78 days**	**Wed 2/15/12**	**Mon 6/4/12**		
594	4.2.3.1.1 Develop Concept Paper	5 days	Wed 2/15/12	Tue 2/21/12	CGI	



Project: MSProj11
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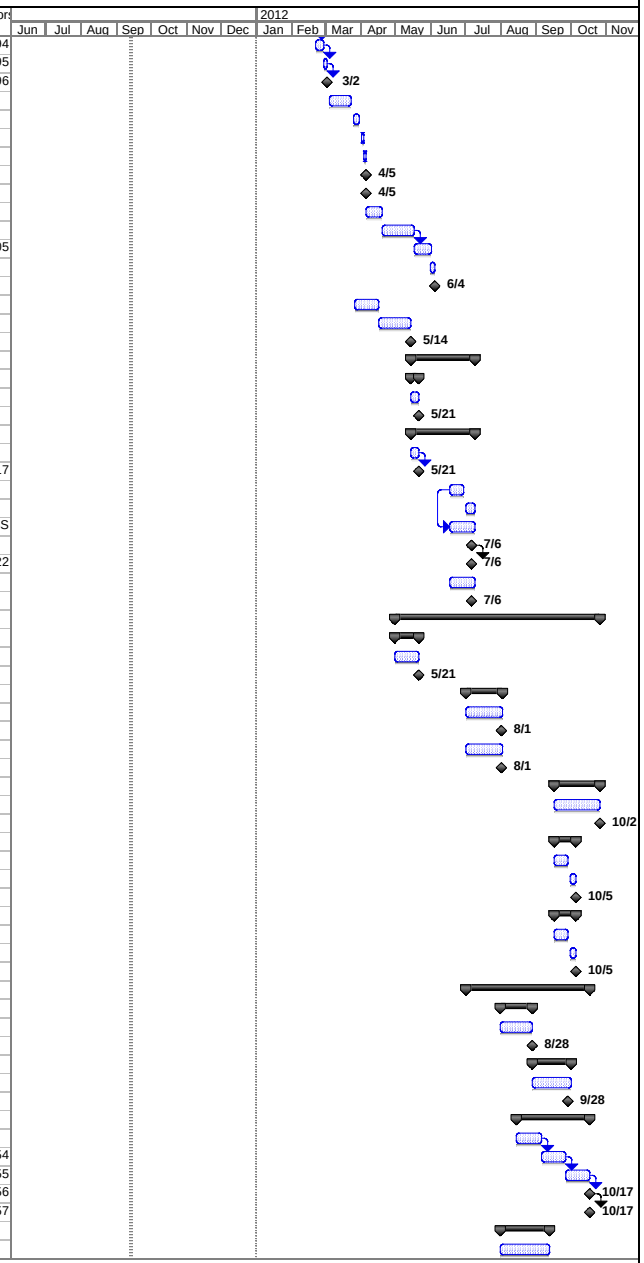
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
595	4.2.3.1.2 Review Concept Paper	5 days	Wed 2/22/12	Tue 2/28/12	COUNTY	594
596	4.2.3.1.3 Update Concept Paper	3 days	Wed 2/29/12	Fri 3/2/12	CGI	595
597	***4.2.3.1.4 CGI Deliverable: ECM Integration Concept Paper***	0 days	Fri 3/2/12	Fri 3/2/12	CGI	596
598	4.2.3.1.5 Develop Functional Design	15 days	Mon 3/5/12	Fri 3/23/12	CGI	
599	4.2.3.1.6 Review Functional Design	5 days	Mon 3/26/12	Fri 3/30/12	COUNTY	
600	4.2.3.1.7 Update Functional Design	2 days	Mon 4/2/12	Tue 4/3/12	CGI	
601	4.2.3.1.8 Approve Functional Design	2 days	Wed 4/4/12	Thu 4/5/12	COUNTY	
602	***4.2.3.1.9 County Obligation: ECM Integration Approve Functional Design***	0 days	Thu 4/5/12	Thu 4/5/12	COUNTY	
603	***4.2.3.1.10 CGI Deliverable: ECM Integration Software Modification Functional Design***	0 days	Thu 4/5/12	Thu 4/5/12	CGI	
604	4.2.3.1.11 Develop Technical Design	10 days	Fri 4/6/12	Thu 4/19/12	CGI	
605	4.2.3.1.12 Develop Software and Conduct Unit Test	20 days	Fri 4/20/12	Thu 5/17/12	CGI	
606	4.2.3.1.13 Plan and Execute System Test	10 days	Fri 5/18/12	Fri 6/1/12	CGI	605
607	4.2.3.1.14 Package and Deliver Software	2 days	Fri 6/1/12	Mon 6/4/12	CGI	
608	***4.2.3.1.15 CGI Deliverable: ECM Integration Application Software Modification***	0 days	Mon 6/4/12	Mon 6/4/12	CGI	
609	4.2.3.1.16 Design Specific Documentum Search Apps	15 days	Tue 3/27/12	Mon 4/16/12	COUNTY, EMC	
610	4.2.3.1.17 Develop Specific Documentum Search Apps	20 days	Tue 4/17/12	Mon 5/14/12	COUNTY, EMC	
611	***4.2.3.1.18 County Obligation: ECM Integration Design and Develop Documentum Search Apps***	0 days	Mon 5/14/12	Mon 5/14/12	COUNTY, EMC	
612	**4.2.4 SOFTWARE TESTING**	**38 days**	**Tue 5/15/12**	**Mon 7/9/12**		
613	**4.2.4.1 Acceptance Test Environment Setup**	**5 days**	**Tue 5/15/12**	**Mon 5/21/12**		
614	4.2.4.1.1 Configure User Acceptance Test Environment	5 days	Tue 5/15/12	Mon 5/21/12	COUNTY	
615	***4.2.4.1.2 County Obligation: ECM Integration Acceptance Test Environment Setup***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY	
616	**4.2.4.2 User Acceptance Test**	**38 days**	**Tue 5/15/12**	**Mon 7/9/12**		
617	4.2.4.2.1 Develop User Acceptance Test Plan & Scripts	5 days	Tue 5/15/12	Mon 5/21/12	COUNTY	
618	***4.2.4.2.2 County Obligation: ECM Integration User Acceptance Test Plan & Scripts***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY	617
619	4.2.4.2.3 Execute & Document User Acceptance Test Results	10 days	Mon 6/18/12	Fri 6/29/12	COUNTY	
620	4.2.4.2.4 Review & Approve User Acceptance Test Results	5 days	Mon 7/2/12	Mon 7/9/12	COUNTY	
621	4.2.4.2.5 Support User Acceptance Test	15 days	Mon 6/18/12	Mon 7/9/12	CGI	619SS
622	***4.2.4.2.6 County Obligation: ECM Integration User Acceptance Test Results***	0 days	Fri 7/6/12	Fri 7/6/12	COUNTY	
623	***4.2.4.2.7 CGI Deliverable: ECM Integration User Acceptance Test Support***	0 days	Fri 7/6/12	Fri 7/6/12	CGI	622
624	4.2.4.2.8 Test Documentum Search Apps	15 days	Mon 6/18/12	Mon 7/9/12	COUNTY, EMC	
625	***4.2.4.2.9 County Obligation: ECM Integration User Acceptance Test Documentum Search Apps***	0 days	Fri 7/6/12	Fri 7/6/12	COUNTY, EMC	
626	**4.2.5 TRAINING**	**126 days**	**Tue 5/1/12**	**Fri 10/26/12**		
627	**4.2.5.1 Training Plan**	**15 days**	**Tue 5/1/12**	**Mon 5/21/12**		
628	4.2.5.1.1 Develop ECM Integration Training Plan	15 days	Tue 5/1/12	Mon 5/21/12	COUNTY	
629	***4.2.5.1.2 County Obligation: ECM Integration Training Plan***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY	
630	**4.2.5.2 Training Materials**	**23 days**	**Mon 7/2/12**	**Thu 8/2/12**		
631	4.2.5.2.1 Develop / Update eCAPS Financial Training Materials with ECM Integration	23 days	Mon 7/2/12	Thu 8/2/12	COUNTY	
632	***4.2.5.2.2 County Obligation: Develop / Update eCAPS Training Materials with ECM Integration***	0 days	Wed 8/1/12	Wed 8/1/12	COUNTY	
633	4.2.5.2.3 ECM Integration Training Materials Development Support	23 days	Mon 7/2/12	Thu 8/2/12	CGI	
634	***4.2.5.2.4 CGI Deliverable: ECM Integration Training Materials Development Support***	0 days	Wed 8/1/12	Wed 8/1/12	CGI	
635	**4.2.5.3 End User Training**	**30 days**	**Mon 9/17/12**	**Fri 10/26/12**		
636	4.2.5.3.1 Conduct eCAPS Financial End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
637	***4.2.5.3.2 County Obligation: eCAPS ECM Integration Training***	0 days	Fri 10/26/12	Fri 10/26/12	COUNTY	
638	**4.2.5.4 Operations Training**	**15 days**	**Mon 9/17/12**	**Fri 10/5/12**		
639	4.2.5.4.1 Update Operations Training Materials	10 days	Mon 9/17/12	Fri 9/28/12	COUNTY	
640	4.2.5.4.2 Conduct Operations Training	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
641	***4.2.5.4.3 County Obligation: eCAPS ECM Integration Operations Training***	0 days	Fri 10/5/12	Fri 10/5/12	COUNTY	
642	**4.2.5.5 System Administration Training**	**15 days**	**Mon 9/17/12**	**Fri 10/5/12**		
643	4.2.5.5.1 Update System Administration Training Materials	10 days	Mon 9/17/12	Fri 9/28/12	COUNTY	
644	4.2.5.5.2 Conduct System Administration Training	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
645	***4.2.5.5.3 County Obligation: eCAPS ECM Integration System Administration Training***	0 days	Fri 10/5/12	Fri 10/5/12	COUNTY	
646	**4.2.6 TRANSITION MANAGEMENT**	**76 days**	**Mon 7/2/12**	**Wed 10/17/12**		
647	**4.2.6.1 Update User Documentation**	**20 days**	**Wed 8/1/12**	**Tue 8/28/12**		
648	4.2.6.1.1 Create ECM Integration User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
649	***4.2.6.1.2 County Obligation: Create ECM Integration User Documentation***	0 days	Tue 8/28/12	Tue 8/28/12	COUNTY	
650	**4.2.6.2 Update Systems / Operations Documentation**	**23 days**	**Wed 8/29/12**	**Mon 10/1/12**		
651	4.2.6.2.1 Create ECM Integration Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
652	***4.2.6.2.2 County Obligation: Create ECM Integration Systems / Operations Documentation***	0 days	Fri 9/28/12	Fri 9/28/12	COUNTY	
653	**4.2.6.3 County Operations Documentation**	**45 days**	**Wed 8/15/12**	**Wed 10/17/12**		
654	4.2.6.3.1 Develop/Update County Operations Documentation	15 days	Wed 8/15/12	Wed 9/5/12	COUNTY	
655	4.2.6.3.2 Setup Control-M Jobs	15 days	Thu 9/6/12	Wed 9/26/12	COUNTY	654
656	4.2.6.3.3 Support County Operations Documentation and Control-M Setup	15 days	Thu 9/27/12	Wed 10/17/12	CGI	655
657	***4.2.6.3.4 County Obligation: County Operations Documentation Updates***	0 days	Wed 10/17/12	Wed 10/17/12	COUNTY	656
658	***4.2.6.3.5 CGI Deliverable: ECM Integration County Operations Documentation and Control-M Setup Support***	0 days	Wed 10/17/12	Wed 10/17/12	CGI	657
659	**4.2.6.4 User Procedures & Internal Controls**	**30 days**	**Wed 8/1/12**	**Wed 9/12/12**		
660	4.2.6.4.1 Update User Procedures & Internal Controls for ECM Integration	30 days	Wed 8/1/12	Wed 9/12/12	COUNTY	



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Task | Progress | Summary | External Tasks | Deadline
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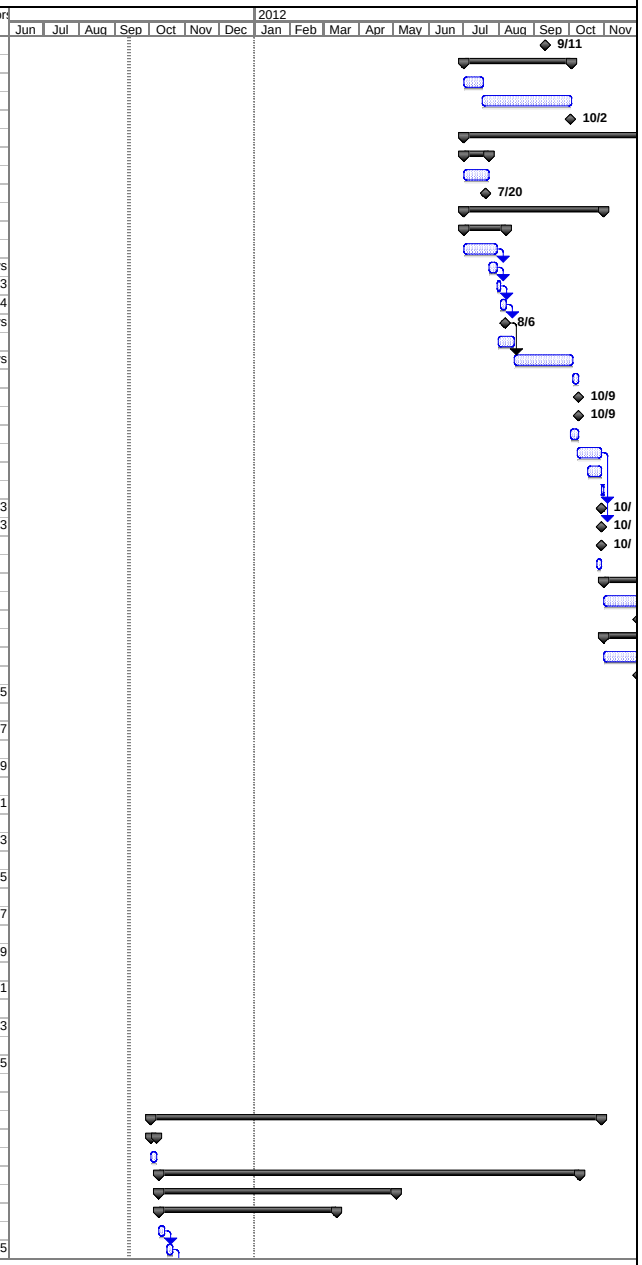
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
661	*4.2.6.4.2 County Obligation: ECM Integration User Procedures & Internal Control Plans*	0 days	Tue 9/11/12	Tue 9/11/12	COUNTY	
662	**4.2.6.5 Change Management and Communications**	**66 days**	**Mon 7/2/12**	**Wed 10/3/12**		
663	4.2.6.5.1 Draft Communication Plan	12 days	Mon 7/2/12	Wed 7/18/12	COUNTY	
664	4.2.6.5.2 Execute ECM Integration Communications	55 days	Wed 7/18/12	Wed 10/3/12	COUNTY	
665	*4.2.6.5.3 County Obligation: ECM Integration Change Management and Communication*	0 days	Tue 10/2/12	Tue 10/2/12	COUNTY	
666	**4.3 ACHIEVE PHASE**	**340 days**	**Mon 7/2/12**	**Thu 10/31/13**		
667	**4.3.1 TECHNICAL ENVIRONMENT - PRODUCTION**	**15 days**	**Mon 7/2/12**	**Mon 7/23/12**		
668	4.3.1.1 Install Production Hardware and Software for ECM Integration	15 days	Mon 7/2/12	Mon 7/23/12	COUNTY, EMC	
669	*4.3.1.2 County Obligation: Production Hardware and Software for ECM Integration installed*	0 days	Fri 7/20/12	Fri 7/20/12	COUNTY, EMC	
670	**4.3.2 PRODUCTION CUTOVER**	**86 days**	**Mon 7/2/12**	**Wed 10/31/12**		
671	**4.3.2.1 Production Cutover Script**	**26 days**	**Mon 7/2/12**	**Tue 8/7/12**		
672	4.3.2.1.1 Draft Production Cutover Script	20 days	Mon 7/2/12	Mon 7/30/12	CGI	
673	4.3.2.1.2 Review Production Cutover Script	5 days	Tue 7/24/12	Mon 7/30/12	COUNTY	672FS-5 days
674	4.3.2.1.3 Update Production Cutover Script	3 days	Tue 7/31/12	Thu 8/2/12	CGI	673
675	4.3.2.1.4 Approve Production Cutover Script	3 days	Fri 8/3/12	Tue 8/7/12	COUNTY	674
676	*4.3.2.1.5 CGI Deliverable: ECM Integration Production Cutover Script*	0 days	Mon 8/6/12	Mon 8/6/12	CGI	675FS-10 days
677	4.3.2.2 Setup Mock Production Environment	10 days	Wed 8/1/12	Tue 8/14/12	COUNTY,CGI	
678	4.3.2.3 Execute Cutover Rehearsal	36 days	Wed 8/15/12	Thu 10/4/12	COUNTY,CGI	676FS-10 days
679	4.3.2.4 Analyze and Update Cutover Script based on Rehearsal results	3 days	Fri 10/5/12	Tue 10/9/12	COUNTY,CGI	
680	*4.3.2.5 County Obligation: ECM Integration Production Rehearsal Execution*	0 days	Tue 10/9/12	Tue 10/9/12	COUNTY	
681	*4.3.2.6 CGI Deliverable: ECM Integration Production Rehearsal Support*	0 days	Tue 10/9/12	Tue 10/9/12	CGI	
682	4.3.2.7 Setup Production Environment	5 days	Wed 10/3/12	Tue 10/9/12	COUNTY,CGI	
683	4.3.2.8 Execute Production Cutover	15 days	Tue 10/9/12	Mon 10/29/12	COUNTY,CGI	
684	4.3.2.9 Technical support for Production Cutover	8 days	Thu 10/18/12	Mon 10/29/12	CGI	
685	4.3.2.10 Hand-Off Operations to Client Support Staff	2 days	Tue 10/30/12	Wed 10/31/12	CGI	
686	*4.3.2.11 County Obligation: ECM Integration Production Cutover Execution*	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	683
687	*4.3.2.12 CGI Deliverable: ECM Integration Production Cutover Support*	0 days	Mon 10/29/12	Mon 10/29/12	CGI	683
688	4.3.2.13 Production Cutover (Live Production Operations)	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
689	4.3.2.14 Deploy ECM Integration Search Apps	2 days	Fri 10/26/12	Mon 10/29/12	COUNTY, EMC	
690	**4.3.3 POST-IMPLEMENTATION SUPPORT**	**22 days**	**Thu 11/1/12**	**Tue 12/4/12**		
691	4.3.3.1 Post-implementation Support Month 1 - ECM Integration	22 days	Thu 11/1/12	Tue 12/4/12	COUNTY, EMC	
692	*4.3.3.2 County Obligation: Post-Implementation Support Month 1 - ECM Integration*	0 days	Fri 11/30/12	Fri 11/30/12	COUNTY, EMC	
693	**4.3.4 ECM INTEGRATION ROLLOUT SUPPORT**	**254 days**	**Thu 11/1/12**	**Thu 10/31/13**		
694	4.3.4.1 ECM Integration Rollout Support - Month 1	22 days	Thu 11/1/12	Tue 12/4/12	CGI	
695	*4.3.4.2 CGI Deliverable: ECM Integration Rollout Support - Month 1*	0 days	Fri 11/30/12	Fri 11/30/12	CGI	
696	4.3.4.3 ECM Integration Rollout Support - Month 2	21 days	Mon 12/3/12	Wed 1/2/13	CGI	695
697	*4.3.4.4 CGI Deliverable: ECM Integration Rollout Support - Month 2*	0 days	Mon 12/31/12	Mon 12/31/12	CGI	
698	4.3.4.5 ECM Integration Rollout Support - Month 3	23 days	Wed 1/2/13	Fri 2/1/13	CGI	697
699	*4.3.4.6 CGI Deliverable: ECM Integration Rollout Support - Month 3*	0 days	Thu 1/31/13	Thu 1/31/13	CGI	
700	4.3.4.7 ECM Integration Rollout Support - Month 4	20 days	Fri 2/1/13	Thu 2/28/13	CGI	699
701	*4.3.4.8 CGI Deliverable: ECM Integration Rollout Support - Month 4*	0 days	Thu 2/28/13	Thu 2/28/13	CGI	
702	4.3.4.9 ECM Integration Rollout Support - Month 5	21 days	Fri 3/1/13	Fri 3/29/13	CGI	701
703	*4.3.4.10 CGI Deliverable: ECM Integration Rollout Support - Month 5*	0 days	Fri 3/29/13	Fri 3/29/13	CGI	
704	4.3.4.11 ECM Integration Rollout Support - Month 6	22 days	Mon 4/1/13	Tue 4/30/13	CGI	703
705	*4.3.4.12 CGI Deliverable: ECM Integration Rollout Support - Month 6*	0 days	Tue 4/30/13	Tue 4/30/13	CGI	
706	4.3.4.13 ECM Integration Rollout Support - Month 7	23 days	Wed 5/1/13	Mon 6/3/13	CGI	705
707	*4.3.4.14 CGI Deliverable: ECM Integration Rollout Support - Month 7*	0 days	Fri 5/31/13	Fri 5/31/13	CGI	
708	4.3.4.15 ECM Integration Rollout Support - Month 8	20 days	Mon 6/3/13	Fri 6/28/13	CGI	707
709	*4.3.4.16 CGI Deliverable: ECM Integration Rollout Support - Month 8*	0 days	Fri 6/28/13	Fri 6/28/13	CGI	
710	4.3.4.17 ECM Integration Rollout Support - Month 9	23 days	Mon 7/1/13	Thu 8/1/13	CGI	709
711	*4.3.4.18 CGI Deliverable: ECM Integration Rollout Support - Month 9*	0 days	Wed 7/31/13	Wed 7/31/13	CGI	
712	4.3.4.19 ECM Integration Rollout Support - Month 10	22 days	Thu 8/1/13	Fri 8/30/13	CGI	711
713	*4.3.4.20 CGI Deliverable: ECM Integration Rollout Support - Month 10*	0 days	Fri 8/30/13	Fri 8/30/13	CGI	
714	4.3.4.21 ECM Integration Rollout Support - Month 11	21 days	Tue 9/3/13	Tue 10/1/13	CGI	713
715	*4.3.4.22 CGI Deliverable: ECM Integration Rollout Support - Month 11*	0 days	Mon 9/30/13	Mon 9/30/13	CGI	
716	4.3.4.23 ECM Integration Rollout Support - Month 12	23 days	Tue 10/1/13	Thu 10/31/13	CGI	715
717	*4.3.4.24 CGI Deliverable: ECM Integration Rollout Support - Month 12*	0 days	Thu 10/31/13	Thu 10/31/13	CGI	
718						
719	**5 eCAPS PAYMENT ACCOUNTING CONSOLIDATION MODIFICATION**	**275 days**	**Mon 10/3/11**	**Mon 10/29/12**		
720	**5.1 ENVISION PHASE**	**5 days**	**Mon 10/3/11**	**Fri 10/7/11**		
721	5.1.1 Confirm System Requirements	5 days	Mon 10/3/11	Fri 10/7/11	COUNTY, CGI	
722	**5.2 CREATE PHASE**	**257 days**	**Mon 10/10/11**	**Wed 10/10/12**		
723	**5.2.1 SOFTWARE CONSTRUCTION**	**146 days**	**Mon 10/10/11**	**Thu 5/3/12**		
724	**5.2.1.1 Application Software Modification**	**108 days**	**Mon 10/10/11**	**Mon 3/12/12**		
725	5.2.1.1.1 Develop Concept Papers	5 days	Mon 10/10/11	Fri 10/14/11	CGI	
726	5.2.1.1.2 Review Concept Papers	5 days	Mon 10/17/11	Fri 10/21/11	COUNTY	725



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Task | Progress | Summary | External Tasks | Deadline
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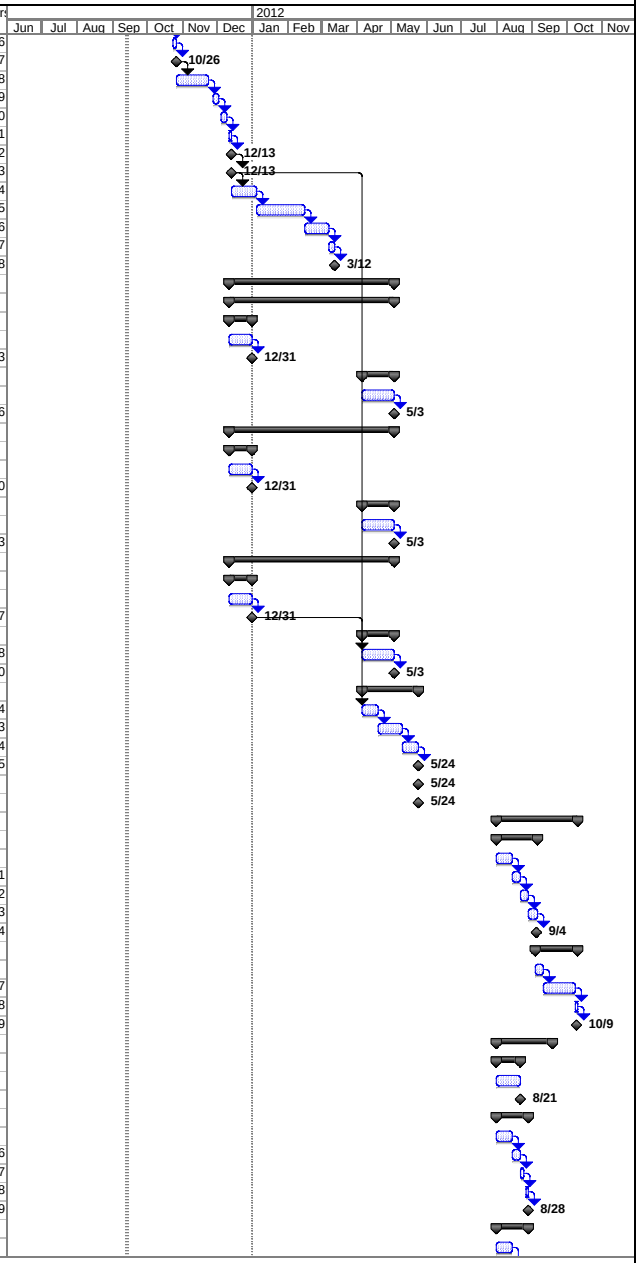
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
727	5.2.1.1.3 Update Concept Papers	3 days	Mon 10/24/11	Wed 10/26/11	CGI	726
728	***5.2.1.1.4 CGI Deliverable: Payment Accounting Consolidation Modification Concept Papers***	0 days	Wed 10/26/11	Wed 10/26/11	CGI	727
729	5.2.1.1.5 Develop Functional Designs	20 days	Thu 10/27/11	Wed 11/23/11	CGI	728
730	5.2.1.1.6 Review Functional Designs	5 days	Mon 11/28/11	Fri 12/2/11	COUNTY	729
731	5.2.1.1.7 Update Functional Designs	5 days	Mon 12/5/11	Fri 12/9/11	CGI	730
732	5.2.1.1.8 Approve Functional Designs	2 days	Mon 12/12/11	Tue 12/13/11	COUNTY	731
733	***5.2.1.1.9 County Obligation: Payment Accounting Consolidation Approve Functional Designs***	0 days	Tue 12/13/11	Tue 12/13/11	COUNTY	732
734	***5.2.1.1.10 CGI Deliverable: Payment Accounting Consolidation Modification Functional Designs***	0 days	Tue 12/13/11	Tue 12/13/11	CGI	733
735	5.2.1.1.11 Develop Technical Designs	15 days	Wed 12/14/11	Wed 1/4/12	CGI	734
736	5.2.1.1.12 Develop Software and Conduct Unit Tests	30 days	Thu 1/5/12	Wed 2/15/12	CGI	735
737	5.2.1.1.13 Plan and Execute System Test	15 days	Thu 2/16/12	Wed 3/7/12	CGI	736
738	5.2.1.1.14 Package and Deliver Software	3 days	Thu 3/8/12	Mon 3/12/12	CGI	737
739	***5.2.1.1.15 CGI Deliverable: Payment Accounting Consolidation Application Software Modifications***	0 days	Mon 3/12/12	Mon 3/12/12	CGI	738
740	**5.2.1.2 System Interfaces**	**103 days**	**Mon 12/12/11**	**Thu 5/3/12**		
741	**5.2.1.2.1 Inbound Interface Design and Development**	**103 days**	**Mon 12/12/11**	**Thu 5/3/12**		
742	**5.2.1.2.1.1 Inbound Interface Design**	**15 days**	**Mon 12/12/11**	**Sat 12/31/11**		
743	5.2.1.2.1.1.1 Update Existing Interface Designs	15 days	Mon 12/12/11	Sat 12/31/11	COUNTY	
744	***5.2.1.2.1.1.2 County Obligation: Inbound Interface Designs***	0 days	Sat 12/31/11	Sat 12/31/11	COUNTY	743
745	**5.2.1.2.1.2 Inbound Interface Development**	**20 days**	**Fri 4/6/12**	**Thu 5/3/12**		
746	5.2.1.2.1.2.1 Update Existing Interface Software and Conduct Unit Tests	20 days	Fri 4/6/12	Thu 5/3/12	COUNTY	
747	***5.2.1.2.1.2.2 County Obligation: Inbound Interface Software***	0 days	Thu 5/3/12	Thu 5/3/12	COUNTY	746
748	**5.2.1.2.2 Outbound Interface Design and Development**	**103 days**	**Mon 12/12/11**	**Thu 5/3/12**		
749	**5.2.1.2.2.1 Outbound Interface Design**	**15 days**	**Mon 12/12/11**	**Sat 12/31/11**		
750	5.2.1.2.2.1.1 Update Existing Outbound Interface Designs	15 days	Mon 12/12/11	Sat 12/31/11	COUNTY	
751	***5.2.1.2.2.1.2 County Obligation: Outbound Interface Designs***	0 days	Sat 12/31/11	Sat 12/31/11	COUNTY	750
752	**5.2.1.2.2.2 Outbound Interface Development**	**20 days**	**Fri 4/6/12**	**Thu 5/3/12**		
753	5.2.1.2.2.2.1 Update Existing Interface Software and Conduct Unit Tests	20 days	Fri 4/6/12	Thu 5/3/12	COUNTY	
754	***5.2.1.2.2.2.2 County Obligation: Outbound Interface Software***	0 days	Thu 5/3/12	Thu 5/3/12	COUNTY	753
755	**5.2.1.3 Reports**	**103 days**	**Mon 12/12/11**	**Thu 5/3/12**		
756	**5.2.1.3.1 Report Design**	**15 days**	**Mon 12/12/11**	**Sat 12/31/11**		
757	5.2.1.3.1.1 Update Existing Report Designs	15 days	Mon 12/12/11	Sat 12/31/11	COUNTY	
758	***5.2.1.3.1.2 County Obligation: Report Design Updates***	0 days	Sat 12/31/11	Sat 12/31/11	COUNTY	757
759	**5.2.1.3.2 Report Development**	**20 days**	**Fri 4/6/12**	**Thu 5/3/12**		
760	5.2.1.3.2.1 Update Existing Reports and Conduct Unit Tests	20 days	Fri 4/6/12	Thu 5/3/12	COUNTY	758
761	***5.2.1.3.2.2 County Obligation: Reports Software Updates***	0 days	Thu 5/3/12	Thu 5/3/12	COUNTY	760
762	**5.2.2 SYSTEM CONTROL TABLE SETUP**	**35 days**	**Fri 4/6/12**	**Thu 5/24/12**		
763	5.2.2.1 Review FIN Production Reference and Control Tables Setup	10 days	Fri 4/6/12	Thu 4/19/12	COUNTY	734
764	5.2.2.2 Setup System Reference Table Data	15 days	Fri 4/20/12	Thu 5/10/12	COUNTY	763
765	5.2.2.3 Test System Reference Tables	10 days	Fri 5/11/12	Thu 5/24/12	COUNTY	764
766	***5.2.2.4 County Obligation: System Reference Data Setup***	0 days	Thu 5/24/12	Thu 5/24/12	COUNTY	765
767	**5.2.3 SOFTWARE TESTING**	**0 days**	**Thu 5/24/12**	**Thu 5/24/12**		
768	5.2.3.1 Software Testing - See Stage 1: FIN 3.9 Upgrade (Project Plan Task 2.2.3)	0 days	Thu 5/24/12	Thu 5/24/12	COUNTY, CGI	
769	**5.2.4 TRAINING**	**50 days**	**Wed 8/1/12**	**Wed 10/10/12**		
770	**5.2.4.1 Develop Training Materials**	**25 days**	**Wed 8/1/12**	**Wed 9/5/12**		
771	5.2.4.1.1 Prepare Materials	10 days	Wed 8/1/12	Tue 8/14/12	COUNTY	
772	5.2.4.1.2 Review End User Training Materials	5 days	Wed 8/15/12	Tue 8/21/12	COUNTY	771
773	5.2.4.1.3 Update End User Training Materials	5 days	Wed 8/22/12	Tue 8/28/12	COUNTY	772
774	5.2.4.1.4 Approve End User Training Materials	5 days	Wed 8/29/12	Wed 9/5/12	COUNTY	773
775	***5.2.4.1.5 County Obligation: End User Training Materials***	0 days	Tue 9/4/12	Tue 9/4/12	COUNTY	774
776	**5.2.4.2 Train End Users**	**27 days**	**Tue 9/4/12**	**Wed 10/10/12**		
777	5.2.4.2.1 Finalize Logistics and Attendees	5 days	Tue 9/4/12	Mon 9/10/12	COUNTY	
778	5.2.4.2.2 Conduct End User Training	20 days	Tue 9/11/12	Mon 10/8/12	COUNTY	777
779	5.2.4.2.3 Conduct Training Assessment	2 days	Tue 10/9/12	Wed 10/10/12	COUNTY	778
780	***5.2.4.2.4 County Obligation: End User Training***	0 days	Tue 10/9/12	Tue 10/9/12	COUNTY	779
781	**5.2.5 TRANSITION MANAGEMENT**	**34 days**	**Wed 8/1/12**	**Tue 9/18/12**		
782	**5.2.5.1 FIN Payment Accounting Consolidation Procedures**	**15 days**	**Wed 8/1/12**	**Tue 8/21/12**		
783	5.2.5.1.1 Update FIN desk procedures	15 days	Wed 8/1/12	Tue 8/21/12	COUNTY	
784	***5.2.5.1.2 County Obligation: Updated FIN Desk Procedures***	0 days	Tue 8/21/12	Tue 8/21/12	COUNTY	
785	**5.2.5.2 User Documentation**	**20 days**	**Wed 8/1/12**	**Tue 8/28/12**		
786	5.2.5.2.1 Update Online User Documentation	10 days	Wed 8/1/12	Tue 8/14/12	CGI	
787	5.2.5.2.2 Review Updated User Documentation	5 days	Wed 8/15/12	Tue 8/21/12	COUNTY	786
788	5.2.5.2.3 Update User Documentation	3 days	Wed 8/22/12	Fri 8/24/12	CGI	787
789	5.2.5.2.4 Approve Updated User Documentation	2 days	Mon 8/27/12	Tue 8/28/12	COUNTY	788
790	***5.2.5.2.5 CGI Deliverable: Payment Accounting Consolidation Updated User Documentation***	0 days	Tue 8/28/12	Tue 8/28/12	CGI	789
791	**5.2.5.3 Systems Operation Documentation**	**20 days**	**Wed 8/1/12**	**Tue 8/28/12**		
792	5.2.5.3.1 Update Systems / Operations Documentation	10 days	Wed 8/1/12	Tue 8/14/12	CGI	



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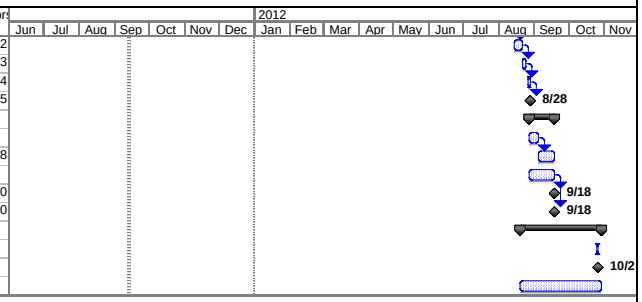
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
793	5.2.5.3.2 Review Updated Systems / Operations Documentation	5 days	Wed 8/15/12	Tue 8/21/12	COUNTY	792
794	5.2.5.3.3 Update Systems / Operations Documentation	3 days	Wed 8/22/12	Fri 8/24/12	CGI	793
795	5.2.5.3.4 Approve Updated Systems / Operations Documentation	2 days	Mon 8/27/12	Tue 8/28/12	COUNTY	794
796	***5.2.5.3.5 CGI Deliverable: Payment Accounting Consolidation Updated Systems / Operations Documentatio***	0 days	Tue 8/28/12	Tue 8/28/12	CGI	795
797	**5.2.5.4 County Operations Documentation**	**15 days**	**Tue 8/28/12**	**Tue 9/18/12**		
798	5.2.5.4.1 Develop/Update County Operations Documentation	5 days	Tue 8/28/12	Tue 9/4/12	COUNTY	
799	5.2.5.4.2 Setup Control-M Jobs	10 days	Wed 9/5/12	Tue 9/18/12	COUNTY	798
800	5.2.5.4.3 Support County Operations Documentation and Control-M Setup	15 days	Tue 8/28/12	Tue 9/18/12	CGI	
801	***5.2.5.4.4 County Obligation: Payment Accounting Consolidation Cycle Documentation and Control-M Setup***	0 days	Tue 9/18/12	Tue 9/18/12	COUNTY	800
802	***5.2.5.4.5 CGI Deliverable: Payment Accounting Consolidation Cycle Documentation and Control-M Setup Su***	0 days	Tue 9/18/12	Tue 9/18/12	CGI	800
803	**5.3 ACHIEVE PHASE**	**50 days**	**Mon 8/20/12**	**Mon 10/29/12**		
804	5.3.1 Deploy Software Modification to Production	1 day	Fri 10/26/12	Fri 10/26/12	COUNTY	
805	***5.3.2 County Obligation: Software Deployment***	0 days	Fri 10/26/12	Fri 10/26/12	COUNTY	
806	5.3.3 Production Cutover - Stage 1: FIN 3.9 Upgrade (Project Plan Task 2.3.1)	50 days	Mon 8/20/12	Mon 10/29/12	COUNTY, CGI	



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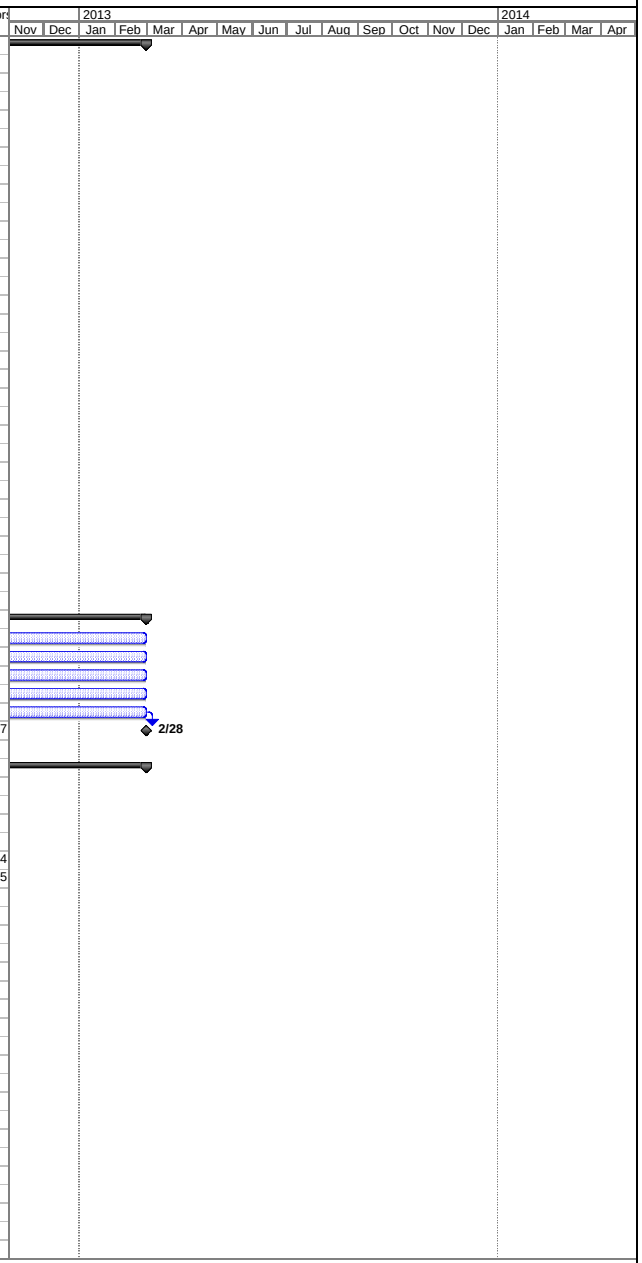
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
1	**1 SUBPROJECT 10 - PROJECT PLANNING, MANAGEMENT, AND SUPPORT**	**359 days**	**Mon 10/3/11**	**Thu 2/28/13**		
2	**1.1 Subproject 10 Project Control Document (incl. plan, PM strategies, etc.)**	**20 days**	**Mon 10/3/11**	**Fri 10/28/11**		
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	10 days	Mon 10/3/11	Fri 10/14/11	COUNTY,CGI	
4	1.1.2 Establish Project Management Standards and Tools	5 days	Mon 10/3/11	Fri 10/7/11	COUNTY,CGI	
5	1.1.3 Update Strategies for: Org Chart, Communication, Risk Mitigation, & Change Control	7 days	Mon 10/10/11	Tue 10/18/11	CGI	
6	1.1.4 Review Project Control Document	5 days	Wed 10/19/11	Tue 10/25/11	COUNTY	
7	1.1.5 Update Project Control Document	2 days	Wed 10/26/11	Thu 10/27/11	CGI	
8	1.1.6 Approve Project Control Document	1 day	Fri 10/28/11	Fri 10/28/11	COUNTY	
9	***1.1.7 CGI Deliverable: Subproject 10 Project Control Document***	0 days	Fri 10/28/11	Fri 10/28/11	CGI	
10	**1.2 Subproject 10 Project Kick-off Meeting**	**151 days**	**Mon 10/3/11**	**Thu 5/3/12**		
11	1.2.1 Develop FIN 3.9 Upgrade Project Kick-off Materials	5 days	Mon 10/3/11	Fri 10/7/11	CGI	
12	1.2.2 Review FIN 3.9 Upgrade Project Kick-off Materials	5 days	Mon 10/10/11	Fri 10/14/11	COUNTY	
13	1.2.3 Update FIN 3.9 Upgrade Project Kick-off Materials	2 days	Mon 10/17/11	Tue 10/18/11	CGI	
14	1.2.4 Approve FIN 3.9 Upgrade Project Kick-off Materials	1 day	Wed 10/19/11	Wed 10/19/11	COUNTY	
15	1.2.5 Conduct FIN 3.9 Upgrade Kick-off Meeting	1 day	Thu 10/20/11	Thu 10/20/11	COUNTY, CGI	
16	***1.2.6 County Obligation: FIN 3.9 Upgrade Kick-off Meeting***	0 days	Thu 10/20/11	Thu 10/20/11	CGI	
17	***1.2.7 CGI Deliverable: FIN 3.9 Upgrade Kick-off Meeting***	0 days	Thu 10/20/11	Thu 10/20/11	CGI	
18	1.2.8 Develop BP 3.9 Upgrade Project Kick-off Materials	5 days	Mon 4/16/12	Fri 4/20/12	CGI	
19	1.2.9 Review BP 3.9 Upgrade Project Kick-off Materials	5 days	Mon 4/23/12	Fri 4/27/12	COUNTY	
20	1.2.10 Update BP 3.9 Upgrade Project Kick-off Materials	2 days	Mon 4/30/12	Tue 5/1/12	CGI	
21	1.2.11 Approve BP 3.9 Upgrade Project Kick-off Materials	1 day	Wed 5/2/12	Wed 5/2/12	COUNTY	
22	1.2.12 Conduct BP 3.9 Upgrade Kick-off Meeting	1 day	Thu 5/3/12	Thu 5/3/12	COUNTY, CGI	
23	***1.2.13 County Obligation: BP 3.9 Upgrade Kick-off Meeting***	0 days	Thu 5/3/12	Thu 5/3/12	CGI	
24	***1.2.14 CGI Deliverable: BP 3.9 Upgrade Kick-off Meeting***	0 days	Thu 5/3/12	Thu 5/3/12	CGI	
25	1.2.15 Develop ECM Integration Project Kick-off Materials	5 days	Tue 1/3/12	Mon 1/9/12	CGI	
26	1.2.16 Review ECM Integration Project Kick-off Materials	5 days	Mon 1/9/12	Fri 1/13/12	COUNTY	
27	1.2.17 Update ECM Integration Project Kick-off Materials	2 days	Mon 1/16/12	Tue 1/17/12	CGI	
28	1.2.18 Approve ECM Integration Project Kick-off Materials	1 day	Wed 1/18/12	Wed 1/18/12	COUNTY	
29	1.2.19 Conduct ECM Integration Kick-off Meeting	1 day	Thu 1/19/12	Thu 1/19/12	COUNTY, CGI	
30	***1.2.20 County Obligation: ECM Integration Kick-off Meeting***	0 days	Thu 1/19/12	Thu 1/19/12	CGI	
31	***1.2.21 CGI Deliverable: ECM Integration Kick-off Meeting***	0 days	Thu 1/19/12	Thu 1/19/12	CGI	
32	**1.3 Subproject 10 Project Management**	**359 days**	**Mon 10/3/11**	**Thu 2/28/13**		
33	1.3.1 Provide Project Management Oversight / Maintain Project Plan	359 days	Mon 10/3/11	Thu 2/28/13	CGI	
34	1.3.2 Provide Quality & Risk Management	359 days	Mon 10/3/11	Thu 2/28/13	CGI	
35	1.3.3 Conduct Semimonthly Project Management Meetings	359 days	Mon 10/3/11	Thu 2/28/13	COUNTY, CGI	
36	1.3.4 Conduct Monthly Advisory Committee Meetings	359 days	Mon 10/3/11	Thu 2/28/13	COUNTY, CGI	
37	1.3.5 Develop Subproject 10 Semimonthly and Monthly Status Reports	359 days	Mon 10/3/11	Thu 2/28/13	CGI	
38	***1.3.6 CGI Deliverable: Subproject 10 Monthly Status Reports***	0 days	Thu 2/28/13	Thu 2/28/13	CGI	37
39						
40	**2 eCAPS FINANCIAL 3.9 UPGRADE**	**422 days**	**Tue 7/5/11**	**Thu 2/28/13**		
41	**2.1 ENVISION PHASE**	**156 days**	**Tue 7/5/11**	**Mon 2/13/12**		
42	**2.1.1 CODE MERGE**	**108 days**	**Tue 7/5/11**	**Tue 12/6/11**		
43	2.1.1.1 Merge AMS Advantage FIN 3.9 baseline with eCAPS mods	65 days	Tue 7/5/11	Tue 10/4/11	CGI	
44	2.1.1.2 Merge Upgrade database scripts with eCAPS mods	40 days	Mon 8/8/11	Mon 10/3/11	CGI	
45	2.1.1.3 Execute eCAPS System Tests	40 days	Tue 10/4/11	Wed 11/30/11	CGI	44
46	2.1.1.4 Package code base & deliver	4 days	Thu 12/1/11	Tue 12/6/11	CGI	45
47	**2.1.2 PROJECT TEAM TRAINING**	**30 days**	**Tue 1/3/12**	**Mon 2/13/12**		
48	2.1.2.1 Prepare Materials / Schedule Product Training for Core Team	15 days	Tue 1/3/12	Mon 1/23/12	CGI	
49	2.1.2.2 Advantage 3.9 Financial Release Notes Overview (Functional)	5 days	Tue 1/24/12	Mon 1/30/12	CGI	
50	2.1.2.3 Advantage 3.9 Financial Release Notes Overview (Technical)	3 days	Tue 1/31/12	Thu 2/2/12	CGI	
51	***2.1.2.4 CGI Deliverable: FIN 3.9 Upgrade Product Training for Project Team***	0 days	Thu 2/2/12	Thu 2/2/12	CGI	
52	2.1.2.5 Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade	15 days	Tue 1/24/12	Mon 2/13/12	COUNTY	
53	***2.1.2.6 County Obligation: Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade***	0 days	Mon 2/13/12	Mon 2/13/12	COUNTY	
54	**2.1.3 UPGRADE ANALYSIS**	**78 days**	**Mon 10/3/11**	**Mon 1/23/12**		
55	2.1.3.1 Obtain Baseline 3.8.x, 3.9 Financial Database Upgrade Scripts	1 day	Mon 10/3/11	Mon 10/3/11	CGI	
56	**2.1.3.2 Identify Required Updates to System Interfaces**	**78 days**	**Mon 10/3/11**	**Mon 1/23/12**		
57	2.1.3.2.1 Identify Updates to eCAPS Financial Interfaces (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
58	2.1.3.2.2 Identify Updates to Inventory Management Interfaces (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
59	2.1.3.2.3 Identify Updates to Asset Management Interfaces Software (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
60	2.1.3.2.4 Identify Updates to FAS Interfaces Inbound (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
61	2.1.3.2.5 Identify Updates to Grant Lifecycle Management Interfaces (Inbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
62	2.1.3.2.6 Identify Updates to eCAPS Financial Interfaces (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
63	2.1.3.2.7 Identify Updates to Inventory Management Interfaces (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
64	2.1.3.2.8 Identify Updates to Asset Management Interfaces Software (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
65	2.1.3.2.9 Identify Updates to FAS Interfaces Inbound (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	
66	2.1.3.2.10 Identify Updates to Grant Lifecycle Management Interfaces (Outbound)	50 days	Mon 10/3/11	Tue 12/13/11	CGI	



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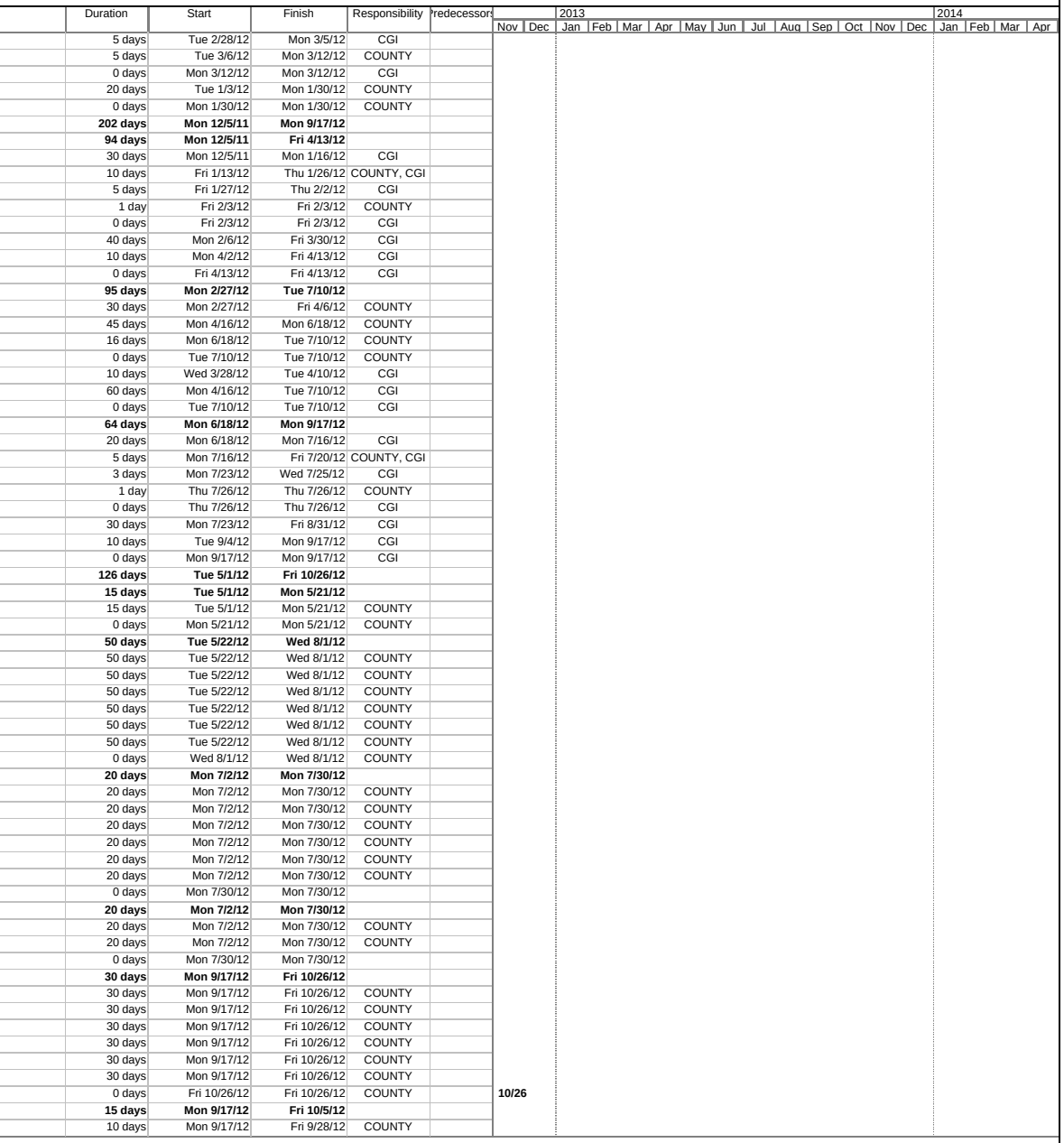
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
199	2.2.2.12.6 Test FIN 3.9 DW Database Upgrade Scripts for eCAPS	5 days	Tue 2/28/12	Mon 3/5/12	CGI	
200	2.2.2.12.7 Review FIN 3.9 DW Database Upgrade Scripts for eCAPS	5 days	Tue 3/6/12	Mon 3/12/12	COUNTY	
201	***2.2.2.12.8 CGI Deliverable: FIN 3.9 Upgrade Updated and Tested DW Database Upgrade Scripts***	0 days	Mon 3/12/12	Mon 3/12/12	CGI	
202	2.2.2.12.9 Manual Data Conversion	20 days	Tue 1/3/12	Mon 1/30/12	COUNTY	
203	***2.2.2.12.10 County Obligation: Manual Data Conversion***	0 days	Mon 1/30/12	Mon 1/30/12	COUNTY	
204	**2.2.3 SOFTWARE TESTING**	**202 days**	**Mon 12/5/11**	**Mon 9/17/12**		
205	**2.2.3.1 Integrated System Test (IST)**	**94 days**	**Mon 12/5/11**	**Fri 4/13/12**		
206	2.2.3.1.1 Develop Integrated System Test Plan & Scripts	30 days	Mon 12/5/11	Mon 1/16/12	CGI	
207	2.2.3.1.2 Review Integrated System Test Plan & Scripts	10 days	Fri 1/13/12	Thu 1/26/12	COUNTY, CGI	
208	2.2.3.1.3 Update Integrated System Test Plan & Scripts	5 days	Fri 1/27/12	Thu 2/2/12	CGI	
209	2.2.3.1.4 Approve Integrated System Test Plan & Scripts	1 day	Fri 2/3/12	Fri 2/3/12	COUNTY	
210	***2.2.3.1.5 CGI Deliverable: FIN 3.9 Upgrade Integrated System Test Plan and Scripts***	0 days	Fri 2/3/12	Fri 2/3/12	CGI	
211	2.2.3.1.6 Execute Integrated System Test Scripts and Review Results	40 days	Mon 2/6/12	Fri 3/30/12	CGI	
212	2.2.3.1.7 Resolve Integrated System Test Issues	10 days	Mon 4/2/12	Fri 4/13/12	CGI	
213	***2.2.3.1.8 CGI Deliverable: FIN 3.9 Upgrade Integrated System Test Results***	0 days	Fri 4/13/12	Fri 4/13/12	CGI	
214	**2.2.3.2 User Acceptance Test (UAT)**	**95 days**	**Mon 2/27/12**	**Tue 7/10/12**		
215	2.2.3.2.1 Develop User Acceptance Test Plan and Scripts	30 days	Mon 2/27/12	Fri 4/6/12	COUNTY	
216	2.2.3.2.2 Execute User Acceptance Test Scripts and Review Results	45 days	Mon 4/16/12	Mon 6/18/12	COUNTY	
217	2.2.3.2.3 Resolve User Acceptance Test Issues	16 days	Mon 6/18/12	Tue 7/10/12	COUNTY	
218	***2.2.3.2.4 County Obligation: FIN 3.9 Upgrade User Acceptance Test Results***	0 days	Tue 7/10/12	Tue 7/10/12	COUNTY	
219	2.2.3.2.5 FIN 3.9 Upgrade Database Conversion Support	10 days	Wed 3/28/12	Tue 4/10/12	CGI	
220	2.2.3.2.6 User Acceptance Test Support	60 days	Mon 4/16/12	Tue 7/10/12	CGI	
221	***2.2.3.2.7 CGI Deliverable: FIN 3.9 Upgrade User Acceptance Test Support***	0 days	Tue 7/10/12	Tue 7/10/12	CGI	
222	**2.2.3.3 Performance Test**	**64 days**	**Mon 6/18/12**	**Mon 9/17/12**		
223	2.2.3.3.1 Develop Performance Test Plan and Scripts	20 days	Mon 6/18/12	Mon 7/16/12	CGI	
224	2.2.3.3.2 Review Performance Test Plan & Scripts	5 days	Mon 7/16/12	Fri 7/20/12	COUNTY, CGI	
225	2.2.3.3.3 Update Performance Test Plan & Scripts	3 days	Mon 7/23/12	Wed 7/25/12	CGI	
226	2.2.3.3.4 Approve Performance Test Plan & Scripts	1 day	Thu 7/26/12	Thu 7/26/12	COUNTY	
227	***2.2.3.3.5 CGI Deliverable: FIN 3.9 Upgrade Performance Test Plan and Scripts***	0 days	Thu 7/26/12	Thu 7/26/12	CGI	
228	2.2.3.3.6 Execute Performance Test Scripts and Review Results	30 days	Mon 7/23/12	Fri 8/31/12	CGI	
229	2.2.3.3.7 Resolve Performance Test Issues	10 days	Tue 9/4/12	Mon 9/17/12	CGI	
230	***2.2.3.3.8 CGI Deliverable: FIN 3.9 Upgrade Performance Test Tuning & Results***	0 days	Mon 9/17/12	Mon 9/17/12	CGI	
231	**2.2.4 TRAINING**	**126 days**	**Tue 5/1/12**	**Fri 10/26/12**		
232	**2.2.4.1 Training Plan**	**15 days**	**Tue 5/1/12**	**Mon 5/21/12**		
233	2.2.4.1.1 Develop eCAPS Training Plan	15 days	Tue 5/1/12	Mon 5/21/12	COUNTY	
234	***2.2.4.1.2 County Obligation: Updated eCAPS Training Plan***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY	
235	**2.2.4.2 Training Materials**	**50 days**	**Tue 5/22/12**	**Wed 8/1/12**		
236	2.2.4.2.1 Develop / Update eCAPS Financial Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
237	2.2.4.2.2 Develop / Update Procurement Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
238	2.2.4.2.3 Develop / Update Inventory Management Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
239	2.2.4.2.4 Develop / Update Asset Management Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
240	2.2.4.2.5 Develop / Update FAS Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
241	2.2.4.2.6 Develop / Update Grant Lifecycle Management Training Materials	50 days	Tue 5/22/12	Wed 8/1/12	COUNTY	
242	***2.2.4.2.7 County Obligation: Updated eCAPS Training Materials***	0 days	Wed 8/1/12	Wed 8/1/12	COUNTY	
243	**2.2.4.3 Training Database Population**	**20 days**	**Mon 7/2/12**	**Mon 7/30/12**		
244	2.2.4.3.1 Populate / Update eCAPS Financial Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
245	2.2.4.3.2 Populate / Update Procurement Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
246	2.2.4.3.3 Populate / Update Inventory Management Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
247	2.2.4.3.4 Populate / Update Asset Management Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
248	2.2.4.3.5 Populate / Update FAS Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
249	2.2.4.3.6 Populate / Update Grant Lifecycle Management Training Materials	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
250	***2.2.4.3.7 County Obligation: Populated/Updated Training Database***	0 days	Mon 7/30/12	Mon 7/30/12		
251	**2.2.4.4 Training Logistics**	**20 days**	**Mon 7/2/12**	**Mon 7/30/12**		
252	2.2.4.4.1 Secure Training Facilities and Equipment	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
253	2.2.4.4.2 Manage End User Training Logistics and Scheduling	20 days	Mon 7/2/12	Mon 7/30/12	COUNTY	
254	***2.2.4.4.3 County Obligation: Training Logistics***	0 days	Mon 7/30/12	Mon 7/30/12		
255	**2.2.4.5 End User Training**	**30 days**	**Mon 9/17/12**	**Fri 10/26/12**		
256	2.2.4.5.1 Conduct eCAPS Financial End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
257	2.2.4.5.2 Conduct Procurement End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
258	2.2.4.5.3 Conduct Inventory Management End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
259	2.2.4.5.4 Conduct Asset Management End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
260	2.2.4.5.5 Conduct FAS End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
261	2.2.4.5.6 Conduct Grant Lifecycle Management End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
262	***2.2.4.5.7 County Obligation: eCAPS Upgrade End User Training***	0 days	Fri 10/26/12	Fri 10/26/12	COUNTY	
263	**2.2.4.6 Operations Training**	**15 days**	**Mon 9/17/12**	**Fri 10/5/12**		
264	2.2.4.6.1 Update Operations Training Materials	10 days	Mon 9/17/12	Fri 9/28/12	COUNTY	



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Task | Progress | Summary | External Tasks | Deadline
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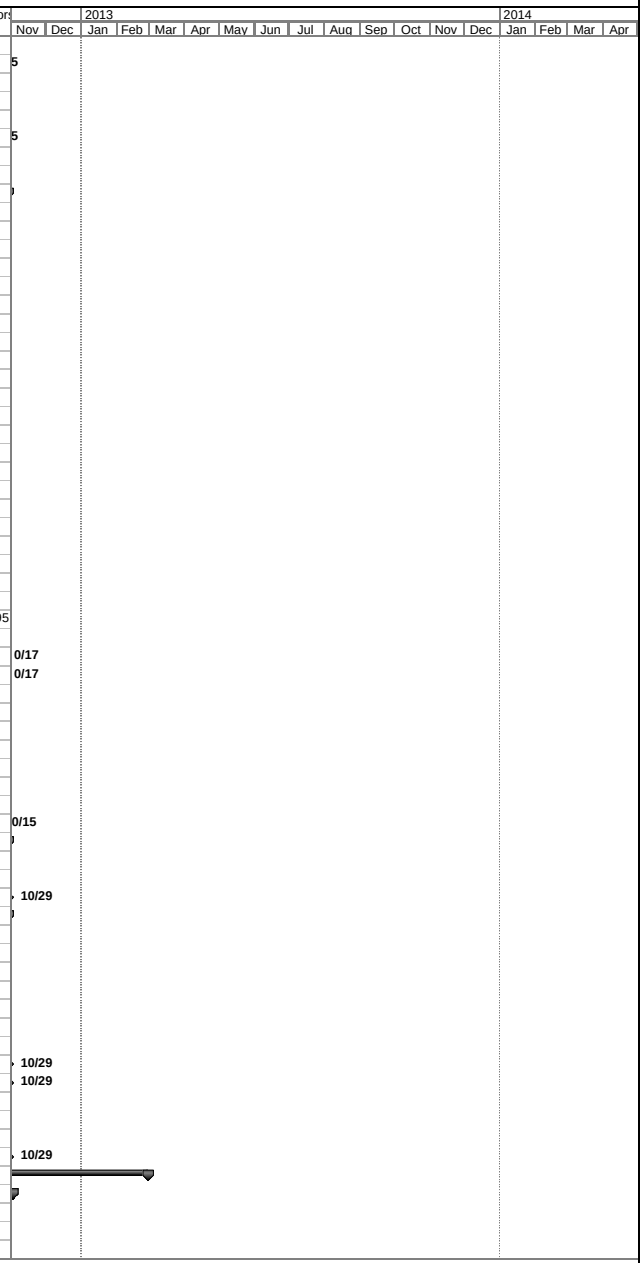
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
265	2.2.4.6.2 Conduct Operations Training	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
266	***2.2.4.6.3 County Obligation: eCAPS Upgrade Operations Training***	0 days	Fri 10/5/12	Fri 10/5/12	COUNTY	
267	**2.2.4.7 System Administration Training**	**15 days**	**Mon 9/17/12**	**Fri 10/5/12**		
268	2.2.4.7.1 Update System Administration Training Materials	10 days	Mon 9/17/12	Fri 9/28/12	COUNTY	
269	2.2.4.7.2 Conduct System Administration Training	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
270	***2.2.4.7.3 County Obligation: eCAPS Upgrade System Administration Training***	0 days	Fri 10/5/12	Fri 10/5/12	COUNTY	
271	2.2.4.8 Support Training Plan Development and Updates to Training Materials	65 days	Tue 5/1/12	Wed 8/1/12	CGI	
272	***2.2.4.9 CGI Deliverable: FIN 3.9 Upgrade Training Plan and Training Materials Updates Support***	0 days	Wed 8/1/12	Wed 8/1/12	CGI	
273	**2.2.5 TRANSITION MANAGEMENT**	**127 days**	**Tue 5/1/12**	**Mon 10/29/12**		
274	**2.2.5.1 Update User Documentation**	**43 days**	**Wed 8/1/12**	**Mon 10/1/12**		
275	2.2.5.1.1 Update eCAPS Financial User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
276	2.2.5.1.2 Update Procurement User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
277	2.2.5.1.3 Update Inventory Management User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
278	2.2.5.1.4 Update Asset Management User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
279	2.2.5.1.5 Update FAS User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
280	2.2.5.1.6 Update Grant Lifecycle Management User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
281	***2.2.5.1.7 County Obligation: Updated eCAPS Financial User Documentation***	0 days	Tue 8/28/12	Tue 8/28/12	COUNTY	
282	2.2.5.1.8 User Documentation Update Support	43 days	Wed 8/1/12	Mon 10/1/12	CGI	
283	***2.2.5.1.9 CGI Deliverable: FIN 3.9 Upgrade User Documentation Update Support***	0 days	Mon 10/1/12	Mon 10/1/12	CGI	
284	**2.2.5.2 Update Systems / Operations Documentation**	**43 days**	**Wed 8/1/12**	**Mon 10/1/12**		
285	2.2.5.2.1 Update eCAPS Financial Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
286	2.2.5.2.2 Update Procurement Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
287	2.2.5.2.3 Update Inventory Management Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
288	2.2.5.2.4 Update Asset Management Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
289	2.2.5.2.5 Update FAS Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
290	2.2.5.2.6 Update Grant Lifecycle Management Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
291	***2.2.5.2.7 County Obligation: Update eCAPS Financial Systems / Operations Documentation***	0 days	Mon 10/1/12	Mon 10/1/12	COUNTY	
292	2.2.5.2.8 Systems / Operations Documentation Update Support	43 days	Wed 8/1/12	Mon 10/1/12	CGI	
293	***2.2.5.2.9 CGI Deliverable: FIN 3.9 Upgrade Systems / Operations Documentation Updates Support***	0 days	Mon 10/1/12	Mon 10/1/12	CGI	
294	**2.2.5.3 County Operations Documentation**	**45 days**	**Wed 8/15/12**	**Wed 10/17/12**		
295	2.2.5.3.1 Develop/Update County Operations Documentation	15 days	Wed 8/15/12	Wed 9/5/12	COUNTY	
296	2.2.5.3.2 Setup Control-M Jobs	30 days	Thu 9/6/12	Wed 10/17/12	COUNTY	295
297	2.2.5.3.3 Support County Operations Documentation and Control-M Setup	45 days	Wed 8/15/12	Wed 10/17/12	CGI	
298	***2.2.5.3.4 County Obligation: County Operations Documentation Updates***	0 days	Wed 10/17/12	Wed 10/17/12	COUNTY	
299	***2.2.5.3.5 CGI Deliverable: FIN 3.9 Upgrade County Operations Documentation and Control-M Setup Support***	0 days	Wed 10/17/12	Wed 10/17/12	CGI	
300	**2.2.5.4 User Procedures & Internal Control Plans**	**30 days**	**Tue 9/4/12**	**Mon 10/15/12**		
301	2.2.5.4.1 Update User Procedures & Internal Controls for eCAPS Financial	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
302	2.2.5.4.2 Update User Procedures & Internal Controls for Procurement	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
303	2.2.5.4.3 Update User Procedures & Internal Controls for inventory Management	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
304	2.2.5.4.4 Update User Procedures & Internal Controls for Asset Management	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
305	2.2.5.4.5 Update User Procedures & Internal Controls for FAS	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
306	2.2.5.4.6 Update User Procedures & Internal Controls for Grant Lifecycle Management	30 days	Tue 9/4/12	Mon 10/15/12	COUNTY	
307	***2.2.5.4.7 County Obligation: FIN 3.9 Upgrade Update eCAPS User Procedures & Internal Control Plans***	0 days	Mon 10/15/12	Mon 10/15/12	COUNTY	
308	**2.2.5.5 Change Management and Communications**	**127 days**	**Tue 5/1/12**	**Mon 10/29/12**		
309	2.2.5.5.1 Develop Communication Plan	15 days	Tue 5/1/12	Mon 5/21/12	COUNTY	
310	2.2.5.5.2 Execute Communication	103 days	Tue 6/5/12	Mon 10/29/12	COUNTY	
311	***2.2.5.5.3 County Obligation: FIN 3.9 Upgrade Change Management and Communication***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
312	**2.2.5.6 Readiness Assessment**	**40 days**	**Tue 9/4/12**	**Mon 10/29/12**		
313	2.2.5.6.1 Develop Operational/Technical Readiness Checklist	10 days	Tue 9/4/12	Mon 9/17/12	CGI	
314	2.2.5.6.2 Review Operational/Technical Readiness Checklist	2 days	Mon 9/17/12	Tue 9/18/12	CGI	
315	2.2.5.6.3 Update Operational/Technical Readiness Checklist	1 day	Wed 9/19/12	Wed 9/19/12	CGI	
316	2.2.5.6.4 Approve Operational/Technical Readiness Checklist	1 day	Thu 9/20/12	Thu 9/20/12	CGI	
317	***2.2.5.6.5 CGI Deliverable: FIN 3.9 Upgrade Operational/Technical Readiness Checklist***	0 days	Thu 9/20/12	Thu 9/20/12	CGI	
318	2.2.5.6.6 Conduct Operational/Technical Readiness Assessment	29 days	Wed 9/19/12	Mon 10/29/12	COUNTY	
319	2.2.5.6.7 Support Operational/Technical Readiness Assessment	27 days	Fri 9/21/12	Mon 10/29/12	CGI	
320	***2.2.5.6.8 CGI Deliverable: FIN 3.9 Upgrade Operational/Technical Readiness Assessment Support***	0 days	Mon 10/29/12	Mon 10/29/12	CGI	
321	***2.2.5.6.9 County Obligation: FIN 3.9 Upgrade Conduct eCAPS Operational/Technical Readiness Assessment***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
322	2.2.5.6.10 Develop Implementation/End User Readiness Checklist	10 days	Tue 9/4/12	Mon 9/17/12	COUNTY	
323	***2.2.5.6.11 County Obligation: FIN 3.9 Upgrade Implementation/End User Readiness Checklist***	0 days	Mon 9/17/12	Mon 9/17/12	COUNTY	
324	2.2.5.6.12 Conduct Implementation/End User Readiness Assessment	31 days	Mon 9/17/12	Mon 10/29/12	COUNTY	
325	***2.2.5.6.13 County Obligation: FIN 3.9 Upgrade Conduct eCAPS Implementation/End User Readiness Assess***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
326	**2.3 ACHIEVE PHASE**	**134 days**	**Mon 8/20/12**	**Thu 2/28/13**		
327	**2.3.1 PRODUCTION CUTOVER**	**54 days**	**Mon 8/20/12**	**Fri 11/2/12**		
328	2.3.1.1 Draft Production Cutover Script	10 days	Mon 8/20/12	Fri 8/31/12	CGI	
329	2.3.1.2 Review Production Cutover Script	5 days	Tue 9/4/12	Mon 9/10/12	COUNTY, CGI	
330	2.3.1.3 Update Production Cutover Script	3 days	Mon 9/10/12	Wed 9/12/12	CGI	



Project: MSProj11
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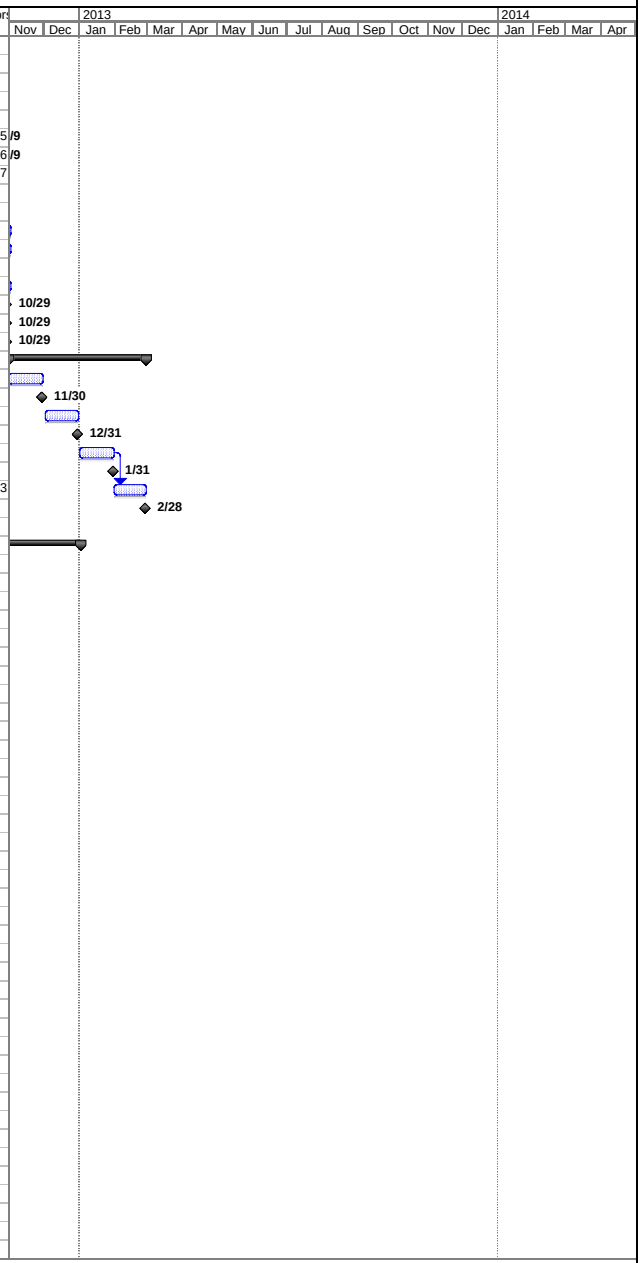
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
331	2.3.1.4 Approve Production Cutover Script	1 day	Thu 9/13/12	Thu 9/13/12	COUNTY	
332	***2.3.1.5 CGI Deliverable: FIN 3.9 Upgrade Production Cutover Script***	0 days	Thu 9/13/12	Thu 9/13/12	CGI	
333	2.3.1.6 Setup Mock Production Environment	5 days	Mon 8/20/12	Fri 8/24/12	COUNTY, CGI	
334	2.3.1.7 Execute Upgrade Cutover Rehearsal	20 days	Wed 9/12/12	Tue 10/9/12	COUNTY, CGI	
335	2.3.1.8 Analyze and Update Production Cutover Script	10 days	Wed 9/19/12	Tue 10/2/12	COUNTY, CGI	
336	***2.3.1.9 County Obligation: FIN 3.9 Upgrade Production Rehearsal Execution***	0 days	Tue 10/9/12	Tue 10/9/12	COUNTY	335
337	***2.3.1.10 CGI Deliverable: FIN 3.9 Upgrade Production Rehearsal Support***	0 days	Tue 10/9/12	Tue 10/9/12	CGI	336
338	2.3.1.11 Setup Production Environment	10 days	Wed 10/10/12	Tue 10/23/12	COUNTY, CGI	337
339	2.3.1.12 Execute Production Data Conversion	2 days	Fri 10/26/12	Mon 10/29/12	COUNTY, CGI	
340	2.3.1.13 Execute eCAPS Upgrade Production Cutover	2 days	Fri 10/26/12	Mon 10/29/12	COUNTY, CGI	
341	2.3.1.14 Execute Cutover to New Operational Procedures	5 days	Mon 10/29/12	Fri 11/2/12	COUNTY	
342	2.3.1.15 Implement Updated Business Processes	5 days	Mon 10/29/12	Fri 11/2/12	COUNTY	
343	2.3.1.16 Technical support for Production Cutover	10 days	Mon 10/15/12	Fri 10/26/12	CGI	
344	2.3.1.17 Hand-Off Operations to Client Support Staff	5 days	Mon 10/29/12	Fri 11/2/12	CGI	
345	***2.3.1.18 County Obligation: FIN 3.9 Upgrade Production Cutover Execution***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
346	***2.3.1.19 CGI Deliverable: FIN 3.9 Upgrade Production Cutover Support***	0 days	Mon 10/29/12	Mon 10/29/12	CGI	
347	2.3.1.20 Production Cutover (Live Production Operations)	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
348	**2.3.2 POST-IMPLEMENTATION**	**82 days**	**Thu 11/1/12**	**Thu 2/28/13**		
349	2.3.2.1 eCAPS Financial Upgrade Post-Implementation Support Services - Month 1	20 days	Thu 11/1/12	Fri 11/30/12	CGI	
350	***2.3.2.2 CGI Deliverable: FIN 3.9 Upgrade Post-Implementation Support - Month 1***	0 days	Fri 11/30/12	Fri 11/30/12	CGI	
351	2.3.2.3 eCAPS Financial Upgrade Post-Implementation Support Services - Month 2	20 days	Mon 12/3/12	Mon 12/31/12	CGI	
352	***2.3.2.4 CGI Deliverable: FIN 3.9 Upgrade Post-Implementation Support - Month 2***	0 days	Mon 12/31/12	Mon 12/31/12	CGI	
353	2.3.2.5 eCAPS Financial Upgrade Post-Implementation Support Services - Month 3	22 days	Wed 1/2/13	Thu 1/31/13	CGI	
354	***2.3.2.6 CGI Deliverable: FIN 3.9 Upgrade Post-Implementation Support - Month 3***	0 days	Thu 1/31/13	Thu 1/31/13	CGI	
355	2.3.2.7 eCAPS Financial Upgrade Post-Implementation Support Services - Month 4	20 days	Fri 2/1/13	Thu 2/28/13	CGI	353
356	***2.3.2.8 CGI Deliverable: FIN 3.9 Upgrade Post-Implementation Support - Month 4***	0 days	Thu 2/28/13	Thu 2/28/13	CGI	
357						
358	**3 eCAPS BUDGET PREPARATION 3.9 UPGRADE**	**255 days**	**Tue 1/3/12**	**Wed 1/2/13**		
359	**3.1 ENVISION PHASE**	**129 days**	**Tue 1/3/12**	**Mon 7/2/12**		
360	**3.1.1 CODE MERGE**	**74 days**	**Tue 1/3/12**	**Fri 4/13/12**		
361	3.1.1.1 Upgrade database scripts	40 days	Tue 1/3/12	Mon 2/27/12	CGI	
362	3.1.1.2 Apply LA County extensions to AMS Advantage 3.9 baseline	40 days	Tue 1/3/12	Mon 2/27/12	CGI	
363	3.1.1.3 Execute Budget Prep System Tests	32 days	Mon 2/27/12	Tue 4/10/12	CGI	
364	3.1.1.4 Package code base & deliver	3 days	Wed 4/11/12	Fri 4/13/12	CGI	
365	**3.1.2 PROJECT TEAM TRAINING**	**32 days**	**Mon 4/30/12**	**Wed 6/13/12**		
366	3.1.2.1 Prepare Materials / Schedule Product Training for Core Team	15 days	Mon 4/30/12	Fri 5/18/12		
367	3.1.2.2 Advantage 3.9 Overview (Functional)	3 days	Wed 5/23/12	Fri 5/25/12	CGI	
368	3.1.2.3 Advantage 3.9 Overview (Technical)	2 days	Tue 5/29/12	Wed 5/30/12	CGI	
369	***3.1.2.4 CGI Deliverable: BP 3.9 Upgrade Product Training for Project Team***	0 days	Tue 5/29/12	Tue 5/29/12	CGI	
370	3.1.2.5 Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade	15 days	Wed 5/23/12	Wed 6/13/12	COUNTY	
371	***3.1.2.6 County Obligation: BP 3.9 Upgrade Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade***	0 days	Tue 6/12/12	Tue 6/12/12	COUNTY	
372	**3.1.3 UPGRADE ANALYSIS**	**98 days**	**Wed 2/15/12**	**Mon 7/2/12**		
373	3.1.3.1 Obtain Baseline 3.8.x, 3.9 Performance Budgeting Database Upgrade Scripts	1 day	Wed 2/15/12	Wed 2/15/12	CGI	
374	**3.1.3.2 Identify Required Updates to System Interfaces**	**20 days**	**Mon 4/23/12**	**Fri 5/18/12**		
375	3.1.3.2.1 Identify Updates to Budget Preparation Interfaces (Inbound)	20 days	Mon 4/23/12	Fri 5/18/12	CGI	
376	3.1.3.2.2 Identify Updates to Budget Preparation Interfaces (Outbound)	20 days	Mon 4/23/12	Fri 5/18/12	CGI	
377	***3.1.3.2.3 CGI Deliverable: BP 3.9 Upgrade Identify Required Updates to Budget Prep Interfaces***	0 days	Fri 5/18/12	Fri 5/18/12	CGI	
378	**3.1.3.3 Identify Required Updates to Reports and Cognos Framework Models**	**30 days**	**Mon 4/23/12**	**Mon 6/4/12**		
379	3.1.3.3.1 Identify Updates to eCAPS Cognos Framework Manager Model and Packages	10 days	Mon 4/23/12	Fri 5/4/12	CGI	
380	3.1.3.3.2 Identify Updates to Budget Preparation Reports	30 days	Mon 4/23/12	Mon 6/4/12	CGI	
381	***3.1.3.3.3 CGI Deliverable: BP 3.9 Upgrade Identify Required Updates to Budget Prep Reports and Cognos Fr***	0 days	Mon 6/4/12	Mon 6/4/12	CGI	
382	**3.1.3.4 Update eCAPS Budget Prep Technical Specification Document**	**44 days**	**Tue 5/1/12**	**Mon 7/2/12**		
383	3.1.3.4.1 Update Technical Specification with latest Budget Prep Application Technical Architecture	15 days	Tue 5/1/12	Mon 5/21/12	COUNTY, CGI	
384	3.1.3.4.2 Update Technical Specification with latest Hardware and Software Specifications	15 days	Tue 5/22/12	Tue 6/12/12	COUNTY, CGI	
385	3.1.3.4.3 Update Technical Specification with latest Network Architecture and Storage Architecture	15 days	Tue 6/12/12	Mon 7/2/12	COUNTY	
386	***3.1.3.4.4 County Deliverable: BP 3.9 Upgrade Technical Specification Document***	0 days	Mon 7/2/12	Mon 7/2/12	COUNTY	
387	***3.1.3.4.5 CGI Deliverable: BP 3.9 Upgrade Technical Specification Document Updates Support***	0 days	Mon 7/2/12	Mon 7/2/12	CGI	
388	**3.2 CREATE PHASE**	**130 days**	**Mon 4/2/12**	**Wed 10/3/12**		
389	**3.2.1 TECHNICAL ENVIRONMENTS**	**64 days**	**Mon 4/2/12**	**Fri 6/29/12**		
390	**3.2.1.1 Development / Unit Test Environment**	**33 days**	**Mon 4/2/12**	**Wed 5/16/12**		
391	3.2.1.1.1 Setup Technical Environment - Dev/Unit Test Environment	15 days	Mon 4/2/12	Fri 4/20/12	COUNTY	
392	***3.2.1.1.2 County Obligation: Dev/Unit Test Technical Environment***	0 days	Fri 4/20/12	Fri 4/20/12	COUNTY	
393	3.2.1.1.3 Install & Test Advantage 3.9 Software and 3rd Party Software - Unit Test Environment	10 days	Wed 5/2/12	Tue 5/15/12	CGI	
394	3.2.1.1.4 Review & Approve AMS Advantage PB 3.9, 3rd Party Tools Installation - Unit Test Environment	1 day	Wed 5/16/12	Wed 5/16/12	COUNTY	
395	***3.2.1.1.5 CGI Deliverable: BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Unit Test En***	0 days	Wed 5/16/12	Wed 5/16/12	CGI	
396	**3.2.1.2 Integrated System Test Environment**	**38 days**	**Mon 4/2/12**	**Wed 5/23/12**		



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Task | Progress | Summary | External Tasks | Deadline
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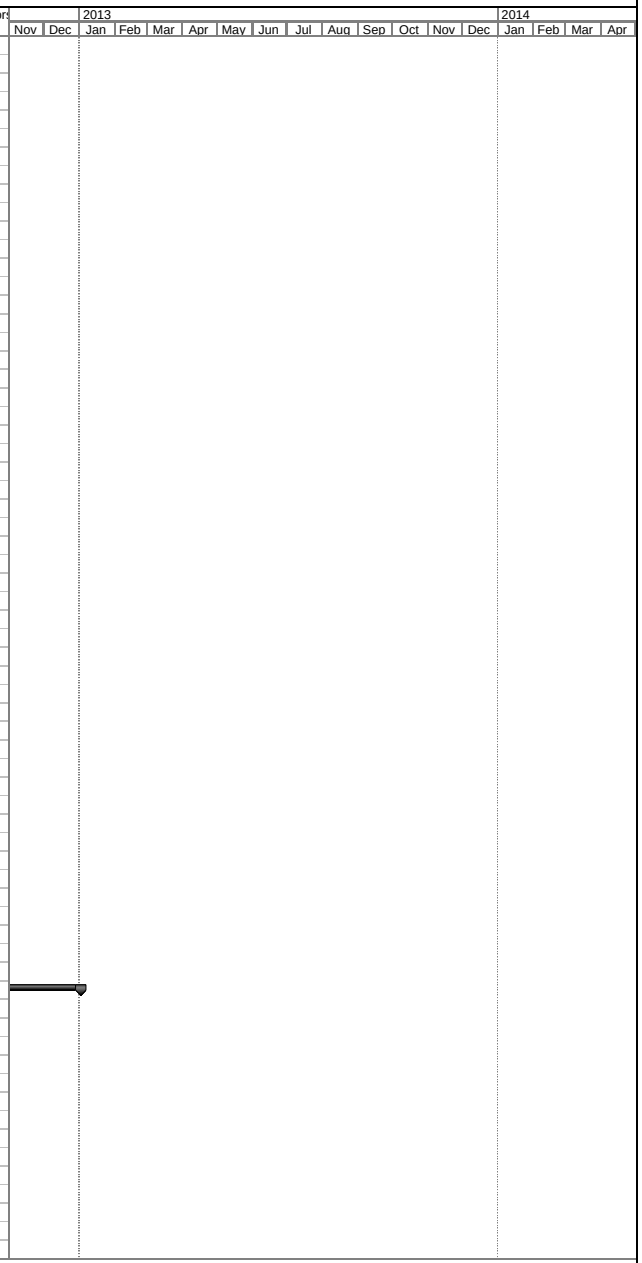
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
463	3.2.3.3.4 Approve Performance Test Plan & Scripts	1 day	Mon 7/2/12	Mon 7/2/12	COUNTY	
464	***3.2.3.3.5 CGI Deliverable: BP 3.9 Upgrade Performance Test Plan and Scripts***	0 days	Mon 7/2/12	Mon 7/2/12	CGI	
465	3.2.3.3.6 Execute Performance Test Scripts and Review Results	15 days	Tue 7/3/12	Tue 7/24/12	CGI	
466	3.2.3.3.7 Resolve Performance Test Issues	5 days	Tue 7/24/12	Mon 7/30/12	CGI	
467	***3.2.3.3.8 CGI Deliverable: BP 3.9 Upgrade Performance Test Tuning and Results***	0 days	Mon 7/30/12	Mon 7/30/12	CGI	
468	**3.2.4 TRAINING**	**59 days**	**Mon 7/2/12**	**Mon 9/24/12**		
469	**3.2.4.1 Training Plan**	**15 days**	**Mon 7/2/12**	**Mon 7/23/12**		
470	3.2.4.1.1 Develop Budget Preparation Training Plan	15 days	Mon 7/2/12	Mon 7/23/12	COUNTY	
471	***3.2.4.1.2 County Obligation: Updated Budget Prep Training Plan***	0 days	Fri 7/20/12	Fri 7/20/12	COUNTY	
472	**3.2.4.2 Training Materials**	**15 days**	**Mon 7/23/12**	**Fri 8/10/12**		
473	3.2.4.2.1 Develop / Update Budget Preparation Training Materials	15 days	Mon 7/23/12	Fri 8/10/12	COUNTY	
474	***3.2.4.2.2 County Obligation: Updated Budget Prep End User Training Materials***	0 days	Fri 8/10/12	Fri 8/10/12	COUNTY	
475	**3.2.4.3 End User Training**	**30 days**	**Mon 8/13/12**	**Mon 9/24/12**		
476	3.2.4.3.1 Conduct Budget Preparation End User Training	30 days	Mon 8/13/12	Mon 9/24/12	COUNTY	
477	***3.2.4.3.2 County Obligation: Budget Prep Upgrade End User Training***	0 days	Fri 9/21/12	Fri 9/21/12	COUNTY	
478	**3.2.4.4 Operations Training (Budget Prep)**	**10 days**	**Mon 8/13/12**	**Fri 8/24/12**		
479	3.2.4.4.1 Develop Operations Training Materials	5 days	Mon 8/13/12	Fri 8/17/12	COUNTY	
480	3.2.4.4.2 Conduct Operations Training	5 days	Mon 8/20/12	Fri 8/24/12	COUNTY	
481	***3.2.4.4.3 County Obligation: Budget Prep Upgrade Operations Training***	0 days	Fri 8/24/12	Fri 8/24/12	COUNTY	
482	**3.2.4.5 System Administration Training**	**5 days**	**Mon 8/27/12**	**Fri 8/31/12**		
483	3.2.4.5.1 Develop System Administration Training Materials	5 days	Mon 8/27/12	Fri 8/31/12	COUNTY	
484	3.2.4.5.2 Conduct System Administration Training	5 days	Mon 8/27/12	Fri 8/31/12	COUNTY	
485	***3.2.4.5.3 County Obligation: Budget Prep Upgrade System Administration Training***	0 days	Fri 8/31/12	Fri 8/31/12	COUNTY	
486	**3.2.5 TRANSITION MANAGEMENT**	**66 days**	**Mon 7/2/12**	**Wed 10/3/12**		
487	**3.2.5.1 Update User Documentation**	**10 days**	**Mon 7/2/12**	**Mon 7/16/12**		
488	3.2.5.1.1 Update Budget Preparation User Documentation	10 days	Mon 7/2/12	Mon 7/16/12	COUNTY	
489	***3.2.5.1.2 County Obligation: Updated Budget Prep User Documentation***	0 days	Fri 7/13/12	Fri 7/13/12	COUNTY	
490	**3.2.5.2 Update Systems / Operations Documentation**	**10 days**	**Mon 7/16/12**	**Fri 7/27/12**		
491	3.2.5.2.1 Update Budget Preparation Systems / Operations Documentation	10 days	Mon 7/16/12	Fri 7/27/12	COUNTY	
492	***3.2.5.2.2 County Obligation: Updated Budget Prep Systems / Operations Documentation***	0 days	Fri 7/27/12	Fri 7/27/12	COUNTY	
493	**3.2.5.3 User Procedures & Internal Controls**	**30 days**	**Wed 8/1/12**	**Wed 9/12/12**		
494	3.2.5.3.1 Update User Procedures & Internal Controls for Budget Preparation	30 days	Wed 8/1/12	Wed 9/12/12	COUNTY	
495	***3.2.5.3.2 County Obligation: Updated Budget Prep User Procedures & Internal Control Plans***	0 days	Tue 9/11/12	Tue 9/11/12	COUNTY	
496	**3.2.5.4 Change Management and Communications**	**66 days**	**Mon 7/2/12**	**Wed 10/3/12**		
497	3.2.5.4.1 Update Communication Plan	12 days	Mon 7/2/12	Wed 7/18/12	COUNTY	
498	3.2.5.4.2 Execute Software Upgrade Communications	55 days	Wed 7/18/12	Wed 10/3/12	COUNTY	
499	***3.2.5.4.3 County Obligation: Budget Prep Upgrade Change Management and Communication***	0 days	Tue 10/2/12	Tue 10/2/12	COUNTY	
500	**3.2.5.5 Readiness Assessment**	**45 days**	**Wed 8/1/12**	**Wed 10/3/12**		
501	3.2.5.5.1 Develop Operational/Technical Readiness Checklist	10 days	Wed 8/1/12	Tue 8/14/12	CGI	
502	3.2.5.5.2 Review Operational/Technical Readiness Checklist	2 days	Wed 8/15/12	Thu 8/16/12	COUNTY, CGI	
503	3.2.5.5.3 Update Operational/Technical Readiness Checklist	2 days	Fri 8/17/12	Mon 8/20/12	CGI	
504	3.2.5.5.4 Approve Operational/Technical Readiness Checklist	1 day	Tue 8/21/12	Tue 8/21/12	COUNTY, CGI	
505	***3.2.5.5.5 CGI Deliverable: BP 3.9 Upgrade Operational/Technical Readiness Checklist***	0 days	Tue 8/21/12	Tue 8/21/12	CGI	
506	3.2.5.5.6 Conduct Operational/Technical Readiness Assessment	30 days	Wed 8/22/12	Wed 10/3/12	COUNTY	
507	3.2.5.5.7 Support Operational/Technical Readiness Assessment	30 days	Wed 8/22/12	Wed 10/3/12	CGI	
508	***3.2.5.5.8 CGI Deliverable: BP 3.9 Upgrade Operational/Technical Readiness Assessment Support***	0 days	Mon 10/1/12	Mon 10/1/12	CGI	
509	***3.2.5.5.9 County Obligation: BP 3.9 Upgrade Conduct Operational/Technical Readiness Assessment Suppor***	0 days	Mon 10/1/12	Mon 10/1/12	COUNTY	
510	3.2.5.5.10 Develop Implementation/End User Readiness Checklist	10 days	Wed 8/1/12	Tue 8/14/12	COUNTY	
511	***3.2.5.5.11 County Obligation: BP 3.9 Upgrade Implementation/End User Readiness Checklist***	0 days	Tue 8/14/12	Tue 8/14/12	COUNTY	
512	3.2.5.5.12 Conduct Implementation/End User Readiness Assessment	35 days	Wed 8/15/12	Wed 10/3/12	COUNTY	
513	***3.2.5.5.13 County Obligation: BP 3.9 Upgrade Implementation/End User Readiness Assessment Support***	0 days	Tue 10/2/12	Tue 10/2/12	COUNTY	
514	**3.3 ACHIEVE PHASE**	**106 days**	**Wed 8/1/12**	**Wed 1/2/13**		
515	**3.3.1 PRODUCTION CUTOVER**	**47 days**	**Wed 8/1/12**	**Fri 10/5/12**		
516	3.3.1.1 Draft Production Cutover Script	15 days	Wed 8/1/12	Tue 8/21/12	CGI	
517	3.3.1.2 Review Production Cutover Script	4 days	Wed 8/22/12	Mon 8/27/12	COUNTY, CGI	
518	3.3.1.3 Update Production Cutover Script	2 days	Tue 8/28/12	Wed 8/29/12	CGI	
519	3.3.1.4 Approve Production Cutover Script	1 day	Thu 8/30/12	Thu 8/30/12	COUNTY	
520	***3.3.1.5 CGI Deliverable: BP 3.9 Upgrade Production Cutover Script***	0 days	Thu 8/30/12	Thu 8/30/12	CGI	
521	3.3.1.6 Setup Mock Production Environment	10 days	Thu 8/16/12	Wed 8/29/12	COUNTY, CGI	
522	3.3.1.7 Execute Upgrade Cutover Rehearsal	15 days	Thu 8/30/12	Thu 9/20/12	COUNTY, CGI	
523	3.3.1.8 Analyze and Update Production Cutover Script	10 days	Mon 9/10/12	Fri 9/21/12	COUNTY, CGI	
524	***3.3.1.9 County Obligation: BP 3.9 Upgrade Production Rehearsal Execution***	0 days	Fri 9/21/12	Fri 9/21/12	COUNTY	
525	***3.3.1.10 CGI Deliverable: BP 3.9 Upgrade Production Rehearsal Support***	0 days	Fri 9/21/12	Fri 9/21/12	CGI	
526	3.3.1.11 Setup Production Environment	7 days	Thu 9/20/12	Fri 9/28/12	COUNTY, CGI	
527	3.3.1.12 Execute Production Data Conversion	2 days	Mon 10/1/12	Tue 10/2/12	COUNTY, CGI	
528	3.3.1.13 Execute eCAPS Upgrade Production Cutover	2 days	Mon 10/1/12	Tue 10/2/12	COUNTY, CGI	



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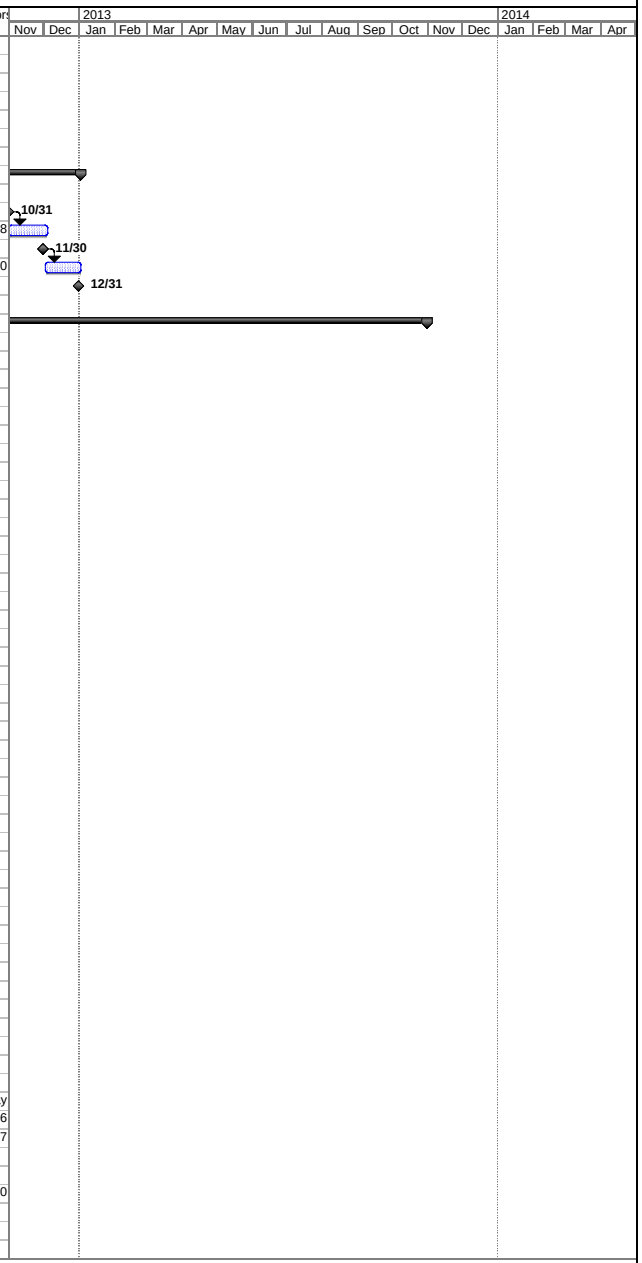
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
529	3.3.1.14 Execute Cutover to New Operational Procedures	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
530	3.3.1.15 Implement Updated Business Processes	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
531	3.3.1.16 Technical support for Production Cutover	10 days	Tue 9/18/12	Mon 10/1/12	CGI	
532	3.3.1.17 Hand-Off Operations to Client Support Staff	5 days	Mon 10/1/12	Fri 10/5/12	CGI	
533	***3.3.1.18 County Obligation: BP 3.9 Upgrade Production Cutover Execution***	0 days	Tue 10/2/12	Tue 10/2/12	COUNTY	
534	***3.3.1.19 CGI Deliverable: BP 3.9 Upgrade Production Cutover Support***	0 days	Tue 10/2/12	Tue 10/2/12	CGI	
535	3.3.1.20 Production Cutover (Live Production Operations)	0 days	Mon 10/1/12	Mon 10/1/12	COUNTY	
536	**3.3.2 POST IMPLEMENTATION SUPPORT**	**64 days**	**Mon 10/1/12**	**Wed 1/2/13**		
537	3.3.2.1 Budget Prep Upgrade Post-Implementation Support Services - Month 1	23 days	Mon 10/1/12	Wed 10/31/12	CGI	
538	***3.3.2.2 CGI Deliverable: BP 3.9 Upgrade Post-Implementation Support - Month 1***	0 days	Wed 10/31/12	Wed 10/31/12	CGI	
539	3.3.2.3 Budget Prep Upgrade Post-Implementation Support Services - Month 2	22 days	Thu 11/1/12	Tue 12/4/12	CGI	538
540	***3.3.2.4 CGI Deliverable: BP 3.9 Upgrade Post-Implementation Support - Month 2***	0 days	Fri 11/30/12	Fri 11/30/12	CGI	
541	3.3.2.5 Budget Prep Upgrade Post-Implementation Support Services - Month 3	21 days	Mon 12/3/12	Wed 1/2/13	CGI	540
542	***3.3.2.6 CGI Deliverable: BP 3.9 Upgrade Post-Implementation Support - Month 3***	0 days	Mon 12/31/12	Mon 12/31/12	CGI	
543						
544	**4 eCAPS ECM INTEGRATION**	**512 days**	**Fri 10/28/11**	**Thu 10/31/13**		
545	**4.1 ENVISION PHASE**	**129 days**	**Fri 10/28/11**	**Mon 4/30/12**		
546	**4.1.1 PROJECT TEAM TRAINING**	**12 days**	**Thu 1/12/12**	**Fri 1/27/12**		
547	4.1.1.1 Prepare Materials / Schedule Product Training for Core Team	10 days	Thu 1/12/12	Wed 1/25/12		
548	4.1.1.2 Advantage 3.9 Overview ECM Integration	2 days	Thu 1/26/12	Fri 1/27/12	CGI	
549	***4.1.1.3 CGI Deliverable: ECM Integration Product Training for Project Team***	0 days	Fri 1/27/12	Fri 1/27/12	CGI	
550	**4.1.2 TECHNICAL ENVIRONMNENT - TEST**	**52 days**	**Fri 10/28/11**	**Thu 1/12/12**		
551	4.1.2.1 Obtain ECM Integration Licenses and ECM Integration Hardware	22 days	Fri 10/28/11	Wed 11/30/11	COUNTY	
552	**4.1.2.2 Identify Technical Environments**	**1 day**	**Thu 12/1/11**	**Thu 12/1/11**		
553	4.1.2.2.1 Share Test Environment with FIN 3.9 Upgrade	1 day	Thu 12/1/11	Thu 12/1/11	COUNTY	
554	***4.1.2.2.2 County Obligation: Share FIN 3.9 Upgrade Technical Environments for ECM Integration***	0 days	Thu 12/1/11	Thu 12/1/11	COUNTY	
555	**4.1.2.3 Install and Configure ECM Integration Hardware**	**10 days**	**Fri 12/2/11**	**Thu 12/15/11**		
556	4.1.2.3.1 Install ECM Integration Hardware	10 days	Fri 12/2/11	Thu 12/15/11	COUNTY, EMC	
557	***4.1.2.3.2 County Obligation: Install ECM Integration Hardware***	0 days	Thu 12/15/11	Thu 12/15/11	COUNTY, EMC	
558	**4.1.2.4 Install and Configure ECM Integration Software**	**10 days**	**Fri 12/16/11**	**Fri 12/30/11**		
559	4.1.2.4.1 Install ECM Integration Software - Webtop and Content Server	10 days	Fri 12/16/11	Fri 12/30/11	COUNTY, EMC	
560	***4.1.2.4.2 County Obligation: Install ECM Integration Software***	0 days	Thu 12/29/11	Thu 12/29/11	COUNTY, EMC	
561	**4.1.2.5 Install and Configure Advantage integration with ECM Integration**	**10 days**	**Fri 12/30/11**	**Thu 1/12/12**		
562	4.1.2.5.1 Install, Configure, and Test Advantage integration with ECM Integration (Test Environment)	10 days	Fri 12/30/11	Thu 1/12/12	CGI	
563	***4.1.2.5.2 CGI Deliverable: ECM Integration Install and Configure Advantage (Test Environment)***	0 days	Wed 1/11/12	Wed 1/11/12	CGI	
564	**4.1.3 SOFTWARE ANALYSIS**	**60 days**	**Tue 2/7/12**	**Mon 4/30/12**		
565	4.1.3.1 Define Metadata Fields in Advantage	10 days	Tue 2/14/12	Mon 2/27/12	COUNTY, CGI	
566	4.1.3.2 Define ECM Integration Security	5 days	Tue 2/7/12	Mon 2/13/12	COUNTY, CGI	
567	4.1.3.3 Define County setup for ECM Integration Folders, Taxonomy	5 days	Tue 2/28/12	Mon 3/5/12	COUNTY, CGI	
568	4.1.3.4 Document the Design for Advantage ECM Integration Integration	15 days	Tue 3/27/12	Mon 4/16/12	COUNTY, CGI	
569	4.1.3.5 Define process and plan for mapping existing files from Centera to ECM Integration	15 days	Tue 3/6/12	Mon 3/26/12	COUNTY, EMC	
570	4.1.3.6 Identify Specific Documentum Search Apps and App Tech Arch	10 days	Tue 4/17/12	Mon 4/30/12	COUNTY, EMC	
571	4.1.3.7 Identify the technical strategy to develop the Documentum Search Apps	10 days	Tue 4/17/12	Mon 4/30/12	COUNTY, EMC	
572	***4.1.3.8 County Obligation: ECM Integration Security Setup, Table Configuration, and ECM Software Configuratio***	0 days	Mon 4/30/12	Mon 4/30/12	COUNTY	
573	***4.1.3.9 CGI Deliverable: ECM Integration Security Setup, Table Configuration, and ECM Software Configuration***	0 days	Mon 4/30/12	Mon 4/30/12	CGI	
574	**4.2 CREATE PHASE**	**180 days**	**Wed 2/15/12**	**Fri 10/26/12**		
575	**4.2.1 CONVERSION**	**50 days**	**Tue 3/27/12**	**Tue 6/5/12**		
576	4.2.1.1 Design Process to perform Centera to Documentum Migration	10 days	Tue 3/27/12	Mon 4/9/12	COUNTY, EMC	
577	4.2.1.2 Develop Process to perfom Centera to Documentum Migration	20 days	Tue 4/10/12	Mon 5/7/12	COUNTY, EMC	
578	4.2.1.3 Test Process for the Centera to Documentum Migration	10 days	Tue 5/8/12	Mon 5/21/12	COUNTY, EMC	
579	***4.2.1.4 County Obligation: Map Existing Centera Files into Documentum***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY, EMC	
580	4.2.1.5 Performance Test and Benchmark process to migrate files from Centera into Documentum	10 days	Tue 5/22/12	Tue 6/5/12	COUNTY, EMC	
581	***4.2.1.6 County Obligation: Performance Test and Benchmark process***	0 days	Mon 6/4/12	Mon 6/4/12	COUNTY, EMC	
582	**4.2.2 SYSTEM CONTROL TABLE SETUP**	**20 days**	**Tue 4/17/12**	**Mon 5/14/12**		
583	**4.2.2.1 Configure Documentum Folders and Metadata**	**15 days**	**Tue 4/17/12**	**Mon 5/7/12**		
584	4.2.2.1.1 Configure County Setup for Documentum Folders, Taxonomy	5 days	Tue 4/17/12	Mon 4/23/12	COUNTY	
585	4.2.2.1.2 Configure metadata fields in Advantage	5 days	Tue 4/24/12	Mon 4/30/12	COUNTY, CGI	
586	4.2.2.1.3 Configure Advantage metadata fields in Documentum	5 days	Tue 5/1/12	Mon 5/7/12	COUNTY, CGI	85FF+1 day
587	***4.2.2.1.4 County Deliverable: ECM Integration System Control Tables Setup***	0 days	Mon 5/7/12	Mon 5/7/12	COUNTY	586
588	***4.2.2.1.5 CGI Deliverable: ECM Integration System Control Tables Setup Support***	0 days	Mon 5/7/12	Mon 5/7/12	CGI	587
589	**4.2.2.2 Configure Documentum Security**	**5 days**	**Tue 5/8/12**	**Mon 5/14/12**		
590	4.2.2.2.1 Configure Documentum Security	5 days	Tue 5/8/12	Mon 5/14/12	COUNTY	
591	***4.2.2.2.2 County Obligation: Configure Documentum Security***	0 days	Mon 5/14/12	Mon 5/14/12	COUNTY	590
592	**4.2.3 SOFTWARE MODIFICATIONS**	**78 days**	**Wed 2/15/12**	**Mon 6/4/12**		
593	**4.2.3.1 Application Software Modifications**	**78 days**	**Wed 2/15/12**	**Mon 6/4/12**		
594	4.2.3.1.1 Develop Concept Paper	5 days	Wed 2/15/12	Tue 2/21/12	CGI	



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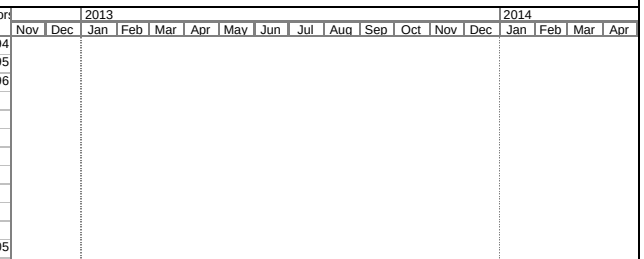
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
595	4.2.3.1.2 Review Concept Paper	5 days	Wed 2/22/12	Tue 2/28/12	COUNTY	594
596	4.2.3.1.3 Update Concept Paper	3 days	Wed 2/29/12	Fri 3/2/12	CGI	595
597	***4.2.3.1.4 CGI Deliverable: ECM Integration Concept Paper***	0 days	Fri 3/2/12	Fri 3/2/12	CGI	596
598	4.2.3.1.5 Develop Functional Design	15 days	Mon 3/5/12	Fri 3/23/12	CGI	
599	4.2.3.1.6 Review Functional Design	5 days	Mon 3/26/12	Fri 3/30/12	COUNTY	
600	4.2.3.1.7 Update Functional Design	2 days	Mon 4/2/12	Tue 4/3/12	CGI	
601	4.2.3.1.8 Approve Functional Design	2 days	Wed 4/4/12	Thu 4/5/12	COUNTY	
602	***4.2.3.1.9 County Obligation: ECM Integration Approve Functional Design***	0 days	Thu 4/5/12	Thu 4/5/12	COUNTY	
603	***4.2.3.1.10 CGI Deliverable: ECM Integration Software Modification Functional Design***	0 days	Thu 4/5/12	Thu 4/5/12	CGI	
604	4.2.3.1.11 Develop Technical Design	10 days	Fri 4/6/12	Thu 4/19/12	CGI	
605	4.2.3.1.12 Develop Software and Conduct Unit Test	20 days	Fri 4/20/12	Thu 5/17/12	CGI	
606	4.2.3.1.13 Plan and Execute System Test	10 days	Fri 5/18/12	Fri 6/1/12	CGI	605
607	4.2.3.1.14 Package and Deliver Software	2 days	Fri 6/1/12	Mon 6/4/12	CGI	
608	***4.2.3.1.15 CGI Deliverable: ECM Integration Application Software Modification***	0 days	Mon 6/4/12	Mon 6/4/12	CGI	
609	4.2.3.1.16 Design Specific Documentum Search Apps	15 days	Tue 3/27/12	Mon 4/16/12	COUNTY, EMC	
610	4.2.3.1.17 Develop Specific Documentum Search Apps	20 days	Tue 4/17/12	Mon 5/14/12	COUNTY, EMC	
611	***4.2.3.1.18 County Obligation: ECM Integration Design and Develop Documentum Search Apps***	0 days	Mon 5/14/12	Mon 5/14/12	COUNTY, EMC	
612	**4.2.4 SOFTWARE TESTING**	**38 days**	**Tue 5/15/12**	**Mon 7/9/12**		
613	**4.2.4.1 Acceptance Test Environment Setup**	**5 days**	**Tue 5/15/12**	**Mon 5/21/12**		
614	4.2.4.1.1 Configure User Acceptance Test Environment	5 days	Tue 5/15/12	Mon 5/21/12	COUNTY	
615	***4.2.4.1.2 County Obligation: ECM Integration Acceptance Test Environment Setup***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY	
616	**4.2.4.2 User Acceptance Test**	**38 days**	**Tue 5/15/12**	**Mon 7/9/12**		
617	4.2.4.2.1 Develop User Acceptance Test Plan & Scripts	5 days	Tue 5/15/12	Mon 5/21/12	COUNTY	
618	***4.2.4.2.2 County Obligation: ECM Integration User Acceptance Test Plan & Scripts***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY	617
619	4.2.4.2.3 Execute & Document User Acceptance Test Results	10 days	Mon 6/18/12	Fri 6/29/12	COUNTY	
620	4.2.4.2.4 Review & Approve User Acceptance Test Results	5 days	Mon 7/2/12	Mon 7/9/12	COUNTY	
621	4.2.4.2.5 Support User Acceptance Test	15 days	Mon 6/18/12	Mon 7/9/12	CGI	619SS
622	***4.2.4.2.6 County Obligation: ECM Integration User Acceptance Test Results***	0 days	Fri 7/6/12	Fri 7/6/12	COUNTY	
623	***4.2.4.2.7 CGI Deliverable: ECM Integration User Acceptance Test Support***	0 days	Fri 7/6/12	Fri 7/6/12	CGI	622
624	4.2.4.2.8 Test Documentum Search Apps	15 days	Mon 6/18/12	Mon 7/9/12	COUNTY, EMC	
625	***4.2.4.2.9 County Obligation: ECM Integration User Acceptance Test Documentum Search Apps***	0 days	Fri 7/6/12	Fri 7/6/12	COUNTY, EMC	
626	**4.2.5 TRAINING**	**126 days**	**Tue 5/1/12**	**Fri 10/26/12**		
627	**4.2.5.1 Training Plan**	**15 days**	**Tue 5/1/12**	**Mon 5/21/12**		
628	4.2.5.1.1 Develop ECM Integration Training Plan	15 days	Tue 5/1/12	Mon 5/21/12	COUNTY	
629	***4.2.5.1.2 County Obligation: ECM Integration Training Plan***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY	
630	**4.2.5.2 Training Materials**	**23 days**	**Mon 7/2/12**	**Thu 8/2/12**		
631	4.2.5.2.1 Develop / Update eCAPS Financial Training Materials with ECM Integration	23 days	Mon 7/2/12	Thu 8/2/12	COUNTY	
632	***4.2.5.2.2 County Obligation: Develop / Update eCAPS Training Materials with ECM Integration***	0 days	Wed 8/1/12	Wed 8/1/12	COUNTY	
633	4.2.5.2.3 ECM Integration Training Materials Development Support	23 days	Mon 7/2/12	Thu 8/2/12	CGI	
634	***4.2.5.2.4 CGI Deliverable: ECM Integration Training Materials Development Support***	0 days	Wed 8/1/12	Wed 8/1/12	CGI	
635	**4.2.5.3 End User Training**	**30 days**	**Mon 9/17/12**	**Fri 10/26/12**		
636	4.2.5.3.1 Conduct eCAPS Financial End User Training	30 days	Mon 9/17/12	Fri 10/26/12	COUNTY	
637	***4.2.5.3.2 County Obligation: eCAPS ECM Integration Training***	0 days	Fri 10/26/12	Fri 10/26/12	COUNTY	
638	**4.2.5.4 Operations Training**	**15 days**	**Mon 9/17/12**	**Fri 10/5/12**		
639	4.2.5.4.1 Update Operations Training Materials	10 days	Mon 9/17/12	Fri 9/28/12	COUNTY	
640	4.2.5.4.2 Conduct Operations Training	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
641	***4.2.5.4.3 County Obligation: eCAPS ECM Integration Operations Training***	0 days	Fri 10/5/12	Fri 10/5/12	COUNTY	
642	**4.2.5.5 System Administration Training**	**15 days**	**Mon 9/17/12**	**Fri 10/5/12**		
643	4.2.5.5.1 Update System Administration Training Materials	10 days	Mon 9/17/12	Fri 9/28/12	COUNTY	
644	4.2.5.5.2 Conduct System Administration Training	5 days	Mon 10/1/12	Fri 10/5/12	COUNTY	
645	***4.2.5.5.3 County Obligation: eCAPS ECM Integration System Administration Training***	0 days	Fri 10/5/12	Fri 10/5/12	COUNTY	
646	**4.2.6 TRANSITION MANAGEMENT**	**76 days**	**Mon 7/2/12**	**Wed 10/17/12**		
647	**4.2.6.1 Update User Documentation**	**20 days**	**Wed 8/1/12**	**Tue 8/28/12**		
648	4.2.6.1.1 Create ECM Integration User Documentation	20 days	Wed 8/1/12	Tue 8/28/12	COUNTY	
649	***4.2.6.1.2 County Obligation: Create ECM Integration User Documentation***	0 days	Tue 8/28/12	Tue 8/28/12	COUNTY	
650	**4.2.6.2 Update Systems / Operations Documentation**	**23 days**	**Wed 8/29/12**	**Mon 10/1/12**		
651	4.2.6.2.1 Create ECM Integration Systems / Operations Documentation	23 days	Wed 8/29/12	Mon 10/1/12	COUNTY	
652	***4.2.6.2.2 County Obligation: Create ECM Integration Systems / Operations Documentation***	0 days	Fri 9/28/12	Fri 9/28/12	COUNTY	
653	**4.2.6.3 County Operations Documentation**	**45 days**	**Wed 8/15/12**	**Wed 10/17/12**		
654	4.2.6.3.1 Develop/Update County Operations Documentation	15 days	Wed 8/15/12	Wed 9/5/12	COUNTY	
655	4.2.6.3.2 Setup Control-M Jobs	15 days	Thu 9/6/12	Wed 9/26/12	COUNTY	654
656	4.2.6.3.3 Support County Operations Documentation and Control-M Setup	15 days	Thu 9/27/12	Wed 10/17/12	CGI	655
657	***4.2.6.3.4 County Obligation: County Operations Documentation Updates***	0 days	Wed 10/17/12	Wed 10/17/12	COUNTY	656
658	***4.2.6.3.5 CGI Deliverable: ECM Integration County Operations Documentation and Control-M Setup Support***	0 days	Wed 10/17/12	Wed 10/17/12	CGI	657
659	**4.2.6.4 User Procedures & Internal Controls**	**30 days**	**Wed 8/1/12**	**Wed 9/12/12**		
660	4.2.6.4.1 Update User Procedures & Internal Controls for ECM Integration	30 days	Wed 8/1/12	Wed 9/12/12	COUNTY	



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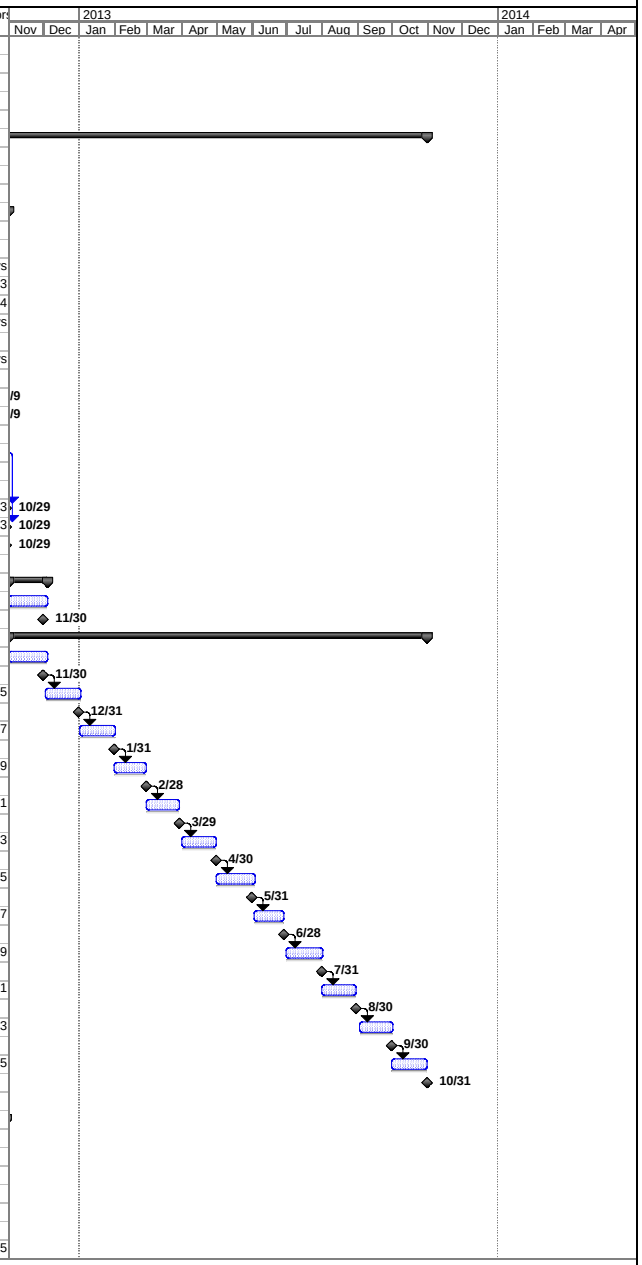
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
661	*4.2.6.4.2 County Obligation: ECM Integration User Procedures & Internal Control Plans*	0 days	Tue 9/11/12	Tue 9/11/12	COUNTY	
662	**4.2.6.5 Change Management and Communications**	**66 days**	**Mon 7/2/12**	**Wed 10/3/12**		
663	4.2.6.5.1 Draft Communication Plan	12 days	Mon 7/2/12	Wed 7/18/12	COUNTY	
664	4.2.6.5.2 Execute ECM Integration Communications	55 days	Wed 7/18/12	Wed 10/3/12	COUNTY	
665	*4.2.6.5.3 County Obligation: ECM Integration Change Management and Communication*	0 days	Tue 10/2/12	Tue 10/2/12	COUNTY	
666	**4.3 ACHIEVE PHASE**	**340 days**	**Mon 7/2/12**	**Thu 10/31/13**		
667	**4.3.1 TECHNICAL ENVIRONMENT - PRODUCTION**	**15 days**	**Mon 7/2/12**	**Mon 7/23/12**		
668	4.3.1.1 Install Production Hardware and Software for ECM Integration	15 days	Mon 7/2/12	Mon 7/23/12	COUNTY, EMC	
669	*4.3.1.2 County Obligation: Production Hardware and Software for ECM Integration installed*	0 days	Fri 7/20/12	Fri 7/20/12	COUNTY, EMC	
670	**4.3.2 PRODUCTION CUTOVER**	**86 days**	**Mon 7/2/12**	**Wed 10/31/12**		
671	**4.3.2.1 Production Cutover Script**	**26 days**	**Mon 7/2/12**	**Tue 8/7/12**		
672	4.3.2.1.1 Draft Production Cutover Script	20 days	Mon 7/2/12	Mon 7/30/12	CGI	
673	4.3.2.1.2 Review Production Cutover Script	5 days	Tue 7/24/12	Mon 7/30/12	COUNTY	2FS-5 days
674	4.3.2.1.3 Update Production Cutover Script	3 days	Tue 7/31/12	Thu 8/2/12	CGI	673
675	4.3.2.1.4 Approve Production Cutover Script	3 days	Fri 8/3/12	Tue 8/7/12	COUNTY	674
676	*4.3.2.1.5 CGI Deliverable: ECM Integration Production Cutover Script*	0 days	Mon 8/6/12	Mon 8/6/12	CGI	FS-10 days
677	4.3.2.2 Setup Mock Production Environment	10 days	Wed 8/1/12	Tue 8/14/12	COUNTY,CGI	
678	4.3.2.3 Execute Cutover Rehearsal	36 days	Wed 8/15/12	Thu 10/4/12	COUNTY,CGI	FS-10 days
679	4.3.2.4 Analyze and Update Cutover Script based on Rehearsal results	3 days	Fri 10/5/12	Tue 10/9/12	COUNTY,CGI	
680	*4.3.2.5 County Obligation: ECM Integration Production Rehearsal Execution*	0 days	Tue 10/9/12	Tue 10/9/12	COUNTY	/9
681	*4.3.2.6 CGI Deliverable: ECM Integration Production Rehearsal Support*	0 days	Tue 10/9/12	Tue 10/9/12	CGI	/9
682	4.3.2.7 Setup Production Environment	5 days	Wed 10/3/12	Tue 10/9/12	COUNTY,CGI	
683	4.3.2.8 Execute Production Cutover	15 days	Tue 10/9/12	Mon 10/29/12	COUNTY,CGI	
684	4.3.2.9 Technical support for Production Cutover	8 days	Thu 10/18/12	Mon 10/29/12	CGI	
685	4.3.2.10 Hand-Off Operations to Client Support Staff	2 days	Tue 10/30/12	Wed 10/31/12	CGI	
686	*4.3.2.11 County Obligation: ECM Integration Production Cutover Execution*	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	683
687	*4.3.2.12 CGI Deliverable: ECM Integration Production Cutover Support*	0 days	Mon 10/29/12	Mon 10/29/12	CGI	683
688	4.3.2.13 Production Cutover (Live Production Operations)	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	
689	4.3.2.14 Deploy ECM Integration Search Apps	2 days	Fri 10/26/12	Mon 10/29/12	COUNTY, EMC	
690	**4.3.3 POST-IMPLEMENTATION SUPPORT**	**22 days**	**Thu 11/1/12**	**Tue 12/4/12**		
691	4.3.3.1 Post-implementation Support Month 1 - ECM Integration	22 days	Thu 11/1/12	Tue 12/4/12	COUNTY, EMC	
692	*4.3.3.2 County Obligation: Post-Implementation Support Month 1 - ECM Integration*	0 days	Fri 11/30/12	Fri 11/30/12	COUNTY, EMC	
693	**4.3.4 ECM INTEGRATION ROLLOUT SUPPORT**	**254 days**	**Thu 11/1/12**	**Thu 10/31/13**		
694	4.3.4.1 ECM Integration Rollout Support - Month 1	22 days	Thu 11/1/12	Tue 12/4/12	CGI	
695	*4.3.4.2 CGI Deliverable: ECM Integration Rollout Support - Month 1*	0 days	Fri 11/30/12	Fri 11/30/12	CGI	
696	4.3.4.3 ECM Integration Rollout Support - Month 2	21 days	Mon 12/3/12	Wed 1/2/13	CGI	695
697	*4.3.4.4 CGI Deliverable: ECM Integration Rollout Support - Month 2*	0 days	Mon 12/31/12	Mon 12/31/12	CGI	
698	4.3.4.5 ECM Integration Rollout Support - Month 3	23 days	Wed 1/2/13	Fri 2/1/13	CGI	697
699	*4.3.4.6 CGI Deliverable: ECM Integration Rollout Support - Month 3*	0 days	Thu 1/31/13	Thu 1/31/13	CGI	
700	4.3.4.7 ECM Integration Rollout Support - Month 4	20 days	Fri 2/1/13	Thu 2/28/13	CGI	699
701	*4.3.4.8 CGI Deliverable: ECM Integration Rollout Support - Month 4*	0 days	Thu 2/28/13	Thu 2/28/13	CGI	
702	4.3.4.9 ECM Integration Rollout Support - Month 5	21 days	Fri 3/1/13	Fri 3/29/13	CGI	701
703	*4.3.4.10 CGI Deliverable: ECM Integration Rollout Support - Month 5*	0 days	Fri 3/29/13	Fri 3/29/13	CGI	
704	4.3.4.11 ECM Integration Rollout Support - Month 6	22 days	Mon 4/1/13	Tue 4/30/13	CGI	703
705	*4.3.4.12 CGI Deliverable: ECM Integration Rollout Support - Month 6*	0 days	Tue 4/30/13	Tue 4/30/13	CGI	
706	4.3.4.13 ECM Integration Rollout Support - Month 7	23 days	Wed 5/1/13	Mon 6/3/13	CGI	705
707	*4.3.4.14 CGI Deliverable: ECM Integration Rollout Support - Month 7*	0 days	Fri 5/31/13	Fri 5/31/13	CGI	
708	4.3.4.15 ECM Integration Rollout Support - Month 8	20 days	Mon 6/3/13	Fri 6/28/13	CGI	707
709	*4.3.4.16 CGI Deliverable: ECM Integration Rollout Support - Month 8*	0 days	Fri 6/28/13	Fri 6/28/13	CGI	
710	4.3.4.17 ECM Integration Rollout Support - Month 9	23 days	Mon 7/1/13	Thu 8/1/13	CGI	709
711	*4.3.4.18 CGI Deliverable: ECM Integration Rollout Support - Month 9*	0 days	Wed 7/31/13	Wed 7/31/13	CGI	
712	4.3.4.19 ECM Integration Rollout Support - Month 10	22 days	Thu 8/1/13	Fri 8/30/13	CGI	711
713	*4.3.4.20 CGI Deliverable: ECM Integration Rollout Support - Month 10*	0 days	Fri 8/30/13	Fri 8/30/13	CGI	
714	4.3.4.21 ECM Integration Rollout Support - Month 11	21 days	Tue 9/3/13	Tue 10/1/13	CGI	713
715	*4.3.4.22 CGI Deliverable: ECM Integration Rollout Support - Month 11*	0 days	Mon 9/30/13	Mon 9/30/13	CGI	
716	4.3.4.23 ECM Integration Rollout Support - Month 12	23 days	Tue 10/1/13	Thu 10/31/13	CGI	715
717	*4.3.4.24 CGI Deliverable: ECM Integration Rollout Support - Month 12*	0 days	Thu 10/31/13	Thu 10/31/13	CGI	
718						
719	**5 eCAPS PAYMENT ACCOUNTING CONSOLIDATION MODIFICATION**	**275 days**	**Mon 10/3/11**	**Mon 10/29/12**		
720	**5.1 ENVISION PHASE**	**5 days**	**Mon 10/3/11**	**Fri 10/7/11**		
721	5.1.1 Confirm System Requirements	5 days	Mon 10/3/11	Fri 10/7/11	COUNTY, CGI	
722	**5.2 CREATE PHASE**	**257 days**	**Mon 10/10/11**	**Wed 10/10/12**		
723	**5.2.1 SOFTWARE CONSTRUCTION**	**146 days**	**Mon 10/10/11**	**Thu 5/3/12**		
724	**5.2.1.1 Application Software Modification**	**108 days**	**Mon 10/10/11**	**Mon 3/12/12**		
725	5.2.1.1.1 Develop Concept Papers	5 days	Mon 10/10/11	Fri 10/14/11	CGI	
726	5.2.1.1.2 Review Concept Papers	5 days	Mon 10/17/11	Fri 10/21/11	COUNTY	725



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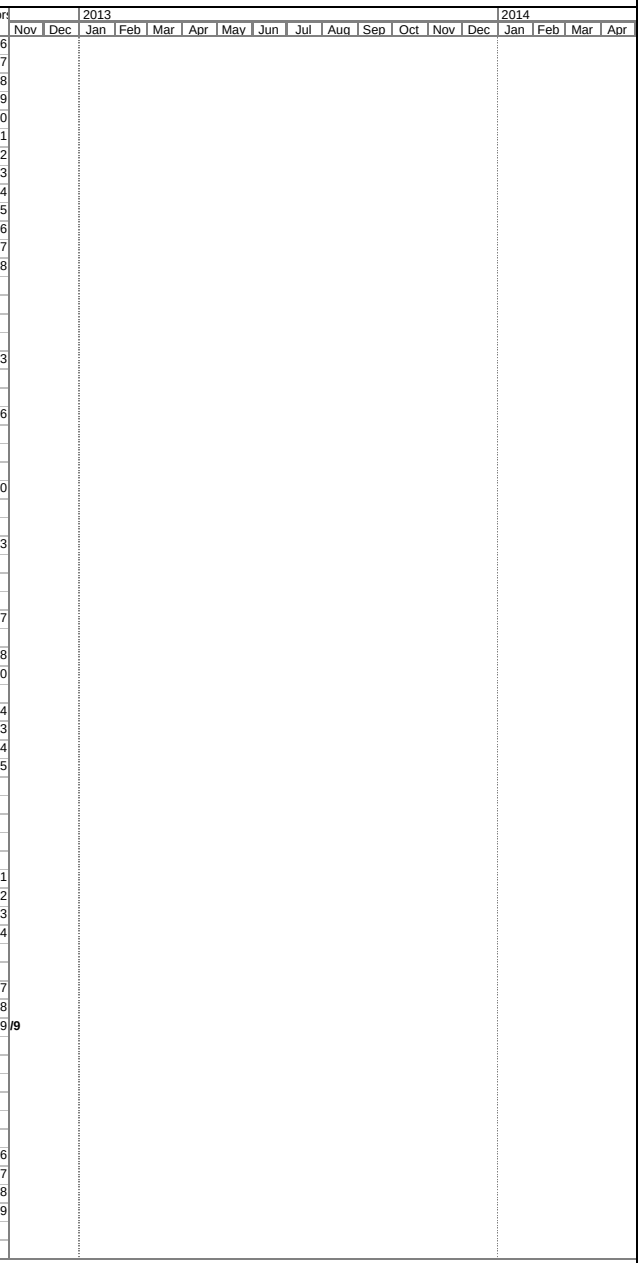
Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

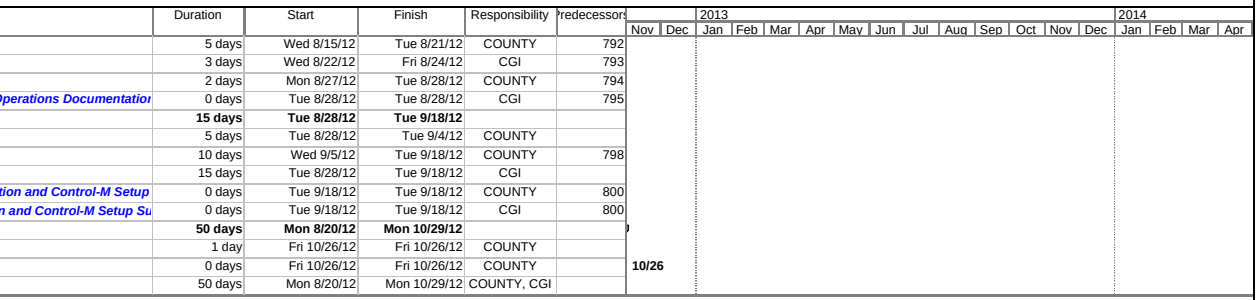
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
727	5.2.1.1.3 Update Concept Papers	3 days	Mon 10/24/11	Wed 10/26/11	CGI	726
728	***5.2.1.1.4 CGI Deliverable: Payment Accounting Consolidation Modification Concept Papers***	0 days	Wed 10/26/11	Wed 10/26/11	CGI	727
729	5.2.1.1.5 Develop Functional Designs	20 days	Thu 10/27/11	Wed 11/23/11	CGI	728
730	5.2.1.1.6 Review Functional Designs	5 days	Mon 11/28/11	Fri 12/2/11	COUNTY	729
731	5.2.1.1.7 Update Functional Designs	5 days	Mon 12/5/11	Fri 12/9/11	CGI	730
732	5.2.1.1.8 Approve Functional Designs	2 days	Mon 12/12/11	Tue 12/13/11	COUNTY	731
733	***5.2.1.1.9 County Obligation: Payment Accounting Consolidation Approve Functional Designs***	0 days	Tue 12/13/11	Tue 12/13/11	COUNTY	732
734	***5.2.1.1.10 CGI Deliverable: Payment Accounting Consolidation Modification Functional Designs***	0 days	Tue 12/13/11	Tue 12/13/11	CGI	733
735	5.2.1.1.11 Develop Technical Designs	15 days	Wed 12/14/11	Wed 1/4/12	CGI	734
736	5.2.1.1.12 Develop Software and Conduct Unit Tests	30 days	Thu 1/5/12	Wed 2/15/12	CGI	735
737	5.2.1.1.13 Plan and Execute System Test	15 days	Thu 2/16/12	Wed 3/7/12	CGI	736
738	5.2.1.1.14 Package and Deliver Software	3 days	Thu 3/8/12	Mon 3/12/12	CGI	737
739	***5.2.1.1.15 CGI Deliverable: Payment Accounting Consolidation Application Software Modifications***	0 days	Mon 3/12/12	Mon 3/12/12	CGI	738
740	**5.2.1.2 System Interfaces**	**103 days**	**Mon 12/12/11**	**Thu 5/3/12**		
741	**5.2.1.2.1 Inbound Interface Design and Development**	**103 days**	**Mon 12/12/11**	**Thu 5/3/12**		
742	**5.2.1.2.1.1 Inbound Interface Design**	**15 days**	**Mon 12/12/11**	**Sat 12/31/11**		
743	5.2.1.2.1.1.1 Update Existing Interface Designs	15 days	Mon 12/12/11	Sat 12/31/11	COUNTY	
744	***5.2.1.2.1.1.2 County Obligation: Inbound Interface Designs***	0 days	Sat 12/31/11	Sat 12/31/11	COUNTY	743
745	**5.2.1.2.1.2 Inbound Interface Development**	**20 days**	**Fri 4/6/12**	**Thu 5/3/12**		
746	5.2.1.2.1.2.1 Update Existing Interface Software and Conduct Unit Tests	20 days	Fri 4/6/12	Thu 5/3/12	COUNTY	
747	***5.2.1.2.1.2.2 County Obligation: Inbound Interface Software***	0 days	Thu 5/3/12	Thu 5/3/12	COUNTY	746
748	**5.2.1.2.2 Outbound Interface Design and Development**	**103 days**	**Mon 12/12/11**	**Thu 5/3/12**		
749	**5.2.1.2.2.1 Outbound Interface Design**	**15 days**	**Mon 12/12/11**	**Sat 12/31/11**		
750	5.2.1.2.2.1.1 Update Existing Outbound Interface Designs	15 days	Mon 12/12/11	Sat 12/31/11	COUNTY	
751	***5.2.1.2.2.1.2 County Obligation: Outbound Interface Designs***	0 days	Sat 12/31/11	Sat 12/31/11	COUNTY	750
752	**5.2.1.2.2.2 Outbound Interface Development**	**20 days**	**Fri 4/6/12**	**Thu 5/3/12**		
753	5.2.1.2.2.2.1 Update Existing Interface Software and Conduct Unit Tests	20 days	Fri 4/6/12	Thu 5/3/12	COUNTY	
754	***5.2.1.2.2.2.2 County Obligation: Outbound Interface Software***	0 days	Thu 5/3/12	Thu 5/3/12	COUNTY	753
755	**5.2.1.3 Reports**	**103 days**	**Mon 12/12/11**	**Thu 5/3/12**		
756	**5.2.1.3.1 Report Design**	**15 days**	**Mon 12/12/11**	**Sat 12/31/11**		
757	5.2.1.3.1.1 Update Existing Report Designs	15 days	Mon 12/12/11	Sat 12/31/11	COUNTY	
758	***5.2.1.3.1.2 County Obligation: Report Design Updates***	0 days	Sat 12/31/11	Sat 12/31/11	COUNTY	757
759	**5.2.1.3.2 Report Development**	**20 days**	**Fri 4/6/12**	**Thu 5/3/12**		
760	5.2.1.3.2.1 Update Existing Reports and Conduct Unit Tests	20 days	Fri 4/6/12	Thu 5/3/12	COUNTY	758
761	***5.2.1.3.2.2 County Obligation: Reports Software Updates***	0 days	Thu 5/3/12	Thu 5/3/12	COUNTY	760
762	**5.2.2 SYSTEM CONTROL TABLE SETUP**	**35 days**	**Fri 4/6/12**	**Thu 5/24/12**		
763	5.2.2.1 Review FIN Production Reference and Control Tables Setup	10 days	Fri 4/6/12	Thu 4/19/12	COUNTY	734
764	5.2.2.2 Setup System Reference Table Data	15 days	Fri 4/20/12	Thu 5/10/12	COUNTY	763
765	5.2.2.3 Test System Reference Tables	10 days	Fri 5/11/12	Thu 5/24/12	COUNTY	764
766	***5.2.2.4 County Obligation: System Reference Data Setup***	0 days	Thu 5/24/12	Thu 5/24/12	COUNTY	765
767	**5.2.3 SOFTWARE TESTING**	**0 days**	**Thu 5/24/12**	**Thu 5/24/12**		
768	5.2.3.1 Software Testing - See Stage 1: FIN 3.9 Upgrade (Project Plan Task 2.2.3)	0 days	Thu 5/24/12	Thu 5/24/12	COUNTY, CGI	
769	**5.2.4 TRAINING**	**50 days**	**Wed 8/1/12**	**Wed 10/10/12**		
770	**5.2.4.1 Develop Training Materials**	**25 days**	**Wed 8/1/12**	**Wed 9/5/12**		
771	5.2.4.1.1 Prepare Materials	10 days	Wed 8/1/12	Tue 8/14/12	COUNTY	
772	5.2.4.1.2 Review End User Training Materials	5 days	Wed 8/15/12	Tue 8/21/12	COUNTY	771
773	5.2.4.1.3 Update End User Training Materials	5 days	Wed 8/22/12	Tue 8/28/12	COUNTY	772
774	5.2.4.1.4 Approve End User Training Materials	5 days	Wed 8/29/12	Wed 9/5/12	COUNTY	773
775	***5.2.4.1.5 County Obligation: End User Training Materials***	0 days	Tue 9/4/12	Tue 9/4/12	COUNTY	774
776	**5.2.4.2 Train End Users**	**27 days**	**Tue 9/4/12**	**Wed 10/10/12**		
777	5.2.4.2.1 Finalize Logistics and Attendees	5 days	Tue 9/4/12	Mon 9/10/12	COUNTY	
778	5.2.4.2.2 Conduct End User Training	20 days	Tue 9/11/12	Mon 10/8/12	COUNTY	777
779	5.2.4.2.3 Conduct Training Assessment	2 days	Tue 10/9/12	Wed 10/10/12	COUNTY	778
780	***5.2.4.2.4 County Obligation: End User Training***	0 days	Tue 10/9/12	Tue 10/9/12	COUNTY	779
781	**5.2.5 TRANSITION MANAGEMENT**	**34 days**	**Wed 8/1/12**	**Tue 9/18/12**		
782	**5.2.5.1 FIN Payment Accounting Consolidation Procedures**	**15 days**	**Wed 8/1/12**	**Tue 8/21/12**		
783	5.2.5.1.1 Update FIN desk procedures	15 days	Wed 8/1/12	Tue 8/21/12	COUNTY	
784	***5.2.5.1.2 County Obligation: Updated FIN Desk Procedures***	0 days	Tue 8/21/12	Tue 8/21/12	COUNTY	
785	**5.2.5.2 User Documentation**	**20 days**	**Wed 8/1/12**	**Tue 8/28/12**		
786	5.2.5.2.1 Update Online User Documentation	10 days	Wed 8/1/12	Tue 8/14/12	CGI	
787	5.2.5.2.2 Review Updated User Documentation	5 days	Wed 8/15/12	Tue 8/21/12	COUNTY	786
788	5.2.5.2.3 Update User Documentation	3 days	Wed 8/22/12	Fri 8/24/12	CGI	787
789	5.2.5.2.4 Approve Updated User Documentation	2 days	Mon 8/27/12	Tue 8/28/12	COUNTY	788
790	***5.2.5.2.5 CGI Deliverable: Payment Accounting Consolidation Updated User Documentation***	0 days	Tue 8/28/12	Tue 8/28/12	CGI	789
791	**5.2.5.3 Systems Operation Documentation**	**20 days**	**Wed 8/1/12**	**Tue 8/28/12**		
792	5.2.5.3.1 Update Systems / Operations Documentation	10 days	Wed 8/1/12	Tue 8/14/12	CGI	



Project: MSProj11
Date: Tue 9/13/11

Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
793	5.2.5.3.2 Review Updated Systems / Operations Documentation	5 days	Wed 8/15/12	Tue 8/21/12	COUNTY	792
794	5.2.5.3.3 Update Systems / Operations Documentation	3 days	Wed 8/22/12	Fri 8/24/12	CGI	793
795	5.2.5.3.4 Approve Updated Systems / Operations Documentation	2 days	Mon 8/27/12	Tue 8/28/12	COUNTY	794
796	***5.2.5.3.5 CGI Deliverable: Payment Accounting Consolidation Updated Systems / Operations Documentatio***	0 days	Tue 8/28/12	Tue 8/28/12	CGI	795
797	**5.2.5.4 County Operations Documentation**	**15 days**	**Tue 8/28/12**	**Tue 9/18/12**		
798	5.2.5.4.1 Develop/Update County Operations Documentation	5 days	Tue 8/28/12	Tue 9/4/12	COUNTY	
799	5.2.5.4.2 Setup Control-M Jobs	10 days	Wed 9/5/12	Tue 9/18/12	COUNTY	798
800	5.2.5.4.3 Support County Operations Documentation and Control-M Setup	15 days	Tue 8/28/12	Tue 9/18/12	CGI	
801	***5.2.5.4.4 County Obligation: Payment Accounting Consolidation Cycle Documentation and Control-M Setup***	0 days	Tue 9/18/12	Tue 9/18/12	COUNTY	800
802	***5.2.5.4.5 CGI Deliverable: Payment Accounting Consolidation Cycle Documentation and Control-M Setup Su***	0 days	Tue 9/18/12	Tue 9/18/12	CGI	800
803	**5.3 ACHIEVE PHASE**	**50 days**	**Mon 8/20/12**	**Mon 10/29/12**		
804	5.3.1 Deploy Software Modification to Production	1 day	Fri 10/26/12	Fri 10/26/12	COUNTY	
805	***5.3.2 County Obligation: Software Deployment***	0 days	Fri 10/26/12	Fri 10/26/12	COUNTY	
806	5.3.3 Production Cutover - Stage 1: FIN 3.9 Upgrade (Project Plan Task 2.3.1)	50 days	Mon 8/20/12	Mon 10/29/12	COUNTY, CGI	



Project: MSProj11
Date: Tue 9/13/11

Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

Appendix C-10 – Business Requirements

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Modification = Software modification using built-in Advantage Design Studio toolset (Versata)
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
Enterprise Content Management (ECM)					
ECM	1.00	Attachments	Provide the ability to automatically import metadata for the County's existing file attachments into Documentum.	Customization	Advantage software will be customized to support the County's business requirement
Payment Accounting Consolidation Modification					
CW	1.00	Disbursements	Provide a disbursement process that does not post detail accounting entries on the accounting journal for high-volume disbursements, such as Foster Care Auto Disbursements, but rather generate a summary Journal Voucher to record the accounting impact. The new disbursement process should leverage the existing Advantage document model as to not impact downstream interfaces and reports. Provide the ability to reconcile the summary Journal Voucher with the detail disbursement documents. Provide the detail 1099 Journal transactions for each disbursement.	Customization	Advantage software will be customized to support the County's business requirement

Appendix D-10 – Interfaces

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1. eCAPS Financial and Budget Preparation Upgrade - Interfaces

For the eCAPS Financial & Budget Preparation software upgrade to AMS Advantage 3.9., CGI will analyze the existing Financial and Budget Preparation interfaces to identify the interfaces that are impacted by the upgrade. The baseline data conversion scripts will be used to compare to the Financial and Budget Preparation interfaces to identify impacted interfaces. Listed below is a summary of the Financial and Budget Preparation interfaces by Functional Areas. Also provided further below is a detail list of the Financial and Budget Preparation interfaces.

Interface Count by Functional Areas

Functional Area	Count
eCAPS Financial	31
Budget Preparation	32
Grants Lifecycle Management	49
Inventory Management	9
Procurement	125
Capital Asset Management	8
DPW	119
Total	**373**

2. Payment Accounting Consolidation Modification - Interfaces

For the Payment Accounting Consolidation Modification, the County will analyze the existing Disbursements interfaces to identify the interfaces that are impacted by the Payment Accounting Consolidation Modification. Listed below is a summary of the Disbursement interfaces. Also provided further below is a detail list of the Disbursement interfaces.

Interface Count by Functional Areas

Functional Area	Count
eCAPS Disbursement Interfaces	7
Total	**7**

eCAPS Financial Interfaces – eCAPS 3.9 Upgrade

No.	Interface Name	Inbound / Outbound
1	General Accounting Spending (GAX)	Inbound
2	Special Warrant Request (SWR)	Inbound
3	Trust Warrant Request (TWR)	Inbound
4	Prior Fiscal Year Payment (PFY)	Inbound
5	Departmental Service Order (DSO)	Inbound
6	Contracts (CNTR)	Inbound
7	General Accounting Encumbrance Direct (GAED)	Inbound
8	General Accounting Encumbrance Blanket (GAEBL)	Inbound
9	Journal Voucher Cash Transfer (JVCT)	Inbound
10	Deposit Permit (DP)	Inbound
11	Receivable (RE)	Inbound
12	Journal Voucher (JVA) - All Other	Inbound
13	Vendor Customer Create (VCC1)	Inbound
14	Internal Exchange Transfer (IET)	Inbound
15	Internal Transaction Initiator (ITI)	Inbound
16	Internal Transaction Approver (ITA)	Inbound
17	Journal Voucher (JVA) – Health Services	Inbound
18	Revenue Refund (RF)	Inbound
19	Vendor Customer Modification (VCM)	Inbound
20	Journal Voucher Warrant (JVW)	Inbound
21	Miscellaneous Bank Files – Paid Warrant File	Outbound
22	Miscellaneous Bank Files - Monthly Account Activity File	Outbound
23	Miscellaneous Bank Files - Pre Note and Deposit Exceptions File	Outbound
24	Warrant Postback file	Outbound
25	EFT Activity File	Outbound
26	1099 Reportable Income	Outbound
27	Labor and Equipment Usage (LBEQ)	Outbound
28	Journal Voucher (JVPR) – Payroll	Outbound
29	Mileage Encumbrance Correction (GAECM)	Outbound
30	Employer Development Department (EDD)	Outbound
31	Warrant Image File Attachment	Inbound
32	Chart of Account Extract	Outbound
33	Vendor / Customer Extract	Outbound
34	Journal and Ledger Extract	Outbound

Budget Preparation Interfaces – eCAPS 3.9 Upgrade

No.	Interface Name	Inbound / Outbound
1	BP01 – eCAPS Financial to eCAPS Budget Preparation (Actuals)	Inbound
2	SBFS1 – Position information to SBFS Inbound Interface	Inbound
3	SBFS2 – Employee information to SBFS Inbound Interface	Inbound
4	SBFS3 – Employee Benefits to SBFS Inbound Interface	Inbound
5	SBFS4 – Employee Supplementals Pay to SBFS Inbound Interface	Inbound
6	SBFS5 – Job Classes to SBFS Inbound Interface	Inbound
7	SBFS6 – Salary information to SBFS Inbound Interface	Inbound
8	BP02 – eCAPS Budget Preparation to eCAPS Financial (Budgets)	Inbound
9	BP03 – Job Class & Salary information to COMP	Inbound
10	Monthly Encumbrance Balances	Inbound
11	Monthly Actuals	Inbound
12	Balance Sheet Account Balance - Equity Balance	Inbound
13	Balance Sheet Account Detail – Year End	Inbound
14	Balance Sheet Account – Dummy Cancellation (DCAN)	Inbound
15	Balance Sheet Account – Final Fund Balance Available	Inbound
16	Prior Year Commitment Encumbrance Balance	Inbound
17	Prior Year Accrual Encumbrance Balance	Inbound
18	Prior Year Commitment Expenditures	Inbound
19	Prior Year Accrual Expenditures	Inbound
20	Prior Year Expense Accrual Reversals	Inbound
21	Prior Year Revenue	Inbound
22	Prior Year Revenue Accrual Reversals (Beginning Accrual Balance)	Inbound
23	Current Year Modified Budget (Adjusted Budget)	Inbound
24	BGPE – Budget Structure 36	Outbound
25	BGPHE – Budget Structure 37	Outbound
26	BGPDE – Budget Structure 38	Outbound
27	BGCEO - Budget Structure 90	Outbound
28	BGCR – Budget Structure 91	Outbound
29	BGDE – Budget Structure 93	Outbound
30	BGCT – Budget Structure 94	Outbound
31	BGPC – Budget Structure 95	Outbound
32	BGSP – Budget Structure 98	Outbound

Procurement Interfaces – eCAPS 3.9 Upgrade

No.	Interface Name	Inbound / Outbound
1	RQN Document - XML file	Inbound
2	PO Document - XML file	Inbound
3	VCC1 Document - Flat file	Inbound

No.	Interface Name	Inbound / Outbound
4	VCM1 Document - Flat file	Inbound
5	Vendor Interface - Vendor/Customer Table (R_VEND_CUST)	Outbound
6	Vendor Interface - 1099 Table (R_TIN_1099_INFO)	Outbound
7	Vendor Interface - Address Table (R_AD)	Outbound
8	Vendor Interface - Master Address Table (R_MSTR_AD)	Outbound
9	Vendor Interface - Contact Table (R_CNTAC_AD)	Outbound
10	Vendor Interface - Commodity Table (R_COMM_AD)	Outbound
11	Vendor Interface - Commodity Table (R_COMM_AD)	Outbound
12	Vendor Interface - Bus Type table (R_VEND_BUS_TYP)	Outbound
13	Vendor Interface - Vendor Certify table (R_VEND_CERT)	Outbound
14	Vendor Interface - VCC Table (VCC_AMS_DOCUMENT)	Outbound
15	Vendor Interface - VCC Table (VCC_DOC_HDR)	Outbound
16	Vendor Interface - VCC Table (VCC_DOC_VCUST)	Outbound
17	Vendor Interface - VCC Table (VCC_DOC_1099)	Outbound
18	Vendor Interface - VCC Table (VCC_DOC_AD)	Outbound
19	Vendor Interface - VCC Table (VCC_DOC_BUS)	Outbound
20	Vendor Interface - VCC Table (VCC_DOC_CERT)	Outbound
21	Vendor Interface - VCC Table (VCC_DOC_COMM)	Outbound
22	Vendor Interface - VCC Table (VCM_AMS_DOCUMENT)	Outbound
23	Vendor Interface - VCM Table (VCM_DOC_HDR)	Outbound
24	Vendor Interface - VCM Table (VCM_DOC_VCUST)	Outbound
25	Vendor Interface - VCM Table (VCM_DOC_1099)	Outbound
26	Vendor Interface - VCM Table (VCM_DOC_AD)	Outbound
27	Vendor Interface - VCM Table (VCM_DOC_MSTR)	Outbound
28	Vendor Interface - VCM Table (VCM_DOC_CNTAC)	Outbound
29	Vendor Interface - VCM Table (VCM_DOC_HQ)	Outbound
30	Vendor Interface - VCM Table (VCM_DOC_COMM)	Outbound
31	Vendor Interface - VCM Table (VCM_DOC_BUS)	Outbound
32	Vendor Interface - VCM Table (VCM_DOC_CERT)	Outbound
33	Vendor Interface - VCC VCM DOCUMENT CREATE Table (VC_DOCUMENT_CREATE)	Outbound
34	Vendor Interface Control - Vendor/Customer Table (M_VEND_CUST)	Outbound
35	Vendor Interface Control - 1099 Table (M_TIN_1099_INFO)	Outbound
36	Vendor Interface Control - Address Table (M_AD)	Outbound
37	Vendor Interface Control - Master Address Table (M_MSTR_AD)	Outbound
38	Vendor Interface Control - Contact Table (M_CNTAC_AD)	Outbound
39	Vendor Interface Control - Commodity Table (M_COMM_AD)	Outbound
40	Vendor Interface Control - Bus Type table (M_VEND_BUS_TYP)	Outbound
41	Vendor Interface Control - Vendor Certify table (M_VEND_CERT)	Outbound
42	Document Log File - BS Agent Table (PROC_BS_AGENT_STAGE)	Outbound
43	Document Log File - Document Table (PROC_DOCUMENT_LOG_FILE)	Outbound
44	Document Log File - Job Log Table (PROC_JOB_LOG_FILE)	Outbound
45	Solicitation - Header Table (SO_HDR)	Outbound

No.	Interface Name	Inbound / Outbound
46	Solicitation - Amendment Table (SO_AMEND)	Outbound
47	Solicitation - Attachment Table (SO_ATTACH)	Outbound
48	Solicitation - Award Table (SO_AWARD)	Outbound
49	Solicitation - Cancel Table (SO_CANCEL)	Outbound
50	Solicitation - Commodity Table (SO_COMM_LN)	Outbound
51	Solicitation - Contract Table (SO_CONTRACT)	Outbound
52	Solicitation - Notice of Intent (SO_NOTICE_AWARD)	Outbound
53	Solicitation - Email Buyer Award Notice of Intent Table (EMAILBUYERAWARDNOTICE)	Outbound
54	LACO Bid - Header Table (SO_HDR)	Outbound
55	LACO Bid - Amendment Table (SO_AMEND)	Outbound
56	LACO Bid - Attachment Table (SO_ATTACH)	Outbound
57	LACO Bid - Award Table (SO_AWARD)	Outbound
58	LACO Bid - Cancel Table (SO_CANCEL)	Outbound
59	LACO Bid - Commodity Table (SO_COMM_LN)	Outbound
60	LACO Bid - Contract Table (SO_CONTRACT)	Outbound
61	LACO Bid - Notice of Intent (SO_NOTICE_AWARD)	Outbound
62	Master Agreement - Header Table - MA_HDR	Outbound
63	Master Agreement - Amendment Table - MA_AMEND	Outbound
64	Master Agreement - Attachment Table - MA_VEND	Outbound
65	Master Agreement - Award Table - MA_COMM_LN	Outbound
66	Master Agreement - Cancel Table - MA_CANCEL	Outbound
67	Master Agreement - Contract Table - MA_TC	Outbound
68	Procurement Stage Table - E_ATTACH	Outbound
69	Procurement Stage Table - E_BUYR	Outbound
70	Procurement Stage Table - E_COMM	Outbound
71	Procurement Stage Table - E_DEPT	Outbound
72	BASIS - ENCUMBRANCE (E_ENCUM_PROC)	Outbound
73	BASIS - PAYMENT (E_PAYMNT_PROC)	Outbound
74	BASIS - YEAR END ENCUMBRANCE ADJUSTMENT (E_ENCUM_PROC_ADJ)	Outbound
75	BASIS - YEAR END PAYMENT ADJUSTMENT (E_PAYMNT_PROC_ADJ)	Outbound
76	ALL DEPT - PROCUREMENT - PDI MAP (R_COMM_CD)	Outbound
77	ALL DEPT - PROCUREMENT - PDI MAP (R_COMM_OBJ)	Outbound
78	ALL DEPT - PROCUREMENT - PDI MAP (R_LOC_TBL)	Outbound
79	ALL DEPT - PROCUREMENT - PDI MAP (R_PRCU_USER)	Outbound
80	ALL DEPT - PROCUREMENT - PDI MAP (ALL DEPT - MA_DOC_HDR)	Outbound
81	ALL DEPT - PROCUREMENT - PDI MAP (ALL DEPT - MA_DOC_VEND)	Outbound
82	ALL DEPT - PROCUREMENT - PDI MAP (ALL DEPT - MA_DOC_COMM)	Outbound
83	ALL DEPT - INVENTORY - PDI MAP (R_INVN)	Outbound
84	ALL DEPT - INVENTORY - PDI MAP (R_INVN_LOC)	Outbound
85	ALL DEPT - INVENTORY - PDI MAP (R_WHSE)	Outbound
86	ALL DEPT - INVENTORY - PDI MAP (R_WHSE_LOC)	Outbound
87	ALL DEPT - INVENTORY - PDI MAP (INF_DEPT_COMM_STK)	Outbound

No.	Interface Name	Inbound / Outbound
88	DHS - RQ Document - PDI MAP (RQ_DOC_HDR)	Outbound
89	DHS - RQ Document - PDI MAP (RQ_DOC_COMM)	Outbound
90	DHS - PO Document - PDI MAP (PO_DOC_HDR)	Outbound
91	DHS - PO Document - PDI MAP (PO_DOC_COMM)	Outbound
92	DHS - PO Document - PDI MAP (PO_DOC_VEND)	Outbound
93	DHS - SRQ Document - PDI MAP (SRQ_DOC_HDR)	Outbound
94	DHS - SRQ Document - PDI MAP (SRQ_DOC_COMM)	Outbound
95	DHS - PO Document - PDI MAP (PO_DOC_ACTG)	Outbound
96	DHS - SRQ Document - PDI MAP (SRQ_DOC_VEND)	Outbound
97	DHS - SRQ Document - PDI MAP (SRQ_DOC_ACTG)	Outbound
98	DHS - RQ Document - PDI MAP (RQ_DOC_SUGVEND)	Outbound
99	DHS - RQ Document - PDI MAP (RQ_DOC_ACTG)	Outbound
100	DHS - RC Document - PDI MAP (RC_DOC_HDR)	Outbound
101	DHS - RC Document - PDI MAP (RC_DOC_VEND)	Outbound
102	DHS - RC Document - PDI MAP (RC_DOC_COMM)	Outbound
103	DHS - IN Document - PDI MAP (IN_DOC_HDR)	Outbound
104	DHS - IN Document - PDI MAP (IN_DOC_VEND)	Outbound
105	DHS - IN Document - PDI MAP (IN_DOC_COMM)	Outbound
106	DHS - PR Document - PDI MAP (PR_DOC_HDR)	Outbound
107	DHS - PR Document - PDI MAP (PR_DOC_VEND)	Outbound
108	DHS - PR Document - PDI MAP (PR_DOC_COMM)	Outbound
109	DHS - PR Document - PDI MAP (PR_DOC_ACTG)	Outbound
110	DHS - PR Document - PDI MAP (PR_RC_ACCRUAL)	Outbound
111	DHS - OC Document - PDI MAP (OC_DOC_HDR)	Outbound
112	DHS - OC Document - PDI MAP (OC_DOC_COMM)	Outbound
113	DHS - OC Document - PDI MAP (OC_DOC_ACTG)	Outbound
114	eCAPS LSBE - Stage Table (STAGE_VENDORS)	Outbound
115	eCAPS LSBE - Stage Table (STAGE_VENDOR_ADDRESS)	Outbound
116	eCAPS LSBE - Stage Table (STAGE_OBJ)	Outbound
117	eCAPS LSBE - Stage Table (STAGE_LSBE)	Outbound
118	eCAPS LSBE - Stage Table (STAGE_GAEBL_NO_VENDOR)	Outbound
119	eCAPS LSBE - Stage Table (STAGE_FACT_JRNL_ACTG)	Outbound
120	eCAPS LSBE - Stage Table (STAGE_DOBJ)	Outbound
121	eCAPS LSBE - Stage Table (STAGE_DIM_ORG)	Outbound
122	eCAPS LSBE - Stage Table (STAGE_DISTRICTS)	Outbound
123	eCAPS LSBE - Stage Table (STAGE_APD)	Outbound
124	eCAPS LSBE - Stage Table (STAGE_BUS_TYP)	Outbound
125	eCAPS LSBE - Stage Table (SBESTATS)	Outbound

Capital Asset Management Interfaces – eCAPS 3.9 Upgrade

No.	Interface Name	Inbound / Outbound
1	Fixed Asset Acquisition (FA)	Inbound
2	Fixed Asset Modification (FM)	Inbound
3	Fixed Asset Disposition (FD)	Inbound
4	FARNI – Fixed Asset Registry (Infrastructure only)	Outbound
5	FARI – Fixed Asset Registry (All Assets)	Outbound
6	FAJFA – Fixed Asset Journal	Outbound
7	FAJCOMP – Fixed Asset Journal Component	Outbound
8	LACAL – LACAL Fixed Asset Registry Extract	Outbound

Inventory Management Interfaces – eCAPS 3.9 Upgrade

No.	Interface Name	Inbound / Outbound
1	Receiver Document File (RC)	Inbound
2	Over-the-Counter Document File (OC)	Inbound
3	Stock Requisitions Document File (SRQ)	Inbound
4	Stock Returns Document File (SN)	Inbound
5	Transfer Issue Document File (TI)	Inbound
6	Transfer Receipt Document File (TR)	Inbound
7	Inventory Freeze (INVF)	Inbound
8	Confirmation Issue (CI)	Inbound
9	Count Card Information	Outbound

DPW Interfaces – eCAPS 3.9 Upgrade

No.	Interface Name	Inbound / Outbound
1	OB eCAPS to IPSI Vendor Inquiry – Payment Status	Outbound
2	OB eCAPS to Service Center – Asset Information	Outbound
3	OB eCAPS to DPW Intranet – Reference & COA Information	Outbound
4	OB eCAPS to DBMS – General Database for Reference Tables	Outbound
5	OB eCAPS to PIWP – Project Accounting Information	Outbound
6	IB CWTAPPS to eCAPS – Standard Rate Update (INCR)	Inbound
7	IB Automated Fuel System to eCAPS – Fuel Usage (CHFU)	Inbound
8	IB Automated Fuel System to eCAPS – Fuel Usage (FUELUSG)	Inbound
9	OB eCAPS to MMS – Costed and Reference Information	Outbound
10	OB eCAPS to Fleet Focus – Costed and Reference Information	Outbound
11	OB eCAPS to MMS – Project Information	Outbound
12	OB eCAPS to MMS – Employee Information	Outbound
13	OB eCAPS to MMS – Vehicle Information	Outbound
14	OB eCAPS to Web GASB – Project & Expenditure Information	Outbound
15	OB eCAPS to FEMA Billing – Project & Expenditure Information	Outbound
16	IB MMS to eCAPS – Projects / Work Orders (QPE)	Inbound
17	IB Fleet Focus to eCAPS – Projects / Work Orders (QPE)	Inbound
18	IB Time Adjustments from Web System – (TADJ)	Inbound
19	IB Utility Payment Application – (GAX)	Inbound
20	IB Utility Payment Application – (PFY)	Inbound
21	OB Time Collection Shadow Database – Timesheet Adjustments	Outbound
22	IB TTC Scanned Payments to eCAPS – (JVCT)	Inbound
23	Project (Project.asc)	Outbound
24	DPW Accounting Based Spending Accounting (abs_doc_actg_dpw.asc)	Outbound
25	DPW Accounting Based Spending Header (abs_doc_hdr_dpw.asc)	Outbound
26	DPW Accounting Based Spending Vendor (abs_doc_vend_dpw.asc)	Outbound
27	Quick Project Entry Header (cae_doc_hdr.asc)	Outbound
28	Quick Project Entry Project (cae_doc_prog.asc)	Outbound
29	Charge Transaction Accounting (ch_doc_actg.asc)	Outbound
30	Charge Transaction Header (ch_doc_hdr.asc)	Outbound
31	Stock Issue Confirmation Accounting (ci_doc_actg.asc)	Outbound
32	Stock Issue Confirmation Commodity (ci_doc_comm.asc)	Outbound
33	Stock Issue Confirmation Header (ci_doc_hdr.asc)	Outbound
34	DPW Cash Receipt Accounting (cr_doc_actg_dpw.asc)	Outbound
35	DPW Cash Receipt Header (cr_doc_hdr_dpw.asc)	Outbound
36	DPW Cash Receipt Vendor (cr_doc_vend_dpw.asc)	Outbound
37	Cost Allocation History (csal_hist.asc)	Outbound
38	Cost Allocation Process Parameters (csal_proc_parm.asc)	Outbound

No.	Interface Name	Inbound / Outbound
39	Document Comments (doc_cmnt.asc)	Outbound
40	General Ledger Supplement (dpw_gl_supl.asc)	Outbound
41	Internal Costing Usage Transaction Accounting (ict_doc_actg.asc)	Outbound
42	Internal Exchange Transaction Accounting (iet_doc_actg.asc)	Outbound
43	Internal Exchange Transaction Header (iet_doc_hdr.asc)	Outbound
44	Internal Exchange Transaction Vendor (iet_doc_vend.asc)	Outbound
45	Invoice Commodity (in_doc_comm.asc)	Outbound
46	Invoice Header (in_doc_hdr.asc)	Outbound
47	Invoice Vendor (in_doc_vend.asc)	Outbound
48	Project Inference (inf_actv_func_loc.asc)	Outbound
49	Funding Profile Inference 5 (inf_fprl_5.asc)	Outbound
50	Project Hard Inference (infh_actv_func_loc.asc)	Outbound
51	Master Agreement Commodity (ma_doc_comm.asc)	Outbound
52	Master Agreement Header (ma_doc_hdr.asc)	Outbound
53	Master Agreement Vendor (ma_doc_vend.asc)	Outbound
54	Over-The-Counter Accounting (oc_doc_actg.asc)	Outbound
55	Over-The-Counter Commodity (oc_doc_comm.asc)	Outbound
56	Over-The-Counter Header (oc_doc_hdr.asc)	Outbound
57	Purchase Order Accounting (po_doc_actg.asc)	Outbound
58	Purchase Order Commodity (po_doc_comm.asc)	Outbound
59	Purchase Order Header (po_doc_hdr.asc)	Outbound
60	Purchase Order Vendor (po_doc_vend.asc)	Outbound
61	Payment Request Accounting (pr_doc_actg.asc)	Outbound
62	Payment Request Commodity (pr_doc_comm.asc)	Outbound
63	Payment Request Header (pr_doc_hdr.asc)	Outbound
64	Payment Request Vendor (pr_doc_vend.asc)	Outbound
65	Project Bill Rate (prog_bill.asc)	Outbound
66	Project Grouping (prog_grp.asc)	Outbound
67	Project Notes (prog_note.asc)	Outbound
68	Project Reporting (prog_rpt.asc)	Outbound
69	Project Type (r_PTYP.asc)	Outbound
70	Billing Type (r_bill_typ.asc)	Outbound
71	Customer Account Options (r_cust_acct_opt.asc)	Outbound
72	Customer Project Deposit Information (r_cust_prog_dep.asc)	Outbound
73	Custodian (r_custodn.asc)	Outbound
74	Drawdown Group (r_drwdwn_grp.asc)	Outbound
75	Equipment (r_equip.asc)	Outbound
76	Expense Type (r_exp_typ.asc)	Outbound
77	Facility ID (r_fac_id.asc)	Outbound
78	Fixed Asset Group (r_fagrp.asc)	Outbound
79	Funding Line (r_fline.asc)	Outbound
80	Funding Profile Select (r_fprfl.asc)	Outbound

No.	Interface Name	Inbound / Outbound
81	Fuel Usage (r_fuel_usg.asc)	Outbound
82	ICJ Charge Identification (r_icj_ch_id.asc)	Outbound
83	Internal Costing Journal Table (r_int_cst_jrnl.asc)	Outbound
84	Internal Cost Rate for Emp/Equip/Materials (r_int_cst_rt.asc)	Outbound
85	Inventory Maintenance (r_invn.asc)	Outbound
86	Inventory Location (r_invn_loc.asc)	Outbound
87	Major CAFR Activity Type (r_mjr_pcls.asc)	Outbound
88	Major Project Group (r_pgrp.asc)	Outbound
89	Pool/Base Distribution (r_plbs_dist.asc)	Outbound
90	Pool/Base Setup (r_plbs_setp.asc)	Outbound
91	Project Jurisdiction (r_prog_jurd.asc)	Outbound
92	Major Project Type (r_ptyp.asc)	Outbound
93	Reimbursement Generation Parameters (r_reim_gen_param.asc)	Outbound
94	Reimbursement History (r_reim_hist.asc)	Outbound
95	Revenue Source Usage (r_rstr_use.asc)	Outbound
96	Security Roles (r_sc_sec_role.asc)	Outbound
97	User Search By Name (r_sc_user_dir_info.asc)	Outbound
98	Security Roles (r_sc_user_role_lnk.asc)	Outbound
99	State Subreporting (r_st_srpt.asc)	Outbound
100	Procurement Vendor Customer (r_vend_cust.asc)	Outbound
101	Manage Approval Roles (r_wf_role.asc)	Outbound
102	Add Roles To Approvers (r_wf_user_role.asc)	Outbound
103	Receiver Commodity (rc_doc_comm.asc)	Outbound
104	Receiver Header (rc_doc_hdr.asc)	Outbound
105	Receiver Vendor (rc_doc_vend.asc)	Outbound
106	Receiver Accounting (re_doc_actg.asc)	Outbound
107	Receivable Header (re_doc_hdr.asc)	Outbound
108	Receivable Vendor (re_doc_vend.asc)	Outbound
109	Requisition Accounting (rq_doc_actg.asc)	Outbound
110	Requisition Commodity (rq_doc_comm.asc)	Outbound
111	Requisition Header (rq_doc_hdr.asc)	Outbound
112	Requisition Vendor (rq_doc_sugvend.asc)	Outbound
113	Stock Return Accounting (sn_doc_actg.asc)	Outbound
114	Stock Return Commodity (sn_doc_comm.asc)	Outbound
115	Stock Return Header (sn_doc_hdr.asc)	Outbound
116	Vendor List Vendor (vend_lst_vend.asc)	Outbound
117	Approval Log (wf_aprv_log.asc)	Outbound
118	Workflow Approval (wf_aprv_sh.asc)	Outbound
119	Time Collection ICTLE	Outbound

Grants Lifecycle Management Interfaces – eCAPS 3.9 Upgrade

No.	Interface Name	Inbound / Outbound
1	Grant Amendment Status (cvl_grnt_amnd_sta.asc)	Outbound
2	Grant Appeal Status (cvl_grnt_apel.asc)	Outbound
3	Grant Application (cvl_grnt_appl.asc)	Outbound
4	Grant Declined Reason (cvl_grnt_dcln_reas.asc)	Outbound
5	Grant Decision (cvl_grnt_dcsn.asc)	Outbound
6	Grant Funding Type (cvl_grnt_fndg_typ.asc)	Outbound
7	Grant Match Type (cvl_grnt_mtch_typ.asc)	Outbound
8	Grant Opportunity Status (cvl_grnt_opty_sta.asc)	Outbound
9	Grant Pre-Application (cvl_grnt_pre_appl.asc)	Outbound
10	Grant Repeat Frequency (cvl_grnt_rpt_freq.asc)	Outbound
11	Grant Repeat Type (cvl_grnt_rpt_typ.asc)	Outbound
12	Grant Section (cvl_grnt_sect.asc)	Outbound
13	Grant Sent (cvl_grnt_sent.asc)	Outbound
14	Grant Status (cvl_grnt_sta.asc)	Outbound
15	Grant Tracking (cvl_grnt_trkg.asc)	Outbound
16	Grant Type (cvl_grnt_typ.asc)	Outbound
17	Legislative Body (cvl_lgslv_body.asc)	Outbound
18	Split Indicator (cvl_splt_ind.asc)	Outbound
19	Yes/No (cvl_yes_no.asc)	Outbound
20	Grant Management Opportunity (gt_doc_opty.asc)	Outbound
21	Calendar Date (r_cldt.asc)	Outbound
22	Document Grant Status (r_doc_grnt_st.asc)	Outbound
23	Grant User (r_grnt_alt_r_user.asc)	Outbound
24	Grant Amendment Status Folder (r_grnt_amnd.asc)	Outbound
25	Grant Application Status Folder (r_grnt_appl.asc)	Outbound
26	Grant Award Status Folder (r_grnt_awd.asc)	Outbound
27	Grant Close-Out/Audit Status Folder (r_grnt_clse_out.asc)	Outbound
28	Grant Date Definition (r_grnt_dt.asc)	Outbound
29	Grant Funding (r_grnt_fndg.asc)	Outbound
30	Grant Funding Source (r_grnt_fndg_src.asc)	Outbound
31	Grant Legislative (r_grnt_lgslv.asc)	Outbound
32	Grant Messages (r_grnt_msg.asc)	Outbound
33	Grant Notification Status Folder (r_grnt_notifgrp.asc)	Outbound
34	Grant Opportunity Status Folder (r_grnt_opty.asc)	Outbound
35	Grant Management (r_grnt_pmgmt.asc)	Outbound
36	Grant Management Detail (r_grnt_pmgmtdet.asc)	Outbound
37	Grant Partner Organization (r_grnt_prtnr_org.asc)	Outbound
38	Grant Response Status Folder (r_grnt_resp.asc)	Outbound
39	Grant Report (r_grnt_rpt.asc)	Outbound

No.	Interface Name	Inbound / Outbound
40	Grant user (r_grnt_user.asc)	Outbound
41	Grant Legislative Body (r_lgslv_body.asc)	Outbound
42	Grant Service Planning Area (r_srvc_plan_area.asc)	Outbound
43	ARRA Expenditure Amendment ARRA_Exp_Amnd.csv	Outbound
44	ARRA Expenditure Budget 1 ARRA_Exp_BG_1.csv	Outbound
45	ARRA Expenditure Budget 2 ARRA_Exp_BG_2.csv	Outbound
46	ARRA Expenditure Grant ARRA_Exp_Grnt.csv	Outbound
47	ARRA Expenditure Load ARRA_Exp_Load.csv	Outbound
48	ARRA Expenditure Major ARRA_Exp_Mjr.csv	Outbound
49	ARRA Expenditure Other ARRA_Exp_Other.csv	Outbound

Disbursements Interfaces - Payment Accounting Consolidation Modification

No.	Interface Name	Inbound / Outbound
1	Payment Requests - (SWR) and (TWR)	Inbound
2	Warrant Postback file	Outbound
3	ACH File Creation and Staging to send to bank	Outbound
4	Positive Pay to Bank	Outbound
5	ACH Generation custom formatting	Outbound
6	Uncashed Warrant Website	Outbound
7	EDD	Outbound

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Appendix E-10 – Conversions

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The AMS Advantage software upgrade includes baseline database conversion scripts to convert the application databases for each of the major and minor software upgrades offered by CGI. The County of Los Angeles has implemented the AMS Advantage version 3.8 for the eCAPS Financial and Budget Preparation applications. CGI has released versions 3.8.0.1, 3.8.0.2 and 3.9 since the last AMS Advantage Financial and Budget Preparation software upgrade at the County of Los Angeles. CGI will execute the database conversion scripts for each of the service packs and minor releases up to release 3.9 for the eCAPS Financial & BP Upgrade project at the County, and verify the data conversion results.

1. eCAPS Financial and Budget Preparation 3.9 Upgrade

For the eCAPS Financial & Budget Preparation software upgrade to AMS Advantage 3.9., CGI will execute the baseline data conversion scripts in the order of the AMS Advantage sub-releases, e.g., version 3.8.0.1, followed by the minor release of AMS Advantage, e.g., version 3.9. These data conversion scripts will automatically convert the data. CGI and the County will verify the results of the converted data.

2. ECM Integration

The eCAPS Financial document attachments are retained on the Centera servers at the County's Data Center. During the implementation of the ECM Integration, the eCAPS Financial document attachments will be converted to comply with the ECM platform requirements and support the integration between eCAPS Financial and the County's ECM platform.

3. Payment Accounting Consolidation Software Modification

The eCAPS Financial automated disbursements transactions will not be converted during the implementation of the Payment Accounting Consolidation Modification. The detailed automated disbursement transaction information will continue to be maintained in the eCAPS Financial databases for transactions processed prior to the production implementation of the Payment Accounting Consolidation Modification.

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Appendix F-10 – Reports

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1. eCAPS Financial and Budget Preparation 3.9 Upgrade – Reports

For the eCAPS Financial & Budget Preparation software upgrade to AMS Advantage 3.9., CGI will analyze the existing Financial and Budget Preparation reports to identify the reports that are impacted by the upgrade. The baseline data conversion scripts will be used to compare to the Financial and Budget Preparation reports to identify impacted reports. The Department of Public Works (DPW) reports are not included in the CGI analysis and the County will need to analyze these reports to identify whether there are any 3.9 upgrade impacts. Listed below is a summary of the Financial and Budget Preparation reports by Functional Areas. Also provided further below is a detail list of the Financial and Budget Preparation reports.

Report Count by Functional Areas

Functional Area	Count
eCAPS Financial	68
Budget Preparation	79
Capital Asset Management	93
Procurement	200
Inventory Management	22
DPW *	212
Grants Lifecycle Management	14
Total	**688**

* Not included in the CGI reports analysis. The County is responsible for the analysis.

2. Payment Accounting Consolidation Modification – Reports

For the Payment Accounting Consolidation Modification, the County will analyze the existing Disbursements reports to identify the reports that are impacted by the Payment Accounting Consolidation Modification. Listed below is a summary of the Disbursement reports. Also provided further below is a detail list of the Disbursements reports.

Report Count by Functional Areas

Functional Area	Count
eCAPS Disbursements Reports	42
Total	**42**

eCAPS Financial Reports – eCAPS 3.9 Upgrade

No.	Report ID	Report Name
1	GL-AESMO1	Annual Expenditure Status By Object
2	GL-ARSPT1	Annual Revenue Status By Revenue Source Other Than Property Taxes
3	GL-ARSRS1	Annual Revenue Status By Revenue Source Property Taxes
4	GL-ARVDO1	Annual Revenue Detail By Organization
5	GL-AFUFA1	Appropriation & Financial Uses By Functions & Activity
6	GL-AFUFE	Appropriation and Financial Uses By Functions and Activity with Encumbrances
7	GL-MDAOV1	Appropriation Overdraft
8	GL-MDASOR1	Appropriation Status - Org Lvl 1 and Org Lvl 2
9	GL-MDBDA1	Appropriation Budget Detail - Org Lvl 1 and Org Lvl 2
10	GL-MDBSD1	Balance Sheet Detail Activity
11	GL-MDBOT1	Budget Overtime
12	GL-MCCAC1	Capital Asset Control
13	GL-MCMCF1	Monthly Cash Flow
14	GL-MCCOV1	Cash Overdraft
15	GL-CASH1	Cash Transactions > $5,000,000 Application Date
16	GL-MDDPBO1	Deposit Permit By Organization
17	GL-MDTDF1	Due From Reconciliation for Period 13
18	GL-MDTDF1	Due To Reconciliation for Period 13
19	GL-MDTDF1	Due To / Due From / Reconciliation 12 Per Period
20	GL-MDENCDP1	Encumbrance Detail
21	GL-MDEXPD1	Expenditure Detail - Org Lvl 1 and Org Lvl 2
22	GL-MDFDBC1	Fund Balance Closing
23	GL-ODGLDAD1	General Ledger Detail Activity By Day
24	GL-IEEIP1	Interest Earnings for External Investment Pool
25	GL-JVDET1	Journal Voucher Detail
26	GL-MDNCC1	Net County Cost
27	GL-OCNCCAV1	Net County Cost Prior Year Accrual Variance By Appropriation By Organization
28	GL-OCNCCVO1	Net County Cost Prior Year Accrual Variance By Organization
29	GL-NCCVA1 / GL-NCCVO1	Net County Cost Variance (By Appropriation and Organization)
30	GL-NCCVO1	Net County Cost Variance By Organization
31	GL-MDBDR1	Revenue Budget Detail - Org Lvl 1 and Org Lvl 2
32	GL-MDREVD1	Revenue Detail - Org Lvl 1 and Org Lvl 2
33	GL-MSUFB1	Statement of Financial Sources, Uses and Fund Balances
34	GL-MINCM1	Statement of Income
35	GL-MDTDF1	Transfer In Transfer Out
36	GL-MTCLD1	Treasurers Cash Ledger By Day
37	GL-MDTBAL1	Trial Balance

No.	Report ID	Report Name
38	CAFR65	FUND BASED – UNADJUSTED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL ON BUDGETARY BASIS ACTUAL INCLUDES ENCUMBRANCES
39	CAFR66	FUND BASED – UNADJUSTED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE ACTUAL DOES NOT INCLUDE ENCUMBRANCES
40	CAFR67.1	FUND BASED – UNADJUSTED COMPARISON OF ASSETS TO LIABILITIES + FUND BALANCE
41	CAFR67.3	FUND BASED – UNADJUSTED BALANCE SHEET
42	GCAFR65	GOVERNMENT-WIDE UNADJUSTED STATEMENT OF ACTIVITIES ACTUAL INCLUDES ENCUMBRANCES
43	GCAFR66	GOVERNMENT-WIDE – UNADJUSTED STATEMENT OF ACTIVITIES ACTUAL DOES NOT INCLUDE ENCUMBRANCES
44	GCAFR67.1	GOVERNMENT-WIDE – UNADJUSTED COMPARISON OF ASSETS TO LIABILITIES + NET ASSETS
45	GCAFR67.3	GOVERNMENT-WIDE UNADJUSTED STATEMENT OF NET ASSETS
46	AR-ODLLRE30D1	Receivable Aging Detail < 30 Days (drill from Receivable Aging Summary)
47	AR-MDRES1	Receivable Aging Summary
48	AR-DBRDP1	Banking and Remittance Processing Deposit Permit Summary
49	AR-ODLLCA30D1	Collection Aging Detail < 30 Days (drill from Collection Aging Summary)
50	AR-MDRS1	Departmental Revenue Summary
51	AR-DDPB1	Deposit Permit Balances by Run Date
52	AR-DDPCC1	Deposit Permit Cash/Check Collected by Run Date
53	AR-MFAD1	Fund Activity Detail
54	AR-MBNCP1	Fund Balance by BSA Group
55	AR-MREC1	Receivable Activity
56	CA-MCOMP1	Comparison Between Claim Submitted and Actual Revenue
57	CA-MPED1	Countywide Project Expenditure Detail
58	CA-MCWPR1	Countywide Project IFT/Revenue Detail
59	CA-MPRED1	Countywide Project Period Expenditure Detail
60	CA-MPRRD1	Countywide Project Period IFT/Revenue Detail
61	CA-MPHED1	Countywide Project Phase Expenditure Detail
62	CA-MPHRD1	Countywide Project Phase IFT/Revenue Detail
63	CA-MITDO1	ITD Project Costs by CW Object
64	CA-MITDR1	ITD Project IFT/Revenue by CW Account
65	CA-ODLBCTO1	Labor Cost By Task Order
66	CA-MDLBCPPD1	Labor Cost Pay Period Detail
67	CA-MDLBCMD1	Labor Cost Monthly Detail
68	CA-MPPBV1	Project Payments by Vendor

Budget Preparation Reports – eCAPS 3.9 Upgrade

No.	Report ID	Report Name
1	BP001	General Fund Function Group Summary
2	BP002	General Fund Net Total by Department and Function
3	BP003	General Fund Net County Cost by Department and Function
4	BP004	General Fund Net County Cost by Department
5	BP005	General Fund Net Total by Department
6	BP006	Hospital Enterprise Fund Comparative Revenue Statement
7	BP007	General Fund Financing Uses/Revenue Detail
8	BP008	General Fund Financing Uses/Revenue Summary
9	BP009	General Fund Financing Requirements and Available Financing Comparison
10	BP010	General Fund Contributions to Hospital Enterprise Funds
11	BP011	Hospital Enterprise Funds Operating Plan
12	BP012	Health Services General Fund Departmental Summary
13	BP013A	Financing Uses & Revenue Detail by Fund Type by Org Level 1 - Proposed
14	BP013B	Financing Uses & Revenue Detail by Fund Type grouped by Fund and Org - Proposed
15	BP014	Special Funds Financing Uses/Revenue Summary
16	BP015	Financing Requirements Comparison
17	BP016A	Other Enterprise / Internal Services - Financing Uses/Revenue Detail by Org Level 1 - Proposed Phase
18	BP016B	Other Enterprise / Internal Services - Financing Uses/Revenue Detail grouped by Fund and Org - Proposed Phase
19	BP017	Other Enterprise - Financing Uses/Revenue Detail
20	BP018	County Totals (County Fact Sheet)
21	BP019	Other Enterprise Fund Financing Requirements
22	BP020	General Fund Net County Cost by Department and Sum Code
23	BP021	System Edit Checks
24	BP022	Financing Requirements by Fund
25	BP023	General Fund Budget Deliberation Walkthrough – Financing Requirements and Available Financing Comparison
26	BP024	Hospital Enterprise Fund Operating Plan Budget Deliberation Walkthrough
27	BP025	Various Funds/Districts Budget Deliberation Walkthrough – Financing Uses/Revenue Detail
28	BP026	Other Proprietary Funds Budget Deliberation Walkthrough – Financing Uses/Revenue Detail
29	BP027	Various Funds/Districts Budget Deliverable Walkthrough – Summary of Financing Requirements and Available Financing Comparison
30	BP028	Fund Totals Detail
31	BP029	Public Works Summary for All Funds
32	BP030	Summary and Detail by Fund grouping (GANN)
33	BP031	Fund Totals Summary
34	BP032	Available Financing vs. Financing Requirements
35	BP033	Discretionary Revenue Details – Financing Requirements
36	BP034	Discretionary Revenue Summary – Financing Requirements
37	BP035	Discretionary Revenue – Available Financing w/o Double Counts
38	BP036	Salaries and Employee Benefits (Level 1 Orgs)

No.	Report ID	Report Name
39	BP037	Salaries and Employee Benefits – Countywide Summary
40	BP038	Employee Benefits by Department
41	BP039	Budgeted and Ordinanced Position Distribution
42	BP040	Net Budgeted Salaries by Department
43	BP041	Salaries and Employee Benefits by Bargaining Units
44	BP042	Salaries and Employee Benefits – Countywide Summary by Bargaining Units
45	BP044	Budget Positions
46	BP045	Basic Budget Facts
47	BP046	Budget Summary for Fiscal Year
48	BP046B	Summary of Estimated Additional Financing Sources
49	BP047	Analysis of Fund Balance
50	BP048	Detail of Provision for Reserves and Designation
51	BP049	Summary of Estimated Additional Financing Sources
52	BP050	Analysis of Revenues by Fund
53	BP051	Analysis of Financing Source by Source and Fund
54	BP052	Summary of County Financing Requirements by Function and Fund
55	BP053	Summary of County Financing Requirements
56	BP054	Schedule of County Specific Financing Uses by Budget Unit, Function, and Activity
57	BP055	General Fund Budget Units
58	BP056	Operating Plan by Sum Code
59	BP056B	Fire Department by Budget Units
60	BP056D	Financing Requirements, Available Financing and Revenue Detail
61	BP057	Hospital Enterprise – Details and Summary
62	BP058	Other Proprietary Funds Budget Units
63	BP059	Financing Elements
64	BP060	Non-departmental Revenue Summary
65	BP061	Contributions to Hospital Enterprise
66	BP062	Health Services Summary Including General Fund and Hospital Enterprise Funds
67	BP063	General Fund Summary – All Budget Units
68	BP064	General Fund Summaries
69	BP065	Special Fund Summaries
70	BP066	Summary of Special District Budget Financing Requirements
71	BP067	Capital Projects Summary
72	BP068	Capital Projects Detail
73	BP069	Capital Projects Subproject Details by Department Walkthrough
74	BP070	Subproject Detail by Budget Unit Walkthrough
75	BP071	Subproject Detail by Supervisorial District Walkthrough
76	BP072	Facility Summary of Capital Projects/Refurbishments
77	BP073	Function Summary of Capital Projects/Refurbishments
78	BP074	Supervisorial District Summary of Capital Projects/Refurbishments
79	BP075	Capital Projects Budget Detailed Report

Capital Asset Management Reports – eCAPS 3.9 Upgrade

No.	Report ID	Report Name
1	FA-DC01DOCLST	Non-Submitted Fixed Assets Document Listing by Department
2	FA-OC01DOCLST	Non-Submitted Fixed Assets Document Listing by Department
3	FA-DC02PENDDOC	Documents Pending Central Approval Report
4	FA-OC02PENDDOC	Documents Pending Central Approval Report
5	FA-MC03INVSUM	Assets Inventory Summary
6	FA-OC03INVSUM	Assets Inventory Summary
7	FA-OC04INVDET	Assets Inventory Detail Listing
8	FA-MC05INTSAL	Internal Sales Transactions Listing
9	FA-OC05INTSAL	Internal Sales Transactions Listing
10	FA-MC06FMLIST	Non-Accounting Changes - Detail Transactions
11	FA-OC06FMLIST	Non-Accounting Changes - Detail Transactions
12	FA-AC10ACDEPS	Accumulated Depreciation Summary
13	FA-MC10ACDEPS	Accumulated Depreciation Summary
14	FA-OC10ACDEPS	Accumulated Depreciation Summary
15	FA-MC11DEPRDET	Accumulated Depreciation Detail Transactions
16	FA-OC11DEPRDET	Accumulated Depreciation Detail Transactions
17	FA-MC12DEPXPSUM	Depreciation Expense Summary Report
18	FA-OC12DEPXPSUM	Depreciation Expense Summary Report
19	FA-AC14CAPGLSM	Summary Assets Gain/Loss Summary
20	FA-MC14CAPGLSM	Summary Assets Gain/Loss Summary
21	FA-OC14CAPGLSM	Summary Assets Gain/Loss Summary
22	FA-MC15GAINDET	Capital Assets Gain/Loss Detail
23	FA-OC15GAINDET	Capital Assets Gain/Loss Detail
24	FA-MC16FASALES	Capital Assets (96A) Revenue
25	FA-OC16FASALES	Capital Assets (96A) Revenue
26	FA-AC18CAPACTV	Statement of Changes for Capital Assets by Activity
27	FA-AC19DEPACTV	GASB 34 - Depreciation Expense by Activity and Function/Program
28	FA-AC20CAPOGOVF	GASB 34 - Capital Assets used in the Operation of Governmental Fund - Schedule by Source
29	FA-AC21CAPACTV	GASB 34 - Capital Assets used in the Operation of Governmental Fund - Schedule by Function
30	FA-AC22CAPCHG	GASB 34 – Capital Assets Used in the Operation of Governmental Fund – Schedule of Changes by Function
31	FA-AC23IMPRCA	GASB 42 - Accounting and Financial Reporting for Impairment of Capital Assets
32	FA-OC23IMPRCA	GASB 42 - Accounting and Financial Reporting for Impairment of Capital Assets
33	FA-MC31LACINV	LAC-CAL Assets Listing by Fund
34	FA-OC31LACINV	LAC-CAL Assets Listing by Fund
35	FA-AC32AST	State Controller's Report
36	FA-AC32BSTSD	State Controller's Report - Special District
37	FA-MC33LCINVDPT	LAC-CAL Listing By Department Location
38	FA-OC33LCINVDPT	LAC-CAL Listing By Department Location
39	FA-OC36CAFRLST	CAFR Information Listing
40	FA-OD17FAREGLST	Fixed Asset Registry Listing
41	FA-MD27FARNI	Monthly Fixed Assets Registry Extract for Non-Infrastructure (Outbound Interface)

No.	Report ID	Report Name
42	FA-MD28FARI	Monthly Fixed Assets Registry Extract for Infrastructure (Outbound Interface)
43	FA-DD30FAJFA	Fixed Assets Accounting Journal Extract (Outbound Interface)
44	FA- DD29FAJCOMP	Fixed Assets Component Journal Extract (Outbound Interface)
45	FA-DC40PNDDOC	Documents Pending Approval
46	FA-OC40PNDDOC	Documents Pending Approval
47	FA-MD41ACQPCA	Property Acquisition by Project Cost
48	FA-OD41ACQPCA	Property Acquisition by Project Cost
49	FA-MD42ADPPCA	Property Disposal by Project Cost Account
50	FA-OD42ADPPCA	Property Disposal by Project Cost Account
51	FA-MD43ITMPCA	Property Items by Project Cost Account
52	FA-OD43ITMPCA	Property Items by Project Cost Account
53	FA-MD44ADPAGP	Accumulated Depreciation by Asset Group
54	FA-OD44ADPAGP	Accumulated Depreciation by Asset Group
55	FA-OD45ATPCUS	Asset in Transit by Property Custodian
56	FA-WD45ATPCUS	Asset in Transit by Property Custodian
57	FA-AD46DETLOC	Asset Detail by Location
58	FA-OD46DETLOC	Asset Detail by Location
59	FA-OD48SUMLOC	Asset Summary by Location
60	FA-OD49DPTCTRL	Departmental Fixed Asset Control
61	FA-OD50INVIMP	Inventory Impact
62	FA-AD51DEPEXP	Depreciation Expense
63	FA-MD51DEPEXP	Depreciation Expense
64	FA-OD51DEPEXP	Depreciation Expense
65	FA-MD52ASTDPT	Assets Summary by Department
66	FA-OD52ASTDPT	Assets Summary by Department
67	FA-MD53ASSETACQ	Assets Acquired
68	FA-OD53ASSETACQ	Assets Acquired
69	FA-AD54ADPDET	Disposed Asset Details
70	FA-OD54ADPDET	Disposed Asset Details
71	FA-AD55TRANSAST	Transfer Assets Report
72	FA-OD55TRANSAST	Transfer Assets Report
73	FA-WD55TRANSAST	Transfer Assets Report
74	FA-AD56CMPLTCP	New Buildings or Completed Capital Projects
75	FA-OD56CMPLTCP	New Buildings or Completed Capital Projects
76	FA-MD57LCINV	LAC-CAL Assets Detail
77	FA-OD57LCINV	LAC-CAL Assets Detail
78	FA-AD58AGEBYAGE	Asset Aging Report by Age
79	FA-OD58AGEBYAGE	Asset Aging Report by Age
80	FA-AD59FULLDEP	Fully Depreciated Assets
81	FA-OD59FULLDEP	Fully Depreciated Assets
82	FA-AD60AGEASTGP	Asset Aging Report by Age within Asset Group
83	FA-OD60AGEASTG	Asset Aging Report by Age within Asset Group
84	FA-AD62INTSAL	Department Internal Sales Transactions Listing

No.	Report ID	Report Name
85	FA-OD62INTSAL	Department Internal Sales Transactions Listing
86	FA-AD63AGEASTGP	Asset Aging Report by Asset Group
87	FA-OD63AGEASTGP	Asset Aging Report by Asset Group
88	FA-MD64DUPTAG	Duplicate Tag Exception Report
89	FA-OD64DUPTAG	Duplicate Tag Exception Report
90	FA-AD66FAACTV	Asset Activity Summary
91	FA-OD66FAACTV	Asset Activity Summary
92	FA-AD69CHNGSUM	Capital Assets Change Summary
93	FA-OD69CHNGSUM	Capital Assets Change Summary

Procurement Reports – eCAPS 3.9 Upgrade

No.	Report ID	Report Name
1	PR_001_Doc_Type_PO _Status_Dept_Summary	Purchase Order Document Status _ Report
2	PR_001_Doc_Type_RQ _Status	Requisition Document Status - Report
3	PR_001_Doc_Type_RQ _Status_Dept_Summary	Requisition Document Status - Report
4	PR_002_BUYER_STAT US_DOC_TYPE_RQ	Buyer Status - Requisition Documents
5	PR_005_XVENDTL_CE NTRAL	Vendor Detail Report Central
6	PR_013_REQ13151	Requisitions - Tracking Status
7	PR_016_REQ30DAY_C entral	Requisitions- Award by Department & Buyer
8	PR_016_REQ30DAY_S MRY_CENTRAL	Requisitions- Award by Department & Buyer
9	PR_016_REQ30DAY_D epartment	Requisitions- Award by Department & Buyer
10	PR_016A_OPENREQ	Requisitions- Award by Department & Buyer
11	PR_016C_REQ_ORG_ PIPELINE_XLS	Open Requisitions - Accounting Detail
12	PR_017_OPENPR	Requisitions with Awards not paid final
13	PR_018_OPENFRA	Requisitions for Fixed Assets with awards not paid final
14	PR_018A_ALL_FRA_XL S	Requisitions for Fixed Assets with awards not paid final
15	PR_037_XSOLAWRD	Requisitions processed through Solicitations with awards not paid final
16	PR_038_XSOLRSPTRK	Solicitations Responses recorded for Solicitations after the Solicitation closed date
17	PR_039_XSOLSTAT	Solicition General Activity Including Solicitation Responses and Awards
18	PR_041_XSOLVACT	Solicitations with Award Activity By Vendor
19	PR_042_FXCURRFY	Purchase Orders for Fixed Assets
20	PR_044_OBSTRPT_CE NTRAL	Purchase Orders - Documents Not Finalized By Buyers
21	PR_044_OBSTRPT	Purchase Orders- Unfinalized documents, including document status by Department Buyers
22	PR_045_ORDLT441	Purchase Orders- Draft / Pending Status By Issuer
23	PR_046_ORDR441	Purchase Orders - Open - Commodity line Detail
24	PR_046A_PORCVNOIN	Purchase Orders - Received - Not Invoiced
25	PR_047_OUTSBALS	Purchase Orders - Open (not received and\or paid final) - By Vendor

No.	Report ID	Report Name
26	PR_048_PIPELINE_DEPT_CUST_DRT	Ecaps Procurement Purchase Order Details
27	PR_048_PIPELINE_DEPT_TEL_UTIL	Ecaps Procurement Purchase Order Details
28	PR_048_PIPELINE_DEPT_UTIL	Ecaps Procurement Purchase Order Details
29	PR_048_PIPELINE_SMRY	Pipeline Dept Service Summary
30	PR_048_PIPELINE_SRV_AFS	Ecaps Procurement Purchase Order Details AFS
31	PR_048_PIPELINE_SRV_COS	Ecaps Procurement Purchase Order Details COS
32	PR_048_PIPELINE_SRV_EXEC	Ecaps Procurement Purchase Order Details EXEC
33	PR_048_PIPELINE_SRV_FOS	Ecaps Procurement Purchase Order Details FOS
34	PR_048_PIPELINE_SRV_ITS	Ecaps Procurement Purchase Order Details ITS
35	PR_048_PIPELINE_SRV_NCC	Ecaps Procurement Purchase Order Details NCC
36	PR_048_PIPELINE_SRV_PCS	Ecaps Procurement Purchase Order Details PCS
37	PR_048_PIPELINE_DEPT_YEAR_END_CUST_DRT	Ecaps Procurement Purchase Order Details Dept Cust Drt - YEAR END
38	PR_048_PIPELINE_DEPT_YEAR_END_TEL_UTIL	Ecaps Procurement Purchase Order Details - Dept Util Tele - Year End
39	PR_048_PIPELINE_DEPT_YEAR_END_UTIL	Ecaps Procurement Purchase Order Details - Dept Srv Util - Year End
40	PR_048_PIPELINE_YEAR_END_SRV_AFS	Ecaps Procurement Purchase Order Details - AFS
41	PR_048_PIPELINE_YEAR_END_SRV_EXEC	Ecaps Procurement Purchase Order Details - EXEC
42	PR_048_PIPELINE_YEAR_END_SRV_FOS	Ecaps Procurement Purchase Order Details - FOS
43	PR_048_PIPELINE_YEAR_END_SRV_ITS	Ecaps Procurement Purchase Order Details - ITS
44	PR_048_PIPELINE_YEAR_END_SRV_NCC	Ecaps Procurement Purchase Order Details - NCC - YEAR END
45	PR_048_PIPELINE_YEAR_END_SRV_PCS	Ecaps Procurement Purchase Order Details - PCS
46	PR_048_PIPELINE_DEPT_SMRY_YEAR_END_CUST_DRT	Ecaps Procurement Purchase Order Details Dept Cust Drt - YEAR END
47	PR_048_PIPELINE_DEPT_SMRY_YEAR_END_TEL_UTIL	Ecaps Procurement Purchase Order Details - Dept Util Tele - Year End
48	PR_048_PIPELINE_DEPT_SMRY_YEAR_END_UTIL	Ecaps Procurement Purchase Order Details - Dept Srv Util - Year End
49	PR_048_PIPELINE_SMRY_YEAR_END_SRV_AFS	Ecaps Procurement Purchase Order Details - AFS
50	PR_048_PIPELINE_SMRY_YEAR_END_SRV_EXEC	Ecaps Procurement Purchase Order Details - EXEC
51	PR_048_PIPELINE_SMRY_YEAR_END_SRV_FOS	Ecaps Procurement Purchase Order Details - FOS
52	PR_048_PIPELINE_SMRY_YEAR_END_SRV_ITS	Ecaps Procurement Purchase Order Details - ITS

No.	Report ID	Report Name
53	PR_048_PIPELINE_SMRY_YEAR_END_SRV_NCC	Ecaps Procurement Purchase Order Details - NCC - YEAR END
54	PR_048_PIPELINE_SMRY_YEAR_END_SRV_PCS	Ecaps Procurement Purchase Order Details - PCS
55	PR_053_PL13176	Purchase Orders General Activity Detail By Unit
56	PR_059_OPENXBYR_CENTRAL	Purchase Orders - Open Not Final Paid - By Buyer
57	PR_059_OPENXBYR	Purchase Orders - Open and not final paid - by Buyer
58	PR_073_XPOCHORD_CENTRAL	Purchase Orders - Modifications
59	PR_073_XPOCHORD	Purchase Orders - Modifications
60	PR_080_ACTKONTS_CENTRAL	Active Master Agreements - By Buyer
61	PR_085_XCNTCHORD_CENTRAL	Master Agreement Modification - By Buyer and Vendor
62	PR_090_XCNTPURCHORD_CENTRAL	Master Agreement Price Change - By Buyer and Vendor
63	PR_098_ORECSTAT	Receivers - Documents not processed at Draft Phase
64	PR_104_BILLING1	Billing Report
65	PR_104_BILLING1_REVIEW_CURRENT_MTH_PREVIOUS_WK	Billing Report
66	PR_105_INVL651A	Invoices - Documents not processed at Draft Phase
67	PR_106_INVLT651	Summary of Invoice Statistics
68	PR_108_INVRPT2A	Invoices - Documents not processed - multiple Phases
69	PR_115_PRMERROR	Payment Requests Not Finalized by Department
70	PR_119_CAPS2VEND_VEND	Procurement - Payment Request
71	PR_119_CAPS2VEND_DEPT	Procurement - Payment Request
72	PR_123_INVSTATS	Payments Activity beyond 30 Days
73	PR_123_PYMTSTAT	Payments Activity - multple timelines
74	PR_123_INVRLSED	Invoices - Employee Productivity Report
75	PR_123_PORLSED	Purchase Orders - Employee Productivity Report
76	PR_123_RQRLSED	Requisitions - Employee Productivity Report
77	PR_123_RCRLSED	Receivers - Employee Productivity Report
78	PR_123A_INV_PYMT_TIMEFRAME	Payment Activity Beyond 30 Days (prior month)with Receipt Dates – Detail
79	PR_124_LOSTDISC_XLS	Lost Discount Amount Report
80	PR_135_BASISDUMP_ENCUM	Basics - Dump Encum Detail Report
81	PR_135_BASIS_DUMP_ENCUM_YEAREND	Basics - Dump Encum Detail Report Year End
82	PR_136_SBEQTRLYP1	Local SBE Vendor - Solicitation Participation
83	PR_136_SBEQTRLYP2	Local SBE Vendor - Solicitation Participation
84	PR_136_SBEQTRLYP3	Purchase Orders - Activity with Local SBE vendors.
85	PR_147_BUYRCSPC	Buyer Commodity Listing with Class and Subclass
86	PR_151_BASIS_DUMP_PAYMENT	Basis Payment
87	PR_151_BASIS_DUMP_PAYMENT_YEAREND	Basis Payment - Year End

No.	Report ID	Report Name
88	PR_202_PROC_LOC	Purchase Locations - By Department
89	PR_203_COMM_OBJ_By_COMM	Commodity Objects - by Commodity
90	PR_203_COMM_OBJ_By_OBJ	Commodity Objects - by Object
91	PR_204_PO_Freight	Purchase Orders - Unpaid Freight
92	PR_205_TRAINING_PO_XLS	Purchase Orders for Training Services
93	PR_206_PROMPT_PAYMENT_SBE_VENDORS_XLS	Payments - Prompt Payment Activity - Small Business Vendors
94	PR_206A_PROMPT_PAYMENT_ALL_VENDORS_XLS	Payments - Prompt Payment Activity - Vendors
95	PR_208_PRTRK	Procurement Request Tracking (Delegated Orders)
96	PR_209_TAXCHANGE	Open Purchase Orders - Apply Tax Rates by Period
97	PR_210_EV_DRAFT_XLS	EV Documents - in Draft
98	PR_211_PO_ACCRUAL_DETAIL_XLS	Purchase Order Accrual/with Receipt Dates – Detail
99	PR_211_PO_ACCRUAL_SMRY_XLS	Purchase Order Accrual/with Receipt Dates – Summary
100	PR_212_PO_COMMIT_DETAIL_XLS	Purchase Order Commitment/with Receipt Dates – Detail
101	PR_212_PO_COMMIT_SMRY_XLS	Purchase Order Accrual/with Receipt Dates – Summary
102	PR_213_PO_BY_VENDOR_XLS	Purchase Order By Vendor
103	Procurement DW Model	Procurement Data Warehouse Framework Model
104	Procurement Financial Model	Procurement Operational (Transaction) Framework Model
105	Procurement Purchase Order Reporting Cube	eCAPS - Procurement Purchase Order - Reporting Cube
106	LSBE Quarterly Activity Summary Report	LSBE Quarterly Activity Report - Fiscal Year (Prior Fiscal Year)
107	LSBE Vendor Awards for Gross Revenue by Fiscal Year	LSBE Vendor Awards by Gross Revenue for Fiscal Year (Prior Fiscal Year)
108	LSBE Vendor Awards for No of Employees by Fiscal Year	LSBE Vendor Awards by No of Employees for Fiscal Year (Prior Fiscal Year)
109	LSBE Vendor Payments for Gross Revenue by Fiscal Year	LSBE Vendor Payments by Gross Revenue for Fiscal Year (Prior Fiscal Year)
110	LSBE Vendor Payments for No of Employees by Fiscal Year	LSBE Vendor Payments by No of Employees for Fiscal Year (Prior Fiscal Year)
111	LSBE_Awards_Fiscal_Year_w_QTY	LSBE - Vendor Award Activity for Fiscal Year (Prior Fiscal Year)
112	LSBE_Payments_Fiscal_Year_w_QTY	LSBE - Vendor Payment Activity for Fiscal Year (Prior Fiscal Year)
113	YTD	LSBE - Activity Summary (Prior Fiscal Year)
114	YTD Key Measures Detail Report - Certified	LSBE - Certified Activity Detail (Prior Fiscal Year)
115	YTD Key Measures Detail Report - NonCertified	LSBE - NonCertified Activity Detail (Prior Fiscal Year)
116	YTD_Expenditure_Object_Awards_LSBE	LSBE - Award Activity - Object (Prior Fiscal Year)

No.	Report ID	Report Name
117	YTD_Expenditure_Object_Payments_LSBE	LSBE - Payment Activity - Object (Prior Fiscal Year)
118	LSBE Certified Vendor Approvals by Fiscal Periods	LSBE Vendor Certifications (Run Quarterly)
119	LSBE Quarterly Activity Summary Report	LSBE Quarterly Activity Summary Report (Run Quarterly)
120	LSBE Vendor Awards for Gross Revenue by Fiscal Year	LSBE Vendor Award by Gross Revenue for Fiscal Year (Run Quarterly)
121	LSBE Vendor Awards for No of Employees by Fiscal Year	LSBE Vendor Award by No of Employees for Fiscal Year (Run Quarterly)
122	LSBE Vendor Payments for Gross Revenue by Fiscal Year	LSBE Vendor Payments by Gross Revenue for Fiscal Year (Run Quarterly)
123	LSBE Vendor Payments for No of Employees by Fiscal Year	LSBE Vendor Payments by No of Employees for Fiscal Year (Run Quarterly)
124	LSBE_Awards_Fiscal_Year_w_QTY	LSBE - Vendor Awards Activity - Fiscal Year (Run Quarterly)
125	LSBE_Payments_Fiscal_Year_w_QTY	LSBE - Vendor Payments Activity - Fiscal Year (Run Quarterly)
126	MTD	LSBE - Activity Summary - Month to Date (Run Quarterly)
127	MTD Key Measures Detail Report - Certified	LSBE - Certified Activity Detail - Month to Date (Run Quarterly)
128	MTD Key Measures Detail Report - NonCertified	LSBE - NonCertified Activity Detail - Month to Date (Run Quarterly)
129	MTD_Expenditure_Object_Awards_LSBE	LSBE - Award Activity - Object - MTD (Run Quarterly)
130	MTD_Expenditure_Object_Payments_LSBE	LSBE - Payment Activity - Object - MTD (Run Quarterly)
131	QTD	LSBE - Activity Summary - Quarter to Date (Run Quarterly)
132	QTD Key Measures Detail Report - Certified	LSBE - Certified Activity Detail - Quarter to Date (Run Quarterly)
133	QTD Key Measures Detail Report - NonCertified	LSBE - NonCertified Activity Detail - Quarter to Date (Run Quarterly)
134	QTD_Expenditure_Object_Awards_LSBE	LSBE - Award Activity - Object - QTD (Run Quarterly)
135	QTD_Expenditure_Object_Payments_LSBE	LSBE - Payment Activity - Object - QTD (Run Quarterly)
136	YTD	LSBE - Activity Summary - Year to Date (Run Quarterly)
137	YTD Key Measures Detail Report - Certified	LSBE - Certified Activity Detail - Year to Date (Run Quarterly)
138	YTD Key Measures Detail Report - NonCertified	LSBE - NonCertified Activity Detail - Year to Date (Run Quarterly)
139	YTD_Expenditure_Object_Awards_LSBE	LSBE - Award Activity - Object - YTD (Run Quarterly)
140	YTD_Expenditure_Object_Payments_LSBE	LSBE - Payment Activity - Object (Run Quarterly)
141	Z_Board_Report_Stats	LSBE Preference Program - Board Report (Run Quarterly)
142	LSBE_Model	LSBE Framework Model
143	Buyer Manager	Buyer Manager
144	LEED Related Master Agreements	LEED Related Master Agreements
145	MA Active Agreements List Price by Line	MA Active Agreements List Price by Line

No.	Report ID	Report Name
146	PO Accrural PO PRM Open	Encumbrance Detail
147	PO Approval Workflow Work List	PO Approval Workflow Work List
148	PO List by Vendor	PO List by Vendor
149	PO Processed for DHS by ISD	PO Processed for DHS by ISD
150	PR Payments by Vendors	PR Payments by Vendors
151	PR Proc Folder ID Docs	Procurement Folder and Documents
152	PR_001_DOC_TYPE_PO_STATUS_SMRY	Purchase Order Document Status - Report
153	PR_001_DOC_TYPE_RQ_STATUS_SMRY	Requisition Document Status - Report
154	PR_016 - Req 30 Day - BS Buyer Productivity	Requisitions - Award by Department & Buyer (BS Buyer Productivity)
155	PR_045B_ORD	Weekly Delegated PO Status-Cumulative
156	PR_048_PIPELINE - ALL	Ecaps Procurement Purchase Order Details
157	PR_048_PIPELINE - ALL Year End	Ecaps Procurement Purchase Order Details
158	PR_053 PL13176 - MH	Purchase Orders - MH
159	PR_104B - Billing Client Dept	PR_104B - Billing Client Dept
160	PR_124A - Discount Taken	Invoice Discount Taken
161	PR_207 Purchase Order Frieght Charges by FY	PR_207 Purchase Order Frieght Charges by FY
162	RQ Open Fund Org	RQ Open Fund Org
163	Total Remanufacture Toner Cartridge	Total Remanufacture Toner Cartridge
164	Vendor Disbursement	Vendor Disbursement
165	Commodity Dollar	Commodity Dollar
166	Contract Vendors by State	Contract Vendors by State
167	FASMA Vendors - Vendor List, Total Spent	FASMA Vendors - Vendor List, Total Spent
168	GAX Approvals	GAX Approvals
169	Inventory on Agreement	Inventory on Agreement
170	IS Delegated Documents by Unit Code	IS Delegated Documents by Unit Code
171	Procurement Users	Procurement Users
172	Purchase Order Error Message Text	Purchase Order Error Message Text
173	Purchase Orders for Service Commodities	Purchase Orders for Service Commodities
174	Solicitation Partisipation	Solicitation Partisipation
175	Vendor Address List - by Commodity	Vendor Address List - by Commodity
176	Vendor_Payments_summary	Vendor Payments Summary Report
177	YTD Key Measures Detail Report - Certified	YTD Key Measures Detail Report - Certified
178	Ad-Hoc Report - 2009 Vendors	2009 Vendors

No.	Report ID	Report Name
179	LSBE Vendor Awards for Gross Revenue by Fiscal Year - test	LSBE Vendor Award by Gross Revenue for Fiscal Year
180	LSBE Vendor Awards for No of Employees by Fiscal Year - test	LSBE Vendor Award by Number of Employees for Fiscal Year
181	Count Transaction types	Count Transaction types (Board Report - Dev)
182	LSBE Activity Detail Report with BP in Awards	LSBE Preference Program - Board Detail Report, With Blanket Payments added to Awards (Board Report - Dev)
183	LSBE Activity Detail Report with BP in Awards - LSBE Only	LSBE Preference Program - Board Detail Report - LSBE Only (Board Report - Dev)
184	LSBE Activity Detail Report with BP in Awards - LSBE Only with Vendor Name	LSBE Preference Program - Board Detail Report - LSBE Only with Vendor Name (Board Report - Dev)
185	LSBE Activity Detail Report without BP in Awards	LSBE Preference Program - Board Detail Report (Board Report - Dev)
186	LSBE Activity Detail Report without BP in Awards - LSBE Only	LSBE Preference Program - Board Detail Report - LSBE Only (Board Report - Dev)
187	LSBE Activity Summary Report with BP in Awards	LSBE Preference Program - Board Summary Report (Board Report - Dev)
188	LSBE Activity Summary Report with BP in Awards - LSBE Only	LSBE Preference Program - Board Summary Report - LSBE Only (Board Report - Dev)
189	LSBE Activity Summary Report with BP in Awards by Fiscal Year	LSBE Preference Program - Board Summary Report - Fiscal Year (Board Report - Dev)
190	LSBE Activity Summary Report with BP in Awards by Fiscal Year All Vendors	LSBE Preference Program - Board Summary Report - Fiscal Year All Vendors(Board Report - Dev)
191	LSBE Activity Summary Report with BP in Awards by Vendor - LSBE Only	LSBE Preference Program - Board Summary Report - LSBE Only (Board Report - Dev)
192	LSBE Activity Summary Report without BP in Awards	LSBE Preference Program - Board Summary Report - Without Blanket Payments added to Awards (Board Report - Dev)
193	LSBE Activity Summary Report without BP in Awards - LSBE Only	LSBE Preference Program - Board Report - Without Blanket Payments added to Awards (Board Report - Dev)
194	LSBE Activity Summary Report with BP in Awards - show Qtr All Vend	LSBE Preference Program - Board Summary Report, With Blanket Payments added to Awards, All Procurement Vendors(Board Report)
195	LSBE Activity Summary Report with BP in Awards - show Qtr lsbe only	LSBE Preference Program - Board Summary Report, With Blanket Payments added to Awards, LSBE Procurement Vendors only (Board Report)
196	LSBE Activity Summary Report without BP in Awards - show Qtr All Vend	LSBE Preference Program - Board Summary Report, Without Blanket Payments added to Awards, All Procurement Vendors(Board Report)
197	LSBE Activity Summary Report without BP in Awards - show Qtr LSBE only	LSBE Preference Program - Board Report, Without Blanket Payments added to Awards, LSBE Procurement Vendors only(Board Report)

No.	Report ID	Report Name
198	LSBE Preference Program Board Report - All Vendors	LSBE Preference Program - Board Report - All Vendors (Board Report - Dev)
199	LSBE Preference Program Board Report - LSBE Vendors	LSBE Preference Program - Board Report - LSBE Vendors (Board Report - Dev)
200	LSBE Quarterly Activity Summary Report - org	LSBE Quarterly Activity Report (Board Report)

Inventory Management Reports – eCAPS 3.9 Upgrade

No.	Report ID	Report Name
1	IN-OC04SLOITM	Slow Moving/Non Moving Item Reports
2	IN-OC11REEXP	Recall and Expiration Report
3	IN-OC14OUTLOW	Out of Stock/Low Stock Report
4	IN-OC19OPTRANOUT	Open Transfer Out Report
5	IN-OC25WHSEISSUES	Inventory Issues by Issuing Warehouse Report
6	IN-OC71IVNCAT	Item Catalog and Inventory Report Detail
7	IN-OC72WHSEINVAL	Warehouse Inventory Value Report
8	IN-OC73VENDPERF	Vendor Performance Report
9	IN-OC74OPENPO	Open Purchase Order Report
10	IN-OC75WHSEACTV	Warehouse Activity Report
11	IN-OC76AUDITHIST	Item History Report
12	IN-OC79UNITSUMM	Inventory Issues by Accounting Unit Summary Report
13	IN-OC80UNITDETAIL	Inventory Issues by Receiving Unit Detail Report
14	IN-OC82DOCCOUNT	Audit Report – Document Count
15	IN-OC83AUDITADJ	Audit Report – Adjustments
16	IN-OC84PROJDETAIL	Issues by Receiving Project Detail
17	IN-OC85WHSESTAFF	Warehouse Staff Workload
18	IN-OC33IREP	IREP Review Report – Warehouse
19	IN-OC77IREPMA	IREP Review Report – Purchasing
20	IN-OC86RCSHIPLOC	Receiving Form – Sort by Shipping Location (Non Stock Item Form)
21	IN-OC87RCSTOCK	Receiver Form - (RC) (Stock Items) *

DPW Reports – eCAPS 3.9 Upgrade

No.	Report ID	Report Name
1	AP-M-APMSR-1	ACCOUNT PAYABLE MONTHLY STATISTICS REPORT
2	AP-O-IAPR-1	INVOICE APPROVAL PRODUCTIVITY REPORT
3	AP-O-UVI-1	UNPAID VENDOR INVOICE REPORT
4	AP-O-UVI-2	UNPAID VENDOR INVOICE REPORT (30+ Days)
5	AP-Q-SFUUT-1 (GMTR007) (TOTAL GALLONS OF DIESEL FUEL AND UNLEADED FUEL PURCHASED)	SUMMARY OF FUEL USER USE TAX
6	AP-Q-SFUUT-1 (GMTR007) (TOTAL GALLONS OF DIESEL FUEL USED AND DIESEL FUEL USED OFF-HIGHWAY)	SUMMARY OF FUEL USER USE TAX
7	AP-Q-SFUUT-1 (GMTR007) DETAIL (TOTAL GALLONS OF DIESEL FUEL PURCHASED)	SUMMARY OF FUEL USER USE TAX
8	AP-Q-SFUUT-1 (GMTR007) DETAIL (TOTAL GALLONS OF DIESEL FUEL USED OFF-HIGHWAY)	SUMMARY OF FUEL USER USE TAX
9	AP-Q-SFUUT-1 (GMTR007) DETAIL (TOTAL GALLONS OF DIESEL FUEL USED)	SUMMARY OF FUEL USER USE TAX
10	AP-Q-SFUUT-1 (GMTR007) DETAIL (TOTAL GALLONS OF UNLEADED FUEL PURCHASED)	SUMMARY OF FUEL USER USE TAX
11	AP-O-SFUUT-1 (GMTR007) DETAIL ((TOTAL GALLONS OF UNLEADED FUEL USED OFF-HIGHWAY)	SUMMARY OF FUEL USER USE TAX
12	AR-D-TTCSTGR-1.000	TTC SCAN TRANSACTIONS GENERATED REPORT
13	AR-O-STTCTYE-1.000	SUSPENDED TTC SCAN TRANSACTIONS FOR YEAR END CLOSE
14	CA-M-PBDEF-1.001 (GFMR093)	POOL/BASE DEFINITIONS
15	AR-O-DSDR-1.000 (GDSR004)	Disaster Services Detail Report
16	FM-O-UFUVR-1.000	UNLEADED FUEL USAGE BY VEHICLE REPORT -DETAILS
17	GL-O-EDBPWLB-1.000 (RINVLABOR)	Expenditure Details by Project with Labor Breakdown
18	RM-O-BPDS-1.000 (GDTR054)	Billable Project Deposits - 2516 (Summary)

No.	Report ID	Report Name
19	TC-O-AARPD-1.000 (LDBS001)	AVERAGE ABSENTEEISM RATE PER DAY
20	AR-D-IHDI-1	INVOICE HOLD - DISPUTED INVOICES
21	AR-D-TTCSTGR-2	TTC SCAN LIQUIDATION TRANSACTIONS SENT AS OF TCC SENT DATE
22	AR-M-AUTOBLR-1 (GBLR008)	TTC SCAN LIQUIDATION TRANSACTIONS SENT AS OF CAL MONTH, CAL YEAR
23	AR-M-AUTOBLR-2 (GBLR008)	AUTOMATIC BILLING RECAPS FOR DRAW DOWN GROUP 'TS'
24	AR-M-AUTOBLRTS-2 (GBLR008)	AUTOMATIC BILLING RECAPS FOR DRAWDOWN GROUP 'TS' (WITH FUNCTION)
25	AR-M-BRPNTS-1 (DWPBIL03)	BILLING REPORT W/O TS - PROOF & POST
26	AR-M-BRPTSO (DPWBIL04)	BILLING REPORT, TS ONLY - PROOF & POST
27	AR-M-BSBDLO-1	BUILDING & SAFETY BILLING DETAIL (LABOR ONLY)
28	AR-M-DLRSPTO-1 (GBLR130)	LACDA DETAIL
29	AR-M-DLRSPTO-2 (GBLR131)	LACDA SUMMARY BY PROJECT AND TASK ORDER
30	AR-M-MANBILR-1 (GBLR011)	MANUAL BILLING RECAPS
31	AR-M-MDBR-1 (GBLR014)	MANUAL DETAIL BILLING
32	AR-M-MDBR-2 (GBLR014)	MANUAL DETAIL BILLING (LABOR SECTION GROUPED BY DIV UNIT)
33	AR-M-MDPVEN-1 (GFMR022)	MATERIAL DETAIL BY PROJECT, VEHICLE/EQUIPMENT NUMBER
34	AR-M-NPDI-1	NOTICE OF PAST DUE INVOICES (OVER 60 DAYS)
35	AR-M-PWSB-1	PROJECTS WITH SUSPENDED BILLING
36	AR-M-SDSPGPG-1 GDSR005	SUMMARY OF DISASTER SERVICES BY PROJECT GROUP, PROJECT GROUPING, FUND PROJECT NO.
37	AR-M-SDSPGPG-2 GDSR005	SUMMARY OF DISASTER SERVICES BY PROJECT GROUP, PROJECT GROUPING, FUND PROJECT NO.
38	AR-M-TSER-1	TRAFFIC SIGNAL EXPENDITURE RECAP
39	AR-O-ACSAR-1	EXPENDITURE DTAILS - ACTUAL COST SALARY
40	AR-O-BSFDG-1	BUDGET STRUCTURE FOR DRAWDOWN GROUP
41	AR-O-BSFDG-1-CHARGES	BUDGET STRUCTURE FOR DRAWDOWN GROUP
42	AR-O-BSFDG-1-DETAIL	BUDGET STRUCTURE FOR DRAWDOWN GROUP
43	AR-O-BSPMP-1	BUDGET STRUCTURE FOR PROJECT, MAJOR PROJECT
44	AR-O-BSPMP-1-CHARGES	BUDGET STRUCTURE FOR DRAWDOWN GROUP
45	AR-O-BSPMP-1-DETAIL	BUDGET STRUCTURE FOR PROJECT, MAJOR PROJECT
46	AR-O-CIH-1 (GBLR050)	CUSTOMER INVOICE HISTORY
47	AR-O-CPDER-1	CUSTOMER PROJECT DEPOSIT INFORMATION (CUSTP) EXCEPTION
48	AR-O-DCRSPGP-1(CDBG)	CDBG EXPENDITURE- ACTUAL COST SALARY
49	AR-O-DSDR-1 (GDSR004)	DIASTER SERVICES DETAIL
50	AR-O-FEMAOR-1 (FSFEMAPER)	FEMA/OES REIMBURSABLE

No.	Report ID	Report Name
51	AR-O-FEMAER-1 (FSFEMA02)	FEMA ELIGIBLE REPORT
52	AR-O-INVAGE-1	INVOICE AGING REPORT
53	AR-O-INVAGE-1C	CITY INVOICE AGING REPORT
54	AR-O-INVAGE-1 CEO	CITY INVOICE AGING REPORT
55	AR-O-MCEDR-1	DETAIL EXPENDITURE REPORT
56	AR-O-MCESR-1 NP	DETAIL EXPENDITURE REPORT
57	AR-O-MCESR-1	SUMMARY REPORT
58	AR-O-MCICC-1	INDIRECT COST CALCULATION REPORT
59	GL-O-MCEDR-1	EXPENDITURE DETAILS REPORT
60	AR-O-MDBCP02-1(GBLR070-CP02)	MANUAL BILLING DETAIL REPORT - CAPITAL/eCAPS PROJECTS (DETAIL)
61	AR-O-MDBCP02-3 (GBLR070-CP02) DSO	MANUAL DETAIL BILLING REPORT- CAPITAL ECAPS/PROJECT (DETAIL)
62	AR-O-MDBCP04-1(GBLR070-CP04)	MANUAL DETAIL BILLING - CAPITAL/ECAPS PROJECT DETAIL
63	AR-O-MDBCP04-3 (GBLR070-CP04) DSO	MANUAL DETAIL BILLING REPORT- CAPITAL ECAPS/PROJECTS (DETAIL)
64	AR-O-MDBCP05-1 (GBLR070-CP05)	Manual Detail Billing Report - MANUAL DETAIL BILLING - CAPITAL/ECAPS PROJECT DETAIL
65	AR-O-MDBCP05-3 (GBLR070-CP05) DSO	MANUAL DETAIL BILLING REPORT- CAPITAL ECAPS/PROJECTS (DETAIL)
66	AR-O-MDBCP06-1 (GBLR070-CP06)	MANUAL DETAIL BILLING - CAPITAL/ECAPS PROJECT DETAIL
67	AR-O-MDBCP06-3 (GBLR070-CP06) DSO	MANUAL DETAIL BILLING REPORT- CAPITAL ECAPS/PROJECTS (DETAIL)
68	AR-O-MDBCP07-1(GBLR070-CP07)	MANUAL DETAIL BILLING - CAPITAL/ECAPS PROJECT DETAIL
69	AR-O-MDBCP07-3 (GBLR070-CP07) DSO	DETAIL BILLING REPORT- CAPITAL ECAPS/PROJECTS (DETAIL)
70	AR-O-MDBCP08-1(GBLR070-CP08)	MANUAL DETAIL BILLING - CAPITAL/ECAPS PROJECT DETAIL
71	AR-O-MDBCP08-3 (GBLR070-CP08) DSO	MANUAL DETAIL BILLING REPORT- CAPITAL ECAPS/PROJECTS (DETAIL)
72	AR-O-PROJRPT-1	PROJECT SETUP
73	AR-O-RMB-1 (GBLR071)	RECAP OF MANUAL BILLING
74	AR-O-TBALFND-1	TRIAL BALANCE BY FUND REPORT (BS ACCT ONLY)
75	AR-O-TOCPBR-1 (USERCD1CL)	TASK ORDER CLASS/PROJECT BILLING RATE
76	AR-O-TSSR-1 (GTLR002)	TRAFFIC SIGNAL SUMMARY RECAP
77	AR-O-VARRPT-1 (Variance Report - AUTOBILL)	VARIANCE TOTAL (AUTOMATIC BILLING)
78	AR-O-VARRPT-2 (Variance Report-TSBILL)	VARIANCE TOTAL (TRAFFIC SIGNAL BILLING)
79	BD-M-DDBWBPE-1 (GFMR001)	DEPUTY DIRECTOR REPORT - BRANCH WORKING BUDGET TO PRELIMINARY EXPENDITURE
80	BD-M-DDDFFO-1 (GFMR205)	DEPUTY DIRECTOR REPORT - BY DIVISION/FUND/FUNCTION/OBJECT

No.	Report ID	Report Name
81	BD-M-DDDFGOP-1 (GFMR059)	DEPUTY DIRECTOR REPORT - BY DIVISION//FUNCTION/GRC/OBJECT/PROJECT
82	BD-M-DDDFO-1 (GFMR203)	DEPUTY DIRECTOR REPORT - BY OCA/SECTION/OBJECT LEVEL 3
83	BD-M-DDDGO-1 (GFMR202)	Deputy Director Report - By OCA/Object Level 3
84	BD-M-DDEUTG-1 (GFMR060B)	EXPENDITURES BY UNIT, TASK ORDER, OBJECT TYPE
85	BD-M-DDFDFGO-1 (GFMR207)	Deputy Director Report - By Fund/Division/Function/GRC/Object
86	BD-M-DDFDG-1 (GFMR017)	Deputy Director Report - By Fund, By OCA
87	BD-M-DDFDO-1 (GFMR217)	Deputy Director Report - By Fund/Division/Object
88	BD-M-DDGFBU-1 (GFMR218)	DEPUTY DIRECTOR REPORT - GENERAL FUND BUDGET UNITS
89	BD-M-DDGFBUD-1 (GFMR219)	DEPUTY DIRECTOR REPORT - GENERAL FUND BUDGET UNITS, BY OCA
90	BD-M-DDSFFO-2 (GFMR205B)	Deputy Director Report - By Section/Fund/Function/Object
91	BD-M-DDSO-1 (GFMR202B)	DEPUTY DIRECTOR REPORT - BY OCA/SECTION/OBJECT LEVEL 3
92	BD-M-DDUTG-1 (GFMR060B)	EXPENDITURES BY UNIT, TASK ORDER, OBJECT TYPE
93	BD-M-DEFFUP-1 (GBDR016)	DIVISION EXPENDITURES BY FUND, FUNCTION, UNIT , PROJECT
94	BD-M-DEUFFP-1 (GBDR015)	DIVISION EXPENDITURES BY UNIT, FUND, FUNCTION, PROJECT
95	BD-M-DEUFFP-2 (GBDR015B)	DIVISION EXPENDITURES BY SECTION, UNIT, FUND, FUNCTION, PROJECT
96	BD-M-EEUFG-1 (GFMRDTL)	ENCUMBRANCE AND EXPENDITURES BY UNIT, FUND, OBJECT TYPE
97	BD-M-EPFFGUO-1 (GFMR024)	PROJECT EXPENDITURES BY PROJECT, FUND, FUNCTION, OBJECT TYPE, UNIT, OBJECT
98	BD-M-EPUTO-1 (GFMR020)	EXPENDITURES BY PROJECT, UNIT, TASK ORDER
99	GL-M-PEFOCFP-1 (GFMR089)	PROJECT EXPENDITURES BY FUND, OBJECT CATEGORY, FUNCTION, PROJECT, OBJECT
100	BD-M-SREFGF-1 (GRSR090.001)	STATE REPORT: EXPENDITURES BY FUND GROUP BY FUND
101	BD-M-SREFGF-2 (GRSR090.002)	STATE REPORT: SUMMARY BY FUND GROUP BY FUND
102	BD-M-SREPSSR-1 (GRSR092)	STATE REPORT: EXPENDITURES BY PROVIDE/STATE SUB-REPORTING
103	BD-M-SREPSSR-2 (GRSR092)	STATE REPORT: EXPENDITURES BY PROVIDE/STATE SUB-REPORTING
104	BD-M-SRNRE-1 (GRSR097)	STATE REPORT: NON-ROAD EXPENDITURES AND AMOUNT BILLED FOR NON-ROAD WORK
105	BD-O-FEAR-1	FUND ENCUMBRANCE AGING
106	GL-O-CFLWDET-1 (FSCH001B)	DETAILS OF CASH FLOW TRANSACTION

No.	Report ID	Report Name
107	GL-O-CFLWSUM-1 (FSCH001A)	SUMMARY OF CASH FLOW TRANSACTION
108	BD-O-DSOSR-1 (DSO Status)	DSO STATUS REPORT
109	CA-M-CAPFR-1 (FSCA001)	COST ALLOCATION PROOF RUN
110	CA-M-CAPORR-1 (FSCA004)	COST ALLOCATION POST RUN RECONCILIATION
111	CA-M-CAPRIEP-1	COST ALLOCATION
112	CA-M-CAPRR-1 (FSCA003)	COST ALLOCATION PROOF RUN RECONCILIATION
113	CA-M-CAPRS-1 (FSCA005)	COST ALLOCATION PROOF RUN SUMMARY
114	CA-M-SCCMPC-1 (GCBR026)	SUMMARY OF CHARGEBACK CLASS BY MONTH BY POSTING CODE = D025
115	CA-O-CAA-1 (FSCA006)	COST ALLOCATION ANALYSIS
116	CP-O-DWNLOAD-1	Project Management Report
117	CP-O-MDBCP02-2(GBLR070A-CP02)	MANUAL BILLING DETAIL - CAPITAL/ECAPS PROJECT (DETAIL)
118	CP-O-MDBCP02-3 (GBLR070-CP02) DSO	MANUAL DETAIL BILLING REPORT - CAPITAL/eCAPS PROJECT (DETAIL)
119	CP-O-MDBCP04-2(GBLR070A-CP04)	MANUAL BILLING DETAIL - CAPITAL/ECAPS PROJECT (DETAIL)
120	CP-O-MDBCP04-3 (GBLR070-CP04) DSO	MANUAL DETAIL BILLING REPORT - CAPITAL/eCAPS PROJECT (DETAIL)
121	CP-O-MDBCP05-2 (GBLR070A-CP05)	MANUAL BILLING DETAIL - CAPITAL/ECAPS PROJECT (DETAIL)
122	CP-O-MDBCP05-3 (GBLR070-CP05) DSO	MANUAL DETAIL BILLING REPORT - CAPITAL/eCAPS PROJECT (DETAIL)
123	CP-O-MDBCP06-2 (GBLR070A-CP06)	MANUAL BILLING DETAIL - CAPITAL/ECAPS PROJECT (DETAIL)
124	CP-O-MDBCP06-3 (GBLR070-CP06) DSO	MANUAL DETAIL BILLING REPORT - CAPITAL/eCAPS PROJECT (DETAIL)
125	CP-O-MDBCP07-2(GBLR070A-CP07)	MANUAL BILLING DETAIL - CAPITAL/ECAPS PROJECT (DETAIL)
126	CP-O-MDBCP07-3 (GBLR070-CP07) DSO	MANUAL DETAIL BILLING REPORT - CAPITAL/eCAPS PROJECT (DETAIL)
127	CP-O-MDBCP08-2(GBLR070A-CP08)	MANUAL BILLING DETAIL - CAPITAL/ECAPS PROJECT (DETAIL)
128	CP-O-MDBCP08-3 (GBLR070-CP08) DSO	MANUAL DETAIL BILLING REPORT - CAPITAL/eCAPS PROJECT (DETAIL)
129	CP-O-MDBPMF1-2	MANUAL DETAIL BILLING REPORT
130	CP-O-MDBPMF1-3	MANUAL DETAIL BILLING REPORT
131	CP-O-MDBPMF2-2	MANUAL DETAIL BILLING REPORT
132	CP-O-MDBPMF2-3	MANUAL DETAIL BILLING REPORT
133	EM-M-ICRAER-1 (GISR003)	INDIRECT COST RATE ANALYSIS
134	EM-M-IEPGGOD-1 (GLDR061)	INDIRECT EXPENDITURES BY PROJECT GROUPING, GRC, OBJ/DEPT OBJ
135	EM-M-MI-1(FSMI001A)	MATERIAL ISSUED

No.	Report ID	Report Name
136	EM-M-MR-1(FSMR001A)	MATERIAL RETURNED
137	EM-O-LEBT-1	LABOR EXPENDITURES FOR BILLING TYPES CP04, CP06, CP07, CP08
138	EQ-O-WCR-1	WORK CHECKING
139	FA-M-MDR-1 (FSMDR01)	METOR DISCREPANCY
140	FA-O-ASSETS-1	ASSETS BY CUSTODIAN
141	FA-O-EUEDPSD-1	EQUIPMENT USAGE BY EQUIPMENT ID, DOCUMENT PHASE, SERVICE DATE
142	FA-O-IAFAGC-1	INFRASTRUCTURE ASSET PAYMENT BY FUND AND BY FIXED ASSET GROUP CLASS
143	FA-O-IAFAGC-1 (GASBIAPIC)	INFRASTRUCTURE ASSETS AND PAYMENT PER ASSET FIXED ASSET GROUP FUND AND CLASS
144	FA-O-ICEFS-1 (GASBINQ1)	INFRASTRUCTURE ASSET PAYMENT BY FUND AND BY FIXED ASSET GROUP CLASS
145	FA-O-ROWIAGC-1 (GASBIAP1D)	RIGHT OF WAY AND INFRASTRUCTURE ASSETS BY FIXED ASSET GROUP CLASS BY FUND
146	FM-O-UFUR-1 (Unleaded Fuel Usage – Details)	UNLEADED FUEL USAGE - DETAILS
147	FM-O-UFUR-2 (Unleaded Fuel Usage – Summary)	UNLEADED FUEL USAGE REPORT - SUMMARY
148	FM-O-UPED-1 (Unleaded Permits Expiring in xx Days)	UNLEADED PERMITS EXPIRING IN XX DAYS
149	GL-D-ATPIFAC-1	ACCOUNTING TRANSACTIONS POSTED AGAINST INVALID FUND/ACTIVITY COMBINATION
150	GL-D-ATPIFAC-2	ACCOUNTING TRANSACTIONS POSTED AGAINST INVALID FUND/ACTIVITY COMBINATION
151	GL-D-ATPIFAC-3	ACCOUNTING TRANSACTIONS POSTED AGAINST INVALID FUND/ACTIVITY COMBINATION
152	GL-D-FDBALAVL-1 (GFMR045)	FUND BALANCE AVAILABLE
153	GL-D-PWIFAC-1	ROJECTS SET-UP WITH INVALID FUND/ACTIVITY COMBINATION
154	GL-M-DEIIMOC-1 (GFMR111A)	DEPARTMENT, eCAPS MODIFICATION, IT, AND INFRASTRUCTURE MAPPING OVERHEAD CHARGES
155	GL-M-DEIMOCR-1 (GFMR112A)	DEPARTMENT, eCAPS MODIFICATION, ITD, AND INFRASTRUCTURE MAPPING OVERHEAD CHARGES & REVENUE SUMMARY
156	GL-M-EXRVPGP-1 (BJPR003)	FUND B04 (ISF) YTD EXPENDITURE AND REVENUE BY PROJECT GROUPING BY PROJECT
157	GL-M-ISFICR-1 (FISF01)	ISF INDIRECT COSTING REPORT
158	GL-M-LEBFCPD-1 (BLDR083)	LABOR AND EMPLOYEE BENEFITS FOR FULL COAST PROJECTS (1ST PART OF THE REPORT)
159	GL-M-LEBFCPS-1 (BLDR085)	LABOR AND EMPLOYEE BENEFITS FOR FULL COST PROJECTS (1ST PART OF THE REPORT)
160	GL-O-EDBPFMP-1 (RINV MULT PROJECT)	NEW REPORT TITLE = EXPENDITURE DETAILS BY PROJECT FOR MULTIPLE PROJECTS
161	GL-O-EDBU-1 (RINV by Unit)	NEW REPORT TITLE = EXPENDITURE DETAILS BY UNIT
162	GL-O-EDPGF-1 (GDSR006B)	EXPENDITURE DETAIL BY PROJECT GROUPING BY FUND
163	GL-O-EDPGFFP-1 (GDSR006E)	EXPENDITURE DETAL BY PROJECT GROUPING BY FUND BY FUNCTION BY PROJECT

No.	Report ID	Report Name
164	GL-O-EDPGFG-1 (GDSR006C)	EXPENDITURE DETAIL BY PROJECT GROUPING BY FUND BY GRC
165	GL-O-EDPGFOT-1 (GDSR006J)	EXPENDITURE DETAIL BY PROJECT GROUPING BY FUND FOR OVERTIME (701, 703, 704, 747)
166	GL-O-EDPGUF-1 (GDSR006G)	EXPENDITURE DETAIL BY PROJECT GROUPING BY UNIT BY FUND
167	GL-O-EDPGUG-1 (GDSR006H)	EXPENDITURE DETAIL BY PROJECT GROUPING BY GRC
168	GL-O-EDPGUOT-1 (GDSR006F)	EXPENDITURE DETAIL BY PROJECT GROUPING BY UNIT FOR OVERTIME (701, 703, 704, 747)
169	GL-O-ENCDSBD-2 (EDS7070)	ENCUMBRANCE DOCUMENT STATUS
170	GL-O-ETAI-1	EXPENDITURE TRANSACTION ANALYZER INQUIRY
171	GL-O-OPOP-1	OPEN PURCHASE ORDERS FOR PROCUREMENT
172	GL-O-PEXPDP-1 (RINV Plus)	PROJECT EXPENDITURE DETAIL BY PROJECT
173	GL-O-PEXPDP-1 (RINV Plus) Excel 2002 version	PROJECT EXPENDITURE DETAIL BY PROJECT
174	GL-O-PMD1DL-1	eCAPS MONTHLY DOWNLOAD
175	GL-O-PMD1DL-2	eCAPS MONTHLY DOWNLOAD
176	GL-O-RMDPMR-1 (ROAD MAINT DIV)	ROAD MAINTENANCE DIVISION - PROGRAM MANAGEMENT
177	HR-Y-MBCY-1 (Mileage by Cal Year)	MILEAGE BY CALENDAR YEAR
178	Leave Balance CIO ITD	LEAVE BALANCE FOR CIO/ITD DIVISION
179	MM-O-POAPR-1	PURCHASE ORDER APPORVAL PRODUCTIVITY REPORT
180	MM-O-PORER-1	PURCHASE ORDER/REQUISITION EXCEPTION
181	MM-O-TPOP-1	TOTAL PURCHASE ORDERS PROCESSED
182	PP-O-OPOBDB-1	OPEN PURCHASE ORDERS BY DPW BUYER
183	PP-O-ORBB-1	OPEN REQUISITIONS BY BUYER
184	RM-D-TARRL-1	TRUST AND REVENUE REFUND LOG - RECORD OF FUNDS
185	RM-O-BPD-1 (GDTR054A)	BILLABLE PROJECT DEPOSITS
186	RM-O-BPDCP-1 (GDTR054F)	BILLABLE PROJECT DEPOSITS WITH CLOSED PROJECT - 2516 (DEPOSIT)
187	RM-O-CASHDEP-1 (MCD1)	CASH DEPOSIT
188	RM-O-RDPR-1 (Revenue Detail)	REVENUE DETAIL BY PROJECT
189	RM-O-TD-1 (GDTR054C)	TRUST DEPOSIT (DETAIL)
190	RM-O-TDS-1 (GDTR054D)	TRUST DEPOSITS (SUMMARY
191	RM-O-TFDRDR-1	TRUST FUND DEPOSIT DETAIL
192	RM-O-TFDRSR-1	TRUST FUND STATUS
193	SR-O-ESR-1	Employee Security Roles (eCAPS Financial)
194	SR-O-ESR-2	EMOPLOYEE SECURITY ROLES
195	SR-Q-PPAR-1	PAYROLL PAYOFF AUDIT
196	TC-M-MAR-1	MANAGEMENT ATTENDANCE REPORT
197	TC-O-ACUM-1	ADJUSTMENTS/CORRECTIONS BY UNIT BY MONTH

No.	Report ID	Report Name
198	TC-Q-AOCU-1 (GLDR103A)	AVERAGE OVERTIME AND CALLBACK USAGE
199	TC-O-AOTHCPC-1	ACTUAL OT HOURS BY CEO PROJECTION CATEGORIES
200	TC-O-EHVR-1 (LDR360)	DIFFERENCE BETWEEN ASSIGNMENT HOURS AND REPORTED TIME
201	TC-O-ESRTC-1	EMPLOYEE SECUITY REPORT - TIME COLLECTION
202	TC-O-ESRTC-2	EMPLOYEE SECURITY
203	TC-O-FLBE-1 (FAM-LEAVE)	FAMILY LEAVE BY EMPLOYEE
204	TC-O-NPA-1 (LDSR100)	NO PAY ABSENCES - MONITOR AWOP EMPLOYEES
205	TC-O-NSTVBUE-1 (GLDR103)	NON STANDARD TIME WORKED BY SELECTED VARIANCE/BONUS CODE BY UNIT/EMPLOYEE
206	TC-O-PROXY-1	PROXY
207	TC-O-SORD-1 (OT)	SUMMARY OVERTIME REPORT BY DIVISION
208	TC-O-SOTRDOH-1 (LDMR101)	SUMMARY OVERTIME BY DIVISION OVER XXX HOURS
209	TC-O-SOTREOH-1 (LDMR101-CA)	SUMMARY OVERTIME BY EMPLOYEE OVER XXX HOURS
210	TC-O-SOTREOH-2 (LDMR101-CAB)	SUMMARY OVERTIME BY EMPLOYEE OVER XXX HOURS
211	TC-S-TADJR-1	TIMESHEET ADJUSTMENT REPORT - TIMESHEET ADJUSTMENTS CREATED BY PROXIES
212	TC-S-TADJR-2	TIMESHEET ADJUSTMENT REPORT - TIMESHEET ADJUSTMENTS CREATED BY PROXIES

Grants Lifecycle Management Reports – eCAPS 3.9 Upgrade

No.	Report ID	Report Name
1	GM-ODRGMTACTA	Active Grants by Agency
2	GM-ODGRMTACTSD	Active Grants by Supervisorial District
3	GM-ODGRMTAMEND	Grants Amendments
4	GM-ODGRMTBDLTR	Grants Board Letters
5	GM-ODGRMTCLSD	Grants Closed
6	GM-ODGRMTTNR	Grants Notification and Response
7	GM-ODGRMTOR	Grants Opportunity Report
8	GM-ODGRNTINV	Grants Inventory
9	GM-QDACGTSBU1	Active Grants by Unit
10	GM-QDAPA	Applications Pending Award
11	GM-QDAPSR	Application Success Rate
12	GM-QDGC	Grants Closed
13	GM-QDGS	Grants Summary
14	GM-QDSASBU	Single Audit Summary by Unit

Disbursements Reports - Payment Accounting Consolidation Modification

No.	Report ID	Report Name
1	CA-MPPBV1	Project Payments by Vendor
2	AP-DWSHC1	Warrant Special Handling – by Bank Code
3	AP-DBPER1	Bank Check Exception
4	AP-DLPAY1	Daily Large Payments
5	AP-DSTAT1	Bank Code Statistic – Daily
6	AP-DCASH1	Daily Cash Management Summary Report
7	AP-DSPFD1	Schedule and Parameters for Disbursement Control
8	AP-DSPCT1	Stop Payments Tracking Report
9	AP-DNFPR1	Non-Finalized Payment Request Documents
10	AP-OCLLSTLWS1	Stale Dated Warrants Summary
11	AP-MADCW1	Average Days to Clear Issuances Report
12	AP-OCLLCNLWRS1	Warrant Cancellation Summary
13	AP-ODSTLWD1	Stale Dated Warrants Detail
14	AP-DCLLSTLWS1	Stale Dated Warrants Summary
15	AP-DCZDAMT	Zero Dollar Amount
16	AP-WCWFDW	Weekly Future Dated Warrant
17	AP-WDCNLWRD1	Department Warrant Cancellation Detail - XX (two digits dept code)
18	AP-WDCNLWRS1	Department Warrant Cancellation Summary - XX (two digits dept code)
19	AP - DCBOAIC1	BankofAmerica Daily Issue/Cancel Bank Transmission Summary
20	AP-DCBOADDPP1	Bank of America Daily Direct Deposit Prenote/Payment Transmission Summary
21	AP-DCBOAPDDEX1	Bank of America Daily Prenote & Direct Deposit Exception Summary
22	AP-DCBOAWMDD1	Bank of America Welfare Field Manual Disbursement Detail
23	AP-DCBOAWPDS1	Bank of America Daily Warrant Paid Summary
24	AP-DCBOAWSTP1	Bank of America Daily Warrant Stop Payment Summary
25	SQL-1	Print Recon Report
26	SQL-2	Payment Recon Report
27	SQL-3	Failed to Load Report
28	SQL-4	Daily Mismatch Report
29	SQL-5	GAX-PRM Close Rpt 1
30	SQL-6	cancel rpt2_ABS
31	SQL-7	cancel rpt2_PRM
32	SQL-8	cancel rpt2_PYRL
33	SQL-9	Encumbrance
34	SQL-10	MD Adjustment Report - Phase 1
35	SQL-11	MD Adjustment Report - Phase 2
36	SQL-12	MD Adjustment Report - Phase 3
37	SQL-13	AD - MD Cancellations
38	SQL-14	PRMT
39	SQL-15	PRMT Vendor List

No.	Report ID	Report Name
40	SQL-16	Disb Statistics
41	SQL-17	AD Post
42	SQL-18	MD Post

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Appendix G-10 – Business Processes

This Appendix is not applicable to eCAPS Phase IV – Subproject 10.

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Appendix H-10 – System Performance

No changes required to this appendix for eCAPS Phase IV – Subproject 10.

Please refer to Appendices H and H-4 of eCAPS Project Contract 74797.

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Appendix I-10 – Subproject Architecture and Schematic

No changes required to this appendix for eCAPS Phase IV – Subproject 10.

Please refer to Appendices I and I-4 of eCAPS Project Contract 74797.

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Appendix J-10 – Configurations and Customizations

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Modification = Software modification using built-in Advantage Design Studio toolset (Versata)
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

Reference Number		Business Requirements	Final Disposition	Comments
Enterprise Content Management (ECM)				
EMC	1.00	Provide the ability to automatically import metadata for the County's existing file attachments into Documentum.	Customization	The County is currently using a Centera device to store Advantage file attachments. As part of the release 3.9 upgrade the file attachments will remain in the Centera storage device and the County will make use of Documentum to manage the file attachments in Centera - (Chronical ID and the data about an attachment). The County will obtain support from EMC to map the Centera file attachments (CLIP ID) to a Documentum (Chronical ID). A new Advantage data conversion process is needed to populate Documentum with data about the existing File Attachments, such as PO #, Invoice #, and Vendor Code. The design for the new batch job will assume that crosswalk data is available with three columns for Chronical ID, old CLIP ID, and newCLIP ID. The new Advantage batch job will read the attachment IDs from this crosswalk and import the data about the attachment from Advantage to Documentum using the existing web services. Note the old CLIP ID is already stored in advantage on the IN_OBJ_ATT_STOR table.

Reference Number		Business Requirements	Final Disposition	Comments
Payment Accounting Consolidation Modification				
CW	1.00	Provide a disbursement process that does not post detail accounting entries on the accounting journal for high-volume disbursements, such as Foster Care Auto Disbursements, but rather generate a summary Journal Voucher to record the accounting impact. The new disbursement process should leverage the existing Advantage document model as to not impact downstream interfaces and reports. Provide the ability to reconcile the summary Journal Voucher with the detail disbursement documents. Provide the detail 1099 Journal transactions for each disbursement.	Customization	**Current Process:** The generates detailed acounting journal entries for approximately seven high-volume interface files. These high-volume interface files contribute up to 8 million journal records a year. The large volume of records in the accounting journal impacts the performance of outbound interfaces and reports. **Envisioned Process:** The accounting distribution specified on the high-volume interfaces are relatively the same and should be summarized into fewer journal records prior to posting to the journals. **Modification Description:** Departments with high-volume payment request interface files, e.g. - Foster Care, would specify a new non-accounting event type on the payment request document. The Automated Disbursement Chain Job for non-accounting payment requests will generate AD/EFT documents with non-accounting event types and would not post to the journals . A new Disbursement Summary Journal batch job will run immediately after Automated Disbursement Chain Job to summarize the accounting lines for the non-accounting event type and generate a summarized Journal Voucher. A new System Assurance process will reconcile the total amount of the non-accounting payment requests and disbursement documents with the summary journal voucher. A new 1099 Journal batch process will post cash entries to the 1099 Journal for each disbursement document to support 1099 reporting by vendor.

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Appendix K-10 – Training Volumes

No changes required to this appendix for eCAPS Phase IV – Subproject 10.

Please refer to Appendices K and K-4 of eCAPS Project Contract 74797.

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Appendix L-10 – Legacy Reports

No changes required to this appendix for eCAPS Phase IV – Subproject 10.

Please refer to Appendices L and L-4 of eCAPS Project Contract 74797.

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Appendix M-10 – Subproject Assumptions

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Appendix M-10 – Subproject Assumptions

1 Introduction

The assumptions in this Appendix M-10 are provided to describe the basis on which CGI has relied to draft the scope, timing, resources, roles and responsibilities for the eCAPS Phase IV - eCAPS Financial & BP Upgrade Subproject 10. For purposes of this Appendix M-10, the eCAPS Financial & BP Upgrade Subproject 10 encompasses the following AMS Advantage 3.9 modules:

- AMS Advantage Financial;
- AMS Advantage Procurement (Professional and Vendor);
- AMS Advantage Inventory Management;
- AMS Advantage Asset Management;
- AMS Advantage Grant Lifecycle Management;
- AMS Advantage Performance Budgeting; and
- AMS infoAdvantage - Data Warehouse and ETL.

The assumptions represent and provide further clarification of Exhibit A-10 (Statement of Work (SOW)) Narrative, Appendix A-10 (Deliverables Definition), Appendix B-10 (Project Plan) and Exhibit B-10 (Schedule of Payments). These assumptions are intended to establish a clear understanding between the County and CGI, thereby, providing understanding and clarity throughout project execution.

The Context Diagram attached as Attachment M-10 to this Appendix M-10 (Subproject Assumptions) depicts the assigned responsibilities of the County and CGI. The SOW Narrative and Deliverables Definition further describe the Tasks, Work Products, and Deliverables to be completed by CGI for the eCAPS Phase IV - eCAPS Financial & BP Upgrade Subproject 10. In order for Subproject 10 to be successful, CGI must perform these tasks in partnership with the County and the County must complete reciprocal Tasks, Work Products, and Deliverables as depicted in Attachment M-10 (Context Diagram), as described in this Appendix M-10, and outlined in Appendix B-10 (Project Plan).

Any changes to the assumptions listed below will need to go through the Change Control approval process.

The Subproject 10 assumptions in this Appendix are aligned with the corresponding SOW sections as follows:

- Implementation Methodology (SOW Section I);
- Project Management (SOW Section II);

- Software Application (SOW Section III);
- Business Requirements (SOW Section IV);
- Data Warehouse and Reporting (SOW Section V);
- Technical (SOW Section VI);
- Change Management (SOW Section VII); and
- Maintenance and Support (SOW Section VIII).

2 Implementation Methodology (SOW Section I)

a. The Implementation Methodology section of the SOW provides an overview of the CGI standard implementation methodology that CGI will use to complete the software upgrade implementation activities for the County's eCAPS Financial and Budget Preparation systems. It describes in narrative form the Tasks, Work Products, and Deliverables to be completed by CGI within each of the three implementation phases: Envision, Create and Achieve.

b. CGI's assumptions for the County's responsibilities for the Envision, Create and Achieve phases are provided below. Additional implementation-related assumptions are provided under Section VII – Change Management.

c. CGI's overall assumption is that the eCAPS Phase IV - eCAPS Financial & BP Upgrade Subproject 10 will be performed in total as described in the SOW for Subproject 10.

d. The County acknowledges that regulatory compliance involves a number of legal interpretations and is its responsibility. CGI assumes that the County will provide in-house legal expertise to articulate and evaluate system configuration options during the implementation.

e. The custom software modifications for eCAPS Financial and Budget Preparation systems implemented during eCAPS Phases I, II, and III will be applied to the applicable AMS Advantage 3.9 software components under the Platinum Support Services agreement between CGI and the County.

2.1 Envision: Stage 1, eCAPS Financial Upgrade (Project Plan Task 2.1)

a. The County and CGI will assess the level of effort to implement new Financial 3.9 functionality (excluding ECM Integration) and will determine whether to implement as part of the eCAPS Financial 3.9 Upgrade initiative. Depending on the level of effort and responsibility to implement the new 3.9 functionality, a Change Notice may be required to secure additional CGI support.

b. Appendix D-10 provides the list of known eCAPS Financial Interfaces. If any additional interfaces are identified, the County will be responsible for analyzing those interfaces for 3.9 upgrade impacts.

c. Appendix F-10 provides the list of known eCAPS Financial Reports. If any additional reports are identified, the County will be responsible for analyzing those reports for 3.9 upgrade impacts. County will be responsible for identifying and analyzing impacts for DPW FAS Replacement Reports, Cubes and Cube Queries.

d. The County will be responsible for updating the Technical Specification Document to include the hardware and system software changes required for the eCAPS Financial upgrade.

e. The County will provide CGI access to the source code for the interfaces identified in Appendix D-10 and Reports identified in Appendix F-10. CGI will use the source code in the upgrade analysis to identify updates.

2.2 Envision: Stage 2, Budget Preparation Upgrade (Project Plan Task 3.1)

a. The County and CGI will assess the level of effort to implement new Performance Budgeting 3.9 functionality and will determine whether to implement as part of the eCAPS Budget Preparation 3.9 Upgrade initiative. Depending on the level of effort and responsibility to implement the new 3.9 functionality a Change Notice may be required to secure additional CGI support.

b. Appendix D-10 provides the list of known eCAPS Budget Preparation Interfaces. If any additional interfaces are identified the County will be responsible for identifying and analyzing those interfaces for 3.9 upgrade impacts.

c. Appendix F-10 provides the list of known eCAPS Budget Preparation Reports. If any additional reports are identified the County will be responsible for identifying and analyzing those reports for 3.9 upgrade impacts.

d. The County will be responsible for updating the Technical Specification Document to include the hardware and system software changes required for the Budget Preparation software upgrade.

e. The County will provide CGI access to the source code for the interfaces identified in Appendix D-10 and Reports identified in Appendix F-10. CGI will use the source code in the upgrade analysis to identify updates.

2.3 Envision: Stage 3, ECM Integration (Project Plan Task 4.1)

a. The scope of the ECM Integration initiative is limited to eCAPS Financial. To implement the ECM Integration with eHR, the County can leverage the

documented solution from eCAPS Financial and utilize the CGI Documentum Rollout Support Hours.

b. The County will develop a plan, draft a design, and then develop the conversion of Centera files to Documentum. The conversion of AMS Advantage file attachment location and metadata conversion for existing files is dependent on the County's design for converting Centera files to Documentum.

c. County will design, develop, and test the Documentum Search Applications.

d. The County will be responsible for supporting and maintaining the Documentum Search Applications. CGI will not support the Documentum Search Applications that will be developed by the County as they are considered external to the AMS Advantage application.

e. County and CGI will agree upon a reasonable runtime to convert the AMS Advantage metadata for existing file attachments to Documentum. To complete the conversion within a reasonable window of time the County will identify a subset of the files to be converted. The other files will not be converted.

f. The County will be responsible for installing and configuring the ECM integration hardware and software.

2.4 Envision: Stage 4, Payment Accounting Consolidation Modification (Project Plan Task 5.1)

a. The County will provide the business requirements for the Payment Accounting Consolidation Modification in eCAPS.

b. CGI and County will confirm the scope of the software customizations listed in Appendix J-10 (Configurations and Customizations). Additional software customizations identified during the Envision Phase will require a Change Notice for additional CGI services.

2.5 Create: Stage 1, eCAPS Financial Upgrade (Project Plan Task 2.2)

2.5.1 Technical Environments (Project Plan Task 2.2.1)

The County will perform the Tasks necessary to establish the technical environments to support eCAPS Financial 3.9 Upgrade in accordance with the specifications provided in the updated Technical Specifications Document for each of the following environments:

- Development / Unit Test;
- Integrated System Test;

- User Acceptance Test;
- Training; and
- Performance Test / Mock Conversion.

a. The technical environment installation tasks include, but are not limited to, installation and testing of servers and system software, system software upgrades, definition of table spaces, printer set-up, establishment of network and Internet access.

b. The application servers configured for the Performance Test environment will become the Production environment for the release 3.9 upgrade. The existing Production database server will be upgraded to the supported DBMS release and then the database upgrade scripts will be executed to upgrade the database table structure to release 3.9.

c. The software upgrade will be made on AMS Advantage release 3.9. Additional releases of 3.9.x made available during the upgrade subproject will not be included in the upgrade after the software upgrade code merge activity has started per the schedule defined Appendix B-10 (Project Plan). If there are critical patches available in fix packs after release 3.9 then the patches will be merged into the upgraded eCAPS software.

d. The County will install and configure the Cognos Test Environments to support the upgrade.

e. County will establish the AMS Advantage Financial release 3.9 source code stream in Clear Case.

2.5.2 Software Updates (Project Plan Task 2.2.2)

a. The County will be responsible for developing the design specifications, programming, and unit testing the software updates.

b. County shall use the development tools that are bundled with the AMS Advantage 3 application (e.g., AMS Advantage Design Studio, Pervasive Data Integrator (PDI), and Adobe forms) in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI to County technical staff.

c. Table extracts and loads are not considered software customizations and will be handled on an ongoing basis by the County technical staff. To achieve this end, the County will leverage the technical training provided during eCAPS Phases I, II, and III. The County will complete any additional table extract requirements that may arise during the project. CGI will support the

development of any table extracts directly related to software customizations being developed for the County.

d. The County will be responsible for updating and unit testing the changes to inbound and outbound interfaces.

e. The County will be responsible for updating and unit testing changes to Reports, Custom Data Warehouse Reporting Tables, Custom ETL, and Cognos Framework Models, Adobe Forms, eCAPS Financial Cubes and Cube Queries.

2.5.3 Software Testing (Project Plan Task 2.2.3)

2.5.3.1 Integrated System Test (Project Plan Task 2.2.3.1)

a. The County will be responsible for reviewing the IST plan and IST scripts and providing feedback to CGI.

b. The County will be responsible for establishing the Cognos reporting environment prior to IST script execution.

2.5.3.2 User Acceptance Test (Project Plan Task 2.2.3.2)

a. The County will be responsible for planning and conducting the User Acceptance Tests. The UAT of software upgrade will be completed in accordance with the Project Plan due dates.

b. The County will update the interfaces, reports, Data Warehouse, Cubes, and Adobe Forms software to resolve the incidents for these components.

2.5.3.3 Performance Test (Project Plan Task 2.2.3.3)

a. Performance Testing will occur in the 3.9 pre-production environment. The Performance test will be limited to the AMS Advantage application functionality and will not include performance testing for interfaces, reports, or ETL.

2.5.4 Training (Project Plan Task 2.2.4)

a. The County will be responsible for providing the software tools required to conduct electronic training.

b. The County will be responsible for developing the eCAPS Financial upgrade training plan and developing the training materials.

c. The County will assume responsibility for the roll-out and execution of end-user training. The County will provide the training facilities and equipment for

all training. The County will be responsible for populating and updating the training databases. The County will be responsible for maintaining the training application on an ongoing basis upon the implementation of the eCAPS Financial 3.9 upgrades.

d. The County will be responsible for the Training activities for the eCAPS Financial upgrade. CGI staff will provide support to the County to answer questions to update the training materials as identified in the Project Plan (Appendix B-10).

e. County shall develop and execute the training plan for end user training, operations training, and system administration training.

f. The County will leverage the training processes established during eCAPS Phases I, II, and III to provide training to the end users. It is anticipated that the County will leverage the established eCAPS Communication protocols, e.g., information sessions or QuickClips, to conduct the end user training for the eCAPS Financial upgrade.

2.5.5 Transition Management (Project Plan Task 2.2.5)

2.5.5.1 Documentation (Project Plan Task 2.2.5.1, 2.2.5.2, 2.2.5.3, 2.2.5.4)

a. The County will be responsible for creating, updating and documenting County policies and procedures and any department-specific procedures and manuals affected by the eCAPS Financial 3.9 upgrade.

b. County will leverage the AMS Advantage 3.9 on-line help capability that can serve as a reference guide to assist the County's end user community in entering data into the eCAPS Financial tables and documents.

c. The County will be responsible for updating the eCAPS User Documentation, eCAPS Systems / Operations Documentation, and the eCAPS Operations Documentation.

d. The County will be responsible for updating the existing Internal Control Plans affected as a result of the eCAPS Financial 3.9 upgrade.

e. The County will leverage prior communication plans, created during the eCAPS Phases I, II and III, to develop and execute a communication plan for the 3.9 Financial upgrade.

2.5.5.2 Change Management & Communication (Project Plan Task 2.2.5.5)

a. The County will be responsible for developing and executing the project communications to departments and end users.

2.5.5.3 Readiness Assessment (Project Plan Task 2.2.5.6)

a. The County will be responsible for developing the checklist for Implementation / End User Readiness.

b. The County will be responsible for conducting the Operational / Technical Readiness Assessment.

c. The County will be responsible for conducting the Implementation / End User Readiness Assessment.

2.6 Create: Stage 2, Budget Preparation Upgrade (Project Plan Task 3.2)

2.6.1 Technical Environments (Project Plan Task 3.2.1)

The County will perform the Tasks necessary to establish the technical environments to support eCAPS BP 3.9 Upgrade Subproject 10 in accordance with the specifications provided in the updated Technical Specifications Document for each of the following environments:

- Development / Unit Test;
- Integrated System Test;
- User Acceptance Test;
- Training; and
- Performance Test.

a. The technical environment installation tasks include, but are not limited to, installation and testing of servers and system software, system software upgrades, definition of table spaces, printer set-up, establishment of network and Internet access.

b. The application servers configured for the Performance Test environment will become the Production environment for the release 3.9 upgrade. The existing Production database server will be upgraded to the supported DBMS release and then the database upgrade scripts will be executed to upgrade the database table structure to release 3.9.

c. The software upgrade will be done on AMS Advantage release 3.9. Additional releases of 3.9.x made available during the upgrade subproject will

not be included in the upgrade. If there are critical patches available in fix packs after release 3.9 then the patches will be merged into release 3.9.

2.6.2 Software Updates (Project Plan Task 3.2.2)

a. The County will be responsible for developing the design specifications, programming, and unit testing the identified Interface and Reports software updates.

b. County shall use the development tools that are bundled with the AMS Advantage 3 application (e.g., Pervasive Data Integrator (PDI)) in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI to County technical staff.

c. Table extracts and loads are not considered software customizations and will be handled on an ongoing basis by the County technical staff. To achieve this end, the County will leverage the technical training provided during eCAPS Phases I, II, and III. It is assumed that the County will complete any additional table extract requirements that may arise. CGI will support the development of any table extracts directly related to software customizations being developed for the County.

d. The County will be responsible for updating and unit testing the changes to inbound and outbound interfaces.

2.6.3 Software Testing (Project Plan Task 3.2.3)

2.6.3.1 <u>Integrated System Test (Project Plan Task 3.2.3.1)</u>

a. The County will be responsible for reviewing the IST plan and IST scripts and providing feedback to CGI.

b. The County will be responsible for establishing the Cognos reporting environment prior to IST script execution.

2.6.3.2 <u>User Acceptance Test (Project Plan Task 3.2.3.2)</u>

a. The County will be responsible for planning and conducting the User Acceptance Tests. The UAT of software upgrade will be completed in accordance with the Project Plan due dates.

b. The County will update the interfaces and reports software to resolve the incidents for these components.

2.6.3.3 Performance Test (Project Plan Task 3.2.3.3)

Performance Testing will occur in the 3.9 pre-production environment. The Performance test will be limited to the AMS Advantage application functionality and will not include performance test of interfaces or reports.

2.6.4 Training (Project Plan Task 3.2.4.1)

a. The County will be responsible for providing the software tools with functionality required to conduct electronic training.

b. The County will be responsible for developing the Budget Preparation upgrade training plan for end user training, operations training, and system administration training, and developing the training materials.

c. The County will assume responsibility for the roll-out and execution of end-user training. The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training databases. The County will be responsible for maintaining the training application on an ongoing basis upon the implementation of the eCAPS Budget Preparation 3.9 upgrade.

d. The County will be responsible for the Training activities for the eCAPS Budget Preparation upgrade.

e. The County will leverage the training processes established during eCAPS Phases II and III to provide training to the end users. It is anticipated that the County will leverage the established eCAPS Communication protocols, e.g., information sessions or QuickClips, to conduct the end user training for the eCAPS Budget Preparation upgrade.

2.6.5 Transition Management (Project Plan Task 3.2.5)

2.6.5.1 Documentation (Project Plan Task 3.2.5.1, 3.2.5.2, 3.2.5.3)

a. The County will be responsible for creating, updating and documenting County policies and procedures and any department-specific procedures and manuals affected by the implementation of eCAPS Budget Preparation 3.9 upgrade. County will leverage the AMS Advantage 3.9 on-line help capability that can serve as a reference guide to assist the County's end user community in entering data into the eCAPS Budget Preparation tables and documents.

b. The County will be responsible for updating the eCAPS User Documentation, eCAPS Systems / Operations Documentation, and the eCAPS Operations Documentation, eCAPS User Procedures and eCAPS Internal Control Plans.

c. The County will update existing Internal Control Plans affected as a result of the eCAPS Budget Preparation 3.9 upgrade.

d. The County will leverage prior communication plans, created during the eCAPS Phases I, II and III, to develop and execute a communication plan for the 3.9 Budget Preparation upgrade.

2.6.5.2 Change Management & Communication (Project Plan Task 3.2.5.4)

The County will be responsible for developing and executing the project communications to departments and end users.

2.6.5.3 Readiness Assessment (Project Plan Task 3.2.5.5)

a. The County will be responsible for developing the checklist for Implementation / End User Readiness.

b. The County will be responsible for conducting the Operational / Technical Readiness Assessment.

c. The County will be responsible for conducting the Implementation / End User Readiness Assessment.

2.7 Create: Stage 3, ECM Integration (Project Plan Task 4.2)

2.7.1 Interfaces and Reports

a. If new or updates are required to existing system interfaces or reports, this assumes that the County will be responsible for the design, development and testing of system interfaces and reports.

2.7.2 Conversion (Project Plan Task 4.2.1)

b. The County shall design, develop, and test a process to map existing Centera Files into Documentum. Documentum will manage the file location and metadata of the eCAPS Financial file attachments.

c. The County will be responsible for establishing the benchmark for moving existing Centera files into Documentum.

2.7.3 System Control Table Setup (Project Plan Task 4.2.2)

a. The County will be responsible for Configuring the Documentum Folders and configuring the metadata fields in AMS Advantage and Documentum.

b. The County will be responsible for configuring Documentum security.

2.7.4 Software Modifications (Project Plan Task 4.2.3)

a. CGI will be responsible for the design, development, and testing of software customizations to the AMS Advantage application in response to the County's business requirements as stated in Appendix J-10 (Configurations and Customizations) and as refined and prioritized during the design activities. The County will review application software design specifications and provide feedback per the project schedule and project guidelines specified within the project control document (PCD).

b. As customizations are developed pursuant to Appendix J-10 (Configurations and Customizations), CGI may condense or expand customizations as it determines appropriate to meet the requirements identified in Appendix C-10 (Business Requirements). CGI may baseline the customizations included in Appendix J-10 (Configurations and Customizations) without refund or credit to the County.

c. The County will be responsible for the design and development of the Documentum Search applications that utilize the metadata stored in Documentum to provide external access to AMS Advantage file attachments.

2.7.5 Software Testing (Project Plan Task 4.2.4)

a. The County will be responsible for planning and conducting the User Acceptance Tests.

b. The County will configure the existing eCAPS Financial release 3.9 User Acceptance Test Environment to implement the ECM Integration in AMS Advantage and Documentum.

c. The County is responsible for testing the Documentum Search Applications, and supporting the resolution of any defects that are identified during the testing.

2.7.6 Training (Project Plan Task 4.2.5)

a. The County will be responsible for providing the software tools with functionality required to conduct electronic training.

b. The County will be responsible for developing the ECM Integration training plan and developing the training materials.

c. The County will assume responsibility for the roll-out and execution of End-user training, Operations training, and Systems Administration training. The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training databases.

The County will be responsible for maintaining the training application on an ongoing basis upon the implementation of the ECM Integration.

d. The County will leverage the training processes established during eCAPS Phases I, II, and III to provide training to the end users. It is anticipated that the County will leverage the established eCAPS Communication protocols, e.g., information sessions or QuickClips, to conduct the end user training for the ECM integration.

2.7.7 Transition Management (Project Plan Task 4.2.6)

2.7.7.1 Documentation (Project Plan Task 4.2.6.1, 4.2.6.2, 4.2.6.3)

a. The County will be responsible for creating, updating and documenting County policies and procedures and any department-specific procedures and manuals affected by the implementation of ECM Integration. County will leverage the AMS Advantage 3.9 on-line help capability that can serve as a reference guide to assist the County's end user community with using the ECM Integration functionality.

b. The County will be responsible for updating the eCAPS User Documentation, eCAPS Systems / Operations Documentation, and the eCAPS Operations Documentation, eCAPS User Procedures and eCAPS Internal Control Plans..

c. The County will update existing Internal Control Plans affected as a result of the ECM Integration.

d. The County will leverage prior communication plans, created during the eCAPS Phases I, II and III, to develop and execute a communication plan for the ECM Integration.

2.7.7.2 Change Management & Communication (Project Plan Task 4.2.6.4)

The County will be responsible for developing and executing the project communications to departments and end users.

2.8 Create: Stage 4, Payment Accounting Consolidation Modification (Project Plan Task 5.2)

2.8.1 Software Construction (Project Plan Task 5.2.1)

a. CGI will be responsible for the design, development, and testing of software customizations to the AMS Advantage application in response to the County's business requirements as stated in Appendix J-10 (Configurations and

Customizations) and as refined and prioritized during the design activities. The County will review application software design specifications and provide feedback per the project schedule and project guidelines specified within the project control document (PCD).

b. As customizations are developed pursuant to Appendix J-10 (Configurations and Customizations), CGI may condense or expand customizations as it determines appropriate to meet the requirements identified in Appendix C-10 (Business Requirements). CGI may baseline the customizations included in Appendix J-10 (Configurations and Customizations) without refund or credit to the County.

c. No initial Data Conversion is required for Payment Accounting Consolidation Modification. If Data Conversions are identified during the project, the County will be responsible for design, development, and testing the Data Conversions.

d. No updates to System Interfaces or Reports have been identified for the Payment Accounting Consolidation Modification. If updates are identified to System Interfaces or Reports during the project, the County will be responsible for design, development, and testing the System Interfaces or Reports.

2.8.2 System Control Table Setup (Project Plan Task 5.2.2)

The County will be responsible for the eCAPS Financial reference table setup and testing to support the Payment Accounting Consolidation Modification.

2.8.3 Software Testing (Project Plan Task 5.2.3)

2.8.3.1 Integrated System Test (Project Plan Task 2.2.3.1)

The Integrated System Test will be combined with the Stage 1 – Financial 3.9 Upgrade.

2.8.3.2 User Acceptance Test (Project Plan Task 2.2.3.2)

The User Acceptance Test will be combined with the Stage 1 – Financial 3.9 Upgrade

2.8.3.3 Performance Test (Project Plan Task 2.2.3.3)

The Performance Test will be combined with the Stage 1 – Financial 3.9 Upgrade

2.8.4 Training (Project Plan Task 5.2.4)

a. The County will be responsible for providing the software tools with functionality required to conduct electronic training.

b. The County will be responsible for developing the Payment Accounting Consolidation training plan and developing the training materials.

c. The County will assume responsibility for the roll-out and execution of End-user training. The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training databases. The County will be responsible for maintaining the training application on an ongoing basis upon the implementation of the Payment Accounting Consolidation.

d. The County will leverage the training processes established during eCAPS Phases I, II, and III to provide training to the end users. It is anticipated that the County will leverage the established eCAPS Communication protocols, e.g., information sessions or QuickClips, to conduct the end user training for the Payment Accounting Consolidation Modification functionality.

2.8.5 Transition Management (Project Plan Task 5.2.5)

2.8.5.1 Documentation (Project Plan Task 5.2.5.1, 5.2.5.2, 5.2.5.3, 5.2.5.4)

a. The County will be responsible for creating, updating and documenting County policies and procedures and any department-specific procedures and manuals affected by the implementation of Payment Accounting Consolidation Modification. County will leverage the AMS Advantage 3.9 on-line help capability that can serve as a reference guide to assist the County's end user community with using the Payment Accounting Consolidation functionality.

b. The County will be responsible for updating the batch cycle documentation and Control-M Setup.

2.9 Achieve: Stage 1, eCAPS Financial Upgrade (Project Plan Task 2.3)

2.9.1 Production Cutover (Project Plan Task 2.3.1)

The County will execute the cutover rehearsal and production cutover activities in accordance with the production cutover script developed by CGI. County responsibilities include but are not limited to:

- Review cutover scripts developed by CGI;

- Review online table set-up;
- Update Control-M with new jobs as needed;
- Verify converted data;
- Verify software migration; and
- Backup production data prior to cutover.

2.9.2 Post-Implementation Support (Project Plan Task 2.3.2)

a. The County will maintain current enrollment in the AMS Advantage maintenance program if the County wishes to receive software updates and upgrades during the term of this Agreement. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI's warranty and maintenance provisions.

b. For purposes of providing post-implementation support for Stage 1, eCAPS Financial upgrade, CGI will provide 2 FTEs for a period of three (3) months immediately following live production of the eCAPS Financial software upgrade as set forth in the Project Plan.

c. County will be responsible for maintaining an end user help desk to track and resolve end user issues.

d. County will be responsible for the operations of the system such as job scheduling and nightly cycle operations.

2.10 Achieve: Stage 2, Budget Preparation Upgrade (Project Plan Task 3.3)

2.10.1 Production Cutover (Project Plan Task 3.3.1)

The County will execute the cutover rehearsal and production cutover activities in accordance with the production cutover script developed by CGI. County responsibilities include but are not limited to:

- Review cutover scripts developed by CGI;
- Review online table set-up;
- Update Control-M with new jobs as needed;
- Verify converted data;
- Verify software migration; and
- Backup production data prior to cutover.

2.10.2 Post-Implementation Support (Project Plan Task 3.3.2)

a. The County will maintain current enrollment in the AMS Advantage maintenance program if the County wishes to receive software updates and upgrades during the term of this Agreement. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI's warranty and maintenance provisions.

b. For purposes of providing post-implementation support for Stage 2, eCAPS Budget Preparation upgrade, CGI will provide 1 FTE for a period of three (3) months immediately following live production of the eCAPS Budget Preparation software upgrade as set forth in the Project Plan.

c. County will be responsible for maintaining an end user help desk to track and resolve end user issues.

d. County will be responsible for the operations of the system such as job scheduling and nightly cycle operations.

2.11 Achieve: Stage 3, ECM Integration (Project Plan Task 4.3)

2.11.1 Technical Environment – Production (Project Plan Task 4.3.1)

a. The County will install Documentum Hardware and Software in the Production Environment.

2.11.2 Production Cutover (Project Plan Task 4.3.2)

a. The County will execute and monitor the processes to convert files from Centera to Documentum.

b. The County will execute the cutover rehearsal and production cutover activities in accordance with the production cutover script developed by CGI. County responsibilities include but are not limited to:

- Review cutover scripts developed by CGI,
- Review online table set-up,
- Update Control-M with new jobs as needed,
- Verify converted data,
- Verify software migration, and
- Backup production data prior to cutover.

2.11.3 Post-Implementation Support

a. The County will maintain current enrollment in the AMS Advantage maintenance program if the County wishes to receive software updates and upgrades during the term of this Agreement. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI's warranty and maintenance provisions.

b. For the file conversion processes, from Centera to Documentum, the County will identify and assign the County resources to execute and monitor the conversion processes.

c. For the AMS Advantage conversion process, to convert the existing link in AMS Advantage to the Documentum file location and populate Documentum with metadata, the County will identify and assign the County resources to execute and monitor the conversion processes. CGI will support the AMS Advantage conversion processes as issues are identified.

d. The County is responsible for Post Implementation Support of Documentum in Production operations for the duration stated in the Project Plan.

e. County will be responsible for maintaining an end user help desk to track and resolve end user issues.

f. County will be responsible for the operations of the system such as job scheduling and nightly cycle operations.

2.12 Achieve: Stage 4, Payment Accounting Consolidation Modification (Project Plan Task 5.3)

2.12.1 Production Cutover (Project Plan Task 5.3.3)

a. The County will be responsible for the software migration of the Payment Accounting Consolidation Modification to the Production Environment.

b. The production cutover activities for the Payment Accounting Consolidation Modification will be combined with the eCAPS Financial Upgrade cutover activities. The County will execute the production cutover and rehearsal activities in accordance with the production cutover script developed by CGI.

c. The production cutover script for the eCAPS Financial Upgrade and Payment Accounting Consolidation Modification will be combined.

2.12.2 Post-Implementation Support

a. The production post-implementation support for the Payment Accounting Consolidation Modification will be included with the eCAPS Financial Upgrade post-implementation support.

b. The production post-implementation support for eCAPS Financial Upgrade and the Payment Accounting Consolidation Modification functionality will be completed during the same period.

c. County will be responsible for maintaining an end user help desk to track and resolve end user issues.

d. County will be responsible for the operations of the system such as job scheduling and nightly cycle operations.

3 Project Management (SOW Section II)

This section of the SOW narrative provides an overview of the project management-related Tasks, Work Products, and Deliverables to be completed by CGI and the roles and responsibilities of CGI staff responsible for overseeing the direction, quality, and timeliness of CGI's work on Subproject 10. CGI's assumptions for the County's responsibilities and other project management-related activities are provided below.

3.1 Planning & Management (Project Plan Task 1)

a. The County and CGI will follow a closely coordinated and collaborative approach to project management for Subproject 10 through the use of the eCAPS Financial & BP Upgrade Subproject Project Management Plan. The County and CGI Team Leads will jointly maintain the eCAPS Phase IV - eCAPS Financial & BP Upgrade Subproject 10 Project Management Plan and provide status reporting on project progress to the County and CGI eCAPS Project Management Team.

b. County will appoint a team of dedicated key personnel as Functional Team Leads. These leads and their respective support staffs will be responsible for completing the County's Tasks on Subproject 10 as outlined in Appendix B-10 (Project Plan). The County will supply the project infrastructure necessary to support the co-location of the County and CGI teams, and completion of Subproject 10 Tasks as outlined in Appendix I-10 (Subproject Architecture and Schematic).

c. County staff will have the lead responsibility for all communications to County departments and third-party vendors related to Subproject 10, including, but not limited to: informational briefings, executive briefings, identification and coordination with departmental liaisons, etc. The County will provide staff to support the clerical and administrative Tasks for Subproject 10, including, but not

limited to: meeting scheduling, conference room reservations, copying, filing paperwork, etc.

d. The County shall provide project management and oversight to the County staff on the Project team.

e. The County will produce materials, as identified in the Communication Strategy. The communication materials may include:

- Updates to the County-maintained project website;
- Project status reports to County project management;
- Input to the Project website;
- Executive presentations; and
- Departmental briefings.

f. The County will establish and maintain the website as part of the Communication Plan. This website will be used to:

- Maintain project materials of Subproject 10;
- Communicate the status of Subproject 10;
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.); and
- Distribute Subproject 10 materials.

4 Software Application (SOW Section III)

This section of the SOW narrative presents assumptions for the AMS Advantage application and third-party software products that will be installed in the eCAPS technical environments.

a. Managed Advantage Lite does not extend to Subproject 10. As such, an onsite Managed Advantage environment is not required for Subproject 10.

b.

c. After implementation, the County will be responsible for all software migrations and for ensuring that software is migrated correctly.

d. County staff already knowledgeable in environment creation and maintenance will train other County staff responsible for technical environment activities.

e. For those modules and training topics where baseline materials are not available, County shall develop comparable materials (Project Plan Tasks 2.2.4.1.2, 3.2.4.1.2, 4.2.5.2, 5.2.4.1). Training process to be developed by the County are the following:

- Instructor lead training – Training done in a training facility given and support by onsite trainers;
- Live Webinars – Training delivered through web technology given and supported by live trainers; and
- Recorded Webinars – Pre-recorded training delivered through web technology done at the trainee's computer.

5 Business Requirements (SOW Section IV)

a. The County will review the business requirements in Appendix C-10 and provide feedback to CGI.

6 Data Warehouse and Reporting (SOW Section V)

a. The eCAPS Financial & BP Upgrade SOW narrative and Appendix B-10 (Project Plan) were prepared with the understanding that the AMS infoAdvantage reporting tool will not be used to support the County's reporting requirements; instead the County will use Cognos. Wherever possible, the County will leverage the use of AMS Advantage online inquiry windows and ad hoc queries/reports using Cognos in lieu of creating new pre-defined custom reports to support its reporting business requirements, consistent with the County's business needs.

b. The County is solely responsible for Cognos. CGI will not provide support for Cognos.

c. The County will set up the Cognos reporting environment for the eCAPS Data Warehouse. However, some reports may be required to run against the operational database. The County will be responsible for sizing the eCAPS reporting databases and servers, conducting the performance tuning of the Cognos configuration to support the performance targets for the eCAPS Financial and Budget Preparation reports.

d. The current list of eCAPS Financial and Budget Preparation reports identified in Appendix F-10 (Reports) will be reviewed and updated by the County to support the objective of the Subproject 10. Any new reports for eCAPS Financial and Budget Preparation applications, identified during this Subproject 10, will be designed and developed by the County. An escalation process to resolve report issues will be included in the Project Control Document.

e. The County will design and develop changes to the baseline AMS infoAdvantage Database to support the County's software customizations and unique County requirements.

f. The County will design and develop changes to the baseline AMS infoAdvantage ETL to support the County's software customizations.

g. The County will be responsible for installing, configuring, and administering the Cognos Business Intelligence software in all environments.

h. The County will design and develop the updates to the Cognos Framework Manager Model (FWMM) and the Cognos Packages as identified by the reports impact analysis to support the reporting requirements of reports identified in Appendix F-10 (Reports).

i. The County will be responsible for the design and software updates as identified by the reports impact analysis to support the reports identified in Appendix F-10 (Reports). The delivery method of the reports identified in Appendix F-10 (Reports), e.g., Cognos Reports, WebFocus or Java Reports, will not change during the software upgrade.

j. The County will design and develop the updates to the Cognos Cubes and Cube Queries as identified by the reports impact analysis to support the reporting requirements of reports identified in Appendix F-10 (Reports).

7 Technical (SOW Section VI)

a. The County will create any new technical environments and will install any additional instances of the AMS Advantage or approved Third-Party Software as permitted by the applicable license agreement(s).

b. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI's warranty and maintenance provisions.

c. The County will provide subject matter experts (SME) and legacy system staff to work with CGI.

d. The County will be responsible for converting the existing files stored in Centera into Documentum so that Documentum can manage the location and metadata of the files. The County will execute and verify the AMS Advantage conversion results.

e. The County will responsible for converting the AMS Advantage attachment table to use the new Documentum file location and importing the AMS Advantage metadata into Documentum for existing files. The County will execute and verify the AMS Advantage conversion results.

f. The County will be responsible for reviewing the database upgrade scripts and the execution results of the upgrade scripts. Feedback on database upgrade issues will be provided to CGI.

g. The County will be responsible for the design, software updates, and testing of the system interfaces.

h. The County will be responsible for updating the Technical Specifications document per the project plan Appendix B-10.

8 Change Management (SOW Section VII)

This section of the SOW narrative presents an overview of the responsibilities with regard to Change Management and Training.

a. The County will develop and maintain a detailed training plan (Project Plan Task 2.2.4.1, 3.2.4.1, and 4.2.5.1) which identifies the scope of the training plan including:
   - Training curriculum for upgraded eCAPS modules;
   - Training schedules to accommodate both “just-in-time” and on-going training sessions for each phase of software implementation;
   - Identifying resources necessary to conduct the training; and
   - Materials necessary to deliver the training.

b. The County will update and maintain the training materials.

c. The County will be responsible for scheduling the training sessions and conducting the training.

d. The County will be responsible for maintaining the training data in the Training application.

e. The County will be primarily responsible for communicating and monitoring for departmental Implementation / End User readiness.

f. The County will be primarily responsible for communicating and monitoring for departmental Technical / Operations readiness.

g. The County will be responsible for creating and updating fiscal policies and procedures and any department-specific procedures and manuals.

h. The County shall update its policies and procedures based on the business impacts identified during the Envision Phase of this Subproject.

i. The County shall work with the central services departments (e.g., CEO, ISD, Treasurer and Tax Collector, Auditor Controller) to implement the new / revised policies and procedures.

j. The County may use self-study courses, web cast courses, and/or online technology-based courses to accommodate the training volumes.

9 Maintenance and Support (SOW Section VIII)

a. Managed Advantage Lite coverage does not extend to Subproject 10.

b. Standard AMS Advantage Maintenance will apply for Subproject 10 per the Maintenance Provisions included in Exhibit E (Maintenance Provisions).

c. Cognos support is not included in Standard AMS Advantage Maintenance.

Attachment M-10 – Context Diagram

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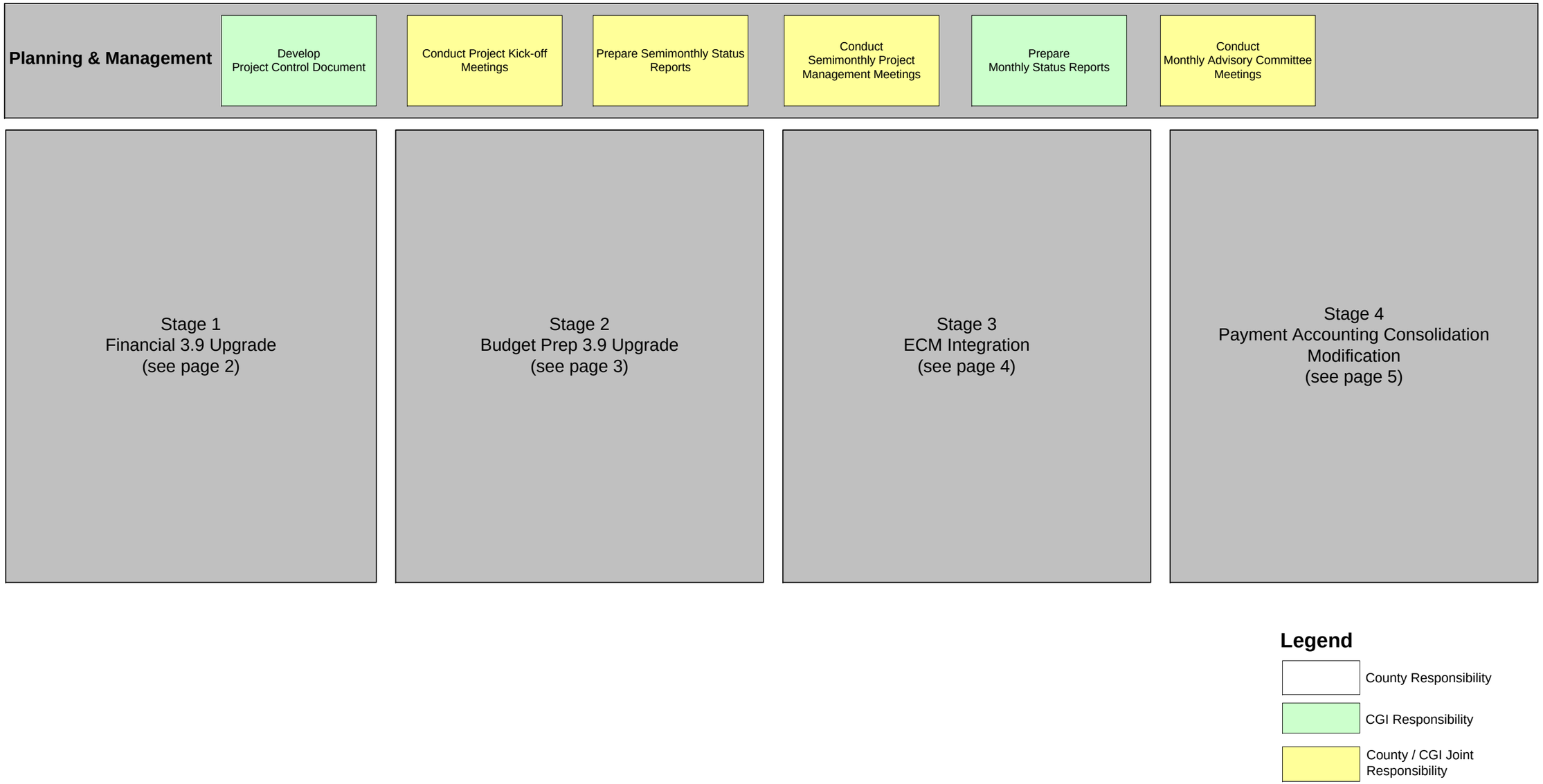
eCAPS Financial & BP Upgrade Subproject 10



eCAPS Financial & BP Upgrade Subproject 10 – FIN 3.9 Upgrade

Envision Phase – Stage 1

Upgrade Analysis

- Identify Inbound and Outbound Interfaces to be updated
- Identify Reports, Cognos Framework Models, Cubes, and Adobe Forms to be updated
- Identify custom Data Warehouse Tables, ETL, and Reporting Tables to be updated
- Update the eCAPS FIN Technical Specification Document

Project Team Training

- Project Team Training – Financial release 3.9
- Determine new 3.9 baseline enhancements to implement

Code Merge

- Platinum Support to provide Advantage FIN 3.9 merged with LA County Adopted Customizations

Create Phase – Stage 1

Technical Environments

- Install, configure, and test hardware and system software (5 Environments – See below)
- Install, configure, & test Adv FIN 3.9, infoAdvantage FIN 3.9, and 3rd Party Software (5 Environments – See Below)
- Install, configure & test Cognos Reporting Environment
- Install and configure hardware and software for replicated eCAPS reporting database
- Establish Advantage FIN 3.9 source code stream in Clear Case

Software Updates – Data Conversion

- Update Data Conversion Scripts (Application & Data Warehouse)
- Review Conversion Scripts and Provide Feedback
- Complete Manual Data Conversion Processes

Software Updates – System Interfaces

- Update Inbound and Outbound Interfaces Designs
- Modify and test Inbound and Outbound Interfaces Software
- Test Inbound and Outbound Interfaces with external systems
- Support Interface Updates (1 FTE for 3 Months)

Software Updates – Reports and Forms

- Develop plan to update and test reports
- Update and Test custom Data Warehouse Tables, ETL, and Reporting Tables
- Update and Test Reports and Cognos Framework Manager Models
- Update and Test Cognos Cubes
- Update and Test Adobe Forms
- Support Reports and Forms Updates (1 FTE for 3 Months)

Environments

Adv FIN 3.9 Environments:
1) Unit Test / Development
2) Integrated System Test
3) User Acceptance Test
4) Training
5) Performance Test

Cognos Test Environments

Software Testing

- Plan & Execute Integrated System Tests
- Review & Approve Integrated System Test Scripts & Results
- Plan & Execute User Acceptance Tests
- Support User Acceptance Test & Address Reported Application and Conversion Issues (3 FTE for 3 Months)
- Address Reported Issues for Interfaces & Reports
- Prepare and Conduct Performance Tests, Document Findings and Recommendations
- Platinum Support to provide Advantage FIN 3.9 application defect support for upgrade testing

Transition Management

- Update User and Systems / Operations Documentation
- County Operations Documentation and Control-m Job Setup
- Change Management and Communications
- Develop / Update Policies and Procedures
- Develop Operational / Technical Readiness Checklists and Technical Assessment Support
- Develop Implementation / End User Readiness Checklists; End User and Technical Assessment

Training

- Develop Training Plan
- Provide Training Facilities and Equipment for Training
- Develop / Update eCAPS training materials
- Populate and Update the Training Databases
- Manage End User Training Logistics & Scheduling
- Conduct End User Training Sessions
- Conduct Operations Training
- Conduct Systems Administration Training
- Support Training Plan and Updates to Materials (1 FTE for 3 Months)

Achieve Phase – Stage 1

Production Cutover

- Develop Production Cutover Script
- Execute Cutover Rehearsal (3 rehearsals)
- Support Cutover Rehearsal (3 rehearsals)
- Execute Production Cutover
- Support Production Cutover

Post Implementation Support

- Provide Post Implementation Support Services (2 FTE for 4 Months)

Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility

eCAPS Financial & BP Upgrade Subproject 10 – BP 3.9 Upgrade

Envision Phase – Stage 2

Upgrade Analysis

- Identify Inbound and Outbound Interfaces to be updated
- Identify BP Reports, Cognos Framework Models to be updated
- Update the Budget Preparation Technical Specification Document

Project Team Training

- Project Team Training – Performance Budgeting release 3.9
- Determine new 3.9 baseline enhancements to implement

Code Merge

- Platinum Support to provide Advantage PB 3.9 with LA County Extensions

Create Phase – Stage 2

Technical Environments

- Install, configure, and test hardware and system software (5 Environments – see below)
- Install, configure, & test Adv PB 3.9 and 3rd Party Software (5 Environments – See below)
- Install, configure & test Cognos Reporting Environment
- Establish Advantage PB 3.9 source code stream in Clear Case

Software Updates – System Interfaces

- Update Inbound and Outbound Interfaces Designs
- Modify and test Inbound and Outbound Interface Software
- Test Inbound and Outbound Interfaces with external systems
- Support Interface Updates (1 FTE for 2 Months)

Software Update – Reports

- Develop plan to update and test reports
- Update and Test Reports and Cognos Framework Manager
- Support Reports Updates (0.5 FTE for 2 Months)

Software Updates – Data Conversion

- Update Data Conversion Scripts
- Review Conversion Scripts and Provide Feedback
- Complete Manual Data Conversion Processes

Environments

Adv PB 3.9 Environments:
1) Unit Test / Development
2) Integrated System Test
3) User Acceptance Test
4) Training
5) Performance Test

Cognos Test Environments

Software Testing

- Plan & Execute Integrated System Tests
- Review & Approve Integrated System Test Scripts & Results
- Plan & Execute User Acceptance Tests
- Support User Acceptance Test & Address Reported Application and Conversion Issues (2 FTEs for 2 Months)
- Address Reported Issues for Interfaces & Reports
- Prepare and Conduct Performance Tests, Document Findings and Recommendations
- Platinum Support to provide Advantage PB 3.9 application defect support for upgrade testing

Transition Management

- Update User and Systems / Operations Documentation
- Change Management and Communications
- Develop / Update Policies and Procedures
- Develop Operational / Technical Readiness Checklists and Technical Assessment Support
- Develop Implementation / End User Readiness Checklists; End User and Technical Assessment

Training

- Develop Training Plan
- Provide Training Facilities and Equipment for Training
- Develop / Update eCAPS training materials
- Populate and Update the Training Databases
- Manage End User Training Logistics & Scheduling
- Conduct End User Training Sessions
- Conduct Operations Training
- Conduct Systems Administration Training

Achieve Phase – Stage 2

Production Cutover

- Develop Production Cutover Script
- Execute Cutover Rehearsal (2 rehearsals)
- Support Cutover Rehearsal (2 rehearsals)
- Execute Production Cutover
- Support Production Cutover

Post Implementation Support

- Provide Post Implementation Support Services (1 FTE for 3 months)

Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility

eCAPS Financial & BP Upgrade Subproject 10 – ECM Integration

Envision Phase – Stage 3

Technical Environment - Test

- Share existing FIN 3.9 Upgrade environments analyze ECM Integration
- Install and Configure Documentum Hardware
- Install and Configure Documentum Software
- Install the Advantage integration with Documentum

Project Team

- Project Team Training – ECM Integration

Software Analysis

- Define metadata fields in Advantage
- Define Documentum Security
- Define County setup for Documentum Folders, Taxonomy
- Define process for mapping existing attachments from Centera to Documentum
- Document Design for Advantage Documentum Integration
- Identify Specific Documentum Search Apps and App Tech Arch

Create Phase – Stage 3

Conversion

- Map Existing attachments on Centera device to Documentum
- Performance Test Conversion of existing attachments on Centera device to Documentum

System Control Table Setup

- Configure County setup for Documentum Folders and Taxonomy
- Setup metadata fields in Advantage
- Setup Advantage metadata fields in Documentum

Documentum Security Setup

- Configure Documentum Security

Software Modification

- Develop Concept Paper (1) Software Modification
- Design Software Modification (1) Software Modification
- Review and provide feedback on Modification Design
- Develop Modification Software (1) Software Modification
- Plan & Execute System Test of Modification Software (1) Software Modification
- Design Specifc Documentum Search Apps
- Develop Specific Documentum Search Apps

Transition Management

- Update User and Systems / Operations Documentation
- County Operations Documentation and Control-m Job Setup
- Change Management and Communications
- Develop / Update Policies and Procedures

Software Testing

- Plan & Execute User Acceptance Tests
- Support User Acceptance Test & Address Reported Advantage Application Issues (1 FTE for 1 Month)
- Test Specific Documentum Search Apps
- Support User Acceptance Test & Address Reported Documentum Issues

Training

- Develop Training Plan
- Develop / Update eCAPS training materials
- Support Training Material Development (1 FTE for 1 Month)
- Conduct End User Training Sessions
- Conduct Operations Training
- Conduct Systems Administration Training

Achieve Phase – Stage 3

Technical Environment - Production

- Production Documentum Hardware & Software Install

Production Cutover

- Develop Production Cutover Script
- Execute Cutover Rehearsal
- Support Cutover Rehearsal
- Execute Production Cutover
- Support Production Cutover
- Deploy Specific Documentum Search Apps

Post Implementation

- Post Implementation Support

Rollout Support

- Documentum Rollout Support (1 FTE for 12 Months)

Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility
- County / EMC Joint Responsibility

eCAPS Financial & BP Upgrade Subproject 10 – Payment Accounting Consolidation Modification

Envision Phase – Stage 4

Requirements Analysis

- Confirm system requirements

Create Phase – Stage 4

Software Construction – Software Modifications

- Develop Concept Paper (1) Software Modification
- Develop Modification Designs (1) Software Modification
- Review & Approve Functional Designs for software modifications
- Develop Modification Software (1) Software Modification
- Plan and Execute System Test of Modification Software (1) Software Modification

Transition Management

- Update User and Systems Operations Documentation
- County Operations Documentation and Control-m Job Setup
- Develop / Update Policies and Procedures
- Develop Check Writer desk procedures
- Provide training to A-C Disbursements staff

Software Construction – Reports and Forms

- Update existing reports as necessary

Software Testing

- Testing (See Stage 1: Financial 3.9 Upgrade

Software Construction – System Interfaces

- Update Inbound / Outbound Interfaces as necessary

System Control Table Setup

- Setup and maintain System Control tables

Achieve Phase – Stage 4

Production Cutover

- Deploy Software Modification to Production
- Production Cutover (See Stage 1: Financial 3.9 Upgrade

Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility

Exhibit B-10 – Schedule of Payments

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Exhibit B-10 eCAPS Financial & BP Upgrade

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount
1.1.7	Subproject 10 Project Control Document	10/28/11	$ 30,000.00	$ 4,500.00	$ 25,500.00
1.2.7	FIN 3.9 Upgrade Kick-off Meeting	10/20/11	$ 20,000.00	$ 3,000.00	$ 17,000.00
1.2.14	BP 3.9 Upgrade Kick-off Meeting	05/03/12	$ 20,000.00	$ 3,000.00	$ 17,000.00
1.2.21	ECM Integration Kick-off Meeting	01/19/12	$ 20,000.00	$ 3,000.00	$ 17,000.00
1.3.6	Subproject 10 Monthly Status Reports (Oct 2011 - Feb 2013; 17 Months @ $52,000.00 per Month less $7,815.00 Holdback)	5th working day of each month	$ 885,700.00	$ 132,855.00	$ 752,845.00
2.1.2.4	FIN 3.9 Upgrade Product Training for Project Team	02/02/12	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.1.3.2.11	FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Interfaces	12/13/12	$ 74,375.00	$ 11,156.25	$ 63,218.75
2.1.3.2.14	FIN 3.9 Upgrade Identify Required Updates to eCAPS Procurement Interfaces	01/23/12	$ 74,375.00	$ 11,156.25	$ 63,218.75
2.1.3.3.3	FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial DW Tables and ETL	11/29/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
2.1.3.4.7	Manager Models	12/29/12	$ 83,500.00	$ 12,525.00	$ 70,975.00
2.1.3.5.2	FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Cognos Cubes & Cube Queries	11/29/12	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.1.3.6.4	FIN 3.9 Upgrade Identify Required Updates to eCAPS Financial Adobe Forms	12/23/11	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.1.3.7.5	FIN 3.9 Upgrade Update eCAPS Financial Technical Specification Document Support	12/30/11	$ 59,500.00	$ 8,925.00	$ 50,575.00
2.2.1.1.5	FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - Unit Test Environment	12/19/11	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.1.2.5	FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - IST Environment	12/27/11	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.1.3.5	FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - UAT Environment	01/04/12	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.1.4.5	FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - Training Environment	01/10/12	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.1.5.5	FIN 3.9 Upgrade AMS Advantage Financial 3.9, 3rd Party Tools Installation - Performance Test Environment	04/12/12	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.2.3	FIN 3.9 Upgrade Interface Software Updates Support	04/06/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.2.2.11	FIN 3.9 Upgrade Reports and Forms Software Updates Support	04/06/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.2.2.12.4	FIN 3.9 Upgrade Update and Test Application Database Upgrade Scripts	02/06/12	$ 74,400.00	$ 11,160.00	$ 63,240.00
2.2.2.12.8	FIN 3.9 Upgrade Update and Test DW Database Upgrade Scripts	03/12/12	$ 44,640.00	$ 6,696.00	$ 37,944.00
2.2.3.1.5	FIN 3.9 Upgrade Create Integrated System Test Plan and Scripts	02/03/12	$ 238,000.00	$ 35,700.00	$ 202,300.00
2.2.3.1.8	FIN 3.9 Upgrade Integrated System Test Results	04/13/12	$ 327,250.00	$ 49,087.50	$ 278,162.50
2.2.3.2.7	FIN 3.9 Upgrade User Acceptance Test Support	07/10/12	$ 267,750.00	$ 40,162.50	$ 227,587.50
2.2.3.3.5	FIN 3.9 Upgrade Performance Test Plan and Scripts	07/26/12	$ 139,250.00	$ 20,887.50	$ 118,362.50
2.2.3.3.8	FIN 3.9 Upgrade Performance Test Tuning and Results	09/17/12	$ 198,750.00	$ 29,812.50	$ 168,937.50
2.2.4.9	FIN 3.9 Upgrade Training Plan and Training Materials Updates Support	08/01/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.2.5.1.9	FIN 3.9 Upgrade User Documentation Updates Support	10/01/12	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.2.5.2.9	FIN 3.9 Upgrade Systems / Operations Documentation Updates Support	10/01/12	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.2.5.3.5	FIN 3.9 Upgrade County Operations Documentation and Control-M Setup Support	10/17/12	$ 59,500.00	$ 8,925.00	$ 50,575.00
2.2.5.6.5	FIN 3.9 Upgrade Operational/Technical Readiness Checklist	09/20/12	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.2.5.6.8	FIN 3.9 Upgrade Operational/Technical Readiness Assessment Support	10/29/12	$ 59,500.00	$ 8,925.00	$ 50,575.00
2.3.1.5	FIN 3.9 Upgrade Production Cutover Script	09/13/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.3.1.10	FIN 3.9 Upgrade Production Rehearsal Support	10/09/12	$ 119,000.00	$ 17,850.00	$ 101,150.00
2.3.1.19	FIN 3.9 Upgrade Production Cutover Support	10/29/12	$ 178,500.00	$ 26,775.00	$ 151,725.00
	Release of Withhold 1 - Stage 1 (33%) "30-days Post Stage 1 Go-Live"	11/28/12			$ 167,836.68
	Release of Withhold 2 - Stage 1 (67%) "90-days Post Stage 1 Go-Live"	01/27/13			$ 340,759.32
2.3.2.2	FIN 3.9 Upgrade Post-Implementation Support - Month 1	11/30/12	$ 59,500.00	$ -	$ 59,500.00
2.3.2.4	FIN 3.9 Upgrade Post-Implementation Support - Month 2	12/31/12	$ 59,500.00	$ -	$ 59,500.00
2.3.2.6	FIN 3.9 Upgrade Post-Implementation Support - Month 3	01/31/13	$ 59,500.00	$ -	$ 59,500.00
2.3.2.8	FIN 3.9 Upgrade Post-Implementation Support - Month 4	02/28/13	$ 59,500.00	$ -	$ 59,500.00
3.1.2.4	BP 3.9 Upgrade Product Training for Project Team	05/29/12	$ 20,800.00	$ 3,120.00	$ 17,680.00
3.1.3.2.3	BP 3.9 Upgrade Identify Required Updates to Budget Prep Interfaces	05/18/12	$ 25,000.00	$ 3,750.00	$ 21,250.00
3.1.3.3.3	BP 3.9 Upgrade Identify Required Updates to Budget Prep Reports and Cognos Framework Models	06/04/12	$ 26,860.00	$ 4,029.00	$ 22,831.00
3.1.3.4.5	BP 3.9 Upgrade Technical Specification Document Updates Support	07/02/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
3.2.1.1.5	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Unit Test Environment	05/16/12	$ 25,000.00	$ 3,750.00	$ 21,250.00
3.2.1.2.5	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - IST Environment	05/23/12	$ 25,000.00	$ 3,750.00	$ 21,250.00
3.2.1.3.5	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - UAT Environment	05/30/12	$ 25,000.00	$ 3,750.00	$ 21,250.00
3.2.1.4.5	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Training Environment	06/06/12	$ 25,000.00	$ 3,750.00	$ 21,250.00
3.2.1.5.5	BP 3.9 Upgrade AMS Advantage PB 3.9, 3rd Party Tools Installation - Performance Test Environment	06/29/12	$ 25,000.00	$ 3,750.00	$ 21,250.00
3.2.2.4	BP 3.9 Upgrade Interfaces Updates Support	07/31/12	$ 59,500.00	$ 8,925.00	$ 50,575.00
3.2.2.6	BP 3.9 Upgrade Reports and Cognos Framework Models Updates Support	08/29/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
3.2.2.7.4	BP 3.9 Upgrade Update and Test Database Upgrade Scripts	05/29/12	$ 35,700.00	$ 5,355.00	$ 30,345.00
3.2.3.1.5	BP 3.9 Upgrade Integrated System Test Plan and Scripts	05/14/12	$ 49,125.00	$ 7,368.75	$ 41,756.25
3.2.3.1.8	BP 3.9 Upgrade Integrated System Test Results	06/18/12	$ 88,625.00	$ 13,293.75	$ 75,331.25
3.2.3.2.7	BP 3.9 Upgrade User Acceptance Test Support	07/27/12	$ 74,000.00	$ 11,100.00	$ 62,900.00
3.2.3.3.5	BP 3.9 Upgrade Performance Test Plan and Scripts	07/02/12	$ 49,500.00	$ 7,425.00	$ 42,075.00
3.2.3.3.8	BP 3.9 Upgrade Performance Test Tuning and Results	07/30/12	$ 84,000.00	$ 12,600.00	$ 71,400.00
3.2.5.5.5	BP 3.9 Upgrade Operational/Technical Readiness Checklist	08/21/12	$ 21,750.00	$ 3,262.50	$ 18,487.50

Exhibit B-10 eCAPS Financial & BP Upgrade

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount
3.2.5.5.8	BP 3.9 Upgrade Operational/Technical Readiness Assessment Support	10/01/12	$ 29,625.00	$ 4,443.75	$ 25,181.25
3.3.1.5	BP 3.9 Upgrade Production Cutover Script	08/30/12	$ 59,500.00	$ 8,925.00	$ 50,575.00
3.3.1.10	BP 3.9 Upgrade Production Rehearsal Support	09/21/12	$ 44,625.00	$ 6,693.75	$ 37,931.25
3.3.1.19	BP 3.9 Upgrade Production Cutover Support	10/02/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
	Release of Withhold 3 - Stage 1 (33%) "30-days Post Stage 2 Go-Live"	11/01/12			$ 56,306.25
	Release of Withhold 4 - Stage 1 (67%) "90-days Post Stage 2 Go-Live"	12/31/12			$ 114,318.75
3.3.2.2	BP 3.9 Upgrade Post-Implementation Support - Month 1	10/31/12	$ 29,750.00	$ -	$ 29,750.00
3.3.2.4	BP 3.9 Upgrade Post-Implementation Support - Month 2	11/30/12	$ 29,750.00	$ -	$ 29,750.00
3.3.2.6	BP 3.9 Upgrade Post-Implementation Support - Month 3	12/31/12	$ 29,750.00	$ -	$ 29,750.00
4.1.1.3	ECM Integration Product Training for Project Team	01/27/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.1.2.5.2	ECM Integration Install and Configure Advantage (Test Environment)	01/11/12	$ 50,000.00	$ 7,500.00	$ 42,500.00
4.1.3.9	ECM Integration Security Setup, Table Configuration, and ECM Software Configuration	04/30/12	$ 148,750.00	$ 22,312.50	$ 126,437.50
4.2.2.1.5	ECM Integration System Control Tables Setup Support	05/07/12	$ 119,000.00	$ 17,850.00	$ 101,150.00
4.2.3.1.4	ECM Integration Concept Paper	03/02/12	$ 13,192.00	$ 1,978.80	$ 11,213.20
4.2.3.1.10	ECM Integration Software Modification Functional Design	04/05/12	$ 46,172.00	$ 6,925.80	$ 39,246.20
4.2.3.1.15	ECM Integration Application Software Modification	06/04/12	$ 72,556.00	$ 10,883.40	$ 61,672.60
4.2.4.2.7	ECM Integration User Acceptance Test Support	07/06/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.2.5.2.4	ECM Integration Training Materials Development Support	08/01/12	$ 49,500.00	$ 7,425.00	$ 42,075.00
4.2.6.3.5	ECM Integration County Operations Documentation and Control-M Setup Support	10/16/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
4.3.2.1.5	ECM Integration Production Cutover Script	07/30/12	$ 96,250.00	$ 14,437.50	$ 81,812.50
4.3.2.6	ECM Integration Production Rehearsal Support	10/09/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
4.3.2.12	ECM Integration Production Cutover Support	10/29/12	$ 134,000.00	$ 20,100.00	$ 113,900.00
	Release of Withhold 5 - Stage 1 (33%) "30-days Post Stage 3 Go-Live"	11/28/12			$ 57,546.72
	Release of Withhold 6 - Stage 1 (67%) "90-days Post Stage 3 Go-Live"	01/27/13			$ 116,837.28
4.3.4.2	ECM Integration Rollout Support - Month 1	11/30/12	$ 29,750.00	$ -	$ 29,750.00
4.3.4.4	ECM Integration Rollout Support - Month 2	12/31/12	$ 29,750.00	$ -	$ 29,750.00
4.3.4.6	ECM Integration Rollout Support - Month 3	01/31/13	$ 29,750.00	$ -	$ 29,750.00
4.3.4.8	ECM Integration Rollout Support - Month 4	02/28/13	$ 29,750.00	$ -	$ 29,750.00
4.3.4.10	ECM Integration Rollout Support - Month 5	03/31/13	$ 29,750.00	$ -	$ 29,750.00
4.3.4.12	ECM Integration Rollout Support - Month 6	04/30/13	$ 29,750.00	$ -	$ 29,750.00
4.3.4.14	ECM Integration Rollout Support - Month 7	05/31/13	$ 29,750.00	$ -	$ 29,750.00
4.3.4.16	ECM Integration Rollout Support - Month 8	06/30/13	$ 29,750.00	$ -	$ 29,750.00
4.3.4.18	ECM Integration Rollout Support - Month 9	07/31/13	$ 29,750.00	$ -	$ 29,750.00
4.3.4.20	ECM Integration Rollout Support - Month 10	08/31/13	$ 29,750.00	$ -	$ 29,750.00
4.3.4.22	ECM Integration Rollout Support - Month 11	09/30/13	$ 29,750.00	$ -	$ 29,750.00
4.3.4.24	ECM Integration Rollout Support - Month 12	10/31/13	$ 29,750.00	$ -	$ 29,750.00
5.2.1.1.4	Payment Accounting Consolidation Modification Concept Papers	10/26/11	$ 58,260.00	$ 8,739.00	$ 49,521.00
5.2.1.1.10	Payment Accounting Consolidation Modification Functional Designs	12/09/11	$ 206,000.00	$ 30,900.00	$ 175,100.00
5.2.1.1.15	Payment Accounting Consolidation Application Software Modifications	03/12/12	$ 324,000.00	$ 48,600.00	$ 275,400.00
5.2.5.2.5	Payment Accounting Consolidation Updated User Documentation	08/28/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
5.2.5.3.5	Payment Accounting Consolidation Updated Systems / Operations Documentation	08/28/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
5.2.5.4.5	Payment Accounting Consolidation Cycle Documentation and Control-M Setup Support	09/18/12	$ 62,300.00	$ 9,345.00	$ 52,955.00
	Release of Withhold 7 - Stage 1 (33%) "30-days Post Stage 4 Go-Live"	11/28/12			$ 39,977.69
	Release of Withhold 8 - Stage 1 (67%) "90-days Post Stage 4 Go-Live"	01/27/13			$ 81,166.82
	Total Payments and Holdbacks		**$ 7,182,580.00**	**$ 974,749.50**	**$ 7,182,580.00**

Exhibit D-10 – Project Schedule

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ID		Task Name	Duration	Start	Finish	Responsibility	Predecessors
1		**1 SUBPROJECT 10 - PROJECT PLANNING, MANAGEMENT, AND SUPPORT**	**359 days**	**Mon 10/3/11**	**Thu 2/28/13**		
2		**1.1 Subproject 10 Project Control Document (incl. plan, PM strategies, etc.)**	**20 days**	**Mon 10/3/11**	**Fri 10/28/11**		
10		**1.2 Subproject 10 Project Kick-off Meeting**	**151 days**	**Mon 10/3/11**	**Thu 5/3/12**		
32		**1.3 Subproject 10 Project Management**	**359 days**	**Mon 10/3/11**	**Thu 2/28/13**		
39							
40		**2 eCAPS FINANCIAL 3.9 UPGRADE**	**422 days**	**Tue 7/5/11**	**Thu 2/28/13**		
41		**2.1 ENVISION PHASE**	**156 days**	**Tue 7/5/11**	**Mon 2/13/12**		
102		**2.2 CREATE PHASE**	**254 days**	**Tue 11/1/11**	**Mon 10/29/12**		
326		**2.3 ACHIEVE PHASE**	**134 days**	**Mon 8/20/12**	**Thu 2/28/13**		
357							
358		**3 eCAPS BUDGET PREPARATION 3.9 UPGRADE**	**255 days**	**Tue 1/3/12**	**Wed 1/2/13**		
359		**3.1 ENVISION PHASE**	**129 days**	**Tue 1/3/12**	**Mon 7/2/12**		
388		**3.2 CREATE PHASE**	**130 days**	**Mon 4/2/12**	**Wed 10/3/12**		
514		**3.3 ACHIEVE PHASE**	**106 days**	**Wed 8/1/12**	**Wed 1/2/13**		
543							
544		**4 eCAPS ECM INTEGRATION**	**512 days**	**Fri 10/28/11**	**Thu 10/31/13**		
545		**4.1 ENVISION PHASE**	**129 days**	**Fri 10/28/11**	**Mon 4/30/12**		
574		**4.2 CREATE PHASE**	**180 days**	**Wed 2/15/12**	**Fri 10/26/12**		
666		**4.3 ACHIEVE PHASE**	**340 days**	**Mon 7/2/12**	**Thu 10/31/13**		
718							
719		**5 eCAPS PAYMENT ACCOUNTING CONSOLIDATION MODIFICATION**	**275 days**	**Mon 10/3/11**	**Mon 10/29/12**		
720		**5.1 ENVISION PHASE**	**5 days**	**Mon 10/3/11**	**Fri 10/7/11**		
722		**5.2 CREATE PHASE**	**257 days**	**Mon 10/10/11**	**Wed 10/10/12**		
803		**5.3 ACHIEVE PHASE**	**50 days**	**Mon 8/20/12**	**Mon 10/29/12**		

eCAPS Phase IV
Subproject 11: eCAPS Materials Management

Exhibit A-11 – Statement of Work

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Attachments

Attachment M-11 Context Diagram

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI to deliver the eCAPS Phase IV – eCAPS Materials Management Subproject 11 described herein for the County of Los Angeles (County). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached.

The eCAPS Phase IV – eCAPS Materials Management Subproject 11 engages CGI to successfully implement Vendor Self Service and Service Contracts modules to the existing AMS Advantage® Financial & Procurement modules implemented at the County, the Countywide Accounting and Purchasing System (eCAPS):

- AMS Advantage Vendor Self Service (VSS)
- AMS Advantage Procurement Service Contracts

This Subproject 11 also engages CGI to support the Departmental Rollout of Procurement and Inventory modules for the Department of Health Services:

- Department of Health Services (DHS) Health Materials Management System (HMMS) Replacement Support through the rollout of eCAPS Procurement and Inventory Management
- Procurement and Inventory Rollout Support for departments implementing electronic requisitions

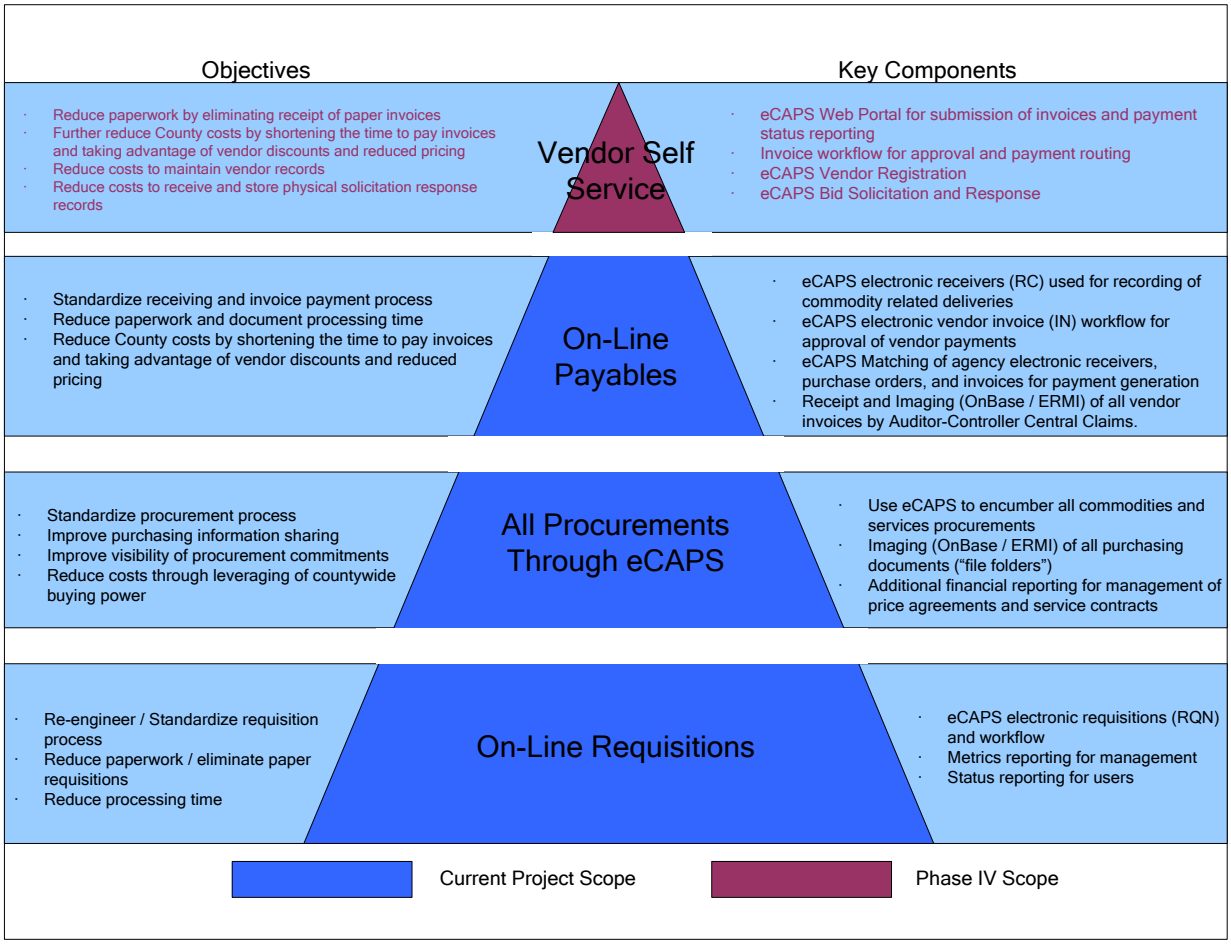
This SOW specifies the obligations for CGI to deliver to the County the functioning modules that support the County's business processes as listed in the Appendices of this Exhibit A-11 according to Appendix A-11 (Deliverables Definitions). A description of the County's obligations for this Subproject 11 and other key project assumptions are provided in Appendix M-11 (Subproject Assumptions) to this SOW.

The goals of eCAPS Phase IV – eCAPS Materials Management Subproject 11 are to implement AMS Advantage Vendor Self Service to provide vendors with the ability to inquiry financial information including check remittance information and the ability for vendors to generate electronic invoices – Stage 1. Also, implement AMS Advantage Self Service to replace the County's WebVen system for Vendor Registration and Bid Solicitation and implement Advantage Procurement Service Contracts to streamline the procurement lifecycle and improve controls for Service Contracts – Stage 2, and the DHS Rollout Support for Procurement and Inventory – Stage 3.

AMS Advantage Vendor Self Service – provides suppliers with a website to register and maintain vendor profiles, search for business opportunities, electronically submit bid responses, and review current and past commodity history. The Advantage Vendor also provides suppliers the ability to inquire on financial transactions via the website and submit electronic invoices for County initiated

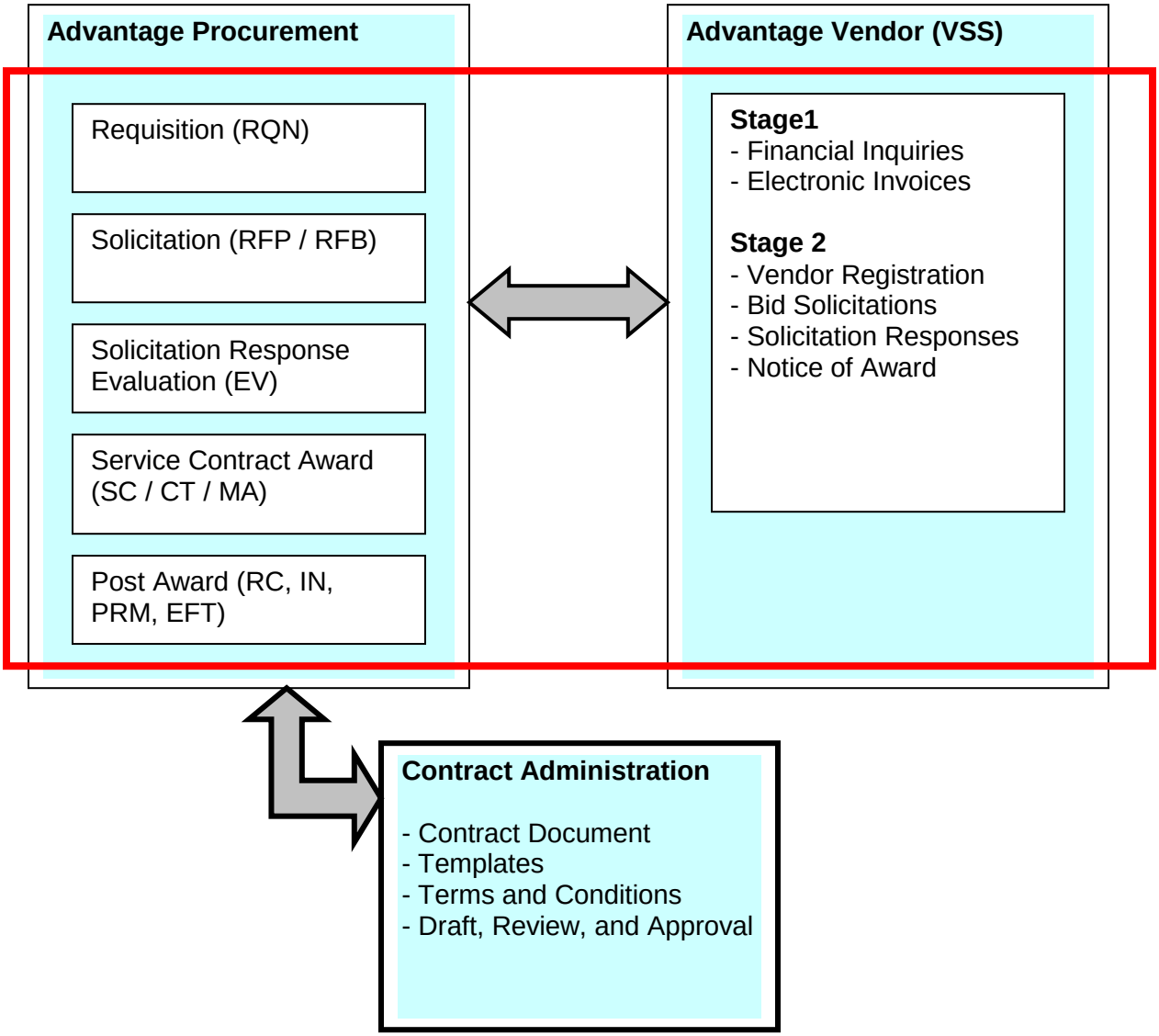
purchase orders. See diagram below for the County's plan for Integrated Procurement and Payables Processing. The diagram highlights the remaining functionality of the County's envisioned Integrated Procurement and Payables Processing, the Vendor Self Service.

Integrated Procurement and Payables Processing



AMS Advantage Procurement Service Contracts — provides the ability to streamline and improve controls on the County's distributed Service Contracts process. The Service Contracts lifecycle includes Requisitions, Solicitations, Vendor Responses, Evaluations, Awards, and Post Awards. The scope of the Fit-Gap Analysis of the AMS Advantage Procurement Service Contracts is ide ntified below within the red rectangle. The Service Contracts scope does not include Contract Administration.

Service Contract Strategy



DHS HMMS Replacement, Procurement and Inventory Rollout Support — provides rollout support to implement eCAPS Procurement and Inventory modules at the Department of Health Services to replace the HMMS system. The Rollout Support also includes Procurement and Inventory Rollout Support for other County departments for electronic requisitions.

The major objectives to be achieved with the eCAPS Phase IV – eCAPS Materials Management Subproject 11 are to:

- Provide County vendors with the ability to inquire on financial transactions, such as remittance advices, and submit electronic invoices to streamline the County's accounts payable process;
- Replace the County's legacy vendor registration and bid solicitation system;
- Streamline and improve the controls for the County's Service Contracts processes;
- Complete the County-wide rollout of the eCAPS Procurement and Inventory functionality at Department of Health Services.

CGI shall follow a deliverables-based project management approach to configure or update the AMS Advantage Vendor Self Service and Service Contracts modules to support the County's business requirements and processes as stated in Appendix J-11 (Configurations and Customizations) of this SOW.

The eCAPS Phase IV – eCAPS Materials Management Subproject 11 will begin in October 2011 (or upon approval of the Amendment #5 to the Services & License Agreement by both CGI and the County) following the Project Plan set forth as Appendix B-11 (Project Plan) to provide for:

- Software installation and support;
- Software design, development, and testing services;
- End-user training;
- Implementation support; and
- Post-implementation support.

Section I – Implementation Methodology

This section of the SOW provides a general description of the planned activities for the eCAPS Phase IV – eCAPS Materials Management Subproject 11, including:

- An overview of the implementation methodology proposed by CGI for the duration of Subproject 11; and
- A high-level description of the eCAPS Phase IV – eCAPS Materials Management Subproject 11 plan.

1. Overview of Implementation Methodology

CGI shall use sound project management principles based on prior experience in large-scale implementation projects for the implementation of the AMS Advantage Vendor Self Service and AMS Advantage Procurement Service Contracts modules at the County. Comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account elements that impact the Subproject 11 schedule internally, such as, the testing of software modifications and the external dependencies and success factors that can impact the overall progress and effectiveness of an engagement. This integrated approach provides an invaluable tool to track overall progress against the agreed upon milestones, identify risk areas, and proactively take the appropriate steps to mitigate those risks.

The system implementation activities of the Advantage Vendor Self Service, Advantage Service Contracts, and the DHS HMMS Replacement Support will be conducted in parallel to support the County's desire to minimize the number and type of County resources required for this Subproject.

The Envision phase encompasses the activities related to the analysis of the software updates, such as software modifications, data conversions, and system tables setup, required to implement Vendor Self Service and Service Contracts. The Envision phase is comprised of the following Stages:

- Envision: Stage 1, Vendor Self Service (Financial Inquiries and Electronic Invoices); and
- Envision: Stage 2, Vendor Self Service (Vendor Registration and Bid Solicitation) and Service Contracts.

The Create phase encompasses the activities related to the design, development, and testing of the implementation of Vendor Self Service and Service Contracts functionality. In addition, the Create phase will include updates to the system documentation, help screens, user and operations documentation, training materials, and conducting training for the new functionality implemented under this SOW. Similar to the Envision phase, the Create phase is comprised of the following Stages:

- Create: Stage 1, Vendor Self Service (Financial Inquiries and Electronic Invoices); and
- Create: Stage 2, Vendor Self Service (Vendor Registration and Bid Solicitation) and Service Contracts.

The Achieve phase encompasses the activities related to production cutover (i.e., installation of the final-tested system into the County's production environment), and post-implementation support. Also the Achieve phase includes the DHS HMMS Replacement Support. Similar to the Envision and Create phases, the Achieve phase is composed of the following Stages:

- Achieve: Stage 1, Vendor Self Service (Financial Inquiries and Electronic Invoices);
- Achieve: Stage 2, Vendor Self Service (Vendor Registration and Bid Solicitation) and Service Contracts; and
- Achieve: Stage 3, DHS HMMS Replacement, Procurement and Inventory Rollout Support.

CGI's methodology is supported by an inventory of CGI-specific tools, assets, utilities, templates, checklists, and deliverables. CGI-specific work product samples will be used as a starting point for the work products CGI shall complete under this SOW.

2. Project Work Products

The remainder of this section explains the approach that will be used to implement the Vendor Self Service and Service Contracts software modules at the County and support the HMMS Replacement at DHS. The high-level Work Products are outlined, as are the methods for achieving them. A detailed description of these Deliverables is provided in Appendix A-11 (Deliverables Definition) and in the remaining sections of this SOW. CGI shall utilize materials and approved work products from earlier Phases of the eCAPS Project as the basis for Phase IV materials in order to minimize the costs of development and implementation.

2.1 Planning & Management (Project Plan Task 1)

Project management represents ongoing tasks that will span the life of the project. CGI shall update the Project Control Document (PCD) (Project Plan Task 1.1.3) created during the implementation of eCAPS Phase I and updated during eCAPS Phases II and III. The purpose of the PCD is to define how the CGI Project Management Standards will be applied to the eCAPS Phase IV – eCAPS Materials Management Subproject 11. The PCD brings together the key planning and control documents and serves as the basis for defining how the project team will carry out project administration and management activities. It is intended to be a tool for communicating the project's management practices to managers, team members, and stakeholders.

Specifically, the PCD shall define the eCAPS Phase IV – eCAPS Materials Management Subproject 11 management strategies for the following areas:

Project Planning

- Detailed Project Plan;
- Project Governance and Structure;
- Communication; and
- Staffing and Team Management.

Scope Management

- Deliverables Management;
- Change Control Process Management; and
- Requirements Management.

Issue and Risk Management

- Issue Management (including issue escalation processes); and
- Project Risk Management.

Quality

- Quality Management;
- Reports Review and Escalation Governance Process for performance versus functionality issues;
- Work Product Reviews; and
- Incident and Defect Management.

CGI shall provide on-site, dedicated project management services to the eCAPS Phase IV – eCAPS Materials Management Subproject 11 for the duration of Subproject 11 through implementation and part-time project management services for the duration of the post-implementation period.

CGI ongoing project management tasks include (Project Plan Task 1.3):

- Assigning and coordinating CGI team resources and deliverables;
- Conducting semimonthly Project Management meetings;
- Tracking CGI team resources;
- Tracking CGI tasks and deliverable budgets;
- Providing review and guidance to the project team in addressing tasks/deliverables;
- Identifying, tracking, and helping to resolve project issues and risks;

- Coordinating project deliverables among all CGI and County resources; and
- Reporting on CGI resources, deliverables and budget, including the development of semimonthly and monthly status reports, and presentations for the eCAPS Advisory Committee.

In addition to outlining project administration and management tasks, the Planning and Management section also includes specific activities in preparation for the Envision, Create and Achieve phases. At the beginning of this phase, a plan validation will be completed with joint participation by CGI and the County. The purpose of this plan validation is to confirm the plan and direction for the remainder of the activities in the Envision, Create and Achieve phases for Stage 1 and Stage 2 discussed earlier and the Achieve phase for Stage 3. Mutually agreed upon recommendations and any potential changes to the project direction, project plan, or activities will be addressed via the Change Control Process.

CGI and the County will jointly conduct a Project Kick-off meeting and will jointly prepare semimonthly status reports and conduct semimonthly management meetings.

CGI will prepare monthly status reports, CGI and County will jointly conduct monthly Advisory Committee meetings.

2.2 Envision: Stage 1, Vendor Self Service (Financial Inquiries and Electronic Invoices) (Project Plan Task 2.1)

During the Envision phase, CGI shall translate the County's functional business requirements, as specified in Appendix C-11 into a set of detailed project tasks via two steps. The first step documents, at a high level, the modifications necessary for the system to support the County's business requirements, thereby, validating the project scope. The second step defines the method for completing the functional and technical tasks to support these requirements. The objective of the Envision phase is to create the blueprint that guides the new process implementation and evaluates the current County processes in order to come to agreement on the To-Be County processes utilizing the AMS Advantage Vendor Self Service application for the Financial Inquiries and Electronic Invoices processing within the application. CGI shall be primarily responsible for the completion of the following tasks/deliverables during the Envision phase:

- Establish Prototype Environment,
- Project Team Training,
- Fit-Gap Analysis,
- Technical Assessment,
- Implementation Assessment, and

- Implementation Analysis Document.

2.2.1 Establish Prototype Environment – Stage 1 (Subproject Plan Task 2.1.1)

CGI shall install the baseline AMS Advantage Procurement and Vendor application and bundled third-party products on the hardware components provided by the County and perform the installation tests necessary to confirm that these software components can be accessed and executed by the project team. CGI shall also configure the software components for the purpose of prototyping the functionality of the AMS Advantage Vendor Self Service software and conducting product training for the County project team.

2.2.2 Project Team Training – Stage 1 (Subproject Plan Task 2.1.2)

CGI shall provide product training to the County project team and subject matter experts. The purpose of this training is for CGI to provide the County team with a general overview of AMS Advantage Vendor Self Service Financial Inquiries and Electronic Invoices functionality. This overview is intended to help facilitate the County's participation in the prototyping sessions and subsequent implementation tasks.

2.2.3 Fit-Gap Analysis – Stage 1 (Subproject Plan Task 2.1.3)

The Functional Analysis is comprised of two key tasks: prototyping sessions and the Fit-Gap Analysis.

2.2.3.1 Prototyping – Stage 1 (Subproject Plan Task 2.1.3.1, 2.1.3.2)

Prototyping sessions are application design sessions directed by CGI to demonstrate the capabilities of the AMS Advantage Vendor Self Service application for Financial Inquiries and Electronic Invoices to support the County's stated business requirements in Appendix C-11 using representative County data. In preparation for these sessions, CGI shall map the County's requirements to the To-Be business processes identified in Appendix G-11. Once this mapping is complete, CGI shall develop scripts for prototyping how AMS Advantage Vendor Self Service will support the To-Be processes and corresponding business requirements.

By conducting the prototyping sessions, CGI shall provide a process which allows County managers and end users from the representative County departments to participate in the design of the To-Be system. It is assumed that the County will identify the appropriate County staff that will participate in these sessions and facilitate their participation.

2.2.3.2 Fit-Gap Analysis – Stage 1 (Subproject Plan Task 2.1.3.3)

As the prototyping scripts are executed, CGI shall identify the options and alternatives for supporting the County's requirements and conduct a Fit-Gap Analysis to assess the fit between AMS Advantage Vendor Self Service (Financial Inquiries and Electronic Invoices) baseline functionality and these requirements. Where appropriate, CGI shall identify the table-driven setups, user interface configurations, application customizations, and business process changes required to close any gaps in functionality between the County's stated requirements and the baseline software.

CGI's primary work products from the completed prototyping sessions and Fit-Gap Analysis include a Requirements Traceability Matrix (RTM), which will be a:

- Cross-reference of County business requirements and the alternatives adopted by the County to support these requirements,
- Prioritized list of potential software configurations and customizations, and
- Recommendations for potential changes to County business processes.

These components shall be included in the Fit-Gap Analysis Report (Project Plan Task 2.1.3.3.5). Subsequent to the publication of this report, the County retains the right to request additional software customizations through the Change Control Process.

2.2.4 Technical Assessment – Stage 1 (Subproject Plan Task 2.1.4)

CGI shall work with County to assess the infrastructure requirements, transaction volumes, and technical platform alternatives for implementing the AMS Advantage Vendor Self Service (Financial Inquiries and Electronic Invoices) components identified in the Introduction section. This assessment will be based on the County's current usage information, transaction volumes, archival requirements, and growth projections and will support the technical requirements.

Based on this assessment, CGI shall design the technical architecture for each of the project environments identified by the County to support the Vendor Self Service Stage 1 project implementation. CGI shall summarize the results of the Technical Assessment and technical architecture design process in the Technical Specifications Document deliverable.

2.2.5 Implementation Assessment – Stage 1 (Subproject Plan Task 2.1.5)

During the Implementation Assessment activity, CGI shall work with the County to review, confirm, and update the requirements as stated in Appendices D-11: Interfaces, E-11: Conversions, F-11: Reports, and K-11: Training Volumes.

Based on this review, CGI shall draft the following key strategies to support the implementation:

- Data Conversion Strategy,
- System Interface Strategy,
- Training Strategy,
- Transition Strategy, and
- Reporting Strategy.

In these strategies, CGI shall identify the approaches, software tools, and testing methodologies that will govern the design and development of the associated Create phase work products and deliverables. CGI shall compile these strategies in the Implementation Analysis Document.

2.2.6 Implementation Analysis Document – Stage 1 (Subproject Plan Task 2.1.6)

Upon completion of the Functional Analysis, Technical Assessment, and Implementation Assessment, CGI shall summarize these analyses, produce the detailed estimates for the work products identified in these analyses, and incorporate the results into a formal scope definition document (Vendor Self Service Stage 1 Implementation Analysis Document) and update the Vendor Self Service Stage 1 project plan. These documents will be presented to the County for feedback, review, and approval before beginning the next phase of work.

2.3 Envision: Stage 2, Vendor Self Service (Vendor Registration and Bid Solicitation) and Service Contracts (Project Plan Task 3.1)

During the Envision phase, CGI shall translate the County's functional business requirements, as specified in Appendix C-11 into a set of detailed project tasks via two steps. The first step documents, at a high level, the modifications necessary for the system to support the County's business requirements, thereby, validating the project scope. The second step defines the method for completing the functional and technical tasks to support these requirements. The objective of the Envision phase is to create the blueprint that guides the new process implementation and evaluates the current County processes in order to come to agreement on the To-Be County processes utilizing the AMS Advantage Vendor Self Service application for Vendor Registration and Bid Solicitation and the AMS Advantage Procurement application for Service Contracts. CGI shall be primarily responsible for the completion of the following tasks/deliverables during the Envision phase:

- Establish Prototype Environment,
- Project Team Training,
- Fit-Gap Analysis,
- Technical Assessment,
- Implementation Assessment, and
- Implementation Analysis Document.

2.3.1 Establish Prototype Environment – Stage 2 (Subproject Plan Task 3.1.1)

The baseline AMS Advantage Vendor application installed for the Stage 1 Prototype Environment will also be used for Stage 2. CGI shall configure the software components for the purpose of prototyping the functionality of the AMS Advantage Vendor Self Service (Vendor Registration and Bid Solicitation) and AMS Advantage Procurement Service Contracts software and conducting product training for the County project team.

2.3.2 Project Team Training – Stage 2 (Subproject Plan Task 3.1.2)

CGI shall provide product training to the County project team and subject matter experts. The purpose of this training is for CGI to provide the County team with a general overview of AMS Advantage Vendor Self Service functionality for Vendor Registration and Bid Solicitation and AMS Advantage Procurement Service Contracts functionality. This overview is intended to help facilitate the County's participation in the prototyping sessions and subsequent implementation tasks.

2.3.3 Fit-Gap Analysis – Stage 2 (Subproject Plan Task 3.1.3)

The Functional Analysis is comprised of two key tasks: prototyping sessions and the Fit-Gap Analysis.

2.3.3.1 Prototyping – Stage 2 (Subproject Plan Task 3.1.3.1, 3.1.3.2)

Prototyping sessions are application design sessions directed by CGI to demonstrate the capabilities of the AMS Advantage Vendor Self Service application for Vendor Registration and Bid Solicitation and AMS Advantage Procurement Service Contracts to support the County's stated business requirements in Appendix C-11 using representative County data. In preparation for these sessions, CGI shall map the County's requirements to the To-Be business processes identified in Appendix G-11. Once this mapping is complete, CGI shall develop scripts for prototyping how AMS Advantage Vendor Self

Service and AMS Advantage Procurement Service Contracts modules will support the To-Be processes and corresponding business requirements.

By conducting the prototyping sessions, CGI shall provide a process which allows County managers and end users from the representative County departments to participate in the design of the To-Be system. It is assumed that the County will identify the appropriate County staff that will participate in these sessions and facilitate their participation.

2.3.3.2 Fit-Gap Analysis – Stage 2 (Subproject Plan Task 3.1.3.3)

As the prototyping scripts are executed, CGI shall identify the options and alternatives for supporting the County's requirements and conduct a Fit-Gap Analysis to assess the fit between AMS Advantage Vendor Self Service (Vendor Registration and Bid Solicitation) and AMS Advantage Procurement Service Contracts baseline functionality and these requirements. Where appropriate, CGI shall identify the table-driven setups, user interface configurations, application customizations, and business process changes required to close any gaps in functionality between the County's stated requirements and the baseline software.

CGI's primary work products from the completed prototyping sessions and Fit-Gap Analysis include a Requirements Traceability Matrix (RTM), which will be a:

- Cross-reference of County business requirements and the alternatives adopted by the County to support these requirements,
- Prioritized list of potential software configurations and customizations, and
- Recommendations for potential changes to County business processes.

These components shall be included in the Fit-Gap Analysis Report (Project Plan Task 3.1.3.3.5). Subsequent to the publication of this report, the County retains the right to request additional software customizations through the Change Control Process.

2.3.4 Technical Assessment – Stage 2 (Subproject Plan Task 3.1.4)

CGI shall work with County to assess the infrastructure requirements, transaction volumes, and technical platform alternatives for implementing the AMS Advantage Vendor Self Service (Vendor Registration and Bid Solicitation) and AMS Advantage Procurement Service Contracts modules identified in the Introduction section. This assessment will be based on the County's current usage information, transaction volumes, archival requirements, and growth projections and will support the technical requirements.

Based on this assessment, CGI shall design the technical architecture for each of the project environments identified by the County to support the Vendor Self Service and Service Contracts Stage 2 project implementation. CGI shall summarize the results of the Technical Assessment and technical architecture design process in the Technical Specifications Document deliverable.

2.3.5 Implementation Assessment – Stage 2 (Subproject Plan Task 3.1.5)

During the Implementation Assessment activity, CGI shall work with the County to review, confirm, and update its requirements as stated in Appendices D-11: Interfaces, E-11: Conversions, F-11: Reports, and K-11: Training Volumes. Based on this review, CGI shall draft the following key strategies to support the implementation:

- Data Conversion Strategy,
- System Interface Strategy,
- Training Strategy,
- Transition Strategy, and
- Reporting Strategy.

In these strategies, CGI shall identify the approaches, software tools, and testing methodologies that will govern the design and development of the associated Create phase work products and deliverables. CGI shall compile these strategies in the Implementation Analysis Document.

2.3.6 Implementation Analysis Document – Stage 2 (Subproject Plan Task 3.1.6)

Upon completion of the Functional Analysis, Technical Assessment, and Implementation Assessment, CGI shall summarize these analyses, produce the detailed estimates for the work products identified in these analyses, and incorporate the results into a formal scope definition document (Vendor Self Service and Service Contract Stage 2 Implementation Analysis Document) and update the Vendor Self Service and Service Contract Stage 2 project plan. These documents will be presented to the County for feedback, review, and approval before beginning the next phase of work.

2.4 Create: Stage 1, Vendor Self Service (Financial Inquiries and Electronic Invoices) (Project Plan Task 2.2)

The Create phase encompasses activities related to software construction and testing and preparations for implementation, such as training and transition management. The tasks to be completed during the Create phase are organized into the following activities:

- Technical Environments,
- System Control Tables,
- Software Construction,
- Software Testing,
- Security and Workflow,
- Training, and
- Transition Management.

2.4.1 Technical Environment – Stage 1 (Subproject Plan Task 2.2.1)

Upon the County's establishment of the following technical environments (i.e., installation and configuration of hardware and system software), CGI shall confirm that these environments are consistent with the specifications provided in the Technical Specifications Document:

- Development / Unit Test,
- Integrated System Test,
- User Acceptance Test ,
- Training,
- Performance Test,
- Cognos (Reporting), and
- Developer Workstations.

CGI shall install and test the AMS Advantage Vendor 3.9 application and third party software in these environments. The AMS Advantage Procurement 3.9 application, installed as part of Subproject 10 Financial 3.9 Upgrade, will be utilized for Subproject 11 Stage 1 Create Phase activities. County and CGI staff

shall develop and test AMS Advantage configurations and customizations in the development / unit test environment.

This assumes that the County is responsible for the installation and configuration of the Cognos Test Environments to support the upgrade.

This assumes that the County will install the Advantage Design Studio on three developer workstations in preparation for software development activities. CGI will support the County to complete the Advantage Design Studio installation on the 3 developer workstations.

2.4.2 System Control Tables – Stage 1 (Subproject Plan Task 2.2.2)

During the Envision phase, the table-driven set-ups will be identified and documented. Where applicable, these set-ups will allow the project team to tailor AMS Advantage processing to support County-specific requirements instead of software modifications. The minimization of custom software modifications of AMS Advantage software will help the County lower on-going system maintenance/upgrade costs.

In the Create phase, CGI shall assist County staff in applying these table set-ups by populating the reference and system tables as defined in the Fit-Gap Analysis Report. CGI shall also assist County staff as they execute tests to confirm that these table set-ups support the County's stated requirements. With input from County subject matter experts, the system tables will be set-up.

2.4.3 Software Construction – Stage 1 (Subproject Plan Task 2.2.3)

Software construction entails the design and development of the user interface configurations, and application customization processes, data conversion processes, and reports and forms to support the County's business requirements as stated in the appendices to this SOW.

CGI staff shall be primarily responsible for the design, development, and unit testing of:

- Application Software Modifications (Subproject Plan Task 2.2.3.1, 2.2.3.2)

CGI shall create a Functional Design for each application customization (i.e., modification to the AMS Advantage software). The Functional Design is a high-level design specification that provides an overview of the business requirements and processes to be supported by the customization, processing logic for online, batch, and reporting software components, business scenarios to be included in the unit tests, and key assumptions.

CGI shall create a Detailed Design for each customization to be developed by CGI. Each detailed design will provide the technical specifications and description of each software development effort, as well as drive the functional design into a lower level of detail that is required for programming.

In order to provide a unified structure and strategy for developing conversion processes, CGI shall develop a VSS Conversion Plan (Subproject Plan Task 2.2.3.3.1) to identify the data sources to be converted and the conversion method, e.g. – automated conversion or manual conversion.

This assumes that the County is responsible for the design, development, and testing of Data Conversions. This assumes that the County is responsible for the plan, design, development, and testing for System Interfaces and Reports software. This assumes that the County is responsible for data cleansing activities as identified during conversion planning, design, development, and testing.

This assumes that the County will use the development tools that are bundled with the AMS Advantage 3.9 application (i.e., AMS Advantage Design Studio, Data Junction, and Adobe forms) in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI to County technical staff.

For Vendor Self Service Financial Inquiries and Electronic Invoices, there is a feature for vendors to download the information displayed on the page into PDF format. The technology used to generate the PDF files in VSS is Apache Formatting Objects Processor (FOP). CGI will update one of the baseline PDF forms per the County's requirements to provide an example and provide knowledge transfer to the County. This assumes that the County will be responsible for updating the remaining PDF forms (3) to support the County's requirements.

2.4.4 Software Testing – Stage 1 (Subproject Plan Task 2.2.4)

Software testing entails the planning and execution of tests to secure the County's acceptance of the AMS Advantage application as modified in accordance with the County-approved functional and detailed designs and other Specifications. Software testing is comprised of three (3) types of tests:

- Integrated System Test (Subproject Plan Task 2.2.4.1),
- User Acceptance Test (Subproject Plan Task 2.2.4.2), and
- Performance Test (Subproject Plan Task 2.2.4.3).

CGI shall be primarily responsible for the planning and execution of the Integrated System Test and Performance Test. CGI shall also answer questions and provide support to the County team assigned to conduct the User Acceptance Test. CGI shall provide support by helping to resolve and track application software incidents reported by the County team and developing any application software fixes required to resolve these incidents.

2.4.4.1 Integrated System Test – Stage 1 (Subproject Plan Task 2.2.4.1)

Before the Integrated System Test is conducted, CGI shall review the County's stated business requirements and processes and define which requirements and processes require testing. The selected requirements and processes will become test conditions and will be grouped into test cycles. Test cycles are logical groups of test conditions. CGI shall develop test scripts to define steps, input data and expected output for all of the integrated system test conditions. Once the Integrated System Test environment is established, the test scripts will be executed. If the actual results do not match the expected results, an incident will be identified, documented, and resolved. Incident resolution may require the development of software fixes and re-testing, as needed. This assumes that the County will update the conversions, interfaces, reports, application software, and PDF forms software that were developed by the County to resolve the incidents for these components.

2.4.4.2 User Acceptance Test – Stage 1 (Project Plan Task 2.2.4.2)

The goal of User Acceptance Test (UAT) is to allow the County's UAT team, a selected group of County end-users, to confirm that the Vendor Self Service application performs as expected to support the County's business processes. UAT also provides an opportunity for additional users to become familiar with the software prior to training and implementation. CGI shall provide User Acceptance Test Support as stated in the Project Plan to answer questions and provide support to the County team assigned to conduct the UAT. CGI shall also provide support by helping to research and track Vendor Self Service application incidents reported by the County and developing any software fixes required to resolve these Vendor Self Service application incidents. This assumes that the County will update the conversions, interfaces, reports, application software, and PDF forms software that were developed by the County to resolve the incidents for these components.

2.4.4.3 Performance Test – Stage 1 (Subproject Plan Task 2.2.4.3)

CGI is primarily responsible for the planning and execution of the Performance Test. This test is intended to demonstrate the modules' readiness for supporting the County's transaction and user volumes as specified in Appendix I-11 and the Technical Specifications Document. The test plan and scripts shall define the

transaction volumes, test scenarios, and online and batch conditions to be addressed by the test. This test will focus on the system performance of the Vendor Self Service (Electronic Invoicing and Financial Inquiries) components of AMS Advantage Vendor. CGI shall resolve performance issues by software fixes, working County database administrators and technical staff to perform the system and database tuning necessary to support the County's stated requirements.

2.4.5 Security and Workflow – Stage 1 (Subproject Plan Task 2.2.5)

This assumes that the County shall be primarily responsible for defining and configuration of the security and workflow. CGI shall provide support to answer questions or issues as identified during the security and workflow planning, table setup or testing.

2.4.6 Training – Stage 1 (Subproject Plan Task 2.2.6)

County and CGI will jointly develop the Vendor Self Service training plan. CGI will be responsible for development of training materials for 3 training guides for VSS Stage 1. The planned training guides are as follows:

- Vendor Financial Inquiries,
- Vendor Electronic Invoices, and
- County Staff Support for Vendor Self Service.

CGI shall also prepare system administration training materials and deliver system administration training.

In accordance with the training strategy developed during the Envision phase and the training volumes specified in Appendix K-11, the County and CGI shall prepare a detailed training plan for governing training materials development and execution and develop the training program specifications (e.g., curriculum, content, duration, class size, class audiences, prerequisites, location, and training aids) for system administration and end user training. The Vendor Self Service application is public facing and as such the expectation is there will be minimal classroom training for vendors but more online help provided in the VSS application to provide instructions to vendors that are accessing the VSS website.

Where applicable this assumes that the County shall conduct VSS training classes for County staff and conduct vendor outreach sessions.

2.4.7 Transition Management – Stage 1 (Subproject Plan Task 2.2.7)

The Transition Management will include the following activities required to implement VSS:

- User and Systems / Operations Documentation (Project Plan Tasks 2.2.7.1 and 2.2.7.2),
- County Operations Documentation (Project Plan Task 2.2.7.3),
- User Procedures and Internal Control Plans (Project Plan Tasks 2.2.7.4 and 2.2.7.5),
- Change Management and Communications (Project Plan Task 2.2.7.6), and
- Readiness Assessment (Project Plan Tasks 2.2.7.7 and 2.2.7.8)

CGI shall be primarily responsible for the development of AMS Advantage documentation updates and the transition management-related checklist to assess the County's operational / technical readiness for the go-live.

CGI shall apply the updates and/or prepare an addendum to the baseline AMS Advantage users and system documentation to reflect the modifications completed during the Vendor Self Service Stage 1 implementation. CGI shall provide the following documentation:

AMS Advantage User Documentation – updated version of the AMS Advantage application documentation. These updates shall be loaded to the online application such that field level and page level help may reflect the Subproject 11 Vendor Self Service (Financial Inquiries and Electronic Invoicing) modifications.

AMS Advantage Systems / Operations Documentation – updated version of the AMS Advantage application documentation. These updates shall include considerations for the County to update its operations documentation (e.g., potential impacts to the County's run books, call back lists, job dependencies, etc.).

County Operations Documentation – updated nightly cycle diagram and Control-M Job setup.

2.4.7.1 Readiness Assessment (Subproject Plan Task 2.2.7.7, 2.2.7.8)

CGI shall prepare the technical readiness checklist and assist the County in conducting the technical readiness assessment (e.g., hardware installed, software installed, servers configured, operations team identified and trained,

etc.) for go-live. This assumes that the County will prepare the implementation readiness checklist (e.g., end users trained, department outreach activities completed, etc.) and conduct the functional readiness assessment.

2.5 Create: Stage 2, Vendor Self Service (Vendor Registration and Bid Solicitation) and Service Contracts (Project Plan Task 4.1)

The scope of the Create Phase for Stage 2 will be defined during the Stage 2 Envision Phase. In the interim, placeholder Stage 2 Create Phase tasks have been identified:

- Stage 2 Software Modifications; and
- Stage 2 Implementation Support.

The scope and approach of the Stage 2 (Vendor Registration and Bid Solicitation; and Service Contracts) will be documented in the Stage 2 Implementation Analysis Document. CGI services to be provided for the Create phase of Stage 2 will be approved by the County via the Change Notice process.

2.5.1 Software Modifications – Stage 2 (Project Plan Task 4.1.1)

Software Modifications entails the design and development of application customizations to support the County's business requirements. The Stage 2 Software Modifications will be defined during the Stage 2 Envision phase and documented in the Stage 2 Implementation Analysis Document. The Stage 2 implementation has a placeholder of 10,000 hours allocated for software modifications to be identified during Stage 2 Envision phase. CGI services to be provided for these modifications will be approved by the County via the Change Notice process.

2.5.2 Implementation Support – Stage 2 (Project Plan Task 4.1.3)

The Stage 2 Implementation Support tasks will be defined during the Stage 2 Envision phase and documented in the Stage 2 Implementation Analysis Document. The Stage 2 implementation has a placeholder of 3 Full Time Equivalent (FTE) resources for 12 Months allocated for implementation support for the Create and Achieve phases to be identified during Stage 2 Envision phase. CGI services to be provided for implementation support will be approved by the County via the Change Notice process. The Stage 2 Implementation Support is comprised of Create phase tasks, such as:

- Technical Environments,
- System Control Tables,
- Software Construction,

- Software Testing,
- Security and Workflow,
- Training, and
- Transition Management.

2.6 Achieve: Stage 1, Vendor Self Service (Financial Inquiries and Electronic Invoices) (Project Plan Task 2.3.1)

The tasks to be completed during the Vendor Self Service Stage 1 Achieve Phase are organized into the following sets of activities:

- Production Cutover (Project Plan Task 2.3.1, 2.3.2); and
- Post Implementation Support (Project Plan Task 2.3.3).

CGI shall also provide Support for the duration stated in the Project Plan to answer questions and provide support to the County team assigned to participate in the cutover activities as identified in the Production Cutover Script.

2.6.1 Production Cutover – Stage 1 (Project Plan Task 2.3.1)

CGI shall prepare a detailed Production Cutover Script. This script shall define the County and CGI roles/responsibilities and sequence/timing of the upgrade tasks (e.g., database upgrade conversion processes, manual conversion processes, conversion verification, software migration, online table updates, and batch processing) that are necessary to activate in the County's production environment.

CGI and County shall execute a cutover rehearsal (i.e., "dress rehearsal" of the final conversion). The cutover rehearsal is intended to practice the cutover steps and benchmark the cutover runtime. CGI and County shall conduct the data conversion process and then review the results.

Below is a sample rollout approach of VSS Stage 1 to the Vendor community as defined in the project plan in Appendix B-11.

- Rollout #1 – 25 select procurement vendors
- Rollout #2 – Remaining procurement vendors
- Rollout #3 – All remaining vendors

2.6.2 Post-Implementation Support – Stage 1 (Project Plan Task 2.3.3)

CGI shall provide Support for the duration stated in the Project Plan for support services subsequent to the Vendor Self Service Stage 1 go-live. During this post-implementation support period, CGI shall provide services in the following areas:

- Production Operations Monitoring, and
- Production Incidents Resolution.

CGI shall work with County staff to monitor processing in the County's production environment. This task entails the review of system assurance reports, assisting the County with issue resolution, and system and database tuning assistance.

CGI shall work with the County to resolve incidents reported by its end-user community and operations staff. Onsite CGI staff will coordinate incident resolution activities with the Advantage Support Center, as needed, during the post-implementation period defined in the project plan.

2.7 Achieve: Stage 2, Vendor Self Service (Vendor Registration and Bid Solicitation) and Service Contracts (Project Plan Task 4.1)

The scope of the Achieve Phase for Stage 2 will be defined during the Stage 2 Envision Phase. In the interim, placeholder Stage 2 Achieve Phase task have been identified:

- Stage 2 Implementation Support

The scope and approach of the Stage 2 (Vendor Registration and Bid Solicitation; and Service Contracts) will be documented in the Stage 2 Implementation Analysis Document. CGI services to be provided for the Achieve phase of Stage 2 will be approved by the County via the Change Notice process.

2.7.1 Implementation Support – Stage 2 (Project Plan Task 4.1.3)

The Stage 2 Implementation Support tasks will be defined during the Stage 2 Envision phase and documented in the Stage 2 Implementation Analysis Document. The Stage 2 implementation has a placeholder of 3 Full Time Equivalent (FTE) resources for 12 Months allocated for implementation support for the Create and Achieve phases to be identified during Stage 2 Envision phase. CGI services to be provided for implementation support will be approved by the County via the Change Notice process. The Stage 2 Implementation Support is comprised of Achieve phase tasks, such as:

- Production Cutover, and
- Post Implementation Support.

2.8 Achieve: Stage 3, DHS HMMS Replacement, Procurement and Inventory Rollout Support (Project Plan Task 5)

By July 2011, the County will have implemented 35 departments on eCAPS Procurement and 14 departments on eCAPS Inventory Management. Included in the number of departments implemented on Procurement and Inventory is one County hospital from DHS. After July 2011, the eCAPS Procurement and Inventory Departmental Rollout will focus on completing the rollout for DHS.

The County will be primarily responsible for the rollout of eCAPS Procurement and Inventory for DHS. CGI support the County with 2 Full Time Equivalent (FTE) resources for a period of twenty-one (21) months, as defined in the project plan in Appendix B-11.

2.9 Summary of CGI Deliverables

A summary list of the deliverables and interim work products to be produced by CGI is provided in Appendix A-11 (Deliverables Definition).

Section II – Project Management

This section describes the project management activities and Deliverables to:

- Provide project direction and oversight for Subproject 11;
- Establish an approach to communicating the status of Subproject 11 activities and deliverables;
- Establish the staffing requirements and staffing projections for the implementation of Vendor Self Service (Financial Inquiries and Electronic Invoices) Stage 1 and implementation analysis of Vendor Self Service (Vendor Registration and Bid Solicitation) and Service Contracts Stage 2; and
- Establish the staffing requirements and staffing projections for the DHS HMMS Replacement, Procurement and Inventory Rollout Support Stage 3.

1. Project Management

CGI shall provide project management and oversight to the CGI staff on the Project Team in accordance with the tasks identified in this SOW section and Appendix M-11 (Subproject Assumptions). The task assumes that the County shall provide project management and oversight to the County staff on the Project team in accordance with the tasks identified in this SOW section and Appendix M-11 (Subproject Assumptions).

The purpose of these activities is to establish the protocols for managing the eCAPS Phase IV – eCAPS Materials Management Subproject 11, organize the project team, review project members' roles and responsibilities, and establish the project site. CGI shall have responsibility for its staff and complete project management-related tasks, with County review and approval, including:

- Establish protocols for project management and change control;
- Confirm key staff members and their roles and responsibilities;
- Establish project management standards and tools;
- Develop the key planning documents for the project;
- Develop a strategy to communicate the project approach;
- Plan & prepare kickoff meeting materials; and
- Conduct kickoff meetings.

1.1 Subproject 11 Project Management (Project Plan Task 1.3)

The on-going project management services to be provided by CGI shall encompass:

- Assigning and coordinating CGI team resources and deliverables;

- Coordinating with Third Party Software providers associated with the CGI solution;
- Tracking CGI team resources;
- Tracking CGI task and deliverable budgets;
- Reporting on the status of CGI deliverables and budgets, including the development of semi-monthly status reports, a monthly status report and presentations to the eCAPS Advisory Committee;
- Identifying, tracking, and helping to resolve project issues;
- Providing review and guidance to the CGI team in addressing tasks/deliverables; and
- Coordinating project deliverables among all CGI resources.

1.2 Change Control Strategy (Project Plan Task 1.1.3)

With the County's review and approval, CGI shall update the Change Control Strategy. This strategy shall be included in the Project Control Document (PCD) as described in SOW Section I – Implementation Methodology. The purpose of the Change Control Strategy is to define the specific policies and procedures that will control the priorities and approvals of:

- Required modifications to the software;
- Changes due to legal or Federal, State and Board of Supervisor mandates;
- Departmental requests for changes; and
- Project Team request for changes.

The County desires to minimize any modifications to the AMS Advantage application software which will have an adverse impact on the County's ability to maintain the application in a cost effective manner. As such, any request for changes must follow the established Change Control Process which explores alternatives for utilizing the software application in its delivered state, configuring the software in a way that does not impact the County's ability to upgrade or maintain the software and possible changes to departmental business procedures.

The Change Control Strategy shall include at a minimum:

- Procedures for determining the best alternative to address the proposed change;
- Determining the impact of the proposed change on eCAPS Phases I, II, and III functionality;
- Approval process of the recommended approach and alternative;
- Priority setting of requests;

- CGI procedures for analysis of costs (including time expended for the analysis), workload, impact to County departments and timeframe needed to implement requested change;
- Flow chart of Change Control process, including decision tree; and
- Recommended solution to track and monitor changes.

1.3 Status Reports (Project Plan Task 1.3.5)

CGI shall submit semi-monthly status reports and a monthly status report to County management that includes:

- Project status against the project schedule;
- Status of deliverables, including monitoring reports defined by the project management team;
- Project Issues;
- Review of the Project Plans (as necessary); and
- Other significant issues that impact project stakeholders (e.g., departments).

It is expected that the County and CGI Project Managers and designated team leads will have at least semi-monthly project meetings, and may meet more frequently as determined by the project management team, and bring staff, as necessary, to present and discuss project progress, issues, and risks.

The CGI monthly status report to County management will be used for briefing the eCAPS Advisory Committee. The CGI Project Manager will attend eCAPS Advisory Committee meetings and provide a briefing on project matters to the County. CGI shall assist County staff in the presentation of other briefings that may be requested by the County in order to inform the Board of Supervisors, departments or other committees on project status and issues for their consideration.

1.4 Project Organizational Chart (Project Plan Task 1.1.3)

The purpose of this activity is to establish the protocols for managing the eCAPS Phase IV – eCAPS Materials Management Subproject 11, organize the project team, and review key project members' roles and responsibilities. Project organization responsibilities will be divided between the County and CGI with each having prime responsibility for their respective staffs.

2. Planning

Developing clear plans that allocate resources, define deliverables, and provide a comprehensive view of all components of Subproject 11 will be critical for the successful implementation of eCAPS Phase IV – eCAPS Materials Management Subproject 11. The project necessitates a well-defined roadmap of the project activities and the impact

they will have on the County departments. CGI shall develop the detailed plan as part of the PCD (Project Plan Task 1.1) within the first month of the project and update the plan as necessary during the project detailing tasks and activities for both CGI and County. Final allocation of resources will be determined by the respective party responsible for the successful completion of the tasks and activities.

3. Project Site

At County designated project site(s), CGI shall be responsible for:

- Assisting County staff in confirming that their set-up of the technical environments is consistent with the Technical Specifications Document (Project Plan Task 2.1.4, 3.1.4);
- Installing the AMS Advantage Vendor release 3.9 application and third party software and assisting County staff in its confirmation that these components are properly installed in the project environments (Project Plan Task 2.1.1.2, 2.2.1.2);
- Making the project management tools/templates adopted by CGI and the County available on the project team Sharepoint site (Project Plan Task 1.1.2); and
- Providing and installing training software/equipment necessary for training County Project Team members (Project Plan Task 2.1.2, 3.1.2).

4. Communications

The eCAPS Phase IV – eCAPS Materials Management Subproject 11 is a countywide initiative that requires the complete support and understanding of all County departments. A key component to soliciting this type of support is the development of a communication approach for facilitating open and timely communication. This helps County department management and end users to:

- Be aware of the project approach, schedule, and status;
- Have access to up-to-date training and procedural materials;
- Provide feedback and input to the Project Team; and
- Be aware of the potential impact on their respective departments.

4.1 Communication Strategy

CGI shall assist the County to update the eCAPS strategy document for communicating the activities of the project team both among members and to outside parties (management, departments, committees, vendors, etc.). The strategy for eCAPS Phase IV - Materials Management Subproject shall complement the eCAPS strategy developed for Phase II and III activities and utilize the eCAPS Project website as the

main tool for communication of project information to County departments. This strategy shall be included in the PCD as described in Section I – Implementation Methodology (Project Plan Task 1.1.3). The purpose of the Communication Strategy is to establish protocols for project team communication among all project stakeholders, including the liaisons identified by the County to facilitate communication to the County departments.

CGI will support the County in the project Communication activities.

4.2 Kick-off Meetings / Periodic Briefings

CGI shall plan and conduct a kick-off meeting for project team members and assist the County in conducting informational meetings for departments (Project Plan Task 1.2). The informational meetings will primarily consist of an eCAPS Phase IV – eCAPS Materials Management Subproject 11 overview presentation. The County may re-use the CGI kick-off meeting materials for these informational meetings.

4.3 Website

This task assumes the County will establish and maintain a website as part of the Communication Plan with CGI input and assistance. This website will be used to:

- Maintain project materials of the Subproject 11;
- Communicate the status of the Subproject 11;
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.); and
- Distribute Subproject 11 materials.

5. Staffing - Key and Support Personnel & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase IV – eCAPS Materials Management Subproject 11 (Project Plan Task 1.1.1). These roles and responsibilities may be modified at any time during Subproject 11 through mutual agreement between the County and CGI.

Key personnel will be, unless identified as otherwise, dedicated to the Subproject 11 during the specific times indicated by the Project Plan. These staff members will be assigned to the Subproject 11 in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

The CGI team members shall be proficient with the AMS Advantage product. CGI shall provide the County with a suggested list of qualifications to assist the County in identifying qualified, skilled resources for the County's project team.

CGI shall provide the following Key Staff to the Subproject 11:

	Title	Name
1.	Project Director / Engagement Manager	Tim Popoli
2.	Project Manager	Pankaj Joshi

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the Subproject 11 are provided in Appendix M-11 (Subproject Assumptions).

In addition to the Key Staff identified, CGI may provide a Deputy Project Manager(s) for the Subproject 11, as needed.

5.1 Project Management

5.1.1 CGI Project Manager

The CGI Project Manager shall:

- Direct responsibility for and supervise the overall performance of the eCAPS Phase IV – eCAPS Materials Management Subproject 11 in conjunction with the County Project Manager;
- Serve as principal liaison with the County and the County's Project Manager;
- Participate in program strategic planning, coordination and release management;
- Compile and assist in the resolution of project issues;
- Acquire CGI resources;
- Manage scope;
- Coordinate CGI resources, activities and project teams;
- Coordinate submission of all Work Product and Milestone Deliverables required for acceptance and approval by the County; and
- Develop semi-monthly and monthly progress reports to County Management and participate in status meetings and project advisory committee briefings (Project Plan Task 1.3.4).

5.2 Functional Teams

5.2.1 CGI Functional Team Leads

The responsibilities of the CGI Functional Team Leads shall be to:

- Conduct the Design Sessions;

- Provide product expertise on specific issues;
- Provide semi-monthly status reports to project management on team's activities;
- Develop/provide functional deliverables templates and standards, where applicable;
- Oversee the quality of functional deliverables;
- Participate in the production of functional project deliverables on Fit-Gap Analysis, table setup support, security setup support, etc.;
- Assist individual designers/developers with resolving functional issues;
- Review all functional designs for quality and consistency;
- Assist with the formulation and execution of the integrated system test plan;
- Support teams in identifying and resolving incidents identified during testing;
- Design and develop training materials; and
- Conduct System Administration Training.

5.2.2 CGI Functional Team Members

The functional CGI team members shall perform the following tasks under the direction of the CGI Project Manager and Functional Team Leads:

- Prepare for and execute Design Sessions;
- Design/refine "To-Be" business processes;
- Assist with table-driven application set-ups;
- Identify and resolve functional issues;
- Create functional designs and system test software modifications and reports;
- Provide assistance to the County in the functional design and acceptance testing of conversion programs and interfaces;
- Develop integrated system test approach and assist in developing test scripts;
- Execute system test scripts;
- Design and develop training materials; and
- Conduct System Administration Training.

5.3 Technical Resources

5.3.1 CGI Technical Team Lead

The responsibilities of the CGI Technical Team Lead shall be to:

- Track software construction work and progress to-date;
- Coordinate CGI technical resources;
- Forecast and manage work requirements for software development and testing;
- Forecast resource requirements for software development and testing;
- Provide expertise in the creation and support of project development environments;
- Provide guidance to the technical project team in the design and development of the technical architecture and production environment;
- Participate in release planning and management;
- Track and facilitate resolution of software construction and technical issues;
- Lead management review and approval process for software construction deliverables; and
- Coordinate software incident resolution activities with CGI Customer Support.

5.3.2 CGI Technical Team Members

The CGI Technical Team shall perform the following tasks under the direction of the CGI Project Manager and Technical Lead:

- Technical architecture support;
- System administration support; and
- Performance test scripting.

A more detailed listing of these activities is provided below:

- Design, develop, and test software configurations, and new system processes (e.g., software modifications, forms development, etc.);
- Apply patches and fixes to AMS Advantage software;
- Manage and configure the AMS Advantage software in accordance with the eCAPS Phase IV - eCAPS Materials Management Subproject 11 Project Plan;

- Monitor system logs during software development and assist in trouble-shooting;
- Work closely with the end-user security authorization administrator(s) during development and implementation of end-user security profiles;
- Identify software rollout requirements;
- Build and execute software installation scripts; and
- Confirm consistency of security approach across clients and systems and resolve security related issues.

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Section III – Software Application

1. Software Description

CGI will provide the AMS Advantage 3.9 modules and additional Third Party Software to the County as identified in the Exhibit H (License Provisions).

It is the County's intent to implement the AMS Advantage Vendor Self Service and Service Contract functionality under this SOW in two (2) separate, integrated Stages of implementation on the expected go-live dates indicated for each Stage:

Stage	Module	Planned Go-Live Date
1	AMS Advantage Vendor (version 3.9) – Financial Inquiries and Electronic Invoices (Stage 1)	December 2013
2	AMS Advantage Vendor (version 3.9) – Vendor Registration and Bid Solicitation AMS Advantage Procurement (version 3.9) – Service Contracts	July 2013

The actual go-live dates will be dictated by the Project Plan mutually agreed upon between CGI and the County.

2. AMS Advantage Software Implemented

The following AMS Advantage version 3.9 shall be supplied and installed by CGI:

- AMS Advantage Vendor

The software installation shall be accompanied by the installation or delivery of all available documentation for the installed modules. During this Subproject 11, CGI will be constructing the software customizations to the AMS Advantage Vendor 3.9 for the County as identified in Appendix J-11 (Configurations and Customizations).

Based on feedback and input from the County, CGI shall perform tasks to install the Software and review the County's set-up of the project technical environments, including but not limited to the following:

- Install and test the AMS Advantage Vendor applications and associated third party tools in the project technical environments (Project Plan Task 2.1.1.2, 2.2.1.2);
- Confirm and update transaction volumes, as required; and
- Confirm and update Technical Specifications Document, as required.

Environments to be installed for the Subproject 11 are identified in Section I – Implementation Methodology.

CGI shall complete the installation and testing activities to allow the installed AMS Advantage Vendor 3.9 applications to be accessed and executed by County and CGI staff for the purposes of:

- Completing configurations, software development, and software testing;
- Completing the end user training (Project Plan Tasks 2.2.6); and
- Completing production cutover activities (Project Plan Tasks 2.3.1).

The installation and testing process for each environment shall include the CGI delivery of a written certification (verification memorandum) that the AMS Advantage Vendor Self Service applications can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the testing environment is complete after a test script has been conducted using the environment).

3. Third Party Products - To Be Provided by CGI

The Third Party Software products to be provided are listed in Amendment Number Five (Exhibit H - License Provisions) and are provided with applicable terms and conditions.

CGI shall complete the installation and installation testing activities to allow the installed Third Party Software to be accessed and executed by County and CGI staff for the purposes of:

- Completing configurations, software development, and software testing;
- Completing the end user training (Project Plan Tasks 2.2.6); and
- Completing production cutover activities (Project Plan Tasks 2.3.1).

The installation and installation testing process for each environment shall include the CGI delivery of a written certification (verification memorandum) that the third party software can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the testing environment is complete after a test script has been conducted using the environment).

4. End User Training Tool

This assumes that the County will provide training to end users or vendors. CGI will develop the training guides such that they can also be reused as training materials to support the end user training or converted to online help in the Vendor Self Service or Procurement applications. Other Standard training materials and methodologies that the County may choose to develop include: on-line independent study guides, on-line training courses, printed learning aids, alternative training mechanisms through coaching sessions, training tools, printed post-assessment tests, and Job Aids.

Section IV – Business Requirements

1. Business Requirements

The County's business requirements for the Vendor Self Service Stage 1 and Stage 2 implementation, included in Appendix C-11 (Business Requirements), will be reviewed during the Stage 1 and Stage 2 Envision phases and their dispositions will be documented in the Requirement Traceability Matrix (RTM) and categorized as follows:

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Mod = Software modification using built-in Advantage Design Studio toolset (Versata)
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

.

CGI will identify how the AMS Advantage Vendor application can accommodate these business requirements and their response is included in the following Appendices:

- Appendix C-11 - Business Requirements – CGI's response to all of the County's stated business requirements; and
- Appendix J-11 - Configurations and Customizations – Business requirements CGI has identified as requiring configuration or customization

Appendix J-11 (Configurations and Customizations) also includes the description of the software modifications included that will be provided as County specific customizations.

Appendix F-11 (Reports) identifies the reports that will be addressed as part of the Vendor Self Service implementation Appendix L-11 (Legacy Reports) identifies the legacy reports that will be addressed as part of the Vendor Self Service implementations. Data Warehouse and reporting responsibilities are identified in Section V of this SOW.

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Section V – Data Warehouse and Reporting

Leveraging the Reporting Strategy developed during the eCAPS Phases I, II and III, CGI and the County will continue to build on the approach and established standards to update the eCAPS Data Warehouse and Reporting solution to support the County's reporting requirements identified in Appendix F-11 (Reports). This section describes the components of the solution and the approaches for delivering each component. The Implementation Methodology in Section II above describes the methodology and activities required to support these approaches.

The County's participation in the planning, design, development, testing, and implementation of the updates to the eCAPS Data Warehouse and Reporting solution is further clarified in Appendix M-11 (Subproject Assumptions).

1. Components of eCAPS Data Warehouse and Reporting Solution

There are many components to the eCAPS Data Warehouse and Reporting solution implemented at the County during eCAPS Phases I, II and III. For the eCAPS Phase IV – eCAPS Materials Management Subproject 11, each of these areas that need to be updated to support the Vendor Self Service and Service Contracts applications will be analyzed and updated.

Subproject 11 will include the review and updates of the following AMS infoAdvantage Data Warehouse components:

- AMS infoAdvantage Financial Data Warehouse Data Model;
- AMS infoAdvantage Financial Data Warehouse Database; and
- AMS infoAdvantage Financial Extract, Transform and Load (ETL) Software to load the Data Warehouse.

Subproject 11 will also include the updates to the following eCAPS Reporting solution components:

- Cognos Business Intelligence (BI) Software;
- Cognos Framework Manager Model and Packages;
- Aggregate Tables and Extract, Transform and Load (ETL) Software (e.g., PDI, SQL, etc.) to load the Aggregate Tables (if required); and
- Reports.

The integration of the AMS Advantage Vendor Self Service and Service Contracts applications with the Cognos reporting tool will continue to be leveraged in Subproject 11. The end-users will be able to navigate to the Cognos reporting tool directly from a link in the eCAPS Financial application. The access capabilities of the user within Cognos will be based on the roles that have been set up in the eCAPS Financial application security tables. The Cognos User and Security Role replication process

developed in eCAPS Phase I and updated for the eCAPS Phases II and III will be utilized per the County's reporting requirements for eCAPS.

2. Approach

During the Envision phase, CGI will develop a Reporting Strategy which will include reporting requirements, staffing requirements and resources, and interdependencies and timelines for the completion of various reporting components.

Multiple sets of standards will be used throughout the subproject, including:

- AMS infoAdvantage Data Warehouse standards established in Phases I, II, & II, which will include the format and processes for the software components and the usage of the third-party tools for the AMS infoAdvantage Data Warehouse; and
- Report Standards as guidelines for report delivery, report "look and feel," and County-adopted best practices in report and framework manager model development.

Section VI – Technical

1. eCAPS Technical Architecture

Appendix I-1 (Subproject Architecture and Schematic) provides the last incremental update to the processing capacity requirements for eCAPS Financial applications implemented in eCAPS Phases I, II and III, and depicts the technical architecture as recommended by CGI to achieve those processing capacity requirements. This architecture was developed based on a set of assumptions and technical requirements.

CGI shall update the Technical Specifications Document to describe the recommended technical architecture for the eCAPS Vendor Self Service and Service Contracts.

Prior to the County's acceptance test process, CGI shall conduct the installation tests to confirm connectivity and functionality within each project environment as described in SOW Section III – Software Application.

1.1 Performance

When CGI has completed installation and configuration of the AMS Advantage Vendor 3.9 software, CGI shall verify the technical architecture as ready and capable of supporting the Vendor Self Service and Service Contracts functionality of eCAPS Materials Management.

1.2 Environments

Part of the set-up of the architecture will be the configuration of five separate environments. At this time, the environments have been designated as:

- eCAPS Vendor Self Service: Development / Unit Test;
- eCAPS Vendor Self Service: Integrated System Test;
- eCAPS Vendor Self Service: User Acceptance Test;
- eCAPS Vendor Self Service: Training; and
- eCAPS Vendor Self Service: Performance Test / Mock Production.

Where applicable (as stated in the Technical Specifications Document), each environment may be a clone of the production environment with the exception of the data stored in the application databases which shall be limited to support the purpose of the environment. Each must be fully functional and able to stand alone without any reliance or sharing components of another environment.

CGI shall provide the design and specifications for each of these environments in the Technical Specifications Document.

A baseline Advantage Procurement and Vendor 3.9 prototype environment will be installed to support the Envision Phase of Stage 1. The prototype environment will eventually be replaced with the Unit Test environment. The Unit Test environment is dependent on the Advantage Financial 3.9 Upgrade code merge which will be installed as defined in the project plan Appendix B-10.

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2. End-user Workstation Specifications

Below are the end-user workstation specifications for release 3.9.

- Microsoft Windows XP Professional SP2, Windows Vista, or Windows 7
- Minimum requirements will depend upon Windows OS. The following are the minimum for XP but any minimum requirements listed by Microsoft for Vista or Windows 7 higher than the ones listed below should be followed instead:
  - 1.0 GHz Processor (x86, x64 or mobile processor) Minimum
  - 2 GB RAM Recommended, 1 GB Minimum
  - 1024 x 768 Minimum Display Resolution
  - 10 Mbps Ethernet Connection
  - 32MB Graphics Card

Web Browser:

- Microsoft Internet Explorer 8 for Windows*
- Mozilla Firefox 3.5 or 3.6 for Windows*

*Pop-up blocker must be disabled to allow Page Help to function properly
** CGI has delivered an AMS Advantage blocker patch for Microsoft Internet Explorer 9 (IE9) while CGI certifies IE9. After AMS Advantage is certified on IE9 a compatibility patch will be made available.

3. Conversion Approach

The Subproject 11 - Vendor Self Service Stage 1 Implementation requires an initial data conversion to populate the VSS database. Appendix E-11 lists the expected initial data conversions. CGI will develop the Data Conversion Plan that identifies the required data conversion processes, data conversion method, and schedule for data conversion design and development.

The Subproject 11 - Vendor Self Service and Service Contracts Stage 2 will identify the required data conversions as part of the Envision Phase. The County and CGI will

determine the data conversion design and development responsibilities as part of the Stage 2 Envision Phase.

4. Interface Approach

The Subproject 11 - Vendor Self Service Stage 1Implementation does not expect any new system interfaces or changes to existing system interfaces. This assumes that if any new interfaces identified or changes to existing interfaces the County will design, develop, and test the interface processes.

The Subproject 11 - Vendor Self Service and Service Contracts Stage 2 will identify the required system interfaces as part of the Envision Phase. The County and CGI will determine the system interface design and development responsibilities as part of the Stage 2 Envision Phase.

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Section VII – Change Management

1. Change Readiness Assessment

Project team and department readiness is a critical factor to the timely completion of Subproject 11. The following project tasks are incorporated in the detailed implementation plan:

- Operational and Implementation Readiness Assessments (Project Plan Task 2.2.7.7 and 2.2.7.8).

2. Business Process Modeling Strategy

The central countywide policies and procedures (Project Plan Task 2.2.7.3 and 2.2.7.4) will be developed and distributed early so other departments have time to adapt and incorporate them into departmental policies and procedures.

3. Training Volumes (Appendix K-11)

During the Create phase, a detailed training plan will be developed (Project Plan Task 2.2.6) which identifies the scope of the training plan including:

- Training curriculum for implementing the Vendor Self Service module;
- Training schedules to accommodate both “just-in-time” and on-going training sessions for each phase of software implementation;
- Identifying resources necessary to conduct the training; and
- Materials necessary to develop the training.

The following expands on each of the components to be included in the Training Plan.

3.1 Training Timeframe

The training strategy shall be to schedule the user training to occur as close to the implementation of the Vendor Self Service implementation as possible.

3.2 End User Training (Project Plan Task 2.2.4.1.3 and 3.2.4.1.3)

The County and CGI will work together to confirm the training requirements of the end users and vendors for Stage 1 and develop the training plan. The Training Plan shall outline the detailed logistics, methodologies, and materials necessary to prepare end users and vendors to operate in the new environment.

Depending upon the training plan developed by the County and CGI, end-user training may include:

- Instructor lead training – Training done in a training facility given and supported by onsite trainers;
- Live Webinars – Training delivered through web technology given and supported by live trainers; and
- Recorded Webinars – Pre-recorded training delivered through web technology done at the trainee's computer.

For vendor training it may include the following:

- Vendor Outreach Sessions – Information session done in a auditorium facility given and supported by onsite trainers;
- Online Help – Instructions available on the VSS website that vendors can access on their web browser; and
- Frequently Asked Questions – Questions and Answers that vendors can use as a reference that can be accessed on their web browser.

CGI shall develop 3 training guides per the support period defined in the project plan Appendix B-11 and the County shall deliver the end-user training.

3.3 Training Plan

The Training Plan shall outline the detailed tasks for training materials development and execution and will include:

Planning

- Training guiding principles;
- Key Impact Areas;
- Timeline for training development and delivery; and
- Training materials update estimates.

Course Development and Delivery

- Approach for training delivery and evaluation;
- User support approach;
- Participant registration approach;
- Strategy for incorporating procedures into training;
- High-level requirements the training database (e.g. concurrent users, development, refresh strategy, etc.);
- High-level requirements for customization of the delivered End User Training (EUT) materials;

- High-level requirements for development of custom training materials;
- Documentation standards approach for EUT;
- Testing approach for EUT; and
- Approach for ongoing training maintenance and delivery.

3.4 Training Facilities

The County-provided training facilities will be used for end-user training courses.

4. Training Environment

The County will leverage the Training environment to support the end-user training. The County will be responsible for maintaining the training data in the Training application.

5. Knowledge Transfer

CGI shall provide “knowledge transfer” to County by working side-by-side with County from the beginning of the project.

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Section VIII - Maintenance and Support (including Managed Advantage Lite options)

The terms and conditions applicable to the Platinum Support (through the end of September 2012) and Managed Advantage Lite support (after September 2012) are described in Exhibit E (Maintenance Provisions).

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Appendix A-11 – Deliverables Definition

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Appendix A-11 – Deliverables Definition

1. Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	Subproject 11 Project Control Document	• Subproject 11 Charter and Roadmap describing Subproject 11 objectives, scope, assumptions, and overall timelines for Subproject 11 phases and deliverables.	1.1.1	1.1.7
		• Subproject 11 Organization describing roles and responsibilities of Subproject 11 teams, including entities for project management and oversight.	1.1.1	
		• Project Governance that describes the process, tools and standards for: o Communication o Status reporting o Scope management o Risk and issue management o Project documentation standards.	1.1.2 1.1.3	
2.	VSS Stage 1 Kick-off Meeting	• VSS Stage 1 Project Team Kick-off presentation materials to update the project team on the overall structure of the project.	1.2.1	1.2.7
		• One (1) kick-off presentation to VSS Stage 1 Phase IV Subproject 11 team.	1.2.5	
3.	VSS & Service Contracts Stage 2 Kick-off Meeting	• VSS & Service Contracts Stage 2 Project Team Kick-off presentation materials to update the project team on the overall structure of the project.	1.2.8	1.2.14
		• One (1) kick-off presentation to VSS & Service Contracts Stage 2 Phase IV Subproject 11 team.	1.2.12	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
4.	Monthly Status Reports	• Monthly Status Report that is comprised of a compilation of semimonthly status reports for the month with an executive summary describing: o Subproject 11 deliverables completed o Subproject 11 risks and issues o Key accomplishments o Goals for Next Period o Updated project plan o Updated matrix of work products/deliverables and their progress • A minimum of semimonthly Status Reports that include: o Tasks, work products, and deliverables completed o Tasks, work products, and deliverables in progress o Tasks, work products, and deliverables scheduled but not completed o Issue log	1.3	1.3.6

2. Stage 1 - Vendor Self-Service (VSS)

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
5.	VSS Stage 1 Advantage Vendor 3.9 Prototyping Environment & 3rd Party Software	• Installation of Advantage Vendor 3.9 and applicable 3rd party software in the Prototyping Environment. • Delivery of software licenses and demonstration that installed baseline Advantage Vendor 3.9 software module can be accessed in the Prototyping Environment.	2.1.1.1	2.1.1.4
6.	VSS Stage 1 Product Training	• Prepare materials / schedule Product Training for Core Team based on available baseline Advantage documentation. • Conduct Product Training for Core Team in the areas of: o VSS – Financial Inquiries o VSS – Electronic Invoicing.	2.1.2.1 2.1.2.2	2.1.2.4
7.	VSS Stage 1Prototype Scripts	• Develop prototype scripts based on County-provided business scenarios. • Scope of the prototype scripts will be limited to the areas of: o VSS – Financial Inquiries o VSS – Electronic Invoicing.	2.1.3.1.2 2.1.3.1.3 2.1.3.1.5	2.1.3.1.7
8.	VSS Stage 1 Prototype Scripts Execution	• Set up VSS tables to support execution of prototype scripts • Execute scripts to prototype Financial Inquiry and Electronic Invoicing functionality • Document prototype results	2.1.3.2.1 2.1.3.2.2 2.1.3.2.3 2.1.3.2.5	2.1.3.2.7
9.	VSS Stage 1 Fit-Gap Analysis Report	• Identify Application System Control Table Set-Ups • Identify User Interface Customizations (Design Studio) • Identify Application Customizations (Design Studio, Java, Batch) • Identify Business Process Impacts • Develop VSS Fit-Gap Analysis Report – Stage 1	2.1.3.3.1 2.1.3.3.2 2.1.3.3.3 2.1.3.3.4 2.1.3.3.5	2.1.3.3.9

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
10.	VSS Stage 1 Update eCAPS Financial Technical Specifications Document	• Review County-delivered documentation of legacy system transaction volume and County infrastructure • Review County network infrastructure • Analyze transaction volume (current and future) for VSS – Stage 1 • Prepare updates of eCAPS Financial Technical Specifications Document to support VSS – Stage 1	2.1.4.2 2.1.4.3 2.1.4.4 2.1.4.6	2.1.4.8
11.	VSS Stage 1 Implemenation Analysis Document	• Develop Data Conversion Strategy to support VSS Stage 1 • Develop System Interfaces Strategy to support VSS Stage 1 • Develop Training Strategy to support VSS Stage 1 • Develop Transition Strategy to support VSS Stage 1 • Develop Reporting Strategy to support VSS Stage 1 • Update VSS Implementation Plan and Deliverables Schedule for Stage 1 based on Implementation Analysis Document	2.1.5.1.1 2.1.5.2.1 2.1.5.3.1 2.1.5.4.1 2.1.5.5.1 2.1.6.1 2.1.6.2	2.1.6.6
12.	VSS Stage 1 AMS Vendor 3.9 and 3rd Party Tools Installation – Development / Unit Test Environment	• Installation of Advantage Vendor 3.9 and applicable 3rd party software in the Unit Test Environment. • Delivery of software licenses and demonstration that installed baseline Advantage Vendor 3.9 software module can be accessed in the Unit Test Environment.	2.2.1.2.1.3	2.2.1.2.1.5
13.	VSS Stage 1 AMS Vendor 3.9 and 3rd Party Tools Installation – IST Environment	• Installation of Advantage Vendor 3.9 and applicable 3rd party software in the Integrated System Test (IST) Environment. • Delivery of software licenses and demonstration that installed baseline Advantage Vendor 3.9 software module can be accessed in the IST Environment.	2.2.1.2.2.3	2.2.1.2.2.5
14.	VSS Stage 1 AMS Vendor 3.9 and 3rd Party Tools Installation – UAT Environment	• Installation of Advantage Vendor 3.9 and applicable 3rd party software in the User Acceptance Test (UAT) Environment. • Delivery of software licenses and demonstration that installed baseline Advantage Vendor 3.9 software module can be accessed in the UAT Environment.	2.2.1.2.3.3	2.2.1.2.3.5

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
15.	VSS Stage 1 AMS Vendor 3.9 and 3rd Party Tools Installation – Training Environment	• Installation of Advantage Vendor 3.9 and applicable 3rd party software in the Training Environment. • Delivery of software licenses and demonstration that installed baseline Advantage Vendor 3.9 software module can be accessed in the Training Environment.	2.2.1.2.4.3	2.2.1.2.4.5
16.	VSS Stage 1 AMS Vendor 3.9 and 3rd Party Tools Installation – Performance Test Environment	• Installation of Advantage Vendor 3.9 and applicable 3rd party software in the Performance Test Environment. • Delivery of software licenses and demonstration that installed baseline Advantage Vendor 3.9 software module can be accessed in the Performance Test Environment.	2.2.1.2.5.3	2.2.1.2.5.5
17.	VSS Stage 1 Installation of Advantage Development environment on 3 Workstations - Support	• Review Advantage Design Studio installation steps with County prior to install. • Provide support to County with troubleshooting installation issues.	2.2.1.5.2	2.2.1.5.4
18.	VSS Stage 1 System Control Tables Setup Support	• Provide support to County team in its set-up and testing of the VSS system control and reference tables. • Scope of the set-up and testing effort is based on the configuration defined in the VSS Fit-Gap Analysis Document – Stage 1.	2.2.2.1.5	2.2.2.1.7
19.	VSS Stage 1 Application Software Modifications Concept Papers - Iteration I	• Develop Concept Papers for the application software modifications identified for the first iteration of software to be delivered for VSS Stage 1. • Application software modifications to be designed as defined in the VSS Fit-Gap Analysis Report – Stage 1.	2.2.3.1.1	2.2.3.1.3
20.	VSS Stage 1 Application Software Modifications Functional Designs - Iteration I	• Develop Functional Designs for the application software modifications identified for the first iteration of software to be delivered for VSS Stage 1. • Application software modifications to be designed as defined in the VSS Fit-Gap Analysis Report – Stage 1.	2.2.3.1.4	2.2.3.1.6

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
21.	VSS Stage 1 Application Software Modifications - Iteration I	• Develop technical design, develop software, and plan / execute unit and system testing for the application software modifications identified for the first iteration of software to be delivered for VSS Stage 1. • Application software modifications to be developed as defined in the VSS Fit-Gap Analysis Report – Stage 1.	2.2.3.1.7 2.2.3.1.8 2.2.3.1.9 2.2.3.1.10	2.2.3.1.11
22.	VSS Stage 1 Application Software Modifications Concept Papers - Iteration II	• Develop Concept Papers for the application software modifications identified for the second iteration of software to be delivered for VSS Stage 1. • Application software modifications to be designed as defined in the VSS Fit-Gap Analysis Report – Stage 1.	2.2.3.2.1	2.2.3.2.3
23.	VSS Stage 1 Application Software Modifications Functional Designs - Iteration II	• Develop Functional Designs for the application software modifications identified for the second iteration of software to be delivered for VSS Stage 1. • Application software modifications to be designed as defined in the VSS Fit-Gap Analysis Report – Stage 1.	2.2.3.2.4	2.2.3.2.6
24.	VSS Stage 1 Application Software Modifications - Iteration II	• Develop technical design, develop software, and plan / execute unit and system testing for the application software modifications identified for the second iteration of software to be delivered for VSS Stage 1. • Application software modifications to be developed as defined in the VSS Fit-Gap Analysis Report – Stage 1.	2.2.3.2.7 2.2.3.2.8 2.2.3.2.9 2.2.3.2.10	2.2.3.2.11
25.	VSS Stage 1 Conversion Plan	• Develop VSS Conversion Plan for Stage 1 based on Conversion Strategy included in the VSS Implementation Analysis Document – Stage 1.	2.2.3.3.1.1	2.2.3.3.1.6
26.	VSS Stage 1 Forms Software (1)	• Develop Functional Design for one form to support VSS Stage 1. • Develop and test one form to support VSS Stage 1.	2.2.3.5.2.1 2.2.3.5.2.2	2.2.3.5.2.3
27.	VSS Stage 1 Security & Workflow Setup Support	• Provide support in the Security and Workflow Setup as stated in the Project Plan to include: o Review and respond to questions raised by the County team as they complete the security and workflow settings • Resolve reported issues identified during the set-up process.	2.2.3.6.4	2.2.3.6.6

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
28.	VSS Stage 1 Integrated System Test Plan & Script	• Develop Integrated System Test Plan and Scripts.	2.2.4.1.1	2.2.4.1.5
29.	VSS Stage 1 Integrated System Test Results	• Execute Integrated System Test Plan and Document Results.	2.2.4.1.7	2.2.4.1.11
30.	VSS Stage 1 User Acceptance Test Support	• Support User Acceptance Test as stated in the Project Plan to include: o Review and respond to reported User Acceptance Test Issues o Resolve reported User Acceptance Test Issues scripts.	2.2.4.2.4	2.2.4.2.6
31.	VSS Stage 1 Performance Test Plan & Scripts	• Develop Performance Test Plan and Scripts	2.2.4.3.1	2.2.4.3.5
32.	VSS Stage 1 Performance Test Results	• Executed Performance Test Scripts • Performance Tuning • Performance Test Results	2.2.4.3.7	2.2.4.3.11
33.	VSS Stage 1 Training Plan Support	• Support the development of Training Plan based on Training Strategy defined as part of VSS Implementation Analysis Document – Stage 1.	2.2.6.1.1	2.2.6.1.3
34.	VSS Stage 1 Develop Training Materials	• Develop 3 training guides / online help for the following areas: o Financial Inquiries for Vendors o Electronic Invoices for Vendors o Electronic Invoices for County Staff	2.2.6.1.4	2.2.6.1.7
35.	VSS Stage 1 System Administration Training	• Prepare VSS System Administration Training • Conduct VSS System Administration Training	2.2.6.3.1 2.2.6.3.2	2.2.6.3.4
36.	VSS Stage 1 Advantage User Documentation	• Update Online User Documentation • Prepare addendum to Advantage Vendor User Guide	2.2.7.1.1 2.2.7.1.2	2.2.7.1.6
37.	VSS Stage 1 Advantage System / Operations Documentation	• Update Online System Documentation • Prepare addendum to Advantage Vendor System / Operations Guide	2.2.7.2.1 2.2.7.2.2	2.2.7.2.6

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
38.	VSS Stage 1 County Operations Documentation and Control-M Setup Support	• Support the VSS updates to the existing of nightly cycle diagram • Support the creation of parameter files and automated scripts for the VSS batch jobs	2.2.7.3.3	2.2.7.3.5
39.	VSS Stage 1 Operational Readiness Checklist	• Operational / Technical Readiness Checklist to monitor preparations and readiness of County operations to support VSS – Stage 1 in production operations, such as: o Back-up and recovery procedures o Production operations (interfaces and reports) o Technical infrastructure o Connectivity and workstations.	2.2.7.7.1	2.2.7.7.5
40.	VSS Stage 1 Operational Readiness Support	• Support Operational / Technical readiness assessment by assisting County staff to: o Monitor the progress of operational readiness items. o Identify and escalate issues and delays. o Implement corrective actions, as necessary.	2.2.7.7.8	2.2.7.7.9
41.	VSS Stage 1 Production Cutover Script	• Draft Production Cutover Script	2.3.1.1.1	2.3.1.1.5
42.	VSS Stage 1 Cutover Rehearsal Support	• Support for Production Cutover Rehearsal	2.3.1.2.1 2.3.1.2.2 2.3.1.2.3	2.3.1.2.5
43.	VSS Stage 1 Production Cutover Support	• Technical Support during production cutover • Transition operations to County staff	2.3.1.3 2.3.1.4 2.3.1.5 2.3.1.8 2.3.1.9	2.3.1.10
44.	VSS Stage 1 Post-Implementation Support Month 1	• VSS Stage 1 post-implementation support services – Month 1	2.3.3.1	2.3.3.2
45.	VSS Stage 1 Post-Implementation Support Month 2	• VSS Stage 1 post-implementation support services – Month 2	2.3.3.3	2.3.3.4

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
46.	VSS Stage 1 Post-Implementation Support Month 3	• VSS Stage 1 post-implementation support services – Month 3	2.3.3.5	2.3.3.6
47.	VSS Stage 1 Post-Implementation Support Month 4	• VSS Stage 1 post-implementation support services – Month 4	2.3.3.7	2.3.3.8
48.	VSS Stage 1 Post-Implementation Support Month 5	• VSS Stage 1 post-implementation support services – Month 5	2.3.3.9	2.3.3.10
49.	VSS Stage 1 Post-Implementation Support Month 6	• VSS Stage 1 post-implementation support services – Month 6	2.3.3.11	2.3.3.12
50.	VSS Stage 1 Post-Implementation Support Month 7	• VSS Stage 1 post-implementation support services – Month 7	2.3.3.13	2.3.3.14
51.	VSS Stage 1 Post-Implementation Support Month 8	• VSS Stage 1 post-implementation support services – Month 8	2.3.3.15	2.3.3.16
52.	VSS Stage 1 Post-Implementation Support Month 9	• VSS Stage 1 post-implementation support services – Month 9	2.3.3.17	2.3.3.18
53.	VSS Stage 1 Post-Implementation Support Month 10	• VSS Stage 1 post-implementation support services – Month 10	2.3.3.19	2.3.3.20
54.	VSS Stage 1 Post-Implementation Support Month 11	• VSS Stage 1 post-implementation support services – Month 11	2.3.3.21	2.3.3.22

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
55.	VSS Stage 1 Post-Implementation Support Month 12	• VSS Stage 1 post-implementation support services – Month 12	2.3.3.23	2.3.3.24

3. Stage 2 - Vendor Self-Service (VSS) and Service Contracts

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
56.	VSS & Service Contracts Stage 2 Product Training	• Prepare materials / schedule Product Training for Core Team based on available baseline Advantage documentation. • Conduct Product Training for Core Team in the areas of: o VSS – Vendor Registration o VSS – Bid Solicitation o Service Contracts	3.1.2.1 3.1.2.2.1 3.1.2.2.2 3.1.2.2.3	3.1.2.4
57.	VSS & Service Contracts Stage 2 Prototype Scripts	• Develop prototype scripts based on County-provided business scenarios. • Scope of the prototype scripts will be limited to the areas of: o VSS – Vendor Registration o VSS – Bid Solicitation o Service Contracts	3.1.3.1.2 3.1.3.1.3	3.1.3.1.7
58.	VSS & Service Contracts Stage 2 Prototype Scripts Execution	• Set up VSS tables to support execution of prototype scripts • Execute scripts to prototype Vendor Registration and Bid Solicitation functionality • Document prototype results	3.1.3.2.1 3.1.3.2.2 3.1.3.2.3	3.1.3.2.7
59.	VSS & Service Contracts Stage 2 Fit-Gap Analysis Report	• Identify Application System Control Table Set-Ups • Identify User Interface Customizations (Design Studio) • Identify Application Customizations (Design Studio, Java, Batch) • Identify Business Process Impacts • Develop VSS Fit-Gap Analysis Report – Stage 2	3.1.3.3.1 3.1.3.3.2 3.1.3.3.3 3.1.3.3.4 3.1.3.3.5	3.1.3.3.9
60.	VSS & Service Contracts Stage 2 Update eCAPS Financial Technical Specifications Document	• Review County-delivered documentation of legacy system transaction volume and County infrastructure • Review County network infrastructure • Analyze transaction volume (current and future) for VSS and Service Contracts– Stage 2 • Prepare updates of eCAPS Financial Technical Specifications Document to support VSS and Service Contracts – Stage 2	3.1.4.2 3.1.4.3 3.1.4.4	3.1.4.8

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
61.	VSS and Service Contracts Stage 2 Implemenation Analysis Document	• Develop Data Conversion Strategy to support VSS & Service Contracts Stage 2 • Develop System Interfaces Strategy to support VSS & Service Contracts Stage 2 • Develop Training Strategy to support VSS & Service Contracts Stage 2 • Develop Transition Strategy to support VSS & Service Contracts Stage 2 • Develop Reporting Strategy to support VSS & Service Contracts Stage 2 • Update VSS & Service Contracts Implementation Plan and Deliverables Schedule for Stage 2 based on Implementation Analysis Document.	3.1.5.1.1 3.1.5.2.1 3.1.5.3.1 3.1.5.4.1 3.1.5.5.1 3.1.6.1 3.1.6.2	3.1.6.6
62.	VSS & Service Contracts Stage 2 Application Software Functional Designs – Iteration I	• Design application software modifications to support County requirements in the areas of VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2.	4.1.1	4.1.2
63.	VSS & Service Contracts Stage 2 Application Software Modifications – Iteration I	• Develop and test application software modifications to support County requirements in the areas of VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2.	4.1.3	4.1.4
64.	VSS & Service Contracts Stage 2 Application Software Functional Designs – Iteration II	• Design application software modifications to support County requirements in the areas of VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2.	4.1.5	4.1.6
65.	VSS & Service Contracts Stage 2 Application Software Modifications – Iteration II	• Develop and test application software modifications to support County requirements in the areas of VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2.	4.1.7	4.1.8

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
66.	VSS & Service Contracts Stage 2 Application Software Functional Designs – Iteration III	• Design application software modifications to support County requirements in the areas of VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2.	4.1.9	4.1.10
67.	VSS & Service Contracts Stage 2 Application Software Modifications – Iteration III	• Develop and test application software modifications to support County requirements in the areas of VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2.	4.1.11	4.1.12
68.	VSS & Service Contracts Stage 2 Application Software Functional Designs – Iteration IV	• Design application software modifications to support County requirements in the areas of VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2.	4.1.13	4.1.14
69.	VSS & Service Contracts Stage 2 Application Software Modifications – Iteration IV	• Develop and test application software modifications to support County requirements in the areas of VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2.	4.1.15	4.1.16
70.	VSS & Service Contracts Stage 2 Implementation Support, Month #1	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #1	4.1.17	4.1.18
71.	VSS & Service Contracts Stage 2 Implementation Support, Month #2	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #2	4.1.19	4.1.20
72.	VSS & Service Contracts Stage 2 Implementation Support, Month #3	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #3	4.1.21	4.1.22

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
73.	VSS & Service Contracts Stage 2 Implementation Support, Month #4	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #4	4.1.23	4.1.24
74.	VSS & Service Contracts Stage 2 Implementation Support, Month #5	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #5	4.1.25	4.1.26
75.	VSS & Service Contracts Stage 2 Implementation Support, Month #6	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #6	4.1.27	4.1.28
76.	VSS & Service Contracts Stage 2 Implementation Support, Month #7	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #7	4.1.29	4.1.30
77.	VSS & Service Contracts Stage 2 Implementation Support, Month #8	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #8	4.1.31	4.1.32
78.	VSS & Service Contracts Stage 2 Implementation Support, Month #9	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #9	4.1.33	4.1.34
79.	VSS & Service Contracts Stage 2 Implementation Support, Month #10	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #10	4.1.35	4.1.36
80.	VSS & Service Contracts Stage 2 Implementation Support, Month #11	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #11	4.1.37	4.1.38

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
81.	VSS & Service Contracts Stage 2 Implementation Support, Month #12	• Provide implementation support for VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts in accordance with project budget established by County and CGI for Stage 2, Month #12	4.1.39	4.1.40

4. Stage 3 - DHS HMMS Replacement Support

#	Deliverables	Work Products and Descriptions	Task Id	Payment Milestone
82.	DHS HMMS Replacement, Procurement and Inventory Support, Month 1	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 1	5.1	5.2
83.	DHS HMMS Replacement, Procurement and Inventory Support, Month 2	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 2	5.3	5.4
84.	DHS HMMS Replacement, Procurement and Inventory Support, Month 3	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 3	5.5	5.6
85.	DHS HMMS Replacement, Procurement and Inventory Support, Month 4	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 4	5.7	5.8
86.	DHS HMMS Replacement, Procurement and Inventory Support, Month 5	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 5	5.9	5.10
87.	DHS HMMS Replacement, Procurement and Inventory Support, Month 6	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 6	5.11	5.12
88.	DHS HMMS Replacement, Procurement and Inventory Support, Month 7	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 7	5.13	5.14

#	Deliverables	Work Products and Descriptions	Task Id	Payment Milestone
89.	DHS HMMS Replacement, Procurement and Inventory Support, Month 8	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 8	5.15	5.16
90.	DHS HMMS Replacement, Procurement and Inventory Support, Month 9	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 9	5.17	5.18
91.	DHS HMMS Replacement, Procurement and Inventory Support, Month 10	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 10	5.19	5.20
92.	DHS HMMS Replacement, Procurement and Inventory Support, Month 11	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 11	5.21	5.22
93.	DHS HMMS Replacement, Procurement and Inventory Support, Month 12	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 12	5.23	5.24
94.	DHS HMMS Replacement, Procurement and Inventory Support, Month 13	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 13	5.25	5.26
95.	DHS HMMS Replacement, Procurement and Inventory Support, Month 14	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 14	5.27	5.28

#	Deliverables	Work Products and Descriptions	Task Id	Payment Milestone
96.	DHS HMMS Replacement, Procurement and Inventory Support, Month 15	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 15	5.29	5.30
97.	DHS HMMS Replacement, Procurement and Inventory Support, Month 16	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 16	5.31	5.32
98.	DHS HMMS Replacement, Procurement and Inventory Support, Month 17	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 17	5.33	5.34
99.	DHS HMMS Replacement, Procurement and Inventory Support, Month 18	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 18	5.35	5.36
100.	DHS HMMS Replacement, Procurement and Inventory Support, Month 19	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 19	5.37	5.38
101.	DHS HMMS Replacement, Procurement and Inventory Support, Month 20	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 20	5.39	5.40
102.	DHS HMMS Replacement, Procurement and Inventory Support, Month 21	Support DHS HMMS Replacement, Procurement and Inventory Rollout – Month 21	5.41	5.42

Appendix B-11 – Project Plan

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ID	Task Name	Duration	Start	Finish	Responsibility
0	**SUBPROJECT 11 - VSS, SERVICE CONTRACT, and DHS HMMS REPLACEMENT, PROCUREMENT / INVENTORY SUPPORT**	**581 days**	**Mon 9/19/11**	**Tue 12/31/13**	
1	**1 PLANNING & MANAGEMENT**	**571 days**	**Mon 10/3/11**	**Tue 12/31/13**	
2	**1.1 Subproject 11 Project Control Document (incl. plan, PM strategies, etc.)**	**20 days**	**Mon 10/3/11**	**Fri 10/28/11**	
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	10 days	Mon 10/3/11	Fri 10/14/11	CGI
4	1.1.2 Establish Project Management Standards and Tools	5 days	Mon 10/3/11	Fri 10/7/11	CGI
5	1.1.3 Update Strategies for: Org Chart, Communication, Risk Mitigation, & Change Control	7 days	Mon 10/10/11	Tue 10/18/11	CGI
6	1.1.4 Review Project Control Document	5 days	Wed 10/19/11	Tue 10/25/11	CGI
7	1.1.5 Update Project Control Document	2 days	Wed 10/26/11	Thu 10/27/11	COUNTY
8	1.1.6 Approve Project Control Document	1 day	Fri 10/28/11	Fri 10/28/11	COUNTY
9	***1.1.7 CGI Deliverable: Subproject 11 Project Control Document***	0 days	Fri 10/28/11	Fri 10/28/11	CGI
10	**1.2 Subproject 11 Project Kick-off Meetings**	**96 days**	**Tue 10/18/11**	**Mon 3/5/12**	
11	1.2.1 Develop VSS Stage 1 Project Kick-off Materials	5 days	Tue 10/18/11	Mon 10/24/11	CGI
12	1.2.2 Review VSS Stage 1 Project Kick-off Materials	3 days	Tue 10/25/11	Thu 10/27/11	COUNTY, CGI
13	1.2.3 Update VSS Stage 1 Project Kick-off Materials	2 days	Fri 10/28/11	Mon 10/31/11	CGI
14	1.2.4 Approve VSS Stage 1 Project Kick-off Materials	1 day	Tue 11/1/11	Tue 11/1/11	COUNTY
15	1.2.5 Conduct VSS Stage 1 Kick-off Meeting	1 day	Wed 11/2/11	Wed 11/2/11	COUNTY, CGI
16	***1.2.6 County Obligation: VSS Stage 1 Kick-off Meeting***	0 days	Wed 11/2/11	Wed 11/2/11	COUNTY
17	***1.2.7 CGI Deliverable: VSS Stage 1 Kick-off Meeting***	0 days	Wed 11/2/11	Wed 11/2/11	CGI
18	1.2.8 Develop VSS & Service Contracts Stage 2 Project Kick-off Materials	5 days	Wed 2/15/12	Tue 2/21/12	CGI
19	1.2.9 Review VSS & Service Contracts Stage 2 Project Kick-off Materials	3 days	Wed 2/22/12	Fri 2/24/12	COUNTY, CGI
20	1.2.10 Update VSS & Service Contracts Stage 2 Project Kick-off Materials	3 days	Mon 2/27/12	Wed 2/29/12	CGI
21	1.2.11 Approve VSS & Service Contracts Stage 2 Project Kick-off Materials	1 day	Thu 3/1/12	Thu 3/1/12	COUNTY
22	1.2.12 Conduct VSS & Service Contracts Stage 2 Kick-off Meeting	1 day	Mon 3/5/12	Mon 3/5/12	COUNTY, CGI
23	***1.2.13 County Obligation: VSS & Service Contracts Stage 2 Kick-off Meeting***	0 days	Mon 3/5/12	Mon 3/5/12	COUNTY
24	***1.2.14 CGI Deliverable: VSS & Service Contracts Stage 2 Kick-off Meeting***	0 days	Mon 3/5/12	Mon 3/5/12	CGI
25	**1.3 Subproject 11 Project Management**	**571 days**	**Mon 10/3/11**	**Tue 12/31/13**	
26	1.3.1 Provide Project Management Oversight / Maintain Project Plan	571 days	Mon 10/3/11	Tue 12/31/13	CGI
27	1.3.2 Provide Quality & Risk Management	571 days	Mon 10/3/11	Tue 12/31/13	CGI
28	1.3.3 Conduct Semimonthly Project Management Meetings	571 days	Mon 10/3/11	Tue 12/31/13	CGI
29	1.3.4 Conduct Monthly Advisory Committee Meetings	571 days	Mon 10/3/11	Tue 12/31/13	CGI
30	1.3.5 Develop Subproject 11 Semimonthly and Monthly Status Reports	571 days	Mon 10/3/11	Tue 12/31/13	CGI
31	***1.3.6 CGI Deliverable: Subproject 11 Monthly Status Reports***	571 days	Mon 10/3/11	Tue 12/31/13	CGI
32					
33	**2 VSS - STAGE 1**	**581 days**	**Mon 9/19/11**	**Tue 12/31/13**	
34	**2.1 ENVISION PHASE - STAGE 1**	**109 days**	**Mon 9/19/11**	**Wed 2/22/12**	
35	**2.1.1 Establish Prototype Environment - Stage 1**	**25 days**	**Mon 9/19/11**	**Fri 10/21/11**	
36	2.1.1.1 Provide servers and establish Prototyping Environment & 3rd Party Software	10 days	Mon 9/19/11	Fri 9/30/11	COUNTY
37	2.1.1.2 Install & Test Baseline AMS Advantage Procurement & Vendor 3.9 Prototyping Environment & 3rd Party Software	10 days	Mon 10/3/11	Fri 10/14/11	CGI
38	2.1.1.3 Review & Approve Baseline Advantage Procurement Vendor 3.9 Prototyping Environment & 3rd Party Software	5 days	Mon 10/17/11	Fri 10/21/11	COUNTY
39	***2.1.1.4 CGI Deliverable: VSS Stage 1 Baseline Advantage Procurement & Vendor 3.9 Prototyping Environment & 3***	0 days	Fri 10/21/11	Fri 10/21/11	CGI
40	***2.1.1.5 County Obligation: VSS Stage 1 Review and Approve Prototyping Environment & 3rd Party Software***	0 days	Fri 10/21/11	Fri 10/21/11	COUNTY
41	**2.1.2 Project Team Training - Stage 1**	**25 days**	**Mon 10/10/11**	**Fri 11/11/11**	
42	2.1.2.1 Prepare Materials / Schedule Product Training for Core Team	15 days	Mon 10/10/11	Fri 10/28/11	CGI
43	**2.1.2.2 Conduct Product Training for Core Team/Prototype Participants**	**6 days**	**Thu 11/3/11**	**Thu 11/10/11**	
44	2.1.2.2.1 VSS - Financial Inquiries	3 days	Thu 11/3/11	Mon 11/7/11	CGI
45	2.1.2.2.2 VSS - Electronic Invoicing	3 days	Tue 11/8/11	Thu 11/10/11	CGI
46	2.1.2.3 Review & Approve Product Training	1 day	Fri 11/11/11	Fri 11/11/11	COUNTY
47	***2.1.2.4 CGI Deliverable: VSS Stage 1 Product Training for Project Team***	0 days	Fri 11/11/11	Fri 11/11/11	CGI
48	**2.1.3 Fit-Gap Analysis - Stage 1**	**81 days**	**Mon 10/10/11**	**Fri 2/3/12**	
49	**2.1.3.1 Prepare for Application Prototyping (Financial Inquiries, Electronic Invoicing)**	**26 days**	**Mon 10/10/11**	**Mon 11/14/11**	
50	2.1.3.1.1 Develop Prototype Business Scenarios	5 days	Mon 10/10/11	Fri 10/14/11	COUNTY
51	2.1.3.1.2 Review Prototype Business Scenarios	5 days	Mon 10/17/11	Fri 10/21/11	CGI
52	2.1.3.1.3 Develop Prototype Scripts - (Financial Inquiries & Electronic Invoicing)	10 days	Mon 10/24/11	Fri 11/4/11	CGI
53	2.1.3.1.4 Review Prototype Scripts - (Financial Inquiries & Electronic Invoicing)	3 days	Mon 11/7/11	Wed 11/9/11	COUNTY
54	2.1.3.1.5 Update Prototype Scripts	2 days	Thu 11/10/11	Fri 11/11/11	CGI
55	2.1.3.1.6 Approve Prototype Scripts	1 day	Mon 11/14/11	Mon 11/14/11	COUNTY
56	***2.1.3.1.7 CGI Deliverable: VSS Stage 1 Prototype Scripts***	0 days	Mon 11/14/11	Mon 11/14/11	CGI

ID	Task Name	Duration	Start	Finish	Responsibility
57	***2.1.3.1.8 County Obligation: VSS Stage 1 Review and Approve VSS Prototype Scripts***	0 days	Mon 11/14/11	Mon 11/14/11	COUNTY
58	**2.1.3.2 Prototype VSS - Stage 1 (Financial Inquiries & Electronic Invoicing)**	**28 days**	**Mon 11/14/11**	**Fri 12/23/11**	
59	2.1.3.2.1 Setup VSS Tables for Prototype - Financial Inquiries & Electronic Invoicing	5 days	Mon 11/14/11	Fri 11/18/11	CGI
60	2.1.3.2.2 Prototype Financial Inquiries & Electronic Invoicing	15 days	Mon 11/21/11	Tue 12/13/11	CGI
61	2.1.3.2.3 Document Prototype Results	3 days	Wed 12/14/11	Fri 12/16/11	CGI
62	2.1.3.2.4 Review Prototype Results	3 days	Mon 12/19/11	Wed 12/21/11	COUNTY
63	2.1.3.2.5 Update Prototype Results	1 day	Thu 12/22/11	Thu 12/22/11	CGI
64	2.1.3.2.6 Approve Prototype Results	1 day	Fri 12/23/11	Fri 12/23/11	COUNTY
65	***2.1.3.2.7 CGI Deliverable: VSS Stage 1 Prototype Scripts Execution***	0 days	Fri 12/23/11	Fri 12/23/11	CGI
66	***2.1.3.2.8 County Obligation: VSS Stage 1 Review and Approve VSS Prototype Scripts Execution***	0 days	Fri 12/23/11	Fri 12/23/11	COUNTY
67	**2.1.3.3 VSS Fit-Gap Analysis - Stage 1 (Financial Inquiries & Electronic Invoicing)**	**31 days**	**Wed 12/21/11**	**Fri 2/3/12**	
68	2.1.3.3.1 Identify Application System Control Table Setups	3 days	Wed 12/21/11	Fri 12/23/11	CGI
69	2.1.3.3.2 Identify User Interface Customizations (Design Studio)	4 days	Tue 12/27/11	Fri 12/30/11	CGI
70	2.1.3.3.3 Identify Application Customizations (Design Studio, Java, Batch)	4 days	Tue 1/3/12	Fri 1/6/12	CGI
71	2.1.3.3.4 Identify Business Process Impacts	4 days	Mon 1/9/12	Thu 1/12/12	CGI
72	2.1.3.3.5 Develop VSS Stage 1 Fit-Gap Analysis Report	8 days	Fri 1/13/12	Tue 1/24/12	CGI
73	2.1.3.3.6 Review VSS Stage 1 Fit-Gap Analysis Report	4 days	Wed 1/25/12	Mon 1/30/12	COUNTY
74	2.1.3.3.7 Update VSS Stage 1 Fit-Gap Analysis Report	2 days	Tue 1/31/12	Wed 2/1/12	CGI
75	2.1.3.3.8 Approve VSS Stage 1 Fit-Gap Analysis Report	2 days	Thu 2/2/12	Fri 2/3/12	COUNTY
76	***2.1.3.3.9 CGI Deliverable: VSS Stage 1 Fit-Gap Analysis Report***	0 days	Fri 2/3/12	Fri 2/3/12	CGI
77	***2.1.3.3.10 County Obligation: VSS Stage 1 Review and Approve VSS Fit-Gap Analysis Report***	0 days	Fri 2/3/12	Fri 2/3/12	COUNTY
78	**2.1.4 Technical Assessment - Stage 1**	**40 days**	**Thu 11/3/11**	**Tue 1/3/12**	
79	2.1.4.1 Provide Current Legacy Systems Txn Volumes & County Infrastructure Information	10 days	Thu 11/3/11	Wed 11/16/11	COUNTY
80	2.1.4.2 Review County Network Infrastructure	3 days	Thu 11/17/11	Mon 11/21/11	CGI
81	2.1.4.3 Analyze Transaction Volumes (current & future) for VSS - Stage 1	3 days	Tue 11/22/11	Mon 11/28/11	CGI
82	2.1.4.4 Update eCAPS Financial Technical Specs for VSS - Stage 1	15 days	Mon 11/28/11	Fri 12/16/11	CGI
83	2.1.4.5 Review eCAPS Financial Technical Specifications Document for VSS - Stage 1	5 days	Fri 12/16/11	Thu 12/22/11	COUNTY
84	2.1.4.6 Update eCAPS Financial Technical Specifications Document for VSS - Stage 1	2 days	Fri 12/23/11	Tue 12/27/11	CGI
85	2.1.4.7 Approve eCAPS Financial Technical Specifications Document for VSS - Stage 1	5 days	Tue 12/27/11	Tue 1/3/12	COUNTY
86	***2.1.4.8 CGI Deliverable: VSS Stage 1 Update eCAPS Financial Technical Specifications Document***	0 days	Mon 1/2/12	Mon 1/2/12	CGI
87	***2.1.4.9 County Obligation: VSS Stage 1 Review and Approve Updated eCAPS Financial Technical Specifications D***	0 days	Mon 1/2/12	Mon 1/2/12	COUNTY
88	**2.1.5 Implementation Assessment - Stage 1**	**20 days**	**Fri 1/6/12**	**Thu 2/2/12**	
89	**2.1.5.1 VSS Data Conversion Strategy - Stage 1**	**15 days**	**Fri 1/6/12**	**Thu 1/26/12**	
90	2.1.5.1.1 Develop VSS Data Conversion Strategy - Stage 1	10 days	Fri 1/6/12	Thu 1/19/12	CGI
91	2.1.5.1.2 Review VSS Data Conversion Strategy - Stage 1	2 days	Fri 1/20/12	Mon 1/23/12	COUNTY
92	2.1.5.1.3 Update VSS Data Conversion Strategy - Stage 1	2 days	Tue 1/24/12	Wed 1/25/12	CGI
93	2.1.5.1.4 Approve VSS Data Conversion Strategy - Stage 1	1 day	Thu 1/26/12	Thu 1/26/12	COUNTY
94	**2.1.5.2 VSS System Interface Strategy - Stage 1**	**10 days**	**Fri 1/6/12**	**Thu 1/19/12**	
95	2.1.5.2.1 Develop VSS System Interface Strategy - Stage 1	5 days	Fri 1/6/12	Thu 1/12/12	CGI
96	2.1.5.2.2 Review VSS System Interface Strategy - Stage 1	2 days	Fri 1/13/12	Mon 1/16/12	COUNTY
97	2.1.5.2.3 Update VSS System Interface Strategy - Stage 1	1 day	Tue 1/17/12	Tue 1/17/12	CGI
98	2.1.5.2.4 Approve VSS System Interface Strategy - Stage 1	1 day	Thu 1/19/12	Thu 1/19/12	COUNTY
99	**2.1.5.3 VSS Training Strategy - Stage 1**	**10 days**	**Fri 1/6/12**	**Thu 1/19/12**	
100	2.1.5.3.1 Develop VSS Training Strategy - Stage 1	5 days	Fri 1/6/12	Thu 1/12/12	CGI
101	2.1.5.3.2 Review VSS Training Strategy - Stage 1	2 days	Fri 1/13/12	Mon 1/16/12	COUNTY
102	2.1.5.3.3 Update VSS Training Strategy - Stage 1	1 day	Tue 1/17/12	Tue 1/17/12	CGI
103	2.1.5.3.4 Approve VSS Training Strategy - Stage 1	1 day	Thu 1/19/12	Thu 1/19/12	COUNTY
104	**2.1.5.4 VSS Transition Strategy - Stage 1**	**9 days**	**Fri 1/13/12**	**Wed 1/25/12**	
105	2.1.5.4.1 Develop VSS Transition Strategy - Stage 1	5 days	Fri 1/13/12	Thu 1/19/12	CGI
106	2.1.5.4.2 Review VSS Transition Strategy - Stage 1	2 days	Fri 1/20/12	Mon 1/23/12	COUNTY
107	2.1.5.4.3 Update VSS Transition Strategy - Stage 1	1 day	Tue 1/24/12	Tue 1/24/12	CGI
108	2.1.5.4.4 Approve VSS Transition Strategy - Stage 1	1 day	Wed 1/25/12	Wed 1/25/12	COUNTY
109	**2.1.5.5 VSS Reporting Strategy - Stage 1**	**15 days**	**Fri 1/13/12**	**Thu 2/2/12**	
110	2.1.5.5.1 Develop VSS Reporting Strategy - Stage 1	10 days	Fri 1/13/12	Thu 1/26/12	CGI
111	2.1.5.5.2 Review VSS Reporting Strategy - Stage 1	2 days	Fri 1/27/12	Mon 1/30/12	COUNTY
112	2.1.5.5.3 Update VSS Reporting Strategy - Stage 1	2 days	Tue 1/31/12	Wed 2/1/12	CGI
113	2.1.5.5.4 Approve VSS Reporting Strategy - Stage 1	1 day	Thu 2/2/12	Thu 2/2/12	COUNTY

ID	Task Name	Duration	Start	Finish	Responsibility
114	**2.1.6 Implementation Analysis Document - Stage 1**	**21 days**	**Wed 1/25/12**	**Wed 2/22/12**	
115	2.1.6.1 Update VSS Implementation Plan & Deliverables Schedule - Stage 1	5 days	Wed 1/25/12	Tue 1/31/12	CGI
116	2.1.6.2 Develop VSS Implementation Analysis Document - Stage 1	8 days	Wed 2/1/12	Fri 2/10/12	CGI
117	2.1.6.3 Review VSS Implementation Analysis Document - Stage 1	5 days	Mon 2/13/12	Fri 2/17/12	COUNTY
118	2.1.6.4 Update VSS Implementation Analysis Document - Stage 1	2 days	Mon 2/20/12	Tue 2/21/12	CGI
119	2.1.6.5 Approve VSS Implementation Analysis Document - Stage 1	1 day	Wed 2/22/12	Wed 2/22/12	COUNTY
120	***2.1.6.6 CGI Deliverable: VSS Stage 1 Implementation Analysis Document***	0 days	Wed 2/22/12	Wed 2/22/12	CGI
121	***2.1.6.7 County Obligation: VSS Stage 1 Review and Approve Implementation Analysis Document***	0 days	Wed 2/22/12	Wed 2/22/12	COUNTY
122	**2.2 CREATE PHASE - STAGE 1**	**287 days**	**Tue 11/1/11**	**Mon 12/17/12**	
123	**2.2.1 Technical Environments - Stage 1**	**189 days**	**Tue 11/1/11**	**Mon 7/30/12**	
124	**2.2.1.1 Hardware/Software Procurement**	**30 days**	**Wed 2/1/12**	**Tue 3/13/12**	
125	2.2.1.1.1 Prepare HW/SW Procurement Documents (as needed)	15 days	Wed 2/1/12	Tue 2/21/12	COUNTY
126	2.2.1.1.2 Procure Hardware & System Software (as needed)	15 days	Wed 2/22/12	Tue 3/13/12	COUNTY
127	***2.2.1.1.3 County Obligation: VSS Stage 1 Procure VSS Hardware & System Software***	0 days	Tue 3/13/12	Tue 3/13/12	COUNTY
128	**2.2.1.2 Technical Environment setup**	**189 days**	**Tue 11/1/11**	**Mon 7/30/12**	
129	**2.2.1.2.1 Development / Unit Test Environment**	**38 days**	**Tue 11/1/11**	**Tue 12/27/11**	
130	2.2.1.2.1.1 Setup Technical Environment - Unit Test Environment	15 days	Tue 11/1/11	Mon 11/21/11	COUNTY
131	***2.2.1.2.1.2 County Obligation: VSS Stage 1 Unit Test Technical Environment***	0 days	Mon 11/21/11	Mon 11/21/11	COUNTY
132	2.2.1.2.1.3 Install & Test Advantage Vendor 3.9 Software and 3rd Party Software - Unit Test Environment	10 days	Mon 12/12/11	Fri 12/23/11	CGI
133	2.2.1.2.1.4 Review & Approve AMS Advantage Vendor 3.9, 3rd Party Tools Installation - Unit Test Environment	1 day	Tue 12/27/11	Tue 12/27/11	COUNTY
134	***2.2.1.2.1.5 CGI Deliverable: VSS Stage 1 AMS Advantage Vendor 3.9, 3rd Party Tools Installation - Unit Te***	0 days	Mon 12/26/11	Mon 12/26/11	CGI
135	**2.2.1.2.2 Integrated System Test Environment**	**94 days**	**Tue 11/1/11**	**Thu 3/15/12**	
136	2.2.1.2.2.1 Setup Technical Environment - Integrated System Test Environment	15 days	Tue 11/1/11	Mon 11/21/11	COUNTY
137	***2.2.1.2.2.2 County Obligation: VSS Stage 1 Integrated System Test Technical Environment***	0 days	Mon 11/21/11	Mon 11/21/11	COUNTY
138	2.2.1.2.2.3 Install & Test Advantage Vendor 3.9 Software and 3rd Party Software - Integrated System Test Envirc	5 days	Thu 3/8/12	Wed 3/14/12	CGI
139	2.2.1.2.2.4 Review & Approve AMS Advantage Vendor 3.9, 3rd Party Tools Installation - IST Environment	1 day	Thu 3/15/12	Thu 3/15/12	COUNTY
140	***2.2.1.2.2.5 CGI Deliverable: VSS Stage 1 AMS Advantage Vendor 3.9, 3rd Party Tools Installation - IST En***	0 days	Thu 3/15/12	Thu 3/15/12	CGI
141	**2.2.1.2.3 User Acceptance Test Environment**	**99 days**	**Tue 11/1/11**	**Thu 3/22/12**	
142	2.2.1.2.3.1 Setup Technical Environment - User Acceptance Test Environment	15 days	Tue 11/1/11	Mon 11/21/11	COUNTY
143	***2.2.1.2.3.2 County Obligation: VSS Stage 1 UAT Technical Environment***	0 days	Wed 2/29/12	Wed 2/29/12	COUNTY
144	2.2.1.2.3.3 Install & Test Advantage 3.9 Vendor Software and 3rd Party Software - User Acceptance Test Enviror	5 days	Thu 3/15/12	Wed 3/21/12	CGI
145	2.2.1.2.3.4 Review & Approve AMS Vendor Advantage 3.9, 3rd Party Tools Installation - UAT Environment	1 day	Thu 3/22/12	Thu 3/22/12	COUNTY
146	***2.2.1.2.3.5 CGI Deliverable: VSS Stage 1 AMS Advantage Vendor 3.9, 3rd Party Tools Installation - UAT Er***	0 days	Thu 3/22/12	Thu 3/22/12	CGI
147	**2.2.1.2.4 Training Environment**	**104 days**	**Tue 11/1/11**	**Thu 3/29/12**	
148	2.2.1.2.4.1 Setup Technical Environment - Training Environment	15 days	Tue 11/1/11	Mon 11/21/11	COUNTY
149	***2.2.1.2.4.2 County Obligation: VSS Stage 1 Training Technical Environment***	0 days	Wed 2/29/12	Wed 2/29/12	COUNTY
150	2.2.1.2.4.3 Install & Test Advantage Vendor 3.9 Software and 3rd Party Software - Training Environment	5 days	Thu 3/22/12	Wed 3/28/12	CGI
151	2.2.1.2.4.4 Review & Approve AMS Advantage Vendor 3.9, 3rd Party Tools Installation - Training Environment	1 day	Thu 3/29/12	Thu 3/29/12	COUNTY
152	***2.2.1.2.4.5 CGI Deliverable: VSS Stage 1 AMS Advantage Procurement and Vendor 3.9, 3rd Party Tools In***	0 days	Thu 3/29/12	Thu 3/29/12	CGI
153	**2.2.1.2.5 Performance Test Environment**	**20 days**	**Mon 7/2/12**	**Mon 7/30/12**	
154	2.2.1.2.5.1 Setup Technical Environment - Performance Test Environment	10 days	Mon 7/2/12	Mon 7/16/12	COUNTY
155	***2.2.1.2.5.2 County Obligation: VSS Stage 1 Performance Test Technical Environment***	0 days	Fri 7/13/12	Fri 7/13/12	COUNTY
156	2.2.1.2.5.3 Install & Test Advantage Vendor 3.9 Software and 3rd Party Software - Performance Test Environme	10 days	Mon 7/16/12	Fri 7/27/12	CGI
157	2.2.1.2.5.4 Review & Approve AMS Advantage Vendor 3.9, 3rd Party Tools Installation - Performance Test Envir	1 day	Mon 7/30/12	Mon 7/30/12	COUNTY
158	***2.2.1.2.5.5 CGI Deliverable: VSS Stage 1 AMS Advantage Vendor 3.9, 3rd Party Tools Installation - Perforn***	0 days	Mon 7/30/12	Mon 7/30/12	CGI
159	**2.2.1.3 Setup Cognos Reporting Environment - VSS Stage 1**	**10 days**	**Thu 3/15/12**	**Wed 3/28/12**	
160	2.2.1.3.1 Establish Cognos Reporting Environment - VSS Stage 1	10 days	Thu 3/15/12	Wed 3/28/12	COUNTY
161	***2.2.1.3.2 County Obligation: VSS Stage 1 Established Cognos Reporting Environment***	0 days	Wed 3/28/12	Wed 3/28/12	COUNTY
162	**2.2.1.4 Setup Database Replication for Financial Inquiries - VSS Stage 1**	**10 days**	**Thu 3/15/12**	**Wed 3/28/12**	
163	2.2.1.4.1 Replicate FIN Tables to VSS to Support Financial Inquiries	10 days	Thu 3/15/12	Wed 3/28/12	COUNTY
164	***2.2.1.4.2 County Obligation: VSS Stage 1 Establish Database Replication for Financial Inquiries***	0 days	Wed 3/28/12	Wed 3/28/12	COUNTY
165	**2.2.1.5 Developer Workstations**	**20 days**	**Wed 4/4/12**	**Tue 5/1/12**	
166	2.2.1.5.1 Installation of Advantage 3 Development environment on 3 Workstations	20 days	Wed 4/4/12	Tue 5/1/12	COUNTY
167	2.2.1.5.2 Installation of Advantage Development environment on 3 Workstations - Support	20 days	Wed 4/4/12	Tue 5/1/12	CGI
168	***2.2.1.5.3 County Obligation: VSS Stage 1 Installation of Advantage Development environment on 3 Workstatio***	0 days	Tue 4/24/12	Tue 4/24/12	COUNTY
169	***2.2.1.5.4 CGI Deliverable: VSS Stage 1 Installation of Advantage Development environment on 3 Workstations***	0 days	Tue 4/24/12	Tue 4/24/12	CGI
170	**2.2.2 System Control Tables - Stage 1**	**35 days**	**Thu 3/29/12**	**Wed 5/16/12**	

ID	Task Name	Duration	Start	Finish	Responsibility
171	**2.2.2.1 VSS (Financial Inquiries & Electronic Invoicing)**	**35 days**	**Thu 3/29/12**	**Wed 5/16/12**	
172	2.2.2.1.1 Review Delivered System Control Tables Setup	5 days	Thu 3/29/12	Wed 4/4/12	COUNTY
173	2.2.2.1.2 Setup VSS System Control Tables Data (from Fit-Gap Analysis)	10 days	Thu 4/5/12	Wed 4/18/12	COUNTY
174	2.2.2.1.3 Populate and Test VSS System Control Tables	10 days	Thu 4/19/12	Wed 5/2/12	COUNTY
175	2.2.2.1.4 Update VSS System Control Tables Data	5 days	Thu 5/3/12	Wed 5/9/12	COUNTY
176	2.2.2.1.5 Support VSS System Control Tables Setup	5 days	Thu 5/10/12	Wed 5/16/12	CGI
177	***2.2.2.1.6 County Deliverable: VSS Stage 1 System Control Tables Setup***	0 days	Wed 5/16/12	Wed 5/16/12	COUNTY
178	***2.2.2.1.7 CGI Deliverable: VSS Stage 12 System Control Tables Setup Support***	0 days	Wed 5/16/12	Wed 5/16/12	CGI
179	**2.2.3 Software Construction - Stage 1**	**108 days**	**Wed 2/8/12**	**Tue 7/10/12**	
180	**2.2.3.1 Application Software Modifications - Iteration I**	**85 days**	**Wed 2/8/12**	**Wed 6/6/12**	
181	2.2.3.1.1 Develop Concept Papers	15 days	Wed 2/8/12	Tue 2/28/12	CGI
182	2.2.3.1.2 Review & Approve Concept Papers	5 days	Wed 2/29/12	Tue 3/6/12	COUNTY, CGI
183	***2.2.3.1.3 CGI Deliverable: VSS Stage 1 Application Software Modifications Concept Papers - Iteration I***	0 days	Tue 3/6/12	Tue 3/6/12	CGI
184	2.2.3.1.4 Develop Functional Designs	20 days	Wed 3/7/12	Tue 4/3/12	CGI
185	2.2.3.1.5 Review & Approve Functional Designs	10 days	Wed 4/4/12	Tue 4/17/12	COUNTY, CGI
186	***2.2.3.1.6 CGI Deliverable: VSS Stage 1 Application Software Modifications Functional Designs - Iteration I***	0 days	Tue 4/17/12	Tue 4/17/12	CGI
187	2.2.3.1.7 Develop Technical Designs	15 days	Wed 4/4/12	Tue 4/24/12	CGI
188	2.2.3.1.8 Develop Software and Conduct Unit Tests	20 days	Wed 4/25/12	Tue 5/22/12	CGI
189	2.2.3.1.9 Plan and Execute System Test	8 days	Wed 5/23/12	Mon 6/4/12	CGI
190	2.2.3.1.10 Package and Deliver Software for Client Iteration Test	3 days	Mon 6/4/12	Wed 6/6/12	CGI
191	***2.2.3.1.11 CGI Deliverable: VSS Stage 1 Application Software Modifications - Iteration I***	0 days	Wed 6/6/12	Wed 6/6/12	CGI
192	**2.2.3.2 Application Software Modifications - Iteration II**	**95 days**	**Wed 2/22/12**	**Thu 7/5/12**	
193	2.2.3.2.1 Develop Concept Papers	15 days	Wed 2/22/12	Tue 3/13/12	CGI
194	2.2.3.2.2 Review & Approve Concept Papers	5 days	Wed 3/14/12	Tue 3/20/12	COUNTY, CGI
195	***2.2.3.2.3 CGI Deliverable: VSS Stage 1 Application Software Modifications Concept Papers - Iteration II***	0 days	Tue 3/20/12	Tue 3/20/12	CGI
196	2.2.3.2.4 Develop Functional Designs	20 days	Wed 3/21/12	Tue 4/17/12	CGI
197	2.2.3.2.5 Review & Approve Functional Designs	10 days	Wed 4/18/12	Tue 5/1/12	COUNTY, CGI
198	***2.2.3.2.6 CGI Deliverable: VSS Stage 1 Application Software Modifications Functional Designs - Iteration II***	0 days	Tue 5/1/12	Tue 5/1/12	CGI
199	2.2.3.2.7 Develop Technical Designs	15 days	Wed 5/2/12	Tue 5/22/12	CGI
200	2.2.3.2.8 Develop Software and Conduct Unit Tests	20 days	Wed 5/23/12	Wed 6/20/12	CGI
201	2.2.3.2.9 Plan and Execute System Test	8 days	Wed 6/20/12	Fri 6/29/12	CGI
202	2.2.3.2.10 Package and Deliver Software for Client Iteration Test	3 days	Mon 7/2/12	Thu 7/5/12	CGI
203	***2.2.3.2.11 CGI Deliverable: VSS Stage 1 Application Software Modifications - Iteration II***	0 days	Wed 7/4/12	Wed 7/4/12	CGI
204	**2.2.3.3 Data Conversion - Stage 1**	**92 days**	**Thu 3/1/12**	**Tue 7/10/12**	
205	**2.2.3.3.1 VSS Conversion Plan**	**24 days**	**Thu 3/1/12**	**Tue 4/3/12**	
206	2.2.3.3.1.1 Develop VSS Conversion Plan - Stage 1	12 days	Thu 3/1/12	Fri 3/16/12	CGI
207	2.2.3.3.1.2 Review VSS Conversion Plan - Stage 1	5 days	Mon 3/19/12	Fri 3/23/12	COUNTY
208	2.2.3.3.1.3 Update VSS Conversion Plan - Stage 1	2 days	Mon 3/26/12	Tue 3/27/12	CGI
209	2.2.3.3.1.4 Approve VSS Conversion Plan - Stage 1	5 days	Wed 3/28/12	Tue 4/3/12	COUNTY
210	***2.2.3.3.1.5 County Obligation: VSS Stage 1 Review and Approve VSS Conversion Plan***	0 days	Tue 4/3/12	Tue 4/3/12	CGI
211	***2.2.3.3.1.6 CGI Deliverable: VSS Stage 1 Conversion Plan***	0 days	Tue 4/3/12	Tue 4/3/12	CGI
212	**2.2.3.3.2 VSS Data Cleansing Plan**	**15 days**	**Wed 4/4/12**	**Tue 4/24/12**	
213	2.2.3.3.2.1 Develop VSS Data Cleansing Plan - Stage 1	15 days	Wed 4/4/12	Tue 4/24/12	COUNTY
214	***2.2.3.3.2.2 County Obligation: VSS Stage 1 Data Cleansing Plans***	0 days	Tue 4/24/12	Tue 4/24/12	COUNTY
215	**2.2.3.3.3 VSS Data Conversion Design, Development and Load**	**53 days**	**Wed 4/25/12**	**Tue 7/10/12**	
216	2.2.3.3.3.1 Develop VSS Data Conversion Designs - Mapping and Transformation	20 days	Wed 4/25/12	Tue 5/22/12	COUNTY
217	2.2.3.3.3.2 Develop & Unit Test VSS Data Conversion Programs	20 days	Wed 5/23/12	Wed 6/20/12	COUNTY
218	***2.2.3.3.3.3 County Obligation: VSS Stage 1 Design and Develop Data Conversion Processes***	0 days	Tue 7/10/12	Tue 7/10/12	COUNTY
219	**2.2.3.4 System Interfaces - Stage 1**	**53 days**	**Wed 4/25/12**	**Tue 7/10/12**	
220	2.2.3.4.1 Develop VSS System Interface Designs - Mapping and Transformation	20 days	Wed 4/25/12	Tue 5/22/12	COUNTY
221	2.2.3.4.2 Develop & Unit Test VSS System Interface Programs	20 days	Wed 5/23/12	Wed 6/20/12	COUNTY
222	***2.2.3.4.3 County Obligation: VSS Stage 1 Design and Develop System Interface Processes***	0 days	Tue 7/10/12	Tue 7/10/12	COUNTY
223	**2.2.3.5 Reports & Forms - Stage 1**	**82 days**	**Thu 3/1/12**	**Mon 6/25/12**	
224	**2.2.3.5.1 VSS Reports - Stage 1**	**70 days**	**Thu 3/1/12**	**Thu 6/7/12**	
225	2.2.3.5.1.1 Design VSS Cognos Framework Manager Model	15 days	Thu 3/1/12	Wed 3/21/12	COUNTY
226	2.2.3.5.1.2 Develop Functional Designs for VSS Reports	20 days	Thu 3/22/12	Wed 4/18/12	COUNTY
227	2.2.3.5.1.3 Develop Technical Designs for VSS Reports	10 days	Thu 4/19/12	Wed 5/2/12	COUNTY

ID	Task Name	Duration	Start	Finish	Responsibility
228	2.2.3.5.1.4 Develop & Test VSS Reports Software	25 days	Thu 5/3/12	Thu 6/7/12	COUNTY
229	***2.2.3.5.1.5 County Obligation: VSS Stage 1 Procurement Reports and Forms Software***	0 days	Wed 6/6/12	Wed 6/6/12	COUNTY
230	**2.2.3.5.2 VSS Forms - Stage 1**	**39 days**	**Tue 5/1/12**	**Mon 6/25/12**	
231	2.2.3.5.2.1 Develop (1) Functional Designs for VSS Forms	5 days	Tue 5/1/12	Mon 5/7/12	CGI
232	2.2.3.5.2.2 Develop & Test (1) VSS Forms Software	5 days	Tue 5/8/12	Mon 5/14/12	CGI
233	***2.2.3.5.2.3 CGI Deliverable: VSS Stage 1 Forms Software (1)***	0 days	Mon 5/14/12	Mon 5/14/12	CGI
234	2.2.3.5.2.4 Develop (3) Functional Designs for VSS Forms	15 days	Tue 5/15/12	Tue 6/5/12	COUNTY
235	2.2.3.5.2.5 Develop & Test (3) VSS Forms Software	15 days	Tue 6/5/12	Mon 6/25/12	COUNTY
236	***2.2.3.5.2.6 County Obligation: VSS Stage 1 Forms Software (3)***	0 days	Mon 6/25/12	Mon 6/25/12	COUNTY
237	**2.2.3.6 Security and Workflow - Stage 1**	**15 days**	**Tue 5/1/12**	**Mon 5/21/12**	
238	2.2.3.6.1 Define Security and Workflow Rules	5 days	Tue 5/1/12	Mon 5/7/12	COUNTY
239	2.2.3.6.2 Review and approve Security & Workflow Rules	5 days	Tue 5/8/12	Mon 5/14/12	COUNTY
240	2.2.3.6.3 Configure Security and Workflow Tables/Settings	5 days	Tue 5/15/12	Mon 5/21/12	COUNTY
241	2.2.3.6.4 Support Security and Workflow Tables/Settings	15 days	Tue 5/1/12	Mon 5/21/12	CGI
242	***2.2.3.6.5 County Obligation: VSS Stage 1 Configured Security & Workflow Tables***	0 days	Mon 5/21/12	Mon 5/21/12	COUNTY
243	***2.2.3.6.6 CGI Deliverable: VSS Stage 1 Security & Workflow Setup Support***	0 days	Mon 5/21/12	Mon 5/21/12	CGI
244	**2.2.4 Software Testing - Stage 1**	**99 days**	**Tue 5/15/12**	**Tue 10/2/12**	
245	**2.2.4.1 Integrated System Test - Stage 1**	**50 days**	**Tue 5/15/12**	**Wed 7/25/12**	
246	2.2.4.1.1 Develop Integrated System Test Plan & Scripts	15 days	Tue 5/15/12	Tue 6/5/12	CGI
247	2.2.4.1.2 Review Integrated System Test Plan & Scripts	3 days	Tue 6/5/12	Thu 6/7/12	COUNTY
248	2.2.4.1.3 Update Integrated System Test Plan & Scripts	2 days	Fri 6/8/12	Mon 6/11/12	CGI
249	2.2.4.1.4 Approve Integrated System Test Plan & Scripts	2 days	Tue 6/12/12	Wed 6/13/12	COUNTY
250	***2.2.4.1.5 CGI Deliverable: VSS Stage 1 Integrated System Test Plan & Script***	0 days	Wed 6/13/12	Wed 6/13/12	CGI
251	***2.2.4.1.6 County Obligation: VSS Stage 1 Review and Approve VSS Integrated System Test Plan & Script***	0 days	Wed 6/13/12	Wed 6/13/12	CGI
252	2.2.4.1.7 Execute Integrated System Test	25 days	Thu 6/14/12	Thu 7/19/12	CGI
253	2.2.4.1.8 Review Integrated System Test Results	3 days	Tue 7/17/12	Thu 7/19/12	COUNTY
254	2.2.4.1.9 Correct Integrated System Test Issues	2 days	Fri 7/20/12	Mon 7/23/12	CGI
255	2.2.4.1.10 Approve Integrated System Test Results	2 days	Tue 7/24/12	Wed 7/25/12	COUNTY
256	***2.2.4.1.11 CGI Deliverable: VSS Stage 1 Integrated System Results***	0 days	Wed 7/25/12	Wed 7/25/12	CGI
257	***2.2.4.1.12 County Obligation: VSS Stage 1 Review and Approve VSS Integrated System Results***	0 days	Wed 7/25/12	Wed 7/25/12	CGI
258	**2.2.4.2 User Acceptance Test - Stage 1**	**38 days**	**Thu 7/5/12**	**Mon 8/27/12**	
259	2.2.4.2.1 Develop User Acceptance Test Plan & Scripts	15 days	Thu 7/5/12	Wed 7/25/12	COUNTY
260	***2.2.4.2.2 County Obligation: VSS Stage 1 User Acceptance Test Plan & Scripts***	0 days	Tue 7/24/12	Tue 7/24/12	COUNTY
261	2.2.4.2.3 Execute & Document User Acceptance Test Results	15 days	Wed 7/25/12	Tue 8/14/12	COUNTY
262	2.2.4.2.4 Support User Acceptance Test	38 days	Thu 7/5/12	Mon 8/27/12	CGI
263	***2.2.4.2.5 County Obligation: VSS Stage 1 User Acceptance Test Results***	0 days	Tue 8/21/12	Tue 8/21/12	COUNTY
264	***2.2.4.2.6 CGI Deliverable: VSS Stage 1 User Acceptance Test Support***	0 days	Fri 8/24/12	Fri 8/24/12	CGI
265	**2.2.4.3 Performance Test - Stage 1**	**44 days**	**Thu 8/2/12**	**Tue 10/2/12**	
266	2.2.4.3.1 Develop Performance Test Plan & Scripts	10 days	Thu 8/2/12	Wed 8/15/12	CGI
267	2.2.4.3.2 Review Performance Test Plan & Scripts	5 days	Thu 8/16/12	Wed 8/22/12	COUNTY
268	2.2.4.3.3 Update Performance Test Plan & Scripts	2 days	Thu 8/23/12	Fri 8/24/12	CGI
269	2.2.4.3.4 Approve Performance Test Plan & Scripts	1 day	Mon 8/27/12	Mon 8/27/12	COUNTY
270	***2.2.4.3.5 CGI Deliverable: VSS Stage 1 Performance Test Plan & Scripts***	0 days	Mon 8/27/12	Mon 8/27/12	CGI
271	***2.2.4.3.6 County Obligation: VSS Stage 1 Review and Approve VSS Performance Test Plan & Scripts***	0 days	Mon 8/27/12	Mon 8/27/12	CGI
272	2.2.4.3.7 Execute Performance Test	15 days	Tue 8/28/12	Tue 9/18/12	CGI
273	2.2.4.3.8 Review Performance Test Results	5 days	Wed 9/19/12	Tue 9/25/12	COUNTY
274	2.2.4.3.9 Correct Performance Test Issues	5 days	Wed 9/26/12	Mon 10/1/12	CGI
275	2.2.4.3.10 Approve Performance Test Results	1 day	Tue 10/2/12	Tue 10/2/12	COUNTY
276	***2.2.4.3.11 CGI Deliverable: VSS Stage 1 Performance Test Tuning & Results***	0 days	Tue 10/2/12	Tue 10/2/12	CGI
277	***2.2.4.3.12 County Obligation: Vss Stage 1 Review and Approve VSS Performance Test Results***	0 days	Tue 10/2/12	Tue 10/2/12	CGI
278	**2.2.5 Training - Stage 1**	**204 days**	**Thu 3/1/12**	**Mon 12/17/12**	
279	**2.2.5.1 Develop Vendor and End User Training Plan and Materials - Stage 1**	**55 days**	**Mon 8/6/12**	**Fri 10/19/12**	
280	2.2.5.1.1 Develop Training Plan	10 days	Mon 8/6/12	Fri 8/17/12	COUNTY, CGI
281	***2.2.5.1.2 County Obligation: VSS Stage 1 Develop Training Plan***	0 days	Fri 8/17/12	Fri 8/17/12	COUNTY
282	***2.2.5.1.3 CGI Deliverable: VSS Stage 1 Training Plan Support***	0 days	Fri 8/17/12	Fri 8/17/12	CGI
283	2.2.5.1.4 Develop Training Materials	40 days	Mon 8/20/12	Fri 10/12/12	CGI
284	2.2.5.1.5 Review and Approve Training Materials	5 days	Mon 10/15/12	Fri 10/19/12	COUNTY

ID	Task Name	Duration	Start	Finish	Responsibility
285	***2.2.5.1.6 County Obligation: VSS Stage 1 Review and Approve VSS Training Materials***	0 days	Fri 10/19/12	Fri 10/19/12	COUNTY
286	***2.2.5.1.7 CGI Deliverable: VSS Stage 1 Training Materials***	0 days	Fri 10/19/12	Fri 10/19/12	CGI
287	**2.2.5.2 Conduct VSS Support and Vendor Outreach Training - Stage 1**	**31 days**	**Thu 11/1/12**	**Mon 12/17/12**	
288	2.2.5.2.1 Finalize Logistics and Attendees	10 days	Thu 11/1/12	Wed 11/14/12	COUNTY
289	2.2.5.2.2 Conduct VSS Support Training	10 days	Thu 11/15/12	Fri 11/30/12	COUNTY
290	2.2.5.2.3 Conduct Vendor Outreach Information Sessions	10 days	Thu 11/29/12	Wed 12/12/12	COUNTY
291	2.2.5.2.4 Conduct Training Assessment	11 days	Mon 12/3/12	Mon 12/17/12	COUNTY
292	***2.2.5.2.5 County Obligation: VSS Stage 1 Support Training & Vendor Outreach Information Sessions***	0 days	Mon 12/17/12	Mon 12/17/12	COUNTY
293	**2.2.5.3 System Administration Training - Stage 1**	**15 days**	**Mon 10/1/12**	**Fri 10/19/12**	
294	2.2.5.3.1 Prepare Materials / Schedule System Administration Training	5 days	Mon 10/1/12	Fri 10/5/12	CGI
295	2.2.5.3.2 Conduct System Administration Training	5 days	Mon 10/8/12	Fri 10/12/12	CGI
296	2.2.5.3.3 Review & Approve System Administration Training	5 days	Mon 10/15/12	Fri 10/19/12	COUNTY
297	***2.2.5.3.4 CGI Deliverable: VSS Stage 1 System Administration Training***	0 days	Fri 10/19/12	Fri 10/19/12	CGI
298	***2.2.5.3.5 County Obligation: VSS Stage 1 Review and Approve VSS System Administration Training***	0 days	Fri 10/19/12	Fri 10/19/12	COUNTY
299	**2.2.5.4 Technical Team Training - Stage 1**	**20 days**	**Thu 3/1/12**	**Wed 3/28/12**	
300	2.2.5.4.1 Prepare Materials / Schedule Technical Training	10 days	Thu 3/1/12	Wed 3/14/12	COUNTY
301	2.2.5.4.2 Conduct Technical Team Training	5 days	Thu 3/15/12	Wed 3/21/12	COUNTY
302	2.2.5.4.3 Review & Approve Technical Team Training	5 days	Thu 3/22/12	Wed 3/28/12	COUNTY
303	***2.2.5.4.4 County Obligation: VSS Stage 1 Technical Team Training***	0 days	Wed 3/28/12	Wed 3/28/12	COUNTY
304	**2.2.6 Transition Management - Stage 1**	**118 days**	**Mon 7/2/12**	**Mon 12/17/12**	
305	**2.2.6.1 Users' Documentation - Stage 1**	**45 days**	**Tue 9/4/12**	**Fri 11/2/12**	
306	2.2.6.1.1 Update Online Users' Documentation	10 days	Tue 9/4/12	Mon 9/17/12	CGI
307	2.2.6.1.2 Prepare Updates/Addendum to Baseline Users' Guides	10 days	Mon 9/17/12	Fri 9/28/12	CGI
308	2.2.6.1.3 Review Updated Users' Documentation	10 days	Sun 9/30/12	Thu 10/11/12	COUNTY
309	2.2.6.1.4 Update Users' Documentation	5 days	Mon 10/15/12	Fri 10/19/12	CGI
310	2.2.6.1.5 Approve Updated Users' Documentation	10 days	Mon 10/22/12	Fri 11/2/12	COUNTY
311	***2.2.6.1.6 CGI Deliverable: VSS Stage 1 Advantage User Documentation***	0 days	Fri 11/2/12	Fri 11/2/12	CGI
312	***2.2.6.1.7 County Obligation: VSS Stage 1 Review and Approve User Documentation***	0 days	Fri 11/2/12	Fri 11/2/12	COUNTY
313	**2.2.6.2 System/Operations Documentation - Stage 1**	**41 days**	**Sun 9/30/12**	**Tue 11/27/12**	
314	2.2.6.2.1 Update Online System Documentation	10 days	Sun 9/30/12	Thu 10/11/12	CGI
315	2.2.6.2.2 Prepare Updates/Addendum to System/Operations Documentation	5 days	Mon 10/15/12	Fri 10/19/12	CGI
316	2.2.6.2.3 Review Updated System/Operations Documentation	10 days	Mon 10/22/12	Fri 11/2/12	COUNTY
317	2.2.6.2.4 Update System/Operations Documentation	5 days	Mon 11/5/12	Fri 11/9/12	CGI
318	2.2.6.2.5 Approve Updated System/Operations Documentation	10 days	Mon 11/12/12	Tue 11/27/12	COUNTY
319	***2.2.6.2.6 CGI Deliverable: VSS Stage 1 Advantage System/Operations Documentation***	0 days	Fri 11/23/12	Fri 11/23/12	CGI
320	***2.2.6.2.7 County Obligation: VSS Stage 1 Review and Approve System/Operations Documentation - Stage 1***	0 days	Fri 11/23/12	Fri 11/23/12	COUNTY
321	**2.2.6.3 County Operations Documentation - Stage 1**	**30 days**	**Mon 10/15/12**	**Tue 11/27/12**	
322	2.2.6.3.1 Develop/Update County Operations Documentation	15 days	Mon 10/15/12	Fri 11/2/12	COUNTY
323	2.2.6.3.2 Setup Control-M Jobs	15 days	Mon 11/5/12	Tue 11/27/12	COUNTY
324	2.2.6.3.3 Support County Operations Documentation and Control-M Setup	15 days	Mon 11/5/12	Tue 11/27/12	CGI
325	***2.2.6.3.4 County Obligation: VSS Stage 1 County Operations Documentation Updates***	0 days	Tue 11/27/12	Tue 11/27/12	COUNTY
326	***2.2.6.3.5 CGI Deliverable: VSS Stage 1 County Operations Documentation and Control-M Setup Support***	0 days	Tue 11/27/12	Tue 11/27/12	CGI
327	**2.2.6.4 Internal Control Plans - Stage 1**	**46 days**	**Wed 7/25/12**	**Thu 9/27/12**	
328	2.2.6.4.1 Review County Internal Control Plans	30 days	Wed 7/25/12	Wed 9/5/12	COUNTY
329	2.2.6.4.2 Update County Internal Control Plans	17 days	Wed 9/5/12	Thu 9/27/12	COUNTY
330	***2.2.6.4.3 County Obligation: VSS Stage 1 Internal Control Plan Documentation Updates***	0 days	Thu 9/27/12	Thu 9/27/12	COUNTY
331	**2.2.6.5 County Fiscal Procedures Manual - Stage 1**	**89 days**	**Mon 7/2/12**	**Fri 11/2/12**	
332	2.2.6.5.1 Update County's Policies & Procedures	30 days	Mon 7/2/12	Mon 8/13/12	COUNTY
333	2.2.6.5.2 Prepare Department Policies & Procedures	60 days	Mon 8/13/12	Fri 11/2/12	COUNTY
334	***2.2.6.5.3 County Obligation: VSS Stage 1 Policies & Procedures Updates***	0 days	Fri 11/2/12	Fri 11/2/12	COUNTY
335	**2.2.6.6 Change Management and Communications - Stage 1**	**97 days**	**Wed 8/1/12**	**Mon 12/17/12**	
336	2.2.6.6.1 Develop Communication Plan	15 days	Wed 8/1/12	Tue 8/21/12	COUNTY
337	***2.2.6.6.2 County Obligation: VSS Stage 1 Complete Communication Plan***	0 days	Tue 8/21/12	Tue 8/21/12	COUNTY
338	2.2.6.6.3 Execute Communication Plan	82 days	Wed 8/22/12	Mon 12/17/12	COUNTY
339	***2.2.6.6.4 County Obligation: VSS Stage 1 Execute Communication Plan***	0 days	Mon 12/17/12	Mon 12/17/12	COUNTY
340	**2.2.6.7 Operational/Technical Readiness Assessment - Stage 1**	**49 days**	**Fri 10/5/12**	**Fri 12/14/12**	
341	2.2.6.7.1 Prepare Operational Readiness Checklist	15 days	Fri 10/5/12	Thu 10/25/12	CGI

ID	Task Name	Duration	Start	Finish	Responsibility
342	2.2.6.7.2 Review Operational Readiness Checklist	5 days	Fri 10/26/12	Thu 11/1/12	COUNTY
343	2.2.6.7.3 Update Operational Readiness Checklist	2 days	Fri 11/2/12	Mon 11/5/12	CGI
344	2.2.6.7.4 Approve Operational Readiness Checklist	1 day	Tue 11/6/12	Tue 11/6/12	COUNTY
345	***2.2.6.7.5 CGI Deliverable: VSS Stage 1 Operational Readiness Checklist***	0 days	Tue 11/6/12	Tue 11/6/12	CGI
346	***2.2.6.7.6 County Obligation: VSS Stage 1 Review and Approve Operational Readiness Checklist***	0 days	Tue 11/6/12	Tue 11/6/12	COUNTY
347	2.2.6.7.7 Conduct Operational Readiness Assessment	13 days	Wed 11/7/12	Tue 11/27/12	COUNTY
348	2.2.6.7.8 Support for Operational Readiness Assessment	15 days	Mon 11/26/12	Fri 12/14/12	CGI
349	***2.2.6.7.9 CGI Deliverable: VSS Stage 1 Operational Readiness Assessment Support***	0 days	Fri 12/14/12	Fri 12/14/12	CGI
350	***2.2.6.7.10 County Obligation: VSS Stage 1 Conduct Operational Readiness Assessment***	0 days	Fri 12/14/12	Fri 12/14/12	COUNTY
351	**2.2.6.8 Implementation Vendor / End-User Readiness Assessment - Stage 1**	**50 days**	**Fri 10/5/12**	**Mon 12/17/12**	
352	2.2.6.8.1 Prepare Implementation Readiness Checklist	10 days	Fri 10/5/12	Thu 10/18/12	COUNTY
353	***2.2.6.8.2 County Obligation: VSS Stage 1 Implementation Readiness Checklist***	0 days	Mon 11/19/12	Mon 11/19/12	COUNTY
354	2.2.6.8.3 Conduct Implementation Readiness Assessment	25 days	Fri 11/9/12	Mon 12/17/12	COUNTY
355	***2.2.6.8.4 County Obligation: VSS Stage 1 Implementation Readiness Assessment Support***	0 days	Mon 12/17/12	Mon 12/17/12	COUNTY
356	**2.3 ACHIEVE PHASE - STAGE 1**	**317 days**	**Mon 10/1/12**	**Tue 12/31/13**	
357	**2.3.1 Production Cutover - Stage 1**	**59 days**	**Mon 10/1/12**	**Mon 12/24/12**	
358	**2.3.1.1 Production Cutover Script - Stage 1**	**21 days**	**Mon 10/1/12**	**Mon 10/29/12**	
359	2.3.1.1.1 Draft Production Cutover Script	10 days	Mon 10/1/12	Fri 10/12/12	CGI
360	2.3.1.1.2 Review Production Cutover Script	5 days	Mon 10/15/12	Fri 10/19/12	COUNTY
361	2.3.1.1.3 Update Production Cutover Script	3 days	Mon 10/22/12	Wed 10/24/12	CGI
362	2.3.1.1.4 Approve Production Cutover Script	3 days	Thu 10/25/12	Mon 10/29/12	COUNTY
363	***2.3.1.1.5 CGI Deliverable: VSS Stage 1 Production Cutover Script***	0 days	Mon 10/29/12	Mon 10/29/12	CGI
364	***2.3.1.1.6 County Obligation: VSS Stage 1 Review and Approve Production Cutover Script***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY
365	**2.3.1.2 Execute Cutover Rehearsal - Stage 1**	**45 days**	**Fri 10/5/12**	**Mon 12/10/12**	
366	2.3.1.2.1 Setup Mock Production Environment	15 days	Fri 10/5/12	Thu 10/25/12	COUNTY, CGI
367	2.3.1.2.2 Execute Cutover Rehearsal	20 days	Tue 10/30/12	Wed 11/28/12	COUNTY, CGI
368	2.3.1.2.3 Analyze and Update Production Cutover Script	10 days	Tue 11/27/12	Mon 12/10/12	COUNTY, CGI
369	***2.3.1.2.4 County Obligation: VSS Stage 1 Conduct Cutover Rehearsal***	0 days	Mon 12/10/12	Mon 12/10/12	COUNTY
370	***2.3.1.2.5 CGI Deliverable: VSS Stage 1 Cutover Rehearsal Support***	0 days	Mon 12/10/12	Mon 12/10/12	CGI
371	2.3.1.3 Setup Production Environment	3 days	Tue 12/11/12	Thu 12/13/12	COUNTY, CGI
372	2.3.1.4 Execute Production Data Conversion	2 days	Fri 12/14/12	Mon 12/17/12	COUNTY, CGI
373	2.3.1.5 Execute Production Cutover	2 days	Fri 12/14/12	Mon 12/17/12	COUNTY, CGI
374	2.3.1.6 Execute Cutover to New Operational Procedures	5 days	Tue 12/18/12	Mon 12/24/12	COUNTY
375	2.3.1.7 Implement Updated Business Processes	5 days	Tue 12/18/12	Mon 12/24/12	COUNTY
376	2.3.1.8 Technical support for Production Cutover	2 days	Fri 12/14/12	Mon 12/17/12	CGI
377	2.3.1.9 Hand-Off Operations to Client Support Staff	5 days	Tue 12/18/12	Mon 12/24/12	CGI
378	***2.3.1.10 CGI Deliverable: VSS Stage 1 Production Cutover Support***	0 days	Mon 12/17/12	Mon 12/17/12	CGI
379	***2.3.1.11 County Obligation: VSS Stage 1 Conduct Production Cutover***	0 days	Mon 12/17/12	Mon 12/17/12	COUNTY
380	2.3.1.12 Production Cutover (Live Production Operations)	0 days	Mon 12/17/12	Mon 12/17/12	COUNTY
381	**2.3.2 VSS Rollout - Stage 1**	**118 days**	**Tue 12/18/12**	**Tue 6/4/13**	
382	2.3.2.1 VSS Stage 1 Rollout#1 - 25 select vendors	40 days	Tue 12/18/12	Wed 2/13/13	COUNTY
383	2.3.2.2 VSS Stage 1 Rollout#2 - All Procurement vendors	40 days	Tue 2/12/13	Mon 4/8/13	COUNTY
384	2.3.2.3 VSS Stage 1 Rollout#3 - All remaining vendors	40 days	Tue 4/9/13	Tue 6/4/13	COUNTY
385	**2.3.3 VSS Post-Implementation Support - Stage 1**	254 days	Wed 1/2/13	Tue 12/31/13	
386	2.3.3.1 VSS Post-implementation Support Month 1 - Stage 1	22 days	Wed 1/2/13	Thu 1/31/13	CGI
387	***2.3.3.2 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 1***	0 days	Thu 1/31/13	Thu 1/31/13	CGI
388	2.3.3.3 VSS Post-implementation Support Month 2 - Stage 1	20 days	Fri 2/1/13	Thu 2/28/13	CGI
389	***2.3.3.4 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 2***	0 days	Thu 2/28/13	Thu 2/28/13	CGI
390	2.3.3.5 VSS Post-implementation Support Month 3 - Stage 1	21 days	Fri 3/1/13	Fri 3/29/13	CGI
391	***2.3.3.6 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 3***	0 days	Fri 3/29/13	Fri 3/29/13	CGI
392	2.3.3.7 VSS Post-implementation Support Month 4 - Stage 1	22 days	Mon 4/1/13	Tue 4/30/13	CGI
393	***2.3.3.8 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 4***	0 days	Tue 4/30/13	Tue 4/30/13	CGI
394	2.3.3.9 VSS Post-implementation Support Month 5 - Stage 1	22 days	Wed 5/1/13	Fri 5/31/13	CGI
395	***2.3.3.10 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 5***	0 days	Fri 5/31/13	Fri 5/31/13	CGI
396	2.3.3.11 VSS Post-implementation Support Month 6 - Stage 1	20 days	Mon 6/3/13	Fri 6/28/13	CGI
397	***2.3.3.12 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 6***	0 days	Fri 6/28/13	Fri 6/28/13	CGI
398	2.3.3.13 VSS Post-implementation Support Month 7 - Stage 1	22 days	Mon 7/1/13	Wed 7/31/13	CGI

ID	Task Name	Duration	Start	Finish	Responsibility
399	***2.3.3.14 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 7***	0 days	Wed 7/31/13	Wed 7/31/13	CGI
400	2.3.3.15 VSS Post-implementation Support Month 8 - Stage 1	22 days	Thu 8/1/13	Fri 8/30/13	CGI
401	***2.3.3.16 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 8***	0 days	Fri 8/30/13	Fri 8/30/13	CGI
402	2.3.3.17 VSS Post-implementation Support Month 9 - Stage 1	20 days	Tue 9/3/13	Mon 9/30/13	CGI
403	***2.3.3.18 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 9***	0 days	Mon 9/30/13	Mon 9/30/13	CGI
404	2.3.3.19 VSS Post-implementation Support Month 10 - Stage 1	23 days	Tue 10/1/13	Thu 10/31/13	CGI
405	***2.3.3.20 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 10***	0 days	Thu 10/31/13	Thu 10/31/13	CGI
406	2.3.3.21 VSS Post-implementation Support Month 11 - Stage 1	19 days	Fri 11/1/13	Fri 11/29/13	CGI
407	***2.3.3.22 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 11***	0 days	Fri 11/29/13	Fri 11/29/13	CGI
408	2.3.3.23 VSS Post-implementation Support Month 12 - Stage 1	21 days	Mon 12/2/13	Tue 12/31/13	CGI
409	***2.3.3.24 CGI Deliverables: VSS Stage 1 Post-Implementation Support Month 12***	0 days	Tue 12/31/13	Tue 12/31/13	CGI
410					
411	**3 VSS & SERVICE CONTRACTS - STAGE 2**	**113 days**	**Mon 2/20/12**	**Fri 7/27/12**	
412	**3.1 ENVISION PHASE - STAGE 2**	**113 days**	**Mon 2/20/12**	**Fri 7/27/12**	
413	**3.1.1 Establish Prototype Environment - Stage 2**	**0 days**	**Thu 3/1/12**	**Thu 3/1/12**	
414	*3.1.1.1 Use Existing Advantage Procurement / Vendor 3.9 Prototype Environment*	0 days	Thu 3/1/12	Thu 3/1/12	COUNTY
415	**3.1.2 Project Team Training - Stage 2**	**21 days**	**Mon 2/20/12**	**Mon 3/19/12**	
416	3.1.2.1 Prepare Materials / Schedule Product Training for Core Team	10 days	Mon 2/20/12	Fri 3/2/12	CGI
417	**3.1.2.2 Conduct Product Training for Core Team/Prototype Participants**	**9 days**	**Tue 3/6/12**	**Fri 3/16/12**	
418	3.1.2.2.1 VSS - Vendor Registration	3 days	Tue 3/6/12	Thu 3/8/12	CGI
419	3.1.2.2.2 VSS - Bid Solicitation	3 days	Fri 3/9/12	Tue 3/13/12	CGI
420	3.1.2.2.3 Service Contract	3 days	Wed 3/14/12	Fri 3/16/12	CGI
421	3.1.2.3 Review & Approve Product Training	1 day	Mon 3/19/12	Mon 3/19/12	COUNTY
422	***3.1.2.4 CGI Deliverable: VSS & Service Contracts Stage 2 Product Training***	0 days	Mon 3/19/12	Mon 3/19/12	CGI
423	***3.1.2.5 County Obligation: VSS & Service Contracts Stage 2 Review and Approve Product Training***	0 days	Mon 3/19/12	Mon 3/19/12	COUNTY
424	**3.1.3 Fit-Gap Analysis - Stage 2**	**85 days**	**Thu 3/1/12**	**Thu 6/28/12**	
425	**3.1.3.1 Prepare for Application Prototyping - Stage 2 (Vendor Registration, Bid Solicitation, Service Contract)**	**30 days**	**Thu 3/1/12**	**Wed 4/11/12**	
426	3.1.3.1.1 Develop Prototype Business Scenarios	10 days	Thu 3/1/12	Wed 3/14/12	COUNTY
427	3.1.3.1.2 Review Prototype Business Scenarios	3 days	Tue 3/20/12	Thu 3/22/12	COUNTY, CGI
428	3.1.3.1.3 Develop Prototype Scripts - (Vendor Registration, Bid Solicitation, Service Contract)	10 days	Fri 3/23/12	Thu 4/5/12	CGI
429	3.1.3.1.4 Review Prototype Scripts - (Vendor Registration, Bid Solicitation, Service Contract)	3 days	Fri 4/6/12	Tue 4/10/12	COUNTY
430	3.1.3.1.5 Update Prototype Scripts	1 day	Tue 4/10/12	Tue 4/10/12	CGI
431	3.1.3.1.6 Approve Prototype Scripts	1 day	Wed 4/11/12	Wed 4/11/12	COUNTY
432	***3.1.3.1.7 CGI Deliverable: VSS & Service Contracts Stage 2 Prototype Scripts***	0 days	Wed 4/11/12	Wed 4/11/12	CGI
433	***3.1.3.1.8 County Obligation: VSS & Service Contracts Stage 2 Prototype Scripts***	0 days	Wed 4/11/12	Wed 4/11/12	COUNTY
434	**3.1.3.2 Prototype Stage 2 (Vendor Registration, Bid Solicitation, Service Contract)**	**41 days**	**Tue 3/27/12**	**Tue 5/22/12**	
435	3.1.3.2.1 Setup Tables for Prototype - (Vendor Registration, Bid Solicitation, Service Contract)	5 days	Tue 3/27/12	Mon 4/2/12	CGI
436	3.1.3.2.2 Prototype Vendor Registration, Bid Solicitation, and Service Contract	20 days	Wed 4/11/12	Tue 5/8/12	CGI
437	3.1.3.2.3 Document Prototype Results	5 days	Wed 5/9/12	Tue 5/15/12	CGI
438	3.1.3.2.4 Review Prototype Results	2 days	Wed 5/16/12	Thu 5/17/12	COUNTY, CGI
439	3.1.3.2.5 Update Prototype Results	2 days	Fri 5/18/12	Mon 5/21/12	CGI
440	3.1.3.2.6 Approve Prototype Results	1 day	Tue 5/22/12	Tue 5/22/12	COUNTY
441	***3.1.3.2.7 CGI Deliverable: VSS & Service Contracts Stage 2 Prototype Scripts Execution***	0 days	Tue 5/22/12	Tue 5/22/12	CGI
442	***3.1.3.2.8 County Obligation: VSS & Service Contracts Stage 2 Review and Approve Prototype Scripts***	0 days	Tue 5/22/12	Tue 5/22/12	COUNTY
443	**3.1.3.3 Fit-Gap Analysis - Stage 2 (Vendor Registration, Bid Solicitation, Service Contract)**	**27 days**	**Tue 5/22/12**	**Thu 6/28/12**	
444	3.1.3.3.1 Identify Application System Control Table Setups	3 days	Tue 5/22/12	Thu 5/24/12	CGI
445	3.1.3.3.2 Identify User Interface Customizations (Design Studio)	5 days	Fri 5/25/12	Fri 6/1/12	CGI
446	3.1.3.3.3 Identify Application Customizations (Design Studio, Java, Batch)	5 days	Fri 5/25/12	Fri 6/1/12	CGI
447	3.1.3.3.4 Identify Business Process Impacts	5 days	Mon 6/4/12	Fri 6/8/12	CGI
448	3.1.3.3.5 Develop Stage 2 Fit-Gap Analysis Report	8 days	Mon 6/11/12	Wed 6/20/12	CGI
449	3.1.3.3.6 Review Stage 2 Fit-Gap Analysis Report	3 days	Thu 6/21/12	Mon 6/25/12	COUNTY, CGI
450	3.1.3.3.7 Update Stage 2 Fit-Gap Analysis Report	2 days	Tue 6/26/12	Wed 6/27/12	CGI
451	3.1.3.3.8 Approve Stage 2 Fit-Gap Analysis Report	1 day	Thu 6/28/12	Thu 6/28/12	COUNTY
452	***3.1.3.3.9 CGI Deliverable: VSS & Service Contracts Stage 2 Fit-Gap Analysis Report***	0 days	Thu 6/28/12	Thu 6/28/12	CGI
453	***3.1.3.3.10 County Obligation: VSS & Service Contracts Stage 2 Review and Approve Fit-Gap Analysis Report***	0 days	Thu 6/28/12	Thu 6/28/12	COUNTY
454	**3.1.4 Technical Assessment - Stage 2**	**43 days**	**Mon 4/2/12**	**Thu 5/31/12**	
455	3.1.4.1 Provide Current Legacy Systems Txn Volumes & County Infrastructure Information	10 days	Mon 4/2/12	Fri 4/13/12	COUNTY

ID	Task Name	Duration	Start	Finish	Responsibility
456	3.1.4.2 Review County Network Infrastructure	5 days	Mon 4/16/12	Fri 4/20/12	CGI
457	3.1.4.3 Analyze Transaction Volumes (current & future) for VSS & Service Contract - Stage 2	5 days	Mon 4/23/12	Fri 4/27/12	CGI
458	3.1.4.4 Update eCAPS Financial Technical Specs for VSS & Service Contract - Stage 2	15 days	Mon 4/30/12	Fri 5/18/12	CGI
459	3.1.4.5 Review eCAPS Financial Technical Specifications Document for VSS & Service Contract - Stage 2	5 days	Mon 5/21/12	Fri 5/25/12	COUNTY, CGI
460	3.1.4.6 Update eCAPS Financial Technical Specifications Document for VSS & Service Contract- Stage 2	2 days	Tue 5/29/12	Wed 5/30/12	CGI
461	3.1.4.7 Approve eCAPS Financial Technical Specifications Document for VSS & Service Contract - Stage 2	2 days	Wed 5/30/12	Thu 5/31/12	COUNTY
462	***3.1.4.8 CGI Deliverable: VSS & Service Contracts Stage 2 Updated eCAPS Financial Technical Specifications Docu***	0 days	Thu 5/31/12	Thu 5/31/12	CGI
463	***3.1.4.9 County Obligation: VSS & Service Contract Stage 2 Review and Approve Updated eCAPS Financial Technic***	0 days	Thu 5/31/12	Thu 5/31/12	COUNTY
464	**3.1.5 Implementation Assessment - Stage 2**	**32 days**	**Tue 5/1/12**	**Thu 6/14/12**	
465	**3.1.5.1 VSS & Service Contract Data Conversion Strategy - Stage 2**	**21 days**	**Tue 5/1/12**	**Wed 5/30/12**	
466	3.1.5.1.1 Develop VSS & Service Contract Data Conversion Strategy - Stage 2	15 days	Tue 5/1/12	Mon 5/21/12	CGI
467	3.1.5.1.2 Review VSS & Service Contract Data Conversion Strategy - Stage 2	2 days	Tue 5/22/12	Wed 5/23/12	COUNTY, CGI
468	3.1.5.1.3 Update VSS & Service Contract Data Conversion Strategy - Stage 2	2 days	Thu 5/24/12	Fri 5/25/12	CGI
469	3.1.5.1.4 Approve VSS & Service Contract Data Conversion Strategy - Stage 2	2 days	Tue 5/29/12	Wed 5/30/12	COUNTY
470	**3.1.5.2 VSS & Service Contract System Interface Strategy - Stage 2**	**15 days**	**Tue 5/22/12**	**Tue 6/12/12**	
471	3.1.5.2.1 Develop VSS & Service Contract System Interface Strategy - Stage 2	10 days	Tue 5/22/12	Tue 6/5/12	CGI
472	3.1.5.2.2 Review VSS & Service Contract System Interface Strategy - Stage 2	2 days	Tue 6/5/12	Wed 6/6/12	COUNTY, CGI
473	3.1.5.2.3 Update VSS & Service Contract System Interface Strategy - Stage 2	2 days	Thu 6/7/12	Fri 6/8/12	CGI
474	3.1.5.2.4 Approve VSS & Service Contract System Interface Strategy - Stage 2	2 days	Mon 6/11/12	Tue 6/12/12	COUNTY
475	**3.1.5.3 VSS & Service Contract Training Strategy - Stage 2**	**15 days**	**Tue 5/22/12**	**Tue 6/12/12**	
476	3.1.5.3.1 Develop VSS & Service Contract Training Strategy - Stage 2	10 days	Tue 5/22/12	Tue 6/5/12	CGI
477	3.1.5.3.2 Review VSS & Service Contract Training Strategy - Stage 2	2 days	Tue 6/5/12	Wed 6/6/12	COUNTY, CGI
478	3.1.5.3.3 Update VSS & Service Contract Training Strategy - Stage 2	2 days	Thu 6/7/12	Fri 6/8/12	CGI
479	3.1.5.3.4 Approve VSS & Service Contract Training Strategy - Stage 2	2 days	Mon 6/11/12	Tue 6/12/12	COUNTY
480	**3.1.5.4 VSS & Service Contract Transition Strategy - Stage 2**	**8 days**	**Tue 6/5/12**	**Thu 6/14/12**	
481	3.1.5.4.1 Develop VSS & Service Contract Transition Strategy - Stage 2	5 days	Tue 6/5/12	Mon 6/11/12	CGI
482	3.1.5.4.2 Review VSS & Service Contract Transition Strategy - Stage 2	1 day	Tue 6/12/12	Tue 6/12/12	COUNTY, CGI
483	3.1.5.4.3 Update VSS & Service Contract Transition Strategy - Stage 2	1 day	Wed 6/13/12	Wed 6/13/12	CGI
484	3.1.5.4.4 Approve VSS & Service Contract Transition Strategy - Stage 2	1 day	Thu 6/14/12	Thu 6/14/12	COUNTY
485	**3.1.5.5 VSS & Service Contract Reporting Strategy - Stage 2**	**15 days**	**Tue 5/22/12**	**Tue 6/12/12**	
486	3.1.5.5.1 Develop VSS & Service Contract Reporting Strategy - Stage 2	10 days	Tue 5/22/12	Tue 6/5/12	CGI
487	3.1.5.5.2 Review VSS & Service Contract Reporting Strategy - Stage 2	2 days	Tue 6/5/12	Wed 6/6/12	COUNTY, CGI
488	3.1.5.5.3 Update VSS & Service Contract Reporting Strategy - Stage 2	2 days	Thu 6/7/12	Fri 6/8/12	CGI
489	3.1.5.5.4 Approve VSS & Service Contract Reporting Strategy - Stage 2	2 days	Mon 6/11/12	Tue 6/12/12	COUNTY
490	**3.1.6 Implementation Analysis Document - Stage 2**	**24 days**	**Mon 6/25/12**	**Fri 7/27/12**	
491	3.1.6.1 Update VSS & Service Contract Implementation Plan & Deliverables Schedule - Stage 2	5 days	Mon 6/25/12	Fri 6/29/12	CGI
492	3.1.6.2 Develop VSS & Service Contract Implementation Analysis Document - Stage 2	10 days	Mon 7/2/12	Mon 7/16/12	CGI
493	3.1.6.3 Review VSS & Service Contract Implementation Analysis Document - Stage 2	5 days	Mon 7/16/12	Fri 7/20/12	COUNTY, CGI
494	3.1.6.4 Update VSS & Service Contract Implementation Analysis Document - Stage 2	3 days	Mon 7/23/12	Wed 7/25/12	CGI
495	3.1.6.5 Approve VSS & Service Contract Implementation Analysis Document - Stage 2	2 days	Thu 7/26/12	Fri 7/27/12	COUNTY
496	***3.1.6.6 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Analysis Document***	0 days	Fri 7/27/12	Fri 7/27/12	CGI
497	***3.1.6.7 County Obligation: VSS & Service Contracts Stage 2 Review and Approve Implementation Analysis Docum***	0 days	Fri 7/27/12	Fri 7/27/12	CGI
498					
499	**4 VSS & SERVICE CONTRACT - STAGE 2**	**254 days**	**Tue 9/4/12**	**Sat 8/31/13**	
500	**4.1 CREATE / ACHIEVE PHASE - STAGE 2**	**254 days**	**Tue 9/4/12**	**Sat 8/31/13**	
501	4.1.1 Application Software Functional Designs - Stage 2 - Iteration I	25 days	Tue 9/4/12	Fri 10/5/12	CGI
502	***4.1.2 CGI Deliverable: VSS & Service Contracts Stage 2 Application Software Functional Designs - Iteration I***	0 days	Thu 10/4/12	Thu 10/4/12	CGI
503	4.1.3 Application Software Modifications - Stage 2 - Iteration I	50 days	Fri 10/5/12	Mon 12/17/12	CGI
504	***4.1.4 CGI Deliverable: VSS & Service Contracts Stage 2 Application Software Modifications - Iteration I***	0 days	Thu 12/13/12	Thu 12/13/12	CGI
505	4.1.5 Application Software Functional Designs - Stage 2 - Iteration II	25 days	Fri 10/5/12	Thu 11/8/12	CGI
506	***4.1.6 CGI Deliverable: VSS & Service Contracts Stage 2 Application Software Functional Designs - Iteration II***	0 days	Thu 11/8/12	Thu 11/8/12	CGI
507	4.1.7 Application Software Modifications - Stage 2 - Iteration II	50 days	Fri 11/9/12	Wed 1/23/13	CGI
508	***4.1.8 CGI Deliverable: VSS & Service Contracts Stage 2 Application Software Modifications - Iteration II***	0 days	Thu 1/17/13	Thu 1/17/13	CGI
509	4.1.9 Application Software Functional Designs - Stage 2 - Iteration III	25 days	Fri 11/9/12	Mon 12/17/12	CGI
510	***4.1.10 CGI Deliverable: VSS & Service Contracts Stage 2 Application Software Functional Designs - Iteration III***	0 days	Thu 12/13/12	Thu 12/13/12	CGI
511	4.1.11 Application Software Modifications - Stage 2 - Iteration III	50 days	Fri 12/14/12	Mon 2/25/13	CGI
512	***4.1.12 CGI Deliverable: VSS & Service Contracts Stage 2 Application Software Modifications - Iteration III***	0 days	Thu 2/21/13	Thu 2/21/13	CGI

ID	Task Name	Duration	Start	Finish	Responsibility
513	4.1.13 Application Software Functional Designs - Stage 2 - Iteration IV	25 days	Fri 12/14/12	Mon 1/21/13	CGI
514	***4.1.14 CGI Deliverable: VSS & Service Contracts Stage 2 Application Software Functional Designs - Iteration IV***	0 days	Thu 1/17/13	Thu 1/17/13	CGI
515	4.1.15 Application Software Modifications - Stage 2 - Iteration IV	50 days	Fri 1/18/13	Thu 3/28/13	CGI
516	***4.1.16 CGI Deliverable: VSS & Service Contracts Stage 2 Application Software Modifications - Iteration IV***	0 days	Thu 3/28/13	Thu 3/28/13	CGI
517	4.1.17 VSS & Service Contracts Implementation Support - Stage 2, Month #1	21 days	Tue 9/4/12	Mon 10/1/12	CGI
518	***4.1.18 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #1***	0 days	Sun 9/30/12	Sun 9/30/12	CGI
519	4.1.19 VSS & Service Contracts Implementation Support - Stage 2, Month #2	23 days	Mon 10/1/12	Wed 10/31/12	CGI
520	***4.1.20 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #2***	0 days	Wed 10/31/12	Wed 10/31/12	CGI
521	4.1.21 VSS & Service Contracts Implementation Support - Stage 2, Month #3	22 days	Thu 11/1/12	Tue 12/4/12	CGI
522	***4.1.22 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #3***	0 days	Fri 11/30/12	Fri 11/30/12	CGI
523	4.1.23 VSS & Service Contracts Implementation Support - Stage 2, Month #4	21 days	Mon 12/3/12	Wed 1/2/13	CGI
524	***4.1.24 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #4***	0 days	Mon 12/31/12	Mon 12/31/12	CGI
525	4.1.25 VSS & Service Contracts Implementation Support - Stage 2, Month #5	23 days	Wed 1/2/13	Fri 2/1/13	CGI
526	***4.1.26 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #5***	0 days	Thu 1/31/13	Thu 1/31/13	CGI
527	4.1.27 VSS & Service Contracts Implementation Support - Stage 2, Month #6	20 days	Fri 2/1/13	Thu 2/28/13	CGI
528	***4.1.28 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #6***	0 days	Thu 2/28/13	Thu 2/28/13	CGI
529	4.1.29 VSS & Service Contracts Implementation Support - Stage 2, Month #7	21 days	Fri 3/1/13	Sun 3/31/13	CGI
530	***4.1.30 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #7***	0 days	Sun 3/31/13	Sun 3/31/13	CGI
531	4.1.31 VSS & Service Contracts Implementation Support - Stage 2, Month #8	22 days	Mon 4/1/13	Tue 4/30/13	CGI
532	***4.1.32 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #8***	0 days	Tue 4/30/13	Tue 4/30/13	CGI
533	4.1.33 VSS & Service Contracts Implementation Support - Stage 2, Month #9	23 days	Wed 5/1/13	Mon 6/3/13	CGI
534	***4.1.34 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #9***	0 days	Fri 5/31/13	Fri 5/31/13	CGI
535	4.1.35 VSS & Service Contracts Implementation Support - Stage 2, Month #10	20 days	Mon 6/3/13	Sun 6/30/13	CGI
536	***4.1.36 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #10***	0 days	Sun 6/30/13	Sun 6/30/13	CGI
537	4.1.37 VSS & Service Contracts Implementation Support - Stage 2, Month #11	23 days	Mon 7/1/13	Thu 8/1/13	CGI
538	***4.1.38 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #11***	0 days	Wed 7/31/13	Wed 7/31/13	CGI
539	4.1.39 VSS & Service Contracts Implementation Support - Stage 2, Month #12	22 days	Thu 8/1/13	Sat 8/31/13	CGI
540	***4.1.40 CGI Deliverable: VSS & Service Contracts Stage 2 Implementation Support, Month #12***	0 days	Sat 8/31/13	Sat 8/31/13	CGI
541					
542	**5 DHS HMMS REPLACEMENT SUPPORT - STAGE 3**	**444 days**	**Mon 10/3/11**	**Sun 6/30/13**	
543	5.1 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 1	21 days	Mon 10/3/11	Mon 10/31/11	CGI
544	***5.2 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #1***	0 days	Mon 10/31/11	Mon 10/31/11	CGI
545	5.3 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 2	20 days	Tue 11/1/11	Wed 11/30/11	CGI
546	***5.4 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #2***	0 days	Wed 11/30/11	Wed 11/30/11	CGI
547	5.5 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 3	22 days	Wed 11/30/11	Sat 12/31/11	CGI
548	***5.6 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #3***	0 days	Sat 12/31/11	Sat 12/31/11	CGI
549	5.7 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 4	22 days	Tue 1/3/12	Wed 2/1/12	CGI
550	***5.8 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #4***	0 days	Tue 1/31/12	Tue 1/31/12	CGI
551	5.9 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 5	21 days	Wed 2/1/12	Wed 2/29/12	CGI
552	***5.10 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #5***	0 days	Wed 2/29/12	Wed 2/29/12	CGI
553	5.11 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 6	22 days	Thu 3/1/12	Sat 3/31/12	CGI
554	***5.12 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #6***	0 days	Sat 3/31/12	Sat 3/31/12	CGI
555	5.13 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 7	21 days	Mon 4/2/12	Mon 4/30/12	CGI
556	***5.14 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #7***	0 days	Mon 4/30/12	Mon 4/30/12	CGI
557	5.15 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 8	23 days	Tue 5/1/12	Fri 6/1/12	CGI
558	***5.16 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #8***	0 days	Thu 5/31/12	Thu 5/31/12	CGI
559	5.17 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 9	21 days	Fri 6/1/12	Sat 6/30/12	CGI
560	***5.18 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #9***	0 days	Sat 6/30/12	Sat 6/30/12	CGI
561	5.19 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 10	22 days	Mon 7/2/12	Wed 8/1/12	CGI
562	***5.20 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #10***	0 days	Tue 7/31/12	Tue 7/31/12	CGI
563	5.21 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 11	23 days	Wed 8/1/12	Fri 8/31/12	CGI
564	***5.22 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #11***	0 days	Fri 8/31/12	Fri 8/31/12	CGI
565	5.23 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 12	21 days	Fri 8/31/12	Sun 9/30/12	CGI
566	***5.24 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #12***	0 days	Sun 9/30/12	Sun 9/30/12	CGI
567	5.25 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 13	23 days	Mon 10/1/12	Wed 10/31/12	CGI
568	***5.26 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #13***	0 days	Wed 10/31/12	Wed 10/31/12	CGI
569	5.27 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 14	22 days	Thu 11/1/12	Tue 12/4/12	CGI

ID	Task Name	Duration	Start	Finish	Responsibility
570	***5.28 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #14***	0 days	Fri 11/30/12	Fri 11/30/12	CGI
571	5.29 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 15	21 days	Mon 12/3/12	Wed 1/2/13	CGI
572	***5.30 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #15***	0 days	Mon 12/31/12	Mon 12/31/12	CGI
573	5.31 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 16	23 days	Wed 1/2/13	Fri 2/1/13	CGI
574	***5.32 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #16***	0 days	Thu 1/31/13	Thu 1/31/13	CGI
575	5.33 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 17	20 days	Fri 2/1/13	Thu 2/28/13	CGI
576	***5.34 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #17***	0 days	Thu 2/28/13	Thu 2/28/13	CGI
577	5.35 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 18	20 days	Fri 3/1/13	Thu 3/28/13	CGI
578	***5.36 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #18***	0 days	Thu 3/28/13	Thu 3/28/13	CGI
579	5.37 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 19	22 days	Mon 4/1/13	Tue 4/30/13	CGI
580	***5.38 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #19***	0 days	Tue 4/30/13	Tue 4/30/13	CGI
581	5.39 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 20	23 days	Wed 5/1/13	Mon 6/3/13	CGI
582	***5.40 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #20***	0 days	Fri 5/31/13	Fri 5/31/13	CGI
583	5.41 DHS HMMS Replacement Support Services, Procurement/Inventory, Month 21	20 days	Mon 6/3/13	Sun 6/30/13	CGI
584	***5.42 CGI Deliverable: DHS HMMS Replacement, Procurement and Inventory Support Services, Month #21***	0 days	Sun 6/30/13	Sun 6/30/13	CGI

Appendix C-11 – Business Requirements

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Modification = Software modification using built-in Advantage Design Studio toolset (Versata)
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
Vender Self Service – User Security					
V-USER	1.00	User	Provide the ability to have two logins; one for WebVen (vendor registration, bid solicitation) and one for VSS (Financial Inquiries, Electronic Invoicing)	Baseline	Two separate links on the County's Doing Business site; Maybe a link to VSS near the links for Uncashed Warrant Website for easy navigation for other payees
V-USER	2.00	User	Provide the ability to provision access to a vendor to use VSS	Baseline	Either have vendor secure account by finding their company and specifying TIN or email the contact on the vendor account with the user ID and password. The first vendor user to secure the vendor account will have the ability to add additional vendor users (other store locations) to also have access to that vendor record. When securing a vendor account for the first time the user will have the ability to search by vendor name or TIN to locate their record. The search result may return multiple vendor records and the vendor may select one record at a time to secure. The vendor could secure multiple vendor records as long as they know the secure information such as TIN.
V-USER	3.00	User	Provide the ability to configure VSS to not allow access to Vendor Registration or Bid Solicitation information. Only allow access to user maintenance information, e.g. – restrict access to vendor address, vendor contact information, etc…	Customization	The Bid Solicitations and Solicitation Responses Tabs can be removed through configuration. The Vendor Registration Tab will require some customization as the user account information will be kept but the vendor account information will need to be removed.

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
V-USER	4.00	User	Provide the ability for vendor to locate existing County vendor account and secure it by specifying unique information such as TIN, EIN, Vendor Code, Etc…	Baseline	The first vendor user to secure the vendor account will have the ability to add additional vendor users (other store locations) to also have access to that vendor record. When securing a vendor account for the first time the user will have the ability to search by vendor name or TIN to locate their record. The search result may return multiple vendor records and the vendor may select one record at a time to secure. The vendor could secure multiple vendor records as long as they know the secure information such as TIN.
V-USER	5.00	User	Provide the ability for County Administer to setup UserIDs for vendors and email each vendor the user id and password so that the Vendor can use to secure the VSS account	Baseline	Vendor will be prompted to reset password after initial login. The initial account setup would be done through a one-time process (conversion) to email vendors their user id and temporary password. Going forward, new users will locate their account and secure it by specifying their TIN number. Alternative is to operationalize the one-time conversion process to email new vendors their user id and temporary password.

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
V-USER	6.00	User	Provide the ability to interface UDOC from VSS to Advantage for changes to User Information; The County would like the ability to review the user account prior to allowing the vendor access to the site.	Customization	Recommend the County re-evaluate this requirement considering the user account does not impact the vendor account information. When a vendor user secures their account or changes user information who and how would this information be verified by the County to confirm it is correct before approving? The information the user has access to maintain is user password, user name, user email address, and user phone. Confirmed user information is not stored on the Admin tables but rather stored on the R_VSS_USER table in the Financial database. For new vendor users the user information is stored only in VSS prior to the synchronization process with Advantage. The VSS / Advantage synchronization process will be a scheduled process. Vendor's User Account information includes the following data elements - user_id last_nm_txt frst_nm_txt email_ad_txt ph_no_txt ph_ext fax_no_txt first_user_fl sec_quest sec_answer pnt_master_fl pnt_acct_cd vend_user_ct pswd_txt verify_pswd_txt
V-USER	7.00	User	Provide the ability to maintain vendor user information, such as passwords, outside of the County's Active Directory implementation for Financial and HRM	Baseline	This could be implemented with a Vendor Active Directory that is separate from the Countywide employee Active Directory
V-USER	8.00	User	Provide the ability for vendor users that are secured at the vendor code level the ability to see all address locations for that vendor code.	Baseline	Note this functionality for Phase 2, will also allow the vendor user to maintain vendor account information and to respond to bids for all address locations under the vendor code.

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
V-USER	9.00	User	Provide the ability for vendors not doing business with the County (non-procurement), such as Trust payees, will not use WebVen for vendor maintenance but instead use the existing method of contacting the appropriate department to maintain the vendor account in Advantage Financial	Baseline	
Vender Self Service – Financial Inquiries					
V-FINQ	1.00	Financial Inquiry	Provide the capability on Financial Inquiry CSV download to extract Header and Detail payment information which Includes County required fields.	Customization	Customization needed to add County required fields that will join header and detail line information.
V-FINQ	2.00	Financial Inquiry	Provide a means to post a Data Dictionary that describes the fields on CSV download.	Baseline	Can use FAQ or Help files.
V-FINQ	3.00	Financial Inquiry	Provide the ability to display the commodity line level check description rather than each individual accounting lines with check description.	Customization	The Check/EFT detail lines should be aggregated by invoice no, invoice line no, invoice date, and check description
V-FINQ	4.00	Financial Inquiry	Provide the ability to configure the documents by document code to be displayed in the Financial Inquiries	Baseline	Configurable on document control table Will provide County with screen shot of new field on Document Control table.
V-FINQ	5.00	Financial Inquiry	Provide the ability for Advantage Vendor (VCUST) table to synchronize with Advantage VSS provided the VCUST table is maintained by WebVen interface	Baseline	
V-FINQ	6.00	Financial Inquiry	Provide the ability to indicate which vendor records can be posted to VSS so that restricted vendors, internal vendors, or miscellaneous vendors are not posted	Baseline	Vendors that have either of the 3 fields checked on the Vendor Customer (VCUST) table will not be displayed in the VSS application - Restrict VSS Access, Miscellaneous Account, Internal Account. Will provide screenshot. Use Business Types to identify which vendors to restrict.
V-FINQ	7.00	Financial Inquiry	Provide the ability for Financial Inquiries to be used by vendors who have Commodity Based documents and Non-Commodity Based documents; This includes Non-Commodity Based Payment documents that do not reference an Encumbrance	Baseline	

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
V-FINQ	8.00	Financial Inquiry	Provide the ability to reduce the # of physical checks generated from disbursements by providing a financial inquiry capability to vendors.	Baseline	To reduce the # of checks do not check the single check flag on payment requests. Payments to the same vendor on the same day will consolidate reducing the overall number of checks generated. The physical check stub will not display all the disbursement lines but the vendor can go to the VSS Financial Inquiries to view the check descriptions for all the lines on the disbursement. Available after the customization for V-FINQ 3.00.
V-FINQ	9.00	Financial Inquiry	Provide the ability for Financial inquiries to include a check statuses field such as Paid, Canceled, Stale Dated	Baseline	
V-FINQ	10.00	Financial Inquiry	Provide the ability for Financial inquiries to display specific disbursement amounts, such as, check amount, intercept amount, backup withholding amount, and contract withholding amount.	Baseline	
V-FINQ	11.00	Financial Inquiry	Provide the ability to filter scheduled payments from showing in VSS Financial Inquiries such as Holds, Credit Memos, and Schedule Payment Date	Customization	Customize the Scheduled Payment inquiry view to allow the System Administrator to filter out scheduled payments system wide by various criteria, such as Sched Payment Date, Holds, Credit Memos
V-FINQ	12.00	Financial Inquiry	Provide the ability to rename field labels and hide fields: - Remove Payment ID field on Check/EFT Summary screen - Rename Tax to Sales Tax on Check/EFT Information screen - Remove Department Code from the Check/EFT Information Screen (Payment Line grid) - Rename Delivery From and To Fields on Check/EFT Information Detail Screen to Service From and Service To - Remove Accounting Line Description field from Check/EFT Information Detail Screen	Customization	
V-FINQ	13.00	Financial Inquiry	Provide the ability to filter results by the following search criteria on search screens: - Filter by Invoice # for Checks/EFT search - Filter search on the financial inquiry screen by the desired address location (store location).	Customization	
V-FINQ	14.00	Financial Inquiry	Provide the ability to add text to the Check/EFT Summary tab to explain if check information is over 2 years old and is not paid then user should access the Uncashed Warrant Website	Customization	

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
V-FINQ	15.00	Financial Inquiry	Provide the following fields on the Financial Inquiry Display: - Last 4 digit of bank account on Check/EFT Information - Invoice Line no on check EFT Information (Payment Line) - Replace Contact No with the Disbursement Category Description - Show Commodity Line Number on Check/EFT Information Detail screen - Display Check Description field on the Check/EFT Financial Inquiry pages at the Commodity Line Level by aggregating the disbursement accounting lines.	Customization	
V-FINQ	16.00	Financial Inquiry	Provide the following Global Attribute changes made in LA County Advantage Financial to VSS - Unit Code from 4 to 5 (DOC_UNIT_CD, SUNIT_CD, CAUNIT_CD) - rename field labels for Organization levels - (Org 1 thru Org 5) - rename field labels for Program to Project	Customization	
Vender Self Service – Electronic Invoice					
V-EINV	1.00	Electronic Invoice	Provide the Quantity Invoiced field on the VSS electronic invoice screens	Customization	The Invoiced Quantity fields can be added to the Invoice screen.
V-EINV	2.00	Electronic Invoice	Provide the ability to include boilerplate terms when vendor is taking specific actions, such as submitting invoices, registration, and submitting electronic bids.	Customization	Terms can be added to the Home Page, FAQ page, Vendor Registration page, and/or Bid Response page. The application also has the ability to execute custom javascript on actions such as "Submit" to popup a window that could contains terms that the user must click "OK" before proceeding. County will develop this customization.
V-EINV	3.00	Electronic Invoice	Provide the ability to identify invoices entered on VSS and correct as needed.	Baseline	If INVSS rejects then County AP staff have two options to fix and submit or discard the INVSS and notify the vendor to submit another invoice.
V-EINV	4.00	Electronic Invoice	Provide the ability to restrict Vendors from modifying an invoice after it is submitted.	Baseline	

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
V-EINV	5.00	Electronic Invoice	Provide the ability to restrict vendors from entering additional invoices in VSS beyond what has been received for an order line when invoices already exist in VSS but have not been submitted final in Advantage.	Customization	Custom constraint made during Phase II will need to be carried forward to VSS to only allow the vendor to invoice up to what has been received (FD - PROC-07 Payment Matching Manager)
V-EINV	6.00	Electronic Invoice	Provide the ability to restrict vendors from entering duplicate Vendor Invoice Numbers; this edit already exists in Advantage.	Baseline	Duplicate Vendor Invoice Constraint exists in VSS
V-EINV	7.00	Electronic Invoice	Provide vendors with the ability to attach the original invoice when submitting electronic invoices and the attachment can be retrieved in Advantage.	Baseline	
V-EINV	8.00	Electronic Invoice	Provide the ability to link the commodity line Invoice Comments field to the Additional Comments field on the Invoice document.	Baseline	
V-EINV	9.00	Electronic Invoice	Provide the ability to enforce tolerances when vendor submits the invoice document.	Baseline	
V-EINV	10.00	Electronic Invoice	Provide the ability for vendor to specify tax rate on Invoice.	Customization	Currently tax rate is inferred from the PO and cannot be specified on Invoice. County to consider allowing AP staff to override the Tax Rate after Invoice document is transferred to Advantage Financial. There are a number of Tax Rates on the Tax Rate table and likely will be confusing to Vendor. If tax rate is to be set by AP staff then this requirement can be changed to "F".
V-EINV	11.00	Electronic Invoice	Provide the ability to configure the document status of the VSS invoice when loaded to Advantage Financial, e.g. – draft or submitted.	Customization	
V-EINV	12.00	Electronic Invoice	Provide the ability to specify schedule payment date and calculate vendor discounts similar to existing process today.	Baseline	Invoice Date will be the date the vendor submits the invoice. Schedule Payment Date will be specified by the County AP staff after invoice is interfaced to Advantage Financial. The Service From and To dates will infer to the current System Date.
V-EINV	13.00	Electronic Invoice	Provide the ability for VSS invoices to include the applicable functionality available on the Advantage Financial invoices, such as commodity line discount fields.	Customization	VSS 3.9 does not support line level discounts during invoice creation.
V-EINV	14.00	Electronic Invoice	Provide the ability to only allow discounts to be added or changed when the referenced purchase order is non-master agreement and not proceeded with a solicitation in Advantage	Customization	Add constraint to the electronic invoice to not allow changes to the discount terms when referenced purchase order is non-master agreement and not proceeded with a solicitation in Advantage. This customization would be added on op of V-EINV 13.00

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
V-EINV	15.00	Electronic Invoice	Provide the ability to change field labels to reflect County business terminology	Customization	County will develop this customization.

Appendix D-11 – Interfaces

1. Stage 1 – Vendor Self-Service System Interfaces

The Subproject 11 - Stage 1 Vendor Self-Service Implementation does not expect any new system interfaces or changes to existing system interfaces. The County will design, develop, and test any new interfaces identified or changes to existing interfaces.

2. Stage 2 – Vendor Self-Service and Service Contracts System Interfaces

The Subproject 11 - Stage 2 Vendor Self-Service and Service Contracts will identify the required system interfaces as part of the Envision Phase. The County and CGI will determine the system interface design and development responsibilities as part of the Stage 2 Envision Phase.

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Appendix E-11 – Conversions

1. Stage 1 – Vendor Self-Service Data Conversions

The Subproject 11 Stage 1 Vendor Self-Service Implementation requires an initial data conversion to populate the VSS database. The table below lists the expected Vendor Self-Service data conversions. CGI will develop the Data Conversion Plan that identifies the required data conversion processes, data conversion method, and schedule for data conversion design and development. The County will design, develop, and execute the data conversion processes.

No.	Conversion Name
1	Update Vendor Customer (VCUST) table with the Vendors that should be prohibited from being displayed on VSS
2	Initial email push to vendors to provide information in order to secure their Vendor account on VSS
3	Initial conversion of reference data from Advantage Procurement to Advantage Vendor Self-Service

2. Stage 2 – Vendor Self-Service and Service Contracts Data Conversions

The Subproject 11 Stage 2 Vendor Self-Service and Service Contracts will identify the required data conversions as part of the Stage 2 Envision Phase. The scope of data conversion services to be provided by CGI for the Create and Achieve phases of VSS and Service Contracts Stage 2 implementation will be agreed upon by the County and CGI via the Change Notice approval process.

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Appendix F-11 – Reports

1. Vendor Self Service – Stage 1 Reports

The Subproject 11 Vendor Self Service Stage 1 will document the required reports and report changes as part of the Stage 1 Envision Phase. The Subproject 11 Vendor Self Service - Stage 1 Implementation may require changes to reports. The County will design, develop, and test any new reports identified or changes to existing reports.

2. Vendor Self Service and Service Contracts – Stage 2 Reports

The Subproject 11 Vendor Self Service and Service Contracts - Stage 2 will document the required reports and report changes as part of the Stage 2 Envision Phase. The scope of reports services to be provided by CGI for the Create and Achieve phases of VSS and Service Contracts Stage 2 implementation will be agreed upon by the County and CGI via the Change Notice approval process.

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Appendix G-11 – Business Processes

This Appendix is not applicable to eCAPS Phase IV – Subproject 11.

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Appendix H-11 – System Performance

No changes required to this appendix for eCAPS Phase IV – Subproject 11.

Please refer to Appendices H and H-1 of eCAPS Project Contract 74797.

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Appendix I-11 – Subproject Architecture and Schematic

No changes required to this appendix for eCAPS Phase IV – Subproject 11.

Please refer to Appendices I and I-1 of eCAPS Project Contract 74797.

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Appendix J-11 – Configurations and Customizations

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Modification = Software modification using built-in Advantage Design Studio toolset (Versata)
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

Reference Number		Business Requirements	Final Disposition	Comments
Vender Self Service – User Security				
V-USER	3.00	Provide the ability to configure VSS to not allow access to Vendor Registration or Bid Solicitation information. Only allow access to user maintenance information, e.g. – restrict access to vendor address, vendor contact information, etc…	Customization	The Bid Solicitations and Solicitation Responses Tabs can be removed through configuration. The Vendor Registration Tab will require some customization as the user account information will be kept but the vendor account information will need to be removed.

Reference Number		Business Requirements	Final Disposition	Comments
V-USER	6.00	Provide the ability to interface UDOC from VSS to Advantage for changes to User Information; The County would like the ability to review the user account prior to allowing the vendor access to the site.	Customization	Recommend the County re-evaluate this requirement. When a vendor user secures their account or changes user information who and how would this information be verified by the County to confirm it is correct before approving? The information the user has access to maintain is user password, user name, user email address, and user phone. Confirmed user information is not stored on the Financial Admin tables but rather stored on the R_VSS_USER table in the Financial database. For new vendor users the user information is stored only in VSS prior to the synchronization process with Advantage. The VSS / Advantage synchronization process will be a scheduled process. Vendor's User Account information includes the following data elements - user_id last_nm_txt frst_nm_txt email_ad_txt ph_no_txt ph_ext fax_no_txt first_user_fl sec_quest sec_answer pnt_master_fl pnt_acct_cd vend_user_ct pswd_txt verify_pswd_txt **The modification estimates provided does not include this requirement.**
Vender Self Service – Financial Inquiries				
V-FINQ	1.00	Provide the capability on Financial Inquiry CSV download to extract Header and Detail payment information which Includes County required fields.	Customization	Customization needed to add County required fields that will join header and detail line information.
V-FINQ	3.00	Provide the ability to display the commodity line level check description rather than each individual accounting lines with check description.	Customization	The Check/EFT detail lines should be aggregated by invoice no, invoice line no, invoice date, and check description
V-FINQ	11.00	Provide the ability to filter scheduled payments from showing in VSS Financial Inquiries such as Holds, Credit Memos, and Schedule Payment Date	Customization	Customize the Scheduled Payment inquiry view to allow the System Administrator to filter out scheduled payments system wide by various criteria, such as Sched Payment Date, Holds, Credit Memos

Reference Number		Business Requirements	Final Disposition	Comments
V-FINQ	12.00	Provide the ability to rename field labels and hide fields: - Remove Payment ID field on Check/EFT Summary screen - Rename Tax to Sales Tax on Check/EFT Information screen - Remove Department Code from the Check/EFT Information Screen (Payment Line grid) - Rename Delivery From and To Fields on Check/EFT Information Detail Screen to Service From and Service To - Remove Accounting Line Description field from Check/EFT Information Detail Screen	Customization	
V-FINQ	13.00	Provide the ability to filter results by the following search criteria on search screens: - Filter by Invoice # for Checks/EFT search - Filter search on the financial inquiry screen by the desired address location (store location).	Customization	
V-FINQ	14.00	Provide the ability to add text to the Check/EFT Summary tab to explain if check information is over 2 years old and is not paid then user should access the Uncashed Warrant Website	Customization	
V-FINQ	15.00	Provide the following fields on the Financial Inquiry Display: - Last 4 digit of bank account on Check/EFT Information - Invoice Line no on check EFT Information (Payment Line) - Replace Contact No with the Disbursement Category Description - Show Commodity Line Number on Check/EFT Information Detail screen - Display Check Description field on the Check/EFT Financial Inquiry pages at the Commodity Line Level by aggregating the disbursement accounting lines.	Customization	
V-FINQ	16.00	Provide the following Global Attribute changes made in LA County Advantage Financial to VSS - Unit Code from 4 to 5 (DOC_UNIT_CD, SUNIT_CD, CAUNIT_CD) - rename field labels for Organization levels - (Org 1 thru Org 5) - rename field labels for Program to Project	Customization	

Reference Number		Business Requirements	Final Disposition	Comments
Vender Self Service – Electronic Invoice				
V-EINV	1.00	Provide the Quantity Invoiced field on the VSS electronic invoice screens	Customization	The Invoiced Quantity fields can be added to the Invoice screen.
V-EINV	2.00	Provide the ability to include boilerplate terms when vendor is taking specific actions, such as submitting invoices, registration, and submitting electronic bids.	Customization	Terms can be added to the Home Page, FAQ page, Vendor Registration page, and/or Bid Response page. The application also has the ability to execute custom javascript on actions such as "Submit" to popup a window that could contains terms that the user must click "OK" before proceeding. **County will develop this customization. The modification estimates provided does not include this requirement.**
V-EINV	5.00	Provide the ability to restrict vendors from entering additional invoices in VSS beyond what has been received for an order line when invoices already exist in VSS but have not been submitted final in Advantage.	Customization	Custom constraint made during Phase II will need to be carried forward to VSS to only allow the vendor to invoice up to what has been received (FD - PROC-07 Payment Matching Manager)
V-EINV	10.00	Provide the ability for vendor to specify tax rate on Invoice.	Customization	Currently tax rate is inferred from the PO and cannot be specified on Invoice. County to consider allowing AP staff to override the Tax Rate after Invoice document is transferred to Advantage Financial. There are a number of Tax Rates on the Tax Rate table and likely will be confusing to Vendor. If tax rate is to be set by AP staff then this requirement can be changed to "F".
V-EINV	11.00	Provide the ability to configure the document status of the VSS invoice when loaded to Advantage Financial, e.g. – draft or submitted.	Customization	
V-EINV	13.00	Provide the ability for VSS invoices to include the applicable functionality available on the Advantage Financial invoices, such as commodity line discount fields.	Customization	VSS 3.9 does not support line level discounts during invoice creation.
V-EINV	14.00	Provide the ability to only allow discounts to be added or changed when the referenced purchase order is non-master agreement and not proceeded with a solicitation in Advantage	Customization	Add constraint to the electronic invoice to not allow changes to the discount terms when referenced purchase order is non-master agreement and not proceeded with a solicitation in Advantage. This customization would be added on op of V-EINV 13.00
V-EINV	15.00	Provide the ability to change field labels to reflect County business terminology	Customization	**County will develop this customization. The modification estimates provided does not include this requirement.**

Appendix K-11 – Training Volumes

No changes required to this appendix for eCAPS Phase IV – Subproject 11.

Please refer to Appendices K and K-1 of eCAPS Project Contract 74797.

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Appendix L-11 – Legacy Reports

No changes required to this appendix for eCAPS Phase IV – Subproject 11.

Please refer to Appendices L-1 of eCAPS Project Contract 74797.

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Appendix M-11 – Subproject Assumptions

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Appendix M-11 – Subproject Assumptions

1 Introduction

The assumptions in this Appendix M-11 are provided to describe the basis on which CGI has relied to draft the scope, timing, resources, roles and responsibilities for the eCAPS Phase IV – eCAPS Materials Management Subproject 11. For purposes of this Appendix M-11, the eCAPS Materials Management Subproject 11 encompasses the following AMS Advantage 3.9 modules:

- AMS Advantage Procurement, and
- AMS Advantage Vendor.

The assumptions represent and provide further clarification of Exhibit A-11 (Statement of Work (SOW)) Narrative, Appendix A-11 (Deliverables Definition), Appendix B-11 (Project Plan) and Exhibit B-11 (Schedule of Payments). These assumptions are intended to establish a clear understanding between the County and CGI, thereby, providing understanding and clarity throughout project execution.

The Context Diagram attached as Attachment M-11 to this Appendix M-11 (Subproject Assumptions) depicts the assigned responsibilities of the County and CGI. The SOW Narrative and Deliverables Definition further describe the Tasks, Work Products, and Deliverables to be completed by CGI for the eCAPS Phase IV – eCAPS Materials Management Subproject 11. In order for Subproject 11 to be successful, CGI must perform these tasks in partnership with the County and the County must complete reciprocal Tasks, Work Products, and Deliverables as depicted in Attachment M-11 (Context Diagram) and as described in this Appendix M-11 and outlined in Appendix B-11 (Project Plan).

Any changes to the assumptions listed below will need to go through the Change Control approval process.

The Subproject 11 assumptions in this Appendix are aligned with corresponding SOW sections as follows:

- Implementation Methodology (SOW Section I);
- Project Management (SOW Section II);
- Software Application (SOW Section III);
- Business Requirements (SOW Section IV);
- Data Warehouse and Reporting (SOW Section V);
- Technical (SOW Section VI);
- Change Management and Training (SOW Section VII); and
- Maintenance and Support (SOW Section VIII).

2 Implementation Methodology (SOW Section I)

a. The Implementation Methodology section of the SOW provides an overview of the CGI standard implementation methodology that CGI will use to complete the implementation activities for the eCAPS Phase IV - eCAPS Materials Management Subproject 11. It describes in narrative form the Tasks, Work Products, and Deliverables to be completed by CGI within each of the three implementation phases, Envision, Create and Achieve.

b. CGI's assumptions for the County's responsibilities for the Envision, Create and Achieve phases are provided below. Additional implementation-related assumptions are provided under Section VII – Change Management.

c. CGI's overall assumption is that the eCAPS Phase IV – eCAPS Materials Management Subproject 11 will be performed in total as described in the SOW for Subproject 11.

d. The County acknowledges that regulatory compliance involves a number of legal interpretations and is its responsibility. CGI assumes that the County will provide in-house legal expertise to articulate and evaluate system configuration options during the implementation.

2.1 Envision: VSS Stage 1 (Project Plan Task 2.1)

a. The County and CGI will identify the County's business requirements, map those requirements to the Advantage VSS (Financial Inquiries and Electronic Invoices) functionality, document the functional gaps, and assess the level of effort to implement the VSS Financial Inquiry and Electronic Invoicing functionality. Depending on the level of effort and responsibility to implement the VSS Stage 1 functionality, a Change Notice may be required to secure additional CGI support beyond that planned in the project plan.

b. County will develop the business scenarios to support the business requirements for VSS Financial Inquiries and Electronic Invoices.

c. Although an interface strategy will be developed as part of the Implementation Analysis Document, there are no planned interfaces to be developed as part of VSS Stage 1. The County will be responsible for design, development and testing of any new interfaces or updates to existing interfaces that are identified.

d. Technical assessment will be based on County-supplied transaction volumes and infrastructure information.

e. VSS Stage 1 prototyping will be conducted on the baseline Advantage Procurement and baseline Advantage Vendor release 3.9 as the code merge for the 3.9 upgrade with Los Angeles County modifications will not have been completed prior to the prototype execution.

f. As needed, the County will be responsible for procuring the required hardware and system software to support the creation of the VSS Prototype Environment.

g. The County will identify and assign the appropriate County staff that will participate in the Prototype sessions and facilitate their participation.

2.2 Envision: VSS and Service Contracts Stage 2 (Project Plan Task 3.1)

a. The County and CGI will identify the County's business requirements, map those requirements to the Advantage Vendor (Vendor Registration and Bid Solicitation) and Advantage Procurement Service Contracts functionality, document the functional gaps, and assess the level of effort to implement the Advantage VSS Vendor Registration, Bid Solicitation, and Advantage Procurement Service Contracts functionality. Depending on the level of effort and responsibility to implement the VSS Stage 2 functionality a Change Notice may be required to secure additional CGI support beyond that planned in the project plan.

b. County will develop the business scenarios to support the business requirements. CGI will develop prototyping scripts based on the County-provided business scenarios.

c. Technical assessment will be based on County-supplied transaction volumes and infrastructure information. The results of the assessment will be documented by updating the eCAPS Financial Technical Specifications Document.

d. The Unit Test environment established for VSS Stage 1 Create Phase will be shared to support prototyping activities for VSS and Service Contracts Stage 2. Note the plan is to utilize the Unit Test environment for Advantage Financial 3.9 Upgrade for Prototyping the Procurement modules related to VSS and Service Contracts Stage 2.

e. The County will identify and assign the appropriate County staff that will participate in the Prototype sessions and facilitate their participation.

2.3 Create: VSS Stage 1 (Project Plan Task 2.2)

2.3.1 Technical Environments – Stage 1 (Project Plan Task 2.2.1)

The County will perform the tasks necessary to establish the technical environments to support Materials Management Subproject 11 in accordance with the specifications provided in the updated Technical Specifications Document for each of the following environments:

- Unit Test;
- Integrated System Test;
- User Acceptance Test;

- Training;
- Performance Test;
- Cognos (Reporting); and
- Developer Workstations.

a. A baseline Prototype Advantage Procurement and Vendor release 3.9 environment will be installed to support the Stage 1 Envision Phase. This environment will be used in the interim of obtaining the Advantage Financial 3.9 upgrade code merge as defined in the Subproject 10 project plan (Appendix B-10). The Prototype Advantage Procurement and Vendor environments will be replaced with the Unit Test environment.

b. The technical environment installation tasks include, but are not limited to, installation and testing of servers and system software, system software upgrades, definition of table spaces, printer set-up, and establishment of network and Internet access.

c. The application servers configured for the Performance Test environment will become the Mock Production and Production environment for eCAPS Phase IV - eCAPS Materials Management Subproject 11.

d. The system implementation activities will be completed on Advantage release 3.9. Upgrade to additional releases of 3.9.x made available during the subproject implementation is not included in the overall Subproject scope.

e. The County will establish the Advantage Vendor release 3.9 in Clear Case.

f. The County will review and approve the installed Advantage VSS environments and 3rd Party Software.

g. The County will be responsible for installing the Cognos Reporting environments and configuration of the Cognos Reporting environments.

h. The County will be responsible for installing Advantage Design Studio on 3 developer workstations. CGI will support the installation by reviewing the installation steps with the County prior to installation and assisting the County with troubleshooting installation issues.

i. As needed the County will be responsible for procuring the required hardware and system software to support the VSS implementation.

j. The County will be responsible for configuring the Oracle Database Table Replication to support VSS Financial Inquiries and Electronic Invoicing.

k. The Unit Test environment will replace the Prototype environment setup during the envision phase.

l. The AMS Advantage Procurement 3.9 application, installed as part of Subproject 10 Financial 3.9 Upgrade, will be utilized for Subproject 11 integration with AMS Advantage Vendor. The AMS Advantage Vendor (VSS) 3.9 application will be installed as part of Subproject 11 and will be integrated with the Advantage Procurement 3.9 applications installed as part of Subproject 10.

2.3.2 System Control Table Setup – Stage 1 (Project Plan Task 2.2.2)

a. County will be responsible for completing and testing the configuration, reference table setup, and system control table setup based on the Fit-Gap Analysis Document developed for VSS Stage 1. CGI will provide support in answering questions and resolving issues identified by the County team.

2.3.3 Software Construction – Stage 1 (Project Plan Task 2.2.3)

a. Application software modifications planned for completion by CGI for VSS Stage 1 are limited to the 15 software customizations identified in Appendix J – 11 (Configurations and Customizations). Revisions to the modifications identified in Appendix J – 11 will be documented in the Fit-Gap Analysis and will go through the Change Notice approval process.

b. The County will review and approve the Concept Papers for the VSS Stage 1 software customizations identified in Appendix J-11 (Configurations and Customizations) per the schedule in Appendix B-11 (Project Plan).

c. The County will be responsible for modifying the User Interface data fields and labels required for the eCAPS Phase IV - eCAPS Materials Management Subproject 11.

d. County shall use the development tools that are bundled with the AMS Advantage 3 application (e.g., AMS Advantage Design Studio, Pervasive Data Integrator (PDI), and Adobe forms) in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI to County technical staff.

e. Table extracts and loads are not considered software customizations and will be handled on an ongoing basis by the County technical staff. To achieve this end, the County will leverage the technical training provided during eCAPS Phases I, II, and III. The County will complete any additional table extract requirements that may arise during the

implementation of VSS Stage 1. CGI will support the development of any table extracts directly related to software customizations being developed for the County.

f. The County will be responsible for updating and unit testing changes to Reports, Data Warehouse Reporting Tables, ETL, and Cognos Framework Models, and Adobe Forms.

g. CGI will design, develop, and test one (1) VSS .pdf Formatting Objects Processor (FOP) form and provide knowledge transfer to assist the County to design, develop, and test three (3) VSS .pdf (FOP) forms. The County will be responsible for addressing the forms software issues on the forms the County developed.

h. The County will be responsible for the design and development of the custom reports required for the eCAPS Phase IV - eCAPS Materials Management Subproject 11. The County will be responsible for addressing the reports software issues identified during the Integrated System Test and User Acceptance Test.

i. CGI will develop the data conversion plan. The County will review and provide feedback for the data conversion plan per the project schedule outlined in Appendix B-11 (Project Plan).

j. The County will be responsible for the design and development of the data conversion software required for the eCAPS Materials Management Subproject 11. The County will be responsible for addressing the software issues identified during the Integrated System Test and User Acceptance Test for the data conversion software.

k. The County will be responsible for developing and executing a detailed data cleansing plan.

l. Although an interface strategy will be developed as part of the Implementation Analysis Document, there are no planned interfaces to be developed as part of VSS Stage 1. If interfaces are identified during Stage 1, the County will design, develop, and test the interfaces.

m. The County will be responsible for designing and developing new reports or updates to existing reports to support the VSS Stage 1 implementation.

n. Managed Advantage Lite does not extend to Subproject 11. As such, the Managed Advantage Adoption process is not available for the custom software modifications developed by the County or CGI for Subproject 11.

2.3.4 Software Testing (Project Plan Task 2.2.4)

2.3.4.1 Integrated System Test – Stage 1 (Project Plan Task 2.2.4.1)

a. The County will be responsible for all system tests related to Cognos.

b. The County will review and provide feedback for the Integrated System Test Scripts and Results.

c. The County will update the conversions, interfaces, reports, application software, and FOP PDF forms software that were developed by the County to resolve the incidents for these components

2.3.4.2 User Acceptance Test – Stage 1 (Project Plan Task 2.2.4.2)

a. The County will be responsible for planning and conducting the User Acceptance Test. The UAT of software customizations will be completed in accordance with the schedule in Appendix B – 11 (Project Plan).

b. The County will update the conversions, interfaces, reports, application software, and PDF forms software that were developed by the County to resolve the incidents for these components

2.3.4.3 Performance Test – Stage 1 (Project Plan Task 2.2.4.3)

Performance Testing will occur in the Vendor 3.9 Performance Test environment. The Performance test will be limited to the AMS Advantage Vendor application functionality and will not include performance testing for Advantage Financial or Procurement application, system interfaces, reports, or ETL.

2.3.5 Security and Workflow Set-Up – Stage 1 (Project Plan Task 2.2.5)

a. The County will be responsible for the set-up and testing of the security and workflow settings required to support the implementation of VSS Stage 1.

2.3.6 Training – Stage 1 (Project Plan Task 2.2.6)

a. The County and CGI will be responsible for developing the VSS Training Plan.

b. The County will be responsible for reviewing and approving the VSS Training Materials.

c. The County will be responsible for providing the software tools required to conduct electronic training.

d. The County will be responsible for the roll-out and execution of end-user training and Vendor Outreach. The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training databases. The County will be responsible for maintaining the training application on an ongoing basis upon the implementation of VSS Stage 1.

e. Technical training will be delivered by County to County staff assigned to support the VSS Stage 1 Implementation.

f. The County shall conduct vendor outreach sessions as needed.

g. The County will leverage the training processes established during eCAPS Phases I, II, and III to provide training to County staff. It is anticipated that the County will leverage the established eCAPS Communication protocols, e.g., information sessions or QuickClips, to conduct the training for County staff for the Vendor Self Service implementation.

h. CGI is responsible for developing 3 VSS training guides for Stage 1. Any changes to the planned number of training guides will be documented and approved by the County using the Change Notice process.

2.3.7 Transition Management – Stage 1 (Project Plan Task 2.2.7)

a. The County will be responsible for reviewing and approving the User's Documentation and System/Operations Documentation.

b. The County will be responsible for creating, updating and documenting County policies and procedures and any department-specific procedures and manuals affected by VSS Stage 1.

c. County will be responsible for creating a Communication plan and executing the Communication plan.

d. The County will be responsible for updating the existing Internal Control Plans affected as a result of VSS Stage 1.

e. The County will be responsible for developing the checklist for Implementation / End User Readiness.

f. The County will be responsible for conducting the Operational / Technical Readiness Assessment.

g. The County will be responsible for conducting the Implementation / End User Readiness Assessment.

h. The County will be responsible for developing and executing the project communications to departments and end users.

2.4 Achieve: VSS Stage 1 (Project Plan Task 2.3)

2.4.1 Production Cutover – Stage 1 (Project Plan Task 2.3.1)

a. The County will execute the cutover rehearsal and production cutover activities in accordance with the production cutover script developed by CGI. County responsibilities include but are not limited to:

- Review cutover scripts developed by CGI;
- Review online table set-up;
- Update Control-M with new jobs as needed;
- Execute County developed data conversions;
- Verify converted data;
- Verify software migration; and
- Backup production data prior to cutover.

b. The County and CGI will jointly execute and document the results of the Production Cutover Rehearsals.

c. The County will be responsible for the rollout of VSS Stage 1 to the Vendor community.

2.4.2 VSS Post-Implementation Support – Stage 1 (Project Plan Task 2.3.3)

a. The County will maintain current enrollment in the AMS Advantage maintenance program if the County wishes to receive software updates and upgrades during the term of this Agreement. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI's warranty and maintenance provisions.

b. County will be responsible for maintaining an end user help desk to track and resolve end user issues.

c. County will be responsible for the operations of the system such as job scheduling and nightly cycle operations.

2.5 Create / Achieve: VSS and Service Contracts Stage 2 (Project Plan Task 4.1)

a. Application software modifications to support County requirements in the areas of VSS Vendor Registration, VSS Bid Solicitation, and Service Contracts will be completed in accordance with the agreement between County and CGI for Stage 2.

b. The scope of services to be provided by CGI for the Create and Achieve phases of VSS and Service Contracts Stage 2 implementation will be agreed upon by the County and CGI via the Change Notice approval process.

2.6 DHS HMMS Replacement, Procurement and Inventory Rollout Support (Project Plan Task 6)

The County will be primarily responsible for the DHS HMMS Replacement, Procurement and Inventory Rollout activities and CGI will support the County to complete the rollout.

3 Project Management (SOW Section II)

This section of the SOW narrative provides an overview of the project management-related Tasks, Work Products, and Deliverables to be completed by CGI and the roles and responsibilities of CGI staff responsible for overseeing the direction, quality, and timeliness of CGI's work on Subproject 11. CGI's assumptions for the County's responsibilities and other project management-related activities are provided below.

3.1 Planning & Management (Project Plan Task 1)

a. The County and CGI will follow a closely coordinated and collaborative approach to project management for Subproject 11 through the use of the Materials Management Subproject 11 Project Management Plan. The County and CGI Team Leads will jointly maintain the Subproject 11 Project Management Plan and provide status reporting on project progress to the County and CGI Management Team.

b. County will appoint a team of dedicated key personnel as Team Leads. These leads and their respective support staffs will be responsible for completing the County's Tasks on Subproject 11 as outlined in Appendix B-11 (Project Plan). The County will supply the project infrastructure necessary to support the co-location of the County and CGI teams, and completion of Subproject 11 Tasks as outlined in Appendix I-11 (Subproject Architecture and Schematic).

c. County will have the lead responsibility for all communications to County departments and third-party vendors related to Subproject 11, including, but not limited to: informational briefings, executive briefings, identification and coordination with departmental liaisons, etc. The County will provide staff to support the clerical and administrative Tasks for Subproject 11, including, but not limited to: meeting scheduling, conference room reservations, copying, filing paperwork, etc.

d. The County shall provide project management and oversight to the County staff on the Project team.

e. The County will produce materials, as identified in the Communication Strategy. The communication materials may include:

    - Updates to the County-maintained project website;
    - Project status reports to County project management;
    - Input to the Project website;
    - Executive presentations; and
    - Departmental briefings.

f. The County will establish and maintain the website as part of the Communication Plan. This website will be used to:

    - Maintain project materials of Subproject 11;
    - Communicate the status of Subproject 11
    - Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.); and
    - Distribute Subproject 11 materials.

4 Software Application (SOW Section III)

This section of the SOW narrative presents assumptions for the AMS Advantage application and third-party software products that will be installed in the technical environments established to support eCAPS Phase IV – eCAPS Materials Management Subproject 11.

a. Managed Advantage Lite does not extend to Subproject 11. As such, an onsite Managed Advantage environment is not required.

b. After implementation of VSS the County will be responsible for all software migrations and for ensuring that software is migrated correctly.

c. County staff already knowledgeable in environment creation and maintenance will train any other County staff responsible for technical environment activities.

5 Business Requirements (SOW Section IV)

a. The County will review the business requirements in Appendix C-11 and provide feedback to CGI.

6 Data Warehouse and Reporting (SOW Section V)

a. The Subproject 11 SOW narrative and Appendix B-11 (Project Plan) were prepared with the understanding that the AMS infoAdvantage reporting tool will not be used to support the County's reporting requirements; instead the County will use Cognos or other third party tools. Wherever possible, the County will leverage the use of AMS Advantage online inquiry windows and ad hoc queries/reports in lieu of creating new pre-defined custom reports to support its reporting business requirements, consistent with the County's business needs.

b. The County is solely responsible for Cognos. CGI will not provide support for Cognos.

c. The County will set up the Cognos reporting environment Subproject 11 Data Warehouse. However, some reports may be required to run against the operational database. The County will be responsible for sizing the reporting databases and servers, conducting the performance tuning of the Cognos configuration to support the performance targets for Subproject 11 reports.

d. Reports identified to support Subproject 11 will be designed and developed by the County.

e. Data warehouse data model changes identified to support Subproject 11 will be designed and developed by the County.

f. Data warehouse database changes identified to support Subproject 11 will be designed and developed by the County.

g. County will review the data warehouse designs with CGI prior to commencing the development and testing of the ETL software.

h. County will develop, design and test new and modified Cognos reports.

i. County will develop, design and test new and modified Cognos Cubes.

7 Technical (SOW Section VI)

a. The County will create any new technical environments and will install any additional instances of the AMS Advantage or approved Third-Party Software as permitted by the applicable license agreement(s).

b. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI's warranty and maintenance provisions.

c. The County will design, develop, and execute the data conversion processes.

d. The County will design, develop, and execute the system interface processes.

8 Change Management and Training (SOW Section VII)

This section of the SOW narrative presents an overview of the responsibilities with regard to Change Management and Training.

a. County and CGI will work jointly to develop a detailed training plan which (Project Plan Task 2.2.6) which identifies the scope of the training plan including:
    - Training curriculum for implementing the Vendor Self Service module;
    - Training schedules to accommodate both "just-in-time" and on-going training sessions for each phase of software implementation;
    - Identifying resources necessary to conduct the training; and
    - Materials necessary to develop the training.

b. The County will provide facilities and equipment for the Vendor Outreach Training.

c. The County will be responsible for scheduling and conducting the end user training sessions or vendor outreach training.

d. The County will be responsible for creating and updating fiscal policies and procedures and any department-specific procedures and manuals.

b. The County will be responsible for maintaining the training data in the Training application.

c. The County will be primarily responsible for communicating and monitoring for departmental Implementation / End User readiness.

d. The County will be primarily responsible for communicating and monitoring for departmental Technical / Operations readiness.

e. The County shall update its policies and procedures based on the business impacts identified during the Envision Phase of this Subproject.

f. The County may use self-study courses, web cast courses, and/or online technology-based courses to accommodate the training volumes.

g. County is responsible for reviewing and providing feedback on the 3 training guides developed by CGI per the project plan in Appendix B-11.

9 Maintenance and Support (SOW Section VII)

a. Managed Advantage Lite coverage does not extend to Subproject 11.

b. Standard AMS Advantage Maintenance will apply for Subproject 11 per the Maintenance Provisions included in Exhibit E (Maintenance Provisions).

c. Cognos support is not included in Standard AMS Advantage Maintenance.

Attachment M-11 – Context Diagram

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eCAPS Materials Management Subproject 11

Planning & Management

- Develop Project Control Document
- Conduct Project Kick-off
- Prepare Semimonthly Status Reports
- Conduct Semimonthly Project Management Meetings
- Prepare Monthly Status Reports
- Conduct Monthly Advisory Committee Meetings

Stage 1

VSS
- Financial Inquiries
- Electronic Invoices

(see page 2)

Stage 2

VSS & Service Contract
- Vendor Registration
- Bid Solicitation

(see page 3)

Stage 3

DHS HMMS Replacement, Procurement and Inventory Rollout Support
(2 FTEs for 21 Months)

Legend

- County Responsibility
- CGI Responsibility
- Joint Responsibility

eCAPS Materials Management Subproject 11 – VSS (Stage 1)

Stage 1: Electronic Invoicing and Financial Inquiries in VSS
Stage 2: Vendor Registration and Bid Solicitation in VSS and Service Contracts

Envision Phase – Stage 1

Establish Prototype Environment

- Install, configure, and test hardware and system software for VSS (1 Environment: Prototype)
- Install, configure, & test Adv Procurement & Vendor 3.9 and 3rd Party Software (1 Prototype environment)

Project Team Training

- Vendor Self-Service – Stage 1 Product Training for Project Team

Fit-Gap Analysis

- Develop Prototype Business Scenarios
- Develop Prototype Scripts
- Review Prototype Scripts
- Execute Prototype Scripts
- Review Prototype Results
- Develop Fit-Gap Analysis

Technical Assessment

- Update the eCAPS FIN Technical Specification Document

Implementation Assessment

- Develop Implementation Strategy

Implementation Analysis Document

- Develop Implementation Analysis Document (IAD)
- Review & Approve Fit-Gap & Implementation Analysis Document

Create Phase – Stage 1

Technical Environments

- Install, configure, and test hardware and system software for (5 Environments – See below)
- Install, configure, & test Adv Vendor 3.9 and 3rd Party Software (5 Environments – See below)
- Configure Cognos Reporting Environment for VSS
- Setup Oracle table replication from Financial to VSS (Financial Inquiry Tables)
- Establish Advantage VSS 3.9 source code stream in Clear Case
- Installation of release 3.9 on 3 developer workstations
- Support Installation of release 3.9 on 3 developer workstations

System Control Tables

- Setup and maintain System and Reference tables
- Support System and Reference Table Setup (1 FTE for 1 Month)

Software Construction – Data Conversion

- Develop Conversion Plan
- Review and provide feedback on Conversion Plan
- Develop Data Cleansing Plan
- Develop Conversion Design
- Develop Conversion Software

Software Construction – Software Modifications

- Develop Concept Papers (15 Modifications)
- Review and provide feedback on Concept Papers
- Develop Modification Designs (15 Modifications)
- Review and provide feedback on Modification Design
- Develop Modification Software (15 Modifications)
- Plan & Execute System Test of Modification Software
- Modify User Interface fields and labels

Software Construction – Reports and Forms

- Design VSS Framework Manager Model
- Design, develop & test VSS reports
- Design, develop & test VSS PDF Forms (FOP) (1 Form)
- Design, develop & test VSS PDF Forms (FOP) (3 Forms)

Environments

Adv VSS 3.9 Environments:
1) Unit Test / Dev,
2) Integrated System Test,
3) User Acceptance Test,
4) Training, and
5) Performance Test

Cognos Test Environments

Software Testing

- Plan & Execute Integrated System Tests
- Review & Approve Integrated System Test Scripts & Results
- Plan & Execute User Acceptance Tests
- Support User Acceptance Test & Address Reported Application Issues (2 FTEs for 2 Months)
- Address Reported Issues for Conversions, Interfaces, & Reports
- Plan & Execute Performance Tests, Document Findings and Recommendations

Security & Workflow

- Define and Configure Security and Workflow
- Support Security & Workflow Setup (1 FTE for 1 Month)

Training

- Develop VSS Support and Vendor Outreach Training Plan
- Provide Facilities and Equipment for VSS Support and Vendor Outreach Training
- Develop VSS training materials – 3 training guides
- Review and approve Training Materials
- Populate and Update the Training Databases
- Manage VSS Support and Vendor Outreach Training Logistics & Scheduling
- Conduct VSS Support and Vendor Outreach Training Sessions
- Develop Materials and Conduct System Administration Training
- Conduct Technical Team Training

Transition Management

- Update User and Systems Operations Documentation
- Operations Documentation and control-m job setup
- Change Management and Communications
- Develop / Update Policies and Procedures
- Develop Operational / Technical Readiness Checklists and Technical Assessment Support
- Develop Implementation / End User Readiness Checklists; End User and Technical Assessment

Achieve Phase – Stage 1

Production Cutover

- Develop Production Cutover Script
- Execute Cutover Rehearsal (2 Cutover Rehearsals)
- Support Cutover Rehearsal (2 Cutover Rehearsals)
- Execute Production Cutover
- Support Production Cutover

Post-Implementation Support

- Provide Post-Implementation Support Services (2 FTE for 12 Months)

Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility

eCAPS Materials Management Subproject 11 – VSS & Service Contract (Stage 2)

Stage 1: Electronic Invoicing and Financial Inquiries in VSS
Stage 2: Vendor Registration and Bid Solicitation in VSS and Service Contracts

VSS Envision Phase – Stage 2

Establish Prototype Environment

- Share existing Advantage 3.9 Financial and VSS Environments for Prototyping

Fit-Gap Analysis

- Vendor Self-Service – Stage 2 Product Training for Project Team
- Develop Prototype Business Scenarios
- Develop Prototype Scripts
- Review Prototype Scripts
- Execute Prototype Scripts
- Review and provide feedback on Prototype Results
- Develop Fit-Gap Analysis

Technical Assessment

- Update the eCAPS FIN Technical Specification Document

Implementation Assessment

- Develop Implementation Strategy

Implementation Analysis Document

- Develop Implementation Analysis Document (IAD)
- Review & Approve Fit-Gap & Implementation Analysis Document

Service Contract Envision Phase – Stage 2

Establish Prototype Environment

- Share existing Advantage 3.9 Financial and VSS Environments for Prototyping

Fit-Gap Analysis

- Service Contracts Product Training for Project Team
- Develop Prototype Business Scenarios
- Develop Prototype Scripts
- Review Prototype Scripts
- Execute Prototype Scripts
- Review and provide feedback on Prototype Results
- Develop Fit-Gap Analysis

Technical Assessment

- Update the eCAPS FIN Technical Specification Document

Implementation Assessment

- Develop Implementation Strategy

Implementation Analysis Document

- Develop Implementation Analysis Document (IAD)
- Review & Approve Fit-Gap & Implementation Analysis Document

VSS & Service Contract Create / Achieve Phases – Stage 2

Software Modifications

- Application Software Modifications (10,000 hours)

Implementation Support

- Implementation Support (3 FTE for 12 Months)

Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility

Exhibit B-11 – Schedule of Payments

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Exhibit B-11 eCAPS Materials Management

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount
1.1.7	Subproject 11 Project Control Document	10/28/11	$ 30,000.00	$ 4,500.00	$ 25,500.00
1.2.7	VSS Stage 1 Kick-off Meeting	11/02/11	$ 20,000.00	$ 3,000.00	$ 17,000.00
1.2.14	VSS & Service Contracts Stage 2 Kick-off Meeting	03/05/12	$ 20,000.00	$ 3,000.00	$ 17,000.00
1.3.6	Subproject 11 Monthly Status Reports (Oct 2011 - Dec 2013; 27 Months @ $50,150.00 per Month less $7,522.50 Holdback)	5th working day of each month	$ 1,354,050.00	$ 203,107.50	$ 1,150,942.50
2.1.1.4	VSS Stage 1 Baseline Advantage Procurement & Vendor 3.9 Prototyping Environment & 3rd Party Software	10/21/11	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.1.2.4	VSS Stage 1 Product Training for Project Team	11/11/11	$ 44,600.00	$ 6,690.00	$ 37,910.00
2.1.3.1.7	VSS Stage 1 Prototype Scripts	11/14/11	$ 59,500.00	$ 8,925.00	$ 50,575.00
2.1.3.2.7	VSS Stage 1 Prototype Scripts Execution	12/23/11	$ 107,100.00	$ 16,065.00	$ 91,035.00
2.1.3.3.9	VSS Stage 1 Fit-Gap Analysis Report	02/03/12	$ 107,100.00	$ 16,065.00	$ 91,035.00
2.1.4.8	VSS Stage 1 Update eCAPS Financial Technical Specifications Document	01/02/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
2.1.6.6	VSS Stage 1 Implementation Analysis Document	02/22/12	$ 146,050.00	$ 21,907.50	$ 124,142.50
2.2.1.2.1.5	VSS Stage 1 AMS Advantage Vendor 3.9, 3rd Party Tools Installation - Unit Test Environment	12/26/11	$ 40,000.00	$ 6,000.00	$ 34,000.00
2.2.1.2.2.5	VSS Stage 1 AMS Advantage Vendor 3.9, 3rd Party Tools Installation - IST Environment	03/15/12	$ 40,000.00	$ 6,000.00	$ 34,000.00
2.2.1.2.3.5	VSS Stage 1 AMS Advantage Vendor 3.9, 3rd Party Tools Installation - UAT Environment	03/22/12	$ 40,000.00	$ 6,000.00	$ 34,000.00
2.2.1.2.4.5	VSS Stage 1 AMS Advantage Procurement and Vendor 3.9, 3rd Party Tools Installation - Training Environment	03/29/12	$ 40,000.00	$ 6,000.00	$ 34,000.00
2.2.1.2.5.5	VSS Stage 1 AMS Advantage Vendor 3.9, 3rd Party Tools Installation - Performance Test Environment	07/30/12	$ 40,000.00	$ 6,000.00	$ 34,000.00
2.2.1.5.4	VSS Stage 1 Installation of Advantage Development environment on 3 Workstations - Support	04/24/12	$ 10,200.00	$ 1,530.00	$ 8,670.00
2.2.2.1.7	VSS Stage 1 System Control Tables Setup Support	05/16/12	$ 62,000.00	$ 9,300.00	$ 52,700.00
2.2.3.1.3	VSS Stage 1 Application Software Modifications Concept Papers - Iteration I	03/06/12	$ 41,800.00	$ 6,270.00	$ 35,530.00
2.2.3.1.6	VSS Stage 1 Application Software Modifications Functional Designs - Iteration I	04/17/12	$ 146,200.00	$ 21,930.00	$ 124,270.00
2.2.3.1.11	VSS Stage 1 Application Software Modifications - Iteration I	06/06/12	$ 229,800.00	$ 34,470.00	$ 195,330.00
2.2.3.2.3	VSS Stage 1 Application Software Modifications Concept Papers - Iteration II	03/20/12	$ 41,800.00	$ 6,270.00	$ 35,530.00
2.2.3.2.6	VSS Stage 1 Application Software Modifications Functional Designs - Iteration II	05/01/12	$ 146,200.00	$ 21,930.00	$ 124,270.00
2.2.3.2.11	VSS Stage 1 Application Software Modifications - Iteration II	07/04/12	$ 229,800.00	$ 34,470.00	$ 195,330.00
2.2.3.3.1.6	VSS Stage 1 Conversion Plan	04/03/12	$ 59,500.00	$ 8,925.00	$ 50,575.00
2.2.3.5.2.3	VSS Stage 1 Adobe Forms Software (1)	05/14/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
2.2.3.6.6	VSS Stage 1 Security & Workflow Setup Support	05/21/12	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.2.4.1.5	VSS Stage 1 Integrated System Test Plan & Script	06/13/12	$ 74,375.00	$ 11,156.25	$ 63,218.75
2.2.4.1.11	VSS Stage 1 Integrated System Results	07/25/12	$ 133,875.00	$ 20,081.25	$ 113,793.75
2.2.4.2.6	VSS Stage 1 User Acceptance Test Support	08/24/12	$ 104,145.00	$ 15,621.75	$ 88,523.25
2.2.4.3.5	VSS Stage 1 Performance Test Plan & Scripts	08/27/12	$ 74,375.00	$ 11,156.25	$ 63,218.75
2.2.4.3.11	VSS Stage 1 Performance Test Tuning & Results	10/02/12	$ 133,875.00	$ 20,081.25	$ 113,793.75
2.2.5.1.3	VSS Stage 1 Training Plan Support	08/17/12	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.2.5.1.7	VSS Stage 1 Training Materials	10/19/12	$ 104,125.00	$ 15,618.75	$ 88,506.25
2.2.5.3.4	VSS Stage 1 System Administration Training	10/19/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
2.2.6.1.6	VSS Stage 1 Advantage User Documentation	11/02/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
2.2.6.2.6	VSS Stage 1 Advantage System/Operations Documentation	11/23/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
2.2.6.3.5	VSS Stage 1 County Operations Documentation and Control-M Setup Support	11/23/12	$ 62,475.00	$ 9,371.25	$ 53,103.75
2.2.6.7.5	VSS Stage 1 Operational Readiness Checklist	11/06/12	$ 44,700.00	$ 6,705.00	$ 37,995.00
2.2.6.7.9	VSS Stage 1 Operational Readiness Assessment Support	12/14/12	$ 59,500.00	$ 8,925.00	$ 50,575.00
2.3.1.1.5	VSS Stage 1 Production Cutover Script	10/29/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.3.1.2.5	VSS Stage 1 Cutover Rehearsal Support	12/10/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.3.1.10	VSS Stage 1 Production Cutover Support	12/17/12	$ 104,000.00	$ 15,600.00	$ 88,400.00
	Release of Withhold 1 (33%) - "30-days Post Stage 1 Go-Live"	01/16/13			$ 183,428.19
	Release of Withhold 2 (67%) - "90-days Post Stage 1 Go-Live"	03/17/13			$ 372,414.81
2.3.3.2	VSS Stage 1 Post-Implementation Support Month 1	01/31/13	$ 59,500.00		$ 59,500.00
2.3.3.4	VSS Stage 1 Post-Implementation Support Month 2	02/28/13	$ 59,500.00		$ 59,500.00
2.3.3.6	VSS Stage 1 Post-Implementation Support Month 3	03/31/13	$ 59,500.00		$ 59,500.00
2.3.3.8	VSS Stage 1 Post-Implementation Support Month 4	04/30/13	$ 59,500.00		$ 59,500.00
2.3.3.10	VSS Stage 1 Post-Implementation Support Month 5	05/31/13	$ 59,500.00		$ 59,500.00
2.3.3.12	VSS Stage 1 Post-Implementation Support Month 6	06/30/13	$ 59,500.00		$ 59,500.00
2.3.3.14	VSS Stage 1 Post-Implementation Support Month 7	07/31/13	$ 59,500.00		$ 59,500.00
2.3.3.16	VSS Stage 1 Post-Implementation Support Month 8	08/31/13	$ 59,500.00		$ 59,500.00
2.3.3.18	VSS Stage 1 Post-Implementation Support Month 9	09/30/13	$ 59,500.00		$ 59,500.00
2.3.3.20	VSS Stage 1 Post-Implementation Support Month 10	10/31/13	$ 59,500.00		$ 59,500.00
2.3.3.22	VSS Stage 1 Post-Implementation Support Month 11	11/30/13	$ 59,500.00		$ 59,500.00
2.3.3.24	VSS Stage 1 Post-Implementation Support Month 12	12/31/13	$ 59,500.00		$ 59,500.00

Exhibit B-11 eCAPS Materials Management

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount
3.1.2.4	VSS & Service Contracts Stage 2 Product Training for Project Team	03/19/12	$ 54,000.00	$ 8,100.00	$ 45,900.00
3.1.3.1.7	VSS & Service Contracts Stage 2 Prototype Scripts	04/11/12	$ 87,800.00	$ 13,170.00	$ 74,630.00
3.1.3.2.7	VSS & Service Contracts Stage 2 Prototype Scripts Execution	05/22/12	$ 126,000.00	$ 18,900.00	$ 107,100.00
3.1.3.3.9	VSS & Service Contracts Stage 2 Fit-Gap Analysis Report	06/28/12	$ 126,000.00	$ 18,900.00	$ 107,100.00
3.1.4.8	VSS & Service Contracts Stage 2 Update eCAPS Financial Technical Specifications Document	05/31/12	$ 30,000.00	$ 4,500.00	$ 25,500.00
3.1.6.6	VSS & Service Contracts Stage 2 Implementation Analysis Document	07/27/12	$ 203,500.00	$ 30,525.00	$ 172,975.00
4.1.2	VSS & Service Contracts Stage 2 Application Software Functional Designs - Iteration I	09/28/12	$ 170,000.00	$ 25,500.00	$ 144,500.00
4.1.4	VSS & Service Contracts Stage 2 Application Software Modifications - Iteration I	11/30/12	$ 255,000.00	$ 38,250.00	$ 216,750.00
	Release of Withhold 3 (100%) - "30-days Post Stage 2 Iteration I Modifications"	12/30/12			$ 112,906.65
4.1.6	VSS & Service Contracts Stage 2 Application Software Functional Designs - Iteration III	10/31/12	$ 170,000.00	$ 25,500.00	$ 144,500.00
4.1.8	VSS & Service Contracts Stage 2 Application Software Modifications - Iteration II	12/31/12	$ 255,000.00	$ 38,250.00	$ 216,750.00
	Release of Withhold 4 (100%) - "30-days Post Stage 2 Iteration II Modifications"	01/30/13			$ 112,906.65
4.1.10	VSS & Service Contracts Stage 2 Application Software Functional Designs - Iteration III	12/15/12	$ 170,000.00	$ 25,500.00	$ 144,500.00
4.1.12	VSS & Service Contracts Stage 2 Application Software Modifications - Iteration III	02/15/13	$ 255,000.00	$ 38,250.00	$ 216,750.00
	Release of Withhold 5 (100%) - "30-days Post Stage 2 Iteration III Modifications"	03/17/13			$ 112,906.65
4.1.14	VSS & Service Contracts Stage 2 Application Software Functional Designs - Iteration IV	01/15/13	$ 170,000.00	$ 25,500.00	$ 144,500.00
4.1.16	VSS & Service Contracts Stage 2 Application Software Modifications - Iteration IV	03/15/13	$ 254,975.00	$ 38,246.25	$ 216,728.75
	Release of Withhold 6 (100%) - "30-days Post Stage 2 Iteration IV Modifications"	04/14/13			$ 117,175.05
4.1.18	VSS & Service Contracts Stage 2 Implementation Support, Month #1	09/30/12	$ 89,250.00	$ -	$ 89,250.00
4.1.20	VSS & Service Contracts Stage 2 Implementation Support, Month #2	10/31/13	$ 89,250.00	$ -	$ 89,250.00
4.1.22	VSS & Service Contracts Stage 2 Implementation Support, Month #3	11/30/12	$ 89,250.00	$ -	$ 89,250.00
4.1.24	VSS & Service Contracts Stage 2 Implementation Support, Month #4	12/31/12	$ 89,250.00	$ -	$ 89,250.00
4.1.26	VSS & Service Contracts Stage 2 Implementation Support, Month #5	01/31/13	$ 89,250.00	$ -	$ 89,250.00
4.1.28	VSS & Service Contracts Stage 2 Implementation Support, Month #6	02/28/13	$ 89,250.00	$ -	$ 89,250.00
4.1.30	VSS & Service Contracts Stage 2 Implementation Support, Month #7	03/31/13	$ 89,250.00	$ -	$ 89,250.00
4.1.32	VSS & Service Contracts Stage 2 Implementation Support, Month #8	04/30/13	$ 89,250.00	$ -	$ 89,250.00
4.1.34	VSS & Service Contracts Stage 2 Implementation Support, Month #9	05/31/13	$ 89,250.00	$ -	$ 89,250.00
4.1.36	VSS & Service Contracts Stage 2 Implementation Support, Month #10	06/30/13	$ 89,250.00	$ -	$ 89,250.00
4.1.38	VSS & Service Contracts Stage 2 Implementation Support, Month #11	07/31/13	$ 89,250.00	$ -	$ 89,250.00
4.1.40	VSS & Service Contracts Stage 2 Implementation Support, Month #12	08/31/13	$ 89,250.00	$ -	$ 89,250.00
5.2	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #1	10/31/11	$ 59,500.00	$ -	$ 59,500.00
5.4	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #2	11/30/11	$ 59,500.00	$ -	$ 59,500.00
5.6	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #3	12/31/11	$ 59,500.00	$ -	$ 59,500.00
5.8	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #4	01/31/12	$ 59,500.00	$ -	$ 59,500.00
5.10	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #5	02/29/12	$ 59,500.00	$ -	$ 59,500.00
5.12	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #6	03/31/12	$ 59,500.00	$ -	$ 59,500.00
5.14	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #7	04/30/12	$ 59,500.00	$ -	$ 59,500.00
5.16	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #8	05/31/12	$ 59,500.00	$ -	$ 59,500.00
5.18	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #9	06/30/12	$ 59,500.00	$ -	$ 59,500.00
5.20	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #10	07/31/12	$ 59,500.00	$ -	$ 59,500.00
5.22	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #11	08/31/12	$ 59,500.00	$ -	$ 59,500.00
5.24	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #12	09/30/12	$ 59,500.00	$ -	$ 59,500.00
5.26	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #13	10/31/12	$ 59,500.00	$ -	$ 59,500.00
5.28	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #14	11/30/12	$ 59,500.00	$ -	$ 59,500.00
5.30	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #15	12/31/12	$ 59,500.00	$ -	$ 59,500.00
5.32	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #16	01/31/13	$ 59,500.00	$ -	$ 59,500.00
5.34	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #17	02/28/13	$ 59,500.00	$ -	$ 59,500.00
5.36	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #18	03/31/13	$ 59,500.00	$ -	$ 59,500.00
5.38	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #19	04/30/13	$ 59,500.00	$ -	$ 59,500.00
5.40	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #20	05/31/13	$ 59,500.00	$ -	$ 59,500.00
5.42	DHS HMMS Replacement, Procurement and Inventory Support Services, Month #21	06/30/13	$ 59,500.00	$ -	$ 59,500.00
	Total Payments and Holdbacks		**$ 9,779,420.00**	**$ 1,011,738.00**	**$ 9,779,420.00**

Exhibit D-11 – Project Schedule

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ID	Task Name	Duration	Start	Finish	Responsibility
0	**SUBPROJECT 11 - VSS, SERVICE CONTRACT, and DHS HMMS REPLACEMENT, PROCUREMENT / INVENTORY SUPPORT**	**581 days**	**Mon 9/19/11**	**Tue 12/31/13**	
1	**1 PLANNING & MANAGEMENT**	**571 days**	**Mon 10/3/11**	**Tue 12/31/13**	
2	**1.1 Subproject 11 Project Control Document (incl. plan, PM strategies, etc.)**	**20 days**	**Mon 10/3/11**	**Fri 10/28/11**	
10	**1.2 Subproject 11 Project Kick-off Meetings**	**96 days**	**Tue 10/18/11**	**Mon 3/5/12**	
25	**1.3 Subproject 11 Project Management**	**571 days**	**Mon 10/3/11**	**Tue 12/31/13**	
32					
33	**2 VSS - STAGE 1**	**581 days**	**Mon 9/19/11**	**Tue 12/31/13**	
34	**2.1 ENVISION PHASE - STAGE 1**	**109 days**	**Mon 9/19/11**	**Wed 2/22/12**	
122	**2.2 CREATE PHASE - STAGE 1**	**287 days**	**Tue 11/1/11**	**Mon 12/17/12**	
356	**2.3 ACHIEVE PHASE - STAGE 1**	**317 days**	**Mon 10/1/12**	**Tue 12/31/13**	
410					
411	**3 VSS & SERVICE CONTRACTS - STAGE 2**	**113 days**	**Mon 2/20/12**	**Fri 7/27/12**	
412	**3.1 ENVISION PHASE - STAGE 2**	**113 days**	**Mon 2/20/12**	**Fri 7/27/12**	
498					
499	**4 VSS & SERVICE CONTRACT - STAGE 2**	**254 days**	**Tue 9/4/12**	**Sat 8/31/13**	
500	**4.1 CREATE / ACHIEVE PHASE - STAGE 2**	**254 days**	**Tue 9/4/12**	**Sat 8/31/13**	
541					
542	**5 DHS HMMS REPLACEMENT SUPPORT - STAGE 3**	**444 days**	**Mon 10/3/11**	**Sun 6/30/13**	

eCAPS Phase IV
Subproject 12: eHR Upgrade

Exhibit A-12 – Statement of Work

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Attachments

Attachment M-12 Context Diagram

Introduction

This Statement of Work (SOW) sets forth the requirements for CGI to deliver the eCAPS Phase IV – eHR Upgrade Subproject 12 described herein for the County of Los Angeles (County). The eHR Payroll system was implemented in production operations in April 2010 and the Core HR system will be implemented in production operations in January 2012 with AMS Advantage 3.8 HRM as the foundation software for managing the County's Payroll and Human Resources Management functions. The eHR Payroll system includes the Payroll Management module of AMS Advantage HRM and the Core HR system includes the Personnel Administration and Position Control modules of AMS Advantage HRM. Under this Subproject 12, the eHR software will be upgraded from AMS Advantage 3.8 HRM to AMS Advantage 3.9 HRM. Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached.

The eHR Upgrade Subproject 12 engages CGI to successfully upgrade the following system operating in production operations at the County under AMS Advantage Version 3.8 as customized and configured for Los Angeles County, including interfaces (inbound and outbound), related third party products identified in Exhibit H Licensed Provisions on the operating platform currently in production operations, for the following applications:

- Countywide Human Resources and Payroll System (eHR)
- infoAdvantage for HRM

This Subproject 12 also engages CGI to implement the following to supplement the functionality of the eHR system implemented at the County:

- Retroactive Deduction and Benefit Processing Modification
- AMS Advantage Manager Self Service (MSS)

This SOW specifies the obligations for CGI to deliver to the County the functioning modules that support the County's business processes as listed in the Appendices of this Exhibit A-12 according to Appendix A-12 (Deliverables Definitions). A description of the County's obligations for this Subproject 12 and other key project assumptions are provided in Appendix M-12 (Subproject Assumptions) to this SOW.

The goals of the eCAPS Phase IV - eHR Upgrade Subproject 12 are to upgrade the eHR software to the AMS Advantage HRM release 3.9 currently supported by CGI. In addition, the eHR Upgrade Subproject 12 will also include the replacement of the County's legacy Cafeteria Adjustment Retroactive System (CARS) and Retroactive-Salary based benefit adjustment processes with an integrated solution for Retroactive Deduction and Benefit Processing and the implementation of the AMS Advantage Manager Self Service (MSS) functionality available in AMS Advantage HRM release 3.9.

- **Retroactive Deduction and Benefit Processing Modification** – provides an integrated solution to process retroactive deductions and benefits within eHR, replaces the legacy CARS system, and eliminates the interfaces between the standalone CARS system and the County's new eHR system.
- **Manager Self Service (MSS)** — provides the managers with direct access to employee information and the ability to review, approve, and initiate employee actions. The general Human Resources, Time and Leave, Employee Performance and Position management components of MSS enables managers to effectively track and manage employee information. MSS is fully integrated with the personnel administration functions of AMS Advantage HRM.

  The eHR Manager Self Service will initially be a Pilot Implementation for a select set of County departments, such as, Human Resources, Auditor-Controller, Chief Executive Office, Chief Information Office, and Internal Services. After the Pilot Implementation is completed MSS will be rolled out to other County departments.

Manager Self Service Capabilities List	
General HR Management ▪ Organization Tree ▪ Organization Chart ▪ Employee Profile Folder ▪ Employee Change Wizard ▪ Employee Change Worklist ▪ Birthday List ▪ Anniversary List ▪ Out of Office Performance Management ▪ Performance Evaluation Notification ▪ Performance Evaluation Dashboard and Metrics ▪ Performance Evaluation History ▪ Incident Query	Time and Leave Management ▪ Calendar View ▪ Time and Leave Worklists ▪ Missing Timesheet Alerts ▪ Leave Balance Alerts ▪ Attendance Card Position Management ▪ Organization Chart ▪ Position Authorization and Status Dashboard Application Architecture ▪ Infrastructure ▪ Security

The major objectives to be achieved with the eCAPS Phase IV – eHR Upgrade Subproject 12 are to:

- Upgrade the eHR software to AMS Advantage HRM release 3.9 currently supported by CGI;

- Replace the County's legacy Retroactive Deductions and Benefits Processing system with an integrated solution within eHR; and
- Implement a pilot Manager Self Service solution at select departments within the County to enable managers to effectively manage employee information, such as the employee's education, training, leave requests and approvals, schedule and position. Rollout MSS to other departments within the County after the MSS Pilot has completed.

CGI shall follow a deliverables-based project management approach to configure, update or customize the eHR system implemented at the County to support the County's business requirements and processes as stated in Appendix J-12 (Configurations and Customizations) of this SOW.

The eHR Upgrade Subproject 12 will begin in April 2012 (or upon approval of the Amendment #5 to the Services & License Agreement by both CGI and the County) following the Project Plan set forth as Appendix B-12 (Project Plan) to provide for:

- Project Planning, Management and Support,
- Software Installation and Support;
- Software Design, Development, and Testing Services;
- End-User Training Support;
- Implementation Support; and
- Post-implementation Support.

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Section I – Implementation Methodology

This section of the SOW provides a general description of the planned activities for the eCAPS Phase IV - eHR Upgrade Subproject 12, including:

- An overview of the implementation methodology proposed by CGI for the duration of Subproject 12; and
- A high-level description of the eCAPS Phase IV - eHR Upgrade Subproject 12 plan.

1. Overview of Implementation Methodology

CGI shall use sound project management principles based on prior experience in large-scale implementation projects for the upgrade of the AMS Advantage HRM software components implemented at the County. CGI will also leverage the same principles to implement the Manager Self Service (MSS) functionality in AMS Advantage HRM and to develop an integrated solution to process retroactive and benefit deductions in eHR. Comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account elements that impact the Subproject 12 schedule internally, such as, the testing of software modifications and the external dependencies and success factors that can impact the overall progress and effectiveness of an engagement. This integrated approach provides an invaluable tool to track overall progress against the agreed upon milestones, identify risk areas, and proactively take the appropriate steps to mitigate those risks.

The system implementation activities of the eHR Upgrade, the implementation of MSS, and the development of the integrated solution for retroactive deduction and benefit processing in eHR will be conducted in parallel to support the County's desire to minimize the number and type of County resources required for this Subproject 12.

The Envision phase encompasses the activities related to the analysis of the eHR modules, such as reports and interfaces, to upgrade eHR to the AMS Advantage HRM release 3.9, the analysis of the retroactive deduction and benefit processing requirements supported by the County's legacy CARS system and Retroactive-Salary based benefit adjustment processes, and the prototyping of MSS functionality for implementation at the County. The Envision phase is comprised of the following Stages:

- Envision: Stage 1, eHR Upgrade;
- Envision: Stage 2, Retroactive Deduction and Benefit Processing Modification; and
- Envision: Stage 3, MSS Pilot Implementation and Rollout.

The Create phase encompasses the activities related to the design, development, and testing of the eHR software upgrade to AMS Advantage HRM release 3.9, the design, development and implementation of the integrated Retroactive Deduction and Benefit Processing functionality to replace the CARS system and Retroactive-Salary based benefit adjustment processes; and the setup and configuration of control tables for the pilot implementation of MSS at select County Departments. Similar to the Envision phase, the Create phase is comprised of the following Stages:

- Create: Stage 1, eHR Upgrade;
- Create: Stage 2, Retroactive Deduction and Benefit Processing; and
- Create: Stage 3, MSS Implementation and Rollout.

The Achieve phase encompasses the activities related to production cutover (i.e., installation of the final-tested system into the County's production environment), and post-implementation support. Similar to the Envision and Create phases, the Achieve phase is composed of the following Stages:

- Achieve: Stage 1, eHR Upgrade;
- Achieve: Stage 2, Retroactive Deduction and Benefit Processing; and
- Achieve: Stage 3, MSS Pilot Implementation and Rollout.

CGI's methodology is supported by an inventory of CGI-specific tools, assets, utilities, templates, checklists, and deliverables. CGI-specific work product samples will be used as a starting point for the work products CGI shall complete under this SOW.

2. Project Work Products

The remainder of this section explains the approach that will be used to upgrade and implement the AMS Advantage HRM release 3.9 modules at the County. The high-level Work Products are outlined, as are the methods for achieving them. A detailed description of these Deliverables is provided in Appendix A-12 (Deliverables Definition) and in the remaining sections of this SOW. CGI shall utilize materials and approved work products from earlier Phases of the eCAPS / eHR Project as the basis for Phase IV materials in order to minimize the costs of development and implementation.

2.1 Planning & Management (Project Plan Task 1)

Project management represents ongoing tasks that will span the life of the project. CGI shall update the Project Control Document (PCD) (Project Plan Task 1.1.3) created during the implementation of eCAPS Phase I and updated during eCAPS Phases II and III. The purpose of the PCD is to define how the CGI Project Management Standards will be applied to the eCAPS Phase IV - eHR Upgrade Subproject 12. The PCD brings together the key planning and control documents and serves as the basis for defining how the project team will carry out project administration and management activities. It

is intended to be a tool for communicating the project's management practices to managers, team members, and stakeholders.

Specifically, the PCD shall define the eCAPS Phase IV – eHR Upgrade Subproject 12 management strategies for the following areas:

Project Planning

- Detailed Project Plan;
- Project Governance and Structure;
- Communication; and
- Staffing and Team Management.

Scope Management

- Deliverables Management;
- Change Control Process Management; and
- Requirements Management.

Issue and Risk Management

- Issue Management (including issue escalation processes); and
- Project Risk Management.

Quality

- Quality Management;
- Reports Review and Escalation Governance Process for performance versus functionality issues;
- Work Product Reviews; and
- Incident and Defect Management.

CGI shall provide dedicated on-site project management services to the eCAPS Phase IV – eHR Upgrade Subproject 12 through implementation and part-time project management services for the duration of the post-implementation period.

CGI ongoing project management tasks include (Project Plan Task 1.3):

- Assigning and coordinating CGI team resources and deliverables;
- Conducting semimonthly Project Management meetings;
- Tracking CGI team resources;
- Tracking CGI tasks and deliverable budgets;

- Providing review and guidance to the project team in addressing tasks/deliverables;
- Identifying, tracking, and helping to resolve project issues and risks;
- Coordinating project deliverables among all CGI and County resources; and
- Reporting on CGI resources, deliverables and budget, including the development of semimonthly and monthly status reports, and presentations for the eCAPS Advisory Committee.

In addition to outlining project administration and management tasks, the Planning and Management section also includes specific activities in preparation for the Envision, Create and Achieve phases. At the beginning of this phase, a plan validation will be completed with joint participation by CGI and the County. The purpose of this plan validation is to confirm the plan and direction for the remainder of the activities in the Envision, Create, and Achieve phases for each of the three Stages discussed earlier. Mutually agreed upon recommendations and any potential changes to the project direction, project plan, or activities will be addressed via the Change Control process.

CGI and the County will jointly conduct a Project Kick-off meeting and will jointly prepare semimonthly status reports and conduct semimonthly management meetings.

CGI will prepare monthly status reports, CGI and County will jointly conduct monthly Advisory Committee meetings.

2.2 Envision: Stage 1, eHR Upgrade (Project Plan Task 2.1)

The Envision phase for Stage 1 includes County Project Team Training with the review of the AMS Advantage HRM 3.9 Release Notes. The objective of the AMS Advantage HRM 3.9 Release Notes review is to gain a common understanding of the latest improvements in the AMS Advantage Product and to identify required software and table setup changes and new functionality the County may consider implementing as part of the eCAPS Phase IV - eHR Upgrade Subproject. The County and CGI will assess the level of effort to implement the new AMS Advantage HRM release 3.9 functionality and determine whether to implement the enhancements as part of the eHR Upgrade Subproject, which may require additional County and CGI support.

The Envision phase for Stage 1 encompasses the analysis of the eHR software components that may need to be updated for the upgrade to AMS Advantage 3.9 HRM. The analysis will be completed for the following software components:

- Identify New 3.9 Functionality to Implement as part of 3.9 Upgrade (Project Plan 2.1.2.5)
- Inbound and Outbound Interfaces (Project Plan Task 2.1.3.2),
- Custom Data Warehouse, ETL, and Reporting Tables (Project Plan Task 2.1.3.3),
- Reports and Cognos Framework Manager Models (Project Plan Task 2.1.3.4),

- Cognos Cubes & Cube Queries (Project Plan Task 2.1.3.5), and
- Adobe Forms (Project Plan Task 2.1.3.6).

Using the baseline database upgrade scripts as a reference, CGI will identify the software components that must be updated for upgrading the eHR software to AMS Advantage HRM release 3.9. CGI will provide to the County the list of the eHR Interfaces, Data Warehouse, Reports, Cognos Framework Manager Models and Adobe Forms software components that require updates.

CGI will support the County to update the eHR Technical Specification Document to reflect the latest technical environment for eHR.

2.3 Envision: Stage 2, Retroactive Deduction and Benefit Processing Modification (Project Plan Task 3.1)

During the Envision Phase, CGI will work with the County to define the business rules and requirements for retroactive deduction and benefit processing in eHR. The confirmed business rules and requirements will be used in the Create Phase to develop the Concept Paper for the Retroactive Deduction and Benefit Processing Modification.

2.4 Envision: Stage 3, MSS Implementation (Project Plan Task 4.1)

During the Envision Phase, CGI will work with the County to determine how the County will use the MSS application. The objective of the Envision phase is to create the blueprint that guides the MSS implementation and evaluates the current County processes in order to come to agreement on the To-Be County processes utilizing the AMS Advantage Manager Self Service module. CGI shall be primarily responsible for the completion of the following tasks/deliverables during the Envision phase:

- Project Team Training on MSS (Project Plan Task 4.1. 2),
- Develop & Execute MSS Prototype Scripts (Project Plan Task 4.1.3.1 and 4.1.3.2),
- Develop MSS Prototype Analysis & Implementation Strategies (Project Plan Task 4.1.3.3 and 4.1.5),
- Develop Technical Assessment (4.1.4), and
- Develop MSS Implementation Analysis Document (Project Plan Task 4.1.6).

The County will be responsible for the completion of the following tasks/deliverables during the Envision phase:

- Identify County Business Scenarios for MSS,
- Review and approve the Prototype Scripts,
- Review and approve the Prototype Results, and

- Review and approve the MSS Prototype Analysis Report, MSS Technical Assessment, Implementation Strategies, and Implementation Analysis Document.

The County and CGI will update the eHR Technical Specification Document to reflect the latest eHR technical environment including MSS.

2.5 Create: Stage 1, eHR Upgrade (Project Plan Task 2.2)

The Create Phase for Stage 1 encompasses the activities related to eHR software upgrade. The tasks to be completed during this stage are organized into the following activities:

- Technical Environments;
- Software Updates, including Data Conversion, System Interfaces, Reports, and Forms;
- Software Testing;
- Training; and

  Transition Management.

2.5.1 Technical Environments (Project Plan Task 2.2.1)

Upon the County's establishment of the following technical environments (i.e., installation and configuration of hardware and system software) inclusive of the applicable Data Warehouse server, CGI shall confirm that these environments are consistent with the specifications provided in the Technical Specifications Document created during the Phase IV Envision Phase:

- Development / Unit Test,
- Integrated System Test,
- Use Acceptance Test,
- Training, and
- Performance Test / Regression Test / Mock Conversion.

CGI install and test the AMS Advantage HRM release 3.9 applications and third party software in these environments. This assumes that the County shall develop and test the eHR software updates in the Development / Unit Test environment.

This assumes that the County will be responsible for establishing the Cognos Reporting environments for Test Environments and Production and will establish the AMS Advantage HRM release 3.9 source code stream in Clear Case.

2.5.2 Software Updates (Project Plan Task 2.2.2)

The Software Updates activity is comprised of designing, programming and unit testing the software updates for:

- Inbound and Outbound System Interface Software (Project Plan Task 2.2.2.1),
- Data Warehouse and ETL (Project Plan Task 2.2.2.6),
- Reports and Cognos Framework Manager Models (Project Plan Task 2.2.2.7),
- Cognos Cubes and Cube Queries (Project Plan Task 2.2.2.8)
- Adobe Forms (Project Plan Task 2.2.2.9), and
- Database Conversion Scripts (Project Plan Task 2.2.2.12).

This assumes that the County will be responsible for developing the design specifications, programming, and unit testing the software updates. CGI will provide support to the County for the duration stated in the Project Plan for the development of the design specifications, programming, and unit testing the software updates and to answer questions to update the software components as identified in the Project Plan (Appendix B-12).

This assumes that the County will use the development tools that are bundled with the AMS Advantage 3 application (e.g., AMS Advantage Design Studio, Pervasive Data Integrator (PDI), and Adobe forms) in order to standardize work products, minimize future maintenance costs, and facilitate knowledge transfer from CGI to County technical staff.

CGI shall be primarily responsible for updating and testing the database upgrade scripts to support the conversion of the eHR application databases and data warehouse databases. CGI shall provide support for updates to the Interfaces, Reports, and Adobe Forms for the duration stated the Project Plan (Appendix B-12).

2.5.3 Software Testing (Project Plan Task 2.2.3)

Software testing entails the planning and execution of scenarios to secure the County's acceptance of the updated eHR application and associated software components. Software testing is comprised of four (4) types of tests:

- Integrated System Test (Project Plan Task 2.2.3.1),
- User Acceptance Test (Project Plan Task 2.2.3.2),
- Performance Test (Project Plan Task 2.2.3.3), and
- Regression Test (project Plan 2.2.3.4).

2.5.3.1 Integrated System Test (Project Plan Task 2.2.3.1)

The Integrated System Test focuses on the "communication" among system components. As such, it is intended to verify that (a) data passed among the modified eHR application and related interface processes is accurate and formatted in accordance with approved source-to-target system specifications, and (b) that eHR processing results are accurately transmitted to the data warehouse and reflected in the reports.

CGI shall compile existing test scripts from the eHR Payroll, Core HR, and Time Collection Implementations for review by the County. After the Integrated System Test environment is established, CGI will execute the test scripts. If the actual results do not match the expected results, then an incident will be identified, documented, and resolved. Incident resolution may require the development of software fixes and re-testing, as needed. For defects identified during the eHR upgrade testing please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level. CGI will review Integrated System Test results with the County at an agreed upon frequency to provide visibility on testing progress, obtain County input on test cases, and to provide knowledge transfer of the new application functionality.

2.5.3.2 User Acceptance Test (Project Plan Task 2.2.3.2)

The goal of User Acceptance Test (UAT) is to allow the County's UAT team, a selected group of County end-users, to confirm that the updated eHR application performs as expected to support the County's business processes. UAT also provides an opportunity for additional users to become familiar with the software prior to training and implementation. The County will plan and execute the User Acceptance Tests. CGI shall provide User Acceptance Test Support as stated in the Project Plan (Appendix B-12) to answer questions and provide support to the County team assigned to conduct the UAT. CGI shall also provide support by helping to research and track eHR application incidents reported by the County and developing any software fixes required to resolve these eHR application incidents. For defects identified during the eHR upgrade testing related to application defects, please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level. This assumes that the County will be responsible for updating the interfaces, reports, Data Warehouse, Cubes, and Adobe Forms software to resolve the incidents identified during UAT for these components.

2.5.3.3 Performance Test (Project Plan Task 2.2.3.3)

CGI is responsible for the planning and execution of the Performance Test. This test is intended to demonstrate the eHR application's readiness for supporting the County's transaction and user volumes as specified in Appendix H-6 (System Performance and Transaction Volumes). The test plan and scripts shall define the transaction volumes, test scenarios, and online and batch conditions to be

addressed by the test. CGI shall resolve performance issues by software fixes, working with County database administrators, and/or technical staff to perform the system and database tuning necessary to support the County's stated requirements in Appendix H-6 (System Performance and Transaction Volumes).

2.5.3.4 Regression Test (Project Plan Task 2.2.3.4)

The goal of Regression Test is to allow the County to confirm that the updated eHR application produces the same results for the full Production data volume when executed before and after the eHR upgrade. Regression Test also provides an opportunity for the County to review and update the eHR data reconciliation processes. This assumes that the County shall be primarily responsible for the planning and execution of the Regression Test and the verification of the test results. CGI shall provide Regression Test Support as stated in the Project Plan to answer questions and provide support to the County team assigned to conduct the Regression Test. CGI shall also provide support by helping to research and track eHR application incidents reported by the County and developing any software fixes required to resolve these eHR application incidents. For defects identified during the eHR upgrade testing, please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level. This assumes that the County will update the Interfaces, Reports, Data Warehouse, Cubes, and Adobe Forms software to resolve the incidents identified during Regression Test for these components.

2.5.4 Training (Project Plan Task 2.2.4)

This assumes that the County will be responsible for the Training activities for the eHR upgrade. CGI will provide support to the County to develop the training plan and update the training materials as identified in the Project Plan (Appendix B-12).

2.5.5 Transition Management (Project Plan Task 2.2.5)

The County and CGI will be responsible for the Transition Management activities for the eHR upgrade:

- User and Systems / Operations Documentation (Project Plan Tasks 2.2.5.1 and 2.2.5.2),
- County Operations Documentation (Project Plan Tasks 2.2.5.3),
- User Procedures and Internal Control Plans (Project Plan Task 2.2.5.4),
- Change Management and Communication (Project Plan Task 2.2.5.5), and
- Readiness Assessment (Project Plan Task 2.2.5.6).

This assumes that the County will apply updates and/or prepare an addendum to the baseline AMS Advantage users and systems / operations documentation to reflect the eHR modifications developed for the implementation of eHR Time Collection, eHR Payroll, and Core HR during Phase II & III. CGI will provide support to the County to answer questions to update the documentation as identified in the Project Plan (Appendix B-12). The following documentation will be updated:

- **AMS Advantage User Documentation** – updated version of the AMS Advantage user documentation to reflect modifications made during eHR Phase III. These updates shall be loaded to the online application such that field level and page level help reflect the modifications made for eHR applications.

- **AMS Advantage Systems / Operations Documentation** – updated version of the AMS Advantage Systems Administration documentation. These updates shall include the batch cycle flowcharts and runsheets for County modified batch jobs.

- **County Operations Documentation** – updated nightly cycle diagram and Control-M Job setup.

CGI shall prepare the technical readiness checklists and assist the County in conducting the technical readiness (e.g., hardware installed, software installed, servers configured, operations team identified and trained, etc.) for go-live. This assumes that the County shall prepare the implementation readiness (e.g., end users trained, department outreach activities completed, etc.) and conduct the functional readiness assessment.

2.6 Create: Stage 2, Retroactive Deduction and Benefit Processing Modification (Project Plan Task 3.2)

The Create Phase for Stage 2 encompasses activities related to the software construction and testing, user training and documentation updates. The tasks to be completed during this stage are organized into the following activities:

- Software Construction;
- System Control Table Setup;
- Software Testing;
- Training; and
- Transition Management.

2.6.1 Software Construction (Project Plan Task 3.2.1)

Software Construction is comprised of programming system modifications, unit testing, and system testing those modifications to determine that the software works as stated in the system specification documents.

CGI shall be primarily responsible for the design, development, unit and system testing of the Advantage HRM Application Software Modifications (Project Plan Task 3.2.1.1).

CGI shall create a Concept Paper and a Functional Design for each application modification (i.e., modification to eHR). The Functional Design is a high-level design specification that provides an overview of the business requirements and processes to be supported by the modification, processing logic for online, batch, and reporting software components, business scenarios to be included in the unit tests, and key assumptions. The County will be responsible for reviewing and approving the Functional Design. No Client Iteration Test will be performed for the Retroactive Deduction and Benefit Processing Modification. The delivered system-tested software will be directly tested in the four phases described below in Software Testing.

This assumes that the County will be responsible for the design, development and testing of system interfaces and reports, as needed.

2.6.2 System Control Table Setup (Project Plan Task 3.2.2)

This assumes that the County will be responsible for updates to existing or new system control table changes required for the Retro Deduction and Benefit Processing Modification.

2.6.3 Software Testing (Project Plan Task 3.2.3)

Software testing entails the planning and execution of scenarios to secure the County's acceptance of the Retroactive Deduction and Benefit Processing functionality within the eHR application. Software testing is comprised of four (4) types of tests:

- Integrated System Test (Project Plan Task 2.2.3.1),
- User Acceptance Test (Project Plan Task 2.2.3.2),
- Performance Test (Project Plan Task 2.2.3.3), and
- Regression Test (Project Plan Task 2.2.3.4).

2.6.3.1 Integrated System Test (Project Plan Task 2.2.3.1)

The Integrated System Test will be combined with the Stage 1 – eHR Upgrade.

2.6.3.2 User Acceptance Test (Project Plan Task 2.2.3.2)

The User Acceptance Test will be combined with the Stage 1 – eHR Upgrade.

2.6.3.3 Performance Test (Project Plan Task 2.2.3.3)

The Performance Test will be combined with the Stage 1 – eHR Upgrade.

2.6.3.4 Regression Test (Project Plan Task 2.2.3.4)

The Regression Test will be combined with the Stage 1 – eHR Upgrade.

2.6.4 Training (Project Plan Task 3.2.4)

The primary end users that will be trained on the Retroactive Deduction and Benefits Processing Modification are Countywide Payroll Division and DHR Employee Benefits. The Training activities will include the following:

- Develop and execute the training plan for end user training, operations training, and system administration training; and
- Develop and update training materials.

2.6.5 Transition Management (Project Plan Task 3.2.5)

CGI shall apply the updates and/or prepare an addendum to the baseline AMS Advantage HRM users guide and systems / operations guide to reflect the modification developed for the Retroactive Deductions and Benefit Processing in eHR. CGI will provide support to the County for updating the batch cycle documentation and Control-M setup, such as review and provide feedback on documentation and support the creation of automated scripts and batch job parameter files. The following documentation will be updated:

- **AMS Advantage HRM User Documentation** – updated version of the AMS Advantage HRM users guide to reflect modifications made during eCAPS Phase III and this eHR Upgrade Subproject. These updates shall be loaded to the online application such that field level and page level help reflect the modifications made for the eHR application.

- **AMS Advantage HRM Systems / Operations Documentation** – updated version of the AMS Advantage Systems Administration documentation. These updates shall include the batch cycle flowcharts and runsheets for County modified batch jobs.

- **County Operations Documentation** – updated nightly cycle diagram and Control-M Job setup.

2.7 Create: Stage 3, MSS Pilot Implementation (Project Plan Task 4.2)

The Create Phase for Stage 3 encompasses activities related to the setup and configuration of the MSS system tables, software construction and testing, user training and documentation updates. The tasks to be completed during this stage are organized into the following activities:

- Technical Environments;
- System Control Tables;
- Software Construction;
- Security and Workflow;
- Software Testing;
- Training; and
- Transition Management.

2.7.1 Technical Environments (Subproject Plan Task 4.2.1)

The MSS implementation will share the technical environments established for the eHR Upgrade – Stage 1.

2.7.2 System Control Tables (Project Plan Task 4.2.2)

This activity includes the configuration and setup of the system tables to support the employee information management requirements of the County. This assumes that the County will be primarily responsible for the defining the rules for the setup and setting up the system tables. CGI will provide support to the County in the configuration and testing of the system tables to support the County's business functions.

2.7.3 Software Construction (Project Plan Task 4.2.3)

Software construction entails the design, development, and unit test of the data conversion processes, system interfaces, and reports to support the County's business requirements as defined in the Implementation Analysis Document to be created during the MSS - Stage 3 Envision Phase.

CGI staff shall be primarily responsible for the design, development, and unit testing of:

- Data Conversion (Project Plan Task 4.2.3.1),
- System Interfaces (Project Plan Task 4.2.3.2), and
- Reports, Cognos Framework Manager Models, and Dashboard Reports (Project Plan Task 4.2.3.3).

CGI staff shall be primarily responsible for the design, development, and unit testing of:

- Dashboard Reports (Project Plan Task 4.2.3.3).

CGI is responsible for the software construction of 5 Data Conversion processes, 5 System Interface processes, 10 Cognos Reports, and 1 Cognos Framework Manager Model. Any changes to the planned number of data conversion, interfaces, or reports will be documented and approved by the County using the Change Notice process.

The MSS application is delivered with five (5) baseline Dashboard Reports that utilize the Business Objects Reporting Tool technology. This assumes that the County will be responsible for the design, development, and testing of the five MSS Dashboard Reports using the Cognos Reporting Tool technology.

2.7.4 Security and Workflow (Subproject Plan Task 4.2.4)

This assumes that the County shall be primarily responsible for the definition and configuration of the MSS security and workflow. CGI shall provide support to answer questions or issues as identified.

2.7.5 Software Testing (Project Plan Task 4.2.5)

Software testing entails the planning and execution of scenarios to secure the County's acceptance of the configured MSS application and associated software components. Software testing is comprised of three (3) types of tests:

- Integrated System Test (Project Plan Task 4.2.5.1),
- User Acceptance Test (Project Plan Task 4.2.5.2), and
- Performance Test (Project Plan Task 4.2.5.3).

2.7.5.1 <u>Integrated System Test (Project Plan Task 4.2.5.1)</u>

The Integrated System Test focuses on the "communication" among system components. As such, it is intended to verify that (a) data passed among the configured MSS application and related interface processes is accurate and formatted in accordance with approved source-to-target system specifications, and (b) that MSS processing results are accurately transmitted and reflected in the reports.

CGI shall be responsible for the planning and execution of the Integrated System Test. CGI shall compile the test scripts with input from the County and execute the Integrated System Test scripts. The County will review and approve the Integrated System Test results.

2.7.5.2 User Acceptance Testing (Project Plan Task 4.2.5.2)

The goal of User Acceptance Test (UAT) is to allow the County's UAT team, a selected group of County end-users, to confirm that the MSS application performs as expected to support the County's business processes. UAT also provides an opportunity for additional users to become familiar with the software prior to training and implementation. CGI shall provide User Acceptance Test Support as stated in the Project Plan (Appendix B-12) to answer questions and provide support to the County team assigned to conduct the testing. CGI shall also provide support by helping to research and track MSS application incidents reported by the County and developing any software fixes required to resolve these application incidents. For application defects identified during the MSS testing, please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level. CGI will update the conversions, interfaces and reports software components to address the defects identified during the User Acceptance Testing. This assumes that the County will update the Dashboard Reports to address the dashboard defects identified during the User Acceptance Testing.

2.7.5.3 System Optimization Test (Project Plan Task 4.2.5.3)

CGI is responsible for the planning and execution of the System Optimization Test. This test is intended to demonstrate the MSS application is configured optimally for transaction processing. The test plan and scripts shall define the transaction volumes, test scenarios, and online and batch conditions to be addressed by the test. CGI shall resolve system optimization issues by software fixes, working with County database administrators, and/or technical staff to perform the system and database tuning as necessary.

2.7.6 Training (Project Plan Task 4.2.5)

County and CGI will jointly develop the Manager Self Service training plan. In accordance with the training strategy developed during the Envision phase and the training volumes specified in Appendix K-12, the County and CGI shall prepare a detailed training plan for governing training materials development and execution and develop the training program specifications (e.g., curriculum, content, duration, class size, class audiences, prerequisites, location, and training aids) for system administration and end user training.

This assumes that the County will be responsible for development of training materials. CGI staff will provide support to the County for the duration stated in the Project Plan to develop training materials as identified in the Project Plan

(Appendix B-12). CGI shall also prepare system administration training materials and deliver system administration training.

2.7.7 Transition Management (Subproject Plan Task 4.2.7)

The County and CGI will be responsible for the Transition Management activities for the following tasks:

- User and Systems / Operations Documentation (Project Plan Tasks 4.2.7.1 and 4.2.7.2),
- County Operations Documentation (Project Plan Task 4.2.7.3),
- Policies and Procedures (Project Plan Tasks 4.2.7.4),
- Change Management and Communications (Project Plan Task 4.2.7.5), and
- Readiness Assessment (Project Plan Tasks 4.2.7.6 and 4.2.7.7)

CGI shall be primarily responsible for the development of AMS Advantage documentation updates and the checklist to assess the County's operational / technical readiness for the go-live.

CGI shall apply the updates and/or prepare an addendum to the baseline AMS Advantage users and system documentation to reflect the modifications / configurations completed during the Manager Self Service implementation. CGI shall provide the following documentation:

AMS Advantage User Documentation – updated version of the AMS Advantage application documentation. These updates shall be loaded to the online application such that field level and page level help may reflect the Subproject 12 Manager Self Service implementation;

AMS Advantage Systems / Operations Documentation – updated version of the AMS Advantage application documentation. These updates shall include considerations for the County to update its operations documentation (e.g., potential impacts to the County's run sheets, call back lists, job dependencies, etc.); and

County Operations Documentation – updated nightly cycle diagram and Control-M Job setup.

CGI shall prepare the technical readiness checklist and assist the County in conducting the technical readiness assessment (e.g., hardware installed, software installed, servers configured, operations team identified and trained, etc.) for go-live. This assumes that the County will prepare the implementation

readiness checklist (e.g., end users trained, department outreach activities completed, etc.) and conduct the functional readiness assessment.

2.8 Achieve: Stage 1, eHR Upgrade (Project Plan Task 2.3)

The tasks to be completed during the eCAPS Phase IV - eHR Upgrade Subproject are organized into the following sets of activities:

- Production Cutover (Project Plan Task 2.3.1); and
- Post Implementation Support (Project Plan Task 2.3.2).

CGI shall also provide Support for the duration stated in the Project Plan to answer questions and provide support to the County team assigned to participate in the cutover activities as identified in the Production Cutover Script.

2.8.1 Production Cutover (Project Plan Task 2.3.1)

CGI shall prepare a detailed Production Cutover Script. This script shall define the County and CGI roles/responsibilities and sequence/timing of the upgrade tasks (e.g., database upgrade conversion processes, conversion verification, software migration, online table updates, and batch processing) that are necessary to activate in the County's production environment.

CGI and County shall execute a cutover rehearsal (i.e., "dress rehearsal" of the final conversion). The cutover rehearsal is intended to practice the cutover steps and benchmark the cutover runtime. CGI and County shall conduct the data conversion process and then review the results.

2.8.2 Post-Implementation Support (Project Plan Task 2.3.2)

CGI shall provide Support for the duration stated in the Project Plan (Appendix B-12) for support services after the eHR Upgrade go-live. During this post-implementation support period, CGI shall provide services in the following areas:

- Production Operations Monitoring, and
- Production Incidents Resolution.

CGI shall work with County staff to monitor processing in the County's production environment. This task entails the review of system operations, assisting the County with issue resolution, and system and database tuning assistance.

CGI shall work with the County to resolve AMS Advantage application incidents reported by its end-user community and operations staff. Onsite CGI will coordinate incident resolution activities with the Advantage Support Center, as needed. For AMS Advantage application defects identified in Production that are related to the eHR upgrade, refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level.

2.9 Achieve: Stage 2, Retroactive Deduction and Benefit Processing Modification (Project Plan Task 3.3)

The tasks to be completed for the production implementation of the Retroactive Deduction and Benefit Processing Modification are organized into the following sets of activities:

- Deploy Software Modification to Production (Project Plan Task 3.3.1); and
- Production Cutover (Project Plan Task 3.3.3)

2.9.1 Deploy Software Modification to Production (Project Plan Task 3.3.1)

This assumes that the County is responsible for the software migration of the Retroactive Deduction and Benefit Processing Modification to the Production Environment.

2.9.2 Production Cutover (Project Plan Task 3.3.3)

The Production Cutover will be coordinated with the Stage 1 – eHR Upgrade.

2.10 Achieve: Stage 3, MSS Pilot Implementation (Project Plan Task 4.3)

The tasks to be completed for the production implementation of the MSS pilot are organized into the following sets of activities:

- Production Cutover (Project Plan Task 4.3.1); and
- Pilot Operations and Post-Implementation Support (Project Plan Task 4.3.2)

2.10.1 Production Cutover (Project Plan Task 4.3.1)

CGI shall prepare a detailed Production Cutover Script. This script shall define the County and CGI roles/responsibilities and sequence/timing of the implementation of the MSS pilot at select County departments.

CGI shall also provide support for the duration stated in the Project Plan to answer questions and provide support to the County team assigned to participate in the cutover activities as identified in the Production Cutover Script.

2.10.2 Production Operations and Post-Implementation Support (Project Plan Task 4.3.2)

CGI shall provide 1 Full Time Equivalent (FTE) for a period of six (6) months for the support services subsequent to the MSS pilot go-live. During this post-implementation support period, CGI shall provide services in the following areas:

- Production Operations Monitoring, and

- Production Incidents Resolution.

CGI shall work with County staff to monitor processing in the County's production environment. This task entails the review of system operations, assisting the County with issue resolution, and system and database tuning assistance.

CGI shall work with the County to resolve Advantage Application incidents reported by its end-user community and operations staff. Onsite CGI will coordinate incident resolution activities with the Advantage Support Center, as needed. For Advantage Application defects identified in Production that are related to MSS, refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level.

2.11 Achieve: Stage 3, MSS Department Rollout Support (Project Plan Task 4.4)

The tasks to be completed for the production rollout of MSS to the other departments will be organized into the following sets of activities:

- MSS Rollout Support (Project Plan Task 4.4); and
- MSS Software Modifications (Project Plan Task 4.4.25).

2.11.1 MSS Rollout Support (Project Plan Task 4.4)

This assumes the County will be responsible for the planning of the of the MSS rollout to the remaining County departments. CGI shall provide 1 Full Time Equivalent (FTE) for a period of twelve (12) months to support the MSS rollout. . CGI shall work with the County to identify the departments within each group and assist in preparing the departmental rollout plan. CGI will be responsible for supporting the County with the rollout of MSS to the County departments.

2.11.2 MSS Software Modifications (Project Plan Task 4.4.25)

The MSS implementation has a placeholder of 2,000 hours allocated for MSS software modifications that are identified during the project. CGI services to be provided for these modifications will be approved by the County via the Change Notice process.

2.12 Summary of CGI Deliverables

A summary list of the deliverables and interim work products to be produced by CGI is provided in Appendix A-12 (Deliverables Definition).

Section II – Project Management

This section describes the project management activities and deliverables to:

- Provide project direction and oversight for Subproject 12;
- Establish an approach to communicating the status of Subproject 12 activities and deliverables;
- Establish the staffing requirements and staffing projections for the upgrade of the eHR software to AMS Advantage HRM release 3.9 and implementation services;
- Establish the staffing requirements and staffing projections to implement the Retroactive Deduction and Benefit Processing Modification;
- Establish the staffing requirements and staffing projections to implement the pilot for the Manager Self Service at select County departments, develop MSS modifications, and MSS Rollout Support.

1. Project Management

CGI shall provide project management and oversight to the CGI staff on the Project Team in accordance with the tasks identified in this SOW section and Appendix M-12 (Subproject Assumptions). This task assumes that the County shall provide project management and oversight to the County staff on the Project team in accordance with the tasks identified in this SOW section and Appendix M-12 (Subproject Assumptions).

The purpose of these activities is to establish the protocols for managing the eCAPS Phase IV – eHR Upgrade Subproject 12, organize the project team, review project members' roles and responsibilities, and establish the project site. CGI shall have responsibility for its staff and complete project management-related tasks, with County review and approval, including:

- Establish protocols for project management and change control;
- Confirm key staff members and their roles and responsibilities;
- Establish project management standards and tools;
- Develop the key planning documents for the project;
- Develop a strategy to communicate the project approach;
- Plan & prepare kickoff meeting materials; and
- Conduct kickoff meetings.

1.1 Subproject 12 Project Management (Project Plan Task 1.3)

The on-going project management services to be provided by CGI shall encompass:

- Assigning and coordinating CGI team resources and deliverables;
- Coordinating with Third Party Software providers associated with the CGI solution;
- Tracking CGI team resources;
- Tracking CGI task and deliverable budgets;
- Reporting on the status of CGI deliverables and budgets, including the development of semimonthly status reports, a monthly status report and presentations to the eCAPS Advisory Committee;
- Identifying, tracking, and helping to resolve project issues;
- Providing review and guidance to the CGI team in addressing tasks/deliverables; and
- Coordinating project deliverables among all CGI resources.

1.2 Change Control Strategy (Project Plan Task 1.1.3)

With the County's review and approval, CGI shall update the Change Control Strategy. This strategy shall be included in the Project Control Document (PCD) as described in SOW Section I – Implementation Methodology. The purpose of the Change Control Strategy is to define the specific policies and procedures that will control the priorities and approvals of:

- Required modifications to the software;
- Changes due to legal or Federal, State and Board of Supervisor mandates;
- Departmental requests for changes; and
- Project Team request for changes.

The County desires to minimize any modifications to the AMS Advantage HRM application software which will have an adverse impact on the County's ability to maintain the application in a cost effective manner. As such, any request for changes must follow the established Change Control Process which explores alternatives for utilizing the software application in its delivered state, configuring the software in a way that does not impact the County's ability to upgrade or maintain the software and possible changes to departmental business procedures.

The Change Control Strategy shall include at a minimum:

- Procedures for determining the best alternative to address the proposed change;
- Determining the impact of the proposed change on eCAPS Phases II and III functionality;
- Approval process of the recommended approach and alternative;

- Priority setting of requests;
- CGI procedures for analysis of costs (including time expended for the analysis), workload, impact to County departments and timeframe needed to implement requested change;
- Flow chart of Change Control process, including decision tree; and
- Recommended solution to track and monitor changes.

1.3 Status Reports (Project Plan Task 1.3.5)

CGI shall submit semi-monthly status reports and a monthly status report to County management that includes:

- Project status against the project schedule;
- Status of deliverables, including monitoring reports defined by the project management team;
- Project Issues;
- Review of the Project Plans (as necessary); and
- Other significant issues that impact project stakeholders (e.g., departments).

It is expected that the County and CGI Project Managers and designated team leads will have at least semimonthly project meetings, and may meet more frequently as determined by the project management team, and bring staff, as necessary, to present and discuss project progress, issues, and risks.

The CGI monthly status report to County management will be used for briefing the eCAPS Advisory Committee. The CGI Project Manager will attend eCAPS Advisory Committee meetings and provide a briefing on project matters to the County. CGI shall assist County staff in the presentation of other briefings that may be requested by the County in order to inform the Board of Supervisors, departments or other committees on project status and issues for their consideration.

1.4 Project Organizational Chart (Project Plan Task 1.1.1)

The purpose of this activity is to establish the protocols for managing the eCAPS Phase IV – eHR Upgrade Subproject 12, organizing the project team, and reviewing key project members' roles and responsibilities. Project organization responsibilities will be divided between the County and CGI with each having prime responsibility for their respective staffs.

2. Planning

Developing clear plans that allocate resources, define deliverables, and provide a comprehensive view of all components of Subproject 12 will be critical for the successful implementation of eCAPS Phase IV – eHR Upgrade Subproject 12. The project

necessitates a well-defined roadmap of the project activities and the impact they will have on the County departments. CGI shall develop the detailed plan as part of the PCD (Project Plan Task 1.1) within the first month of the project and update the plan as necessary during the project detailing tasks and activities for both CGI and County. Final allocation of resources will be determined by the respective party responsible for the successful completion of the tasks and activities.

3. Project Site

At County designated project site(s), CGI shall be responsible for:

- Assisting County staff in confirming that their set-up of the technical environments is consistent with the Technical Specifications Document (Project Plan Task 2.2.1.1);
- Installing AMS Advantage 3.9 HRM and third party software and assisting County staff in its confirmation that these components are properly installed in the project environments (Project Plan Task 2.2.1);
- Making the project management tools/templates adopted by CGI and the County available on the project team SharePoint site (Project Plan Task 1.1.2); and
- Providing and installing training software/equipment necessary for training County Project Team members (Project Plan Task 2.1.2).

4. Communications

The eCAPS Phase IV – eHR Upgrade Subproject 12 is a countywide initiative that requires the complete support and understanding of all County departments. A key component to soliciting this type of support is the development of a communication approach for facilitating open and timely communication. This helps County department management and end users to:

- Be aware of the project approach, schedule, and status;
- Have access to up-to-date training and procedural materials;
- Provide feedback and input to the Project Team; and
- Be aware of the potential impact on their respective departments.

4.1 Communication Strategy

CGI shall assist the County to update the eCAPS strategy document for communicating the activities of the project team both among members and to outside parties (management, departments, committees, vendors, etc.). The strategy for eHR software upgrade shall complement the eCAPS strategy developed for Phases I, II and III activities and utilize the eCAPS Project website as the main tool for communication of project information to County departments. This strategy shall be included in the PCD

as described in Section I – Implementation Methodology (Project Plan Task 1.1.3). The purpose of the Communication Strategy is to establish protocols for project team communication among all project stakeholders, including the liaisons identified by the County to facilitate communication to the County departments.

CGI will support the County in the Communication activities.

4.2 Kick-off Meetings / Periodic Briefings

CGI shall plan and conduct a kick-off meeting for project team members and assist the County in conducting informational meetings for departments (Project Plan Task 1.2). The informational meetings will primarily consist of an eCAPS Phase IV – eHR Upgrade Subproject 12 overview presentation. The County may re-use the CGI kick-off meeting materials for these informational meetings.

4.3 Website

This task assumes that the County will establish and maintain, with CGI input and assistance, a website as part of the Communication Plan. This website will be used to:

- Maintain project materials of Subproject 12;
- Communicate the status of Subproject 12;
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.); and
- Distribute Subproject 12 materials.

5. Staffing - Key and Support Personnel & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase IV – eHR Upgrade Subproject 12 (Project Plan Task 1.1.1). These roles and responsibilities may be modified at any time during Subproject 12 through mutual agreement between the County and CGI.

Key personnel will be, unless identified as otherwise, dedicated to the Subproject 12 during the specific times indicated by the Project Plan. These staff members will be assigned to the Subproject 12 in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

The CGI team members shall be proficient with the AMS Advantage product. CGI shall provide the County with a suggested list of qualifications to assist the County in identifying qualified, skilled resources for the County's project team.

CGI shall provide the following Key Staff to the Subproject 12:

	Title	Name
1.	Project Director / Engagement Manager	Tim Popoli
2.	Project Manager	Pankaj Joshi

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the Subproject 12 are provided in Appendix M-12 (Subproject Assumptions).

In addition to the Key Staff identified, CGI may provide a Deputy Project Manager(s) for the Subproject 12, as needed.

5.1 Project Management

5.1.1 CGI Project Manager

The CGI Project Manager shall:

- Supervise the overall performance of the eCAPS Phase IV – eHR Upgrade Subproject 12 in conjunction with the County Project Manager;
- Serve as principal liaison with the County and the County's Project Manager;
- Participate in program strategic planning, coordination and release management;
- Compile and assist in the resolution of project issues;
- Acquire CGI resources;
- Manage scope;
- Coordinate CGI resources, activities and project teams;
- Coordinate submission of all Work Product and Milestone Deliverables required for acceptance and approval by the County; and
- Develop and provide semimonthly and monthly progress reports to County Management and participate in status meetings and project Advisory Committee briefings (Project Plan Task 1.3.4).

5.2 Functional Teams

5.2.1 CGI Functional Team Leads

The responsibilities of the CGI Functional Team Leads shall be to:

- Conduct the Design Sessions;
- Provide product expertise on specific issues;

- Provide semimonthly status reports to project management on team's activities;
- Develop/provide functional deliverables templates and standards, where applicable;
- Oversee the quality of functional deliverables;
- Participate in the production of functional project deliverables on reporting, security, etc.;
- Assist individual designers/developers with resolving functional issues;
- Review all functional designs for quality and consistency;
- Assist with the formulation and execution of the integrated system test plan and;
- Support teams in identifying and resolving incidents identified during testing.

5.2.2 CGI Functional Team Members

The functional CGI team members shall perform the following tasks under the direction of the CGI Project Manager and Functional Team Leads:

- Prepare for and execute Design Sessions;
- Design/refine "To-Be" business processes;
- Assist with table-driven application set-ups;
- Identify and resolve functional issues;
- Create functional designs and system test software modifications and reports;
- Provide assistance to the County in the functional design and acceptance testing of conversion programs and interfaces;
- Develop integrated system test approach and assist in developing test scripts; and
- Execute system test scripts.

5.3 Technical Resources

5.3.1 CGI Technical Team Lead

The responsibilities of the CGI Technical Team Lead shall be to:

- Track software construction work and progress to-date;
- Coordinate CGI technical resources;

- Forecast and manage work requirements for software development and testing;
- Forecast resource requirements for software development and testing;
- Provide expertise in the creation and support of project development environments;
- Provide guidance to the technical project team in the design and development of the technical architecture and production environment;
- Participate in release planning and management;
- Track and facilitate resolution of software construction and technical issues;
- Lead management review and approval process for software construction deliverables; and
- Coordinate software incident resolution activities with CGI Customer Support.

5.3.2 CGI Technical Team Members

The CGI Technical Team shall perform the following tasks under the direction of the CGI Project Manager and Technical Lead:

- Technical architecture support;
- System administration support; and
- Performance test scripting.

A more detailed listing of these activities is provided below:

- Analyze the software updates required for the eHR system interfaces, reports and data warehouse for the eHR upgrades;
- Design, develop, and test software configurations, and new system processes (e.g., database upgrade conversion programs, software modifications, etc.);
- Apply patches and fixes to AMS Advantage software;
- Manage and configure the AMS Advantage software during the Subproject 12 in accordance with the eCAPS Phase IV – eHR Upgrade Subproject 12 Project Plan;
- Monitor system logs during software development and assist in trouble-shooting;
- Work closely with the end-user security authorization administrator(s) during development and implementation of end-user security profiles;
- Identify software rollout requirements; and

- Build and execute software installation scripts.

5.4 Change Management

5.4.1 CGI Change Management Team Members

The responsibilities of the CGI staff assigned to change management activities shall be to:

- Assist the County change management lead in coordinating communication with the Project Plan; and
- Assist the County change management lead in facilitating departmental readiness for the new eHR functionalities in accordance with the eCAPS Phase IV – eHR Upgrade Subproject 12 Project Plan.

Section III – Software Application

1. Software Description

CGI will provide the AMS Advantage HRM release 3.9 modules and additional Third Party Software to the County as identified in the Exhibit H (License Provisions).

It is the County's intent to upgrade the following AMS Advantage HRM software modules, implement the Retroactive Deduction and Benefit Processing Modification, implement a pilot for MSS under this SOW in three (3) separate, integrated stages of implementation on the expected go-live dates indicated for each Stage:

Stage	Module	Planned Go-Live Date
1	AMS Advantage HRM (release 3.9)	June 2013
2	Retroactive Deduction and Benefit Processing Modification (release 3.9)	June 2013
3	AMS Advantage HRM – Manager Self Service – Pilot (release 3.9)	June 2013

The actual go-live dates will be dictated by the Project Plan mutually agreed upon between CGI and the County.

2. AMS Advantage Software Implemented

The following AMS Advantage HRM release 3.9 software shall be supplied and installed by CGI:

- AMS Advantage HRM;
- AMS infoAdvantage HRM - Data Warehouse and ETL.

The software installation shall be accompanied by the installation or delivery of all available documentation for the installed modules. During this Subproject 12, CGI will be constructing the software customizations to AMS Advantage 3.9 HRM for the County as identified in Appendix J-12 (Configurations and Customizations).

Based on feedback and input from the County, CGI shall perform tasks to install the Software and review the County's set-up of the project technical environments, including but not limited to the following:

- Install and test the AMS Advantage HRM applications and associated third party tools in the project technical environments (Project Plan Task 2.2.1);
- Confirm and update transaction volumes, as required; and
- Confirm and update Technical Specifications Document, as required.

Environments to be installed for the Subproject 12 are identified in Section I – Implementation Methodology.

CGI shall complete the installation and testing activities to allow the installed AMS Advantage HRM release 3.9 application to be accessed and executed by County and CGI for the purposes of:

- Completing configurations, software development, and software testing;
- Completing the end user training (Project Plan Tasks 2.2.4.5, 3.2.4.2, and 4.2.6.2); and
- Completing production cutover activities (Project Plan Tasks 2.3.1, 3.3.3, and 4.3.1).

The installation and testing process for each environment shall include the CGI delivery of a written certification (verification memorandum) that the AMS Advantage HRM application can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the testing environment is complete after a test script has been conducted using the environment).

3. Third Party Products - To Be Provided by CGI

The Third Party Software products to be provided are listed in Amendment Number Five (Exhibit H - License Provisions) and are provided applicable terms and conditions.

CGI shall complete the installation and installation testing activities to allow the installed Third Party Software to be accessed and executed by County and CGI staff for the purposes of:

- Completing configurations, software development, and software testing;
- Completing the end user training (Project Plan Tasks 2.2.4.5, 3.2.4.2, and 4.2.6.2); and
- Completing production cutover activities (Project Plan Tasks 2.3.1, 3.3.3, and 4.3.1).

The installation and installation testing process for each environment shall include the CGI delivery of a written certification (verification memorandum) that the third party software can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the testing environment is complete after a test script has been conducted using the environment).

4. End User Training Tool

This task assumes that the County shall reuse the eHR training materials to support the end user training, subject matter expert orientations, product training, and technical training volumes identified in Appendix K-12 (Training Volumes). The Project Plan

assumes utilization of the eHR training materials, the training materials developed during eCAPS Phases I, II and III, and standard training methodologies as the basis for conducting training of the eHR modules upgraded during this Subproject. Standard training materials and methodologies include: on-line independent study guides, on-line training courses, printed learning aids, alternative training mechanisms through coaching sessions, training tools, printed post-assessment tests, and Job Aids.

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Section IV – Business Requirements

1. Business Requirements

The County's business requirements for the Retroactive Deduction and Benefit Processing Modification and Manager Self Service implementations, included in Appendix C-12 (Business Requirements), will be reviewed during the Stage 2 and Stage 3 Envision phases and their dispositions will be documented in the Requirement Traceability Matrix (RTM) and categorized as follows:

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Mod = Software modification using built-in Advantage Design Studio toolset (Versata)
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

CGI will identify how the AMS Advantage HRM application can accommodate these business requirements and their response is included in the following Appendices:

- Appendix C-12 - Business Requirements – CGI's response to all of the County's stated business requirements; and
- Appendix J-12 - Configurations and Customizations – Business requirements CGI has identified as requiring configuration or customization

Appendix J-12 (Configurations and Customizations) also includes the description of the software modifications included that will be provided as County specific customizations.

Appendix F-12 (Reports) identifies the reports that were developed and implemented in production for the eHR Payroll, Core HR, and Time Collection implementations. These reports will be reviewed by CGI for potential impacts as a result of the software upgrade to AMS Advantage HRM 3.9 under this Subproject 12. Appendix L-12 (Legacy Reports) identifies the legacy reports that will be addressed as part of Subproject 12. Data Warehouse and reporting responsibilities are identified in SOW Section V.

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Section V – Data Warehouse and Reporting

Leveraging the Reporting Strategy developed during the eCAPS Phases I, II and III, CGI and the County will continue to build on the approach and established standards to update the eHR Data Warehouse and Reporting solution to support the County's reporting requirements identified in Appendix F-12 (Reports). This section describes the components of the solution and the approaches for delivering each component. The Implementation Methodology in Section II above describes the methodology and activities required to support these approaches.

The County's participation in the planning, design, development, testing, and implementation of the updates to the eHR Data Warehouse and Reporting solution is further clarified in Appendix M-12 (Subproject Assumptions).

1. Components of eHR Data Warehouse and Reporting Solution

There are many components to the eHR Data Warehouse and Reporting solution implemented at the County of Los Angeles during eCAPS Phases II and III. For the eCAPS Phase IV – eHR Upgrade Subproject 12, each of these areas that need to be updated to support the eHR application will be analyzed and updated.

Subproject 12 will include the review and updates of the following AMS infoAdvantage Data Warehouse components:

- AMS infoAdvantage HRM Custom Data Warehouse Reporting Tables; and
- AMS infoAdvantage HRM Custom Extract, Transform and Load (ETL) Software to load the Data Warehouse.

Subproject 12 will also include the updates to the following eHR Reporting solution components:

- Cognos Business Intelligence (BI) Software;
- Cognos Framework Manager Model and Packages;
- Reports; and
- Cognos Cubes and Cube Queries.

The integration of the AMS Advantage HRM application with the Cognos reporting tool will continue to be leveraged in Subproject 12. The end-users will be able to navigate to the Cognos reporting tool directly from a link in the eHR application. The access capabilities of the user within Cognos will be based on the roles that have been set up in the eHR application security tables. The Cognos User and Security Role replication process developed in eCAPS Phase I and updated for the eCAPS Phases II and III will be utilized per the County's reporting requirements for eCAPS and eHR.

2. Approach

During the Envision phase, CGI and the County will finalize the detailed reporting plan which will include staffing requirements and resources, and interdependencies and timelines for the completion of the updates to various reporting components.

Multiple sets of standards will be used throughout the subproject, including:

- CGI will provide AMS infoAdvantage Data Warehouse standards which will include the format and processes for the software components and the usage of the third-party tools for the AMS infoAdvantage Data Warehouse; and
- County will provide Report Standards as guidelines for report delivery, report "look and feel," and County-adopted best practices in report and framework manager model development.

CGI will perform an analysis of the reports identified in Appendix F-12 (Reports) to identify the reports that will require updates for the eHR upgrade to AMS Advantage HRM release 3.9. This will establish the framework for the County to design and develop the updates as needed to the eHR Data Warehouse and Reporting Solution.

For Retro Deduction and Benefit Process Modification – Stage 2, if report requirements are identified, the County will be responsible for updating existing reports or creating new reports.

For MSS – Stage 3 the reporting requirements will be documented in the MSS Implementation Analysis Document. CGI will be responsible for design and development the MSS reports and Cognos Framework Manager Model. The County will be responsible for design and development of the MSS Dashboard reports.

2.1 AMS infoAdvantage Custom Data Warehouse Tables

CGI will perform the custom data warehouse table analysis against the delivered AMS infoAdvantage release 3.9 upgrade scripts and identify any required changes to custom reporting tables, ETL, or database tuning. This assumes that the County will design and develop changes to the baseline AMS infoAdvantage Database to support the County's software customizations and unique County requirements. This updated Database will become the basis for delivering the remainder of the reporting components.

2.2 AMS infoAdvantage Custom ETL Software

CGI will perform the custom ETL Software analysis against the delivered AMS infoAdvantage release 3.9 upgrade scripts and identify any required changes to custom ETL. This assumes that the County will design and develop changes to the baseline AMS infoAdvantage ETL to support the County's software customizations.

Section VI – Technical

1. eCAPS Technical Architecture

Appendix I-6 (Subproject Architecture and Schematic) provides the last incremental update to the processing capacity requirements for eHR implemented in eCAPS Phases II and III, and depicts the technical architecture as recommended by CGI to achieve those processing capacity requirements. This architecture was developed based on a set of assumptions and technical requirements.

CGI shall support the County to update the Technical Specifications Document to describe the recommended technical architecture for the eHR Upgrade.

Prior to the County's acceptance test process, CGI shall conduct the installation tests to confirm connectivity and functionality within each project environment as described in SOW Section III – Software Application.

1.1 Performance

When CGI has completed installation and configuration of the AMS Advantage 3.9 HRM software, CGI shall verify the technical architecture as ready and capable of supporting upgraded software for eHR.

1.2 Environments

Part of the set-up of the architecture will be the configuration of five separate environments. At this time, the environments have been designated as:

- eHR Upgrade: Development / Unit Test;
- eHR Upgrade: Integrated System Test;
- eHR Upgrade: User Acceptance Test;
- eHR Upgrade: Training; and
- eHR Upgrade: Performance Test / Regression Test / Mock Conversion.

Where applicable (as stated in the Technical Specifications Document), each environment may be a clone of the production environment with the exception of the data stored in the application databases which shall be limited to support the purpose of the environment. Each must be fully functional and able to stand alone without any reliance or sharing components of another environment.

CGI shall support the County to include the design and specifications for each of these environments in the Technical Specifications Document.

1.3 Communication Protocols

CGI shall document the communication software/protocols that eCAPS Phase IV – eHR Upgrade Subproject 12 will use in the Technical Environment Tracking Document. CGI shall also document the ports that will be required to support the protocols used by the system. This document shall be presented to the County for their staff's use in implementing the necessary hardware and configuration necessary to support the communication requirements of the system.

2. End-user Workstation Specifications

Below are the end-user workstation specifications for release 3.9.

- Microsoft Windows XP Professional SP2, Windows Vista, or Windows 7
- Minimum requirements will depend upon Windows OS. The following are the minimum for XP but any minimum requirements listed by Microsoft for Vista or Windows 7 higher than the ones listed below should be followed instead:
  - 1.0 GHz Processor (x86, x64 or mobile processor) Minimum
  - 2 GB RAM Recommended, 1 GB Minimum
  - 1024 x 768 Minimum Display Resolution
  - 10 Mbps Ethernet Connection
  - 32MB Graphics Card

Web Browser:

- Microsoft Internet Explorer 8 for Windows*
- Mozilla Firefox 3.5 or 3.6 for Windows*

*Pop-up blocker must be disabled to allow Page Help to function properly
** CGI has delivered an AMS Advantage blocker patch for Microsoft Internet Explorer 9 (IE9) while CGI certifies IE9. After AMS Advantage is certified on IE9 a compatibility patch will be made available.

3. Conversion Approach

Data Conversion for eCAPS Phase IV – eHR Upgrade Subproject 12 will leverage the AMS Advantage HRM database upgrade scripts provided by CGI to convert the data in eHR application databases to the AMS Advantage 3.9 HRM format.

The AMS Advantage HRM software upgrade includes baseline database conversion scripts to convert the application databases for each of the minor and service pack software upgrades offered by CGI. The County of Los Angeles has implemented AMS Advantage 3.8 HRM for the eHR application. CGI has released versions 3.8.0.1, 3.8.0.2 and 3.9 since the implementation of the eHR Payroll system in April 2010 at the

County. CGI will execute the database conversion scripts for each of the applicable minor and service pack releases for the eHR Upgrade project at the County, and verify the data conversion results.

Data conversion processes are not expected for the Retroactive Deduction and Benefit Processing software modification. If automated data conversions are identified during the Envision Phase, this assumes that the County will be responsible for the design, development, and testing of the data conversion. If manual data conversion is identified during the Envision phase, this assumes the County will be responsible for conducting the manual data conversion.

Five data conversion processes have been planned for the MSS implementation to be defined during the Envision Phase. If the number of planned data conversions is increased or decreased, a change will be approved via the Change Notice process. CGI is responsible for designing, developing, and testing the five data conversion processes for the MSS Pilot Implementation.

The County's participation in the planning, execution and verification of the data conversion processes are described in Appendix M-12 (Subproject Assumptions).

4. Interface Approach

The existing system interfaces for eHR listed in Appendix D-12 (Interfaces) will be analyzed for potential updates, updated and tested to support the County's business processes.

CGI technical staff will be primarily responsible for identifying the eHR system interfaces that need to be updated.

The development and testing effort for the interfaces will require coordination between the CGI staff and the County teams. Production inbound interface files will be used for testing in the test environments. Outbound test files will be generated in test environments and then compared to the format of the Production outbound files. The County participation in the design, development, and testing of system interfaces is provided in Appendix M-12 (Subproject Assumptions).

System Interface processes are not expected to be updated for the Retroactive Deduction and Benefit Processing software modification. If new System Interfaces or updates to eHR interfaces are identified during the Envision Phase this assumes that the County will be responsible for the design, development, and testing of the interfaces.

Five system interfaces have been planned for the MSS implementation to be defined during the Envision Phase. If the number of planned system interfaces is increased or decreased, a change will be approved via the Change Notice process. CGI is responsible for designing, developing, and testing the five system interfaces for the MSS Pilot Implementation.

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Section VII – Change Management

1. Change Readiness Assessment

Project team and department readiness is a critical factor to the timely completion of Subproject 12. The following project tasks are incorporated in the detailed implementation plan:

- Operational and Implementation Readiness Assessments (Project Plan Task 2.2.5.6, 4.2.7.6 and 4.2.7.7).

2. Business Process Modeling Strategy

The central countywide policies and procedures (Project Plan Task 2.2.5.4 and 4.2.7.4) will be developed and distributed early so other departments have time to adapt and incorporate them into departmental policies and procedures.

3. Training Volumes (Appendix K-12)

During the Create phase, a detailed training plan will be developed and maintained (Project Plan Task 2.2.4.1 and 4.2.6.1) which identifies the scope of the training plan including:

- Training curriculum for upgraded eHR modules;
- Training schedules to accommodate both “just-in-time” and on-going training sessions for each phase of software implementation;
- Identifying resources necessary to conduct the training; and
- Materials necessary to develop the training.

The following expands on each of the components to be included in the Training Plan.

3.1 Training Timeframe

The training strategy shall be to schedule the user training to occur as close to the implementation of the eHR Upgrade and MSS Pilot Implementation as possible.

3.2 End User Training (Project Plan Task 2.2.4.5, 3.2.4.2, and 4.2.6.2)

The Training Plan shall outline the detailed logistics, methodologies, and materials necessary to prepare end users to operate in the new environment.

A blended training approach will be utilized where end-users may attend Instructor Led Training (ILT) and Webinars, as appropriate.

This task assumes that the County shall update the training materials and deliver the end-user training via ILT and Webinars, and maintain the end-user training materials for future updates and use.

The baseline AMS Advantage training materials and the training materials developed during eCAPS Phases I, II, and III will be used to update the training materials for the eHR Upgrade.

Depending upon the training plan, end-user training may include:

- Instructor lead training – Training done in a training facility given and support by onsite trainers;
- Live Webinars – Training delivered through web technology given and supported by live trainers; and
- Recorded Webinars – Pre-recorded training delivered through web technology done at the trainee's computer.

CGI will provide support to the County staff in the development and delivery of the training as defined in Appendix B-12 (Project Plan).

3.3 Training Plan

The Training Plan shall outline the detailed tasks for training materials development and execution and will include:

Planning

- Training guiding principles;
- Key Impact Areas;
- Timeline for training development and delivery; and
- Training materials update estimates.

Course Development and Delivery

- Approach for training delivery and evaluation;
- User support approach;
- Participant registration approach;
- Strategy for incorporating procedures into training;
- High-level requirements for the training database (e.g. concurrent users, development, refresh strategy, etc.);
- High-level requirements for customization of the delivered End User Training (EUT) materials;
- High-level requirements for development of custom training materials;
- Documentation standards approach for EUT;

- Testing approach for EUT; and
- Approach for ongoing training maintenance and delivery.

3.4 Training Facilities

The County-provided training facilities will be used for end-user training courses.

4. Training Environment

Training environment will be used to support the end-user training.

5. Knowledge Transfer

CGI shall provide “knowledge transfer” to County by working side-by-side with County from the beginning of the project.

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Section VIII - Maintenance and Support (including Managed Advantage Lite options)

The terms and conditions applicable to the Platinum Support (through the end of September 2012) and Managed Advantage Lite support (after September 2012) are described in Exhibit E (Maintenance Provisions).

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Appendix A-12 – Deliverables Definition

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Appendix A-12 – Deliverables Definition

1. Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	Subproject 12 Project Control Document	• Subproject 12 Charter and Roadmap describing Subproject 12 objectives, scope, assumptions, and overall timelines for Subproject 12 phases and deliverables.	1.1.1	1.1.7
		• Subproject 12 Organization describing roles and responsibilities of Subproject 12 teams, including entities for project management and oversight.	1.1.1	
		• Project Governance that describes the process, tools and standards for: o Communication o Status reporting o Scope management o Risk and issue management o Project documentation standards	1.1.2 1.1.3	
2.	HRM 3.9 Upgrade Project Kick-off Meeting	• HRM 3.9 Upgrade Project Team Kick-off presentation materials to update the project team on the overall structure of the project.	1.2.1	1.2.6
		• One (1) kick-off presentation to HRM 3.9 Upgrade - Phase IV Subproject 12 team	1.2.5	
3.	MSS Project Kick-off Meeting	• MSS Project Team Kick-off presentation materials to update the project team on the overall structure of the project.	1.2.7	1.2.12
		• One (1) kick-off presentation to MSS - Phase IV Subproject 12 team	1.2.11	

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
•	Subproject 12 Monthly Status Reports	• Monthly Status Report that is comprised of a compilation of semimonthly status reports for the month with an executive summary describing: o Subproject 12 deliverables completed o Subproject 12 risks and issues o Key accomplishments o Goals for Next Period o Updated project plan • A minimum of Semimonthly Status Reports that include: o Tasks, work products, and deliverables completed o Tasks, work products, and deliverables in progress o Tasks, work products, and deliverables scheduled but not completed o Issue log	1.3.5	1.3.6

2. eHR 3.9 Software Upgrade

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
4.	HRM 3.9 Upgrade Product Training for Project Team	• Prepare Materials / Schedule Product Training for Core Team • AMS Advantage 3.9 HRM Release Notes Overview (Functional) • AMS Advantage 3.9 HRM Release Notes Overview (Technical)	2.1.2.1 2.1.2.2 2.1.2.3	2.1.2.4
5.	HRM 3.9 Upgrade Identify Required Updates to eHR Interfaces	• (Inbound) Identify Updates to Personnel Administration Interfaces • (Inbound) Identify Updates to Position Control Interfaces • (Inbound) Identify Updates to Leave Interfaces • (Inbound) Identify Updates to Time and Attendance Interfaces • (Inbound) Identify Updates to Payroll Interfaces • (Inbound) Identify Updates to FLSA Interfaces • (Inbound) Identify Updates to PAM Interfaces • (Inbound) Identify Updates to Benefits Administration Interfaces • (Outbound) Identify Updates to Personnel Administration Interfaces • (Outbound) Identify Updates to Position Control Interfaces • (Outbound) Identify Updates to Leave Interfaces • (Outbound) Identify Updates to Time and Attendance Interfaces • (Outbound) Identify Updates to Payroll Interfaces • (Outbound) Identify Updates to FLSA Interfaces • (Outbound) Identify Updates to PAM Interfaces • (Outbound) Identify Updates to Benefits Administration Interfaces	2.1.3.2.1 2.1.3.2.2 2.1.3.2.3 2.1.3.2.4 2.1.3.2.5 2.1.3.2.6 2.1.3.2.7 2.1.3.2.8 2.1.3.2.9 2.1.3.2.10 2.1.3.2.11 2.1.3.2.12 2.1.3.2.13 2.1.3.2.14 2.1.3.2.15 2.1.3.2.16	2.1.3.2.17

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
6.	HRM 3.9 Upgrade Identify Required Updates to eHR Custom Data Warehouse Tables, ETL, and Reporting Tables	• Identify Updates to Custom Data Warehouse Tables • Identify Updates to Custom ETL • Identify Updates to Custom Reporting Tables	2.1.3.3.1 2.1.3.3.2 2.1.3.3.3	2.1.3.3.4
7.	HRM 3.9 Upgrade Identify Required Updates to eHR Reports and Cognos Framework Models	• Identify Updates to Personnel Administration Reports • Identify Updates to Position Control Reports • Identify Updates to Leave Reports • Identify Updates to Time and Attendance Reports • Identify Updates to Payroll Reports • Identify Updates to FLSA Reports • Identify Updates to PAM Reports • Identify Updates to Benefits Administration Reports	2.1.3.4.1 2.1.3.4.2 2.1.3.4.3 2.1.3.4.4 2.1.3.4.5 2.1.3.4.6 2.1.3.4.7 2.1.3.4.8	2.1.3.4.9
8.	HRM 3.9 Upgrade Identify Required Updates to eHR Cubes & Cube Queries	• Identify updates to eHR Cubes & Cube Queries	2.1.3.5.1	2.1.3.5.2
9.	HRM 3.9 Upgrade Identify Required Updates to eHR Adobe Forms	• Identify updates to eHR Adobe Forms	2.1.3.6.1	2.1.3.6.2
10.	HRM 3.9 Upgrade Updates to eHR Technical Specification Document Support	• Update Technical Specification with latest eHR Application Technical Architecture • Update Technical Specification with latest Hardware and Software Specifications	2.1.3.7.1 2.1.3.7.2	2.1.3.7.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
11.	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - Unit Test Environment	• Installation of AMS Advantage HRM 3.9 and applicable 3rd party software in the Unit Test Environment • Delivery of software licenses and demonstrate that installed baseline AMS Advantage HRM 3.9 software modules can be accessed in the Unit Test Environment	2.2.1.1.1.3	2.2.1.1.1.5
12.	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - IST Environment	• Installation of AMS Advantage HRM 3.9 and applicable 3rd party software in the Integrated System Test Environment • Delivery of software licenses and demonstrate that installed baseline AMS Advantage HRM 3.9 software modules can be accessed in the Integrated System Test Environment	2.2.1.1.2.3	2.2.1.1.2.5
13.	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - UAT Environment	• Installation of AMS Advantage HRM 3.9 and applicable 3rd party software in the User Acceptance Test Environment. • Delivery of software licenses and demonstrate that installed baseline AMS Advantage HRM 3.9 software modules can be accessed in the User Acceptance Test Environment	2.2.1.1.3.3	2.2.1.1.3.5
14.	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - Training Environment	• Installation of AMS Advantage 3.9 HRM and applicable 3rd party software in the Training Environment. • Delivery of software licenses and demonstrate that installed baseline AMS Advantage 3.9 HRM software modules can be accessed in the Training Environment	2.2.1.1.4.3	2.2.1.1.4.5
15.	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - Performance Test Environment	• Installation of AMS Advantage 3.9 HRM and applicable 3rd party software in the Performance/Regression Test Environment. • Delivery of software licenses and demonstrate that installed baseline AMS Advantage 3.9 HRM software modules can be accessed in the Performance/Regression Test Environment	2.2.1.1.5.3	2.2.1.1.5.5
16.	HRM 3.9 Upgrade Interface Software Updates Support	• Support Interface Software Updates to include: o Clarification on the required updates to Interface Software o Technical support on the usage of the standard CGI toolsets	2.2.2.2	2.2.2.3

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
17.	HRM 3.9 Upgrade Reports and Forms Updates Support	• Support Reports and Adobe Forms Software Updates to include: o Clarification on the required updates to Report and Forms Software o Technical support on the usage of the standard CGI toolsets	2.2.2.10	2.2.2.11
18.	HRM 3.9 Upgrade Update and Test eHR Database Upgrade Scripts	• Update HRM 3.9 Database Upgrade Scripts for eHR & Data Warehouse • Test & Confirm HRM 3.9 Database Upgrade Scripts for eHR & Data Warehouse	2.2.2.12.1 2.2.2.12.3	2.2.2.12.4
19.	HRM 3.9 Upgrade Update and Test eHR DW Database Upgrade Scripts	• Update HRM 3.9 DW Database Upgrade Scripts for eHR • Test & Confirm HRM 3.9 DW Database Upgrade Scripts for eHR	2.2.2.12.5 2.2.2.12.6	2.2.2.12.8
20.	HRM 3.9 Upgrade Integrated System Test Plan & Scripts	• Develop Integrated System Test Plan and Scripts – eHR	2.2.3.1.1	2.2.3.1.5
21.	HRM 3.9 Upgrade Integrated System Test Results	• Execute Integrated System Test Scripts and Document Test Results	2.2.3.1.7	2.2.3.1.11
22.	HRM 3.9 Upgrade User Acceptance Test Support	• Support User Acceptance Test as stated in the Project Plan to include: o Review and respond to reported User Acceptance Test Issues for eHR application and database conversions o Resolve reported User Acceptance Test Issues for eHR application and database conversions	2.2.3.2.4	2.2.3.2.8
23.	HRM 3.9 Upgrade Performance Test Plan & Scripts	• Develop eHR Upgrade Performance Test Plan and Scripts	2.2.3.3.1	2.2.3.3.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
24.	HRM 3.9 Upgrade Performance Test Tuning & Results	• Execute eHR Upgrade Performance Test Scripts • eHR Upgrade Performance Tuning • eHR Upgrade Performance Test Results	2.2.3.3.7	2.2.3.3.11
25.	HRM 3.9 Upgrade Regression Test Support	• Support Regression Test as stated in the Project Plan to include: o Review and respond to reported Regression Test Issues for eHR application and database conversions o Resolve reported Regression Test Issues for eHR application and database conversions	2.2.3.4.4	2.2.3.4.7
26.	HRM 3.9 Upgrade Training Plan Development and Updates to Training Materials Support	• Training Plan Development and Training Materials Support to include: o Review and provide feedback on Training Plan o Provide functional input on training material development o Review and provide feedback on Training Materials	2.2.4.8	2.2.4.9
27.	HRM 3.9 Upgrade User Documentation Update Support	• Update User Documentation Update Support to include: o Identify User Documentation that requires updates o Review and provide feedback on updates to User Documentation o Technical support on the usage of the standard CGI toolsets	2.2.5.1.10	2.2.5.1.11
28.	HRM 3.9 Upgrade Systems / Operations Documentation Update Support	• Update Systems / Operations Documentation Update Support to include: o Identify Systems / Operations Documentation that requires updates o Review and provide feedback on updates to Systems / Operations Documentation	2.2.5.2.10	2.2.5.2.11

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
29.	HRM 3.9 Upgrade County Operations Documentation and Control-M Setup Support	• County Operations Documentation Update and Control-M Setup Support to include: o Review and provide feedback on County Operations Documentation o Support the creation of Advantage job parameter files and automation scripts o Review and provided feedback on Control-M setup	2.2.5.3.3	2.2.5.3.5
30.	HRM 3.9 Upgrade Operational/Technical Readiness Checklist	• Operational / Technical Readiness Checklist to assess the readiness for the 3.9 upgrade production operations, including but not limited to: o Back-up and recovery procedures o Production operations (interfaces and reports) o Technical infrastructure o Connectivity and workstations	2.2.5.6.1	2.2.5.6.5
31.	HRM 3.9 Upgrade Operational/Technical Readiness Assessment Support	• Support Operational / Technical readiness assessment by assisting County staff to include: o Monitor the progress of operational readiness items o Identify and escalate issues and delays o Implement corrective actions, as necessary	2.2.5.6.8	2.2.5.6.10
32.	HRM 3.9 Upgrade Production Cutover Script	• eHR Production Cutover Script	2.3.1.1.1	2.3.1.1.5
33.	HRM 3.9 Upgrade Production Cutover Rehearsal Support	• Support the following Production Cutover Rehearsal activities: o Setup Mock Production Environment o Execute Upgrade Cutover Rehearsal o Analyze and Update Production Cutover Script	2.3.1.2.1 2.3.1.2.2 2.3.1.2.3	2.3.1.2.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
34.	HRM 3.9 Upgrade Production Cutover Support	• Support the following Production Cutover activities: o Setup Production Environment o Execute Production Data Conversion o Execute eHR Upgrade Production Cutover o Technical Support during production cutover o Transition operations to County staff	2.3.1.3 2.3.1.4 2.3.1.5 2.3.1.8 2.3.1.9	2.3.1.11
35.	HRM 3.9 Upgrade Post-Implementation Support - Month 1	• eHR Upgrade Post-Implementation Support - Month 1 • Provide production operations support to the County for the following activities: o Resolution of production operations-related incidents o Resolution of production incidents reported by end users o Facilitate knowledge transfer support from CGI to County staff o System assurance monitoring o System tuning	2.3.2.1	2.3.2.2
36.	HRM 3.9 Upgrade Post-Implementation Support - Month 2	• eHR Upgrade Post-Implementation Support - Month 2 • Provide production operations support to the County for the following activities: o Resolution of production operations-related incidents o Resolution of production incidents reported by end users o Facilitate knowledge transfer support from CGI to County staff o System assurance monitoring o System tuning	2.3.2.3	2.3.2.4

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
37.	HRM 3.9 Upgrade Post-Implementation Support - Month 3	• eHR Upgrade Post-Implementation Support - Month 3 • Provide production operations support to the County for the following activities: o Resolution of production operations-related incidents o Resolution of production incidents reported by end users o Facilitate knowledge transfer support from CGI to County staff o System assurance monitoring o System tuning	2.3.2.5	2.3.2.6

3. Retroactive Deduction Processing Modification (release 3.9)

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
38.	Retroactive Deduction Processing Concept Paper	• Concept Paper for Retroactive Deduction Processing software modification	3.2.1.1.1	3.2.1.1.4
39.	Retroactive Deduction Processing Functional Design	• Functional Design for Retroactive Deduction Processing software modification	3.2.1.1.5	3.2.1.1.10
40.	Retroactive Deduction Processing Application Software Modification	• Technical Designs for Retroactive Deduction Processing software modification • Developed and unit tested Retroactive Deduction Processing software modification • System Test scripts and results for Retroactive Deduction Processing software modification • Package and deliver software	3.2.1.1.11 3.2.1.1.12 3.2.1.1.13 3.2.1.1.14	3.2.1.1.15
41.	Retroactive Deduction Processing User Documentation	• Update Online Users' Documentation	3.2.5.1.1	3.2.5.1.5
42.	Retroactive Deduction Processing Updates to Systems / Operations Documentation	• Update Systems / Operations Documentation	3.2.5.2.1	3.2.5.2.5
43.	Retroactive Deduction Processing Support Updates to County Operations Documentation and Control-M Setup Support	• County Operations Documentation and Control-M Setup Support to include: o Review and provide feedback on County Operations Documentation o Support the creation of Advantage job parameter files and automation scripts o Review and provide feedback on Control-M setup	3.2.5.3.3	3.2.5.3.5

4. Manager Self Service (MSS) Pilot and Rollout (release 3.9)

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
44.	MSS Product Training for Project Team	• Prepare MSS Product Training Material • Conduct MSS Product Training for Project Team	4.1.2.1 4.1.2.2	4.1.2.3
45.	MSS Prototype Scripts	• Map Business Scenarios to MSS Processes • Develop Prototype Scripts	4.1.3.1.3 4.1.3.1.4	4.1.3.1.8
46.	MSS Prototype Script Execution	• Setup MSS Tables for Prototype • Execute MSS Prototype Scripts • Document Prototype Results	4.1.3.2.1 4.1.3.2.2 4.1.3.2.3	4.1.3.2.7
47.	MSS Prototype Analysis Report	• Identify Application Reference Table Setups • Identify User Interface Customizations • Identify Application Customizations • Identify Business Process Impacts • Develop MSS Prototype Analysis Report	4.1.3.3.1 4.1.3.3.2 4.1.3.3.3 4.1.3.3.4 4.1.3.3.5	4.1.3.3.9
48.	MSS Update eHR Technical Specifications Document	• Analyze Transaction Volumes for MSS • Update eHR Technical Specifications Document for MSS	4.1.4.2 4.1.4.3	4.1.4.7
49.	MSS Implementation Analysis Document	• Update MSS Implementation Plan & Deliverables Schedule • Develop MSS Implementation Analysis Document	4.1.6.1 4.1.6.2	4.1.6.7
50.	MSS System Control Tables Setup Support	• Provide support to County team in its set-up and testing of the MSS system control and reference tables • Scope of the set-up and testing effort is based on the configuration defined in the MSS Prototype Analysis Document	4.2.2.6	4.2.2.8
51.	MSS Data Conversion Plan	• Identify Data Conversion Requirements • Develop Data Conversion Plan	4.2.3.1.1 4.2.3.1.2	4.2.3.1.6
52.	MSS Data Conversion Designs	• Develop Data Conversion Designs (5 Conversions)	4.2.3.1.8	4.2.3.1.12

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
53.	MSS Data Conversion Software	• Develop Data Conversion Technical Designs (5 Conversions) • Develop Data Conversion Software and Conduct Unit Test (5 Conversions) • System Test Conversion Software (5 Conversions)	4.2.3.1.14 4.2.3.1.15 4.2.3.1.16	4.2.3.1.17
54.	MSS Inbound/ Outbound Interface Designs	• Create Inbound/Outbound Interface Designs (5 Interfaces)	4.2.3.2.1 4.2.3.2.2	4.2.3.2.6
55.	MSS Inbound/ Outbound Interface Software	• Create Interface Technical Designs (5 interfaces) • Develop Inbound/Outbound Interfaces and Conduct Unit Test (5 interfaces) • System Test Inbound/Outbound Interfaces (5 interfaces)	4.2.3.2.8 4.2.3.2.9 4.2.3.2.10	4.2.3.2.11
56.	MSS Report Mapping Analysis	• Report Mapping Analysis (10 Reports)	4.2.3.3.1 4.2.3.3.2	4.2.3.3.4
57.	MSS Report Designs	• Create Framework Model Design (1 Model) • Create Report Design (10 Reports)	4.2.3.3.6 4.2.3.3.7	4.2.3.3.10
58.	MSS Report Software	• Develop Reports and Conduct Unit Test (10 Reports)	4.2.3.3.12	4.2.3.3.13
59.	MSS Security and Workflow Tables Setup Support	• Provide support in the Security and Workflow Setup as stated in the Project Plan to include: o Review and respond to questions raised by the County team as they complete the security and workflow settings o Resolve reported issues identified during the set-up process	4.2.4.6	4.2.4.8
60.	MSS Integrated System Test Plan & Scripts	• Develop Integrated System Test Plan & Scripts	4.2.5.1.1	4.2.5.1.5
61.	MSS Integrated System Test Results	• Execute Integrated System Test Plan and Document Results	4.2.5.1.7	4.2.5.1.11

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
62.	MSS User Acceptance Test Support	• Support User Acceptance Test as stated in the Project Plan to include: o Review and respond to reported User Acceptance Test Issues o Resolve reported User Acceptance Test Issues	4.2.5.2.4	4.2.5.2.7
63.	MSS System Optimization Test Plan & Scripts	• Develop System Optimization Test Plan & Scripts	4.2.5.3.1	4.2.5.3.5
64.	MSS System Optimization Test Tuning & Results	• Execute System Optimization Test and Tuning	4.2.5.3.7	4.2.5.3.11
65.	MSS End User Training Plan Support	• Support the development of End User Training Plan based on Training Strategy defined as part of MSS Implementation Analysis Document	4.2.6.1.3	4.2.6.1.4
66.	MSS Training Materials Development Support	• Support the development of training materials in accordance with curriculum defined in the Training Plan by assisting County staff to: o Review and provide feedback on Training Materials o Respond to inquiries on Application Functionality	4.2.6.1.6	4.2.6.1.8
67.	MSS System Administration Training	• Prepare Materials / Schedule System Administration Training • Conduct MSS System Administration Training	4.2.6.3.1 4.2.6.3.2	4.2.6.3.4
68.	MSS Advantage User Documentation	• Update Online Users' Documentation • Prepare Updates/Addendum to Baseline Users' Guides	4.2.7.1.1 4.2.7.1.2	4.2.7.1.6
69.	MSS Advantage Systems / Operations Documentation	• Update Online System Documentation • Prepare Updates/Addendum to System/Operations Documentation	4.2.7.2.1 4.2.7.2.2	4.2.7.2.6
70.	MSS County Operations Guide Updates and Control-M Setup Support	• Support the MSS updates to the existing of nightly cycle diagram • Support the creation of parameter files and automated scripts for the MSS batch jobs	4.2.7.3.3	4.2.7.3.5

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
71.	MSS Operational Readiness Checklist	• Operational / Technical Readiness Checklist to assess the readiness for the MSS production operations, including but not limited to: o Back-up and recovery procedures o Production operations (interfaces and reports) o Technical infrastructure o Connectivity and workstations	4.2.7.6.1	4.2.7.6.5
72.	MSS Operational Readiness Assessment Support	• Support Operational / Technical readiness assessment by assisting County staff to: o Monitor the progress of operational readiness items o Identify and escalate issues and delays o Implement corrective actions, as necessary	4.2.7.6.8	4.2.7.6.10
73.	MSS Production Cutover Script	• Draft Production Cutover Script	4.3.1.1.1	4.3.1.1.5
74.	MSS Production Cutover Rehearsal Support	• Support the following Production Cutover Rehearsal activities: o Setup Mock Production Environment o Execute Cutover Rehearsal o Analyze and Update Cutover Rehearsal Results	4.3.1.2.1 4.3.1.2.2 4.3.1.2.3	4.3.1.2.5
75.	MSS Production Cutover Support	• Setup Production Environment • Execute Production Data Conversion • Execute Production Cutover • Technical support for Production Cutover • Hand-Off Operations to Client Support Staff	4.3.1.3 4.3.1.4 4.3.1.5 4.3.1.6 4.3.1.8 4.3.1.9	4.3.1.11

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
76.	MSS Pilot Operations and Post-Implementation Support, Month #1	• MSS Pilot Operations and Post-Implementation Support - Month 1 • Provide production operations support to the County for the following activities: o Resolution of production operations-related incidents o Resolution of production incidents reported by end users o Facilitate knowledge transfer support from CGI to County staff o System assurance monitoring o System tuning	4.3.2.1	4.3.2.2
77.	MSS Pilot Operations and Post-Implementation Support, Month #2	• MSS Pilot Operations and Post-Implementation Support - Month 2 • Provide production operations support to the County for the following activities: o Resolution of production operations-related incidents o Resolution of production incidents reported by end users o Facilitate knowledge transfer support from CGI to County staff o System assurance monitoring o System tuning	4.3.2.3	4.3.2.4
78.	MSS Pilot Operations and Post-Implementation Support, Month #3	• MSS Pilot Operations and Post-Implementation Support - Month 3 • Provide production operations support to the County for the following activities: o Resolution of production operations-related incidents o Resolution of production incidents reported by end users o Facilitate knowledge transfer support from CGI to County staff o System assurance monitoring o System tuning	4.3.2.5	4.3.2.6

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
79.	MSS Pilot Operations and Post-Implementation Support, Month #4	• MSS Pilot Operations and Post-Implementation Support - Month 4 • Provide production operations support to the County for the following activities: o Resolution of production operations-related incidents o Resolution of production incidents reported by end users o Facilitate knowledge transfer support from CGI to County staff o System assurance monitoring o System tuning	4.3.2.7	4.3.2.8
80.	MSS Pilot Operations and Post-Implementation Support, Month #5	• MSS Pilot Operations and Post-Implementation Support - Month 5 • Provide production operations support to the County for the following activities: o Resolution of production operations-related incidents o Resolution of production incidents reported by end users o Facilitate knowledge transfer support from CGI to County staff o System assurance monitoring o System tuning	4.3.2.9	4.3.2.10
81.	MSS Pilot Operations and Post-Implementation Support, Month #6	• MSS Pilot Operations and Post-Implementation Support - Month 6 • Provide production operations support to the County for the following activities: o Resolution of production operations-related incidents o Resolution of production incidents reported by end users o Facilitate knowledge transfer support from CGI to County staff o System assurance monitoring o System tuning	4.3.2.11	4.3.2.12

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
82.	MSS Department Rollout Support, Month #1	• MSS Department Rollout Support - Month 1 • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan	4.4.1	4.4.2
83.	MSS Department Rollout Support, Month #2	• MSS Department Rollout Support - Month 2 • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan	4.4.3	4.4.4
84.	MSS Department Rollout Support, Month #3	• MSS Department Rollout Support - Month 3 • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan	4.4.5	4.4.6

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
85.	MSS Department Rollout Support, Month #4	• MSS Department Rollout Support - Month 4 • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan	4.4.7	4.4.8
86.	MSS Department Rollout Support, Month #5	• MSS Department Rollout Support - Month 5 • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan	4.4.9	4.4.10
87.	MSS Department Rollout Support, Month #6	• MSS Department Rollout Support - Month 6 • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan	4.4.11	4.4.12

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
88.	MSS Department Rollout Support, Month #7	• MSS Department Rollout Support - Month 7 • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan	4.4.13	4.4.14
89.	MSS Department Rollout Support, Month #8	• MSS Department Rollout Support - Month 8 • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan	4.4.15	4.4.16
90.	MSS Department Rollout Support, Month #9	• MSS Department Rollout Support - Month 9 • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan	4.4.17	4.4.18

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
91.	MSS Department Rollout Support, Month #10	• MSS Department Rollout Support – Month • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan 10	4.4.19	4.4.20
92.	MSS Department Rollout Support, Month #11	• MSS Department Rollout Support – Month • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan 11	4.4.21	4.4.22
93.	MSS Department Rollout Support, Month #12	• MSS Department Rollout Support – Month • Provide support for MSS rollout to the County for the following activities: o Development and deployment of the MSS rollout plan o System Control table setup o Security setup o Software testing o Refresher and End-user training for MSS rollout o Development and deployment of communication plan 12	4.4.23	4.4.24
94.	MSS Application Software Functional Designs	• MSS Application Software Functional Designs o Concept Papers o Functional Designs	4.4.25	4.4.26

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
95.	MSS Application Software Modifications	• MSS Application Software Modifications o Application Software Development and Testing	4.4.27	4.4.28

Appendix B-12 – Project Plan

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ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
1	**1 SUBPROJECT 12 - PROJECT PLANNING, MANAGEMENT, AND SUPPORT**	**404 days**	**Mon 4/2/12**	**Thu 10/31/13**		
2	**1.1 Subproject 12 Project Control Document (incl. plan, PM strategies, etc.)**	**18 days**	**Mon 4/2/12**	**Wed 4/25/12**		
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	10 days	Mon 4/2/12	Fri 4/13/12	COUNTY,CGI	
4	1.1.2 Establish Management Standards and Tools	5 days	Mon 4/2/12	Fri 4/6/12	COUNTY,CGI	3SS
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	5 days	Mon 4/9/12	Fri 4/13/12	CGI	4
6	1.1.4 Review Project Control Document	5 days	Mon 4/9/12	Fri 4/13/12	COUNTY	
7	1.1.5 Update Project Control Document	5 days	Mon 4/16/12	Fri 4/20/12	CGI	
8	1.1.6 Approve Project Control Document	3 days	Mon 4/23/12	Wed 4/25/12	COUNTY	7
9	***1.1.7 CGI Deliverable: Subproject 12 Project Control Document***	***0 days***	***Wed 4/25/12***	***Wed 4/25/12***	***CGI***	***8***
10	**1.2 Subproject 12 Project Kick-off Meeting**	**14 days**	**Mon 9/17/12**	**Thu 10/4/12**		
11	1.2.1 Develop HRM 3.9 Upgrade Project Kick-off Materials	5 days	Mon 9/24/12	Fri 9/28/12	CGI	17
12	1.2.2 Review HRM 3.9 Upgrade Project Kick-off Materials	5 days	Mon 9/17/12	Fri 9/21/12	COUNTY	
13	1.2.3 Update HRM 3.9 Upgrade Project Kick-off Materials	2 days	Mon 9/24/12	Tue 9/25/12	CGI	12
14	1.2.4 Approve HRM 3.9 Upgrade Project Kick-off Materials	1 day	Wed 9/26/12	Wed 9/26/12	COUNTY	13
15	1.2.5 Conduct HRM 3.9 Upgrade Project Kick-off Meeting	1 day	Thu 9/27/12	Thu 9/27/12	CGI	14
16	***1.2.6 CGI Deliverable: HRM 3.9 Upgrade Project Kick-off Meeting***	***0 days***	***Thu 9/27/12***	***Thu 9/27/12***	***CGI***	***15***
17	1.2.7 Develop MSS Project Kick-off Materials	5 days	Mon 9/17/12	Fri 9/21/12	CGI	
18	1.2.8 Review MSS Project Kick-off Materials	5 days	Mon 9/24/12	Fri 9/28/12	COUNTY	
19	1.2.9 Update MSS Project Kick-off Materials	2 days	Mon 10/1/12	Tue 10/2/12	CGI	18
20	1.2.10 Approve MSS Project Kick-off Materials	1 day	Wed 10/3/12	Wed 10/3/12	COUNTY	19
21	1.2.11 Conduct MSS Project Kick-off Meeting	1 day	Thu 10/4/12	Thu 10/4/12	CGI	20
22	***1.2.12 CGI Deliverable: MSS Project Kick-off Meeting***	***0 days***	***Thu 10/4/12***	***Thu 10/4/12***	***CGI***	***21***
23	**1.3 Subproject 12 Project Management**	**404 days**	**Mon 4/2/12**	**Thu 10/31/13**		
24	1.3.1 Provide Management Oversight / Maintain Project Plan	404 days	Mon 4/2/12	Thu 10/31/13	CGI	
25	1.3.2 Provide Quality & Risk Management	404 days	Mon 4/2/12	Thu 10/31/13	CGI	
26	1.3.3 Conduct Semimonthly Project Management Meetings	404 days	Mon 4/2/12	Thu 10/31/13	CGI	
27	1.3.4 Conduct Monthly Advisory Committee Meetings	404 days	Mon 4/2/12	Thu 10/31/13	CGI	
28	1.3.5 Develop Subproject 12 Semimonthly and Monthly Status Reports	404 days	Mon 4/2/12	Thu 10/31/13	CGI	
29	***1.3.6 CGI Deliverables: Subproject 12 Monthly Status Reports***	***0 days***	***Thu 10/31/13***	***Thu 10/31/13***	***CGI***	
30						
31	**2 eHR 3.9 UPRGRADE**	**384 days**	**Mon 4/2/12**	**Thu 10/3/13**		
32	**2.1 ENVISION PHASE**	**169 days**	**Mon 4/2/12**	**Thu 11/29/12**		
33	**2.1.1 CGI PLATINUM SUPPORT (CODE MERGE)**	**130 days**	**Mon 4/2/12**	**Wed 10/3/12**		
34	2.1.1.1 Merge AMS Advantage HRM 3.9 baseline with eHR mods	90 days	Mon 4/2/12	Tue 8/7/12	CGI	
35	2.1.1.2 Merge Database Upgrade Scripts with eHR mods	90 days	Mon 4/2/12	Tue 8/7/12	CGI	
36	2.1.1.3 Execute eHR System Tests	40 days	Mon 8/6/12	Mon 10/1/12	CGI	
37	2.1.1.4 Package code base & deliver	3 days	Mon 10/1/12	Wed 10/3/12	CGI	
38	**2.1.2 PROJECT TEAM TRAINING**	**35 days**	**Wed 10/10/12**	**Thu 11/29/12**		
39	2.1.2.1 Prepare Materials / Schedule Product Training for Core Team	15 days	Wed 10/10/12	Tue 10/30/12	CGI	
40	2.1.2.2 Advantage HRM 3.9 Release Notes Overview (Functional)	5 days	Wed 10/31/12	Tue 11/6/12	CGI	39
41	2.1.2.3 Advantage HRM 3.9 Release Notes Overview (Technical)	3 days	Wed 11/7/12	Fri 11/9/12	CGI	40
42	***2.1.2.4 CGI Deliverable: HRM 3.9 Upgrade Product Training for Project Team***	0 days	Fri 11/9/12	Fri 11/9/12	CGI	41
43	2.1.2.5 Identify New HRM 3.9 Functionality to Implement as part of 3.9 Upgrade	15 days	Wed 11/7/12	Thu 11/29/12	COUNTY	40
44	***2.1.2.6 County Obligation: Identify New 3.9 HRM Functionality to Implement as part of 3.9 Upgrade***	0 days	Thu 11/29/12	Thu 11/29/12	COUNTY	43
45	**2.1.3 UPGRADE ANALYSIS**	**132 days**	**Tue 5/1/12**	**Mon 11/5/12**		
46	2.1.3.1 Obtain Baseline 3.8.x, 3.9 HRM Database Upgrade Scripts	1 day	Wed 5/2/12	Wed 5/2/12	CGI	
47	**2.1.3.2 Identify Required Updates to System Interfaces**	**60 days**	**Thu 5/3/12**	**Fri 7/27/12**		
48	2.1.3.2.1 (Inbound) Identify Updates to Personnel Administration Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
49	2.1.3.2.2 (Inbound) Identify Updates to Position Control Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
50	2.1.3.2.3 (Inbound) Identify Updates to Leave Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
51	2.1.3.2.4 (Inbound) Identify Updates to Time and Attendance Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
52	2.1.3.2.5 (Inbound) Identify Updates to Payroll Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
53	2.1.3.2.6 (Inbound) Identify Updates to FLSA Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
54	2.1.3.2.7 (Inbound) Identify Updates to PAM Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
55	2.1.3.2.8 (Inbound) Identify Updates to Benefits Administration Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
56	2.1.3.2.9 (Outbound) Identify Updates to Personnel Administration Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
57	2.1.3.2.10 (Outbound) Identify Updates to Position Control Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
58	2.1.3.2.11 (Outbound) Identify Updates to Leave Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
59	2.1.3.2.12 (Outbound) Identify Updates to Time and Attendance Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
60	2.1.3.2.13 (Outbound) Identify Updates to Payroll Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
61	2.1.3.2.14 (Outbound) Identify Updates to FLSA Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
62	2.1.3.2.15 (Outbound) Identify Updates to PAM Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
63	2.1.3.2.16 (Outbound) Identify Updates to Benefits Administration Interfaces	60 days	Thu 5/3/12	Fri 7/27/12	CGI	46
64	***2.1.3.2.17 CGI Deliverable: HRM 3.9 Upgrade Identify Required Updates to eHR Interfaces***	***0 days***	***Fri 7/27/12***	***Fri 7/27/12***	***CGI***	***63***
65	**2.1.3.3 Identify Required Updates to Custom Data Warehouse Tables, ETL, and Reporting Tables**	**20 days**	**Mon 7/30/12**	**Fri 8/24/12**		
66	2.1.3.3.1 Identify Updates to Custom Data Warehouse Tables	20 days	Mon 7/30/12	Fri 8/24/12	CGI	64
67	2.1.3.3.2 Identify Updates to Custom ETL	20 days	Mon 7/30/12	Fri 8/24/12	CGI	64
68	2.1.3.3.3 Identify Updates to Custom Reporting Tables	20 days	Mon 7/30/12	Fri 8/24/12	CGI	64
69	***2.1.3.3.4 CGI Deliverable: HRM 3.9 Upgrade Identify Required Updates to eHR Custom Data Warehouse Tables,***	***0 days***	***Fri 8/24/12***	***Fri 8/24/12***	***CGI***	***68***

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
70	**2.1.3.4 Identify Required Updates to Reports and Cognos Framework Models**	**40 days**	**Mon 8/27/12**	**Mon 10/22/12**		
71	2.1.3.4.1 Identify Updates to Personnel Administration Reports	40 days	Mon 8/27/12	Mon 10/22/12	CGI	69
72	2.1.3.4.2 Identify Updates to Position Control Reports	40 days	Mon 8/27/12	Mon 10/22/12	CGI	69
73	2.1.3.4.3 Identify Updates to Leave Reports	40 days	Mon 8/27/12	Mon 10/22/12	CGI	69
74	2.1.3.4.4 Identify Updates to Time and Attendance Reports	40 days	Mon 8/27/12	Mon 10/22/12	CGI	69
75	2.1.3.4.5 Identify Updates to Payroll Reports	40 days	Mon 8/27/12	Mon 10/22/12	CGI	69
76	2.1.3.4.6 Identify Updates to FLSA Reports	40 days	Mon 8/27/12	Mon 10/22/12	CGI	69
77	2.1.3.4.7 Identify Updates to PAM Reports	40 days	Mon 8/27/12	Mon 10/22/12	CGI	69
78	2.1.3.4.8 Identify Updates to Benefits Administration Reports	40 days	Mon 8/27/12	Mon 10/22/12	CGI	69
79	***2.1.3.4.9 CGI Deliverable: HRM 3.9 Upgrade Identify Required Updates to eHR Reports and Cognos Framework I***	***0 days***	***Mon 10/22/12***	***Mon 10/22/12***	***CGI***	***78***
80	**2.1.3.5 Identify Required Updates to Cognos Cubes & Cube Queries**	**40 days**	**Mon 8/27/12**	**Mon 10/22/12**		
81	2.1.3.5.1 Identify Updates Cognos Cubes & Cube Queries	40 days	Mon 8/27/12	Mon 10/22/12	CGI	69
82	***2.1.3.5.2 CGI Deliverable: HRM 3.9 Upgrade Identify Required Updates to eHR Cubes & Cube Queries***	***0 days***	***Mon 10/22/12***	***Mon 10/22/12***	***CGI***	***81***
83	**2.1.3.6 Identify Required Updates to Adobe Forms**	**10 days**	**Tue 10/23/12**	**Mon 11/5/12**		
84	2.1.3.6.1 Identify Updates to Paycheck Forms	10 days	Tue 10/23/12	Mon 11/5/12	CGI	82
85	***2.1.3.6.2 CGI Deliverable: HRM 3.9 Upgrade Identify Required Updates to eHR Adobe Forms***	***0 days***	***Mon 11/5/12***	***Mon 11/5/12***	***CGI***	***84***
86	**2.1.3.7 Update eHR Technical Specification Document**	**44 days**	**Tue 5/1/12**	**Mon 7/2/12**		
87	2.1.3.7.1 Update Technical Specification with latest eHR Application Technical Architecture	15 days	Tue 5/1/12	Mon 5/21/12	COUNTY, CGI	
88	2.1.3.7.2 Update Technical Specification with latest Hardware and Software Specifications	15 days	Tue 5/22/12	Tue 6/12/12	COUNTY, CGI	
89	2.1.3.7.3 Update Technical Specification with latest Network Architecture and Storage Architecture	15 days	Tue 6/12/12	Mon 7/2/12	COUNTY	
90	***2.1.3.7.4 County Deliverable: Update eHR Technical Specification Document***	***0 days***	***Mon 7/2/12***	***Mon 7/2/12***	***COUNTY***	***89***
91	***2.1.3.7.5 CGI Deliverable: HRM 3.9 Upgrade Updates to eHR Technical Specification Document Support***	***0 days***	***Mon 7/2/12***	***Mon 7/2/12***	***CGI***	***89***
92	**2.2 CREATE PHASE**	**220 days**	**Mon 8/20/12**	**Mon 7/1/13**		
93	**2.2.1 TECHNICAL ENVIRONMENTS**	**108 days**	**Wed 8/22/12**	**Fri 1/25/13**		
94	**2.2.1.1 Establish and Maintain eHR 3.9 Upgrade Technical Environments**	**108 days**	**Wed 8/22/12**	**Fri 1/25/13**		
95	**2.2.1.1.1 Development / Unit Test Environment**	**41 days**	**Wed 8/22/12**	**Thu 10/18/12**		
96	2.2.1.1.1.1 Setup Technical Environment - Unit Test Environment	15 days	Wed 8/22/12	Wed 9/12/12	COUNTY	FS-30 days
97	***2.2.1.1.1.2 County Obligation: Unit Test Technical Environment***	0 days	Wed 9/12/12	Wed 9/12/12	COUNTY	
98	2.2.1.1.1.3 Install & Test Advantage HRM 3.9 Software and 3rd Party Software - Unit Test Environment	10 days	Thu 10/4/12	Wed 10/17/12	CGI	37
99	2.2.1.1.1.4 Review & Approve AMS Advantage HRM 3.9, 3rd Party Tools Installation - Unit Test Environment	1 day	Thu 10/18/12	Thu 10/18/12	COUNTY	98
100	***2.2.1.1.1.5 CGI Deliverable: HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - Unit Te***	0 days	Thu 10/18/12	Thu 10/18/12	CGI	99
101	**2.2.1.1.2 Integrated System Test Environment**	**46 days**	**Wed 8/22/12**	**Thu 10/25/12**		
102	2.2.1.1.2.1 Setup Technical Environment - Integrated System Test Environment	15 days	Wed 8/22/12	Wed 9/12/12	COUNTY	FS-30 days
103	***2.2.1.1.2.2 County Obligation: Integrated System Test Technical Environment***	0 days	Wed 9/12/12	Wed 9/12/12	COUNTY	
104	2.2.1.1.2.3 Install & Test Advantage HRM 3.9 Software and 3rd Party Software - Integrated System Test Environme	5 days	Thu 10/18/12	Wed 10/24/12	CGI	98
105	2.2.1.1.2.4 Review & Approve AMS Advantage HRM 3.9, 3rd Party Tools Installation - IST Environment	1 day	Thu 10/25/12	Thu 10/25/12	COUNTY	104
106	***2.2.1.1.2.5 CGI Deliverable: HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - IST En***	0 days	Thu 10/25/12	Thu 10/25/12	CGI	105
107	**2.2.1.1.3 User Acceptance Test Environment**	**51 days**	**Wed 8/22/12**	**Thu 11/1/12**		
108	2.2.1.1.3.1 Setup Technical Environment - User Acceptance Test Environment	15 days	Wed 8/22/12	Wed 9/12/12	COUNTY	FS-30 days
109	***2.2.1.1.3.2 County Obligation: UAT Technical Environment***	0 days	Wed 9/12/12	Wed 9/12/12	COUNTY	
110	2.2.1.1.3.3 Install & Test Advantage HRM 3.9 Software and 3rd Party Software - User Acceptance Test Environme	5 days	Thu 10/25/12	Wed 10/31/12	CGI	104
111	2.2.1.1.3.4 Review & Approve AMS Advantage HRM 3.9, 3rd Party Tools Installation - UAT Environment	1 day	Thu 11/1/12	Thu 11/1/12	COUNTY	110
112	***2.2.1.1.3.5 CGI Deliverable: HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - UAT E***	0 days	Thu 11/1/12	Thu 11/1/12	CGI	111
113	**2.2.1.1.4 Training Environment**	**56 days**	**Wed 8/22/12**	**Thu 11/8/12**		
114	2.2.1.1.4.1 Setup Technical Environment - Training Environment	15 days	Wed 8/22/12	Wed 9/12/12	COUNTY	FS-30 days
115	***2.2.1.1.4.2 County Obligation: Training Technical Environment***	0 days	Wed 9/12/12	Wed 9/12/12	COUNTY	
116	2.2.1.1.4.3 Install & Test Advantage HRM 3.9 Software and 3rd Party Software - Training Test Environment	5 days	Thu 11/1/12	Wed 11/7/12	CGI	110
117	2.2.1.1.4.4 Review & Approve AMS Advantage HRM 3.9, 3rd Party Tools Installation - Training Environment	1 day	Thu 11/8/12	Thu 11/8/12	COUNTY	116
118	***2.2.1.1.4.5 CGI Deliverable: Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - Training Enviro***	0 days	Thu 11/8/12	Thu 11/8/12	CGI	117
119	**2.2.1.1.5 Performance Test / Regression Test Environment**	**29 days**	**Fri 12/14/12**	**Fri 1/25/13**		
120	2.2.1.1.5.1 Setup Technical Environment - Performance Test Environment	20 days	Fri 12/14/12	Mon 1/14/13	COUNTY	
121	***2.2.1.1.5.2 County Obligation: Performance Test Technical Environment***	0 days	Thu 1/10/13	Thu 1/10/13	COUNTY	
122	2.2.1.1.5.3 Install & Test Advantage HRM 3.9 Software and 3rd Party Software - Performance Test Environment	10 days	Fri 1/11/13	Thu 1/24/13	CGI	121
123	2.2.1.1.5.4 Review & Approve AMS Advantage HRM 3.9, 3rd Party Tools Installation - Performance Test Environm	1 day	Fri 1/25/13	Fri 1/25/13	COUNTY	122
124	***2.2.1.1.5.5 CGI Deliverable: HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - Perfor***	0 days	Fri 1/25/13	Fri 1/25/13	CGI	123
125	**2.2.1.2 Establish Cognos Reporting Environment**	**10 days**	**Fri 10/26/12**	**Thu 11/8/12**		
126	2.2.1.2.1 Install and Configure Cognos Reporting Environment	10 days	Fri 10/26/12	Thu 11/8/12	COUNTY	106
127	***2.2.1.2.2 County Obligation: Cognos Reporting Environment***	0 days	Thu 11/8/12	Thu 11/8/12	COUNTY	126
128	**2.2.1.3 Install and Configure Hardware/Software for Replicated Reporting Database**	**10 days**	**Fri 10/26/12**	**Thu 11/8/12**		
129	2.2.1.3.1 Install and Configure Hardware/Software for Replicated Reporting Database	5 days	Fri 10/26/12	Thu 11/1/12	COUNTY	106
130	***2.2.1.3.2 County Obligation: Hardware/Software for Replicated Reporting Database Installed***	***0 days***	***Thu 11/8/12***	***Thu 11/8/12***	***COUNTY***	***126***
131	**2.2.1.4 Establish ClearCase code stream for HRM 3.9 Upgrade**	**10 days**	**Thu 10/4/12**	**Wed 10/17/12**		
132	2.2.1.4.1 Establish ClearCase code stream for HRM 3.9 Upgrade	10 days	Thu 10/4/12	Wed 10/17/12	COUNTY	37
133	***2.2.1.4.2 County Obligation: eHR 3.9 Upgrade Source Code is established in ClearCase***	***0 days***	***Wed 10/17/12***	***Wed 10/17/12***	***COUNTY***	***132***
134	**2.2.2 SOFTWARE UPDATES**	**128 days**	**Thu 10/4/12**	**Fri 4/5/13**		
135	**2.2.2.1 Update Inbound and Outbound Interface Software**	**60 days**	**Fri 10/19/12**	**Wed 1/16/13**		
136	2.2.2.1.1 (Inbound) Update and Test Personnel Administration Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
137	2.2.2.1.2 (Inbound) Update and Test Position Control Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
138	2.2.2.1.3 (Inbound) Update and Test Leave Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
139	2.2.2.1.4 (Inbound) Update and Test Time and Attendance Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
140	2.2.2.1.5 (Inbound) Update and Test Payroll Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
141	2.2.2.1.6 (Inbound) Update and Test FLSA Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
142	2.2.2.1.7 (Inbound) Update and Test PAM Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
143	2.2.2.1.8 (Inbound) Update and Test Benefits Administration Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
144	2.2.2.1.9 (Outbound) Update and Test Personnel Administration Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
145	2.2.2.1.10 (Outbound) Update and Test Position Control Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
146	2.2.2.1.11 (Outbound) Update and Test Leave Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
147	2.2.2.1.12 (Outbound) Update and Test Time and Attendance Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
148	2.2.2.1.13 (Outbound) Update and Test Payroll Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
149	2.2.2.1.14 (Outbound) Update and Test FLSA Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
150	2.2.2.1.15 (Outbound) Update and Test PAM Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
151	2.2.2.1.16 (Outbound) Update and Test Benefits Administration Interfaces	60 days	Fri 10/19/12	Wed 1/16/13	COUNTY	100
152	***2.2.2.1.17 County Obligation: Updated eHR Inbound and Outbound Interfaces***	***0 days***	***Wed 1/16/13***	***Wed 1/16/13***	***COUNTY***	***151***
153	2.2.2.2 Support Interface Software Updates	60 days	Fri 10/19/12	Wed 1/16/13	CGI	100
154	***2.2.2.3 CGI Deliverable: HRM 3.9 Upgrade Interface Software Updates Support***	0 days	Wed 1/16/13	Wed 1/16/13	CGI	153
155	2.2.2.4 Develop Plan to Update and Test Reports	10 days	Thu 1/17/13	Wed 1/30/13	COUNTY	151
156	***2.2.2.5 County Obligation: Develop Plan to Update and Test Reports***	0 days	Wed 1/30/13	Wed 1/30/13	COUNTY	155
157	**2.2.2.6 Update Custom Data Warehouse Tables, ETL, and Reporting Tables**	**15 days**	**Fri 10/19/12**	**Thu 11/8/12**		
158	2.2.2.6.1 Update and Test Custom Data Warehouse Tables	15 days	Fri 10/19/12	Thu 11/8/12	COUNTY	100
159	2.2.2.6.2 Update and Test Custom ETL Software	15 days	Fri 10/19/12	Thu 11/8/12	COUNTY	100
160	2.2.2.6.3 Update and Test Custom Reporting Tables	15 days	Fri 10/19/12	Thu 11/8/12	COUNTY	100
161	***2.2.2.6.4 County Obligation: Updated Custom eHR Data Warehouse Tables, ETL, and Reporting Tables***	0 days	Thu 11/8/12	Thu 11/8/12	COUNTY	160
162	**2.2.2.7 Update Reports & Cognos Framework Models**	**25 days**	**Fri 11/9/12**	**Mon 12/17/12**		
163	2.2.2.7.1 Update and Test eHR Cognos Framework Manager Models and Packages	10 days	Fri 11/9/12	Mon 11/26/12	COUNTY	161
164	2.2.2.7.2 Update and Test Personnel Administration Reports and Forms	25 days	Fri 11/9/12	Mon 12/17/12	COUNTY	161
165	2.2.2.7.3 Update and Test Position Control Reports and Forms	25 days	Fri 11/9/12	Mon 12/17/12	COUNTY	161
166	2.2.2.7.4 Update and Test Leave Reports and Forms	25 days	Fri 11/9/12	Mon 12/17/12	COUNTY	161
167	2.2.2.7.5 Update and Test Time and Attendance Reports and Forms	25 days	Fri 11/9/12	Mon 12/17/12	COUNTY	161
168	2.2.2.7.6 Update and Test Payroll Reports and Forms	25 days	Fri 11/9/12	Mon 12/17/12	COUNTY	161
169	2.2.2.7.7 Update and Test FLSA Reports and Forms	25 days	Fri 11/9/12	Mon 12/17/12	COUNTY	161
170	2.2.2.7.8 Update and Test PAM Reports and Forms	25 days	Fri 11/9/12	Mon 12/17/12	COUNTY	161
171	2.2.2.7.9 Update and Test Benefits Administration Reports and Forms	25 days	Fri 11/9/12	Mon 12/17/12	COUNTY	161
172	***2.2.2.7.10 County Obligation: Updated eHR Reports and Cognos Framework Models***	0 days	Thu 12/13/12	Thu 12/13/12	COUNTY	
173	**2.2.2.8 Update Cognos Cubes & Cubes Queries**	**20 days**	**Fri 12/14/12**	**Mon 1/14/13**		
174	2.2.2.8.1 Update and Test Personnel Administration (Cognos Cubes & Queries)	20 days	Fri 12/14/12	Mon 1/14/13	COUNTY	172
175	2.2.2.8.2 Update and Test Position Control Reports (Cognos Cubes & Queries)	20 days	Fri 12/14/12	Mon 1/14/13	COUNTY	172
176	2.2.2.8.3 Update and Test Leave Reports (Cognos Cubes & Queries)	20 days	Fri 12/14/12	Mon 1/14/13	COUNTY	172
177	2.2.2.8.4 Update and Test Time and Attendance Reports (Cognos Cubes & Queries)	20 days	Fri 12/14/12	Mon 1/14/13	COUNTY	172
178	2.2.2.8.5 Update and Test Benefits Administration Reports (Cognos Cubes & Queries)	20 days	Fri 12/14/12	Mon 1/14/13	COUNTY	172
179	2.2.2.8.6 Update and Test Payroll Reports (Cognos Cubes & Queries)	20 days	Fri 12/14/12	Mon 1/14/13	COUNTY	172
180	2.2.2.8.7 Update and Test PAM Reports (Cognos Cubes & Queries)	20 days	Fri 12/14/12	Mon 1/14/13	COUNTY	172
181	***2.2.2.8.8 County Obligation: Updated eHR Cognos Cubes & Queries***	0 days	Mon 1/14/13	Mon 1/14/13	COUNTY	180
182	**2.2.2.9 Update Adobe Forms**	**15 days**	**Tue 1/15/13**	**Mon 2/4/13**		
183	2.2.2.9.1 Update and Test Paycheck Adobe Forms	15 days	Tue 1/15/13	Mon 2/4/13	COUNTY	181
184	***2.2.2.9.2 County Obligation: Updated eHR Adobe Forms***	0 days	Mon 2/4/13	Mon 2/4/13	COUNTY	183
185	2.2.2.10 Support Reports and Forms Software Updates	75 days	Fri 10/19/12	Wed 2/6/13	CGI	100
186	***2.2.2.11 CGI Deliverable: HRM 3.9 Upgrade Reports and Forms Updates Support***	0 days	Wed 2/6/13	Wed 2/6/13	CGI	185
187	**2.2.2.12 Update eHR Database Conversion Scripts**	**128 days**	**Thu 10/4/12**	**Fri 4/5/13**		
188	2.2.2.12.1 Update HRM 3.9 Database Upgrade Scripts for eHR & Data Warehouse	60 days	Thu 10/4/12	Mon 12/31/12	CGI	37
189	2.2.2.12.2 Review HRM 3.9 Database Upgrade Scripts for eHR & Data Warehouse	5 days	Wed 1/2/13	Tue 1/8/13	COUNTY	188
190	2.2.2.12.3 Test & Confirm HRM 3.9 Database Upgrade Scripts for eHR & Data Warehouse	5 days	Wed 1/9/13	Tue 1/15/13	CGI	189
191	***2.2.2.12.4 CGI Deliverable: HRM 3.9 Upgrade Update and Test eHR Database Upgrade Scripts***	0 days	Tue 1/15/13	Tue 1/15/13	CGI	190
192	2.2.2.12.5 Update HRM 3.9 DW Database Upgrade Scripts for eHR	15 days	Mon 2/4/13	Fri 2/22/13	CGI	191
193	2.2.2.12.6 Test & Confirm HRM 3.9 DW Database Upgrade Scripts for County for eHR	5 days	Mon 2/25/13	Fri 3/1/13	CGI	192
194	2.2.2.12.7 Review HRM 3.9 DW Database Upgrade Scripts for eHR	5 days	Mon 3/4/13	Fri 3/8/13	COUNTY	193
195	***2.2.2.12.8 CGI Deliverable: HRM 3.9 Upgrade Update and Test eHR DW Database Upgrade Scripts***	0 days	Fri 3/8/13	Fri 3/8/13	CGI	194
196	2.2.2.12.9 Manual Data Conversion	20 days	Mon 3/11/13	Fri 4/5/13	COUNTY	195
197	***2.2.2.12.10 County Obligation: Manual Data Conversion***	0 days	Fri 4/5/13	Fri 4/5/13	COUNTY	196
198	**2.2.3 SOFTWARE TESTING**	**198 days**	**Mon 8/20/12**	**Thu 5/30/13**		
199	**2.2.3.1 Integrated System Test**	**125 days**	**Mon 8/20/12**	**Fri 2/15/13**		
200	2.2.3.1.1 Develop Integrated System Test Plan & Scripts	25 days	Mon 8/20/12	Mon 9/24/12	CGI	
201	2.2.3.1.2 Review Integrated System Test Plan & Scripts	10 days	Tue 9/25/12	Mon 10/8/12	COUNTY	200
202	2.2.3.1.3 Update Integrated System Test Plan & Scripts	10 days	Tue 10/9/12	Mon 10/22/12	CGI	201
203	2.2.3.1.4 Approve Integrated System Test Plan & Scripts	5 days	Tue 10/23/12	Mon 10/29/12	COUNTY	202
204	***2.2.3.1.5 CGI Deliverable: HRM 3.9 Upgrade Integrated System Test Plan & Scripts***	0 days	Mon 10/29/12	Mon 10/29/12	CGI	203
205	***2.2.3.1.6 County Obligation: Review and Approve eHR 3.9 Upgrade Integrated System Test Plan & Script***	0 days	Mon 10/29/12	Mon 10/29/12	COUNTY	204
206	2.2.3.1.7 Execute Integrated System Test Script and Document Test Results	60 days	Tue 10/30/12	Fri 1/25/13	CGI	104,204
207	2.2.3.1.8 Review Integrated System Test Results	5 days	Mon 1/28/13	Fri 2/1/13	COUNTY	206

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
208	2.2.3.1.9 Correct Integrated System Test Issues	5 days	Mon 2/4/13	Fri 2/8/13	CGI	207
209	2.2.3.1.10 Approve Integrated System Test Results	5 days	Mon 2/11/13	Fri 2/15/13	COUNTY	208
210	***2.2.3.1.11 CGI Deliverable: HRM 3.9 Upgrade Integrated System Test Results***	0 days	Fri 2/15/13	Fri 2/15/13	CGI	209
211	***2.2.3.1.12 County Obligation: Review and Approve eHR 3.9 Upgrade Integrated System Test Results***	0 days	Fri 2/15/13	Fri 2/15/13	CGI	210
212	**2.2.3.2 User Acceptance Test**	**90 days**	**Fri 12/28/12**	**Fri 5/3/13**		
213	2.2.3.2.1 Develop User Acceptance Test Plan & Scripts	25 days	Fri 12/28/12	Fri 2/1/13	COUNTY	FS-85 days
214	***2.2.3.2.2 County Obligation: User Acceptance Test Plan & Scripts***	0 days	Fri 2/1/13	Fri 2/1/13	COUNTY	213
215	2.2.3.2.3 Execute & Document User Acceptance Test Results	50 days	Mon 2/18/13	Fri 4/26/13	COUNTY	209
216	2.2.3.2.4 Support User Acceptance Test	50 days	Mon 2/18/13	Fri 4/26/13	CGI	209
217	2.2.3.2.5 eHR 3.9 Upgrade Database Conversion Support	10 days	Mon 2/18/13	Fri 3/1/13	CGI	209
218	2.2.3.2.6 Review & Approve User Acceptance Test Results	5 days	Mon 4/29/13	Fri 5/3/13	COUNTY	215
219	***2.2.3.2.7 County Obligation: User Acceptance Test Results***	0 days	Fri 5/3/13	Fri 5/3/13	COUNTY	218
220	***2.2.3.2.8 CGI Deliverable: HRM 3.9 Upgrade User Acceptance Test Support***	0 days	Fri 5/3/13	Fri 5/3/13	CGI	219
221	2.2.3.2.9 Address Reported Issues for Interfaces and Reports	50 days	Mon 2/18/13	Fri 4/26/13	COUNTY	209
222	***2.2.3.2.10 County Obligation: Interface/Report Issue Fixes***	0 days	Fri 4/26/13	Fri 4/26/13	COUNTY	221
223	**2.2.3.3 Performance Test**	**50 days**	**Mon 1/21/13**	**Fri 3/29/13**		
224	2.2.3.3.1 Develop Performance Test Plan & Scripts	10 days	Mon 1/21/13	Fri 2/1/13	CGI	
225	2.2.3.3.2 Review Performance Test Plan & Scripts	5 days	Mon 2/4/13	Fri 2/8/13	COUNTY	224
226	2.2.3.3.3 Update Performance Test Plan & Scripts	2 days	Mon 2/11/13	Tue 2/12/13	CGI	225
227	2.2.3.3.4 Approve Performance Test Plan & Scripts	2 days	Wed 2/13/13	Thu 2/14/13	COUNTY	226
228	***2.2.3.3.5 CGI Deliverable: HRM 3.9 Upgrade Performance Test Plan & Scripts***	0 days	Thu 2/14/13	Thu 2/14/13	CGI	227
229	***2.2.3.3.6 County Obligation: Review and Approve eHR 3.9 Upgrade Performance Test Plan & Scripts***	0 days	Thu 2/14/13	Thu 2/14/13	COUNTY	228
230	2.2.3.3.7 Execute Performance Test	16 days	Fri 2/15/13	Fri 3/8/13	CGI	229
231	2.2.3.3.8 Review Performance Test Results	5 days	Mon 3/11/13	Fri 3/15/13	COUNTY	230
232	2.2.3.3.9 Correct Performance Test Issues	5 days	Mon 3/18/13	Fri 3/22/13	CGI	231
233	2.2.3.3.10 Approve Performance Test Results	5 days	Mon 3/25/13	Fri 3/29/13	COUNTY	232
234	***2.2.3.3.11 CGI Deliverable: HRM 3.9 Upgrade Performance Test Tuning & Results***	0 days	Fri 3/29/13	Fri 3/29/13	CGI	233
235	***2.2.3.3.12 County Obligation: Review and Approve eHR 3.9 Upgrade Performance Test Results***	0 days	Fri 3/29/13	Fri 3/29/13	COUNTY	234
236	**2.2.3.4 Regression Test**	**43 days**	**Mon 4/1/13**	**Thu 5/30/13**		
237	2.2.3.4.1 Develop Regression Test Plan & Scripts	10 days	Mon 4/1/13	Fri 4/12/13	COUNTY	
238	***2.2.3.4.2 County Obligation: Regression Test Plan & Scripts***	0 days	Fri 4/12/13	Fri 4/12/13	COUNTY	237
239	2.2.3.4.3 Execute & Document Regression Test Results	25 days	Mon 4/15/13	Fri 5/17/13	COUNTY	238
240	2.2.3.4.4 Support Regression Test	25 days	Mon 4/15/13	Fri 5/17/13	CGI	238
241	2.2.3.4.5 Review & Approve Regression Test Results	8 days	Mon 5/20/13	Thu 5/30/13	COUNTY	239
242	***2.2.3.4.6 County Obligation: Regression Test Results***	0 days	Thu 5/30/13	Thu 5/30/13	COUNTY	241
243	***2.2.3.4.7 CGI Deliverable: HRM 3.9 Upgrade Regression Test Support***	0 days	Thu 5/30/13	Thu 5/30/13	CGI	241
244	**2.2.4 TRAINING**	**79 days**	**Mon 3/11/13**	**Fri 6/28/13**		
245	**2.2.4.1 Training Plan**	**15 days**	**Mon 3/11/13**	**Fri 3/29/13**		
246	2.2.4.1.1 Develop eHR Training Plan	15 days	Mon 3/11/13	Fri 3/29/13	COUNTY	FS-35 days
247	***2.2.4.1.2 County Obligation: Updated eHR Training Plan***	0 days	Fri 3/29/13	Fri 3/29/13	COUNTY	246
248	**2.2.4.2 Training Materials**	**20 days**	**Mon 4/1/13**	**Fri 4/26/13**		
249	2.2.4.2.1 Develop / Update Personnel Administration Training Materials	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
250	2.2.4.2.2 Develop / Update Position Control Training Materials	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
251	2.2.4.2.3 Develop / Update Leave Training Materials	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
252	2.2.4.2.4 Develop / Update Time and Attendance Training Materials	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
253	2.2.4.2.5 Develop / Update Payroll Training Materials	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
254	2.2.4.2.6 Develop / Update FLSA Training Materials	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
255	2.2.4.2.7 Develop / Update PAM Training Materials	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
256	2.2.4.2.8 Develop / Update Benefits Administration Training Materials	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
257	***2.2.4.2.9 County Obligation: Updated eHR Training Materials***	0 days	Fri 4/26/13	Fri 4/26/13	COUNTY	256
258	**2.2.4.3 Training Database Population**	**20 days**	**Mon 4/29/13**	**Fri 5/24/13**		
259	2.2.4.3.1 Populate/Update Personnel Administration Training Data	20 days	Mon 4/29/13	Fri 5/24/13	COUNTY	257
260	2.2.4.3.2 Populate/Update Position Control Training Data	20 days	Mon 4/29/13	Fri 5/24/13	COUNTY	257
261	2.2.4.3.3 Populate/Update Leave Training Data	20 days	Mon 4/29/13	Fri 5/24/13	COUNTY	257
262	2.2.4.3.4 Populate/Update Time and Attendance Training Data	20 days	Mon 4/29/13	Fri 5/24/13	COUNTY	257
263	2.2.4.3.5 Populate/Update Payroll Training Data	20 days	Mon 4/29/13	Fri 5/24/13	COUNTY	257
264	2.2.4.3.6 Populate/Update FLSA Training Data	20 days	Mon 4/29/13	Fri 5/24/13	COUNTY	257
265	2.2.4.3.7 Populate/Update PAM Training Data	20 days	Mon 4/29/13	Fri 5/24/13	COUNTY	257
266	2.2.4.3.8 Populate/Update Benefits Administration Training Data	20 days	Mon 4/29/13	Fri 5/24/13	COUNTY	257
267	***2.2.4.3.9 County Obligation: Populated/Updated eHR Training Database***	0 days	Fri 5/24/13	Fri 5/24/13	COUNTY	266
268	**2.2.4.4 Training Logistics**	**30 days**	**Tue 5/14/13**	**Tue 6/25/13**		
269	2.2.4.4.1 Secure Training Facilities and Equipment	20 days	Tue 5/14/13	Tue 6/11/13	COUNTY	
270	2.2.4.4.2 Manage End User Training Logistics and Scheduling	10 days	Wed 6/12/13	Tue 6/25/13	COUNTY	269
271	***2.2.4.4.3 County Obligation: Training Logistics***	0 days	Tue 6/25/13	Tue 6/25/13	COUNTY	270
272	**2.2.4.5 End User Training**	**13 days**	**Wed 6/12/13**	**Fri 6/28/13**		
273	2.2.4.5.1 Conduct Personnel Administration End User Training	13 days	Wed 6/12/13	Fri 6/28/13	COUNTY	269
274	2.2.4.5.2 Conduct Position Control End User Training	13 days	Wed 6/12/13	Fri 6/28/13	COUNTY	269
275	2.2.4.5.3 Conduct Leave End User Training	13 days	Wed 6/12/13	Fri 6/28/13	COUNTY	269
276	2.2.4.5.4 Conduct Time and Attendance End User Training	13 days	Wed 6/12/13	Fri 6/28/13	COUNTY	269

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
277	2.2.4.5.5 Conduct Payroll End User Training	13 days	Wed 6/12/13	Fri 6/28/13	COUNTY	269
278	2.2.4.5.6 Conduct FLSA End User Training	13 days	Wed 6/12/13	Fri 6/28/13	COUNTY	269
279	2.2.4.5.7 Conduct PAM End User Training	13 days	Wed 6/12/13	Fri 6/28/13	COUNTY	269
280	2.2.4.5.8 Conduct Benefits Administration End User Training	13 days	Wed 6/12/13	Fri 6/28/13	COUNTY	269
281	***2.2.4.5.9 County Obligation: eHR Upgrade End User Training***	0 days	Fri 6/28/13	Fri 6/28/13	COUNTY	280
282	**2.2.4.6 Operations Training**	**15 days**	**Mon 6/3/13**	**Fri 6/21/13**		
283	2.2.4.6.1 Update Operations Training Materials	10 days	Mon 6/3/13	Fri 6/14/13	COUNTY	
284	2.2.4.6.2 Conduct Operations Training	5 days	Mon 6/17/13	Fri 6/21/13	COUNTY	
285	***2.2.4.6.3 County Obligation: eHR Upgrade Operations Training***	0 days	Fri 6/21/13	Fri 6/21/13	COUNTY	
286	**2.2.4.7 System Administration Training**	**15 days**	**Mon 6/3/13**	**Fri 6/21/13**		
287	2.2.4.7.1 Update System Administration Training Materials	10 days	Mon 6/3/13	Fri 6/14/13	COUNTY	
288	2.2.4.7.2 Conduct System Administration Training	5 days	Mon 6/17/13	Fri 6/21/13	COUNTY	287
289	***2.2.4.7.3 County Obligation: eHR Upgrade System Administration Training***	0 days	Fri 6/21/13	Fri 6/21/13	COUNTY	288
290	2.2.4.8 Support Training Plan and Updates to Materials	60 days	Mon 4/1/13	Mon 6/24/13	CGI	246
291	***2.2.4.9 CGI Deliverable: HRM 3.9 Upgrade Training Plan Development and Updates to Training Materials Support***	0 days	Mon 6/24/13	Mon 6/24/13	CGI	290
292	**2.2.5 TRANSITION MANAGEMENT**	**148 days**	**Mon 12/3/12**	**Mon 7/1/13**		
293	**2.2.5.1 Update User Documentation**	**15 days**	**Mon 4/29/13**	**Fri 5/17/13**		
294	2.2.5.1.1 Update Personnel Administration User Documentation	15 days	Mon 4/29/13	Fri 5/17/13	COUNTY	215
295	2.2.5.1.2 Update Position Control User Documentation	15 days	Mon 4/29/13	Fri 5/17/13	COUNTY	215
296	2.2.5.1.3 Update Leave User Documentation	15 days	Mon 4/29/13	Fri 5/17/13	COUNTY	215
297	2.2.5.1.4 Update Time and Attendance User Documentation	15 days	Mon 4/29/13	Fri 5/17/13	COUNTY	215
298	2.2.5.1.5 Update Payroll User Documentation	15 days	Mon 4/29/13	Fri 5/17/13	COUNTY	215
299	2.2.5.1.6 Update FLSA User Documentation	15 days	Mon 4/29/13	Fri 5/17/13	COUNTY	215
300	2.2.5.1.7 Update PAM User Documentation	15 days	Mon 4/29/13	Fri 5/17/13	COUNTY	215
301	2.2.5.1.8 Update Benefits Administration User Documentation	15 days	Mon 4/29/13	Fri 5/17/13	COUNTY	215
302	***2.2.5.1.9 County Obligation: Updated eHR User Documentation***	0 days	Fri 5/17/13	Fri 5/17/13	COUNTY	301
303	2.2.5.1.10 User Documentation Update Support	15 days	Mon 4/29/13	Fri 5/17/13	CGI	215
304	***2.2.5.1.11 CGI Deliverable: HRM 3.9 Upgrade User Documentation Update Support***	0 days	Fri 5/17/13	Fri 5/17/13	CGI	303
305	**2.2.5.2 Update Systems / Operations Documentation**	**15 days**	**Mon 5/20/13**	**Mon 6/10/13**		
306	2.2.5.2.1 Update Personnel Administration Systems / Operations Documentation	15 days	Mon 5/20/13	Mon 6/10/13	COUNTY	304
307	2.2.5.2.2 Update Position Control Systems / Operations Documentation	15 days	Mon 5/20/13	Mon 6/10/13	COUNTY	304
308	2.2.5.2.3 Update Leave Systems / Operations Documentation	15 days	Mon 5/20/13	Mon 6/10/13	COUNTY	304
309	2.2.5.2.4 Update Time and Attendance Systems / Operations Documentation	15 days	Mon 5/20/13	Mon 6/10/13	COUNTY	304
310	2.2.5.2.5 Update Payroll Systems / Operations Documentation	15 days	Mon 5/20/13	Mon 6/10/13	COUNTY	304
311	2.2.5.2.6 Update FLSA Systems / Operations Documentation	15 days	Mon 5/20/13	Mon 6/10/13	COUNTY	304
312	2.2.5.2.7 Update PAM Systems / Operations Documentation	15 days	Mon 5/20/13	Mon 6/10/13	COUNTY	304
313	2.2.5.2.8 Update Benefits Administration Systems / Operations Documentation	15 days	Mon 5/20/13	Mon 6/10/13	COUNTY	304
314	***2.2.5.2.9 County Obligation: Updated eHR Systems / Operations Documentation***	0 days	Mon 6/10/13	Mon 6/10/13	COUNTY	313
315	2.2.5.2.10 Systems / Operations Documentation Update Support	15 days	Mon 5/20/13	Mon 6/10/13	CGI	304
316	***2.2.5.2.11 CGI Deliverable: HRM 3.9 Upgrade Systems / Operations Documentation Update Support***	0 days	Mon 6/10/13	Mon 6/10/13	CGI	315
317	**2.2.5.3 County Operations Documentation**	**30 days**	**Mon 4/29/13**	**Mon 6/10/13**		
318	2.2.5.3.1 Develop/Update County Operations Documentation	15 days	Mon 4/29/13	Fri 5/17/13	COUNTY	215
319	2.2.5.3.2 Setup Control-M Jobs	15 days	Mon 5/20/13	Mon 6/10/13	COUNTY	318
320	2.2.5.3.3 Support Updates to County Operations Documentation and Control-M Setup	30 days	Mon 4/29/13	Mon 6/10/13	CGI	215
321	***2.2.5.3.4 County Obligation: County Operations Documentation Updates***	0 days	Mon 6/10/13	Mon 6/10/13	COUNTY	320
322	***2.2.5.3.5 CGI Deliverable: HRM 3.9 Upgrade County Operations Documentation and Control-M Setup Support***	0 days	Mon 6/10/13	Mon 6/10/13	CGI	320
323	**2.2.5.4 User Procedures & Internal Control Plans**	**30 days**	**Wed 5/1/13**	**Wed 6/12/13**		
324	2.2.5.4.1 Update User Procedures & Internal Controls for Personnel Administration	30 days	Wed 5/1/13	Wed 6/12/13	COUNTY	215
325	2.2.5.4.2 Update User Procedures & Internal Controls for Position Control	30 days	Wed 5/1/13	Wed 6/12/13	COUNTY	215
326	2.2.5.4.3 Update User Procedures & Internal Controls for Leave	30 days	Wed 5/1/13	Wed 6/12/13	COUNTY	215
327	2.2.5.4.4 Update User Procedures & Internal Controls for Time and Attendance	30 days	Wed 5/1/13	Wed 6/12/13	COUNTY	215
328	2.2.5.4.5 Update User Procedures & Internal Controls for Payroll	30 days	Wed 5/1/13	Wed 6/12/13	COUNTY	215
329	2.2.5.4.6 Update User Procedures & Internal Controls for FLSA	30 days	Wed 5/1/13	Wed 6/12/13	COUNTY	215
330	2.2.5.4.7 Update User Procedures & Internal Controls for PAM	30 days	Wed 5/1/13	Wed 6/12/13	COUNTY	215
331	2.2.5.4.8 Update User Procedures & Internal Controls for Benefits Administration	30 days	Wed 5/1/13	Wed 6/12/13	COUNTY	215
332	***2.2.5.4.9 County Obligation: Updated eHR User Procedures & Internal Control Plans***	0 days	Wed 6/12/13	Wed 6/12/13	COUNTY	331
333	**2.2.5.5 Change Management and Communication**	**147 days**	**Mon 12/3/12**	**Fri 6/28/13**		
334	2.2.5.5.1 Develop Change Management and Communication Plan	15 days	Mon 12/3/12	Fri 12/21/12	COUNTY	
335	***2.2.5.5.2 County Obligation: Completed Change Management and Communication Plan***	0 days	Fri 12/21/12	Fri 12/21/12	COUNTY	
336	2.2.5.5.3 Execute Change Managememt and Communication Plan	124 days	Mon 1/7/13	Fri 6/28/13	COUNTY	
337	***2.2.5.5.4 County Obligation: Execution of Change Management and Communication Plan***	0 days	Fri 6/28/13	Fri 6/28/13	COUNTY	
338	**2.2.5.6 Readiness Assessment**	**65 days**	**Mon 4/1/13**	**Mon 7/1/13**		
339	2.2.5.6.1 Develop Operational/Technical Readiness Checklist	10 days	Mon 4/1/13	Fri 4/12/13	CGI	234
340	2.2.5.6.2 Review Operational/Technical Readiness Checklist	2 days	Mon 4/15/13	Tue 4/16/13	COUNTY	339
341	2.2.5.6.3 Update Operational/Technical Readiness Checklist	1 day	Wed 4/17/13	Wed 4/17/13	CGI	340
342	2.2.5.6.4 Approve Operational/Technical Readiness Checklist	1 day	Thu 4/18/13	Thu 4/18/13	COUNTY	341
343	***2.2.5.6.5 CGI Deliverable: HRM 3.9 Upgrade Operational/Technical Readiness Checklist***	0 days	Thu 4/18/13	Thu 4/18/13	CGI	342
344	***2.2.5.6.6 County Obligation: Review and Approve eHR 3.9 Upgrade Operational/Technical Readiness Checklist***	0 days	Thu 4/18/13	Thu 4/18/13	COUNTY	343
345	2.2.5.6.7 Conduct Operational/Technical Readiness Assessment	42 days	Fri 4/19/13	Tue 6/18/13	COUNTY	344

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
346	2.2.5.6.8 Support Operational/Technical Readiness Assessment	42 days	Thu 5/2/13	Mon 7/1/13	CGI	
347	***2.2.5.6.9 County Obligation: Conduct eHR 3.9 Upgrade Operational/Technical Readiness Assessment***	0 days	Mon 7/1/13	Mon 7/1/13	COUNTY	346
348	***2.2.5.6.10 CGI Deliverable: HRM 3.9 Upgrade Operational/Technical Readiness Assessment Support***	0 days	Mon 7/1/13	Mon 7/1/13	CGI	347
349	2.2.5.6.11 Develop Implementation/End User Readiness Checklist	10 days	Mon 4/1/13	Fri 4/12/13	COUNTY	234
350	***2.2.5.6.12 County Obligation: Implementation/End User Readiness Checklist***	0 days	Fri 4/12/13	Fri 4/12/13	COUNTY	349
351	2.2.5.6.13 Conduct Implementation/End User Readiness Assessment	46 days	Mon 4/15/13	Tue 6/18/13	COUNTY	350
352	***2.2.5.6.14 County Obligation: Implementation/End User Readiness Assessment Support***	0 days	Tue 6/18/13	Tue 6/18/13	COUNTY	351
353	**2.3 ACHIEVE PHASE**	**121 days**	**Mon 4/15/13**	**Thu 10/3/13**		
354	**2.3.1 PRODUCTION CUTOVER**	**60 days**	**Mon 4/15/13**	**Tue 7/9/13**		
355	**2.3.1.1 Production Cutover Script**	**24 days**	**Mon 4/15/13**	**Thu 5/16/13**		
356	2.3.1.1.1 Draft Production Cutover Script	15 days	Mon 4/15/13	Fri 5/3/13	CGI	
357	2.3.1.1.2 Review Production Cutover Script	5 days	Mon 5/6/13	Fri 5/10/13	COUNTY	356
358	2.3.1.1.3 Update Production Cutover Script	3 days	Mon 5/13/13	Wed 5/15/13	CGI	357
359	2.3.1.1.4 Approve Production Cutover Script	1 day	Thu 5/16/13	Thu 5/16/13	COUNTY	358
360	***2.3.1.1.5 CGI Deliverable: HRM 3.9 Upgrade Production Cutover Script***	0 days	Thu 5/16/13	Thu 5/16/13	CGI	359
361	***2.3.1.1.6 County Obligation: Review and Approve eHR 3.9 Upgrade Production Cutover Script***	0 days	Thu 5/16/13	Thu 5/16/13	COUNTY	359
362	**2.3.1.2 Cutover Rehearsal**	**23 days**	**Mon 5/20/13**	**Thu 6/20/13**		
363	2.3.1.2.1 Setup Mock Production Environment	5 days	Mon 5/20/13	Fri 5/24/13	COUNTY, CGI	239
364	2.3.1.2.2 Execute Upgrade Cutover Rehearsal	13 days	Tue 5/28/13	Thu 6/13/13	COUNTY, CGI	363
365	2.3.1.2.3 Analyze and Update Production Cutover Script	5 days	Fri 6/14/13	Thu 6/20/13	COUNTY, CGI	364
366	***2.3.1.2.4 County Obligation: eHR Upgrade Production Rehearsal Execution***	0 days	Thu 6/20/13	Thu 6/20/13	COUNTY	365
367	***2.3.1.2.5 CGI Deliverable: HRM 3.9 Upgrade Production Cutover Rehearsal Support***	0 days	Thu 6/20/13	Thu 6/20/13	CGI	366
368	2.3.1.3 Setup Production Environment	5 days	Fri 6/21/13	Thu 6/27/13	COUNTY, CGI	367
369	2.3.1.4 Execute Production Data Conversion	3 days	Fri 6/28/13	Tue 7/2/13	COUNTY, CGI	368
370	2.3.1.5 Execute eHR Upgrade Production Cutover	3 days	Fri 6/28/13	Tue 7/2/13	COUNTY, CGI	368
371	2.3.1.6 Execute Cutover to New Operational Procedures	4 days	Wed 7/3/13	Tue 7/9/13	COUNTY	370
372	2.3.1.7 Implement Updated Business Processes	4 days	Wed 7/3/13	Tue 7/9/13	COUNTY	370
373	2.3.1.8 Technical support for Production Cutover	3 days	Fri 6/28/13	Tue 7/2/13	CGI	368
374	2.3.1.9 Hand-Off Operations to Client Support Staff	3 days	Fri 6/28/13	Tue 7/2/13	CGI	368
375	***2.3.1.10 County Obligation: eHR Upgrade Production Cutover Execution***	0 days	Tue 7/2/13	Tue 7/2/13	COUNTY	370
376	***2.3.1.11 CGI Deliverable: HRM 3.9 Upgrade Production Cutover Support***	0 days	Tue 7/2/13	Tue 7/2/13	CGI	370
377	**2.3.2 POST-IMPLEMENTATION SUPPORT**	**66 days**	**Tue 7/2/13**	**Thu 10/3/13**		
378	2.3.2.1 eHR Upgrade Post-Implementation Support - Month 1	23 days	Tue 7/2/13	Fri 8/2/13	CGI	369FS-1 day
379	***2.3.2.2 CGI Deliverable: HRM 3.9 Upgrade Post-Implementation Support - Month 1***	0 days	Fri 8/2/13	Fri 8/2/13	CGI	378
380	2.3.2.3 eHR Upgrade Post-Implementation Support - Month 2	22 days	Mon 8/5/13	Wed 9/4/13	CGI	379
381	***2.3.2.4 CGI Deliverable: HRM 3.9 Upgrade Post-Implementation Support - Month 2***	0 days	Wed 9/4/13	Wed 9/4/13	CGI	380
382	2.3.2.5 eHR Upgrade Post-Implementation Support - Month 3	21 days	Thu 9/5/13	Thu 10/3/13	CGI	381
383	***2.3.2.6 CGI Deliverable: HRM 3.9 Upgrade Post-Implementation Support - Month 3***	0 days	Thu 10/3/13	Thu 10/3/13	CGI	382
384						
385	**3 eHR RETRO DEDUCTION PROCESSING MODIFICATION**	**352 days**	**Wed 2/15/12**	**Tue 7/2/13**		
386	**3.1 ENVISION PHASE**	**5 days**	**Wed 2/15/12**	**Tue 2/21/12**		
387	3.1.1 Confirm System Requirements	5 days	Wed 2/15/12	Tue 2/21/12	COUNTY, CGI	
388	**3.2 CREATE PHASE**	**341 days**	**Tue 2/21/12**	**Fri 6/21/13**		
389	**3.2.1 SOFTWARE CONSTRUCTION**	**206 days**	**Tue 2/21/12**	**Tue 12/11/12**		
390	**3.2.1.1 Application Software Modification**	**160 days**	**Tue 2/21/12**	**Thu 10/4/12**		
391	3.2.1.1.1 Develop Concept Papers	5 days	Tue 2/21/12	Mon 2/27/12	CGI	
392	3.2.1.1.2 Review Concept Papers	5 days	Tue 2/28/12	Mon 3/5/12	COUNTY	391
393	3.2.1.1.3 Update Concept Papers	3 days	Tue 3/6/12	Thu 3/8/12	CGI	392
394	***3.2.1.1.4 CGI Deliverable: Retroactive Deduction Processing Concept Paper***	0 days	Thu 3/8/12	Thu 3/8/12	CGI	393
395	3.2.1.1.5 Develop Functional Designs	60 days	Fri 3/9/12	Fri 6/1/12	CGI	394
396	3.2.1.1.6 Review Functional Designs	5 days	Mon 6/4/12	Fri 6/8/12	COUNTY	395
397	3.2.1.1.7 Update Functional Designs	5 days	Mon 6/11/12	Fri 6/15/12	CGI	396
398	3.2.1.1.8 Approve Functional Designs	2 days	Mon 6/18/12	Tue 6/19/12	COUNTY	397
399	***3.2.1.1.9 County Obligation: Approve Functional Designs***	0 days	Tue 6/19/12	Tue 6/19/12	COUNTY	398
400	***3.2.1.1.10 CGI Deliverable: Retroactive Deduction Processing Functional Design***	0 days	Tue 6/19/12	Tue 6/19/12	CGI	399
401	3.2.1.1.11 Develop Technical Designs	15 days	Wed 6/20/12	Wed 7/11/12	CGI	400
402	3.2.1.1.12 Develop Software and Conduct Unit Tests	40 days	Thu 7/12/12	Thu 9/6/12	CGI	401
403	3.2.1.1.13 Plan and Execute System Test	15 days	Fri 9/7/12	Thu 9/27/12	CGI	402
404	3.2.1.1.14 Package and Deliver Software	5 days	Fri 9/28/12	Thu 10/4/12	CGI	403
405	***3.2.1.1.15 CGI Deliverable: Retroactive Deduction Processing Application Software Modification***	0 days	Thu 10/4/12	Thu 10/4/12	CGI	404
406	**3.2.1.2 System Interfaces**	**35 days**	**Mon 10/22/12**	**Tue 12/11/12**		
407	**3.2.1.2.1 Inbound / Outbound Interface Design and Development**	**35 days**	**Mon 10/22/12**	**Tue 12/11/12**	**COUNTY**	
408	3.2.1.2.1.1 Create New or Update Existing Interface Designs	15 days	Mon 10/22/12	Fri 11/9/12	COUNTY	SF+30 days
409	3.2.1.2.1.2 Create New or Update Existing Interface Software and Conduct Unit Tests	20 days	Mon 11/12/12	Tue 12/11/12	COUNTY	408
410	***3.2.1.2.1.3 County Obligation: Design and Develop Inbound & Outbound Interface Software***	*0 days*	*Tue 12/11/12*	*Tue 12/11/12*	*COUNTY*	*409*
411	**3.2.1.3 Reports**	**35 days**	**Mon 10/22/12**	**Tue 12/11/12**		
412	**3.2.1.3.1 Report Design & Development**	**35 days**	**Mon 10/22/12**	**Tue 12/11/12**		
413	3.2.1.3.1.1 Create New or Update Existing Report Designs	15 days	Mon 10/22/12	Fri 11/9/12	COUNTY	SF+30 days
414	3.2.1.3.1.2 Create New or Update Existing Reports and Conduct Unit Tests	20 days	Mon 11/12/12	Tue 12/11/12	COUNTY	413

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
415	***3.2.1.3.1.3 County Obligation: Report Software Design and Development***	0 days	Tue 12/11/12	Tue 12/11/12	COUNTY	414
416	**3.2.2 SYSTEM CONTROL TABLE SETUP**	**35 days**	**Mon 10/8/12**	**Tue 11/27/12**		
417	3.2.2.1 Review eHR Production Reference and Control Tables Setup	10 days	Mon 10/8/12	Fri 10/19/12	COUNTY	SF+15 days
418	3.2.2.2 Setup System Reference Table Data	15 days	Mon 10/22/12	Fri 11/9/12	COUNTY	417
419	3.2.2.3 Test System Reference Tables	10 days	Mon 11/12/12	Tue 11/27/12	COUNTY	418
420	***3.2.2.4 County Obligation: System Reference Data Setup***	0 days	Fri 10/19/12	Fri 10/19/12	COUNTY	419
421	*3.2.3 SOFTWARE TESTING - See Stage 1: eHR 3.9 Upgrade (Project Plan Task 2.2.3)*	*113 days*	*Tue 11/20/12*	*Wed 5/1/13*	*COUNTY, CGI*	*FS-90 days*
422	**3.2.4 TRAINING**	**59 days**	**Mon 4/1/13**	**Fri 6/21/13**		
423	**3.2.4.1 Develop Training Materials**	**40 days**	**Mon 4/1/13**	**Fri 5/24/13**		
424	3.2.4.1.1 Prepare Materials	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
425	3.2.4.1.2 Review End User Training Materials	5 days	Mon 4/29/13	Fri 5/3/13	COUNTY	424
426	3.2.4.1.3 Update End User Training Materials	10 days	Mon 5/6/13	Fri 5/17/13	COUNTY	425
427	3.2.4.1.4 Approve End User Training Materials	5 days	Mon 5/20/13	Fri 5/24/13	COUNTY	426
428	***3.2.4.1.5 County Obligation: End User Training Materials***	0 days	Fri 4/26/13	Fri 4/26/13	COUNTY	427
429	**3.2.4.2 Train End Users**	**27 days**	**Wed 5/15/13**	**Fri 6/21/13**		
430	3.2.4.2.1 Finalize Logistics and Attendees	5 days	Wed 5/15/13	Tue 5/21/13	COUNTY	428
431	3.2.4.2.2 Conduct End User Training	20 days	Wed 5/22/13	Wed 6/19/13	COUNTY	430
432	3.2.4.2.3 Conduct Training Assessment	2 days	Thu 6/20/13	Fri 6/21/13	COUNTY	431
433	***3.2.4.2.4 County Obligation: End User Training***	0 days	Thu 6/20/13	Thu 6/20/13	COUNTY	432
434	**3.2.5 TRANSITION MANAGEMENT**	**55 days**	**Mon 4/1/13**	**Mon 6/17/13**		
435	**3.2.5.1 Users' Documentation**	**18 days**	**Mon 5/6/13**	**Thu 5/30/13**		
436	3.2.5.1.1 Update Online Users' Documentation	10 days	Mon 5/6/13	Fri 5/17/13	CGI	
437	3.2.5.1.2 Review Updated Users' Documentation	3 days	Mon 5/20/13	Wed 5/22/13	COUNTY	436
438	3.2.5.1.3 Update Users' Documentation	3 days	Thu 5/23/13	Tue 5/28/13	CGI	437
439	3.2.5.1.4 Approve Updated Users' Documentation	2 days	Wed 5/29/13	Thu 5/30/13	COUNTY	438
440	***3.2.5.1.5 CGI Deliverable: Retroactive Deduction Processing User Documentation***	0 days	Thu 5/30/13	Thu 5/30/13	CGI	439
441	**3.2.5.2 Systems Operation Documentation**	**18 days**	**Mon 5/6/13**	**Thu 5/30/13**		
442	3.2.5.2.1 Update Systems / Operations Documentation	10 days	Mon 5/6/13	Fri 5/17/13	CGI	
443	3.2.5.2.2 Review Updated Systems / Operations Documentation	3 days	Mon 5/20/13	Wed 5/22/13	COUNTY	442
444	3.2.5.2.3 Update Systems / Operations Documentation	3 days	Thu 5/23/13	Tue 5/28/13	CGI	443
445	3.2.5.2.4 Approve Updated Systems / Operations Documentation	2 days	Wed 5/29/13	Thu 5/30/13	COUNTY	444
446	***3.2.5.2.5 CGI Deliverable: Retroactive Deduction Processing Updates to Systems / Operations Documentation***	0 days	Thu 5/30/13	Thu 5/30/13	CGI	445
447	**3.2.5.3 County Operations Documentation**	**23 days**	**Mon 4/1/13**	**Wed 5/1/13**		
448	3.2.5.3.1 Develop/Update County Operations Documentation	5 days	Mon 4/1/13	Fri 4/5/13	COUNTY	FS-20 days
449	3.2.5.3.2 Setup Control-M Jobs	10 days	Mon 4/8/13	Fri 4/19/13	COUNTY	448
450	3.2.5.3.3 Support County Operations Documentation and Control-M Setup	15 days	Thu 4/11/13	Wed 5/1/13	CGI	
451	***3.2.5.3.4 County Obligation: County Operations Documentation Updates***	0 days	Wed 5/1/13	Wed 5/1/13	COUNTY	450
452	***3.2.5.3.5 CGI Deliverable: Retroactive Deduction Processing Support Updates to County Operations Documenta***	0 days	Wed 5/1/13	Wed 5/1/13	CGI	450
453	**3.2.5.4 County P&P Development**	**55 days**	**Mon 4/1/13**	**Mon 6/17/13**		
454	3.2.5.4.1 Plan Policy and Procedure Development	5 days	Mon 5/20/13	Fri 5/24/13	COUNTY	436
455	**3.2.5.4.2 Document new Policy and Procedures and changes**	**15 days**	**Tue 5/28/13**	**Mon 6/17/13**		
456	3.2.5.4.2.1 Update Manuals as needed	15 days	Tue 5/28/13	Mon 6/17/13	COUNTY	454
457	3.2.5.4.2.2 Update County Web-sites as needed	15 days	Tue 5/28/13	Mon 6/17/13	COUNTY	454
458	3.2.5.4.2.3 Update Interpretive Manual as needed	15 days	Tue 5/28/13	Mon 6/17/13	COUNTY	454
459	***3.2.5.4.2.4 County Obligation: Updated Policy and Procedures Documents***	0 days	Mon 6/17/13	Mon 6/17/13	COUNTY	458
460	**3.2.5.4.3 eHR Retro Deduction Processing Desk Procedures**	**20 days**	**Mon 4/1/13**	**Fri 4/26/13**		
461	3.2.5.4.3.1 Develop eHR desk procedures	20 days	Mon 4/1/13	Fri 4/26/13	COUNTY	FS-20 days
462	***3.2.5.4.3.2 County Obligation: eHR Desk Procedures***	0 days	Fri 4/26/13	Fri 4/26/13	COUNTY	461
463	**3.3 ACHIEVE PHASE**	**45 days**	**Tue 4/30/13**	**Tue 7/2/13**		
464	3.3.1 DEPLOY SOFTWARE TO PRODUCTION	1 day	Fri 6/28/13	Fri 6/28/13	COUNTY	
465	***3.3.2 County Obligation: Software Deployment***	0 days	Fri 6/28/13	Fri 6/28/13	COUNTY	
466	*3.3.3 PRODUCTION CUTOVER - Stage 1: eHR 3.9 Upgrade (Project Plan Task 2.3.1)*	45 days	Tue 4/30/13	Tue 7/2/13	COUNTY, CGI	FS-45 days
467						
468	**4 eHR MSS PILOT AND ROLLOUT**	**562 days**	**Thu 10/18/12**	**Wed 12/31/14**		
469	**4.1 ENVISION PHASE**	**71 days**	**Thu 10/18/12**	**Wed 1/30/13**		
470	**4.1.1 ESTABLISH PROTOTYPE ENVIRONMENT**	**0 days**	**Thu 10/18/12**	**Thu 10/18/12**		
471	4.1.1.1 Share Existing eHR 3.9 Upgrade Environment (Unit Test)	0 days	Thu 10/18/12	Thu 10/18/12	COUNTY	98
472	**4.1.2 PROJECT TEAM TRAINING**	**13 days**	**Thu 10/18/12**	**Mon 11/5/12**		
473	4.1.2.1 MSS Product Training Material Preparation	10 days	Thu 10/18/12	Wed 10/31/12	CGI	SF+10 days
474	4.1.2.2 MSS Product Training for Project Team	3 days	Thu 11/1/12	Mon 11/5/12	CGI	473
475	***4.1.2.3 CGI Deliverable: MSS Product Training for Project Team***	0 days	Mon 11/5/12	Mon 11/5/12	CGI	474
476	**4.1.3 PROTOTYPE ANALYSIS**	**47 days**	**Tue 11/6/12**	**Tue 1/15/13**		**472**
477	**4.1.3.1 Prepare for Application Prototyping**	**17 days**	**Tue 11/6/12**	**Fri 11/30/12**		
478	4.1.3.1.1 Develop Prototype Business Scenarios	5 days	Tue 11/6/12	Mon 11/12/12	COUNTY	475
479	***4.1.3.1.2 County Obligation: Develop Prototype Business Scenarios***	0 days	Mon 11/12/12	Mon 11/12/12	COUNTY	478
480	4.1.3.1.3 Map Business Scenarios to MSS Processes	3 days	Tue 11/13/12	Thu 11/15/12	CGI	479
481	4.1.3.1.4 Develop Prototype Scripts	5 days	Fri 11/16/12	Mon 11/26/12	CGI	480
482	4.1.3.1.5 Review Prototype Scripts	1 day	Tue 11/27/12	Tue 11/27/12	COUNTY	481
483	4.1.3.1.6 Update Prototype Scripts	2 days	Wed 11/28/12	Thu 11/29/12	CGI	482

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
484	4.1.3.1.7 Approve Prototype Scripts	1 day	Fri 11/30/12	Fri 11/30/12	COUNTY	483
485	***4.1.3.1.8 CGI Deliverable: MSS Prototype Scripts***	0 days	Fri 11/30/12	Fri 11/30/12	CGI	484
486	***4.1.3.1.9 County Obligation: Review and Approve MSS Prototype Scripts***	0 days	Fri 11/30/12	Fri 11/30/12	COUNTY	485
487	**4.1.3.2 Prototype MSS**	**20 days**	**Mon 12/3/12**	**Mon 12/31/12**		**477**
488	4.1.3.2.1 Setup MSS Tables for Prototype	3 days	Mon 12/3/12	Wed 12/5/12	CGI	486
489	4.1.3.2.2 Execute MSS Prototype Scripts	10 days	Thu 12/6/12	Wed 12/19/12	CGI	488
490	4.1.3.2.3 Document Prototype Results	3 days	Thu 12/20/12	Mon 12/24/12	CGI	489
491	4.1.3.2.4 Review Prototype Results	2 days	Wed 12/26/12	Thu 12/27/12	COUNTY	490
492	4.1.3.2.5 Update Prototype Results	1 day	Fri 12/28/12	Fri 12/28/12	CGI	491
493	4.1.3.2.6 Approve Prototype Results	1 day	Mon 12/31/12	Mon 12/31/12	COUNTY	492
494	***4.1.3.2.7 CGI Deliverable: MSS Prototype Script Execution***	0 days	Mon 12/31/12	Mon 12/31/12	CGI	493
495	***4.1.3.2.8 County Obligation: Review and Approve MSS Prototype Scripts Execution***	0 days	Mon 12/31/12	Mon 12/31/12	COUNTY	493
496	**4.1.3.3 eHR MSS Prototype Analysis Report**	**17 days**	**Thu 12/20/12**	**Tue 1/15/13**		
497	4.1.3.3.1 Identify Application Reference Table Setups	2 days	Thu 12/20/12	Fri 12/21/12	CGI	489
498	4.1.3.3.2 Identify User Interface Customizations	5 days	Mon 12/24/12	Mon 12/31/12	CGI	497
499	4.1.3.3.3 Identify Application Customizations	5 days	Mon 12/24/12	Mon 12/31/12	CGI	497
500	4.1.3.3.4 Identify Business Process Impacts	5 days	Mon 12/24/12	Mon 12/31/12	CGI	497
501	4.1.3.3.5 Develop MSS Prototype Analysis Report	5 days	Wed 1/2/13	Tue 1/8/13	CGI	500
502	4.1.3.3.6 Review MSS Prototype Analysis Report	2 days	Wed 1/9/13	Thu 1/10/13	COUNTY	501
503	4.1.3.3.7 Update MSS Prototype Analysis Report	2 days	Fri 1/11/13	Mon 1/14/13	CGI	502
504	4.1.3.3.8 Approve MSS Prototype Analysis Report	1 day	Tue 1/15/13	Tue 1/15/13	COUNTY	503
505	***4.1.3.3.9 CGI Deliverable: MSS Prototype Analysis Report***	0 days	Tue 1/15/13	Tue 1/15/13	CGI	504
506	***4.1.3.3.10 County Obligation: Review and Approve MSS Prototype Analysis Report***	0 days	Tue 1/15/13	Tue 1/15/13	COUNTY	504
507	**4.1.4 MSS TECHNICAL ASSESSMENT**	**40 days**	**Thu 10/18/12**	**Fri 12/14/12**		
508	4.1.4.1 Provide Expected Txn Volumes & County Infrastructure Information	10 days	Thu 10/18/12	Wed 10/31/12	COUNTY	98
509	4.1.4.2 Analyze Transaction Volumes for MSS	3 days	Thu 11/1/12	Mon 11/5/12	CGI	508
510	4.1.4.3 Update eHR Technical Specifications Document for MSS	15 days	Tue 11/6/12	Wed 11/28/12	CGI	509
511	4.1.4.4 Review eHRTechnical Specifications Document for MSS	5 days	Thu 11/29/12	Wed 12/5/12	COUNTY	510
512	4.1.4.5 Update eHR Technical Specifications Document for MSS	2 days	Thu 12/6/12	Fri 12/7/12	CGI	511
513	4.1.4.6 Approve eHRTechnical Specifications Document for MSS	5 days	Mon 12/10/12	Fri 12/14/12	COUNTY	512
514	***4.1.4.7 CGI Deliverable: MSS Update eHR Technical Specifications Document***	0 days	Fri 12/14/12	Fri 12/14/12	CGI	513
515	***4.1.4.8 County Obligation: Review and Approve Updated eHR Technical Specifications Document - MSS***	0 days	Fri 12/14/12	Fri 12/14/12	COUNTY	513
516	**4.1.5 MSS IMPLEMENTATION ASSESSMENT**	**11 days**	**Thu 12/20/12**	**Mon 1/7/13**		
517	**4.1.5.1 Data Conversion Strategy**	**11 days**	**Thu 12/20/12**	**Mon 1/7/13**		
518	4.1.5.1.1 Develop MSS Data Conversion Strategy	5 days	Thu 12/20/12	Thu 12/27/12	CGI	489
519	4.1.5.1.2 Review MSS Data Conversion Strategy	2 days	Fri 12/28/12	Mon 12/31/12	COUNTY	518
520	4.1.5.1.3 Update MSS Data Conversion Strategy	2 days	Wed 1/2/13	Thu 1/3/13	CGI	519
521	4.1.5.1.4 Approve MSS Data Conversion Strategy	2 days	Fri 1/4/13	Mon 1/7/13	COUNTY	520
522	**4.1.5.2 System Interface Strategy**	**11 days**	**Thu 12/20/12**	**Mon 1/7/13**	**CGI**	
523	4.1.5.2.1 Develop MSS System Interface Strategy	5 days	Thu 12/20/12	Thu 12/27/12	COUNTY	489
524	4.1.5.2.2 Review MSS System Interface Strategy	2 days	Fri 12/28/12	Mon 12/31/12	CGI	523
525	4.1.5.2.3 Update MSS System Interface Strategy	2 days	Wed 1/2/13	Thu 1/3/13	COUNTY	524
526	4.1.5.2.4 Approve MSS System Interface Strategy	2 days	Fri 1/4/13	Mon 1/7/13	CGI	525
527	**4.1.5.3 Training Strategy**	**11 days**	**Thu 12/20/12**	**Mon 1/7/13**	**COUNTY**	
528	4.1.5.3.1 Develop MSS Training Strategy	5 days	Thu 12/20/12	Thu 12/27/12	CGI	489
529	4.1.5.3.2 Review MSS Training Strategy	2 days	Fri 12/28/12	Mon 12/31/12	COUNTY	528
530	4.1.5.3.3 Update MSS Training Strategy	2 days	Wed 1/2/13	Thu 1/3/13	CGI	529
531	4.1.5.3.4 Approve MSS Training Strategy	2 days	Fri 1/4/13	Mon 1/7/13	COUNTY	530
532	**4.1.5.4 Transition Strategy**	**11 days**	**Thu 12/20/12**	**Mon 1/7/13**		
533	4.1.5.4.1 Develop MSS Transition Strategy	5 days	Thu 12/20/12	Thu 12/27/12	CGI	489
534	4.1.5.4.2 Review MSS Transition Strategy	2 days	Fri 12/28/12	Mon 12/31/12	COUNTY	533
535	4.1.5.4.3 Update MSS Transition Strategy	2 days	Wed 1/2/13	Thu 1/3/13	CGI	534
536	4.1.5.4.4 Approve MSS Transition Strategy	2 days	Fri 1/4/13	Mon 1/7/13	COUNTY	535
537	**4.1.5.5 Reporting Strategy**	**11 days**	**Thu 12/20/12**	**Mon 1/7/13**	**CGI**	
538	4.1.5.5.1 Develop MSS Reporting Strategy	5 days	Thu 12/20/12	Thu 12/27/12	CGI	489
539	4.1.5.5.2 Review MSS Reporting Strategy	2 days	Fri 12/28/12	Mon 12/31/12	COUNTY	538
540	4.1.5.5.3 Update MSS Reporting Strategy	2 days	Wed 1/2/13	Thu 1/3/13	CGI	539
541	4.1.5.5.4 Approve MSS Reporting Strategy	2 days	Fri 1/4/13	Mon 1/7/13	COUNTY	540
542	**4.1.6 IMPLEMENTATION ANALYSIS DOCUMENT**	**16 days**	**Wed 1/9/13**	**Wed 1/30/13**		
543	4.1.6.1 Update MSS Implementation Plan & Deliverables Schedule	5 days	Wed 1/9/13	Tue 1/15/13	CGI	539
544	4.1.6.2 Develop MSS Implementation Analysis Document	5 days	Wed 1/9/13	Tue 1/15/13	CGI	539
545	4.1.6.3 Review MSS Implementation Analysis Document	5 days	Wed 1/16/13	Tue 1/22/13	COUNTY	544
546	4.1.6.4 Update MSS Implementation Analysis Document	3 days	Wed 1/23/13	Fri 1/25/13	CGI	545
547	4.1.6.5 Approve MSS Implementation Analysis Document	3 days	Mon 1/28/13	Wed 1/30/13	COUNTY	546
548	***4.1.6.6 County Obligation: Review and Approve MSS Implementation Analysis Document***	0 days	Wed 1/30/13	Wed 1/30/13	CGI	547
549	***4.1.6.7 CGI Deliverable: MSS Implementation Analysis Document***	0 days	Wed 1/30/13	Wed 1/30/13	CGI	548
550	**4.2 CREATE PHASE**	**118 days**	**Wed 1/16/13**	**Mon 7/1/13**		
551	**4.2.1 TECHNICAL ENVIRONMENTS**	**0 days**	**Wed 1/30/13**	**Wed 1/30/13**		
552	4.2.1.1 Share Existing eHR 3.9 Upgrade Environments	0 days	Wed 1/30/13	Wed 1/30/13	COUNTY	554

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
553	**4.2.2 SYSTEM CONTROL TABLES**	**24 days**	**Wed 1/30/13**	**Mon 3/4/13**		
554	4.2.2.1 Review Delivered Reference Tables Setup	1 day	Wed 1/30/13	Wed 1/30/13	COUNTY	
555	4.2.2.2 Setup MSS Reference Tables Data (from Prototype Analysis)	10 days	Thu 1/31/13	Wed 2/13/13	COUNTY	554
556	4.2.2.3 Populate and Test MSS Reference Tables	10 days	Thu 2/14/13	Wed 2/27/13	COUNTY	555
557	4.2.2.4 Review & Approve MSS Reference Tables Setup	2 days	Thu 2/28/13	Fri 3/1/13	COUNTY	556
558	4.2.2.5 Update MSS Reference Tables Setup	1 day	Mon 3/4/13	Mon 3/4/13	COUNTY	557
559	4.2.2.6 Support MSS Reference Tables Setup	24 days	Wed 1/30/13	Mon 3/4/13	CGI	
560	***4.2.2.7 County Obligation: Setup and Maintain MSS System Control Tables***	0 days	Mon 3/4/13	Mon 3/4/13	COUNTY	559
561	***4.2.2.8 CGI Deliverable: MSS System Control Tables Setup Support***	0 days	Mon 3/4/13	Mon 3/4/13	CGI	559
562	**4.2.3 SOFTWARE CONSTRUCTION**	**71 days**	**Wed 1/16/13**	**Wed 4/24/13**		
563	**4.2.3.1 Data Conversion**	**42 days**	**Mon 1/28/13**	**Tue 3/26/13**		
564	4.2.3.1.1 Identify Data Conversion Requirements	3 days	Mon 1/28/13	Wed 1/30/13	COUNTY, CGI	546
565	4.2.3.1.2 Develop Conversion Plan	3 days	Thu 1/31/13	Mon 2/4/13	CGI	564
566	4.2.3.1.3 Review Conversion Plan	2 days	Tue 2/5/13	Wed 2/6/13	COUNTY	565
567	4.2.3.1.4 Update Conversion Plan	1 day	Thu 2/7/13	Thu 2/7/13	CGI	566
568	4.2.3.1.5 Approve Conversion Plan	1 day	Fri 2/8/13	Fri 2/8/13	COUNTY	567
569	***4.2.3.1.6 CGI Deliverable: MSS Data Conversion Plan***	0 days	Fri 2/8/13	Fri 2/8/13	CGI	568
570	***4.2.3.1.7 County Obligation: Review and Approve Conversion Plan***	0 days	Fri 2/8/13	Fri 2/8/13	COUNTY	568
571	4.2.3.1.8 Develop Conversion Designs (5 Conversions)	10 days	Mon 2/11/13	Fri 2/22/13	CGI	568
572	4.2.3.1.9 Review Conversion Designs	2 days	Mon 2/25/13	Tue 2/26/13	COUNTY, CGI	571
573	4.2.3.1.10 Update Conversion Designs	1 day	Wed 2/27/13	Wed 2/27/13	CGI	572
574	4.2.3.1.11 Approve Conversion Designs	1 day	Thu 2/28/13	Thu 2/28/13	COUNTY	573
575	***4.2.3.1.12 CGI Deliverable: MSS Data Conversion Designs***	0 days	Thu 2/28/13	Thu 2/28/13	CGI	574
576	***4.2.3.1.13 County Obligation: Review and Approve Conversion Design***	0 days	Thu 2/28/13	Thu 2/28/13	COUNTY	574
577	4.2.3.1.14 Develop Technical Designs	3 days	Fri 3/1/13	Tue 3/5/13	CGI	576
578	4.2.3.1.15 Develop Conversion Software and Conduct Unit Test (5 Conversions)	10 days	Wed 3/6/13	Tue 3/19/13	CGI	577
579	4.2.3.1.16 System Test Conversion Software	5 days	Wed 3/20/13	Tue 3/26/13	CGI	578
580	***4.2.3.1.17 CGI Deliverable: MSS Data Conversion Software***	0 days	Tue 3/26/13	Tue 3/26/13	CGI	579
581	**4.2.3.2 System Interfaces**	**55 days**	**Wed 1/16/13**	**Tue 4/2/13**		
582	4.2.3.2.1 Identify Interface Requirements	3 days	Wed 1/16/13	Fri 1/18/13	COUNTY, CGI	544
583	4.2.3.2.2 Create Inbound/Outbound Interface Designs (5 Interfaces)	10 days	Mon 1/21/13	Fri 2/1/13	CGI	582
584	4.2.3.2.3 Review Inbound/Outbound Interface Designs	2 days	Mon 2/4/13	Tue 2/5/13	COUNTY	583
585	4.2.3.2.4 Update Inbound/Outbound Interface Designs	1 day	Wed 2/6/13	Wed 2/6/13	CGI	584
586	4.2.3.2.5 Approve Inbound/Outbound Interface Designs	1 day	Thu 2/7/13	Thu 2/7/13	COUNTY	585
587	***4.2.3.2.6 CGI Deliverable: MSS Inbound/Outbound Interface Designs***	0 days	Thu 2/7/13	Thu 2/7/13	CGI	586
588	***4.2.3.2.7 County Obligation: Review and Approve Interface Designs***	0 days	Thu 2/7/13	Thu 2/7/13	COUNTY	586
589	4.2.3.2.8 Create Technical Designs	3 days	Fri 2/8/13	Tue 2/12/13	CGI	588
590	4.2.3.2.9 Develop Inbound/Outbound Interfaces and Conduct Unit Test (5 interfaces)	30 days	Wed 2/13/13	Tue 3/26/13	CGI	589
591	4.2.3.2.10 System Test Inbound/Outbound Interfaces	5 days	Wed 3/27/13	Tue 4/2/13	CGI	590
592	***4.2.3.2.11 CGI Deliverable: MSS Inbound/Outbound Interface Software***	0 days	Tue 4/2/13	Tue 4/2/13	CGI	591
593	**4.2.3.3 Reports**	**63 days**	**Mon 1/28/13**	**Wed 4/24/13**		
594	4.2.3.3.1 Identify Reports Requirements	3 days	Mon 1/28/13	Wed 1/30/13	COUNTY, CGI	546
595	4.2.3.3.2 Report Mapping Analysis (10 Reports)	10 days	Thu 1/31/13	Wed 2/13/13	CGI	594
596	4.2.3.3.3 Review and Approve Report Mapping	0 days	Wed 2/13/13	Wed 2/13/13	COUNTY	595
597	***4.2.3.3.4 CGI Deliverable: MSS Report Mapping Analysis***	0 days	Wed 2/13/13	Wed 2/13/13	CGI	596
598	***4.2.3.3.5 County Obligation: Review and Approve MSS Report Mapping Analysis***	0 days	Wed 2/13/13	Wed 2/13/13	COUNTY	596
599	4.2.3.3.6 Create Framework Model Design (1 Model)	5 days	Thu 2/14/13	Wed 2/20/13	CGI	598
600	4.2.3.3.7 Create Report Design (10 Reports)	15 days	Thu 2/14/13	Wed 3/6/13	CGI	597
601	4.2.3.3.8 Review Report Designs	3 days	Thu 3/7/13	Mon 3/11/13	COUNTY, CGI	600
602	4.2.3.3.9 Update Report Designs	2 days	Tue 3/12/13	Wed 3/13/13	CGI	601
603	***4.2.3.3.10 CGI Deliverable: MSS Report Designs***	0 days	Wed 3/13/13	Wed 3/13/13	CGI	602
604	***4.2.3.3.11 County Obligation: Review and Approve Report Designs***	0 days	Wed 3/13/13	Wed 3/13/13	COUNTY	602
605	4.2.3.3.12 Develop Reports and Conduct Unit Test (10 Reports)	30 days	Thu 3/14/13	Wed 4/24/13	CGI	604
606	***4.2.3.3.13 CGI Deliverable: MSS Report Software***	0 days	Wed 4/24/13	Wed 4/24/13	CGI	605
607	4.2.3.3.14 Design and Develop Dashboard Reports	30 days	Thu 1/31/13	Wed 3/13/13	COUNTY	594
608	***4.2.3.3.15 County Obligation: Design and Develop MSS Dashboard Reports***	0 days	Wed 3/13/13	Wed 3/13/13	COUNTY	607
609	**4.2.4 SECURITY & WORKFLOW**	**36 days**	**Wed 1/16/13**	**Wed 3/6/13**		
610	4.2.4.1 Create Security and Workflow Table Design	5 days	Wed 1/16/13	Tue 1/22/13	COUNTY	544
611	4.2.4.2 Setup Security and Workflow Data	5 days	Wed 1/23/13	Tue 1/29/13	COUNTY	610
612	4.2.4.3 Populate and Test Security and Workflow Tables	21 days	Wed 1/30/13	Wed 2/27/13	COUNTY	611
613	4.2.4.4 Review & Approve Security and Workflow Tables Setup	3 days	Thu 2/28/13	Mon 3/4/13	COUNTY	612
614	4.2.4.5 Update Security and Workflow Tables Setup	2 days	Tue 3/5/13	Wed 3/6/13	COUNTY	613
615	4.2.4.6 Support Security and Workflow Tables Setup	36 days	Wed 1/16/13	Wed 3/6/13	CGI	544
616	***4.2.4.7 County Obligation: Setup and Maintain MSS Security and Workflow Tables***	0 days	Wed 3/6/13	Wed 3/6/13	COUNTY	615
617	***4.2.4.8 CGI Deliverable: MSS Security and Workflow Tables Setup Support***	0 days	Wed 3/6/13	Wed 3/6/13	CGI	615
618	**4.2.5 SOFTWARE TESTING**	**85 days**	**Mon 2/4/13**	**Mon 6/3/13**		
619	**4.2.5.1 Integrated System Test**	**42 days**	**Mon 2/4/13**	**Tue 4/2/13**		
620	4.2.5.1.1 Create Integrated System Test Plan & Scripts	10 days	Mon 2/4/13	Fri 2/15/13	CGI	
621	4.2.5.1.2 Review Integrated System Test Plan & Scripts	3 days	Mon 2/18/13	Wed 2/20/13	COUNTY	620

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
622	4.2.5.1.3 Update Integrated System Test Plan & Scripts	2 days	Thu 2/21/13	Fri 2/22/13	CGI	621
623	4.2.5.1.4 Approve Integrated System Test Plan & Scripts	1 day	Mon 2/25/13	Mon 2/25/13	COUNTY	622
624	***4.2.5.1.5 CGI Deliverable: MSS Integrated System Test Plan & Scripts***	0 days	Mon 2/25/13	Mon 2/25/13	CGI	623
625	***4.2.5.1.6 County Obligation: Review and Approve MSS Integrated System Test Plan & Script***	0 days	Mon 2/25/13	Mon 2/25/13	COUNTY	623
626	4.2.5.1.7 Execute Integrated System Test	20 days	Tue 2/26/13	Mon 3/25/13	CGI	623
627	4.2.5.1.8 Review Integrated System Test Results	3 days	Tue 3/26/13	Thu 3/28/13	COUNTY	626
628	4.2.5.1.9 Correct Integrated System Test Issues	2 days	Fri 3/29/13	Mon 4/1/13	CGI	627
629	4.2.5.1.10 Approve Integrated System Test Results	1 day	Tue 4/2/13	Tue 4/2/13	COUNTY	628
630	***4.2.5.1.11 CGI Deliverable: MSS Integrated System Test Results***	0 days	Tue 4/2/13	Tue 4/2/13	CGI	629
631	***4.2.5.1.12 County Obligation: Review and Approve MSS Integrated System Test Results***	0 days	Tue 4/2/13	Tue 4/2/13	COUNTY	629
632	**4.2.5.2 User Acceptance Test**	**60 days**	**Mon 3/11/13**	**Mon 6/3/13**		
633	4.2.5.2.1 Create User Acceptance Test Plan & Scripts	15 days	Mon 3/11/13	Fri 3/29/13	COUNTY	SF-10 days
634	***4.2.5.2.2 County Obligation: User Acceptance Test Plan & Scripts***	0 days	Fri 3/29/13	Fri 3/29/13	COUNTY	633
635	4.2.5.2.3 Execute & Document User Acceptance Test Results	20 days	Wed 4/3/13	Tue 4/30/13	COUNTY	629
636	4.2.5.2.4 Support User Acceptance Test	40 days	Mon 4/1/13	Fri 5/24/13	CGI	633
637	4.2.5.2.5 Review & Approve User Acceptance Test Results	5 days	Tue 5/28/13	Mon 6/3/13	COUNTY	636
638	***4.2.5.2.6 County Obligation: User Acceptance Test Results***	0 days	Mon 6/3/13	Mon 6/3/13	COUNTY	637
639	***4.2.5.2.7 CGI Deliverable: MSS User Acceptance Test Support***	0 days	Mon 6/3/13	Mon 6/3/13	CGI	637
640	**4.2.5.3 System Optimization Test**	**39 days**	**Mon 2/4/13**	**Thu 3/28/13**		
641	4.2.5.3.1 Develop System Optimization Test Plan & Scripts	10 days	Mon 2/4/13	Fri 2/15/13	CGI	544
642	4.2.5.3.2 Review System Optimization Test Plan & Scripts	5 days	Mon 2/18/13	Fri 2/22/13	COUNTY	641
643	4.2.5.3.3 Update System Optimization Test Plan & Scripts	2 days	Mon 2/25/13	Tue 2/26/13	CGI	642
644	4.2.5.3.4 Approve System Optimization Test Plan & Scripts	1 day	Wed 2/27/13	Wed 2/27/13	COUNTY	643
645	***4.2.5.3.5 CGI Deliverable: MSS System Optimization Test Plan & Scripts***	0 days	Wed 2/27/13	Wed 2/27/13	CGI	644
646	***4.2.5.3.6 County Obligation: Review and Approve MSS System Optimization Test Plan & Scripts***	0 days	Wed 2/27/13	Wed 2/27/13	COUNTY	644
647	4.2.5.3.7 Execute System Optimization Test and Tuning	10 days	Thu 2/28/13	Wed 3/13/13	CGI	644
648	4.2.5.3.8 Review System Optimization Test Results	5 days	Thu 3/14/13	Wed 3/20/13	COUNTY	645
649	4.2.5.3.9 Correct System Optimization Test Issues	5 days	Thu 3/21/13	Wed 3/27/13	CGI	647
650	4.2.5.3.10 Approve System Optimization Test Results	1 day	Thu 3/28/13	Thu 3/28/13	COUNTY	648
651	***4.2.5.3.11 CGI Deliverable: MSS System Optimization Test Tuning and Results***	0 days	Thu 3/28/13	Thu 3/28/13	CGI	650
652	***4.2.5.3.12 County Obligation: Review and Approve MSS System Optimization Test Results***	0 days	Thu 3/28/13	Thu 3/28/13	COUNTY	650
653	**4.2.6 TRAINING**	**117 days**	**Wed 1/16/13**	**Fri 6/28/13**		
654	**4.2.6.1 MSS End User Training Plan and Materials**	**78 days**	**Fri 2/1/13**	**Tue 5/21/13**		
655	4.2.6.1.1 Develop End User Training Plan	15 days	Fri 2/1/13	Thu 2/21/13	COUNTY	544
656	***4.2.6.1.2 County Obligation: Develop End User Training Plan***	0 days	Thu 2/21/13	Thu 2/21/13	COUNTY	655
657	4.2.6.1.3 Support Development of End User Training Plan	25 days	Fri 2/1/13	Thu 3/7/13	CGI	544
658	***4.2.6.1.4 CGI Deliverable: MSS End User Training Plan Support***	0 days	Thu 3/7/13	Thu 3/7/13	CGI	657
659	4.2.6.1.5 Develop MSS Training Materials	20 days	Wed 4/24/13	Tue 5/21/13	COUNTY	5FS-5 days
660	4.2.6.1.6 MSS Training Materials Development Support	20 days	Wed 4/24/13	Tue 5/21/13	CGI	5FS-5 days
661	***4.2.6.1.7 County Obligation: Develop End User Training Materials***	0 days	Tue 5/21/13	Tue 5/21/13	COUNTY	660
662	***4.2.6.1.8 CGI Deliverable: MSS Training Materials Development Support***	0 days	Tue 5/21/13	Tue 5/21/13	CGI	660
663	**4.2.6.2 Conduct MSS Training**	**27 days**	**Wed 5/22/13**	**Fri 6/28/13**		**662**
664	4.2.6.2.1 Finalize Logistics and Scheduling	2 days	Wed 5/22/13	Thu 5/23/13	COUNTY	660
665	4.2.6.2.2 Conduct MSS Training Sessions	25 days	Fri 5/24/13	Fri 6/28/13	COUNTY	664
666	4.2.6.2.3 Conduct Training Assessment	5 days	Mon 6/24/13	Fri 6/28/13	COUNTY	
667	***4.2.6.2.4 County Obligation: MSS User Training***	0 days	Fri 6/28/13	Fri 6/28/13	COUNTY	666
668	**4.2.6.3 System Administration Training**	**15 days**	**Mon 4/1/13**	**Fri 4/19/13**		
669	4.2.6.3.1 Prepare Materials / Schedule System Administration Training	5 days	Mon 4/1/13	Fri 4/5/13	CGI	633
670	4.2.6.3.2 Conduct MSS System Administration Training	5 days	Mon 4/8/13	Fri 4/12/13	CGI	669
671	4.2.6.3.3 Review and Approve System Administration Training	5 days	Mon 4/15/13	Fri 4/19/13	COUNTY	670
672	***4.2.6.3.4 CGI Deliverable: MSS System Administration Training***	0 days	Fri 4/19/13	Fri 4/19/13	CGI	671
673	***4.2.6.3.5 County Obligation: Review and Approve MSS System Administration Training***	0 days	Fri 4/19/13	Fri 4/19/13	COUNTY	671
674	**4.2.6.4 Technical Team Training**	**15 days**	**Wed 1/16/13**	**Tue 2/5/13**		
675	4.2.6.4.1 Prepare Materials / Schedule Technical Training	10 days	Wed 1/16/13	Tue 1/29/13	COUNTY	544
676	4.2.6.4.2 Conduct Technical Team Training	5 days	Wed 1/30/13	Tue 2/5/13	COUNTY	675
677	***4.2.6.4.3 County Obligation: MSS Technical Team Training***	0 days	Tue 2/5/13	Tue 2/5/13	COUNTY	676
678	**4.2.7 TRANSITION MANAGEMENT**	**118 days**	**Wed 1/16/13**	**Mon 7/1/13**		
679	**4.2.7.1 User Documentation**	**14 days**	**Wed 5/1/13**	**Mon 5/20/13**		
680	4.2.7.1.1 Update Online Users' Documentation	3 days	Wed 5/1/13	Fri 5/3/13	CGI	635
681	4.2.7.1.2 Prepare Updates/Addendum to Baseline Users' Guides	5 days	Mon 5/6/13	Fri 5/10/13	CGI	680
682	4.2.7.1.3 Review Updated Users' Documentation	3 days	Mon 5/13/13	Wed 5/15/13	COUNTY, CGI	681
683	4.2.7.1.4 Update Users' Documentation	2 days	Thu 5/16/13	Fri 5/17/13	CGI	682
684	4.2.7.1.5 Approve Updated Users' Documentation	1 day	Mon 5/20/13	Mon 5/20/13	COUNTY	683
685	***4.2.7.1.6 CGI Deliverable: MSS Advantage User Documentation***	0 days	Mon 5/20/13	Mon 5/20/13	CGI	684
686	***4.2.7.1.7 County Obligation: Review and Approve Users' Documentation***	0 days	Mon 5/20/13	Mon 5/20/13	COUNTY	684
687	**4.2.7.2 Systems Operations Documentation**	**14 days**	**Wed 5/1/13**	**Mon 5/20/13**		
688	4.2.7.2.1 Update Online System Documentation	3 days	Wed 5/1/13	Fri 5/3/13	CGI	635
689	4.2.7.2.2 Prepare Updates/Addendum to System/Operations Documentation	5 days	Mon 5/6/13	Fri 5/10/13	CGI	688
690	4.2.7.2.3 Review Updated System/Operations Documentation	3 days	Mon 5/13/13	Wed 5/15/13	COUNTY, CGI	689

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
691	4.2.7.2.4 Update System/Operations Documentation	2 days	Thu 5/16/13	Fri 5/17/13	CGI	690
692	4.2.7.2.5 Approve Updated System/Operations Documentation	1 day	Mon 5/20/13	Mon 5/20/13	COUNTY	691
693	***4.2.7.2.6 CGI Deliverable: MSS Advantage Systems / Operations Documentation***	0 days	Mon 5/20/13	Mon 5/20/13	CGI	692
694	***4.2.7.2.7 County Obligation: Review and Approve Systems Operations Documentation***	0 days	Mon 5/20/13	Mon 5/20/13	COUNTY	692
695	**4.2.7.3 County Operations Documentation**	**20 days**	**Mon 5/13/13**	**Mon 6/10/13**		
696	4.2.7.3.1 Develop/Update County Operations Guide	5 days	Mon 5/13/13	Fri 5/17/13	COUNTY	635,689
697	4.2.7.3.2 Setup Control-M Jobs	5 days	Mon 5/20/13	Fri 5/24/13	COUNTY	696
698	4.2.7.3.3 Support County Operations Guide and Control-M Setup	10 days	Tue 5/28/13	Mon 6/10/13	CGI	697
699	***4.2.7.3.4 County Obligation: Operations Guide Updates***	0 days	Mon 6/10/13	Mon 6/10/13	COUNTY	698
700	***4.2.7.3.5 CGI Deliverable: MSS County Operations Guide Updates and Control-M Setup Support***	0 days	Mon 6/10/13	Mon 6/10/13	CGI	698
701	**4.2.7.4 Policies and Procedures**	**5 days**	**Tue 6/11/13**	**Mon 6/17/13**		
702	4.2.7.4.1 Develop/Update Policies and Procedures	5 days	Tue 6/11/13	Mon 6/17/13	COUNTY	698
703	***4.2.7.4.2 County Obligation: Policies and Procedures Updates***	0 days	Mon 6/17/13	Mon 6/17/13	COUNTY	702
704	**4.2.7.5 Change Management and Communications**	**117 days**	**Wed 1/16/13**	**Fri 6/28/13**		
705	4.2.7.5.1 Develop Change Management and Communication Plan	10 days	Wed 1/16/13	Tue 1/29/13	COUNTY	544
706	***4.2.7.5.2 County Obligation: Completed Change Management and Communication Plan***	0 days	Tue 1/29/13	Tue 1/29/13	COUNTY	705
707	4.2.7.5.3 Execute Change Management and Communication Plan	107 days	Wed 1/30/13	Fri 6/28/13	COUNTY	706
708	***4.2.7.5.4 County Obligation: Execution of Change Management and Communication Plan***	0 days	Fri 6/28/13	Fri 6/28/13	COUNTY	707
709	**4.2.7.6 Operational Readiness Assessment**	**33 days**	**Wed 5/15/13**	**Mon 7/1/13**		
710	4.2.7.6.1 Prepare Operational Readiness Checklist	5 days	Wed 5/15/13	Tue 5/21/13	CGI	
711	4.2.7.6.2 Review Operational Readiness Checklist	3 days	Wed 5/22/13	Fri 5/24/13	COUNTY, CGI	710
712	4.2.7.6.3 Update Operational Readiness Checklist	2 days	Tue 5/28/13	Wed 5/29/13	CGI	711
713	4.2.7.6.4 Approve Operational Readiness Checklist	1 day	Thu 5/30/13	Thu 5/30/13	COUNTY	712
714	***4.2.7.6.5 CGI Deliverable: MSS Operational Readiness Checklist***	0 days	Thu 5/30/13	Thu 5/30/13	CGI	713
715	***4.2.7.6.6 County Obligation: Review and Approve MSS Operational Readiness Checklist***	0 days	Thu 5/30/13	Thu 5/30/13	COUNTY	714
716	4.2.7.6.7 Conduct Operational Readiness Assessment	22 days	Fri 5/31/13	Mon 7/1/13	COUNTY	715
717	4.2.7.6.8 Support for Operational Readiness Assessment	22 days	Fri 5/31/13	Mon 7/1/13	CGI	714
718	***4.2.7.6.9 County Obligation: Conduct MSS Operational Readiness Assessment***	0 days	Mon 7/1/13	Mon 7/1/13	COUNTY	717
719	***4.2.7.6.10 CGI Deliverable: MSS Operational Readiness Assessment Support***	0 days	Mon 7/1/13	Mon 7/1/13	CGI	718
720	**4.2.7.7 Implementation Readiness Assessment**	**32 days**	**Wed 5/15/13**	**Fri 6/28/13**		
721	4.2.7.7.1 Prepare Implementation Readiness Checklist	10 days	Wed 5/15/13	Wed 5/29/13	COUNTY	
722	***4.2.7.7.2 County Obligation: Implementation Readiness Checklist***	0 days	Wed 5/29/13	Wed 5/29/13	COUNTY	721
723	4.2.7.7.3 Conduct Implementation Readiness Assessment	22 days	Thu 5/30/13	Fri 6/28/13	COUNTY	722
724	***4.2.7.7.4 County Obligation: Implementation Readiness Assessment***	0 days	Fri 6/28/13	Fri 6/28/13	COUNTY	723
725	**4.3 ACHIEVE PHASE**	**171 days**	**Mon 4/29/13**	**Tue 12/31/13**		
726	**4.3.1 PRODUCTION CUTOVER**	**49 days**	**Mon 4/29/13**	**Mon 7/8/13**		
727	**4.3.1.1 Production Cutover Script**	**20 days**	**Mon 4/29/13**	**Fri 5/24/13**		
728	4.3.1.1.1 Draft Production Cutover Script	10 days	Mon 4/29/13	Fri 5/10/13	CGI	
729	4.3.1.1.2 Review Production Cutover Script	5 days	Mon 5/13/13	Fri 5/17/13	COUNTY	728
730	4.3.1.1.3 Update Production Cutover Script	3 days	Mon 5/20/13	Wed 5/22/13	CGI	729
731	4.3.1.1.4 Approve Production Cutover Script	2 days	Thu 5/23/13	Fri 5/24/13	COUNTY	730
732	***4.3.1.1.5 CGI Deliverable: MSS Production Cutover Script***	0 days	Fri 5/24/13	Fri 5/24/13	CGI	731
733	***4.3.1.1.6 County Obligation: Review and Approve Production Cutover Script***	0 days	Fri 5/24/13	Fri 5/24/13	CGI	732
734	**4.3.1.2 Cutover Rehearsal**	**23 days**	**Mon 5/20/13**	**Thu 6/20/13**		
735	4.3.1.2.1 Setup Mock Production Environment	5 days	Mon 5/20/13	Fri 5/24/13	COUNTY, CGI	239
736	4.3.1.2.2 Execute Cutover Rehearsal	13 days	Tue 5/28/13	Thu 6/13/13	COUNTY, CGI	735
737	4.3.1.2.3 Analyze and Update Cutover Rehearsal Results	5 days	Fri 6/14/13	Thu 6/20/13	COUNTY, CGI	736
738	***4.3.1.2.4 County Obligation: Conduct MSS Production Cutover Rehearsal***	0 days	Thu 6/20/13	Thu 6/20/13	COUNTY	737
739	***4.3.1.2.5 CGI Deliverable: MSS Production Cutover Rehearsal Support***	0 days	Thu 6/20/13	Thu 6/20/13	CGI	737
740	4.3.1.3 Setup Production Environment	5 days	Fri 6/21/13	Thu 6/27/13	COUNTY, CGI	739
741	4.3.1.4 Execute Production Data Conversion	2 days	Fri 6/28/13	Mon 7/1/13	COUNTY, CGI	740
742	4.3.1.5 Execute Production Cutover	2 days	Fri 6/28/13	Mon 7/1/13	COUNTY, CGI	740
743	4.3.1.6 Execute Cutover to New Operational Procedures	4 days	Tue 7/2/13	Mon 7/8/13	COUNTY	742
744	4.3.1.7 Implement Updated Business Processes	4 days	Tue 7/2/13	Mon 7/8/13	COUNTY	742
745	4.3.1.8 Technical support for Production Cutover	7 days	Fri 6/21/13	Mon 7/1/13	CGI	739
746	4.3.1.9 Hand-Off Operations to Client Support Staff	7 days	Fri 6/21/13	Mon 7/1/13	CGI	739
747	***4.3.1.10 County Obligation: MSS Production Cutover Complete***	0 days	Mon 7/1/13	Mon 7/1/13	COUNTY	742
748	***4.3.1.11 CGI Deliverable: MSS Production Cutover Support***	0 days	Mon 7/1/13	Mon 7/1/13	CGI	742
749	4.3.1.12 Production Cutover (Live Production Operations - Pilot)	0 days	Mon 7/1/13	Mon 7/1/13	COUNTY	742
750	**4.3.2 Pilot Operations and Post-Implementation Support**	**126 days**	**Tue 7/2/13**	**Tue 12/31/13**		
751	4.3.2.1 MSS Pilot Operations and Post-Implementation Support - Month 1	21 days	Tue 7/2/13	Wed 7/31/13	CGI	742
752	***4.3.2.2 CGI Deliverables: MSS Pilot Operations and Post-Implementation Support, Month #1***	0 days	Wed 7/31/13	Wed 7/31/13	CGI	751
753	4.3.2.3 MSS Pilot Operations and Post-Implementation Support - Month 2	22 days	Thu 8/1/13	Sat 8/31/13	CGI	752
754	***4.3.2.4 CGI Deliverables: MSS Pilot Operations and Post-Implementation Support, Month #2***	0 days	Sat 8/31/13	Sat 8/31/13	CGI	753
755	4.3.2.5 MSS Pilot Operations and Post-Implementation Support - Month 3	20 days	Tue 9/3/13	Mon 9/30/13	CGI	754
756	***4.3.2.6 CGI Deliverables: MSS Pilot Operations and Post-Implementation Support, Month #3***	0 days	Mon 9/30/13	Mon 9/30/13	CGI	755
757	4.3.2.7 MSS Pilot Operations and Post-Implementation Support - Month 4	23 days	Tue 10/1/13	Thu 10/31/13	CGI	756
758	***4.3.2.8 CGI Deliverables: MSS Pilot Operations and Post-Implementation Support, Month #4***	0 days	Thu 10/31/13	Thu 10/31/13	CGI	757
759	4.3.2.9 MSS Pilot Operations and Post-Implementation Support - Month 5	19 days	Fri 11/1/13	Sat 11/30/13	CGI	758

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
760	***4.3.2.10 CGI Deliverables: MSS Pilot Operations and Post-Implementation Support, Month #5***	0 days	Sat 11/30/13	Sat 11/30/13	CGI	759
761	4.3.2.11 MSS Pilot Operations and Post-Implementation Support - Month 6	21 days	Mon 12/2/13	Tue 12/31/13	CGI	760
762	***4.3.2.12 CGI Deliverables: MSS Pilot Operations and Post-Implementation Support, Month #6***	0 days	Tue 12/31/13	Tue 12/31/13	CGI	761
763	**4.4 MSS DEPARTMENT ROLLOUT SUPPORT**	**258 days**	**Thu 1/2/14**	**Wed 12/31/14**		
764	4.4.1 MSS Department Rollout Support - Month 1	22 days	Thu 1/2/14	Fri 1/31/14	CGI	
765	***4.4.2 CGI Deliverable: MSS Department Rollout Support, Month #1***	0 days	Fri 1/31/14	Fri 1/31/14	CGI	764
766	4.4.3 MSS Department Rollout Support - Month 2	20 days	Mon 2/3/14	Fri 2/28/14	CGI	765
767	***4.4.4 CGI Deliverable: MSS Department Rollout Support, Month #2***	0 days	Fri 2/28/14	Fri 2/28/14	CGI	766
768	4.4.5 MSS Department Rollout Support - Month 3	21 days	Mon 3/3/14	Mon 3/31/14	CGI	767
769	***4.4.6 CGI Deliverable: MSS Department Rollout Support, Month #3***	0 days	Mon 3/31/14	Mon 3/31/14	CGI	768
770	4.4.7 MSS Department Rollout Support - Month 4	22 days	Tue 4/1/14	Wed 4/30/14	CGI	769
771	***4.4.8 CGI Deliverable: MSS Department Rollout Support, Month #4***	0 days	Wed 4/30/14	Wed 4/30/14	CGI	770
772	4.4.9 MSS Department Rollout Support - Month 5	21 days	Thu 5/1/14	Sat 5/31/14	CGI	771
773	***4.4.10 CGI Deliverable: MSS Department Rollout Support, Month #5***	0 days	Sat 5/31/14	Sat 5/31/14	CGI	772
774	4.4.11 MSS Department Rollout Support - Month 6	21 days	Mon 6/2/14	Mon 6/30/14	CGI	773
775	***4.4.12 CGI Deliverable: MSS Department Rollout Support, Month #6***	0 days	Mon 6/30/14	Mon 6/30/14	CGI	774
776	4.4.13 MSS Department Rollout Support - Month 7	22 days	Tue 7/1/14	Thu 7/31/14	CGI	775
777	***4.4.14 CGI Deliverable: MSS Department Rollout Support, Month #7***	0 days	Thu 7/31/14	Thu 7/31/14	CGI	776
778	4.4.15 MSS Department Rollout Support - Month 8	21 days	Fri 8/1/14	Sun 8/31/14	CGI	777
779	***4.4.16 CGI Deliverable: MSS Department Rollout Support, Month #8***	0 days	Sun 8/31/14	Sun 8/31/14	CGI	778
780	4.4.17 MSS Department Rollout Support - Month 9	22 days	Mon 9/1/14	Tue 9/30/14	CGI	779
781	***4.4.18 CGI Deliverable: MSS Department Rollout Support, Month #9***	0 days	Tue 9/30/14	Tue 9/30/14	CGI	780
782	4.4.19 MSS Department Rollout Support - Month 10	23 days	Wed 10/1/14	Fri 10/31/14	CGI	781
783	***4.4.20 CGI Deliverable: MSS Department Rollout Support, Month #10***	0 days	Fri 10/31/14	Fri 10/31/14	CGI	782
784	4.4.21 MSS Department Rollout Support - Month 11	20 days	Mon 11/3/14	Sun 11/30/14	CGI	783
785	***4.4.22 CGI Deliverable: MSS Department Rollout Support, Month #11***	0 days	Sun 11/30/14	Sun 11/30/14	CGI	784
786	4.4.23 MSS Department Rollout Support - Month 12	23 days	Mon 12/1/14	Wed 12/31/14	CGI	785
787	***4.4.24 CGI Deliverables: MSS Department Rollout Support, Month #12***	0 days	Wed 12/31/14	Wed 12/31/14	CGI	786
788	4.4.25 MSS Application Software Functional Designs	45 days	Thu 1/2/14	Wed 3/5/14	CGI	
789	***4.4.26 CGI Deliverable: MSS Application Software Functional Designs***	0 days	Wed 3/5/14	Wed 3/5/14	CGI	788
790	4.4.27 MSS Application Software Modifications	65 days	Thu 3/6/14	Thu 6/5/14	CGI	788
791	***4.4.28 CGI Deliverable: MSS Application Software Modifications***	0 days	Thu 6/5/14	Thu 6/5/14	CGI	790

Appendix C-12 – Business Requirements

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Modification = Software modification using built-in Advantage Design Studio toolset (Versata)
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
GENERAL RETROACTIVE DEDUCTION PROCESSING REQUIREMENTS					
PY	1.00	Retroactive Deductions - General	Provide the ability for Retro deduction processing to be triggered by (1) Retro Salary Increase (2) Retro Salary Decrease (3) Retro Deduction Parameter Change and (4) Current Year Retro Industrial Accident (IA). Note: Retro Deduction Parameter Change (MISC, DMISC, ENRL, PENS) includes: - change the rate or amount of the deduction - stopping of deduction retroactively - enrolling of deduction retroactively	Customization	Current functionality only provides for triggers due to salary increase/decrease and deduction parameter change - logic will be added to account for retro IA triggers. Any reference table changes on PPRT and/or PPET (or any other reference tables) or any other reference tables will not create retro triggers. The retro deduction and retro pay triggers will be handled via MASS or MAS3 functionality to generate RTRG and ESMT documents. Procedures will be written to accommodate these processes.
PY	1.01	Retroactive Deductions - General	Provide the ability for One Time Payment (OTPAY) and Timesheet Adjustment (TADJ) documents with effective dates less than the current pay period start date will not trigger retro pay and deduction processing	Baseline	With current processing, OTPAY and TADJ documents do not cause the creation of retro deduction triggers.
PY	1.02	Retroactive Deductions - General	Provide the ability for the deduction type table to have 4 checkboxes for retro deduction processing	Customization	The current single checkbox for 'retro processing allowed' will be expanded to allow for the 4 possible options.
PY	1.03	Retroactive Deductions - General	Provide the ability for Users to select multiple triggers for deduction processing, such as 1, 2 and 3 from the list above	Customization	Currently all triggers are processed in each retro deduction run. The trigger selection process will be modified to allow specific types of triggers to be processed at a time.
PY	1.04	Retroactive Deductions - General	Provide the ability to calculate deductions or benefits by utilizing include/exclude pay event setup. And not control by Retro deduction trigger.	Baseline	The current production payroll system contains this functionality. Retro earnings are added into the current period retirement base, and the prior period deductions are not recalculated.

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
PY	2.00	Retroactive Deductions - General	Provide the ability If deduction was not taken or partially taken in the original pay period, the retro deduction process will not reprocess the deduction.	Customization	The retro deduction processor will be modified so that only deductions taken in full in the retro period are re-evaluated for changes during retro deduction processing. Deductions not taken or partially taken will be skipped by the processor.
PY	2.01	Retroactive Deductions - General	-This includes all parent/child (primary, secondary, and after-tax) relationships	Customization	See comments on requirement 2.00 above.
PY	2.02	Retroactive Deductions - General	-If a deduction is not taken in full (primary, secondary, and after-tax), the system should not recalculate the deduction. A pending deduction should not be created, regardless of whether the calculated deduction amount has increased or decreased.	Customization	See comments on requirement 2.00 above.
PY	2.03	Retroactive Deductions - General	-If a deduction is partially taken and the employee is entitled to a refund, the system will not recalculate the deduction and no refund will be issued.	Customization	See comments on requirement 2.00 above.
PY	3.00	Retroactive Deductions - General	Provide the ability if enrollment is changing (old is expired and new is enrolled) and old deduction was not taken or partially taken, the system will not recalculate the old deduction but will recalculate the new deduction.	Customization	The retro deduction processor will be modified so that only deductions taken in full in the retro period are re-evaluated for changes during retro deduction processing. Deductions not taken or partially taken will be skipped by the processor. No change to the current processing is needed to ensure the new deduction is recalculated during retro.
PY	4.00	Retroactive Deductions - General	Provide the ability for the system to utilize the current pre/after tax logic within retro deduction processing.	Baseline	Retro deduction processing utilizes the same pre/after tax logic as regular GTN does. During retro, the system will evaluate taxable/non-taxable earnings and generate the deduction adjustment using either the pre or the after tax deduction code.
PY	5.00	Retroactive Deductions - General	Provide the ability if the pending retro deductions cannot be taken in full, and the deduction is linked to other deductions via secondary or pre/after tax, the system must back out all linked deductions (similar to the current functionality of subsidized medical). If there are pre- and after-tax cafeteria retro adjustments that cannot be taken, will the pre-tax still taken and be posted to Cafeteria Clearing fund?	Customization	There is no existing mechanism for tracking all 'linked' deductions. This mechanism will be created as part of GTN so that it can be recognized/processed as part of the retro deduction logic.
PY	5.01	Retroactive Deductions - General	-The system will not back out County Contribution (current GTN functionality if employee passes eligibility).	Baseline	The retro deduction processor utilizes GTN logic for processing, so the existing GTN functionality also exists for retro processing.

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
PY	6.00	Retroactive Deductions - General	Provide the ability if multiple retro deductions for different pay periods are present for the same deduction, take the earliest retro deduction first (i.e. parent/child relationships between deductions)	Customization	Deductions will be processed according to the deduction processing order. The GTN pending deduction processor will be modified to ensure that retro deductions with the same type/plan are processed from earliest retro date to latest.
PY	7.00	Retroactive Deductions - General	Provide the ability that pending deductions must keep original effective date (of original check) for reporting purposes to external agencies.	Baseline	The current functionality uses the retro effective date field on the deduction record to report this information.
PY	8.00	Retroactive Deductions - General	Provide the ability for the Cafeteria Taxable Cash/Salary Advance batch job to not factor in retro pending deductions.	Baseline	This is controlled by running the Cafeteria Taxable Cash/Salary Advance batch job prior to running the retro deduction process in the cycle.
PY	9.00	Retroactive Deductions - General	Provide the ability when reversing a deduction that was taken in the original check, the reversal line shows the same deduction type and plan as the deduction of the original check (i.e. if the deduction rolled to after-tax in the original check, the retro adjustment would back out an after-tax deduction).	Baseline	The current retro deduction process utilizes the original deduction type and plan when posting any adjustment.
PY	10.00	Retroactive Deductions - General	Provide the ability that specific back-out logic will be used for retro deduction details in the case of negative net processing.	Baseline	This logic is represented in the current retro deduction processor.
PY	10.01	Retroactive Deductions - General	Retro pending deductions will follow the current Deduction Acceptance Priority Number (DAPN) defined on the Deduction Type table, as of the current pay period being processed. In the case of deduction reversal due to a negative net situation, if there are retro and non-retro details for the same deduction type and plan, the retro deductions will be backed out before the non-retro deductions.	Baseline	This logic is represented in the current retro deduction processor.
PY	10.02	Retroactive Deductions - General	If there are multiple retro details for the same type/plan to be backed out due to a negative net situation, the most current (i.e., with the latest retro effective date) will be backed out first	Baseline	This logic is represented in the current retro deduction processor.
PY	11.00	Retroactive Deductions - General	Provide the ability that taxes will be recalculated using the current pay period's earnings and deductions. They will not be setup for retro processing.	Baseline	This is controlled by not checking any of the 'retro processing allowed' for the tax deduction types.
PY	12.00	Retroactive Deductions - General	Provide the ability that After-tax retro pending deductions should not reduce taxable earnings amount, but pre-tax retro pending deductions should reduce taxable earnings amount.	Baseline	This is controlled by configuring the pre and after tax processing fields for the deductions.

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
RETRO DEFERRED PLAN PROCESSING					
PY	13.00	Retroactive Deductions - Deferred Plan	Provide ability for Employee deduction to be based on change in earnings (from pay details) and employer side to be based on a change to Monthly Calculated Salary. For the Savings match, the employer side is based on Monthly Calculated Salary change and Megaflex County Contribution change.	Baseline	This reflects current processing in production payroll system.
PY	13.01	Retroactive Deductions - Deferred Plan	For Savings and Horizon match, the Monthly Calculated Salary is calculated based on the base pay rate stored on PPRT, and base and other base bonuses defined on PPET.	Baseline	
PY	14.00	Retroactive Deductions - Deferred Plan	Provide the ability for the delta in salary change must be applied to the deduction match. For Savings match, the delta of the Monthly Calculated Salary change must also be applied to the deduction match of the employer side	Baseline	This reflects current processing in production payroll system.
PY	15.00	Retroactive Deductions - Deferred Plan	Provide the ability for the employee deduction to be based on the current and prior pay period's earnings regardless of the effective date. The employer match for Horizon and Savings is based on the current semi-monthly calculated salary, retro salary delta, and for Savings match also include current and retro Megaflex County Contribution delta (RF001 CATG), and current and prior pay period's pay events (e.g., Transportation allowance) defined on the SRFM page.	Baseline	This reflects current processing in production payroll system.
PY	16.00	Retroactive Deductions - Deferred Plan	Provide the ability for employees that go from monthly to non-monthly retroactively, the employee does not qualify for deferred plans and no retro activity should occur.	Baseline	This reflects current processing in production payroll system.
RETRO RETIREMENT PLAN PROCESSING					
PY	17.00	Retroactive Deductions - Retirement Plan	Provide the ability for retroactive pensionable earnings to be added into the base via includes/excludes on deduction setup.	Baseline	This reflects current processing in production payroll system. Current payroll production code has already been modified to accommodate this requirement. Retro pensionable earnings are included as part of the current deduction base. [Deduction logic should work like PAY_002/47 (Deferred Plans) in retro.]

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
PY	19.00	Retroactive Deductions - Retirement Plan	Provide the ability that if a retro salary adjustment occurs, the system will include the retro salary delta in the current pay period's deduction and fringe base. Retro Salary Delta is defined as the change in employee's calculated salary and not the actual earnings that result from salary change. The retro pensionable salary and/or earnings must be reported with the retro pay period's effective date in order for LACERA to classify the deductions in the correct pay period.	Customization	The code will be modified to include the retro salary in the current period base. The retro salary delta will be applicable for monthly employees and judges only. Non-monthly employees will use actual earnings (Retro Salary Increase and Retro Salary Decrease checkbox will not be checked).
RETRO CAFETERIA PLAN PROCESSING					
PY	20.00	Retroactive Deductions - Cafeteria Plan	Provide the ability for Retro Cafeteria: If recalculating County Contribution and the employee receives taxable cash, the employee's taxable cash is limited to the remaining taxable cash limit calculated in requirement #20.02 below. If the retro period is for the prior year, the Taxable Cash should also be limited to the Annual Remaining limit ((Annual Remaining limit is calculated by multiplying the number of months (e.g., 12 months) x the employee's monthly taxable cash limit) - YTD taxable cash given) (Use the same logic as the Elective Annual Leave payout)	Customization	The current retro deduction process compares the recalculated taxable cash to the limit in place in the original pay period.
PY	20.01	Retroactive Deductions - Cafeteria Plan	- The following calculation will be used to calculate the remaining limit of taxable cash, whether the employee originally has taxable cash or a salary reduction: Taxable Cash Limit of Original Pay Period – Taxable Cash Given in Original Pay Period + Salary Reduction = New Limit	Customization	The code will be modified to utilize this calculation.
PY	20.02	Retroactive Deductions - Cafeteria Plan	-The new remaining current month limit (delta of the original taxable cash limit - taxable cash given in the original pay period) will be posted to café_ded_detail	Customization	The code will be modified to store this limit on café_ded_detail
PY	20.03	Retroactive Deductions - Cafeteria Plan	Prior year or prior pay period taxable cash adjustments should not be factored in the current pay period Taxable Cash should be limited to the new formula defined in PY 20.01 provided above. testing calculation, but the taxable cash should be limited to the taxable cash limit defined in the original pay period	Baseline	

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
PY	21.00	Retroactive Deductions - Cafeteria Plan	Provide the ability to only recalculate County Contribution if the employee was originally eligible for cafeteria benefits (passed the 8 hours benefit eligibility test)	Baseline	Benefit Eligibility batch job will not be rerun for the original pay period to determine if employee now meets eligibility for the original pay period.
PY	22.00	Retroactive Deductions - Cafeteria Plan	Provide the ability if the cafeteria change results in a change to the café %, the new café % will be posted to café_ded_detail, such as going from Choices to Megaflex	Customization	The code will be modified to store this information on café_ded_detail
PY	23.00	Retroactive Deductions - Cafeteria Plan	Provide the ability for Retro Enrollment - System must recognize that a change in the level of coverage (e.g., 1 Party to 2 Party) regardless of the changes in medical plan can trigger a change in County Contribution.	Baseline	When any deduction eligible for retro is modified, the system will recalculate all related deductions, including County Contribution.
PY	24.00	Retroactive Deductions - Cafeteria Plan	Provide the ability If retro enrollment and retro salary change occur in the same pay period, all applicable café benefits will be recalculated. Deductions will be marked as eligible for particular retro recalculation via checkboxes (defined in the requirement #1.00 above) on deduction type table.	Baseline	Current retro deduction logic will recalculate all café benefits when an enrollment and salary change both occur in the same retro period. The separate retro recalculation checkboxes are covered by PY-1.00.
PY	25.00	Retroactive Deductions - Cafeteria Plan	Provide the ability if retro spans multiple pay periods, individual pending deductions must be created for each prior pay period being adjusted to report which retro pay periods to apply the retro deductions (coverage) for to 3rd party vendors.	Baseline	Separate pending deductions are generated for each retro period.
PY	26.00	Retroactive Deductions - Cafeteria Plan	Provide the ability if retro salary increase crosses over multiple time-slices of cafeteria plans, the employer contribution will be recalculated for retro each period using the cafeteria plan that is active on the last day of the pay period being recalculated.	Baseline	Each retro period is recalculated individually utilizing the information in place for that period.
PY	27.00	Retroactive Deductions - Cafeteria Plan	Provide the ability if cafeteria plan (county contribution) is retro enrolled which was not enrolled originally, all cafeteria benefits that have been originally enrolled effective during the retro period should be reevaluated to be covered by County Contribution.	Baseline	Whenever a retro enrollment is made, all related benefits for that period are recalculated.

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
PY	27.01	Retroactive Deductions - Cafeteria Plan	Admin fee that is associated as part of the secondary deduction to the employer County Contribution plan should also be generated automatically when the County Contribution plan is retro enrolled. The original admin fee that was enrolled must be reversed as part of retro deduction process because the County Contribution plan has changed. The new County Contribution plan along with the admin fee must be generated.	Baseline	
PY	27.02	Retroactive Deductions - Cafeteria Plan	-All rate based Cafeteria benefits that have been enrolled originally will not be re-calculated (premium amount will not change). Currently, none of the cafeteria benefits are calculated based on employee's county contribution such as salary, table, rate.	Baseline	
PY	28.00	Retroactive Deductions - Cafeteria Plan	Provide the ability if cafeteria pending retro deductions cannot be taken in full, and the deduction is linked to other deductions via secondary or pre/after tax, the system must back out all linked deductions (similar to the current functionality of subsidized medical and requirement #5 above)	Customization	There is no existing mechanism for tracking all 'linked' deductions. This mechanism will be created as part of GTN so that it can be recognized/processed as part of the retro deduction logic. (Similar to requirement #6 above).
PY	28.01	Retroactive Deductions - Cafeteria Plan	If there are pre- and after-tax cafeteria retro adjustments that cannot be taken in full, the pre-tax retro adjustment should still be taken and post to Cafeteria Clearing fund (similar to the current Cafeteria Clearing fund process for cafeteria benefits).	Baseline	
RETRO INDUSTRIAL ACCIDENT PROCESSING					
PY	29.00	Retroactive Deductions - IA	Provide the ability for Deferred Plan – Because deductions will go from pre-tax to after tax, the system must refund deferred plan deductions and fringes.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
PY	29.01	Retroactive Deductions - IA	Provide the ability to exclude any earnings generated from retroactive industrial accident process (or any earnings used to calculate deferred plans in retroactive periods) when calculating deferred plans in the current pay period. If retro IA adjustments are not excluded then the deferred plan refund and retro IA adjustments will cancel out the current period deferred plan deduction from current period earnings.	Customization	Modify the deduction processor to provide ability to exclude any earnings using the Document ID prefix on the generated TADJ documents, e.g. – "EMIA" and "ESTD", and modify EVNT to be able to identify pay events as IA pay events to be excluded
PY	29.02	Retroactive Deductions – IA	The system shall use the following effective dates to determine whether or not to include or exclude retro IA/STD transaction when calculating deferred plans in the current pay period: - If retro IA/STD transaction date is less than 12/16 (12/31 check date) of the prior year, those adjustments shall be included in the current pay period deferred plans calculation - If retro IA/STD transaction date is greater than 12/15 (1/15 check date) and less than the current pay period, the adjustments shall be excluded from the current deferred plans calculation - If retro IA/STD transaction is within the current pay period (created by TIMEI or TADJ), the transactions shall be included in the current pay period deferred plans calculation,	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	29.03	Retroactive Deductions - IA	Deferred Plans calculation will be recalculated and refunded in the retro periods where IA/STD occurs.	Baseline	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	29.04	Retroactive Deductions - IA	Retro Deferred Plans will not go back to prior year. The Retro Deduction processor shall only process Deferred Plans for the current year.	Baseline	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	30.00	Retroactive Deductions - IA	Provide the ability for the system to link the pre-tax deduction that has been reclassified to after-tax deduction must be processed together in the same check.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	31.00	Retroactive Deductions - IA	Provide the ability if an employee went non-deduct in the retro pay period, retro IA will not recalculate the deduction.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.

Reference Number		Functional Category	Business Requirements	Final Disposition	Comments
PY	32.00	Retroactive Deductions - IA	Provide the ability if an employee was AWOP for entire retro pay period and thus not eligible for county contribution and café benefits, Retro IA will not re-calculate the county contribution because benefit eligibility job will not be re-run for the retro periods.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	33.00	Retroactive Deductions - IA	Provide the ability for Retro IA to read the pending payments table (which will reduce taxable earnings and increase non-taxable earnings) to move deductions from pre-tax to after-tax	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	33.01	Retroactive Deductions - IA	-The retro deduction process must utilize pending payments generated by the retro process because the pay period that IA pay is generated may be the only pay period the employee has earnings to take the deductions. If retro IA pay and retro IA deductions are processed in different pay periods, the employee's deductions may not be taken.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.

Appendix D-12 – Interfaces

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1. eHR Upgrade – Interfaces

For the eHR software upgrade to AMS Advantage 3.9., CGI will analyze the existing eHR interfaces to identify the interfaces that are impacted by the upgrade. The baseline data conversion scripts will be used to compare to the eHR interfaces to identify the impacted interfaces. Listed below is a summary of the eHR interfaces by Functional Areas. Also provided further below is a detail list of the eHR interfaces.

Interface Count by Functional Areas

Functional Area	Count
Payroll	52
Personnel Administration	34
Budget Preparation	20
Position Control	10
Time Collection	1
Total	**117**

2. Retroactive Deduction Processing Modification – Interfaces

For the Retroactive Deduction Processing Modification there are no expected changes to eHR Interfaces. If new interfaces or changes to existing interfaces are identified during the Retroactive Deduction Processing Modification implementation, the County will be responsible for design, development, and testing of the new or changed interfaces.

3. Manager Self Service – Interfaces

CGI is responsible for the software construction of five (5) Interfaces. The five interfaces are a placeholder that will be defined during the Envision Phase and documented in the MSS Implementation Analysis Document.

Personnel Administration Interfaces – eHR Upgrade

No.	Interface Name	Inbound/ Outbound
1	Department Accounting (DEPTA)	Inbound
2	Employee Address information (ADDR)	Inbound
3	Employee Elective Leave Request (ELREQ)	Inbound
4	Employee Name Change Info (EICF)	Inbound
5	Employee Pay Location information (DEPTD)	Inbound
6	Employee Attribute Information (ATTR)	Inbound
7	Employee Assignment Information (ESMT)	Inbound
8	Classification information – Grade (GRDE)	Inbound
9	Classification information – Step (STEP)	Inbound
10	Classification information - Sub-Title (STTL)	Inbound
11	Classification information – Title (TITL)	Inbound
12	Service Award Information (WRI)	Inbound
13	Licenses and Certifications (LCNS)	Inbound
14	Employee Performance Evaluation (EPEV)	Inbound
15	New Hire/ Rehire Information Pre-process from Kenexa (ONBOARD)	Inbound
16	Exam Information for Employee (WRI)	Inbound
17	SSN Verification File from Social Security Administration (EMPL_SSAVERF)	Inbound
18	Pay Location Extract (LOCATION_EXTR)	Outbound
19	Title Extract (TITL_EXTR)	Outbound
20	Sub-Title Extract (STTL_EXTR)	Outbound
21	Employee's Job History (EMPL_JOBHIST)	Outbound
22	Employee's Current Job Information for OHP and Advocacy (EMPL_JOBINFO)	Outbound
23	Employee Information For Unions (UNION_EMPINFO)	Outbound
24	Employee's Driver License Information (EMPL_DRVLCNS)	Outbound
25	New Employee Registry (NEWEMPL_REGTRY)	Outbound
26	Employee's SSN, Birthdate, and Gender for Social Security Verification (EMPL_SSAEXTR)	Outbound
27	Employment Verification from eHR to Talent Management (EMPL_KRBVERF)	Outbound
28	Personnel Action Code - Foundation Data for Kenexa (PERSONNEL_ACTION_KRB)	Outbound
29	Department Code - Foundation Data for Kenexa (R_DEPT_KRB)	Outbound
30	Unit Code - Foundation Data for Kenexa (R_UNIT_KRB)	Outbound
31	Title - Foundation Data for Kenexa (TITL_KRB)	Outbound
32	Sub-Title - Foundation Data for Kenexa (STTL_KRB)	Outbound
33	Position - Foundation Data for Kenexa (POSN_HIST_KRB)	Outbound
34	Employee Demographic File for FBMC (EMPL_FBMC)	Outbound

Budget Preparation Interfaces – eHR Upgrade

No.	Interface Name	Inbound / Outbound
1	SBFS - Employee Data Import (BF_EMPL)	Inbound
2	SBFS - Employee Assignment Import (BF_ASGT)	Inbound
3	SBFS - Employee Assignment Import (BF_EMPL_FUTR_CHNG)	Inbound
4	SBFS - Benefits (BF_BNFT)	Inbound
5	SBFS - Benefits (BF_BNFT_COMP_FCTR)	Inbound
6	SBFS - Benefit/ Supplemental Pay Reference Tables (BF_FIXD_COST)	Inbound
7	SBFS - Benefit/ Supplemental Pay Reference Tables (BF_PCT_COST)	Inbound
8	SBFS - Benefit/ Supplemental Pay Reference Tables (BF_MIN_MAX_AM)	Inbound
9	SBFS - Benefit/ Supplemental Pay Reference Tables (BF_MIN_MAX_PCT)	Inbound
10	SBFS - Supplemental Pay (BF_SUPM_PAY)	Inbound
11	SBFS - Supplemental Pay (BF_SUPM_PAY_COMP_FCTR)	Inbound
12	SBFS - Employee Benefits (BF_EMPL_BF_BNFT_JN)	Inbound
13	SBFS - Employee Supp Pay (BF_EMPL_BF_SUPM_PAY_JN)	Inbound
14	SBFS - Salary Table (BF_STBL)	Inbound
15	SBFS - Salary Table (BF_STBL_EFCT_DT)	Inbound
16	SBFS - Salary Table (BF_STBL_AM)	Inbound
17	Position Changes - Proposed Phase (BPPOSN_EXTR_PROP)	Outbound
18	Position Changes - Adopted Phase (BPPOSN_EXTR_FNC)	Outbound
19	Position Changes - Final Adopted Phase (BPPOSN_EXTR_DELIB)	Outbound
20	Position Changes - Supplemental (BPPOSN_EXTR_SUPP)	Outbound

Position Control Interfaces – eHR Upgrade

No.	Interface Name	Inbound / Outbound
1	Close-out authorization for Non-budgeted Position (PAMT)	Inbound
2	Salary Max/ Min Update (TITL)	Inbound
3	Position Data Extract (HR_POSN_EXTR_BP)	Outbound
4	eHR Employee Data Extract (EMPL_EXTR_BP)	Outbound
5	eHR Employee Assignment Extract (ASGMNT_EXTR_BP)	Outbound
6	eHR Benefits Extract (EMPLBENF_EXTR_BP)	Outbound
7	eHR Employee Benefits Extract (BEN_EXTR_BP)	Outbound
8	eHR Supplemental Pay Event Extract (EMPLSUPPAY_EXTR_BP)	Outbound
9	eHR Employee Supp Pay Extract (SUPPAY_EXTR_BP)	Outbound
10	eHR Salary Table Extract (SALARY_EXTR_BP)	Outbound

Payroll Interfaces – eHR Upgrade

No.	Interface Name	Inbound / Outbound
1	One-Time Payments (OTPAY)	Inbound
2	Leave Balance Extract (LBAL)	Inbound
3	Leave Summary (LVSM)	Inbound
4	Supplemental Pay Trigger (STRG)	Inbound
5	Miscellaneous Deduction for TPAs (DMISC)	Inbound
6	Bank of America - Daily Paid File (DAILYPAID)	Inbound
7	Benefit Enrollement (ENRL)	Inbound
8	Retirement Enrollment (PENS)	Inbound
9	Payment Information for employees receiving TD from Worker's Compensation (EMPL_TEMPDISB)	Inbound
10	Employee Deductions Without County Benefits - Flat File (FORMAT1)	Outbound
11	Employee Deduction Without County Benefit - Comma Delimited File (FORMAT1A)	Outbound
12	Cafeteria Plan Eligibility Information (EMPLOYEE_CAFEPLAN)	Outbound
13	Elective Annual Leave Purchase Balance (ECLVINF)	Outbound
14	Employee taxable wages and tax withheld for State (WAGESNFO_EDD)	Outbound
15	Employee taxable wages and tax withheld for Federal (WAGESNFO_IRS)	Outbound
16	Detail Pay File - Employee Information (DETLPAY_EMPLOYEE)	Outbound
17	Detail Pay File - Deduction Information (DETLPAY_DEDUCTION)	Outbound
18	Detail Pay File - Earnings Information For Primary Job (DETLPAY_EARNINGSHOME)	Outbound
19	Detail Pay File - Earnings Information For Secondary Job (DETLPAY_EARNINGSSECON)	Outbound
20	Retirement codes (RETMCD)	Outbound
21	Salary and Employee Benefit Accounting Data (SNBACCTN)	Outbound
22	Employee Benefits (FORMAT3)	Outbound
23	BOA - Direct Deposit File (BOAEFT)	Outbound
24	BOA - Warrant File (BOAWTFILE)	Outbound
25	Employee Cafeteria Plan Enrollment (ENROLLMENT_CAFEPLAN)	Outbound
26	Employee Contribution For HCS, DCS, and DCSAS (DEDUCTIONS_CAFEPLAN)	Outbound
27	Non Deduct File (NONTKNDED)	Outbound
28	Employee Demographic Information for Deferred Plans (EMPLEE_INFO_DCPLANS)	Outbound
29	Employee Contribution for Deferred Plans (DEDUCTIONS_DCPLANS)	Outbound
30	Judges Retirement System I - Employee deduction and salary data (DEDUCTION_JUDGESI)	Outbound
31	Judges Retirement System II - Employee deduction and salary data (DEDUCTION_JUDGESII)	Outbound
32	LACERA - Employee Contribution for Retirement Plans (DEDUCTION_RETCNTRB)	Outbound
33	LACERA - Employee Demographic Information for Retirement Plans (EMPLOYEE_RETCNTRB)	Outbound
34	LACERA - Employee Earnings Information for Retirement Plans (EARNINGS_RETCNTRB)	Outbound
35	Proforma - Elective Leave Buyback file (ECLEVBL)	Outbound
36	Proforma - W2 Forms for In-Service and Out-of-Service Employees (W2INOUT)	Outbound

No.	Interface Name	Inbound / Outbound
37	Unemployment Insurance (INSUNEMPL)	Outbound
38	Employees with IA information for Worker's Compensation (EMPL_IAREPORT)	Outbound
39	Employee's Labor Cost Distribution Information (EMPL_LCD)	Outbound
40	Internal Cost Labor and Equipment (ICTLE) – Actual Cost (Java)	Outbound
41	CWTAPPS and Time Collection Merge Process (Java)	Outbound

Time Collection Interfaces – eHR Upgrade

No.	Interface Name	Inbound / Outbound
1	Internal Cost Labor and Equipment (ICTLE) – Standard Cost (Java)	Outbound

Appendix E-12 – Conversions

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The AMS Advantage software upgrade includes baseline database conversion scripts to convert the application databases for each of the software upgrades offered by CGI. The County of Los Angeles has implemented the AMS Advantage HRM version 3.8 for the eHR applications. CGI has released versions 3.8.0.1, 3.8.0.2 and 3.9 since the implementation of eHR Payroll in April 2010 and the planned implementation of Core HR in January 2012. CGI will execute the database conversion scripts for each of the service packs and minor releases up to release 3.9 for the eHR Upgrade project at the County, and verify the data conversion results.

1. eHR Upgrade – Data Conversions

For the eHR software upgrade to AMS Advantage HRM 3.9, CGI will execute the baseline data conversion scripts in the order of the AMS Advantage sub-releases, e.g., version 3.8.0.1 and 3.8.0.2, followed by the minor release of AMS Advantage, e.g., version 3.9. These data conversion scripts will automatically convert the database structure and data. CGI and the County will verify the results of the converted data.

2. Retroactive Deductions Processing Modification – Data Conversions

Retroactive Deduction transactions will not be converted during the implementation of the Retroactive Deduction Processing Modification. The transactions processed by the new Retroactive Deduction Process will start after the cutover date. The historical data will not be converted for the Retroactive Deduction Processing Modification.

3. Manager Self Service – Data Conversions

CGI is responsible for the software construction of Five (5) Data Conversion processes. The five data conversion processes are a placeholder that will be defined during the Envision Phase and documented in the MSS Implementation Analysis Document.

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Appendix H-12 – System Performance

No changes required to this appendix for eCAPS Phase IV – eHR Upgrade.

Please refer to Appendix H - 6 of eCAPS Project Contract 74797.

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Appendix I-12 – Subproject Architecture and Schematic

No changes required to this appendix for eCAPS Phase IV – eHR Upgrade.

Please refer to Appendices I-6 of eCAPS Project Contract 74797.

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Appendix J-12 – Configurations and Customizations

Baseline = No changes necessary to baseline Advantage
UI Configuration = User interface configuration using built-in Advantage Design Studio toolset (Versata)
Adv Studio Modification = Software modification using built-in Advantage Design Studio toolset (Versata)
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = (E)liminated or (D)eferred to subsequent phase
Report = Supported by Cognos or Java report; included in Data Warehouse & Reporting Strategy
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

Reference Number		Business Requirements	Final Disposition	Comments
GENERAL RETROACTIVE DEDUCTION PROCESSING REQUIREMENTS				
PY	1.00	Provide the ability for Retro deduction processing to be triggered by (1) Retro Salary Increase (2) Retro Salary Decrease (3) Retro Deduction Parameter Change and (4) Current Year Retro Industrial Accident (IA). Note: Retro Deduction Parameter Change (MISC, DMISC, ENRL, PENS) includes: - change the rate or amount of the deduction - stopping of deduction retroactively - enrolling of deduction retroactively	Customization	Current functionality only provides for triggers due to salary increase/decrease and deduction parameter change - logic will be added to account for retro IA triggers. Any reference table changes on PPRT and/or PPET (or any other reference tables) or any other reference tables will not create retro triggers. The retro deduction and retro pay triggers will be handled via MASS or MAS3 functionality to generate RTRG and ESMT documents. Procedures will be written to accommodate these processes.
PY	1.02	- The deduction type table to have 4 checkboxes for retro deduction processing	Customization	The current single checkbox for 'retro processing allowed' will be expanded to allow for the 4 possible options.
PY	1.03	- The ability for Users to select multiple triggers for deduction processing, such as 1, 2 and 3 from the list above	Customization	Currently all triggers are processed in each retro deduction run. The trigger selection process will be modified to allow specific types of triggers to be processed at a time.
PY	2.00	Provide the ability If deduction was not taken or partially taken in the original pay period, the retro deduction process will not reprocess the deduction.	Customization	The retro deduction processor will be modified so that only deductions taken in full in the retro period are re-evaluated for changes during retro deduction processing. Deductions not taken or partially taken will be skipped by the processor.
PY	2.01	-This includes all parent/child (primary, secondary, and after-tax) relationships	Customization	See comments on requirement 2.00 above.

Reference Number		Business Requirements	Final Disposition	Comments
PY	2.02	-If a deduction is not taken in full (primary, secondary, and after-tax), the system should not recalculate the deduction. A pending deduction should not be created, regardless of whether the calculated deduction amount has increased or decreased.	Customization	See comments on requirement 2.00 above.
PY	2.03	-If a deduction is partially taken and the employee is entitled to a refund, the system will not recalculate the deduction and no refund will be issued.	Customization	See comments on requirement 2.00 above.
PY	3.00	Provide the ability if enrollment is changing (old is expired and new is enrolled) and old deduction was not taken or partially taken, the system will not recalculate the old deduction but will recalculate the new deduction.	Customization	The retro deduction processor will be modified so that only deductions taken in full in the retro period are re-evaluated for changes during retro deduction processing. Deductions not taken or partially taken will be skipped by the processor. No change to the current processing is needed to ensure the new deduction is recalculated during retro.
PY	5.00	Provide the ability if the pending retro deductions cannot be taken in full, and the deduction is linked to other deductions via secondary or pre/after tax, the system must back out all linked deductions (similar to the current functionality of subsidized medical). If there are pre- and after-tax cafeteria retro adjustments that cannot be taken, will the pre-tax still taken and be posted to Cafeteria Clearing fund?	Customization	There is no existing mechanism for tracking all 'linked' deductions. This mechanism will be created as part of GTN so that it can be recognized/processed as part of the retro deduction logic.
PY	6.00	Provide the ability if multiple retro deductions for different pay periods are present for the same deduction, take the earliest retro deduction first (i.e. parent/child relationships between deductions)	Customization	Deductions will be processed according to the deduction processing order. The GTN pending deduction processor will be modified to ensure that retro deductions with the same type/plan are processed from earliest retro date to latest.
RETRO RETIREMENT PLAN PROCESSING				

Reference Number		Business Requirements	Final Disposition	Comments
PY	19.00	Provide the ability that if a retro salary adjustment occurs, the system will include the retro salary delta in the current pay period's deduction and fringe base. Retro Salary Delta is defined as the change in employee's calculated salary and not the actual earnings that result from salary change. The retro pensionable salary and/or earnings must be reported with the retro pay period's effective date in order for LACERA to classify the deductions in the correct pay period.	Customization	The code will be modified to include the retro salary in the current period base. The retro salary delta will be applicable for monthly employees and judges only. Non-monthly employees will use actual earnings (Retro Salary Increase and Retro Salary Decrease checkbox will not be checked).
RETRO CAFETERIA PLAN PROCESSING				
PY	20.00	Provide the ability for Retro Cafeteria: If recalculating County Contribution and the employee receives taxable cash, the employee's taxable cash is limited to the remaining taxable cash limit calculated in requirement #20.02 below. If the retro period is for the prior year, the Taxable Cash should also be limited to the Annual Remaining limit ((Annual Remaining limit is calculated by multiplying the number of months (e.g., 12 months) x the employee's monthly taxable cash limit) - YTD taxable cash given) (Use the same logic as the Elective Annual Leave payout)	Customization	The current retro deduction process compares the recalculated taxable cash to the limit in place in the original pay period.
PY	20.01	- The following calculation will be used to calculate the remaining limit of taxable cash, whether the employee originally has taxable cash or a salary reduction: Taxable Cash Limit of Original Pay Period – Taxable Cash Given in Original Pay Period + Salary Reduction = New Limit	Customization	The code will be modified to utilize this calculation.
PY	20.02	-The new remaining current month limit (delta of the original taxable cash limit - taxable cash given in the original pay period) will be posted to café_ded_detail	Customization	The code will be modified to store this limit on café_ded_detail

Reference Number		Business Requirements	Final Disposition	Comments
PY	22.00	Provide the ability if the cafeteria change results in a change to the café %, the new café % will be posted to café_ded_detail, such as going from Choices to Megaflex	Customization	The code will be modified to store this information on café_ded_detail
PY	28.00	Provide the ability if cafeteria pending retro deductions cannot be taken in full, and the deduction is linked to other deductions via secondary or pre/after tax, the system must back out all linked deductions (similar to the current functionality of subsidized medical and requirement #5 above)	Customization	There is no existing mechanism for tracking all 'linked' deductions. This mechanism will be created as part of GTN so that it can be recognized/processed as part of the retro deduction logic. (Similar to requirement #6 above).
RETRO INDUSTRIAL ACCIDENT PROCESSING				
PY	29.00	Provide the ability for Deferred Plan – Because deductions will go from pre-tax to after tax, the system must refund deferred plan deductions and fringes.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	29.01	Provide the ability to exclude any earnings generated from retroactive industrial accident process (or any earnings used to calculate deferred plans in retroactive periods) when calculating deferred plans in the current pay period. If retro IA adjustments are not excluded then the deferred plan refund and retro IA adjustments will cancel out the current period deferred plan deduction from current period earnings.	Customization	Modify the deduction processor to provide ability to exclude any earnings using the Document ID prefix on the generated TADJ documents, e.g. – "EMIA" and "ESTD", and modify EVNT to be able to identify pay events as IA pay events to be excluded

Reference Number		Business Requirements	Final Disposition	Comments
PY	29.02	The system shall use the following effective dates to determine whether or not to include or exclude retro IA/STD transaction when calculating deferred plans in the current pay period: - If retro IA/STD transaction date is less than 12/16 (12/31 check date) of the prior year, those adjustments shall be included in the current pay period deferred plans calculation - If retro IA/STD transaction date is greater than 12/15 (1/15 check date) and less than the current pay period, the adjustments shall be excluded from the current deferred plans calculation - If retro IA/STD transaction is within the current pay period (created by TIMEI or TADJ), the transactions shall be included in the current pay period deferred plans calculation,	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	30.00	Provide the ability for the system to link the pre-tax deduction that has been reclassified to the after-tax deduction must be processed together in the same check.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	31.00	Provide the ability if an employee went non-deduct in the retro pay period, retro IA will not recalculate the deduction.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	32.00	Provide the ability if an employee was AWOP for entire retro pay period and thus not eligible for county contribution and café benefits, Retro IA will not re-calculate the county contribution because benefit eligibility job will not be re-run for the retro periods.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.
PY	33.00	Provide the ability for Retro IA to read the pending payments table (which will reduce taxable earnings and increase non-taxable earnings) to move deductions from pre-tax to after-tax	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.

Reference Number		Business Requirements	Final Disposition	Comments
PY	33.01	-The retro deduction process must utilize pending payments generated by the retro process because the pay period that IA pay is generated may be the only pay period the employee has earnings to take the deductions. If retro IA pay and retro IA deductions are processed in different pay periods, the employee's deductions may not be taken.	Customization	The custom logic related to retro industrial accident (IA) processing will be added to the retro deduction processor.

Appendix K-12 – Training Volumes

No changes required to this appendix for eCAPS Phase IV – eHR Upgrade.

Please refer to Appendices K-6 of eCAPS Project Contract 74797.

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Appendix L-12 – Legacy Reports

No changes required to this appendix for eCAPS Phase IV – eHR Upgrade.

Please refer to Appendices L-6 of eCAPS Project Contract 74797.

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Appendix M-12 – Subproject Assumptions

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Appendix M-12 – Subproject Assumptions

1 Introduction

The assumptions in this Appendix M-12 are provided to describe the basis on which CGI has relied to draft the scope, timing, resources, roles and responsibilities for the eCAPS Phase IV - eHR Upgrade Subproject 12. For purposes of this Appendix M-12, the eHR Upgrade in Subproject 12 encompasses the following AMS Advantage HRM 3.9 modules:

- Payroll;
- Payroll Accounting Management;
- Position Control;
- Personnel Administration;
- Benefits Administration;
- Time & Attendance; and
- Employee Self Service.

The assumptions represent and provide further clarification of Exhibit A-12 (Statement of Work (SOW)) Narrative, Appendix A-12 (Deliverables Definition), Appendix B-12 (Project Plan) and Exhibit B-12 (Schedule of Payments). These assumptions are intended to establish a clear understanding between the County and CGI, thereby, providing understanding and clarity throughout project execution.

The Context Diagram attached as Attachment M-12 to this Appendix M-12 (Subproject Assumptions) depicts the assigned responsibilities of the County and CGI. The SOW Narrative and Deliverables Definition further describe the Tasks, Work Products, and Deliverables to be completed by CGI for the eCAPS Phase IV – eHR Upgrade Subproject 12. In order for Subproject 12 to be successful, CGI must perform these tasks in partnership with the County and the County must complete reciprocal Tasks, Work Products, and Deliverables as depicted in Attachment M-12 (Context Diagram), as described in this Appendix M-12, and outlined in Appendix B-12 (Project Plan).

Any changes to the assumptions listed below will need to go through the Change Control approval process.

The Subproject 12 assumptions in this Appendix are aligned with the corresponding SOW sections as follows:

- Implementation Methodology (SOW Section I);
- Project Management (SOW Section II);
- Software Application (SOW Section III);

- Business Requirements (SOW Section IV);
- Data Warehouse and Reporting (SOW Section V);
- Technical (SOW Section VI);
- Change Management and Training (SOW Section VII); and
- Maintenance and Support (SOW Section VIII).

2 Implementation Methodology (SOW Section I)

a. The Implementation Methodology section of the SOW provides an overview of the CGI standard implementation methodology that CGI will use to complete the software upgrade implementation activities for the County's eHR system, the implementation of the Advantage Manager Self Service module, and the development and implementation of an integrated Retroactive Deduction and Benefit Processing Modification in eHR. It describes in narrative form the Tasks, Work Products, and Deliverables to be completed by CGI within each of the three implementation phases, Envision, Create and Achieve.

b. CGI's assumptions for the County's responsibilities for the Envision, Create and Achieve phases are provided below. Additional implementation-related assumptions are provided under Section VII – Change Management.

c. CGI's overall assumption is that the eCAPS Phase IV - eHR Subproject 12 will be performed in total as described in the SOW for Subproject 12.

d. The County acknowledges that regulatory compliance involves a number of legal interpretations and is its responsibility. CGI assumes that the County will provide in-house legal expertise to articulate and evaluate system configuration options during the implementation.

e. The custom software modifications for eHR implemented during eCAPS Phase II & III will be applied to the applicable AMS Advantage HRM 3.9 software components under the Platinum Support Services agreement between CGI and the County.

2.1 Envision: Stage 1, eHR Upgrade (Project Plan Task 2.1)

a. The County and CGI will assess the level of effort to implement new Advantage HRM 3.9 functionality (excluding Manager Self Service) and will determine whether to implement as part of the eHR Upgrade subproject. Depending on the level of effort and responsibility to implement the new 3.9 functionality, a Change Notice may be required to secure additional CGI

support. Where applicable a Change Notice may be required to secure additional CGI support.

b. Appendix D-12 provides the list of known eHR Interfaces. If any additional interfaces are identified, the County will be responsible for analyzing those interfaces for 3.9 upgrade impacts.

c. Appendix F-12 provides the list of known eHR Reports. If any additional reports are identified, the County will be responsible for analyzing those reports for 3.9 upgrade impacts.

d. The County will be responsible for updating the Technical Specification Document to include the hardware and system software changes required for the eHR upgrade.

e. The County will provide CGI access to the source code for the interfaces identified in Appendix D-12 and Reports identified in Appendix F-12. CGI will use the source code in the upgrade analysis to identify updates.

2.2 Envision: Stage 2, Retroactive Deduction Processing (Project Plan Task 3.1)

a. The County will provide the business requirements for the Retroactive Deduction and Benefit Processing Modification in eHR.

b. CGI and County will confirm the scope of the software customizations listed in Appendix J-12 (Configurations and Customizations). Additional software customizations identified during the Envision Phase will require a Change Notice for additional CGI services.

2.3 Envision: Stage 3, MSS Pilot Implementation (Project Plan Task 4.1)

a. The County will identify the County's business scenarios to prototype the Advantage Manager Self Service functionality, document the functional gaps, and assess the level of effort to implement the Advantage MSS functionality. Depending on the level of effort and responsibility to implement the MSS functionality a Change Notice may be required to secure additional CGI support.

b. The County will actively participate in the setup and configuration of the MSS tables to support the County's business functions for MSS.

c. The County will identify and assign the appropriate County staff that will participate in the Prototype sessions and facilitate their participation.

d. The County will confirm the departments for participating in the MSS pilot are Human Resources, Auditor-Controller, Chief Executive Office, Chief Information Office, and Internal Services.

e. The County and CGI will work jointly to develop the strategies for the MSS pilot and MSS rollout.

f. Technical assessment will be based on County-supplied transaction volumes and infrastructure information. The results of the assessment will be documented by updating the eHR Technical Specifications Document.

g. For planning purposes, it is assumed that 10% of the County's employees from the Pilot Departments are Managers. There are approximately 3,340 employees total in the Pilot Departments (Human Resources, Auditor-Controller, Chief Executive Office, Chief Information Office, and Internal Services). For the MSS Pilot Implementation approximately 10% of 3,340 employees or 334 employees will need to be trained. The number of remaining County managers to be trained will be defined in the MSS Departmental Rollout Plan.

2.4 Create: Stage 1, eHR Upgrade (Project Plan Task 2.2)

2.4.1 Technical Environments (Project Plan Task 2.2.1)

a. The County will perform the Tasks necessary to establish the technical environments to support eHR Upgrade in accordance with the specifications provided in the updated Technical Specifications Document for each of the following environments:

- Development / Unit Test;
- Integrated System Test;
- User Acceptance Test;
- Training; and
- Performance Test / Regression Test / Mock Conversion.

b. These Tasks include, but are not limited to, installation and testing of servers and system software, system software upgrades, definition of table spaces, printer set-up, establishment of network and Internet access.

c. The application servers configured for the Performance Test environment will become the Production environment for the release 3.9 upgrade. The existing Production database server will be upgraded to the supported DBMS release and then the database upgrade scripts will be executed to upgrade the database table structure to release 3.9.

d. The software upgrade will be made on AMS Advantage HRM release 3.9. Additional releases of 3.9.x made available during the upgrade subproject will not be included in the upgrade after the software upgrade code merge activity has started per the schedule defined Appendix B-12 (Project Plan). If there are critical patches in the later releases then the patches will be merged into the upgraded eHR software.

e. The application servers configured for the Performance Test environment will become the Mock Production and then Production environment for eCAPS Phase IV – eHR Upgrade Subproject 12.

f. After the Performance Test has completed the Performance Test environment will be used for full volume regression tests.

g. The system implementation activities will be completed on Advantage release 3.9. Upgrade to additional releases of 3.9.x made available during the subproject implementation is not included in the overall Subproject scope.

h. The County will establish the Advantage HRM release 3.9 in Clear Case.

i. The county will review and approve the installed Advantage HRM environments and 3rd Party Software.

j. The County will be responsible for installing the Cognos Reporting environments and configuration of the Cognos Reporting environments.

k. The County will establish the AMS Advantage HRM release 3.9 source code stream in Clear Case.

2.4.2 Software Updates (Project Plan Task 2.2.2)

a. County staff shall use the development tools that are bundled with the AMS Advantage 3 application (e.g., AMS Advantage Design Studio, Pervasive Data Integrator (PDI), and Adobe forms) in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI to County technical staff.

b. Table extracts and loads are not considered software customizations and will be handled on an ongoing basis by the County technical staff. To achieve this end, the County will leverage the technical training provided during eHR Phases II and III. The County will complete any additional table extract requirements that may arise. CGI will support the development of any table extracts directly related to software customizations being developed for the County.

c. The County will be responsible for updating and unit testing the changes to inbound and outbound interfaces.

d. The County will be responsible for updating and unit testing changes to Reports, Custom Data Warehouse Reporting Tables, Custom ETL, and Cognos Framework Models, Adobe Forms, eHR Cubes and Cube Queries.

e. The County will be responsible for the following tasks/deliverables:

- **Inbound and Outbound System Interface Software**
  - Update inbound and outbound system interface designs,
  - Modify and test inbound and outbound system interface software, and
  - Test inbound and outbound system interfaces with external systems.

- **Reports and Forms**
  - Develop plan to update and test reports,
  - Update and test custom Data Warehouse tables, ETL, and Reporting tables,
  - Update and test reports, WebFocus Reports, and the Cognos Framework Manager,
  - Update and test the Cognos Cubes and Cube Queries, and
  - Update and test Adobe Forms.

- **Data Conversion**
  - Review conversion scripts and provide feedback, and
  - Complete manual data conversion processes.

2.4.3 Software Testing (Project Plan Task 2.2.3)

2.4.3.1 Integrated System Test (Project Plan Task 2.2.3.1)

a. The County will be responsible for reviewing the IST plan and IST scripts and providing feedback to CGI.

b. The County will be responsible for establishing the Cognos reporting environment prior to IST script execution.

2.4.3.2 User Acceptance Test (Project Plan Task 2.2.3.2)

a. The County will be responsible for planning and conducting the User Acceptance Tests. The UAT will be completed in accordance with the Project Plan due dates.

b. The County will update the interfaces, reports, Data Warehouse, Cubes, and Adobe Forms software to resolve the incidents for these components.

2.4.3.3 Performance Test (Project Plan Task 2.2.3.3)

Performance Testing will occur in the eHR 3.9 pre-production environment. The Performance test will be limited to the AMS Advantage application functionality and will not include performance testing for interfaces, reports, or ETL.

2.4.3.4 Regression Test (Project Plan Task 2.2.3.4)

a. The County will be responsible for the planning, execution and verification of the Regression Test results.

b. The County will update the interfaces, reports, Data Warehouse, Cubes, and Adobe Forms software to resolve the incidents for these components.

2.4.4 Training (Project Plan Task 2.2.4)

a. The County will be responsible for providing the software tools required to conduct electronic training.

b. The County will be responsible for developing the eHR upgrade training plan and developing the training materials.

c. The County will be responsible for coordinating training logistics.

d. The County will assume responsibility for the roll-out and execution of end-user training. The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training databases. The County will be responsible for maintaining the

training application on an ongoing basis upon the implementation of the eHR Upgrade.

e. The County will be responsible for conducting end user training, operations training, and system administration training.

f. The County will be responsible for the Training activities for the eHR upgrade. CGI staff will provide support to the County to answer questions to update the training materials as identified in the Project Plan (Appendix B-10).

g. County shall develop and execute the training plan for end user training, operations training, and system administration training.

   The County will leverage the training processes established during eCAPS Phases I, II, and III to provide training to the end users. It is anticipated that the County will leverage the established eCAPS Communication protocols, e.g., information sessions or QuickClips, to conduct the end user training for the eHR upgrade.

2.4.5 Transition Management (Project Plan Task 2.2.5)

2.4.5.1 Documentation (Project Plan Task 2.2.5.1, 2.2.5.2, 2.2.5.3, 2.2.5.4)

a. The County will be responsible for creating, updating and documenting County policies and procedures and any department-specific procedures and manuals affected by the eHR Upgrade.

b. County will leverage the AMS Advantage HRM 3.9 on-line help capability that can serve as a reference guide to assist the County's end user community in entering data into the eHR tables and documents.

c. The County will be responsible for updating the eHR User Documentation, eHR Systems / Operations Documentation, and the eHR Operations Documentation.

d. The County will be responsible for updating the existing Internal Control Plans affected as a result of the eHR 3.9 upgrade.

e. The County will leverage prior communication plans, created during the eHR Phases I, II and III, to develop and execute a communication plan for the 3.9 eHR upgrade.

2.4.5.2 Change Management and Communication (Project Plan Task 2.2.5.5)

a. The County will be responsible for developing and executing the project communications to departments and end users.

2.4.5.3 Readiness Assessment (Project Plan Task 2.2.5.6)

a. The County will be responsible for developing the checklist for Implementation / End User Readiness.

b. The County will be responsible for conducting the Operational / Technical Readiness Assessment.

c. The County will be responsible for conducting the Implementation / End User Readiness Assessment.

2.5 Create: Stage 2, Retroactive Deduction and Benefit Processing Modification (Project Plan Task 3.2)

2.5.1 Software Construction (Project Plan Task 3.2.1)

a. CGI will be responsible for the design, development, and testing of software customizations to the AMS Advantage application in response to the County's business requirements as stated in Appendix J-12 (Configurations and Customizations) and as refined and prioritized during the design activities. The County will review application software design specifications and provide feedback per the project schedule and project guidelines specified within the Project Control Document (PCD).

b. As customizations are developed pursuant to Appendix J-12 (Configurations and Customizations), CGI may condense or expand customizations as it determines appropriate to meet the requirements identified in Appendix C-12 (Business Requirements). CGI may baseline the customizations included in Appendix J-12 (Configurations and Customizations) without refund or credit to the County.

c. No Data Conversion is planned for Retroactive Deduction and Benefit Processing Modification. If Data Conversions are identified during the project the County is responsible for design, development, and testing the Data Conversions.

d. No new System Interfaces or updates to existing System Interfaces are planned for Retroactive Deduction and Benefit Processing Modification. If

System Interfaces are identified during the project the County is responsible for design, development, and testing the System Interfaces.

e. No new Reports or updates to existing Reports are planned for Retroactive Deduction and Benefit Processing Modification. If Reports are identified during the project the County is responsible for design, development, and testing the Reports.

2.5.2 System Control Table Setup (Project Plan Task 3.2.2)

The County will be responsible for the eHR reference table setup and testing to support the Retro Deduction Processing Modification.

2.5.3 Software Testing (Project Plan Task 3.2.3)

2.5.3.1 Integrated System Test (Project Plan Task 2.2.3.1)

The Integrated System Test will be combined with the Stage 1 – eHR Upgrade.

2.5.3.2 User Acceptance Test (Project Plan Task 2.2.3.2)

The User Acceptance Test will be combined with the Stage 1 – eHR Upgrade

2.5.3.3 Performance Test (Project Plan Task 2.2.3.3)

The Performance Test will be combined with the Stage 1 – eHR Upgrade

2.5.3.4 Regression Test (Project Plan Task 2.2.3.3)

2.5.4 The Regression Test will be combined with the Stage 1 – eHR UpgradeTraining (Project Plan Task 3.2.4)

a. The County will be responsible for providing the software tools with functionality required to conduct electronic training.

b. The County will be responsible for developing the Retroactive Deduction and Benefit Processing Modification training plan and developing the training materials.

c. The County will assume responsibility for the roll-out and execution of End-user training. The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training databases. The County will be responsible for maintaining the training application on an ongoing basis upon the implementation of the Retroactive Deduction and Benefit Processing Modification.

d. The County will leverage the training processes established during eCAPS Phases I, II, and III to provide training to the end users. It is anticipated that

the County will leverage the established eCAPS Communication protocols, e.g., information sessions or QuickClips, to conduct the end user training for the Retroactive Deduction and Benefit Processing Modification functionality.

2.5.5 Transition Management (Project Plan Task 3.2.5)

2.5.5.1 Documentation (Project Plan Task 3.2.5.1, 3.2.5.2, 3.2.5.3, 3.2.5.4)

a. The County will be responsible for creating, updating and documenting County policies and procedures and any department-specific procedures and manuals affected by the implementation of Retroactive Deduction and Benefit Processing Modification. County will leverage the AMS Advantage 3.9 on-line help capability that can serve as a reference guide to assist the County's end user community with using the Retroactive Deduction and Benefit Processing Modification functionality.

b. The County will be responsible for updating the batch cycle documentation and Control-M Setup.

2.6 Create: Stage 3, MSS Pilot Implementation (Project Plan Task 4.2)

2.6.1 Technical Environments (Project Plan Task 4.2.1)

a. The eHR Upgrade technical environments will be shared to support the Manager Self Service – Stage 3

b. As needed, the County will be responsible for procuring the required hardware and system software to support the MSS implementation.

2.6.2 System Control Tables (Project Plan Task 4.2.2)

a. County will be responsible for completing and testing the configuration, reference table setup, and system control table setup based on the Prototype Analysis Document developed for MSS. CGI will provide support in answering questions and resolving issues identified by the County team.

2.6.3 Software Construction (Project Plan Task 4.2.3)

a. County shall use the development tools that are bundled with the AMS Advantage 3 application (e.g., AMS Advantage Design Studio, Pervasive Data Integrator (PDI), and Adobe forms) in order to help reduce the level of effort for software construction, standardize work product quality, minimize future maintenance costs, and facilitate knowledge transfer from CGI to County technical staff.

b. Table extracts and loads are not considered software customizations and will be handled on an ongoing basis by the County technical staff. To achieve this end, the County will leverage the technical training provided during eCAPS Phases I, II, and III. The County will complete any table extract requirements that may arise during the implementation of MSS. CGI will support the development of any table extracts directly related to software customizations being developed for the County.

c. CGI will be responsible for design, development, and unit testing of five (5) Data Conversions, five (5) System Interfaces, ten (10) Reports, one (1) Cognos Framework Manager Model. Any changes to the planned number of data conversion, interfaces, reports or Cognos Framework Manager Model will be documented and approved by the County using the Change Notice process.

d. The County will be responsible for design, development, and unit testing the MSS Dashboard Reports. The County will leverage the baseline MSS Dashboard Reports that have been developed in Business Objects.

e. CGI will develop the data conversion plan and data conversion designs. The County will review and provide feedback for the data conversion plan and designs per the project schedule outlined in Appendix B-12 (Project Plan).

f. CGI will develop the system interface designs. The County will review and provide feedback for the system interface designs per the project schedule outlined in Appendix B-12 (Project Plan).

g. CGI will conduct the report mapping analysis and develop the report designs. The County will review and provide feedback for the report mapping and report designs per the project schedule outlined in Appendix B-12 (Project Plan).

h. The County will be responsible for developing and executing a detailed data cleansing plan.

i. The MSS implementation has a placeholder of 2,000 hours allocated for MSS application software modifications that are identified during the project. CGI services to complete these application software modifications will be approved by the County via the Change Notice process.

2.6.4 Security and Workflow (Project Plan Task 4.2.4)

a. The County will be responsible for the setup and testing of the security and workflow settings required to support the implementation of MSS. CGI will provide support to the County in planning the Security Setup, reviewing the draft Security Setup, and answering questions and responding to issues raised by the County team.

b. For planning purposes, it is assumed that 10% of the County's employees from the Pilot Departments are Managers. There are approximately 3,340 employees total in the Pilot Departments (Human Resources, Auditor-Controller, Chief Executive Office, Chief Information Office, and Internal Services). For the MSS Pilot Implementation approximately 10% of 3,340 employees or 334 employees will need to be configured with MSS security and workflow. The number of remaining County managers to be setup with security and workflow will be defined in the MSS Departmental Rollout Plan.

2.6.5 Software Testing (Project Plan Task 4.2.5)

2.6.5.1 Integrated System Test (Project Plan Task 4.2.5.1)

a. The County will be responsible for reviewing the IST plan and IST scripts and providing feedback to CGI.

b. The County will be responsible for establishing the Cognos reporting environment prior to IST script execution.

2.6.5.2 User Acceptance Test (Project Plan Task 4.2.5.2)

a. The County will be responsible for planning and conducting the User Acceptance Test. The User Acceptance Test of MSS will be completed in accordance with the schedule in Appendix B - 12 (Project Plan).

2.6.5.3 System Optimization (Project Plan Task 4.2.5.3)

a. System Optimization will occur in the Performance Test environment. The System Optimization test will be limited to the AMS Advantage MSS application functionality and will not include testing for other Advantage eHR modules, interfaces, reports, or ETL.

b. The County will be responsible for reviewing the System Optimization Test plan and System Optimization Test scripts and providing feedback to CGI.

c. The County will be responsible for reviewing the System Optimization Test results and providing feedback to CGI.

2.6.6 Training (Project Plan Task 4.2.6)

a. The County and CGI will be jointly responsible for developing the MSS Training Plan.

b. The County will be responsible for developing the MSS Training Materials. CGI will provide support (1 FTE for 2 Months) to the County for developing the MSS Training Materials, such as, training material review and feedback and responding to inquiries on application functionality.

c. The County will be responsible for providing the software tools required to conduct electronic training.

d. The County will be responsible for the roll-out and execution of end-user training. The County will provide the training facilities and equipment for all training. The County will be responsible for populating and updating the training databases. The County will be responsible for maintaining the training application on an ongoing basis upon the implementation of MSS.

e. Technical training will be delivered by County to County staff assigned to support the MSS Implementation.

2.6.7 Transition Management (Project Plan Task 4.2.7)

a. The County will be responsible for reviewing and approving the User's Documentation and System/Operations Documentation.

b. The County and CGI will be jointly responsible for updating eHR Operations Documentation and the Control-M Setup.

c. The County will be responsible for creating, updating and documenting County policies and procedures and any department-specific procedures and manuals affected by MSS.

d. County will be responsible for creating a Change Management & Communication plan and executing the Change Management & Communication plan.

e. The County will be responsible for developing the checklist for Implementation / End User Readiness.

f. The County will be responsible for conducting the Operational / Technical Readiness Assessment.

g. The County will be responsible for conducting the Implementation / End User Readiness Assessment.

h. The County will be responsible for developing and executing the project communications to departments and end users.

2.7 Achieve: Stage 1, eHR Upgrade (Project Plan Task 2.3)

2.7.1 Production Cutover (Project Plan Task 2.3.1)

The County will execute the cutover rehearsal and production cutover activities in accordance with the production cutover script developed by CGI. County responsibilities include but are not limited to:

- Review cutover scripts developed by CGI;
- Review online table set-up;
- Update Control-M with new jobs as needed;
- Verify converted data;
- Verify software migration; and
- Backup production data prior to cutover.

2.7.2 Post-Implementation Support (Project Plan Task 2.3.2)

a. The County will maintain current enrollment in the AMS Advantage maintenance program if the County wishes to receive software updates and upgrades during the term of this Agreement. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI's warranty and maintenance provisions.

b. For purposes of providing post-implementation support for Stage 1, eHR Upgrade, CGI will provide 3 FTEs for a period of three (3) months immediately following live production of the eHR Upgrade as set forth in the Project Plan.

c. County will be responsible for maintaining an end user help desk to track and resolve end user issues.

d. County will be responsible for the operations of the system such as job scheduling and nightly cycle operations.

2.8 Achieve: Stage 2, Retroactive Deduction Processing (Project Plan Task 3.3)

2.8.1 Production Cutover (Project Plan Task 3.3.3)

a. The production cutover activities for the Retroactive Deduction Processing will be combined with the eHR Upgrade cutover activities. The County will execute the production cutover and rehearsal activities in accordance with the production cutover script developed by CGI.

b. The production cutover script for the eHR Upgrade and Retroactive Deduction and Benefit Processing Modification will be combined.

c. The County is responsible for executing the Retroactive Deduction and Benefits Processing Modification software migration to the Production Environment.

2.8.2 Post-Implementation Support

a. The production post-implementation support for the Retroactive Deduction Processing will be included with the eHR Upgrade support.

b. The production post-implementation support for eHR Upgrade and the Retroactive Deduction Processing functionality will be completed during the same period.

c. County will be responsible for maintaining an end user help desk to track and resolve end user issues.

d. County will be responsible for the operations of the system such as job scheduling and nightly cycle operations.

2.9 Achieve: Stage 3, MSS Pilot Implementation (Project Plan Task 4.3)

2.9.1 Production Cutover (Project Plan Task 4.3.1)

a. The County will execute the cutover rehearsal and production cutover activities in accordance with the production cutover script developed by CGI. County responsibilities include but are not limited to:

- Review cutover scripts developed by CGI;
- Review online table set-up;
- Update Control-M with new jobs as needed;
- Execute County developed data conversions;
- Verify converted data;
- Verify software migration; and
- Backup production data prior to cutover.

b. The County and CGI will jointly execute and document the results of the Production Cutover Rehearsals.

c. The pilot operations of MSS will commence upon the production cutover of the MSS application.

2.9.2 MSS Pilot Operations and Post-Implementation Support (Project Plan Task 4.3.2)

a. The MSS pilot will be for a period of 6 months.

b. The County departments that will participate in the pilot implementation of MSS are Human Resources, Auditor-Controller, Chief Executive Office, Chief Information Office, and Internal Services.

c. The County will maintain current enrollment in the AMS Advantage maintenance program if the County wishes to receive software updates and upgrades during the term of this Agreement. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI's warranty and maintenance provisions.

d. For purposes of providing MSS pilot operations and post-implementation support for, CGI will provide 1 FTE for a period of six (6) months immediately following go-live production of MSS as set forth in Appendix B – 12 (Project Plan).

e. County will be responsible for maintaining an end user help desk to track and resolve end user issues.

f. County will be responsible for the operations of the system such as job scheduling and nightly cycle operations.

2.9.3 MSS Department Rollout Support (Project Plan Task 4.4)

a. The MSS Department Rollout will be completed over a period of 12 months.

b. CGI will provide 1 FTE for a period of twelve (12) months immediately following the completion of the MSS Pilot as set forth in Appendix B – 12 (Project Plan).

c. The County will be responsible for the planning and rollout of MSS to the other departments in the County. CGI will support the County in the planning and rollout of MSS.

d. The MSS implementation has a placeholder of 2,000 hours allocated for MSS application software modifications that are identified during the project. CGI services to complete these application software modifications will be approved by the County via the Change Notice process.

3 Project Management (SOW Section II)

This section of the SOW narrative provides an overview of the project management-related Tasks, Work Products, and Deliverables to be completed by CGI and the roles and responsibilities of CGI staff responsible for overseeing the direction, quality, and timeliness of CGI's work on Subproject 12. CGI's assumptions for the County's responsibilities and other project management-related activities are provided below.

3.1 Planning & Management (Project Plan Task 1)

a. The County and CGI will follow a closely coordinated and collaborative approach to project management for Subproject 12 through the use of the eHR Upgrade Subproject Project Management Plan. The County and CGI Team Leads will jointly maintain the eCAPS Phase IV - eHR Upgrade Subproject 12 Project Management Plan and provide status reporting on project progress to the County and CGI Management Team.

b. County will appoint a team of dedicated key personnel as Functional Team Leads. These leads and their respective support staffs will be responsible for completing the County's Tasks on Subproject 12 as outlined in Appendix B-12 (Project Plan). The County will supply the project infrastructure necessary to support the co-location of the County and CGI teams, and completion of Subproject 12 Tasks as outlined in Appendix I-12 (Subproject Architecture and Schematic).

c. County staff will have the lead responsibility for all communications to County departments and third-party vendors related to Subproject 12, including, but not limited to: informational briefings, executive briefings, identification and coordination with departmental liaisons, etc. The County will provide staff to support the clerical and administrative Tasks for Subproject 12, including, but not limited to: meeting scheduling, conference room reservations, copying, filing paperwork, etc.

d. The County shall provide project management and oversight to the County staff on the Project team.

e. The County will produce materials, as identified in the Communication Strategy. The communication materials may include:

    - Updates to the County-maintained project website;
    - Project status reports to County project management;
    - Input to the Project website;
    - Executive presentations; and
    - Departmental briefings.

f. The County will establish and maintain the website as part of the Communication Plan. This website will be used to:

    - Maintain project materials of Subproject 12;
    - Communicate the status of Subproject 12;
    - Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.); and
    - Distribute Subproject 12 materials.

4 Software Application (SOW Section III)

This section of the SOW narrative presents assumptions for the AMS Advantage application and third-party software products that will be installed in the eHR technical environments.

a. CGI will install the CGI Platinum Support provided County eHR release 3.9 Application Software and Approved Third-Party Software in the creation of eHR environments.

b. After implementation the County will be responsible for all software migrations and for ensuring that software is migrated correctly.

c. County staff already knowledgeable in environment creation and maintenance will train other County staff responsible for technical environment activities.

d. For those modules and training topics where baseline materials are not available, County shall develop comparable materials (Project Plan Tasks 2.2.4.1.2, 3.2.4.1.5, 4.2.6.1.7). Training process to be developed by the County are the following:

- Instructor lead training – Training done in a training facility given and support by onsite trainers;
- Live Webinars – Training delivered through web technology given and supported by live trainers; and
- Recorded Webinars – Pre-recorded training delivered through web technology done at the trainee's computer.

5 Business Requirements (SOW Section IV)

a. The County will review the business requirements in Appendix C-12 and provide feedback to CGI.

6 Data Warehouse and Reporting (SOW Section V)

a. The eHR Upgrade SOW narrative and Appendix B-12 (Project Plan) were prepared with the understanding that the AMS infoAdvantage reporting tool will not be used to support the County's reporting requirements; instead the County will use Cognos. Wherever possible, the County will leverage the use of AMS Advantage online inquiry windows and ad hoc queries/reports using Cognos in lieu of creating new pre-defined custom reports to support its reporting business requirements, consistent with the County's business needs.

b. The County is solely responsible for Cognos. CGI will not provide support for Cognos.

c. The County will set up the Cognos reporting environment for the eHR Data Warehouse. However, some reports may be required to run against the

operational database. The County will be responsible for sizing the eHR reporting databases and servers, conducting the performance tuning of the Cognos configuration to support the performance targets for the eHR reports.

d. The current list of eHR reports identified in Appendix F-12 (Reports) will be reviewed and updated by the County to support the objective of the Subproject.

e. Any new reports for the eHR application, identified during Subproject 12, will be designed and developed by the County. An escalation process to resolve report issues will be included in the Project Control Document.

f. The County will be responsible for converting and testing the baseline MSS Dashboard reports from Business Objects to Cognos.

g. The County will design and develop changes to the baseline AMS infoAdvantage Database to support the County's software customizations and unique County requirements.

h. The County will design and develop changes to the baseline AMS infoAdvantage ETL to support the County's software customizations.

i. The County will be responsible for installing, configuring, and administering the Cognos Business Intelligence software in all environments.

j. The County will design and develop the updates to the Cognos Framework Manager Model (FWMM) and the Cognos Packages as identified by the reports impact analysis to support the reporting requirements of reports identified in Appendix F-12(Reports).

k. The County will be responsible for the design and software updates as identified by the reports impact analysis to support the reports identified in Appendix F-12 (Reports). The delivery method of the reports identified in Appendix F-12 (Reports), e.g., Cognos Reports, WebFocus or Java Reports, will not change during the software upgrade.

l. The County will design and develop the updates to the Cognos Cubes and Cube Queries as identified by the reports impact analysis to support the reporting requirements of reports identified in Appendix F-12 (Reports).

7 Technical (SOW Section VI)

a. The County will create any new technical environments and will install any additional instances of the AMS Advantage or approved Third-Party Software as permitted by the applicable license agreement(s).

b. The County will be solely responsible for maintaining and upgrading hardware and systems software subject to CGI's warranty and maintenance provisions.

c. The County will provide subject matter experts (SME) and legacy system staff to work with CGI.

d. The County will be responsible for reviewing the database upgrade scripts and the execution results of the upgrade scripts. Feedback on database upgrade issues will be provided to CGI.

e. The County will be responsible for the design, software updates, and testing of the system interfaces.

f. The County will be responsible for updating the Technical Specifications document per the project plan Appendix B-12.

8 Change Management (SOW Section VII)

This section of the SOW narrative presents an overview of the responsibilities with regard to Change Management and Training.

a. The County will update the training materials and conduct training sessions for eHR Upgrade and Retroactive Deduction and Benefit Processing Modification.

b. The County will develop and maintain a detailed training plan (Project Plan Task 2.2.4.1 and 4.2.6.1) which identifies the scope of the training plan including:

- Training curriculum for upgraded eHR modules;
- Training schedules to accommodate both “just-in-time” and on-going training sessions for each phase of software implementation;
- Identifying resources necessary to conduct the training; and
- Materials necessary to deliver the training.

c. The County will update and maintain the training materials.

d. The County will be responsible for scheduling the training sessions and conducting the training.

e. The County will be responsible for maintaining the training data in the Training application.

f.

g. The County will develop the training materials for MSS with support from CGI. The County will conduct the MSS training sessions.

h. The County will be primarily responsible for communicating and monitoring for departmental operations readiness.

i. The County will be responsible for creating and updating fiscal policies and procedures and any department-specific procedures and manuals.

j. The County shall update its policies and procedures based on the business impacts identified during the Envision Phase of this Subproject.

k. The County shall work with the central services departments (e.g., CEO, ISD, Treasurer and Tax Collector, Auditor Controller) to implement the new / revised policies and procedures.

l. The County may use self-study courses, web cast courses, and/or online technology-based courses to accommodate the training volumes.

9 Maintenance and Support (SOW Section VII)

a. Managed Advantage Lite, also known as Platinum Support Maintenance, will extend to Subproject 12 per the Maintenance Provisions included in Exhibit E.

b. Standard AMS Advantage Maintenance will apply for Subproject 12 per the Maintenance Provisions included in Exhibit E.

c. Cognos support is not included in Standard Advantage Maintenance or Managed Advantage Lite per the Maintenance Provisions included in Exhibit E (Maintenance Provisions).

d. Reports and Interfaces support is not included in Standard Advantage Maintenance or Managed Advantage Lite per the Maintenance Provisions included in Exhibit E.

Attachment M-12 – Context Diagram

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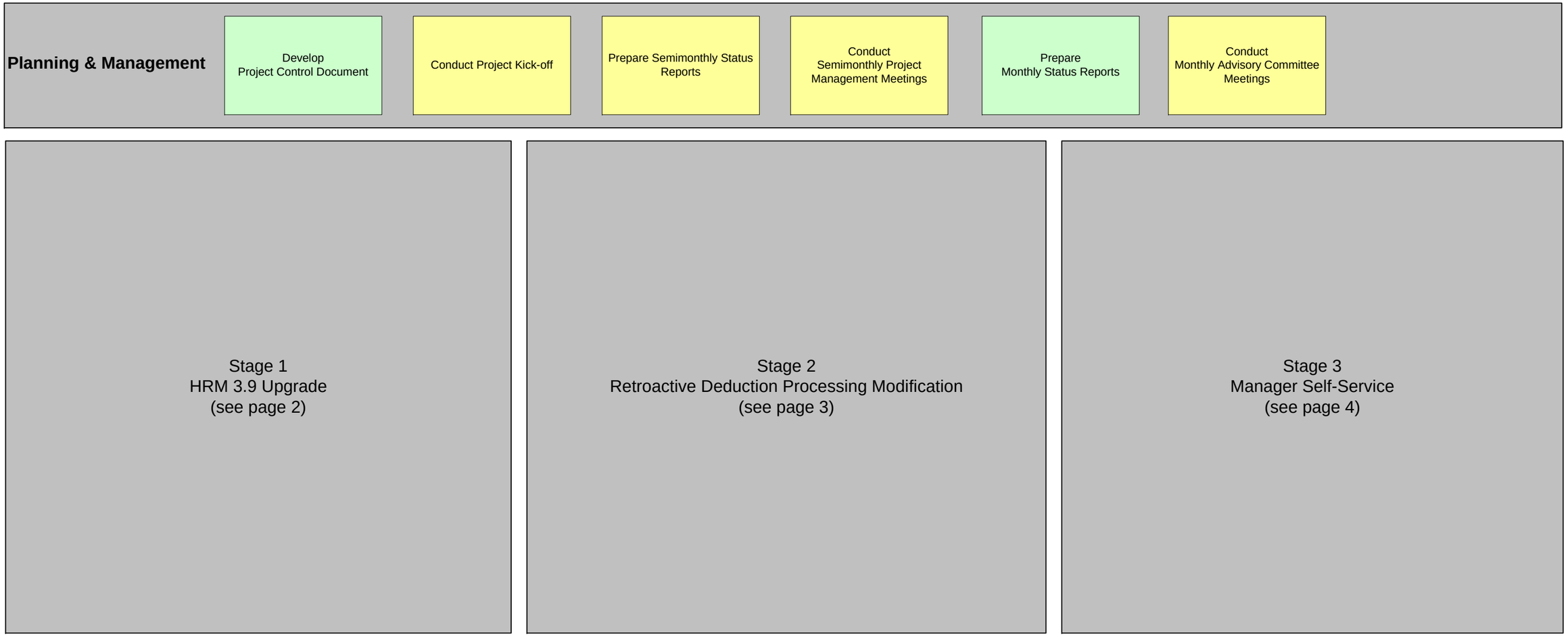
eHR Upgrade Subproject 12



Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility

HRM Subproject 12 – eHR 3.9 Upgrade

Envision Phase – Stage 1

Upgrade Analysis

- Identify Inbound and Outbound Interfaces to be updated
- Identify eHR Reports, Cognos Framework Models, Cubes, and Adobe Forms to be updated
- Identify custom Data Warehouse Tables, ETL, and Reporting Tables to be updated
- Update the eHR Technical Specification Document

Project Team Training

- Project Team Training – HRM release 3.9
- Determine new 3.9 baseline enhancements to implement

Code Merge

- Platinum Support to provide Advantage HRM 3.9 merged with LA County Adopted Customizations

Create Phase – Stage 1

Technical Environments

- Install, configure, and test hardware and system software (5 environments – See below)
- Install, configure, & test Adv 3.9 HRM, infoAdvantage HRM 3.9, and 3rd Party Software (5 Environments – See Below)
- Install, configure & test Cognos Reporting Environment
- Install and configure hardware and software for replicated eHR reporting database
- Establish Advantage HRM 3.9 source code stream in Clear Case

Software Updates – Data Conversion

- Update Database Conversion Scripts (Application & Data Warehouse databases)
- Review Conversion Scripts and Provide Feedback
- Complete Manual Data Conversion Processes

Software Updates – System Interfaces

- Update Inbound and Outbound Interfaces Designs
- Modify and test Inbound and Outbound Interface Software
- Test Inbound and Outbound Interfaces with external systems
- Support Interface Updates (1 FTE for 3 Months)

Software Updates – Reports and Forms

- Develop plan to update and test reports
- Update and Test custom Data Warehouse Tables, ETL, and Reporting Tables
- Update and Test Reports, WebFocus Reports, and Cognos Framework Manager Models
- Update and Test Cognos Cubes and Cube Queries
- Update and Test Adobe Forms
- Support Reports and Forms Updates (1 FTE for 3 Months)

Environments

Adv HRM 3.9 Environments:
1) Development / Unit Test
2) Integrated System Test
3) User Acceptance Test
4) Training
5) Performance Test/Regression Test

Cognos Test Environments

Software Testing

- Plan & Execute Integrated System Tests
- Review & Approve Integrated System Test Scripts & Results
- Plan & Execute User Acceptance Tests
- Support User Acceptance Test & Address Reported Application and Conversion Issues (3 FTE for 3 Months)
- Address Reported Issues for Interfaces & Reports
- Plan and Conduct Performance Tests, Document Findings and Recommendations
- Plan & Execute Regression Test
- Support Regression Test & Address Reported Application Issues (3 FTE for 2 Months)
- Platinum Support to provide Advantage HRM 3.9 application defect support for upgrade testing

Transition Management

- Update User and Systems / Operations Documentation
- County Operations Documentation and Control-m Job Setup
- Change Management and Communications
- Develop / Update Policies and Procedures
- Develop Operational / Technical Readiness Checklists and Technical Assessment Support
- Develop Implementation / End User Readiness Checklists; End User and Technical Assessment

Training

- Develop Training Plan
- Provide Training Facilities and Equipment for Training
- Develop / Update eHR training materials
- Populate and Update the Training Databases
- Manage End User Training Logistics & Scheduling
- Conduct End User Training Sessions
- Conduct Operations Training
- Conduct Systems Administration Training
- Support Training Plan and Updates to Materials (1 FTE for 3 Months)

Achieve Phase – Stage 1

Production Cutover

- Develop Production Cutover Script
- Execute Cutover Rehearsal (3 rehearsals)
- Support Cutover Rehearsal (3 rehearsals)
- Execute Production Cutover
- Support Production Cutover

Post-Implementation Support

- Provide Post-Implementation Support Services (3 FTE for 3 Months)

Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility

HRM Subproject 12 – Retroactive Deduction Processing Modification

Envision Phase – Stage 2

Requirements Analysis

- Confirm system requirements

Create Phase – Stage 2

Software Construction - Software Modification

- Develop Concept Paper (1) Software Modification
- Develop Modification Designs (1) Software Modification
- Review & Approve Functional Designs for software modifications
- Develop Modification Software (1) Software Modification
- Plan and Execute System Test of Modification Software (1) Software Modification

Software Construction - Reports

- Develop New or Update existing reports as necessary

Software Construction - System Interfaces

- Develop New or Update Inbound / Outbound Interfaces as necessary

Transition Management

- Update User and Systems Operations Documentation
- County Operations Documentation and Control-m Job Setup
- Develop / Update Policies and Procedures
- Develop Retro Deduction Processing desk procedures

Training

- Develop End-User Training Materials
- Provide training to Countywide Payroll and DHR Employee Benefits staff

Software Testing

- Testing will be combined with HRM Upgrade (See Stage 1: HRM 3.9 Upgrade)

System Control Table Setup

- Setup and maintain System Control and Reference tables

Achieve Phase – Stage 2

Production Cutover

- Deploy Software Modification to Production
- Production Cutover will be combined with HRM Upgrade (See Stage 1: HRM 3.9 Upgrade

Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility

HRM Subproject 12 - Manager Self-Service

Envision Phase – Stage 3

Establish Prototype Environment

- Share existing eHR 3.9 Upgrade environments to prototype MSS

Project Team Training

- MSS Project Team Training

Prototyping

- Develop Prototype Business Scenarios
- Develop Prototype Scripts
- Review Prototype Scripts
- Execute Prototype Scripts
- Review Prototype Results
- Develop Prototype Analysis

Technical Assessment

- Update the eHR Technical Specification Document

Implementation Assessment

- Develop Implementation Strategy

Implementation Analysis Document

- Develop Implementation Analysis Document (IAD)
- Review & Approve Prototype & Implementation Analysis Document

Create Phase – Stage 3

Technical Environments

- Share existing eHR 3.9 Upgrade environments to test MSS
- Share existing eHR 3.9 Upgrade Cognos Reporting Environments

System Control Tables

- Set-up and maintain System Control and Reference tables
- Support System Control and Reference Table Setup (1 FTE for 1 Month)

Software Construction – Data Conversion

- Develop Conversion Plan (5 conversions)
- Review and provide feedback on Conversion Plan
- Develop Data Cleansing Plan
- Develop Conversion Design (5 conversions)
- Review and provide feedback on Conversion Designs
- Develop Conversion Software (5 conversions)

Software Construction – System Interfaces

- Design Inbound and Outbound Interfaces (5 interfaces total)
- Review and provide feedback on Interface Design
- Develop and Test Inbound and Outbound Interfaces (5 interfaces total)

Software Construction – Reports

- Design, Develop & Test Framework Model (1 Framework Model)
- Design, Develop & Test Reports (10 reports)
- Review and provide feedback on Report Design
- Design, Develop & Test Dashboard Reports

Security & Workflow

- Define and Configure Security and Workflow tables
- Support Security & Workflow Setup (1 FTE for 1 Month)

Software Testing

- Plan & Execute Integrated System Tests
- Review & Approve Integrated System Test Scripts & Results
- Plan & Execute User Acceptance Tests
- Support User Acceptance Test & Address Reported Application Issues (1 FTE for 2 Months)
- Address Reported Issues for 5 Data Conversions, 5 Interfaces and 10 Reports
- Plan & Execute System Optimization Tests, Document Findings and Recommendations

Training

- Develop Training Plan
- Provide Facilities and Equipment for MSS Training
- Develop MSS training materials
- Support MSS Training Materials Development (1 FTE for 2 Months)
- Populate and Update the Training Databases
- Manage MSS User Training Logistics & Scheduling
- Conduct MSS Training Sessions
- Develop Materials and Conduct System Administration Training
- Conduct Technical Training

Transition Management

- Update User and Systems Operations Documentation
- County Operations Documentation and Control-m Job Setup
- Change Management and Communications
- Develop / Update Policies and Procedures
- Develop Operational / Technical Readiness Checklists and Technical Assessment Support
- Develop Implementation / End User Readiness Checklists; End User and Technical Assessment

Achieve Phase (Pilot) – Stage 3

Production Cutover

- Develop Production Cutover Script
- Execute Cutover Rehearsal
- Support Cutover Rehearsal
- Execute Production Cutover
- Support Production Cutover

Pilot Operations & Post Implementation Support

- Provide Pilot Operations and Post-Implementation Support Services (1 FTE for 6 months)

Department Rollout Phase – Stage 3

Rollout Support

- Department Rollout Support (1 FTE for 12 Months)

Software Modifications

- Application Software Modifications (2,000 hours)

Legend

- County Responsibility
- CGI Responsibility
- CGI / County Joint Responsibility

Exhibit B-12 – Schedule of Payments

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Exhibit B-12 Subproject 12 - eHR Upgrade

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount
1.1.7	Subproject 12 Project Control Document	04/25/12	$ 30,000.00	$ 4,500.00	$ 25,500.00
1.2.6	HRM 3.9 Upgrade Project Kick-off Meeting	09/27/12	$ 20,000.00	$ 3,000.00	$ 17,000.00
1.2.12	MSS Project Kick-off Meeting	10/04/12	$ 20,000.00	$ 3,000.00	$ 17,000.00
1.3.6	Subproject 12 Monthly Status Reports (Apr 2011 - Oct 2013; 19 Months @ $55,000.00 per Month less $8,250.00 Holdback)	5th working day of each month	$ 1,045,000.00	$ 156,750.00	$ 888,250.00
2.1.2.4	HRM 3.9 Upgrade Product Training for Project Team	11/09/12	$ 44,635.00	$ 6,695.25	$ 37,939.75
2.1.3.2.17	HRM 3.9 Upgrade Identify Required Updates to eHR Interfaces	07/25/12	$ 70,000.00	$ 10,500.00	$ 59,500.00
2.1.3.3.4	HRM 3.9 Upgrade Identify Required Updates to eHR Custom Data Warehouse Tables, ETL, and Reporting Tables	08/22/12	$ 40,000.00	$ 6,000.00	$ 34,000.00
2.1.3.4.9	HRM 3.9 Upgrade Identify Required Updates to eHR Reports and Cognos Framework Models	10/17/12	$ 102,000.00	$ 15,300.00	$ 86,700.00
2.1.3.5.2	HRM 3.9 Upgrade Identify Required Updates to eHR Cubes & Cube Queries	10/17/12	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.1.3.6.2	HRM 3.9 Upgrade Identify Required Updates to eHR Adobe Forms	10/31/12	$ 23,800.00	$ 3,570.00	$ 20,230.00
2.1.3.7.5	HRM 3.9 Upgrade Updates to eHR Technical Specification Document Support	07/02/12	$ 59,500.00	$ 8,925.00	$ 50,575.00
2.2.1.1.1.5	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - Unit Test Environment	10/18/12	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.1.1.2.5	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - IST Environment	10/25/12	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.1.1.3.5	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - UAT Environment	11/01/12	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.1.1.4.5	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - Training Environment	11/08/12	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.1.1.5.5	HRM 3.9 Upgrade AMS Advantage HRM 3.9, 3rd Party Tools Installation - Performance Test Environment	01/25/13	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.2.3	HRM 3.9 Upgrade Interface Software Updates Support	01/10/13	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.2.2.11	HRM 3.9 Upgrade Reports and Forms Updates Support	01/31/13	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.2.2.12.4	HRM 3.9 Upgrade Update and Test eHR Database Upgrade Scripts	01/09/13	$ 70,000.00	$ 10,500.00	$ 59,500.00
2.2.2.12.8	HRM 3.9 Upgrade Update and Test eHR DW Database Upgrade Scripts	03/08/13	$ 55,000.00	$ 8,250.00	$ 46,750.00
2.2.3.1.5	HRM 3.9 Upgrade Integrated System Test Plan & Scripts	10/26/12	$ 205,800.00	$ 30,870.00	$ 174,930.00
2.2.3.1.11	HRM 3.9 Upgrade Integrated System Test Results	02/08/13	$ 342,250.00	$ 51,337.50	$ 290,912.50
2.2.3.2.8	HRM 3.9 Upgrade User Acceptance Test Support	04/26/13	$ 267,750.00	$ 40,162.50	$ 227,587.50
2.2.3.3.5	HRM 3.9 Upgrade Performance Test Plan & Scripts	02/14/13	$ 78,950.00	$ 11,842.50	$ 67,107.50
2.2.3.3.11	HRM 3.9 Upgrade Performance Test Tuning & Results	03/29/13	$ 162,250.00	$ 24,337.50	$ 137,912.50
2.2.3.4.7	HRM 3.9 Upgrade Regression Test Support	05/29/13	$ 178,500.00	$ 26,775.00	$ 151,725.00
2.2.4.9	HRM 3.9 Upgrade Training Plan Development and Updates to Training Materials Support	06/14/13	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.2.5.1.11	HRM 3.9 Upgrade User Documentation Update Support	05/10/13	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.2.5.2.11	HRM 3.9 Upgrade Systems / Operations Documentation Update Support	05/31/13	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.2.5.3.5	HRM 3.9 Upgrade County Operations Documentation and Control-M Setup Support	05/31/13	$ 59,500.00	$ 8,925.00	$ 50,575.00
2.2.5.6.5	HRM 3.9 Upgrade Operational/Technical Readiness Checklist	04/18/13	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.2.5.6.10	HRM 3.9 Upgrade Operational/Technical Readiness Assessment Support	06/28/13	$ 59,500.00	$ 8,925.00	$ 50,575.00
2.3.1.1.5	HRM 3.9 Upgrade Production Cutover Script	05/16/13	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.3.1.2.5	HRM 3.9 Upgrade Production Cutover Rehearsal Support	06/19/13	$ 89,250.00	$ 13,387.50	$ 75,862.50
2.3.1.11	HRM 3.9 Upgrade Production Cutover Support	07/01/13	$ 178,510.00	$ 26,776.50	$ 151,733.50
	Release of Withhold 1 (33%) - "30-days Post Stage 1 Go-Live"	07/31/13			$ 177,522.84
	Release of Withhold 2 (67%) - "90-days Post Stage 1 Go-Live"	09/29/13			$ 360,425.16
2.3.2.2	HRM 3.9 Upgrade Post-Implementation Support - Month 1	07/31/13	$ 89,250.00	$ -	$ 89,250.00
2.3.2.4	HRM 3.9 Upgrade Post-Implementation Support - Month 2	08/31/13	$ 89,250.00	$ -	$ 89,250.00
2.3.2.6	HRM 3.9 Upgrade Post-Implementation Support - Month 3	09/30/13	$ 89,250.00	$ -	$ 89,250.00
3.2.1.1.4	Retroactive Deduction Processing Concept Paper	03/08/12	$ 93,140.00	$ 13,971.00	$ 79,169.00
3.2.1.1.10	Retroactive Deduction Processing Functional Design	06/18/12	$ 326,000.00	$ 48,900.00	$ 277,100.00
3.2.1.1.15	Retroactive Deduction Processing Application Software Modification	10/01/12	$ 512,300.00	$ 76,845.00	$ 435,455.00
3.2.5.1.5	Retroactive Deduction Processing User Documentation	05/29/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
3.2.5.2.5	Retroactive Deduction Processing Updates to Systems / Operations Documentation	05/29/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
3.2.5.3.5	Retroactive Deduction Processing Operations Documentation and Control-M Setup Support	05/01/13	$ 89,250.00	$ 13,387.50	$ 75,862.50
	Release of Withhold 3 (33%) - "30-days Post Stage 2 Go-Live"	07/31/13			$ 61,748.28
	Release of Withhold 4 (67%) - "90-days Post Stage 2 Go-Live"	09/29/13			$ 125,367.72

Exhibit B-12 Subproject 12 - eHR Upgrade

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Holdback (15%)	Invoice Amount
4.1.2.3	MSS Product Training for Project Team	11/05/12	$ 44,660.00	$ 6,699.00	$ 37,961.00
4.1.3.1.8	MSS Prototype Scripts	11/30/12	$ 42,800.00	$ 6,420.00	$ 36,380.00
4.1.3.2.7	MSS Prototype Script Execution	12/31/12	$ 74,250.00	$ 11,137.50	$ 63,112.50
4.1.3.3.9	MSS Prototype Analysis Report	01/15/13	$ 74,250.00	$ 11,137.50	$ 63,112.50
4.1.4.7	MSS Update eHR Technical Specifications Document	12/14/12	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.1.6.7	MSS Implementation Analysis Document	01/30/13	$ 130,000.00	$ 19,500.00	$ 110,500.00
4.2.2.8	MSS System Control Tables Setup Support	03/04/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.2.3.1.6	MSS Data Conversion Plan	02/08/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.2.3.1.12	MSS Data Conversion Designs	02/28/13	$ 68,400.00	$ 10,260.00	$ 58,140.00
4.2.3.1.17	MSS Data Conversion Software	03/26/13	$ 104,120.00	$ 15,618.00	$ 88,502.00
4.2.3.2.6	MSS Inbound/Outbound Interface Designs	02/07/13	$ 44,190.00	$ 6,628.50	$ 37,561.50
4.2.3.2.11	MSS Inbound/Outbound Interface Software	04/02/13	$ 86,275.00	$ 12,941.25	$ 73,333.75
4.2.3.3.4	MSS Report Mapping Analysis	02/13/13	$ 77,350.00	$ 11,602.50	$ 65,747.50
4.2.3.3.10	MSS Report Designs	03/13/13	$ 77,350.00	$ 11,602.50	$ 65,747.50
4.2.3.3.13	MSS Report Software	04/24/13	$ 124,950.00	$ 18,742.50	$ 106,207.50
4.2.4.8	MSS Security and Workflow Tables Setup Support	03/06/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.2.5.1.5	MSS Integrated System Test Plan & Scripts	02/25/13	$ 59,500.00	$ 8,925.00	$ 50,575.00
4.2.5.1.11	MSS Integrated System Test Results	04/02/13	$ 71,400.00	$ 10,710.00	$ 60,690.00
4.2.5.2.7	MSS User Acceptance Test Support	06/03/13	$ 59,500.00	$ 8,925.00	$ 50,575.00
4.2.5.3.5	MSS System Optimization Test Plan & Scripts	02/27/13	$ 54,500.00	$ 8,175.00	$ 46,325.00
4.2.5.3.11	MSS System Optimization Tuning & Results	03/28/13	$ 89,250.00	$ 13,387.50	$ 75,862.50
4.2.6.1.4	MSS End User Training Plan Support	03/07/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.2.6.1.8	MSS Training Materials Development Support	05/21/13	$ 59,500.00	$ 8,925.00	$ 50,575.00
4.2.6.3.4	MSS System Administration Training	04/19/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.2.7.1.6	MSS Advantage User Documentation	05/20/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.2.7.2.6	MSS Advantage Systems / Operations Documentation	05/20/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.2.7.3.5	MSS County Operations Guide Updates and Control-M Setup Support	06/10/13	$ 14,875.00	$ 2,231.25	$ 12,643.75
4.2.7.6.5	MSS Operational Readiness Checklist	05/30/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.2.7.6.10	MSS Operational Readiness Assessment Support	07/01/13	$ 29,750.00	$ 4,462.50	$ 25,287.50
4.3.1.1.5	MSS Production Cutover Script	05/24/13	$ 54,500.00	$ 8,175.00	$ 46,325.00
4.3.1.2.5	MSS Production Cutover Rehearsal Support	06/20/13	$ 54,500.00	$ 8,175.00	$ 46,325.00
4.3.1.11	MSS Production Cutover Support	07/01/13	$ 84,250.00	$ 12,637.50	$ 71,612.50
	Release of Withhold 5 (33%) - "30-days Post Stage 3 Go-Live"	07/31/13			$ 105,267.69
	Release of Withhold 6 (67%) - "90-days Post Stage 3 Go-Live"	09/29/13			$ 213,725.31
4.3.2.2	MSS Pilot Operations and Post-Implementation Support, Month #1	07/31/13	$ 29,750.00	$ -	$ 29,750.00
4.3.2.4	MSS Pilot Operations and Post-Implementation Support, Month #2	08/31/13	$ 29,750.00	$ -	$ 29,750.00
4.3.2.6	MSS Pilot Operations and Post-Implementation Support, Month #3	09/30/13	$ 29,750.00	$ -	$ 29,750.00
4.3.2.8	MSS Pilot Operations and Post-Implementation Support, Month #4	10/31/13	$ 29,750.00	$ -	$ 29,750.00
4.3.2.10	MSS Pilot Operations and Post-Implementation Support, Month #5	11/30/13	$ 29,750.00	$ -	$ 29,750.00
4.3.2.12	MSS Pilot Operations and Post-Implementation Support, Month #6	12/31/13	$ 29,750.00	$ -	$ 29,750.00
4.4.2	MSS Department Rollout Support, Month #1	01/31/14	$ 29,750.00	$ -	$ 29,750.00
4.4.4	MSS Department Rollout Support, Month #2	02/28/14	$ 29,750.00	$ -	$ 29,750.00
4.4.6	MSS Department Rollout Support, Month #3	03/31/14	$ 29,750.00	$ -	$ 29,750.00
4.4.8	MSS Department Rollout Support, Month #4	04/30/14	$ 29,750.00	$ -	$ 29,750.00
4.4.10	MSS Department Rollout Support, Month #5	05/31/14	$ 29,750.00	$ -	$ 29,750.00
4.4.12	MSS Department Rollout Support, Month #6	06/30/14	$ 29,750.00	$ -	$ 29,750.00
4.4.14	MSS Department Rollout Support, Month #7	07/31/14	$ 29,750.00	$ -	$ 29,750.00
4.4.16	MSS Department Rollout Support, Month #8	08/31/14	$ 29,750.00	$ -	$ 29,750.00
4.4.18	MSS Department Rollout Support, Month #9	09/30/14	$ 29,750.00	$ -	$ 29,750.00
4.4.20	MSS Department Rollout Support, Month #10	10/31/14	$ 29,750.00	$ -	$ 29,750.00
4.4.22	MSS Department Rollout Support, Month #11	11/30/14	$ 29,750.00	$ -	$ 29,750.00
4.4.24	MSS Department Rollout Support, Month #12	12/31/14	$ 29,750.00	$ -	$ 29,750.00
4.4.26	MSS Application Software Functional Designs	03/05/14	$ 135,990.00	$ -	$ 135,990.00
4.4.28	MSS Application Software Modifications	06/05/14	$ 204,000.00	$ -	$ 204,000.00
	Total Payments and Holdbacks		**$ 8,103,620.00**	**$ 1,044,057.00**	**$ 8,103,620.00**

Appendix F-12 – Reports

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1. eHR Upgrade – Reports

For the eHR software upgrade to AMS Advantage 3.9., CGI will analyze the existing eHR reports to identify the reports that are impacted by the upgrade. The baseline data conversion scripts will be used to compare to the eHR reports to identify impacted reports. Listed below is a summary of the eHR reports by Functional Areas. Also provided further below is a detail list of the eHR reports.

Reports Count by Functional Areas

Functional Area	Count
eHR Payroll	89
Core HR	165
Extracts for Ad-hoc Query	5
Time Collection	19
Total	**278**

2. Retroactive Deduction Processing Modification – Reports

For the Retroactive Deduction Processing Modification there are no expected changes to eHR reports. If new reports or changes to existing reports are identified during the implementation, the County will be responsible for design, development, and testing of the new or changed reports.

3. Manager Self Service – Reports

CGI is responsible for the software construction of ten (10) Reports and one (1) Cognos Framework Manager Model. The ten reports and one Cognos Framework Manager Model are placeholders that will be defined during the Envision Phase and documented in the MSS Implementation Analysis Document.

The County will be responsible for the design and development of the MSS dashboard reports. There are baseline dashboard reports delivered with MSS utilizing the Business Objects Reporting Tool. The County uses the Cognos Reporting Tool and will convert the dashboard reports to Cognos. Below are the 5 delivered Business Objects dashboard reports that the county will design, develop, and test using Cognos.

1. Position Authorization Dashboard
2. Position Status Dashboard
3. Performance Evaluation Dashboard
4. Ratings Across Reviewers Dashboard
5. Performance Over Time Dashboard

eHR Payroll Reports – eHR Upgrade

No.	Report ID	Report Name
1	PAY-DCPAYWTPULL01	Deceased Employee Warrant Pull
2	PAY-DCPAYWTREG01	Warrant Sequence Register
3	PAY-DDPAYDISTREG01	Department Direct Deposit/Zero Net Pay Distribution Register
4	PAY-DDPAYWTREG01	Department Warrant Sequence Register
5	PAY-SCPAYWTEFTCNTL01	Warrant/Direct Deposit/Zero Net Pay Control
6	PAY-DCPAYZEROGRS01	Zero Gross Register
7	PAY-SCBENJDGREM01	Superior Court Judges State Reimbursement
8	PAY-SCDEDADJ01	External Deduction Adjustments
9	PAY-SCDEDCANCEL01	Deduction Cancellation
10	PAY-SCDEDCSACT01	Family Court - Child/Spousal Support Deduction Activity
11	PAY-SCDEDJDGEXCP01	Judges Retirement Exception
12	PAY-SCDEDNOTTKN01	Deduction Not Taken Employee Sequence
13	PAY-SCDEDOUTSBAL01	Deduction Amounts Outstanding Balance
14	PAY-SCDEDSUPCNCL01	Supplemental and Cancellation Deduction
15	PAY-SCDEDTERMFAMC01	Terminated Employees with Child/Spousal Support Deductions
16	PAY-SCEXCSTDMEGA01	STD and MEGA I/A Earnings
17	PAY-SCEXCTAXGTWGS01	Employees With Total Taxes Withheld Greater Than Taxable Wages
18	PAY-SCGARNINT01	Employees with Outstanding Goal Amount Less Than Current Deduction Taken - Interest Calculation
19	PAY-SCHITOVRUND01	Medicare Over/Under
20	PAY-SCPAYEMPSEQREG01	Employee Sequence Register
21	PAY-SCPAYEMPSEQREG02	Non-Primary Employee Earnings Register
22	PAY-SCPAYIAPRIADJ01	Prior Pay Period I/A Adjustments
23	PAY-SCTAXTAXACTG01	Tax Accounting
24	PAY-SCWTCANCEL01	Warrant/Direct Deposit Cancellation Register
25	PAY-SCYTDWGTXEXCP	Year-to-Date Wage And Tax Exception Report
26	PAY-SDDEDCTYLST01	County Department Deduction List
27	PAY-SDPAYOTOVRREG	Employees with Overtime Earnings Exceeding 50% of Regular Earnings
28	PAY-SDPKGALLW01	Civic Center Parking Allowance
29	PAY-SDPKGDEDTKN01	Civic Center Parking Deduction
30	PAY-SDPKGNOTTKN01	Civic Center Parking Deduction Not Taken
31	PAY-SCRETEEASGPLAN	LACERA Employee Retirement Contribution with Assigned Plan
32	PAY-SCDEDCH13LIST	Chapter 13 Deduction List
33	PAY-SCRETEARNSBJ01	Earnings Subject To Retirement
34	PAY-SCTAXDEDBYGTN01	Tax Deduction by GTN Run
35	PAY-MCBENCAFAVL01	Employee Cafeteria Plan Benefits Available

No.	Report ID	Report Name
36	PAY-MCBENDCSAS01	Dependent Care Subsidy Summary
37	PAY-MCBENINSOS01	Insurance Out-of-Service
38	PAY-MCBENSLFMEDACT01	Self Insured Medical Plan Deduction Activity
39	PAY-MCBENSLFMEDNTTKN	Self Insured Medical Plan Deduction Not Taken
40	PAY-MCEXC401ALMT01	Employees 401K Match or Deduction YTD Base Exceeding the IRC 401(A)(17) Annual Base Limit
41	PAY-MCEXC457LMT01	Employees Exceeding 457 Limit
42	PAY-MCEXCHIT01	Employees Not on Medicare with Medicare Wages or Taxes
43	PAY-MCEXCPSPEXCP01	Pension Savings Plan Over/Under Exception
44	PAY-MCEXCSVGHRZ01	Savings and Horizons Year-to-Date County Contribution Exceeds Employee Contribution
45	PAY-MDEXCINVSSN01	Employees with Invalid Social Security Number
46	PAY-OCDEDMASCHGDTL	Deduction Mass Change Detail
47	PAY-OCDEDMASCHGSUM	Deduction Mass Change Summary
48	PAY-ACDEDCHARITY01	Charitable Contribution Register
49	PAY-MCBENAD&DSUM01	Master Insurance AD&D Summary
50	PAY-MCBENCTYLIFE01	Cost of County Paid Life Insurance
51	PAY-MCBENEAL01	Master Insurance Elective Annual Leave Totals
52	PAY-MCBENFLEXSUM01	Flex Plan County Contribution Summary
53	PAY-MCBENHLTHDNTL01	Master Insurance Health and Dental
54	PAY-MCBENOPTLBEN01	Master Insurance Optional Benefits Totals
55	PAY-MCBENMEGASUM01	Mega Flex County Contribution Summary
56	PAY-MCBENOPCHCNT01	Options/Choices Cafeteria Plan
57	PAY-MCBENOPTLIFE01	Master Insurance Optional Life
58	PAY-QCEDDWAGES01	EDD Quarterly Wage
59	PAY-SCBENHRZNSUM01	Horizons Match Summary
60	PAY-SCDEDBENSUM01	Deductions/Benefits Summary
61	PAY-SCDEDJDGSUM01	Judges Retirement Deduction Summary
62	PAY-SCPKGDEDSUM01	Parking Deduction Summary
63	PAY-SCRETEECONTR01	LACERA Employee Retirement Contribution
64	PAY-SCRETERCONTR01	LACERA Employer Retirement Contribution
65	PAY-SCRETSUMBYDEPT	Retirement Benefit Summary by Department
66	PAY-OADEDLISTDMISC	Transaction Listing - DMISC (TPA Version)
67	PAY-OCDEDECAPSPYMT	FAMC/GARN/LEVY eCAPS PRLVP Payment Detail
68	PAY-SDPAYPARLDETL01	Department Payroll Detail Report
69	PAY-SDPAYPARLSUMM	Department Payroll Summary Report
70	PAY-OABENLISTENRL	Transaction Listing - ENRL
71	PAY-OCDEDLISTGARN	Transaction Listing - GARN
72	PAY-OARETLISTPENS	Transaction Listing - PENS
73	PAY-ODPAYLISTESMT	Transaction Listing - ESMT

No.	Report ID	Report Name
74	PAY-ODTAXLISTTAX	Transaction Listing - TAX
75	PAY-SCEXTADJ01	External Adjustments (EADJ)
76	PAY-SCPAYDELEPEND	Deleted Pending Pay and Deduction
77	PAY-SCPAYPREIMPLIA	Pre-Implementation Prior Pay Period I/A Adjustments
78	PAY-ODDEDLISTDMISC	Transaction Listing - DMISC (Dept Version)
79	PAY-SCBENHRZNSAVGLT	Deferral Limits for Horizons and Savings Plan Participants
80	PAY-SDDEDSCJDGASSO	Superior Court Judges Association
81	PAY-MDBENSCINS01	Superior Court Insurance
82	PAY-ADLEVEALARREAR	Elective Annual Leave Arrears
83	PAY-ADLEVEALBAL	Employees with Available Elective Annual Leave Balance
84	PAY-ADLEVEALEXCP	Non-Mega Flex Employees with Elective Annual Leave Balance
85	PAY-ADLEVEALPAYOUT	Employee Elective Annual Leave Payout Detail
86	PAY-ADLEVEALREIM	Elective Annual Leave Reimbursement Reminder
87	PAY-ACFEDCNTL01	Federal Annual Control
88	PAY-SCPAYPRYRWTCNCL	Prior Year Warrant Cancellation Report
89	PAY-DCTAXNTSUBJHIT	Employees Not Subject to HIT

Core HR Reports – eHR Upgrade

No.	Report ID	Report Name
1	CMP-MDPROJSTEPADV	Projected Step Advance
2	CMP-SDSTEPADVDETL	Step Advance Detail
3	CMP-SDSTEPADVEXCP	Step Advance Exception
4	LEV-DDCALCEALJOBCHG	Calculated EAL When Job Change
5	LEV-HDSICKBUYBKELIG	Sick Buyback Eligibility
6	LEV-MDEALNEWMEGAFLX	Elective Annual Leave for New MegaFlex Employees
7	LEV-ODEMPLEVBAL	Employee Leave Balance
8	LEV-ODHOLDYACCROVR	Holiday Manual Accrual Override
9	LEV-SDLEAVSUBM	LEAV Document Submission
10	LEV-SDLEVBALEXC	Leave Balance Excess
11	LEV-SDLEVNEGBAL	Leave Benefits With Negative Balances
12	PAD-ADSSNVERFEXCP	Social Security Number Verification Exception
13	PAD-MCSRVCAWRDELIG	Service Awards Eligibility
14	PAD-MCWRKLOCBYDEPT	Work Location Listing by Department
15	PAD-MCWRKLOCBYLOC	Work Location Listing by Work Location
16	PAD-MDDRIVERLCNSEXP	Driver License Expiration
17	PAD-MDHIREPROMOTE	Employees Hired or Promoted
18	PAD-MDMISSPSNLDATA	Employees Missing Personal Data
19	PAD-MDPTHLTHINSNEW	Newly Eligible Part-Time Employees for Health Insurance Eligibility
20	PAD-MDPTHLTHINSONGO	Ongoing Health Insurance Eligibility for Part-time Employees
21	PAD-MDSRVCAWRDDUE	Service Awards Due
22	PAD-OCGENDETHCATTIT	Gender/Ethnic Distribution - By Perm-Temp Status/EEO Job Category/Title
23	PAD-OCGENDETHTIT	Gender/Ethnic Distribution - By Perm-Temp Status/Title
24	PAD-ODAFFIRMACTION	Affirmative Action
25	PAD-ODEMPBYPACT	Employee Inquiry by Personnel Action
26	PAD-ODEMPTRANSINOUT	Employee Transferred In/Out
27	PAD-ODEMPTURNOVER	Employee Turnover
28	PAD-ODGENDETHCAT	Gender/Ethnic Distribution - By Perm-Temp Status/Department/EEO Job Category
29	PAD-ODGENDETHCATTIT	Gender/Ethnic Distribution - By Perm-Temp Status/Department/EEO Job Category/Title
30	PAD-ODGENDETHHIRE	Gender/Ethnic Distribution - Hire - By Perm-Temp Status/Department/EEO Job Category/Title
31	PAD-ODGENDETHPROMO	Gender/Ethnic Distribution - Promotion - By Department/EEO Job Category/Title
32	PAD-ODGENDETHTMPPRM	Gender/Ethnic Distribution - Temporary to Permanent - By Department/EEO Job Category/Title
33	PAD-ODGENDETHTNOVRP	Gender/Ethnic Distribution - Turnover - By Perm-Temp Status/Department/EEO Job Category/Personnel Action
34	PAD-ODGENDETHTNOVRT	Gender/Ethnic Distribution - Turnover - By Perm-Temp Status/Department/EEO Job Category/Title

No.	Report ID	Report Name
35	PAD-ODGENDETHTRANS	Gender/Ethnic Distribution - Transfer - By Perm-Temp Status/Department/EEO Job Category/Title
36	PAD-SDEMPLFMLA	Employees on Family Leave
37	PCN-OCPOSNAUTHEXCP	Position Control Authorization
38	PCN-ODDISCREPBONUS	Department Job Type Bonus Discrepancy
39	PCN-ODDISCREPESMT	Employee Assignment Discrepancy
40	PCN-ODERRORPAMT	PAMT Transaction Error
41	PCN-ODERRORPSMT	PSMT Transaction Error
42	PCN-ODFUTDATEDPSMT	Future Dated PSMT
43	PCN-ODLOANBORDETL	Loan/Borrow Position Detail
44	PCN-ODOVERHIREPOSN	Over-hired Positions
45	PCN-ODPOSNSTATUS	Position Status
46	TMA-DDEMPRCSTDPYMT	Employees Receiving Straight Temporary Disability Payments
47	TMA-ODAUTLESMTDEPTD	ESMT/DEPTD Audit Trail
48	TMA-ODAUTLTIMEITADJ	TIMEI/TADJ Audit Trail
49	TMA-ODIASTDMANUTRIG	Retroactive IA/STD Processed with Manual Trigger
50	TMA-ODMILITARYLEAVE	Employees Reporting Military Leave
51	TMA-SDTMAACTIVITY	Time & Attendance Activity
52	Core HR – In Progress	120 Day Re-hired Retirees Listing
53	Core HR – In Progress	120 Day Retirees
54	Core HR – In Progress	Actual Vs. Budgeted Salary
55	Core HR – In Progress	Archived Pay History Request Control Report
56	Core HR – In Progress	Bargaining Unit with Base Salary and Bonus
57	Core HR – In Progress	Calculation of Salary & Bonus Amount Control Report
58	Core HR – In Progress	Calculation of Salary & Bonus Amount Error Report
59	Core HR – In Progress	Cap Pay by Number of Meetings
60	Core HR – In Progress	Central Archived Pay History From MM/DD/YY To MM/DD/YY
61	Core HR – In Progress	Change In Overtime History Exception Report - Final
62	Core HR – In Progress	Costing – Salaries of Employees in Filled Positions
63	Core HR – In Progress	County Reemployment List Report By Item
64	Core HR – In Progress	County Reemployment List Report By Item/Department/Cycle/Sequence Number
65	Core HR – In Progress	Cumulative Weekend Hours
66	Core HR – In Progress	Departmental Archived Pay History From MM/DD/YY To MM/DD/YY
67	Core HR – In Progress	Departmental Reemployment List Report By Department/Item/Cycle/Sequence Number
68	Core HR – In Progress	DL Document Submission
69	Core HR – In Progress	Document Audit Trail
70	Core HR – In Progress	Employee Bargaining Units Control Report
71	Core HR – In Progress	Employee Overtime
72	Core HR – In Progress	Employee Position Summary - Scheduled
73	Core HR – In Progress	Employees Elective Leave Buyback Control Report
74	Core HR – In Progress	Employees Going Off Y-Rate Report
75	Core HR – In Progress	Employees on Extended Leave
76	Core HR – In Progress	Employees Under 16 Years of Age

No.	Report ID	Report Name
77	Core HR – In Progress	Employees with Update Access to their own Records
78	Core HR – In Progress	Excessive Comp Earned/Regular Hours Exception Report - Final
79	Core HR – In Progress	Final Overpayment Report
80	Core HR – In Progress	Final Transactions Processed Manually
81	Core HR – In Progress	FLSA Overtime Reported Below FLSA Threshold - Final
82	Core HR – In Progress	Funding Source different from Salary Appropriation Source
83	Core HR – In Progress	I-9 Document Error
84	Core HR – In Progress	Job Change Exception Report
85	Core HR – In Progress	Job Change Trigger Report
86	Core HR – In Progress	Listing of Employees with Changes on Employment Status
87	Core HR – In Progress	Los Angeles County State & Local Government Information YYYY – EEO4 Report
88	Core HR – In Progress	MAS3 Detail Report
89	Core HR – In Progress	Mass Adjustment Control Report
90	Core HR – In Progress	Mass Change – Detail Report
91	Core HR – In Progress	Mass Change – Exception Report
92	Core HR – In Progress	Mileage & Parking Activity Report - Final
93	Core HR – In Progress	Mileage & Parking Activity Report - Supplemental
94	Core HR – In Progress	Mileage & Parking Audit Trail Report
95	Core HR – In Progress	Mileage & Parking Batch Data Entry Error Report
96	Core HR – In Progress	Mileage & Parking Batch Data Entry Header Report
97	Core HR – In Progress	Mileage & Parking Claims Batch Data Entry Activity Report
98	Core HR – In Progress	Mileage & Parking Transactions Processed Manually - Final
99	Core HR – In Progress	Mileage & Parking Transactions Processed Manually - Supplemental
100	Core HR – In Progress	New Positions
101	Core HR – In Progress	No Warrant Designee Data
102	Core HR – In Progress	OTPAY Transaction Listing
103	Core HR – In Progress	Overtime Activity Report - Final
104	Core HR – In Progress	PAM Accounting Not Matching with Position Accounting
105	Core HR – In Progress	Pay History Purge Control Report 1 Pay History Extracted
106	Core HR – In Progress	Pay History Purge Control Report 2 Pay History Archived
107	Core HR – In Progress	Pay History Purge Control Report 3 CODX Table Archive-Pay-History-Index Update
108	Core HR – In Progress	Pay History Request Data File Control Report
109	Core HR – In Progress	Pay Period Bonus Exception Report - Final
110	Core HR – In Progress	Pay Period Bonus Exception Report - Supplemental
111	Core HR – In Progress	Actual Work Day Rate Pending Pay Adjustments Report 1
112	Core HR – In Progress	Actual Work Day Rate Pending Pay Adjustments Report 2
113	Core HR – In Progress	Actual Work Day Rate Pending Pay Adjustments Report 3
114	Core HR – In Progress	Actual Work Day Rate Pending Pay Adjustments Report 4
115	Core HR – In Progress	Payroll Dates Activity Report
116	Core HR – In Progress	Personnel Audit Trail Report
117	Core HR – In Progress	Position Allocation and Re-classification
118	Core HR – In Progress	Position by Accounting
119	Core HR – In Progress	Position Control Detail - On Demand
120	Core HR – In Progress	Position Control Detail - Scheduled

No.	Report ID	Report Name
121	Core HR – In Progress	Position Control Summary - On Demand
122	Core HR – In Progress	Position Control Summary - Scheduled
123	Core HR – In Progress	Position Detail with Date Range
124	Core HR – In Progress	Position Listing by Vacancy Factor
125	Core HR – In Progress	Position Mass Change
126	Core HR – In Progress	Position Org Chart
127	Core HR – In Progress	PRET Control Report - Daily
128	Core HR – In Progress	PRET Control Report - Final
129	Core HR – In Progress	PRET Control Report - Supplemental
130	Core HR – In Progress	Prior Year Industrial Accident Report – Final Accrual Period: MM/DD/YY
131	Core HR – In Progress	Prior Year Industrial Accident Report – Supplemental Accrual Period: MM/DD/YY
132	Core HR – In Progress	Promotions - Less Than a Year on Previous Title
133	Core HR – In Progress	REPORT OF EXCEPTIONS ON FLSA STATUS
134	Core HR – In Progress	Retro Processing Detail Report - Daily
135	Core HR – In Progress	Retro Processing Detail Report - Final
136	Core HR – In Progress	Retro Processing Detail Report - Supplemental
137	Core HR – In Progress	Retro Processing Research Report - Daily
138	Core HR – In Progress	Retro Processing Research Report - Final
139	Core HR – In Progress	Salary Ordinance – Detail Report
140	Core HR – In Progress	Salary Ordinance – Job History Records Bypassed Report
141	Core HR – In Progress	Security User Exception
142	Core HR – In Progress	Seniority List
143	Core HR – In Progress	Seniority Report by Appointment Date
144	Core HR – In Progress	Seniority Report by Appointment Date and Selected Item
145	Core HR – In Progress	Seniority Report by Continuous Service Date
146	Core HR – In Progress	Seniority Report by Continuous Service Date and Selected Item
147	Core HR – In Progress	Social Security Number Verification Control Report
148	Core HR – In Progress	Statistics of Adjustments Processed For County Departments For Accrual Period MM/DD/YY
149	Core HR – In Progress	Step Not Equal to Inferred Step on Title/Sub-Title
150	Core HR – In Progress	Supplemental Transactions Processed Manually
151	Core HR – In Progress	Terminated Employees with Tuition Reimbursement in the Past 12 Months
152	Core HR – In Progress	Time Card Overtime Replacement Report- Final
153	Core HR – In Progress	Time History Report All Earnings Codes – Online
154	Core HR – In Progress	Titles Eligible for Retention and Longevity Bonuses
155	Core HR – In Progress	IA Retro Report 1
156	Core HR – In Progress	IA Retro Report 2
157	Core HR – In Progress	STD Report 1
158	Core HR – In Progress	STD Report 2
159	Core HR – In Progress	Top Step Summary Budgetary Report
160	Core HR – In Progress	Total Hours Worked For Family Leave (FMLA) Eligibility Report - Online
161	Core HR – In Progress	Vacancy by Dept/Unit/Title/Sub-title
162	Core HR – In Progress	Vacancy Rate - On Demand
163	Core HR – In Progress	Vacant Position Detail

No.	Report ID	Report Name
164	Core HR – In Progress	Warrant Designation Notice of Change Report
165	Core HR – In Progress	Leave Conversion for 40/56 Schedule Changes

Extracts for Ad-hoc Query – eHR Upgrade

No.	Report ID	Report Name
1	Core HR – In Progress	Employee Extract
2	Core HR – In Progress	Job Assignment Extract
3	Core HR – In Progress	Position Control Extract
4	Core HR – In Progress	Leave Extract
5	Core HR – In Progress	Bonus Extraxct

Time Collection Reports – eHR Upgrade

No.	Report ID	Report Name
1	LAC AHW	Actual Hours Worked
2	LAC AHWM	Actual Hours Worked – Multiple Pay Periods
3	LAC ATR	Audit Trail
4	LAC ES	Employee Roster
5	LAC ESCR	Employee Status Change
6	LAC ETPNF	Employee TimeSheet Print - Non Final
7	LAC ETP	Employee TimeSheet Print
8	LAC ECR	Event Code
9	LAC IER	Incoming Employee
10	LAC LTR	Late Timesheet
11	LAC OVRR	Overtime Reason Code
12	LAC MTR	Missing Timesheet
13	LAC PTR	Proxy Timesheet
14	LAC SAR	Single Approver
15	LAC UDR	Unit Deviation
16	LAC DHS	DHS Manual Timesheet
17	LAC LES	Labor/Equipment/Statistical Timesheet
18	TIMEIFORM	TIMEI Form
19	TADJFORM	TADJ Form

Appendix G-12 – Business Processes

This Appendix is not applicable to eCAPS Phase IV – Subproject 12.

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Exhibit D-12 – Project Schedule

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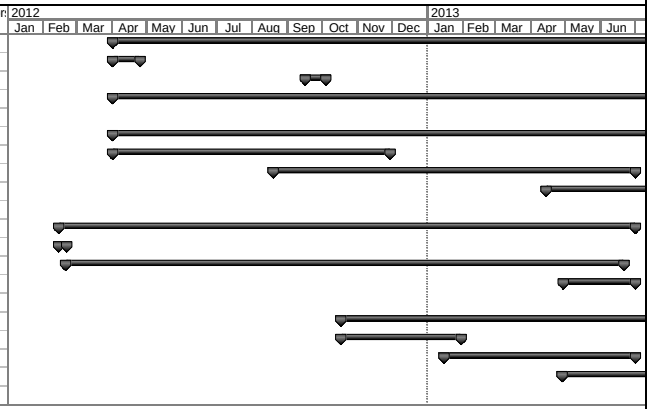
County of Los Angeles
eCAPS Phase IV - eHR Upgrade
CGI
Exhibit D-12 - Project Schedule
August 3, 2011

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
1	**1 SUBPROJECT 12 - PROJECT PLANNING, MANAGEMENT, AND SUPPORT**	**405 days**	**Mon 4/2/12**	**Thu 10/31/13**		
2	**1.1 Subproject 12 Project Control Document (incl. plan, PM strategies, etc.)**	**18 days**	**Mon 4/2/12**	**Wed 4/25/12**		
10	**1.2 Subproject 12 Project Kick-off Meeting**	**14 days**	**Mon 9/17/12**	**Thu 10/4/12**		
23	**1.3 Subproject 12 Project Management**	**405 days**	**Mon 4/2/12**	**Thu 10/31/13**		
30						
31	**2 eHR 3.9 UPRGRADE**	**382 days**	**Mon 4/2/12**	**Mon 9/30/13**		
32	**2.1 ENVISION PHASE**	**169 days**	**Mon 4/2/12**	**Thu 11/29/12**		
92	**2.2 CREATE PHASE**	**220 days**	**Mon 8/20/12**	**Mon 7/1/13**		
353	**2.3 ACHIEVE PHASE**	**119 days**	**Mon 4/15/13**	**Mon 9/30/13**		
384						
385	**3 eHR RETRO DEDUCTION PROCESSING MODIFICATION**	**351 days**	**Wed 2/15/12**	**Mon 7/1/13**		
386	**3.1 ENVISION PHASE**	**5 days**	**Wed 2/15/12**	**Tue 2/21/12**		
388	**3.2 CREATE PHASE**	**341 days**	**Tue 2/21/12**	**Fri 6/21/13**		
463	**3.3 ACHIEVE PHASE**	**44 days**	**Tue 4/30/13**	**Mon 7/1/13**		
467						
468	**4 eHR MSS PILOT AND ROLLOUT**	**563 days**	**Thu 10/18/12**	**Wed 12/31/14**		
469	**4.1 ENVISION PHASE**	**71 days**	**Thu 10/18/12**	**Wed 1/30/13**		
550	**4.2 CREATE PHASE**	**118 days**	**Wed 1/16/13**	**Mon 7/1/13**		
725	**4.3 ACHIEVE PHASE**	**172 days**	**Mon 4/29/13**	**Tue 12/31/13**		
763	**4.4 MSS DEPARTMENT ROLLOUT SUPPORT**	**258 days**	**Thu 1/2/14**	**Wed 12/31/14**		



Project: MSProj11
Date: Tue 9/13/11

Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
1	**1 SUBPROJECT 12 - PROJECT PLANNING, MANAGEMENT, AND SUPPORT**	**405 days**	**Mon 4/2/12**	**Thu 10/31/13**		
2	**1.1 Subproject 12 Project Control Document (incl. plan, PM strategies, etc.)**	**18 days**	**Mon 4/2/12**	**Wed 4/25/12**		
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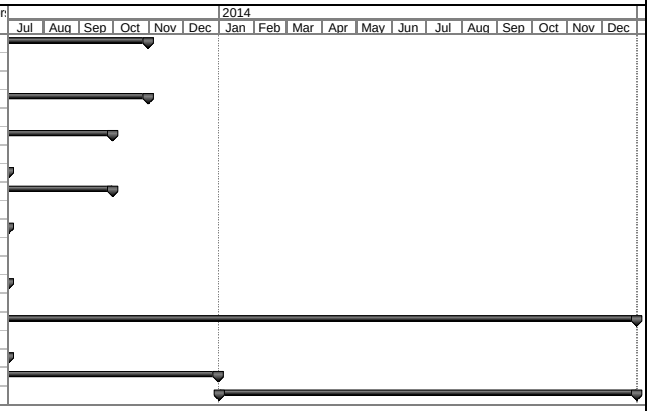

Project: MSProj11
Date: Tue 9/13/11

Task | Progress | Summary | External Tasks | Deadline
Split | Milestone | Project Summary | External Milestone

eCAPS Phase IV
Subproject 13: Talent Management Enhancements

Exhibit A-13 – Statement of Work

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Introduction

This Statement of Work (SOW) sets forth the requirements for CGI to deliver the eCAPS Phase IV – Talent Management Enhancements Subproject 13 described herein for the County of Los Angeles (County). The current version of the AMS Advantage Talent Management system is scheduled to be implemented in production operations in four Rollouts. The first three rollouts have been completed and the fourth rollout is scheduled to be completed in Q4-2011. The first rollout included the Kenexa Recruiter-BrassRing (KRB) functionality that was implemented in December 2008. The second rollout included the KRB, Item Bank (IB) with limited security for Job Specific Questions (JSQ), Kenexa Assessment System (KAS) and Civil Service Registry (CSR) that was implemented in August 2009. The third rollout included the KRB, IB with enhanced Security, KAS, and CSR that was implemented in October 2009. The fourth rollout includes the remaining planned functionality for KRB, IB, KAS and CSR. The Talent Management system supports the Recruiting, Assessment, and Civil Service Registry functions for the County's Talent Management business processes.

The County requires additional functionality in the Talent Management system to support the recommendations from the County's HR Study conducted in 2008 to restructure, modernize and improve the operations and services of the County's core human resources functions, including, classification, compensation, recruitment and selection. The next version of the AMS Advantage Talent Management software solution includes functionality that may support the County's vision and objectives for its human resources functions. CGI and the County are analyzing the functionality in the new version of the AMS Advantage Talent Management software to determine the functional fit between the County's vision and business processes and the functionality in the next version of the Talent Management software. At the conclusion of the analysis, the County will decide on the next steps for upgrading the AMS Advantage Talent Management software. The scope of this Subproject 13 is predicated on the assumption that the County will upgrade to the next version of the AMS Advantage Talent Management software. In the event that the County decides not to upgrade to the next version of the AMS Advantage Talent Management software, the scope of this Subproject 13 will be revised or the Subproject may be cancelled in its entirety with a joint agreement between the County and CGI. This Subproject assumes that the additional AMS Advantage Talent Management software enhancements will be developed in the next version of the software and implemented to support the County's business requirements, business processes, and recommendations from the HR Study.

Capitalized terms not otherwise defined herein shall have the meanings set forth in the Services and License Agreement (SLA) to which this SOW is attached. The Talent Management Enhancements Subproject 13 engages CGI to develop and implement a set of new Talent Management software enhancements to support the County's new business requirements and processes.

This SOW specifies CGI's obligations to deliver to the County the Talent Management software enhancements to support the County's business processes as listed in the Appendices of this Exhibit A-13 according to Appendix A-13 (Deliverables Definitions). A description of the County's obligations for this Subproject 13 and other key project assumptions are provided in Appendix M-13 (Subproject Assumptions) to this SOW.

The goals and objectives of Subproject 13 are to verify the software enhancements required to support the County's new business requirements and processes, design and develop the software enhancements, and implement those software enhancements in production operations at the County. In addition to developing the AMS Advantage Talent Management software enhancements, this Subproject may include the design, development and implementation of new system interfaces, reports and forms, and data conversion software to support the software upgrade from the current version to the next version of the AMS Advantage Talent Management software.

CGI shall follow a deliverables-based project management approach to analyze the County's business processes and requirements, design, develop, test and deliver the software enhancements, system interfaces, reports and forms, and data conversion software to support the County's business requirements and processes.

The Subproject 13 will begin in January 2012 following the Project Plan set forth as Appendix B-13 (Project Plan) to provide for:

- Project Planning, Management and Support,
- Software Design, Development, and Testing Services;
- End-User Training Support;
- Implementation Support; and
- Post-implementation Support.

Section I – Implementation Methodology

This section of the SOW provides a general description of the planned activities for the eCAPS Phase IV – Talent Management (TM) Enhancements Subproject 13, including:

- An overview of the implementation methodology proposed by CGI for the duration of Subproject 13; and
- A high-level description of the Subproject 13 project plan.

1. Overview of Implementation Methodology

CGI shall use sound project management principles based on prior experience in large-scale implementation projects for the design, development, and delivery of the software enhancements for the AMS Advantage Talent Management system implemented at the County. Comprised of three phases (Envision, Create, and Achieve), this methodology shall take into account the internal and external factors that can impact the overall progress and effectiveness of Subproject 13. This integrated system implementation approach provides the tool for tracking the progress against the agreed upon milestones, identify risks, and proactively take appropriate steps to mitigate those risks.

The Envision phase encompasses the activities related to the analysis of the County's Talent Management business requirements and processes, the identification of software gaps and options to address those gaps, the verification of the software gaps identified during the Fit-Gap analysis, the identification and prioritization of the software enhancements, data conversions, reports and forms, and system interfaces required to support the County's business requirements and processes.

The Create phase encompasses the activities related to the design, development, and implementation of new AMS Advantage Talent Management software enhancements, data conversions, reports and forms, and system interfaces. This phase also includes the software testing and transition management activities.

The Achieve phase encompasses the activities related to production cutover (i.e., implementation of the final-tested software modules in production environment), and post-implementation support.

CGI's methodology is supported by an inventory of CGI-specific tools, assets, utilities, templates, checklists, and deliverables. CGI-specific work product samples will be used as a starting point for the work products CGI shall complete under this SOW.

2. Project Work Products

The remainder of this section explains the approach that will be used to design, develop, test, and implement the Talent Management software enhancements for the County. The high-level Work Products are outlined, as are the methods for achieving

them. A description of these Deliverables is provided in Appendix A-13 (Deliverables Definition) and in the remaining sections of this SOW.

2.1 Project Planning & Management (Project Plan Task 1)

Project management represents ongoing tasks that will span the life of this Subproject. CGI shall update the Project Control Document (PCD) (Project Plan Task 1.1.3) created during the implementation of eCAPS Phase I and updated during eCAPS Phases II and III. The purpose of the PCD is to define how the CGI Project Management Standards will be applied to Subproject 13. The PCD brings together the key planning and control documents and serves as the basis for defining how the project team will carry out the project administration and management activities. It is intended to be a tool for communicating the project's management practices to managers, team members, and stakeholders.

Specifically, the PCD shall define the planning and management strategies for the following activities of Subproject 13:

Project Planning

- Detailed Project Plan;
- Project Governance and Structure;
- Communication; and
- Staffing and Team Management.

Scope Management

- Deliverables Management;
- Change Control Process Management; and
- Requirements Management.

Issue and Risk Management

- Issue Management (including issue escalation processes); and
- Risk Management.

Quality

- Quality Management;
- Reports Review and Escalation Process for functionality issues;
- Work Products Review; and
- Incidents and Defects Management.

CGI shall provide on-site project management services for Subproject 13 through the post-implementation period.

CGI ongoing project management tasks include (Project Plan Task 1.3):

- Assigning and coordinating CGI team resources and deliverables;
- Tracking CGI team resources;
- Tracking CGI tasks and deliverable budgets;
- Providing guidance to the project team in completing tasks/deliverables;
- Identifying, tracking, and helping to resolve project issues and risks;
- Coordinating project deliverables among all CGI and County resources; and
- Reporting status of CGI deliverables, including the development of monthly and semimonthly, and the participation in the eCAPS Advisory Committee meetings.

In addition to outlining project administration and management tasks, the Project Planning and Management section also includes specific activities in preparation for the Envision, Create and Achieve phases. At the beginning of this phase, a plan validation will be completed with joint participation by CGI and the County. The purpose of this plan validation is to confirm the plan and direction for the remainder of the activities in the Envision, Create, and Achieve phases of Subproject 13. Mutually agreed upon recommendations and any potential changes to the project direction, project plan, or activities will be addressed via the Change Control process.

CGI and the County will jointly conduct a Project Kick-off meeting and will jointly prepare semimonthly status reports and conduct semimonthly management meetings.

CGI will prepare semimonthly and monthly status reports, CGI and County will jointly conduct monthly eCAPS Advisory Committee meetings.

2.2 Envision: (Project Plan Task 2.1)

The Envision phase includes the verification of the County's business requirements and processes, confirmation of the software gaps and associated modifications identified during the Fit-Gap analysis conducted previously. The objective of this phase is to gain a common understanding of the required software enhancements to be implemented under this Subproject 13. The County and CGI will assess the priority of the new software enhancements to determine the implementation schedule.

The Envision phase also encompasses the identification and verification of the following software components required to support the County's business requirements and processes:

- TM Software Enhancements (Project Plan Task 2.1.2.1);
- TM System Interfaces (Project Plan Task 2.1.2.2);
- TM Data Conversions (Project Plan Task 2.1.2.3); and

- TM Reports and Forms (Project Plan Task 2.1.2.4).

CGI will work with the County to revalidate and prioritize the software enhancements, identify the system interfaces, data conversions, reports and forms to be developed under this Subproject. The County will review and approve the applicable software components to be developed by CGI.

2.3 Create: (Project Plan Task 2.2)

The Create Phase encompasses the activities related to the software construction and testing. The tasks to be completed during this phase are:

- Technical Environments Setup;
- Software Construction;
- Software Testing; and
- Transition Management.

2.3.1 Technical Environments (Project Plan Task 2.2.1)

CGI shall install the software and conduct the software installation tests for the following environments:

- Development / Unit Test,
- Staging, and
- Production.

2.3.2 Software Construction (Project Plan Task 2.2.2)

The Software Construction activity is comprised of designing, programming and unit testing the software modules for:

- TM Software Enhancements (Project Plan Task 2.2.2.1)
- TM System Interfaces (Project Plan Task 2.2.2.2),
- TM Data Conversions (Project Plan Task 2.2.2.3), and
- TM Reports and Forms (Project Plan Task 2.2.2.4).

CGI will be responsible for developing the design specifications, software development, and unit testing of the approved software modules. For planning purposes, a maximum of 10 software enhancements of low to medium complexity, a maximum of 5 system interfaces of medium complexity, a maximum of 5 data conversions of low to medium complexity, and a maximum of 10 reports and forms of medium complexity will be designed and developed by CGI under this Subproject. The final count of the software enhancements,

system interfaces, data conversions, reports and forms to be designed and developed by CGI under this Subproject will be included in the Change Notice negotiated between the County and CGI. This task assumes that the County will review, provide feedback and approve the software design specifications.

2.3.3 Software Testing (Project Plan Task 2.2.3)

Software testing entails the planning and execution of scenarios to secure the County's acceptance of the software enhancements, system interfaces, reports, forms, and data conversion software. Software testing will include the following two (2) types of tests:

- Integrated System Test (Project Plan Task 2.2.3.1), and
- User Acceptance Test (Project Plan Task 2.2.3.2).

2.3.3.1 Integrated System Test (Project Plan Task 2.2.3.1)

The Integrated System Test (IST) focuses on the "communication" among system components. As such, it is intended to verify that (a) data passed among the modified Talent Management application and related interface processes is accurate and formatted in accordance with approved source-to-target system specifications.

CGI shall develop a project plan, compile the scripts for the IST, and execute the IST scripts. If the actual results do not match the expected results, then an incident will be identified, documented, and resolved. Incident resolution may require the development of software fixes and re-testing, as needed. Please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level identified during the IST. CGI will review the IST results with the County at an agreed upon frequency to provide visibility on the testing progress, obtain County input on test cases, and to provide knowledge transfer of the new application functionality.

2.3.3.2 User Acceptance Test (Project Plan Task 2.2.3.2)

The goal of User Acceptance Test (UAT) is to allow the County's UAT team, a selected group of County end-users, to confirm that the updated Talent Management application performs as expected to support the County's business requirements and processes. UAT also provides an opportunity for additional users to become familiar with the software prior to training and implementation. This assumes that the County will develop the test plan and execute the UAT. CGI shall support the County team assigned to conduct the UAT and answer questions identified by the County during the UAT. CGI shall also provide support by helping to research and track Talent Management application software incidents reported by the County and developing the software fixes required to resolve the incidents. Please refer to Exhibit E (Maintenance

Provisions) for the resolution of software defects by severity level identified during the UAT.

2.3.4 Transition Management (Project Plan Task 2.2.4)

Transition Management entails the planning and execution of the Training activities and the updates to the User and Systems Documentation, and the Operations Documentation. Transition Management will be comprised of the following two (2) primary activities:

- Training (Project Plan Task 2.2.4.1), and
- Documentation (Project Plan Task 2.2.4.2).

2.3.4.1 Training (Project Plan Task 2.2.4.1)

CGI will develop the training plan and review it with the County. CGI will develop the training materials. The County will be responsible for reviewing the Training materials and providing feedback to CGI per the project schedule identified in the Project Plan (Appendix B-13).

CGI will be responsible for scheduling and delivering the Trainer Training to identified County trainers. This task assumes that the County will be responsible for scheduling and delivering the end user training, and will be responsible for the ongoing maintenance of the training materials. CGI will support the County for conducting the end user training per the scope of services included in this Subproject.

2.3.4.1 Documentation (Project Plan Task 2.2.4.2)

CGI will update the Talent Management system documentation. The County will be responsible for reviewing the updated documentation and providing feedback to CGI per the project schedule identified in the Project Plan (Appendix B-13).

- User and Systems Documentation (Project Plan Tasks 2.2.4.2.1), and
- Operations Documentation (Project Plan Tasks 2.2.4.2.2).

This assumes that the County will update existing User Procedures and Internal Control Plans if they are impacted by the Talent Management software enhancements developed under this Subproject.

The County will leverage prior communication plans, created during the prior Talent Management Rollouts to develop and execute a communication plan for the software enhancements developed under this Subproject.

2.4 Achieve: (Project Plan Task 2.3)

The tasks to be completed during the Achieve phase are organized into the following activities:

- Production Cutover (Project Plan Task 2.3.1); and
- Post Implementation Support (Project Plan Task 2.3.2).

2.4.1 Production Cutover (Project Plan Task 2.3.1)

CGI shall prepare a detailed Production Cutover Script. This script shall define the roles and responsibilities of the County and CGI, and sequence and timing of the activities leading up to the migration of the software enhancements in the Talent Management production environment.

CGI and County shall jointly execute the production cutover activities, including the verification of the applicable data conversions.

2.4.2 Post-Implementation Support (Project Plan Task 2.3.2)

CGI shall provide post-implementation support services after the production implementation of the Talent Management software enhancements developed under this Subproject for the duration stated in the Project Plan (Appendix B-13). During this post-implementation support period, CGI shall provide services in the following areas:

- Production Operations Monitoring; and
- Production Incidents Resolution.

CGI shall work with County to monitor the operations in the Talent Management production environment. This task entails the review of system operations and assisting the County with issue resolution.

CGI shall work with the County to resolve the Talent Management application incidents reported by its end-user community and operations staff. CGI will coordinate incident resolution activities with the AMS Advantage Support Center, and work with the Kenexa Support Center, as needed. Please refer to Exhibit E (Maintenance Provisions) for the resolution of software defects by severity level identified during the production operations.

2.5 Summary of CGI Deliverables

A summary list of the deliverables and interim work products to be developed by CGI during Subproject 13 is provided in Appendix A-13 (Deliverables Definition).

Section II – Project Management

This section describes the project management activities and deliverables to:

- Provide direction and oversight for Subproject 13 system implementation activities;
- Establish an approach to communicating the status of Subproject 13 activities and deliverables;
- Establish the staffing requirements and staffing projections for the analysis, design, development, testing, and implementation services for the Talent Management software enhancements.

1. Project Management

CGI shall provide project management and oversight to the CGI staff on the Project Team in accordance with the tasks identified in this SOW section and Appendix M-13 (Subproject Assumptions). This activity assumes that the County shall provide project management and oversight to the County staff on the Project team in accordance with the tasks identified in this SOW section and Appendix M-13 (Subproject Assumptions).

The purpose of this activity is to establish the protocols for managing the eCAPS Phase IV – Talent Management Enhancements Subproject 13, organize the project team, review project members' roles and responsibilities, and establish the project site. CGI shall have responsibility for its staff on the Project Team and shall complete the project management-related tasks with County review and approval, including:

- Establish protocols for project management and change control;
- Confirm staff members and their roles and responsibilities;
- Establish project management standards and tools;
- Develop the key planning documents;
- Develop a strategy to communicate the project approach;
- Plan and prepare kickoff meeting materials; and
- Conduct kickoff meeting.

1.1 Subproject 13 Project Management (Project Plan Task 1.3)

The on-going project management services to be provided by CGI shall encompass:

- Assigning and coordinating CGI team resources and deliverables;
- Tracking CGI team resources;
- Tracking CGI task and deliverables;

- Reporting status of CGI tasks and deliverables, including the development of semimonthly status reports, a monthly status report and the eCAPS Advisory Committee updates;
- Identifying, tracking, and helping to resolve project issues;
- Providing review and guidance to the CGI team for completing tasks and deliverables; and
- Coordinating project deliverables among all CGI resources.

1.2 Change Control Strategy (Project Plan Task 1.1.3)

With the County's review and approval, CGI shall update the Change Control Strategy. This strategy shall be included in the Project Control Document (PCD) as described in SOW Section I – Implementation Methodology. The purpose of the Change Control Strategy is to define the specific policies and procedures that will control the priorities and approvals of:

- Required enhancements to the Talent Management software;
- Changes due to Board of Supervisor mandates;
- Departmental requests for changes; and
- Project Team request for changes.

The County desires to minimize modifications to the Talent Management application software and leverage the functionality available in the baseline solution to support its Talent Management business processes. As such, any request for changes to the application software will follow the established Change Control Process which explores alternatives for utilizing the software application in its delivered state, configuring the software in a way that it supports the County's business processes and possible changes to the County's departmental business procedures.

The Change Control Strategy shall include at a minimum:

- Procedures for determining the best alternative to address the proposed change;
- Determining the impact of the proposed change on the Talent Management functionality in production operations;
- Approval process of the recommended approach and alternative;
- Priority setting of requests;
- CGI analysis of costs (including time expended for the analysis), workload, impact on County departments and timeframe needed to implement requested change; and
- Flow chart of Change Control process.

1.3 Status Reports (Project Plan Task 1.3.5)

CGI shall submit semi-monthly status reports and a monthly status report to County management that includes:

- Project status against the project schedule;
- Status of deliverables;
- Project Issues;
- Review of the Project Plans (as necessary); and
- Other significant issues that impact project stakeholders (e.g., departments).

It is expected that the County and CGI Project Managers and designated team leads will have at least semimonthly project meetings, and may meet more frequently as determined by the project management team, and bring staff, as necessary, to present and discuss project progress, issues, and risks.

The CGI monthly status report to County management will be used for briefing the eCAPS Advisory Committee. CGI and County Project Managers will attend the eCAPS Advisory Committee meetings and provide briefing on the status of this Subproject to the County. CGI shall assist County in the presentation of other briefings that may be requested by the County in order to inform the Board of Supervisors, departments or other committees on project status and issues.

1.4 Project Organizational Chart (Project Plan Task 1.1.1)

The purpose of this activity is to establish the protocols for managing the implementation activities of Subproject 13, organizing the project team, and reviewing key project members' roles and responsibilities. Project organization responsibilities will be divided between the County and CGI with each having prime responsibility for their respective teams.

2. Planning

Developing clear project plans that allocate resources, define deliverables, and provide a comprehensive view of all components of Subproject 13 will be critical for the successful implementation of eCAPS Phase IV – Talent Management Enhancements Subproject 13. The project necessitates a well-defined roadmap of the project activities and the impact they will have on the County departments. CGI shall update the project plan included in Appendix B-13 (Project Plan) as part of the PCD (Project Plan Task 1.1) within the first month of the project initiation and update it as necessary during the project detailing tasks and activities for both CGI and County. Final allocation of resources will be determined by the respective party responsible for the successful completion of the tasks and activities.

3. Project Site

At County designated project site(s), CGI shall be responsible for:

- Assisting County in verifying that the AMS Advantage Talent Management software components are properly installed in the project environments (Project Plan Task 2.2.1); and
- Making the project management tools/templates adopted by CGI and the County available on the project team SharePoint site (Project Plan Task 1.1.2).

4. Communications

The eCAPS Phase IV – Talent Management Enhancements Subproject 13 is a Countywide initiative that requires the complete support and understanding of all County departments. A key component to soliciting this type of support is the development of a communication approach for facilitating open and timely communication. This helps County department management and end users to:

- Be aware of the project approach, schedule, and status;
- Have access to project training and procedural materials;
- Provide feedback and input to the Project Team; and
- Be aware of the potential impact on their respective departments.

4.1 Communication Strategy

CGI shall assist the County to update the eCAPS strategy document for communicating the project activities with the project team and with outside parties (management, departments, committees, etc.). The strategy for the Talent Management Enhancements Subproject shall complement the eCAPS strategy developed for Phases I, II and III activities and utilize the eCAPS Project website as the main tool for communication of project information to County departments. This strategy shall be included in the PCD as described in Section I – Implementation Methodology (Project Plan Task 1.1.3). The purpose of the Communication Strategy is to establish protocols for project team communication among all project stakeholders, including the liaisons identified by the County to facilitate communication to the County departments.

This activity assumes that the County will be primarily responsible for the project communications and CGI shall support the County in the communication activities.

4.2 Kick-off Meetings / Periodic Briefings

CGI shall plan and conduct a kick-off meeting for project team members and assist the County in conducting informational meetings for departments. The informational

meetings will primarily consist of the Subproject 13 overview presentation. The County may re-use the CGI kick-off meeting materials for these informational meetings.

4.3 Website

This task assumes that the County will establish and maintain a website as part of the Communication Plan. CGI will provide input and assist the County in the development of materials for the project website. This website will be used to:

- Maintain and distribute Subproject 13 materials;
- Communicate the status of Subproject 13; and
- Provide a vehicle for communicating with County departments (e.g., feedback, Q&A, FAQs, etc.).

CGI shall assist the County for developing the materials for placement on the website and complete the tasks assigned to CGI as identified in the Communication Plan.

5. Staffing - Key and Support Personnel & Responsibilities

This section identifies the roles and responsibilities of key and support team members of the eCAPS Phase IV – Talent Management Enhancements Subproject 13 (Project Plan Task 1.1.1). These roles and responsibilities may be modified at any time during Subproject 13 through mutual agreement between the County and CGI.

Key personnel will be, unless identified as otherwise, dedicated to Subproject 13 during the specific times indicated by the Project Plan. These staff members will be assigned to the Subproject 13 in accordance with the terms and conditions specified in the Services and License Agreement (SLA).

The CGI team members shall be knowledgeable with the Talent Management product. CGI shall provide the County with a suggested list of qualifications to assist the County in identifying qualified, skilled resources for the County's project team.

CGI shall provide the following Key Staff to the Subproject 13:

	Title	Name
1.	Project Director / Engagement Manager	Tim Popoli
2.	Project Manager	Pankaj Joshi

Any changes to the Key Staff identified shall follow the procedures identified in the SLA. Assumptions as to the County's staffing for the Subproject 13 are provided in Appendix M-13 (Subproject Assumptions).

5.1 Project Management

5.1.1 CGI Project Manager

The CGI Project Manager shall:

- Supervise the overall performance of Subproject 13 in conjunction with the County Project Manager;
- Serve as principal liaison with the County and the County's Project Manager;
- Participate in program planning, coordination and release management;
- Compile and assist in the resolution of project issues;
- Acquire CGI resources;
- Manage scope;
- Coordinate CGI resources, activities and project teams;
- Coordinate submission of Subproject 13 Work Products and Milestone Deliverables required for acceptance and approval by the County; and
- Develop and provide semimonthly and monthly progress reports to County Management, and participate in status meetings and the eCAPS Advisory Committee briefings (Project Plan Task 1.3.4).

5.2 Implementation Team

5.2.1 CGI Implementation Team Lead

The responsibilities of the CGI Implementation Team Lead shall be to:

- Conduct the Design Sessions;
- Provide product expertise on specific issues;
- Provide status report updates to project management on team's activities;
- Develop/provide functional deliverables templates and standards, where applicable;
- Oversee the quality of functional deliverables;
- Assist individual designers/developers with resolving functional issues;
- Review all functional designs for quality and consistency;
- Assist with the planning and execution of the integrated system test;
- Support teams in identifying and resolving incidents identified during testing;
- Track software construction work and progress to-date;

- Forecast and manage work requirements for software development and testing;
- Provide suggestions in the creation and setup of Talent Management environments;
- Provide guidance to the technical team in the design and development of the technical architecture and production environment;
- Participate in release planning and management;
- Track and facilitate resolution of project issues;
- Lead management review and approval process for software construction deliverables; and
- Coordinate software incident resolution activities.

5.2.2 CGI Implementation Team Members

The CGI implementation team members shall perform the following functional, technical and change management tasks under the direction of the CGI Project Manager and the Implementation Team Lead:

- Prepare for and execute Design Sessions;
- Design/refine “To-Be” business processes;
- Assist with table-driven application set-ups;
- Identify and resolve functional issues;
- Create functional designs and system test software modifications, system interfaces, data conversions, reports and forms;
- Provide assistance to the County in the functional design and acceptance testing of the application software enhancements, reports, forms, data conversion programs, and system interfaces;
- Develop integrated system test plan, develop test scripts, and execute the test scripts.
- Design, develop, and test software enhancements and configurations;
- Monitor system logs during software development and assist in trouble-shooting;
- Identify software rollout requirements; and
- Assist the County change management team in facilitating departmental readiness for the new Talent Management functionalities in accordance with the Subproject 13 Project Plan.

Section III – Software Application

1. Software Description

CGI will provide the AMS Advantage Talent Management software to the County as identified in the Exhibit H (License Provisions). The software listed in this Subproject 13 is predicated on the assumption that the County will upgrade to the next version of the AMS Advantage Talent Management software. In the event that the County decides not to upgrade to the next version of the AMS Advantage Talent Management software, the current version of the AMS Advantage Talent Management software will continue to be used for this Subproject 13.

It is the County's intent to implement the Talent Management Enhancements under this SOW on the expected go-live dates indicated in the table below:

Module	Planned Go-Live Date
AMS Advantage Talent Management	June 2014

The actual go-live date will be dictated by the Project Plan mutually agreed upon between CGI and the County.

2. AMS Advantage Software Implemented

The following modules of the AMS Advantage Talent Management software shall be installed by CGI:

- AMS Advantage KRB Release 2.x
- AMS Advantage QTE Release 2.x
- AMS Advantage ICR Release 2.x
- AMS Advantage SmartApproval.

The software installation shall be accompanied by the installation or delivery of all available documentation for the installed modules. During this Subproject 13, CGI will be constructing the software enhancements to AMS Advantage Talent Management software for the County as identified during the Envision phase of this Subproject 13.

CGI shall perform tasks to install the Software including but not limited to the following:

- Install and test the AMS Advantage Talent Management applications in the project technical environments (Project Plan Task 2.2.1).

The environments to be installed for the Subproject 13 are identified in Section I – Implementation Methodology.

CGI shall complete the installation and testing activities to allow the installed AMS Advantage Talent Management application to be accessed by County and CGI for the purposes of:

- Completing configurations, software development, and software testing;
- Completing end user training (Project Plan Tasks 2.2.4.1.8, and 2.2.4.1.9); and
- Completing production cutover activities (Project Plan Task 2.3.1.2).

The installation and testing process for each environment shall include the CGI delivery of a written certification (verification memorandum) that the AMS Advantage Talent Management application can be accessed in the environment and the environment can be used for its stated purpose (e.g., the software installation in the testing environment is complete after a test script has been conducted using the environment).

3. End User Training Tool

County shall reuse the Talent Management training materials developed during the implementation of the Talent Management system during Phase III to support the end user training, subject matter expert orientations, and product training for this Subproject 13. The Project Plan assumes utilization of the Talent Management training materials, the training materials developed for the implementation of the Talent Management system during eCAPS Phase III, and standard training methodologies as the basis for conducting training of the Talent Management modules developed during this Subproject. For those modules and training topics where baseline materials are not available, CGI shall develop comparable materials (Project Plan Task 2.2.4.1.2). The training process that can be used for the training is:

- Instructor Led Training (ILT) – The training done in a training facility given and supported by onsite trainers.

Section IV – Business Requirements

1. Business Requirements

The County's business requirements for the Talent Management Enhancements will be identified and confirmed during the Envision phase and included in Appendix C-13 (Business Requirements). The dispositions of the business requirements will be documented in the Requirement Traceability Matrix (RTM) in the following categories:

Baseline = No changes necessary to baseline AMS Advantage Talent Management
Configuration = User interface configuration using AMS Advantage Talent Management toolset
Customization = Customization of application software infrastructure required
BP Change = Changes required to County's business processes
Other = Eliminated or Deferred to subsequent phase
Report = Supported by AMS Advantage Talent Manager report
3rd Party Tool = Supported by use of third-party tool (e.g., Excel, External Interface)
Adobe Form = Supported by development of Adobe Form

CGI will identify how the AMS Advantage Talent Management software can support the County's business requirements and the response will be included in the following Appendices:

- Appendix C-13 - Business Requirements – CGI's response to all of the County's stated business requirements; and
- Appendix J-13 - Configurations and Customizations – Business requirements that CGI has identified as requiring configuration or customization

Appendix J-13 (Configurations and Customizations) will also include the description of the software modifications that will be developed for the County. The software customizations and configurations to be developed by CGI under this Subproject will be negotiated via a Change Notice between the County and CGI per the Change Control process described in the Project Control Document.

Appendix F-13 (Reports) will identify the reports and forms to be developed and implemented in production for supporting the County's business requirements that are the basis of the Talent Management Enhancements developed under this Subproject.

Section V – Data Warehouse and Reporting

This section describes the components and approaches for developing and delivering the reports and forms identified during the Envision phase for the Subproject 13 to support the County's business processes and requirements.

The County's participation in the planning, design, development, testing, and implementation of the reports and forms is included in Appendix M-13 (Subproject Assumptions).

1. Components of Talent Management Data Warehouse and Reporting Solution

Subproject 13 will include the development of new reports identified during the Envision Phase. There is no Talent Management Data Warehouse planned for this Subproject. There are no updates planned for the existing reports and forms (Appendix F-13) currently implemented in production operations for the Talent Management system. CGI services for the design, development and implementation of a Talent Management Data Warehouse, if required, will be negotiated via a Change Notice between the County and CGI per the Change Control process described in the Project Control Document.

2. Approach

During the Envision phase, CGI and the County will finalize the detailed reporting plan which will include staffing requirements and resources, and the interdependencies and timelines for the development of new reports and forms.

The County will provide Report Standards as guidelines for report delivery, report "look and feel," and County-adopted best practices in report development.

2.1 Reports

CGI will be responsible for the design and development of the new reports and forms identified during the Envision phase of this Subproject. The delivery method of the reports will be identified during the design stage. For planning purposes, a maximum of 10 reports and forms of medium complexity will be designed and developed by CGI under this Subproject. The number of reports and forms to be developed under this Subproject will be negotiated via a Change Notice between the County and CGI per the Change Control process described in the Project Control Document.

It is assumed that the existing reports and forms for the Talent Management system listed in Appendix F-13 (Reports) will not be updated during this Subproject. In the event that updates are required to the existing reports or forms during this Subproject, a Change Notice between the County and CGI will be executed per the Change Control process described in the Project Control Document.

Section VI – Technical

1. eCAPS Technical Architecture

The technical architecture for the Talent Management system implemented in production operations for the County was established during eCAPS Phase III.

CGI shall work with the County to confirm the connectivity and functionality within each project environment as described in SOW Section III – Software Application.

1.1 Environments

The following three environments will be configured for this Subproject:

- TM Enhancements: Development / Unit Test;
- TM Enhancements: Staging; and
- TM Enhancements: Production.

Where applicable, each environment may be a clone of the production environment with the exception of the data stored in the application databases which shall be limited to support the purpose of the environment. Each must be fully functional and able to stand alone without any reliance or sharing components of another environment.

1.2 Communication Protocols

The communication software/protocols from the eCAPS Phase III implementation will be leveraged for this Subproject 13. CGI shall also document the ports that will be required to support the communication protocols used by the system.

2. End-user Workstation Specifications

Below are the end-user workstation specifications for this Subproject.

- Microsoft Windows XP Professional SP2, Windows Vista, or Windows 7
- Minimum requirements will depend upon Windows OS. The following are the minimum for XP but any minimum requirements listed by Microsoft for Vista or Windows 7 higher than the ones listed below should be followed instead:
  - 1.0 GHz Processor (x86, x64 or mobile processor) Minimum
  - 2 GB RAM Recommended, 1 GB Minimum
  - 1024 x 768 Minimum Display Resolution
  - 10 Mbps Ethernet Connection
  - 32MB Graphics Card

Web Browser:

- Microsoft Internet Explorer 8 for Windows*
- Mozilla Firefox 3.5 or 3.6 for Windows*

*Pop-up blocker must be disabled to allow Page Help to function properly

3. Conversion Approach

The Data Conversions required for this Subproject will be identified during the Envision phase. The detailed approach for converting the data will also be identified during the Envision phase. For planning purposes, a maximum of 5 data conversions of low to medium complexity will be designed and developed by CGI under this Subproject. The final number of data conversions to be developed under this Subproject will be negotiated via a Change Notice between the County and CGI per the Change Control process described in the Project Control Document.

The County's participation in the planning, execution and verification of the data conversion processes, as needed, are described in Appendix M-13 (Subproject Assumptions).

4. Interface Approach

New system interfaces required to support the County's business processes will be identified during the Envision phase of this Subproject 13. For planning purposes, a maximum of 5 system interfaces of medium complexity will be designed and developed by CGI under this Subproject.CGI will be responsible for developing the new interfaces identified for this Subproject. The final number of new system interfaces to be developed under this Subproject will be negotiated via a Change Notice between the County and CGI per the Change Control process described in the Project Control Document.

It is assumed that the existing system interfaces for the Talent Management system listed in Appendix D-13 (Interfaces) will not be updated during this Subproject. In the event that updates are required to the existing system interfaces during this Subproject, a Change Notice between the County and CGI will be executed per the Change Control process described in the Project Control Document.

The development and testing effort for the interfaces will require coordination between CGI and County. Production inbound interface files will be used for testing in the test environments. Outbound test files will be generated in test environments and then compared to the format of the Production outbound files. The level of participation of County staff in the design, development, and testing of system interfaces is provided in Appendix M-13 (Subproject Assumptions).

Section VII – Change Management

1. Change Readiness Assessment

The project team and department readiness is a critical factor to the timely completion of this Subproject 13.

2. Business Process Modeling Strategy

This activity assumes that the County will update its policies and procedures based on the business impacts identified during the Envision Phase of this Subproject 13 and work with the central services departments (e.g., CEO, DHR and Auditor Controller) to implement the new / revised policies and procedures. It is important that central countywide policies and procedures (Project Plan Task 2.2.4.2.5) are developed and distributed early so other departments have time to adapt and incorporate them into departmental policies and procedures.

3. Training Volumes (Appendix K-12)

During the Create phase, CGI will develop a detailed training plan (Project Plan Task 2.2.4.1.1) and review it with the County. The training plan will identify the scope of the training plan including:

- Training curriculum for Talent Management software enhancements;
- Training schedules to accommodate both “just-in-time” and on-going training sessions for each phase of software implementation;
- Identify resources necessary to conduct the training; and
- Materials necessary to develop the training.

The following expands on each of the components to be included in the Training Plan.

3.1 Training Timeframe

The training strategy shall be to schedule the user training to occur as close to the production implementation of the Talent Management Enhancements as possible.

3.2 End User Training (Project Plan Task 2.2.4.1.9)

CGI will work with the County to confirm the training requirements of the end users. The Training Plan shall outline the logistics, methodologies, and materials necessary to prepare end users to use the new software enhancements implemented under this Subproject 13.

The end-users will attend Instructor Led Training (ILT) sessions.

CGI shall update the training materials and deliver the Trainer Training via ILT. This assumes that the County will deliver the end user training and maintain the end-user training materials for future updates and use.

The baseline Talent Management training materials developed during eCAPS Phase III will be used to update the training materials for the Talent Management Enhancements developed under this Subproject.

The end-user training will be delivered via the Instructor Led Training approach by onsite trainers. CGI will support the County in the delivery of the end user training.

3.3 Training Plan

The Training Plan shall outline the detailed tasks for training materials development and execution and will include:

Planning

- Training guiding principles;
- Key Impact Areas;
- Timeline for training development and delivery; and
- Training materials update estimates.

Course Development and Delivery

- Approach for training delivery and evaluation;
- User support approach;
- Participant registration approach;
- High-level requirements for the training database (e.g. concurrent users, development, refresh strategy, etc.);
- High-level requirements for the delivered End User Training (EUT) materials;
- High-level requirements for development of custom training materials;
- Documentation standards approach for EUT;
- Testing approach for EUT; and
- Approach for ongoing training maintenance and delivery.

3.4 Training Facilities

The County-provided training facilities will be used for the Trainer Training and end-user training courses.

4. Training Environment

CGI will work with the County to leverage the Training environment created for the Talent Management implementation in eCAPS Phase III to support the end-user training for this Subproject 13. This task assumes that the County will be responsible for maintaining the training data in the Training environment.

5. Knowledge Transfer

CGI shall provide “knowledge transfer” to County staff by working side-by-side with County staff from the beginning to the end of the project per the project schedule identified in the Project Plan (Appendix B-13).

Section VIII - Maintenance and Support (including Managed Advantage Lite options)

The Managed Advantage Lite coverage will not extend to Subproject 13. The Talent Management Enhancements developed under this Subproject 13 will be supported and maintained by CGI under the maintenance services offered by CGI per the Maintenance Provisions included in Exhibit E.

Appendix A-13 – Deliverables Definition

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Appendix A-13 – Deliverables Definition

1. Project Planning and Management

#	Deliverables	Work Products and Description	Task ID	Payment Milestone
1.	Subproject 13 Project Control Document	• Subproject 13 Organization describing roles and responsibilities of Subproject 13 teams, including entities for project management and oversight.	1.1.1	1.1.7
		• Project Governance that describes the process, tools and standards for: o Communication o Status reporting o Scope management o Risk and issue management o Project documentation standards	1.1.2 1.1.3	
2.	Subproject 13 Project Kick-off Meeting	• TM Enhancements Project Team Kick-off presentation materials to update the project team on the overall structure of the project. • One (1) kick-off presentation to the Subproject 13 team	1.2.1 1.2.5	1.2.6
3.	Subproject 13 Monthly Status Reports	• Monthly Status Report that is comprised of a compilation of semimonthly status reports for the month with an executive summary describing: o Subproject 13 deliverables completed o Subproject 13 risks and issues o Key accomplishments o Goals for Next Period o Updated project plan • Semi-monthly Status Reports that include: o Tasks, work products, and deliverables completed o Tasks, work products, and deliverables in progress o Tasks, work products, and deliverables scheduled but not completed o Issue log	1.3.4	1.3.5

2. TM Software Enhancements Software Construction

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
4.	Business Requirements Documentation Support	• Support County Team in the development of Business Requirements	2.1.1.4	2.1.1.6
5.	Identified Software Modules for Subproject 13	• Identified list of Software Enhancements • Identified list of System Interfaces • Identified list of Data Conversions • Identified list of Reports • Identified level of effort for software development	2.1.2.1 2.1.2.2 2.1.2.3 2.1.2.4 2.1.2.5	2.1.2.7
6.	Development/ Unit Test Environment	• Installation of Talent Management software modules in the Development/Unit Test Environment	2.2.1.1	2.2.1.2
7.	Staging Environment	• Installation of Talent Management software modules in the Staging Environment	2.2.1.3	2.2.1.4
8.	Production Environment	• Installation of Talent Management software modules in the Production Environment	2.2.1.5	2.2.1.6
9.	TM Software Enhancements Concept Papers - Group 1	• Concept Papers for the TM software enhancements – Group 1 (5 Enhancements)	2.2.2.1.1	2.2.2.1.2
10.	TM Software Enhancements Functional Designs - Group 1	• Functional Designs for the TM software enhancements – Group 1 (5 Enhancements)	2.2.2.1.3	2.2.2.1.4
11.	TM Software Enhancements - Group 1	• Developed and unit tested TM software enhancements – Group 1 (5 Enhancements) • TM software enhancements – Group 1 migrated to Staging Environment (5 Enhancements)	2.2.2.1.5	2.2.2.1.6
12.	TM Software Enhancements Concept Papers - Group 2	• Concept Papers for the TM software enhancements – Group 2 (5 Enhancements)	2.2.2.1.7	2.2.2.1.8
13.	TM Software Enhancements Functional Designs - Group 2	• Functional Designs for the TM software enhancements – Group 2 (5 Enhancements)	2.2.2.1.9	2.2.2.1.10
14.	TM Software Enhancements - Group 2	• Developed and unit tested TM software enhancements – Group 2 (5 Enhancements) • TM software enhancements – Group 2 migrated to Staging Environment (5 Enhancements)	2.2.2.1.11	2.2.2.1.12
15.	TM Interfaces Design	• Structured data mapping/ interface design documents to be used by the County to complete data mapping (5 Interfaces)	2.2.2.2.1	2.2.2.2.2

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
16.	TM Interfaces Software	• Developed and tested interfaces (5 Interfaces) • Packaged and delivered interface software for UAT (5 Interfaces)	2.2.2.2.3	2.2.2.2.4
17.	TM Data Conversions Design	• Standard data conversion formats (5 Data Conversions) • Data conversion data mappings and transformation rules (5 Data Conversions)	2.2.2.3.1	2.2.2.3.2
18.	TM Data Conversions Software	• Test results for conversion load using County data (5 Data Conversions) • Delivered Conversion Software (5 Data Conversions)	2.2.2.3.3	2.2.2.3.4
19.	TM Reports and Forms Design	• Designs for identified AMS Advantage Talent Management reports (10 Reports)	2.2.2.4.1	2.2.2.4.2
20.	TM Reports and Forms Software	• Developed and tested reports using County data (10 Reports) • Packaged and delivered reports for UAT (10 Reports)	2.2.2.4.3	2.2.2.4.4
21.	Integrated System Test Plan and Results	• Integrated System Test Plan and Scripts	2.2.3.1.1 2.2.3.1.2	2.2.3.1.3
22.	Integrated System Test Results	• Executed Integrated System Test Scripts and Documented Results	2.2.3.1.4	2.2.3.1.5
23.	User Acceptance Test Support	• Support User Acceptance Test as stated in the Project Plan to include: o Reviewing and responding to reported User Acceptance Test Issues • Resolving reported User Acceptance Test Issues	2.2.3.2.3	2.2.3.2.5
24.	TM Training Plan and Materials	• Developed training plan comprised of: o End user training course catalog describing the training objectives and course content o Description of methods to be used for trainer and end user training o Establishing and administration of the training environment • Developed Training Materials for Trainer Training per Training Plan	2.2.4.1.1 2.2.4.1.2	2.2.4.1.4
25.	TM Trainer Training	• Administer the trainer training program as described in the Training Plan • Co-train end users by supporting County co-trainers and Talent Management team members in scheduling and conducting end user training.	2.2.4.1.6	2.2.4.1.7
26.	TM End-User Training Support	• Support County to conduct End-User Training (1/2 FTE for 2 months; 1 FTE total)	2.2.4.1.11	2.2.4.1.11

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
27.	Updated TM Documentation	• Updated AMS Advantage Talent Management User Documentation in the form of updated online help and four custom Quick Start guides • Updated AMS Advantage Talent Management System Documentation in the form of updated online help	2.2.4.2.1 2.2.4.2.2	2.2.4.2.4

3. TM Enhancements Implementation

#	Deliverables	Work Products and Descriptions	Task ID	Payment Milestone
28.	TM Enhancements Production Cutover Script	• AMS Advantage Talent Management Production cutover script	2.3.1.1.1 2.3.1.1.3	2.3.1.1.5
29.	TM Enhancements Production Cutover	• Executed production cutover scripts • Reviewed Production Cutover Results	2.3.1.2.1 2.3.1.2.2	2.3.1.2.3
30.	TM Enhancements Post-Implementation Support - Month 1	• Post-Implementation Support – 1.5 FTEs • Post-implementation support services – Month 1 o Production Operations Monitoring o Production Issues Resolution	2.3.2.1	2.3.2.2
31.	TM Enhancements Post-Implementation Support - Month 2	• Post-Implementation Support – 1.5 FTEs • Post-implementation support services – Month 2 o Production Operations Monitoring o Production Issues Resolution	2.3.2.3	2.3.2.4
32.	TM Enhancements Post-Implementation Support - Month 3	• Post-Implementation Support – 1.5 FTEs • Post-implementation support services – Month 3 o Production Operations Monitoring o Production Issues Resolution	2.3.2.5	2.3.2.6

Appendix B-13 – Project Plan

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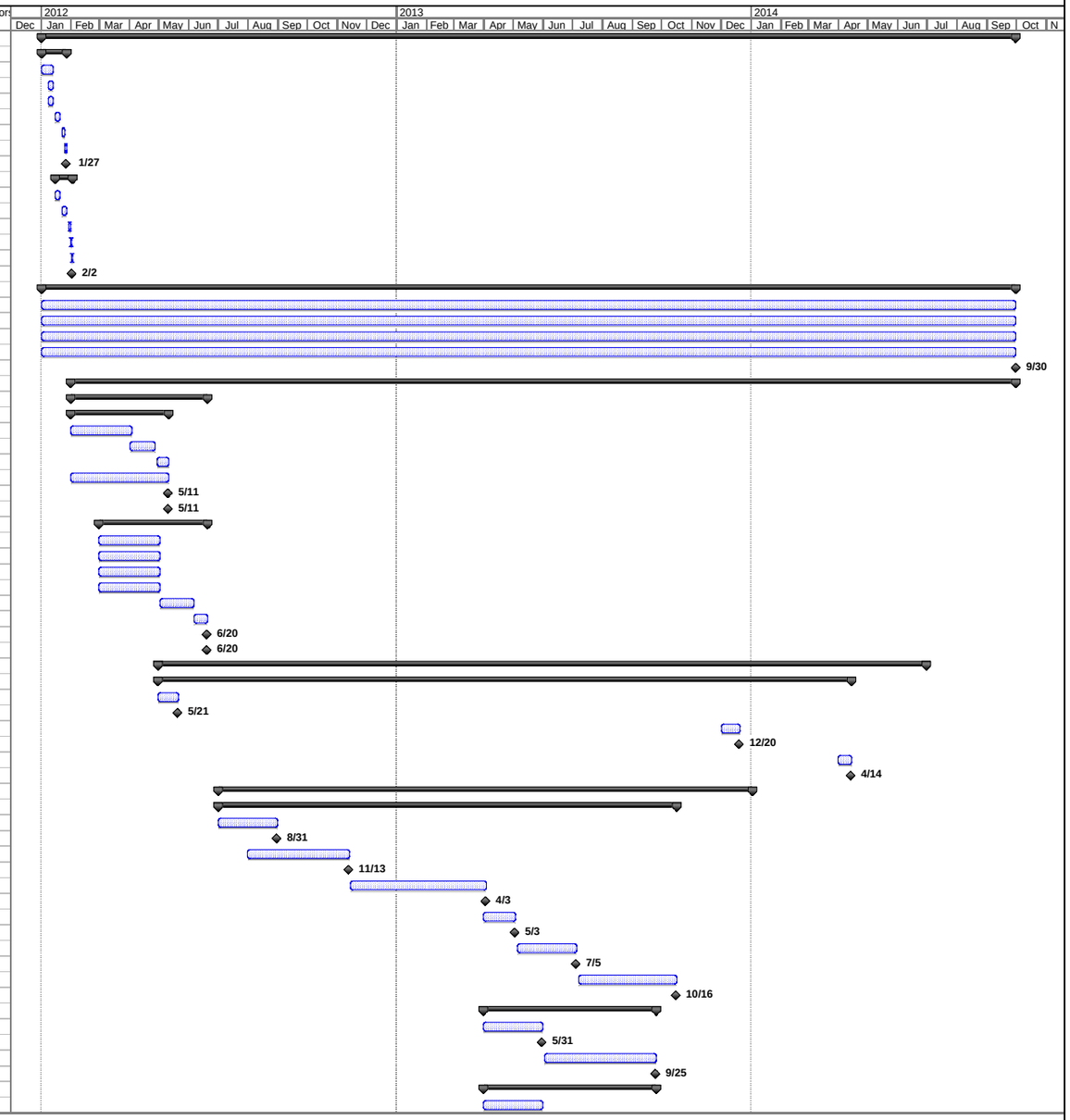
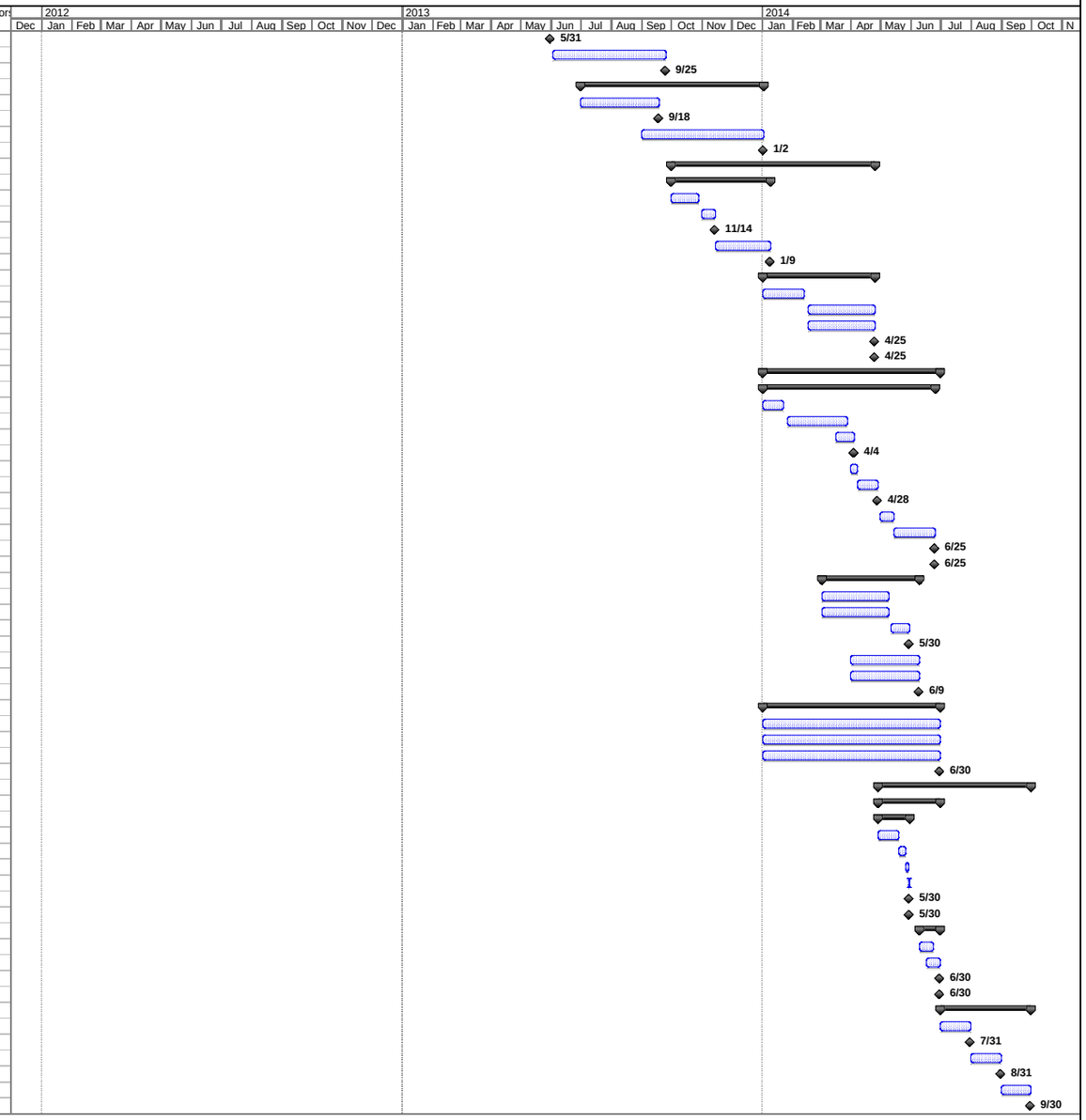
ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
1	**1 SUBPROJECT 13 - PROJECT PLANNING & MANAGEMENT**	**720 days**	**Mon 1/2/12**	**Tue 9/30/14**		
2	**1.1 Subproject 13 Project Control Document (incl. plan, PM strategies, etc.)**	**20 days**	**Mon 1/2/12**	**Fri 1/27/12**		
3	1.1.1 Finalize Roles & Responsibilities and Project Plan	10 days	Mon 1/2/12	Fri 1/13/12	COUNTY,CGI	
4	1.1.2 Establish Management Standards and Tools	5 days	Mon 1/9/12	Fri 1/13/12	COUNTY,CGI	
5	1.1.3 Update Strategies for: Communication, Risk Mitigation, & Change Control	5 days	Mon 1/9/12	Fri 1/13/12	CGI	
6	1.1.4 Review Project Control Document	5 days	Mon 1/16/12	Fri 1/20/12	COUNTY	
7	1.1.5 Update Project Control Document	3 days	Mon 1/23/12	Wed 1/25/12	CGI	
8	1.1.6 Approve Project Control Document	2 days	Thu 1/26/12	Fri 1/27/12	COUNTY	
9	***1.1.7 CGI Deliverable: Subproject 13 Project Control Document***	***0 days***	***Fri 1/27/12***	***Fri 1/27/12***	***CGI***	
10	**1.2 Subproject 13 Project Kick-off Meeting**	**14 days**	**Mon 1/16/12**	**Thu 2/2/12**		
11	1.2.1 Develop TM Enhancements Project Kick-off Materials	5 days	Mon 1/16/12	Fri 1/20/12	CGI	
12	1.2.2 Review TM Enhancements Project Kick-off Materials	5 days	Mon 1/23/12	Fri 1/27/12	COUNTY	
13	1.2.3 Update TM Enhancements Project Kick-off Materials	2 days	Mon 1/30/12	Tue 1/31/12	CGI	
14	1.2.4 Approve TM Enhancements Project Kick-off Materials	1 day	Wed 2/1/12	Wed 2/1/12	COUNTY	
15	1.2.5 Conduct TM Enhancements Project Kick-off Meeting	1 day	Thu 2/2/12	Thu 2/2/12	CGI	
16	***1.2.6 CGI Deliverable: Subproject 13 Project Kick-off***	***0 days***	***Thu 2/2/12***	***Thu 2/2/12***	***CGI***	
17	**1.3 Subproject 13 Project Management**	**720 days**	**Mon 1/2/12**	**Tue 9/30/14**		
18	1.3.1 Provide Management Oversight / Maintain Project Plan	720 days	Mon 1/2/12	Tue 9/30/14	CGI	
19	1.3.2 Conduct Semimonthly Project Management Meetings	720 days	Mon 1/2/12	Tue 9/30/14	CGI	
20	1.3.3 Conduct Monthly Advisory Committee Meetings	720 days	Mon 1/2/12	Tue 9/30/14	CGI	
21	1.3.4 Develop Subproject 13 Semimonthly and Monthly Status Reports	720 days	Mon 1/2/12	Tue 9/30/14	CGI	
22	***1.3.5 CGI Deliverables: Subproject 13 Monthly Status Reports***	***0 days***	***Tue 9/30/14***	***Tue 9/30/14***	***CGI***	
23	**2 TM ENHANCEMENTS**	**698 days**	**Wed 2/1/12**	**Tue 9/30/14**		
24	**2.1 ENVISION PHASE**	**101 days**	**Wed 2/1/12**	**Wed 6/20/12**		
25	**2.1.1 Business Requirements**	**73 days**	**Wed 2/1/12**	**Fri 5/11/12**		
26	2.1.1.1 Document Business Requirements / Processes	45 days	Wed 2/1/12	Tue 4/3/12	COUNTY	
27	2.1.1.2 Review Business Requirements	20 days	Mon 4/2/12	Fri 4/27/12	COUNTY	
28	2.1.1.3 Update Business Requirements	10 days	Mon 4/30/12	Fri 5/11/12	COUNTY	
29	2.1.1.4 Support Business Requirements and Processes Documentation	73 days	Wed 2/1/12	Fri 5/11/12	CGI	
30	***2.1.1.5 County Obligation: Documented Business Requirements***	0 days	Fri 5/11/12	Fri 5/11/12	COUNTY	
31	***2.1.1.6 CGI Deliverables: Business Requirements Documentation Support***	0 days	Fri 5/11/12	Fri 5/11/12	CGI	
32	**2.1.2 Software Enhancements**	**80 days**	**Thu 3/1/12**	**Wed 6/20/12**		
33	2.1.2.1 Verify / Confirm TM Software Enhancements	45 days	Thu 3/1/12	Wed 5/2/12	COUNTY, CGI	
34	2.1.2.2 Identify TM System Interfaces	45 days	Thu 3/1/12	Wed 5/2/12	COUNTY, CGI	
35	2.1.2.3 Identify TM Data Conversions	45 days	Thu 3/1/12	Wed 5/2/12	COUNTY, CGI	
36	2.1.2.4 Identify TM Reports and Forms	45 days	Thu 3/1/12	Wed 5/2/12	COUNTY, CGI	
37	2.1.2.5 Determine LOE for Enhancements, Data Conversion, Interfaces and Reports	25 days	Thu 5/3/12	Wed 6/6/12	COUNTY, CGI	
38	2.1.2.6 Review and Approve Software Enhancements, Conversions, Interfaces and Reports	10 days	Thu 6/7/12	Wed 6/20/12	COUNTY	
39	***2.1.2.7 CGI Deliverable: Identified Software Modules for Subproject 13***	0 days	Wed 6/20/12	Wed 6/20/12	CGI	
40	***2.1.2.8 County Obligation: Approve Software Modules for Subproject 13***	0 days	Wed 6/20/12	Wed 6/20/12	COUNTY	
41	**2.2 CREATE PHASE**	**567 days**	**Tue 5/1/12**	**Mon 6/30/14**		
42	**2.2.1 TECHNICAL ENVIRONMENTS**	**512 days**	**Tue 5/1/12**	**Mon 4/14/14**		
43	2.2.1.1 Development/Unit Test Environment	15 days	Tue 5/1/12	Mon 5/21/12	CGI	
44	***2.2.1.2 CGI Deliverable: Development/Unit Test Environment***	0 days	Mon 5/21/12	Mon 5/21/12	CGI	
45	2.2.1.3 Staging Environment	15 days	Mon 12/2/13	Fri 12/20/13	CGI	
46	***2.2.1.4 CGI Deliverable: Staging Environment***	0 days	Fri 12/20/13	Fri 12/20/13	CGI	
47	2.2.1.5 Production Environment	10 days	Tue 4/1/14	Mon 4/14/14	CGI	
48	***2.2.1.6 CGI Deliverable: Production Environment***	0 days	Mon 4/14/14	Mon 4/14/14	CGI	
49	**2.2.2 SOFTWARE CONSTRUCTION**	**396 days**	**Mon 7/2/12**	**Thu 1/2/14**		
50	**2.2.2.1 TM Enhancements**	**340 days**	**Mon 7/2/12**	**Wed 10/16/13**		
51	2.2.2.1.1 Develop Concept Papers - Group 1	45 days	Mon 7/2/12	Fri 8/31/12	CGI	
52	***2.2.2.1.2 CGI Deliverable: TM Software Enhancements Concept Papers - Group 1***	0 days	Fri 8/31/12	Fri 8/31/12	CGI	
53	2.2.2.1.3 Design Software Enhancements - Group 1	75 days	Wed 8/1/12	Tue 11/13/12	CGI	
54	***2.2.2.1.4 CGI Deliverable: TM Software Enhancements Functional Designs - Group 1***	0 days	Tue 11/13/12	Tue 11/13/12	CGI	
55	2.2.2.1.5 Develop and Deliver Software Enhancements - Group 1	100 days	Thu 11/15/12	Wed 4/3/13	CGI	
56	***2.2.2.1.6 CGI Deliverable: TM Software Enhancements - Group 1***	0 days	Wed 4/3/13	Wed 4/3/13	CGI	
57	2.2.2.1.7 Develop Concept Papers - Group 2	25 days	Mon 4/1/13	Fri 5/3/13	CGI	
58	***2.2.2.1.8 CGI Deliverable: TM Software Enhancements Concept Papers - Group 2***	0 days	Fri 5/3/13	Fri 5/3/13	CGI	
59	2.2.2.1.9 Design Software Enhancements - Group 2	45 days	Mon 5/6/13	Fri 7/5/13	CGI	
60	***2.2.2.1.10 CGI Deliverable: TM Software Enhancements Functional Designs - Group 2***	0 days	Fri 7/5/13	Fri 7/5/13	CGI	
61	2.2.2.1.11 Develop and Deliver Software Enhancements - Group 2	75 days	Mon 7/8/13	Wed 10/16/13	CGI	
62	***2.2.2.1.12 CGI Deliverable: TM Software Enhancements - Group 2***	0 days	Wed 10/16/13	Wed 10/16/13	CGI	
63	**2.2.2.2 TM Interfaces**	**130 days**	**Mon 4/1/13**	**Wed 9/25/13**		
64	2.2.2.2.1 Design Interfaces	45 days	Mon 4/1/13	Fri 5/31/13	CGI	
65	***2.2.2.2.2 CGI Deliverable: TM Interfaces Design***	0 days	Fri 5/31/13	Fri 5/31/13	CGI	
66	2.2.2.2.3 Develop and Deliver Interfaces	85 days	Mon 6/3/13	Wed 9/25/13	CGI	
67	***2.2.2.2.4 CGI Deliverable: TM Interfaces Software***	0 days	Wed 9/25/13	Wed 9/25/13	CGI	
68	**2.2.2.3 TM Data Conversion**	**130 days**	**Mon 4/1/13**	**Wed 9/25/13**		
69	2.2.2.3.1 Design Data Conversions	45 days	Mon 4/1/13	Fri 5/31/13	CGI	



ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
70	***2.2.2.3.2 CGI Deliverable: TM Data Conversions Design***	0 days	Fri 5/31/13	Fri 5/31/13	CGI	
71	2.2.2.3.3 Develop and Deliver Data Conversions	85 days	Mon 6/3/13	Wed 9/25/13	CGI	
72	***2.2.2.3.4 CGI Deliverable: TM Data Conversions Software***	0 days	Wed 9/25/13	Wed 9/25/13	CGI	
73	**2.2.2.4 TM Reports and Forms**	**136 days**	**Mon 7/1/13**	**Thu 1/2/14**		
74	2.2.2.4.1 Design Reports and Forms	60 days	Mon 7/1/13	Wed 9/18/13	CGI	
75	***2.2.2.4.2 CGI Deliverable: TM Reports and Forms Designs***	0 days	Wed 9/18/13	Wed 9/18/13	CGI	
76	2.2.2.4.3 Develop and Deliver Reports and Forms	90 days	Sun 9/1/13	Thu 1/2/14	CGI	
77	***2.2.2.4.4 CGI Deliverable: TM Reports and Forms Software***	0 days	Thu 1/2/14	Thu 1/2/14	CGI	
78	**2.2.3 SOFTWARE TESTING**	**149 days**	**Tue 10/1/13**	**Fri 4/25/14**		
79	**2.2.3.1 INTEGRATED SYSTEM TEST**	**73 days**	**Tue 10/1/13**	**Thu 1/9/14**		
80	2.2.3.1.1 Develop Integrated System Test Plan and Scripts	20 days	Tue 10/1/13	Mon 10/28/13	CGI	
81	2.2.3.1.2 Review and Approve Integrated System Test Plan and Scripts	10 days	Fri 11/1/13	Thu 11/14/13	COUNTY	
82	***2.2.3.1.3 CGI Deliverable: Integrated System Test Plan and Scripts***	0 days	Thu 11/14/13	Thu 11/14/13	CGI	
83	2.2.3.1.4 Execute Integrated System Test Scripts	40 days	Fri 11/15/13	Thu 1/9/14	CGI	
84	***2.2.3.1.5 CGI Deliverable: Integrated System Test Results***	0 days	Thu 1/9/14	Thu 1/9/14	CGI	
85	**2.2.3.2 USER ACCEPTANCE TEST**	**82 days**	**Thu 1/2/14**	**Fri 4/25/14**		
86	2.2.3.2.1 Develop User Acceptance Test Plan and Scripts	30 days	Thu 1/2/14	Wed 2/12/14	COUNTY	
87	2.2.3.2.2 Execute User Acceptance Test Scripts	50 days	Mon 2/17/14	Fri 4/25/14	COUNTY	
88	2.2.3.2.3 Support User Acceptance Test	50 days	Mon 2/17/14	Fri 4/25/14	CGI	
89	***2.2.3.2.4 County Obligation: Executed User Acceptance Test***	0 days	Fri 4/25/14	Fri 4/25/14	COUNTY	
90	***2.2.3.2.5 CGI Deliverable: User Acceptance Test Support***	0 days	Fri 4/25/14	Fri 4/25/14	CGI	
91	**2.2.4 TRANSITION MANAGEMENT**	**128 days**	**Thu 1/2/14**	**Mon 6/30/14**		
92	**2.2.4.1 TRAINING**	**125 days**	**Thu 1/2/14**	**Wed 6/25/14**		
93	2.2.4.1.1 Develop Training Plan	15 days	Thu 1/2/14	Wed 1/22/14	CGI	
94	2.2.4.1.2 Develop / Update User Training Materials	45 days	Mon 1/27/14	Fri 3/28/14	CGI	
95	2.2.4.1.3 Review and Approve User Training Materials	15 days	Mon 3/17/14	Fri 4/4/14	COUNTY	
96	***2.2.4.1.4 CGI Deliverable: TM Training Plan and Materials***	0 days	Fri 4/4/14	Fri 4/4/14	CGI	
97	2.2.4.1.5 Schedule Trainer-Training	5 days	Tue 4/1/14	Mon 4/7/14	COUNTY	
98	2.2.4.1.6 Conduct Trainer Training	15 days	Tue 4/8/14	Mon 4/28/14	CGI	
99	***2.2.4.1.7 CGI Deliverable: TM Trainer Training***	0 days	Mon 4/28/14	Mon 4/28/14	CGI	
100	2.2.4.1.8 Schedule End User Training	10 days	Thu 5/1/14	Wed 5/14/14	COUNTY	
101	2.2.4.1.9 Conduct End User Training	30 days	Thu 5/15/14	Wed 6/25/14	COUNTY	
102	***2.2.4.1.10 County Obligation: End User Training***	0 days	Wed 6/25/14	Wed 6/25/14	COUNTY	
103	***2.2.4.1.11 CGI Deliverable: TM End-User Training Support***	0 days	Wed 6/25/14	Wed 6/25/14	CGI	
104	**2.2.4.2 DOCUMENTATION**	**71 days**	**Mon 3/3/14**	**Mon 6/9/14**		
105	2.2.4.2.1 Update System / User Documentation	50 days	Mon 3/3/14	Fri 5/9/14	CGI	
106	2.2.4.2.2 Update Operations Documentation	50 days	Mon 3/3/14	Fri 5/9/14	CGI	
107	2.2.4.2.3 Review and Approve User Documentation	15 days	Mon 5/12/14	Fri 5/30/14	COUNTY	
108	***2.2.4.2.4 CGI Deliverable: Updated TM Documentation***	0 days	Fri 5/30/14	Fri 5/30/14	CGI	
109	2.2.4.2.5 Update Central and Departmental Policy & Procedures	50 days	Tue 4/1/14	Mon 6/9/14	COUNTY	
110	2.2.4.2.6 Update Internal Control Plans	50 days	Tue 4/1/14	Mon 6/9/14	COUNTY	
111	***2.2.4.2.7 County Obligation: Updated P&P and Internal Control Plans***	0 days	Mon 6/9/14	Mon 6/9/14	COUNTY	
112	**2.2.4.3 COMMUNICATION**	**128 days**	**Thu 1/2/14**	**Mon 6/30/14**		
113	2.2.4.3.1 Update Project Website	128 days	Thu 1/2/14	Mon 6/30/14	COUNTY	
114	2.2.4.3.2 Develop Materials and Conduct Executive Briefings	128 days	Thu 1/2/14	Mon 6/30/14	COUNTY	
115	2.2.4.3.3 Develop Materials and Conduct Departmental Briefings	128 days	Thu 1/2/14	Mon 6/30/14	COUNTY	
116	***2.2.4.3.4 County Obligation: Subproject Communications***	0 days	Mon 6/30/14	Mon 6/30/14		
117	**2.3 ACHIEVE PHASE**	**112 days**	**Tue 4/29/14**	**Tue 9/30/14**		
118	**2.3.1 PRODUCTION CUTOVER**	**45 days**	**Tue 4/29/14**	**Mon 6/30/14**		
119	**2.3.1.1 Production Cutover Script**	**24 days**	**Tue 4/29/14**	**Fri 5/30/14**		
120	2.3.1.1.1 Draft Production Cutover Script	15 days	Tue 4/29/14	Mon 5/19/14	CGI	
121	2.3.1.1.2 Review Production Cutover Script	5 days	Tue 5/20/14	Mon 5/26/14	COUNTY	
122	2.3.1.1.3 Update Production Cutover Script	3 days	Tue 5/27/14	Thu 5/29/14	CGI	
123	2.3.1.1.4 Approve Production Cutover Script	1 day	Fri 5/30/14	Fri 5/30/14	COUNTY	
124	***2.3.1.1.5 CGI Deliverable: TM Enhancements Production Cutover Script***	0 days	Fri 5/30/14	Fri 5/30/14	CGI	
125	***2.3.1.1.6 County Obligation: Review and Approve TM Enhancements Production Cutover Script***	0 days	Fri 5/30/14	Fri 5/30/14	COUNTY	
126	**2.3.1.2 Production Cutover**	**15 days**	**Tue 6/10/14**	**Mon 6/30/14**		
127	2.3.1.2.1 Execute Production Cutover Scripts	10 days	Tue 6/10/14	Mon 6/23/14	CGI	
128	2.3.1.2.2 Review Production Cutover Results	10 days	Tue 6/17/14	Mon 6/30/14	COUNTY	
129	***2.3.1.2.3 CGI Deliverable: TM Enhancements Production Cutover***	0 days	Mon 6/30/14	Mon 6/30/14	CGI	
130	***2.3.1.2.4 County Obligation: Review and Approve TM Enhancements Production Cutover***	0 days	Mon 6/30/14	Mon 6/30/14	COUNTY	
131	**2.3.2 POST-IMPLEMENTATION SUPPORT**	**67 days**	**Tue 7/1/14**	**Tue 9/30/14**		
132	2.3.2.1 TM Enhancements Post-Implementation Support - Month 1	23 days	Tue 7/1/14	Thu 7/31/14	CGI	
133	***2.3.2.2 CGI Deliverable: TM Enhancements Post-Implementation Support - Month 1***	0 days	Thu 7/31/14	Thu 7/31/14	CGI	
134	2.3.2.3 TM Enhancements Post-Implementation Support - Month 2	22 days	Fri 8/1/14	Sun 8/31/14	CGI	
135	***2.3.2.4 CGI Deliverable: TM Enhancements Post-Implementation Support - Month 2***	0 days	Sun 8/31/14	Sun 8/31/14	CGI	
136	2.3.2.5 TM Enhancements Post-Implementation Support - Month 3	22 days	Mon 9/1/14	Tue 9/30/14	CGI	
137	***2.3.2.6 CGI Deliverable: TM Enhancements Post-Implementation Support - Month 3***	0 days	Tue 9/30/14	Tue 9/30/14	CGI	



Appendix C-13 - Business Requirements

The Business Requirements and Business Processes will be identified during the Envision Phase of this Subproject.

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Appendix D-13 – Interfaces

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1. Talent Management – Production Interfaces

The following interfaces have been implemented in production operations during the Talent Management Rollouts 1 - 3.

No.	Interface Name	Inbound / Outbound
1	Job Codes Default Data	Inbound
2	Re-employment List	Inbound
3	Bulk Results Entry	Inbound
4	KRB to TRAC/Lotus Notes	Outbound
5	KRB to CWTAPPS (Onboarding)	Outbound
6	CDMS	Outbound

The following interfaces will be implemented in production operations during the implementation of the Core HR system in January 2012.

No.	Interface Name	Inbound / Outbound
1	Foundation Data (HRM - > TM)	Inbound
2	On-boarding (TM - > HRM)	Outbound
3	Position Control (HRM - > TM)	Inbound

2. Talent Management – Subproject 13 Interfaces

The new interfaces will be identified during the Envision Phase of Subproject 13 will be designed and developed by CGI upon approval from the County via a Change Notice between the County and CGI.

Appendix E-13 – Conversions

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1. Talent Management – Data Conversions for Subproject 13

The Data Conversions will be identified during the Envision Phase of Subproject 13. Those data conversions will be designed and developed upon approval from the County via a Change Notice between the County and CGI.

Appendix F-13 – Reports

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1. Talent Management – Production Reports and Forms

The following reports have been implemented in production operations during the Talent Management Rollouts 1 - 3.

No.	Name
1	Applicant Intake Report
2	Recruitment Source Report
3	Qualified and Unqualified Applicant Report
4	Protected Class Report
5	Eligible Lists
6	Eligible Expiration Status
7	Eligible Expiration Report
8	Process Status Report
9	Exam Workload Summary Report
10	Applicant Flow Report
11	Report of Examinations
12	CSR Exam Analyst/Team Member is an Applicant
13	CSR Appraisal of Promotability – Pending
14	CSR HM Referral & Appointment Report
15	SSN Duplicates Report
16	Bulletin Summary and Detail Report
17	Protected Class by Band Report
18	Appraisal of Promotability – Pending

The following forms have been implemented in production operations during the Talent Management Rollouts 1 - 3.

No.	Name
1	EEO
2	Eligible Contact Attempts
3	Applicant Reviewed / Exam Disposition
4	Hire Checklist
5	Candidate Decline Reason
6	Candidate Rejected –Background
7	Contingent Offer
8	Onboarding
9	Request for Reasonable Accommodation
10	Withhold
11	Referred Form
12	Livescan Results
13	SSN Request
14	Veteran's Credit Validation

No.	Name
15	Application Preferences
16	KRB – JSQ Application Complete Date
17	Executive Recruitment Candidate Background Form
18	EA: Work History & Education
19	EA: Conviction, Fired, & Licenses
20	Talent Gateway
21	Basic Talent Gateway (Reemployment)

2. Talent Management – Reports and Forms for Subproject 13

The new Reports and Forms identified during the Envision Phase of Subproject 13 will be designed and developed by CGI upon approval from the County via a Change Notice between the County and CGI.

Appendix G-13 – Business Processes

This Appendix is not applicable to eCAPS Phase IV – Subproject 13.

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Appendix H-13 – System Performance

This Appendix is not applicable to eCAPS Phase IV – Subproject 13.

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Appendix I-13 – Subproject Architecture and Schematic

This Appendix is not applicable to eCAPS Phase IV – Subproject 13.

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Appendix J-13 – Configurations and Customizations

The Configurations and Customizations will be identified during the Envision Phase of this Subproject.

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Appendix K-13 – Training Volumes

This Appendix is not applicable to eCAPS Phase IV – Subproject 13.

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Appendix L-13 – Legacy Reports

This Appendix is not applicable to eCAPS Phase IV – Subproject 13.

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Appendix M-13 – Subproject Assumptions

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Appendix M-13 – Subproject Assumptions

1 Introduction

The County has identified additional functionality required in the Talent Management system to support the recommendations from the County's HR Study conducted in 2008 to restructure, modernize, and improve the operations and services of the County's core human resources functions, including, classification, compensation, recruitment and selection. The next release of the AMS Advantage Talent Management software solution includes functionality that may support the County's vision and objectives for its human resources management functions. CGI and the County are analyzing the functionality in the next version of the Talent Management software to determine the functional fit between the County's vision and business processes and the new version of the Talent Management software solution. At the conclusion of the analysis, the County will decide on the next steps for upgrading the Talent Management software. This scope this Subproject is predicated on the assumption that the County will upgrade to the next version of the Talent Management software. In the event that the County decides not to upgrade to the new version of the Talent Management software, the scope of this Subproject 13 will be revised or the Subproject may be cancelled in its entirety per the agreement between the County and CGI. Under this Subproject, the additional software enhancements will be developed in the next version of the Talent Management software to support the County's new business requirements, business processes, and recommendations from the HR Study conducted by the County.

The assumptions in this Appendix M-13 are provided to describe the basis on which CGI has relied to draft the scope, timing, resources, roles and responsibilities for the eCAPS Phase IV – Talent Management Enhancements Subproject 13. For purposes of this Appendix M-13, the software enhancements in this Subproject 13 encompass the following modules:

- AMS Advantage Talent Management

The assumptions represent and provide further clarification of Exhibit A-13 (Statement of Work (SOW)) Narrative, Appendix A-13 (Deliverables Definition), Appendix B-13 (Project Plan) and Exhibit B-13 (Schedule of Payments). These assumptions are intended to establish a clear understanding between the County and CGI, thereby, providing understanding and clarity throughout project execution.

The Context Diagram attached as Attachment M-13 to this Appendix M-13 (Subproject Assumptions) depicts the assigned responsibilities of the County and CGI. The SOW Narrative and Deliverables Definition further describe the Tasks, Work Products, and Deliverables to be completed by CGI for this Subproject 13. In order for Subproject 13 to be successful, CGI must perform these tasks in partnership with the County and it is assumed that the County will complete reciprocal Tasks, Work Products, and Deliverables as depicted in Attachment M-13 (Context Diagram), and as described in this Appendix M-13 and outlined in Appendix B-13 (Project Plan).

Any changes to the assumptions listed below will need to go through the Change Control approval process.

The remainder of this appendix is organized in the following sections:

- Implementation Methodology (SOW Section I);
- Project Management (SOW Section II);
- Software Application (SOW Section III);
- Business Requirements (SOW Section IV);
- Data Warehouse and Reporting (SOW Section V);
- Technical (SOW Section VI);
- Change Management and Training (SOW Section VII); and
- Maintenance and Support (SOW Section VIII).

2 Implementation Methodology (SOW Section I)

a. The Implementation Methodology section of the SOW provides an overview of CGI's standard implementation methodology that CGI will use to develop, test, and implement the Talent Management Enhancements under this Subproject 13. It describes in narrative form the Tasks, Work Products, and Deliverables to be completed by CGI within each of the three implementation phases: Envision, Create, and Achieve.

b. The County's responsibilities for the Envision, Create and Achieve phases are provided below. Additional implementation-related assumptions are provided under Section VII – Change Management.

c. CGI's overall assumption is that the eCAPS Phase IV – Talent Management Enhancements Subproject 13 will be performed in total as described in the SOW for Subproject 13.

d. The County acknowledges that regulatory compliance involves a number of legal interpretations and is its responsibility. The County will provide in-house legal expertise to articulate and evaluate system configuration options during the implementation.

2.1 Envision Phase: (Project Plan Task 2.1)

a. The County will provide the business requirements and processes, and the justification for the Talent Management software enhancements to be developed during Subproject 13. Depending on the level of effort and complexity of the software enhancements, the County will prioritize and select the software

enhancements to be developed and implemented under this Subproject. A Change Notice will be executed between the County and CGI for the Talent Management software enhancements to be developed by CGI under this Subproject.

b. The system interfaces required to support the Talent Management software enhancements implemented under this Subproject will be identified and prioritized during the Envision phase. A Change Notice will be executed between the County and CGI to define the scope of the interfaces to be developed by CGI under this Subproject.

c. The reports and forms required to support the Talent Management software enhancements implemented under this Subproject will be identified and prioritized during the Envision phase. A Change Notice will be executed between the County and CGI to define the scope of the reports and forms to be developed by CGI under this Subproject.

d. The County will provide subject matter expertise for the interfaces identified and the reports and forms identified for this Subproject.

e. The data conversions required to support the Talent Management software enhancements implemented under this Subproject will be identified and prioritized during the Envision phase. A Change Notice will be executed between the County and CGI to define the scope of the data conversion software to be developed by CGI under this Subproject.

2.2 Create Phase: (Project Plan Task 2.2)

2.2.1 Software Construction (Project Plan Task 2.2.2)

a. CGI will be responsible for the design, development, and unit testing of the Talent Management software enhancements approved by the County via the Change Notice for the scope of the software enhancements to be developed by CGI under this Subproject. The County will review application software design specifications and provide timely feedback to CGI per the project schedule.

b. CGI will be responsible for the design, development, and unit testing of the data conversion software identified during the Envision Phase and approved by the County via the Change Notice for the scope of the data conversions to be designed and developed under this Subproject. The County will review the data conversion design specifications and provide timely feedback to CGI per the project schedule.

c. CGI will be responsible for the design, development, and unit testing the system interfaces identified during the Envision Phase and as approved by the County via in the Change Notice between the County and CGI for the scope of the system interfaces to be designed and developed under this Subproject. The County will review the system

interface design specifications and provide timely feedback to CGI per the project schedule.

d. CGI will be responsible for the design, development, and unit testing of the reports and forms identified during the Envision Phase and as approved by the County via the Change Notice between the County and CGI for the scope of the reports and forms to be developed under this Subproject. The County will review the report design specifications and provide timely feedback to CGI per the project schedule.

2.2.2 Software Testing (Project Plan Task 2.3)

2.2.2.1 Integrated System Test (Project Plan Task 2.3.1)

a. The County will be review and provide timely feedback for the Integrated System Test (IST) plan and IST scripts developed by CGI per the project schedule.

2.2.2.2 User Acceptance Test (Project Plan Task 2.3.2)

a. The County will be responsible for planning and conducting the User Acceptance Tests (UAT) of the Talent Management software enhancements developed under this Subproject 13. The UAT will be completed in accordance with the project schedule.

2.2.3 Training (Project Plan Task 2.3.3)

a. The County will review and approve the training plan and course catalog for the Talent Management software enhancements developed under this Subproject per the project schedule.

b. The County will be responsible for the roll-out and execution of end-user training to be delivered under this Subproject.

c. The County will provide the training facilities and equipment for all training sessions.

d. The County will be responsible for maintaining the training databases for the software enhancements developed under this Subproject.

e. The County will be responsible for maintaining the training materials developed for this Subproject.

2.2.4 Documentation (Project Plan Task 2.3.4)

a. The County will create or update the County policies and procedures, and any department-specific procedures, manuals and internal Control

Plans affected by the Talent Management software enhancements developed under this Subproject.

b. The County will review and provide timely feedback to CGI per the project schedule for the User, Systems, and Operations Documentation for the Talent Management software enhancements developed under this Subproject.

2.3 Achieve: (Project Plan Task 2.4)

2.3.1 Production Cutover (Project Plan Task 2.4.1)

CGI will develop the production cutover scripts. The County will review and provide timely feedback for the production cutover scripts per the project schedule. County responsibilities include but are not limited to:

- Review and provide feedback for the cutover scripts developed by CGI; and
- Review online table and forms set-up.

2.3.2 Post-Implementation Support (Project Plan Task 2.4.2)

a. The County will maintain enrollment in the AMS Advantage maintenance program in order to receive software updates and upgrades during the term of this Agreement.

b. For purposes of providing post-implementation support, CGI will provide 1.5 FTEs for a period of three (3) months immediately following production migration of the Talent Management enhancements developed under this Subproject.

c. The County will establish and maintain Helpdesk support to support the County's end users and external candidates.

d. The County's HelpStar system will be used for recording and tracking of production incidents. The County will log incident in the HelpStar system at a detailed level to facilitate the resolution of the production incidents.

e. The County will conduct refresher training, as needed.

f. The County will establish the infrastructure for supporting the production operations, including, the post-implementation support team. CGI will support the County's post-implementation support team per the project schedule.

3 Project Management (SOW Section II)

This section of the SOW narrative provides an overview of the project management-related Tasks, Work Products, and Deliverables to be completed for Subproject 13. CGI's assumptions for the County's responsibilities and other project management-related activities are provided below.

3.1 Planning & Management (Project Plan Task 1)

a. The County and CGI will follow a closely coordinated and collaborative approach to project management for Subproject 13 in accordance with the Project Plan for Subproject 13. The County and CGI Team Leads will jointly maintain the eCAPS Phase IV – Talent Management Enhancements Subproject 13 Project Plan and provide status reporting on project progress to the County and CGI Management Team.

b. County will appoint a team of dedicated key personnel as Functional Team Leads and the implementation staff. The team leads and their respective implementation staff will be responsible for completing the County's Tasks on Subproject 13 as outlined in Appendix B-13 (Project Plan). The County will supply the project infrastructure necessary to support the co-location of the County and CGI teams, and completion of Subproject 13 Tasks as outlined in Appendix B-13 (Project Plan).

c. County staff will have the lead responsibility for all communications to County departments related to Subproject 13, including, but not limited to: informational briefings, executive briefings, identification and coordination with departmental liaisons, etc. The County will provide staff to support the clerical and administrative Tasks for Subproject 13, including, but not limited to: meeting scheduling, conference room reservations, copying, filing paperwork, etc.

3.2 Communication (Project Plan Task 2.2.4.3)

a. County shall produce the materials, as identified in the Communication Strategy. The communication materials may include:

- Updates to the County-maintained project website;
- Project status reports to County project management;
- Input to the Project website;
- Develop and participate in executive presentations; and
- Develop and participate in departmental briefings.

b. The County will be responsible for maintaining the website. County shall develop the materials for placement on the site and completing its assigned tasks as identified in the Communication Plan.

4 Software Application (SOW Section III)

This section of the SOW describes the AMS Advantage Talent Management software that will be implemented for support the business processes and functions of the County.

a. The software modules listed in Section III of the SOW are available in the next version of the AMS Advantage Talent Management software. In the event that the County decides to not proceed with the Subproject 13, the current software modules will continue to be used by the County.

5 Business Requirements (SOW Section IV)

This section of the SOW describes the business requirements and processes that will serve as the input to the identification and implementation of the Talent Management software enhancements to be developed under this Subproject 13.

a. The County will provide the business processes and business requirements to support its vision for the Talent Management system.

b. The County will provide subject matters experts (SME) to provide background and clarification, if required, for the business requirements and processes.

6 Data Warehouse and Reporting (SOW Section V)

This section of the SOW describes the data warehouse and reporting approach for the Talent Management software enhancements to be developed under this Subproject 13.

a. The County will review the design specifications for the reports and forms prepared by CGI per the project schedule.

b. The County will provide the County's reporting standards for the reports and forms to be developed under this Subproject.

c. The updates to the current production reports and forms (Appendix F) for the Talent Management system at the County, resulting from the new Talent management requirements or eHR requirements, are not included in the scope of this Subproject. If updates to these reports or forms are required as a result of the new Talent Management or eHR business requirements, a Change Notice will be executed between the County and CGI for updating the reports and forms.

7 Technical (SOW Section VI)

This section of the SOW describes the technical environments to be setup for this Subproject and the system interfaces and data conversion software to be developed under this Subproject.

a. The County will provide subject matter experts (SME) and legacy system staff to work with CGI.
b. The updates to the current system interfaces (Appendix D) for the Talent Management system at the County, resulting from new Talent Management requirements or eHR requirements, are not included in the scope of this Subproject. If updates to these system interfaces are required, a Change Notice will be executed between the County and CGI for updating the system interfaces.
c. The County will review the design specification for the new system interfaces prepared by CGI per the project schedule.
d. The County will review the design specifications for the updates to the system interfaces prepared by CGI per the project schedule, if required.
e. The County will review the design specifications for the data conversions prepared by CGI per the project schedule.

8 Change Management (SOW Section VII)

This section of the SOW describes the change management and training activities for the Subproject.

a. The County will review the training materials developed by CGI and provide timely feedback per the schedule outlined in Exhibit B-13 (Project Plan).
b. The County will schedule and conduct the end user training sessions.
c. The approach for the trainer training and end user training will be Instructor Led Training (ILT).
d. The County will be responsible for communicating and monitoring for department readiness.
e. The County will be responsible for creating and updating fiscal policies and procedures and any department-specific procedures and manuals.

9 Maintenance and Support (including Hosting Support)

This section of the SOW describes the Maintenance and Support available for the County under this Subproject.

a. The County will maintain enrollment in the AMS Advantage maintenance program in order to receive software updates and upgrades during the term of this Agreement.
b. The Managed Advantage Lite coverage services are not extended to Subproject 13.
c. The Talent Management Enhancements developed under this Subproject 13 will be supported and maintained by CGI under the maintenance services offered by CGI per the Maintenance Provisions included in Exhibit E.

Attachment M-13 – Context Diagram

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Talent Management Enhancements - Subproject 13

Planning & Management

- Develop Project Control Document
- Conduct Project Kick-off
- Prepare Semimonthly Status Reports
- Conduct Semimonthly Project Management Meetings
- Prepare Monthly Status Reports
- Conduct Monthly Advisory Committee Meetings

Envision Phase

- Document Business Processes and Requirements
- Support Business Process and Requirements Documentation
- Identify Software Enhancements to be developed
- Identify Reports and Forms to be developed
- Identify Data Conversion Software to be developed
- Identify Inbound and Outbound Interfaces to be developed

Create Phase

Technical Environments

- Install, configure, & test Advantage Talent Management Software (3 Environments – See Below)

Software Construction

- Design and Develop Talent Management Enhancements
- Design and Develop System Interfaces
- Design and Develop Reports and Forms
- Design and Develop Data Conversions
- Review and Approve Software Design Specifications

Software Testing

- Plan, Develop Scripts & Execute Integrated System Test
- Review and Approve Integrated System Test Plan & Scripts
- Plan & Execute User Acceptance Test
- Support User Acceptance Test

Transition Management

- User and Systems Documentation
- Operations Documentation
- Change Management and Communications
- Develop / Update Policies and Procedures

Training

- Develop Training Plan and Training Materials
- Provide Training Facilities and Equipment for Training
- Populate and Update Training Databases
- Conduct Trainer Training Sessions
- Manage End User Training Logistics & Scheduling
- Conduct End User Training
- Support End User Training

Environments

Adv Talent Management Environments:
1) Development / Unit Test
2) Staging
3) Production

Achieve Phase

Production Cutover

- Develop Production Cutover Script
- Execute Production Cutover
- Review and Approve Production Cutover Scripts & Results

Post-Implementation Support

- Provide Post-Implementation Support Services (1.5 FTE for 3 Months)

Legend

- County Responsibility
- CGI Responsibility
- County / CGI Joint Responsibility

Exhibit B-13 – Schedule of Payments

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Exhibit B-13 - Talent Management Enhancements Schedule of Payments

Milestone	Payment Deliverable	Due Date	Deliverable Amount	Withhold (15%)	Invoice Amount
1.1.7	Subproject 13 Project Control Document	01/27/12	$ 20,000.00	$ 3,000.00	$ 17,000.00
1.2.6	Subproject 13 Project Kick-off	02/02/12	$ 20,000.00	$ 3,000.00	$ 17,000.00
1.3.5	Subproject 13 Monthly Status Reports January 2012 - September 2014; 33 Months @ $15,000.00 per Month less $2,250.00 Holdback)	5th working day of each month	$ 495,000.00	$ 74,250.00	$ 420,750.00
2.1.1.6	Business Requirements Documentation Support	05/11/12	$ 56,000.00	$ 8,400.00	$ 47,600.00
2.1.2.7	Identified Software Modules for Subproject 13	06/20/12	$ 26,000.00	$ 3,900.00	$ 22,100.00
2.2.1.2	Development/Unit Test Environment	05/21/12	$ 34,000.00	$ 5,100.00	$ 28,900.00
2.2.1.4	User Acceptance Test Environment	12/20/13	$ 34,000.00	$ 5,100.00	$ 28,900.00
2.2.1.6	Staging Environment	04/14/14	$ 34,000.00	$ 5,100.00	$ 28,900.00
2.2.2.1.2	TM Software Enhancements Concept Papers - Group 1 (5 Enhancements)	08/31/12	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.2.1.4	TM Software Enhancements Functional Designs - Group 1 (5 Enhancements)	11/13/12	$ 90,000.00	$ 13,500.00	$ 76,500.00
2.2.2.1.6	TM Software Enhancements - Group 1 (5 Enhancements)	04/03/13	$ 180,000.00	$ 27,000.00	$ 153,000.00
2.2.2.1.8	TM Software Enhancements Concept Papers - Group 2 (5 Enhancements)	05/03/13	$ 50,000.00	$ 7,500.00	$ 42,500.00
2.2.2.1.10	TM Software Enhancements Functional Designs - Group 2 (5 Enhancements)	07/05/13	$ 90,000.00	$ 13,500.00	$ 76,500.00
2.2.2.1.12	TM Software Enhancements - Group 2 (5 Enhancements)	10/16/13	$ 180,000.00	$ 27,000.00	$ 153,000.00
2.2.2.2.2	TM Interfaces Design (5 Interfaces)	05/31/13	$ 70,000.00	$ 10,500.00	$ 59,500.00
2.2.2.2.4	TM Interfaces Software (5 Interfaces)	09/25/13	$ 93,525.00	$ 14,028.75	$ 79,496.25
2.2.2.3.2	TM Data Conversions Design (5 Data Conversions)	05/31/13	$ 68,000.00	$ 10,200.00	$ 57,800.00
2.2.2.3.4	TM Data Conversions Software (5 Data Conversions)	09/25/13	$ 85,000.00	$ 12,750.00	$ 72,250.00
2.2.2.4.2	TM Reports and Forms Designs (10 Reports)	09/18/13	$ 68,000.00	$ 10,200.00	$ 57,800.00
2.2.2.4.4	TM Reports and Forms Software (10 Reports)	01/02/14	$ 110,500.00	$ 16,575.00	$ 93,925.00
2.2.3.1.3	Integrated System Test Plan and Scripts	11/14/13	$ 25,500.00	$ 3,825.00	$ 21,675.00
2.2.3.1.5	Integrated System Test Results	01/09/14	$ 135,000.00	$ 20,250.00	$ 114,750.00
2.2.3.2.5	User Acceptance Test Support	04/25/14	$ 102,000.00	$ 15,300.00	$ 86,700.00
2.2.4.1.4	TM Training Plan and Materials	04/04/14	$ 75,000.00	$ 11,250.00	$ 63,750.00
2.2.4.1.7	TM Trainer Training	04/28/14	$ 30,000.00	$ 4,500.00	$ 25,500.00
2.2.4.1.11	TM End-User Training Support	06/25/14	$ 30,000.00	$ 4,500.00	$ 25,500.00
2.2.4.2.4	Updated TM Documentation	05/30/14	$ 61,200.00	$ 9,180.00	$ 52,020.00
2.3.1.1.5	TM Enhancements Production Cutover Script	05/30/14	$ 19,400.00	$ 2,910.00	$ 16,490.00
2.3.1.2.3	TM Enhancements Production Cutover	06/30/14	$ 34,000.00	$ 5,100.00	$ 28,900.00
2.3.2.2	TM Enhancements Post-Implementation Support - Month 1	07/31/14	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.3.2.4	TM Enhancements Post-Implementation Support - Month 2	08/31/14	$ 44,625.00	$ 6,693.75	$ 37,931.25
2.3.2.6	TM Enhancements Post-Implementation Support - Month 3	09/30/14	$ 44,625.00	$ 6,693.75	$ 37,931.25
	Release of Withhold 1 (33%) - "30-days Post TM Enhancements Production Cutover"	07/30/14			$ 123,750.00
	Release of Withhold 2 (67%) - "90-days Post TM Enhancements Production Cutover"	09/28/14			$ 251,250.00
	Total Payments and Holdbacks		**$ 2,500,000.00**	**$ 375,000.00**	**$ 2,500,000.00**

Exhibit D-13 – Project Schedule

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ID	Task Name	Duration	Start	Finish	Responsibility	Predecessors
1	**1 SUBPROJECT 13 - PROJECT PLANNING & MANAGEMENT**	**720 days**	**Mon 1/2/12**	**Tue 9/30/14**		
2	**1.1 Subproject 13 Project Control Document (incl. plan, PM strategies, etc.)**	**20 days**	**Mon 1/2/12**	**Fri 1/27/12**		
10	**1.2 Subproject 13 Project Kick-off Meeting**	**14 days**	**Mon 1/16/12**	**Thu 2/2/12**		
17	**1.3 Subproject 13 Project Management**	**720 days**	**Mon 1/2/12**	**Tue 9/30/14**		
23	**2 TM ENHANCEMENTS**	**698 days**	**Wed 2/1/12**	**Tue 9/30/14**		
24	**2.1 ENVISION PHASE**	**101 days**	**Wed 2/1/12**	**Wed 6/20/12**		
41	**2.2 CREATE PHASE**	**567 days**	**Tue 5/1/12**	**Mon 6/30/14**		
117	**2.3 ACHIEVE PHASE**	**112 days**	**Tue 4/29/14**	**Tue 9/30/14**		

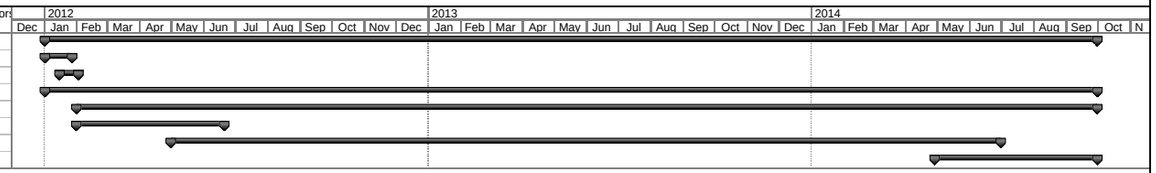

Exhibit C

Rates for Other Professional Services

Labor Category	Hourly Rate
Vice President, Project Executive	$ 290.00
Engagement/Senior Program Manager	$ 250.00
Senior Project Manager	$ 235.00
Project Manager	$ 225.00
Group Leader	$ 210.00
Senior Government Management Consultant	$ 245.00
Government Consultant/Senior Subject Matter Expert	$ 200.00
Subject Matter Specialist	$ 190.00
Team Leader	$ 175.00
Senior Business Analyst	$ 160.00
Business Analyst	$ 150.00
Testing Lead	$ 170.00
Change Management Lead	$ 170.00
Training Specialist	$ 150.00
Technical Architect	$ 230.00
Technical Expert	$ 220.00
Technical Specialist	$ 190.00
Technical Team Lead	$ 175.00
Configuration Manager	$ 150.00
Database Administrator	$ 190.00
Senior Programmer Analyst	$ 160.00
Programmer Analyst	$ 145.00
Programmer	$ 125.00
Program Management Specialist	$ 130.00
Project Support Staff	$ 50.00

RATES SHOWN ARE HOURLY RATES

Labor Category	Functional Responsibility	Minimum / General Experience
Vice President, Project Executive	Senior member of CGI management with ability to commit the firm and with extensive experience in systems development. Responsible for client liaison at the highest level. Ability to secure necessary professional resources within the firm to meet requirements of project.	Minimum of twelve years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Engagement/Senior Program Manager	Responsible for project oversight and direction. Ensures conformance with work standards; interprets policies, procedures, and goals and objectives of the organization. Ensures appropriate resources are applied to the project.	Minimum of ten years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Senior Project Manager	Supervises or directly manages and coordinates project through all phases of the systems development life cycle, including planning, Requirements analysis, design, development, testing, Installation, and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Ensures conformance with work standards; interprets policies, procedures, and goals and objectives of the organization. Coordinates work effort with all parties. Reviews work products for quality, completeness, and adherence to design concepts and user requirements. Has significant expertise in managing systems projects. Responsible for client liaison.	Senior Project Manager: Minimum of seven years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Project Manager	Supervises or directly manages and coordinates project through all phases of the systems development life cycle, including planning, Requirements analysis, design, development, testing, Installation, and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Ensures conformance with work standards; interprets policies, procedures, and goals and objectives of the organization. Coordinates work effort with all parties. Reviews work products for quality, completeness, and adherence to design concepts and user requirements. Has significant expertise in managing systems projects. Responsible for client liaison.	Project Manager: Minimum of three years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.

Labor Category	Functional Responsibility	Minimum / General Experience
Group Leader	Formulates solutions for complex problems of systems design, software development, or data center operations. Analyzes alternative approaches for implementing large, complex systems. Plans and controls activities of the project team. Manages, supervises, and instructs project teams in research, analysis, design, development, testing, and implementation efforts for a large project or several small ones. Plans, controls, and evaluates the work of business and programmer analysts. Operates with substantial independence and initiative.	Minimum of five years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as Certified Public Accountant (CPA) equivalent to two years experience. BS/BA or equivalent experience.
Senior Government Management Consultant	Has substantial expertise in systems design, development, and analysis. Directs analyses of requirements for information systems. Directs the design of adaptations to software. Directs analyses of training, conversion, and interface requirements. Knowledgeable in process Analysis techniques such as Flowcharting, process mapping, benchmarking, and activity-based costing. May have subject matter expertise in areas such as facilitation, organizational development, and change management. Has specific expertise in business or functional areas such as financial management, accounting, procurement, maintenance management system integration, maintenance engineering analysis, maintenance management consulting, maintenance effectiveness review procedures, Reliability- Centered Maintenance principles and methodology, or logistics policy development. May have demonstrated experience in configuration management, maintenance planning, supply management, outfitting/fitting out, data management, training, or logistics/configuration information systems.	Minimum of ten years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as Certified Public Accountant (CPA) equivalent to two years experience. BS/BA or equivalent experience.

Labor Category	Functional Responsibility	Minimum / General Experience
Government Consultant/Senior Subject Matter Expert	Has expertise in systems design, development, and analysis. Performs analyses of requirements for information systems. Performs the design of adaptations to software. Performs analyses of training, conversion, and interface requirements. Knowledgeable in process Analysis techniques such as Flowcharting, process mapping, benchmarking, and activity-based costing. Has subject matter expertise in areas such as facilitation, organizational development, and change management. May have specific expertise in business or functional areas such as financial management, accounting, procurement, maintenance management system integration, maintenance engineering analysis, maintenance management consulting, maintenance effectiveness review procedures, Reliability- Centered Maintenance principles and methodology, or logistics policy development. May have demonstrated experience in configuration management, maintenance planning, supply management, outfitting/fitting out, data management, training, or logistics/configuration information systems.	Minimum of seven years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as Certified Public Accountant (CPA) equivalent to two years experience. BS/BA or equivalent experience.
Subject Matter Specialist	Provides business and analytical expertise in support of project. Provides an understanding of the client's objectives and has extensive knowledge of typical core processes. Prepares overall designs and detailed specifications for system components. Offers knowledge, experience, and insight in a particular area, such as facilitation.	Minimum of three years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as Certified Public Accountant (CPA) equivalent to two years experience. BS/BA or equivalent experience.
Team Leader	Provides direction to personnel performing business and process analyses. Coordinates and performs business process designs. Reviews and prepares business process documents. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings.	Minimum of three years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Senior Business Analyst	Has experience in systems analyses. Provides leadership or analytical expertise to analysts. Operates with substantial independence and initiative. Undertakes analyses and user consultation tasks at all phases of design and implementation of an application.	Minimum of three years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.

Labor Category	Functional Responsibility	Minimum / General Experience
Business Analyst	Performs functional and technical analysis, assessment, and development tasks. Participates in requirements analyses, data gathering, interviews, and facilitated sessions. Provides analytical skills in design, testing, training, and implementation activities. Contributes to deliverables. May be knowledgeable in Reliability-Centered Maintenance principles and methodology.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Testing Lead	Provides direction to personnel performing test planning and execution tasks. Coordinates and performs test planning, test execution, and test documentation. Reviews and prepares test plans, test scripts, and test results. Prepares progress reports on testing activities and participates in meetings.	Minimum of five years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Change Management Lead	Provides direction to personnel performing change management and communication. Coordinates and performs change management plans, materials and communications. Collaborates with Project Managers, Training Specialists, Business Analysts, and Technical Leads to develop change management plans and materials. Prepares progress reports on change management activities and participates in meetings.	Minimum of five years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Training Specialist	Designs, develops, documents, and delivers training courses to a wide range of audiences. Employs various training techniques including formal lectures, seminars, tutorials and self-paced exercises, and computer-based training (CBT). Provides professional guidance to managers, analysts, specialists, and programmers in the use of the software. Participates in user-support related tasks. Leads efforts in the areas of training plan development, training material preparation, curricula definition and training course delivery.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Technical Architect	Has substantial expertise in design and operation of computer systems. Provides senior guidance on analysis and resolution of hardware, software, and telecommunications issues. High degree of technical experience. May have specific expertise in technical tools or subject areas such as relational database management systems or computer telephony systems.	Minimum of seven years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as database administrator (DBA) or Certified PowerBuilder Developer (CPD) equivalent to two years experience. BS/BA or equivalent experience.

Labor Category	Functional Responsibility	Minimum / General Experience
Technical Expert	Provides expertise in application and systems software. Performs performance tuning. Undertakes analyses of complex hardware, software, and telecommunications issues. High degree of technical experience and performance. May have expertise in maintenance and engineering systems design, development, assessment, and analysis. May be knowledgeable in Reliability-Centered Maintenance principles and methodology.	Minimum of three years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications such as database administrator (DBA) or Certified PowerBuilder Developer (CPD) equivalent to two years experience. BS/BA or equivalent experience.
Technical Specialist	Provides expertise in application and systems software. Performs performance tuning. Undertakes analyses of complex hardware, software, and telecommunications issues. Has experience in development of software and technical operations analyses.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Technical Team Lead	Provides technical direction to personnel performing systems analyses and system development tasks. Coordinates and performs logical and physical systems designs. Reviews and prepares system documents or specifications. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings.	Minimum of five years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Configuration Manager	Installs and maintains environments and systems software. Deploys software code for modifications and fixes. Analyzes and resolves environment related issues. Maintains documentation for technical environments and Third-party software.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Database Administrator	Installs and maintains application databases. Creates database security profiles and administers database security. Reviews and applies all database structure changes that are required. Responsible for database backups and database restores. Monitors database performance and performs database tuning as needed.	Minimum of three years experience. BS/BA or equivalent experience. Four years experience equivalent to BS/BA. Certifications such as database administrator (DBA)
Senior Programmer Analyst	Analyzes programs and outlines for such factors as type and extent of information to be transferred from storage units, sorting, and format of final results. Confers with technical and analytical personnel, and designs detailed programs, flow charts, and diagrams indicating required computations and sequence of machine operations. Translates design into coded instructions. Verifies accuracy and validity of programs by preparing sample data and testing. Corrects program errors and modifies the program as required by revising instructions. Reviews and/or prepares system documents and specifications.	Minimum of five years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.

Labor Category	Functional Responsibility	Minimum / General Experience
Programmer Analyst	Designs, codes, and tests software. Performs software troubleshooting and corrects errors in software and operating procedures. Conducts system analysis and programming tasks. Prepares test data, and tests and debugs programs. Prepares documentation of programs and user procedures. Assists in installing and operating system. May have demonstrated experience in configuration management, maintenance planning, supply management, outfitting/fitting out, data management, training, or logistics/configuration information systems.	Minimum of three years experience. Each postgraduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). BS/BA or equivalent experience.
Programmer	Analyzes system requirements and design specifications. Develops block diagrams, logic flow charts, and coding structures. Translates detailed design into computer program coded instructions; tests, debugs, and refines the computer program to produce the product required by the written specifications. Documents procedures used throughout the program to allow the program to be run as a part of a system, and to make changes as may be required.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Program Management Specialist	Uses in-depth knowledge of one or more subject matter areas to support either project teams and/or project operations. May manage a small project or support team in one or more functional areas such as finance and accounting, marketing support, documentation support, contract administration, human resources administration, client training or support, or support services operations.	BS/BA or equivalent experience. Four years experience equivalent to BS/BA.
Project Support Staff	Provides administrative support to the project. Supports the production of project deliverables and performs clerical and administrative functions required to complete work related to the project.	Minimum of one year experience or BS/BA.

Exhibit E – Maintenance Provisions

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APPENDIX A: AMS ADVANTAGE CUSTOMIZATION SCOPE 16

The purpose of this Exhibit E is to restate Standard Maintenance Terms and provide for Managed Advantage Lite Services as a replacement to Platinum Maintenance and Support Services. The terms of this Exhibit E become effective October 1, 2012.

A. ADVANTAGE STANDARD MAINTENANCE

The Maintenance Services under the Agreement are provided with respect to the Covered Software listed in Appendix A to Exhibit H.

1. DEFINITIONS

Capitalized terms used in this Exhibit E of the Agreement will have the meanings given below or in the context in which the term is used, as the case may be.

A. "Licensed Documentation" has the meaning specified in Exhibit H (License Provisions) to the Agreement.

B. "Enhancements" means changes or additions to the Covered Software which CGI develops and makes available at no additional charge to all licensees of the Covered Software who are under then-current maintenance agreements.

C. "Error" means a material deviation of the Covered Software from the Licenses Documentation.

D. "License Provisions" means Exhibit H (License Provisions) to the Agreement.

E. "Software Incident" means a material deviation of the Covered Software from the Licensed Documentation.

E. "Maintenance Period" means the term of these Maintenance Provisions or any subsequent renewal period. Each of the Maintenance Periods is a twelve (12) month period and each twelve (12) month renewal period is a separate Maintenance Period. The Maintenance Periods are specified in Paragraph 23 (Advantage Standard Maintenance and Managed Advantage Lite Fees) of Amendment Number Five.

F. "Covered Software" means the software listed in Appendix A (Licensed Materials) of Exhibit H (License Provisions) to the Agreement, including the Licensed Software and the Third-Party Software listed therein.

2. MAINTENANCE

A. CGI Standard Support and Maintenance Services provide the COUNTY with the required ongoing enhancements to the Covered Software to address functional and technical changes. Specifically, the Standard Support and Maintenance Services provide these major components:

- Internet access through our secure web site, eAccess (https://support.cgi-ams.com//advantage/), to a variety of 24x7 support materials.
- Help Desk Support with direct phone, email, and web support on the baseline products through the CGI Client Support Center. Standard hours of operation are 8:00 am PT to 5:00 pm PT Monday-Friday. CGI can be reached https://support.cgi-ams.com//advantage/ via our online support website.
- Software Incident corrections to the Covered Software.

- Covered Software releases are provided periodically to address technical and functional compatibility with system software and ongoing regulatory changes and changes to business practices. Licensed Documentation updates are provided as part of each release. Additional Software Incident corrections will be included in releases, as dictated by testing requirements and the magnitude of the required change.
- Enhancements to the Covered Software are provided in new releases of the AMS Advantage solution.
- Membership to the AMS Advantage User Group. Membership provides the option to participate in various user group activities such as the annual CGI Forum, regional User Group meetings and voting for the User Group Steering Committee that works closely with CGI on a variety of COUNTY issues and concerns. Membership also provides each site the option of proposing a candidate for election to the User Group Steering Committee.

CGI will support the following features of the AMS Advantage solution:

- The system components that the COUNTY is currently contracted for and is paying maintenance on;
- The third-party software component releases that are compatible with the currently supported version of the AMS Advantage solution;
- The documented features of the AMS Advantage Software, as listed on the delivered on-line documentation and help files;
- All standard baseline features of the system, including configuration tables (e.g. Required Elements) of the AMS Advantage Software, that DO NOT include infrastructure or other programming code changes. Any COUNTY-specific configuration tables will not be supported.
- Classifications of all issues and software incidents according to the following schedule:

Issue Severity	Definition
1 - Critical	A problem causing critical impact to the COUNTY's business operation and no workaround is immediately available. Use of the System cannot continue. Resolution efforts begin upon notification and continue until resolved. If resolution requires a software correction, it is delivered as soon as resolved. Example : The Business is Down and Inoperable
2 - Serious	A problem causing significant impact to the COUNTY's business operation and any workaround is unacceptable on a long term basis. Essential functions of the System are affected such that there is a significant impact to the COUNTY's business operations. Work begins after Critical Issues are resolved and in consideration of Issue Priority for any other pending Issues. If resolution requires a software correction, it is made available as soon as resolved. Example: Major Operations of the Business are either Down or Inoperable while some can continue

Issue Severity	Definition
3 - Moderate	A problem that impairs some functionality but a practical workaround exists such that there is not a material impact to the COUNTY's business operations. If resolution requires a software correction, the fix is made available as part of the next product FixPack, Minor or Major Release depending on the product roadmap. Moderate patches may be made available for the COUNTY to include in a future Patch Set. Example: One or more business processes are impacted, either in timeliness or availability, but the business is operational
4 - Minor	A problem that does not affect any production functions of the software and may be cosmetic in nature. A software defect exists but does not impede any functionality. These Issues are generally fixed in the next Minor or Major Release if reported prior to release cut-off date. Example: There are some issues with the normal processing, but the business is operational

B. CGI may, at its option, investigate and correct suspected Software Incidents at CGI's offices to the extent possible. If CGI's personnel travel to COUNTY's place of business at COUNTY's request to perform maintenance services, COUNTY will pay CGI for the travel time and the reasonable travel and other out-of-pocket expenses of CGI's personnel. If a suspected Software Incident is attributable to a cause other than the Covered Software as delivered by CGI, then COUNTY will pay for CGI's work on a time-and-materials basis. If the Covered Software module containing the Software Incident has been modified by non-CGI personnel, then upon prior written notice to COUNTY and COUNTY's written notice to proceed, CGI will charge COUNTY on a time-and-materials basis at CGI's then-current hourly rates for analyzing and fixing the Software Incident in COUNTY's version, and for any installation assistance COUNTY requires. All Time and Material rates hereunder shall be at the rate schedule set forth in Exhibit C (Rates for Other Professional Services) through Final Acceptance and thereafter at 25% off CGI's then current rate schedule, or in either case at rates mutually agreed to by the parties.

C. At the expiration of the Maintenance Period stated in this Agreement, COUNTY may buy maintenance services for the Covered Software for subsequent Maintenance Periods in which CGI is offering maintenance services, at CGI's then current prices. COUNTY may obtain such maintenance services only if (i) COUNTY has paid the maintenance fee for all prior Maintenance Periods; and (ii) COUNTY incorporates into the Covered Software all releases, corrections, and Enhancements to the Covered Software that CGI has made available to COUNTY, no less than two (2) minor software releases prior to current release. Each renewal period Maintenance Period, if any, will be for an aggregate period of five (5) years, unless otherwise requested by the COUNTY, and with COUNTY having the option at its sole discretion to renew for each one year portion of such subsequent renewal Maintenance Period, such option being exercisable by COUNTY's Project Director.

D. All Enhancements and corrections to the Covered Software and Licensed Documentation provided by CGI pursuant to this Agreement will become a part of the Covered Software and Licensed Documentation for the purposes of the License Agreement at the time they are provided to COUNTY and are hereby licensed to COUNTY as part of the Covered

Software and Licensed Documentation pursuant to all of the terms and conditions of the License Agreement.

3. PAYMENT TERMS

A. COUNTY will pay, upon execution of this Agreement, the maintenance fees for the initial Maintenance Period set forth in the Agreement. CGI will provide COUNTY with written notice of and an invoice for the maintenance fees for each subsequent Maintenance Period at least forty-five (45) calendar days prior to the expiration of the then-current Maintenance Period but not more than sixty (60) days prior to the beginning of such portion of the Maintenance Period. CGI will not be obligated to provide maintenance services in any Maintenance Period (including the initial Maintenance Period) unless the maintenance fees for the Maintenance Period have been paid in full.

B. All fees and expenses are to be paid to CGI in United States Dollars, by wire transfer of funds to an account designated by CGI or by check sent to Bank of America, c/o CGI Technologies and Solutions Inc. at 12907 Collections Center Drive, Chicago, IL 60693. CGI's invoices are due and payable in full within thirty (30) calendar days from the date COUNTY receives them.

4. WARRANTIES AND REMEDIES FOR BREACH OF WARRANTY

A. CGI warrants that the maintenance services will be performed in accordance with the criteria set forth herein, in a workmanlike manner consistent with industry standards reasonably applicable to the performance of such maintenance services. If COUNTY believes there has been a breach of this warranty and so notifies CGI in writing stating in reasonable detail the nature of the claimed breach within sixty (60) calendar days after the maintenance services are delivered to COUNTY by CGI, then CGI will promptly investigate the matter. If it is determined that there has been a breach of this warranty, then CGI's sole obligation, and COUNTY's exclusive remedy, will be for CGI to correct or re-perform any affected maintenance services as necessary to cause them to comply with this warranty. There will be no additional charge to COUNTY for the investigation and correction efforts performed by CGI, except as provided in Section 2.B. If CGI is unable to correct a breach of this warranty after repeated efforts, COUNTY will be entitled to recover its actual damages subject to the limitations and exclusions set forth in the Agreement.

B. CGI is not responsible for any claimed breaches of the foregoing warranty to the extent caused by: (i) modifications made to the Covered Software or Licensed Documentation by anyone other than CGI or its contractors; or (ii) the combination, operation or use of the Covered Software or Licensed Documentation with any items that CGI did not supply to COUNTY, except to the extent that such items would have been reasonably contemplated to be used in connection with the Covered Software; or (iii) COUNTY's failure to use any new or corrected versions of the Software or Documentation made available by CGI, except to the extent that CGI has committed to support earlier versions of the Covered Software used by COUNTY either in the Agreement or otherwise; or (iv) CGI's adherence to COUNTY's specifications or instructions, but only to the extent CGI has notified COUNTY in writing that such adherence would preclude CGI from satisfying its maintenance obligations hereunder.

C. CGI does not warrant that the Covered Software will be error-free or that its operation will be uninterrupted. But will correct all Errors as set forth herein, provided that such Errors are discovered during a Maintenance Period.

D. THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING FROM STATUTE, COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

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B. MANAGED ADVANTAGE LITE

On October 1, 2012, the following terms for Managed Advantage Lite ("MA Lite") services supersede other prior written or oral agreements regarding Platinum Support and Maintenance Services as previously set forth in the Agreement. This includes, but is not limited to, various sections highlighting maintenance and support (including Platinum options) from prior sub-projects, and Amendment 2, Exhibit E Attachment 1, Section VII, Maintenance and Support including Platinum options, dated December 19, 2009 and Amendment 3, Grants Management, Exhibit A-9 Statement of Work, Section VIII Maintenance and Support, dated April 10, 2007 of the Agreement as amended.

1. PURPOSE

The purpose of this Section B of Exhibit E is to provide COUNTY with the scope of services that will establish the basis and framework for supporting COUNTY's AMS Advantage® applications. These terms reflect CGI's standard service delivery model for Managed Advantage, information provided by the COUNTY, and CGI's experience in maintaining AMS Advantage for similar customers. These terms are updated to reflect CGI's understanding of the COUNTY's requirements based on the discussions held on several dates from late 2010 through May 2011 with the COUNTY and information provided to CGI by the COUNTY.

This Section B of Exhibit E also outlines the Service Level Agreement ("SLA") between the COUNTY and CGI in order to define the framework for measuring service delivery by CGI. The SLA defines the context and definition of key measures and thresholds mutually agreed upon as an objective means to track Managed Advantage service delivery for the System.

CGI's prices, provided in Paragraph 23 (Advantage Standard Maintenance and Managed Advantage Lite Fees) of Amendment Number Five, are based on those assumptions and in general on the Services described herein. If the Services vary from the details outlined, it may be necessary to execute a change order to adjust the price for the Services accordingly.

Certain elements of the Services are associated with an MA Lite Upgrade Option, as separately priced and identified in the Paragraph 23 (Advantage Standard Maintenance and Managed Advantage Lite Fees) of Amendment Number Five. Those items are noted in the sections below as additions to the standard services offered in the initial years of this Term to support the upgrade to AMS Advantage 3.9. If the MA Lite Upgrade Option is not purchased by the County, those elements of the Services will not be applicable or provided by CGI.

2. GENERAL TERMS AND ASSUMPTIONS

1. Applications supported under Managed Advantage Lite include:
    a. AMS Advantage® Administration for HR
    b. infoAdvantage for HR
    c. AMS Advantage® HRM
       including Employee Self-Service (ESS)
       and Manager Self-Service (MSS) once it is live in production, no earlier than 2/2013
2. Collectively, the applications described above and any embedded 3rd party software

licensed from CGI with these applications comprise the "System".

3. Term – 5 years beginning October 1, 2012 for sixty (60) months, including completion of release 3.9 upgrade efforts that shall commence on the Amendment Number Five Effective Date. Each year of the Term is referenced as a "Maintenance Period" beginning with Maintenance Period 8, which immediately follows Maintenance Period 7 of the Extended Maintenance Option from prior Amendments. Additional maintenance periods and pricing will be determined by the COUNTY and CGI at least six (6) months prior to the end of the Term.
4. Standard Maintenance: There is an underlying assumption that the COUNTY will remain on currently supported AMS Advantage releases and remain current with standard CGI Advantage Maintenance.

3. SERVICE LEVEL AGREEMENT DEFINITIONS

1. "Customization" is a modification, alteration, enhancement, or addition to the System specifications, functions, and/or code that has been done specifically for the COUNTY's implementation. Customizations to the System that are specifically documented in Appendix A are supported as part of the Services. "Low Impact COUNTY Customizations" are those that are created by the COUNTY (as opposed to CGI); involve minor changes to application functionality such as page edits or formats; have no downstream processing impacts to payroll or financial posting algorithms; are fully documented as to design, development, test cases and results, expected business outcomes and any System impacts; and, are estimated by CGI as part of an adoption process to require less than twenty (20) hours of support annually from CGI as part of the Services. Support for all other Customizations not documented in Appendix A is a COUNTY responsibility.
2. "HotFix (patch), Fix Pack, Patch Set, Minor, Major" are defined, respectively, as follows:
   a. A **Hotfix (patch)** is a correction to the application software specific to one (or a very small set of tightly related) issue(s). HotFix is intended to update the existing customer software in a quick turnaround to support critical/serious business needs. Delivery of HotFixes is typically done on an as-needed basis given the criticality of the required business correction.
   b. A **Fix Pack** is a set of software updates made to the baseline product as part of the AMS Advantage product roadmap. FixPacks are made available on a pre-defined schedule determined by the Advantage program. FixPacks that will be implemented require code merging activities to retrofit all covered modifications into the new release of the baseline product. FixPacks will sometimes involve an implementation effort for production.
   c. A **Patch Set** is a group of HotFixes intended to update the existing customer software in a turnaround time less critical than that for a single HotFix as defined above. Generally delivery of a Patch Set is a scheduled event containing a pre-defined set of HotFixes. A set typically contains between 10 and 15 resolutions. Patch Sets can typically be tested in a test environment and moved to production without any additional implementation efforts.
   d. A **Minor Release** occurs typically on an 18-24 month cycle and contains both functional and technical Enhancements to the software. A Minor Release enhances the application's functional and technical capabilities and responds to legislative

requirements without introducing a wholesale change in the application. In addition to functional and technical Enhancements, a Minor Release may also contain corrections for software incidents reported from the prior release. An example of a minor release is AMS Advantage **3.9**.

e. A **Major Release** occurs infrequently and contains significant functional Enhancements that span the application modules and are generally accompanied by major changes in technical architecture. An example of a major release is AMS Advantage **3**.

3. "Issue" is a material failure of the System to function per its baseline specifications or if included within Appendix A, a material failure of a Customization to function per the documented specifications for that Customization. An Issue can be associated with the performance behavior of the System if performance is impacted in a manner that warrants initial classification as a Critical or Serious Issue (pending additional research) because it is materially impacting the COUNTY's use of the System in a manner consistent with the Issue Severity definitions provided below. Issues will be initially classified by the party identifying the Issue in accordance with the Issue Severity definitions provided herein. Once confirmed by CGI, resolution of the Issue will proceed in accordance with such classification until one or both of the parties revise the Issue Severity level for the Issue as part of a coordinated effort.

4. "Issue Priority" is the priority of any Issue, as assigned by the COUNTY. This priority indicates, within an Issue Severity level, the relative order in which Issues will be handled by CGI. Priority can be defined as "Urgent", "High", "Normal", and "Low".

5. "Issue Severity" is the severity assigned to all Issues, as ultimately managed by CGI with input from the COUNTY. After initial assignment by the reporting party, this assignment will be reviewed as a coordinated effort between the parties based on the definitions of the severities, possible workarounds, and the impact on the functionality. The definitions below apply.

Issue Severity	Definition
1 - Critical	A problem causing critical impact to the COUNTY's business operation and no workaround is immediately available. Use of the System cannot continue. Resolution efforts begin upon notification and continue until resolved. If resolution requires a software correction, it is delivered as soon as resolved. Example : The Business is Down and Inoperable
2 - Serious	A problem causing significant impact to the COUNTY's business operation and any workaround is unacceptable on a long term basis. Essential functions of the System are affected such that there is a significant impact to the COUNTY's business operations. Work begins after Critical Issues are resolved and in consideration of Issue Priority for any other pending Issues. If resolution requires a software correction, it is made available as soon as resolved. Example: Major Operations of the Business are either Down or Inoperable while some can continue

3 - Moderate	A problem that impairs some functionality but a practical workaround exists such that there is not a material impact to the COUNTY's business operations. If resolution requires a software correction, the fix is made available as part of the next product FixPack, Minor or Major Release depending on the product roadmap. Moderate patches may be made available for the County to include in a future Patch Set. Example: One or more business processes are impacted, either in timeliness or availability, but the business is operational
4 - Minor	A problem that does not affect any production functions of the software and may be cosmetic in nature. A software defect exists but does not impede any functionality. These Issues are generally fixed in the next Minor or Major Release if reported prior to release cut-off date. Example: There are some issues with the normal processing, but the business is operational

6. "Minimum Service Level" is the level for a given Service Metric below which is considered a failure in CGI performance during the Measurement Interval.
7. "Service Level" is a target for a specific Service Metric against which CGI's performance is to be measured and reported. "Service Levels" are the collective set of Service Levels across the respective Service Metric.
8. "Service Metrics" are the specific units of measure mapping to the COUNTY's business objectives for which Service Levels are established.

4. SCOPE OF CGI SERVICES

1. Make available to the COUNTY the Managed Advantage staff as defined below. Requisite information will be provided to facilitate the ease of contacting (and reaching) the relevant Managed Advantage support personnel. This team then has the ability to reach other CGI personnel required to support the COUNTY for production issues, providing access to AMS Advantage experts as needed. CGI Team availability in support of delivering the Services and the SLA is as follows:
   a. CGI staff on-call 24/7/365 for the COUNTY production application Critical and Serious Issues
   b. No on-site support is included except as expressly identified; all Managed Advantage support will be provided remotely and/or from CGI location(s)
   c. A minimum of two (2) full-time equivalent CGI resources will be assigned to the COUNTY for delivery of the Services
2. Report on service level performance as follows:
   a. CGI shall utilize its standard measurement and monitoring methods, tools, and procedures to track and report CGI's performance in delivering the Services relative to the applicable Service Levels to the extent necessary to produce a monthly report. Any additional reporting or measurement or use of COUNTY-specific tools and technologies by CGI shall be subject to a Change Order.
   b. A monthly report will be delivered that measures and documents the performance of CGI's Services relative to the Service Levels and the COUNTY's usage of Services. The report details the Service Metrics relative to the Service Levels and

the actual measured level of performance for each Service Metric.

c. In all cases, CGI will be responsible for measuring Service Levels for the parties in accordance with the SLA.

3. Provide production code fixes as necessary for production Issues that have a business impact to the COUNTY and per the below schedules and the SLA. CGI will follow the definitions of Critical, Serious, Moderate, and Minor as articulated in the Issue Severity definition section above.

4. Consult with and provide guidance to COUNTY staff in creating/executing data corrections for software Issues.

Adopt up to ten (10) Low-Impact COUNTY Customizations to be added to Appendix A as supported Customizations over the Term, two (2) per Maintenance Period. Once adopted into the Services, Appendix A will be updated accordingly. Six (6) additional adoptions for Low Impact COUNTY Customizations associated with the MA Lite Upgrade Option, four (4) in Maintenance Period – Year 8 and two (2) in Maintenance Period – Year 9.

5. Provide Patch Sets with the following parameters:

   a. The COUNTY and CGI will agree to the timing and schedule of Patch Set implementations. The patches included in a Patch set are of the COUNTY's choosing in consultation with CGI.

   b. Up to thirty-six (36) total patches each Maintenance Period

   c. Forty-eight (48) additional patches associated with the MA Lite Upgrade Option, thirty six (36) in Maintenance Period – Year 8 and twelve (12) in Maintenance Period – Year 9.

6. Associated with the MA Lite Upgrade Option, complete the ongoing code merge, test and support activities for the upgrade to the 3.9 minor release for the AMS Advantage HR application Services which began under the Agreement prior to this Amendment Number Five. The COUNTY will participate in the scheduling, planning, and final testing and certification of these efforts prior to final deployment to the production environment and both parties will work together to time the activities such that they balance the introduction of new functionality with the objective of continued application stability. The Minor Release upgrade to release 3.9 for the Services started under this Agreement prior to this Amendment 5 will be completed within the initial twelve (12) months of the term. No additional upgrades or upgrade Services, including code merging of baseline and Customizations, are supported as part of this term. If the COUNTY elects not to include the MA Lite Upgrade Option, no upgrade Services will be applicable in this Term.

7. Maintain appropriate procedural documents to define the processes integral to the daily management and maintenance of the Service. Documents will include COUNTY-facing documents such as, but not limited to, the *"MA Lite Management Model"* defining patch set and modification adoption processes.

5. SERVICES TO BE PERFORMED BY COUNTY

1. Provide named individuals as primary and secondary points of contact and escalation. Coordinate with CGI staff for services and support through the designated, finite number of named individuals designated as points of contact for both parties (e.g. 2-3 named individuals).

2. Certify any production updates as acceptable for production deployment including final migration into that environment. This includes execution of testing, including user acceptance testing, in support of patches and/or changes as well as the production migration. Testing generally will include the COUNTY executing jobs in non-production environments.
3. Assist with problem identification and resolution as it relates to the COUNTY's data, staff, and/or procedures as well as functional issues with the System. The COUNTY, with consultation and guidance from CGI, will create and test any data corrections required for the COUNTY's production data.
4. Provide and maintain a production-sized environment ("MA Lite Environment") mirroring production configuration and representative production data to be shared with CGI for support of the COUNTY's production issue recreation, testing and validation.
5. Report any Issues to CGI using the standard Issue reporting process for Managed Advantage. This process includes the COUNTY initially recreating Issues in the MA Lite Environment providing documentation of setup and steps to recreate as well as expected outcome of software functionality including reference to custom functional design requirements where applicable.

6. SERVICE LEVEL AGREEMENT – SCOPE OF APPLICABILITY

1. The Service Metrics and Levels are applicable to the System, as appropriate for each Service Metric, including those Customizations or Enhancements to the System expressly identified in Appendix A. The Service Metrics and associated Service Levels apply to the production environment and use of the production system.
2. The COUNTY suspends any specific Service Metric and associated Service Level/Service Credit that will subsequently not be met due to the COUNTY failing to perform its responsibilities. These responsibilities include functional configuration, management, and Issue(s) requiring functional support in troubleshooting and diagnosis. CGI performance against any suspended Service Metric and associated Service Level will be reinstated once the corresponding activity has been performed by the COUNTY. The COUNTY agrees to hours of availability for staff and interdependent systems reciprocal to the Hours of Availability defined herein so as to support effective escalation and not to impede collaboration and support in resolution of Issues affecting Service Metrics and associated Service Levels.
3. The Service Metrics and associated Service Levels apply to the production environment and use of the production system, unless specifically noted otherwise.
4. Any events or situations affecting the System for which CGI is not solely responsible will not be counted toward CGI's ability to achieve the Minimum Service Level(s) associated with the respective Service Metric(s). Similarly, if the COUNTY elects to delay or skip an update or upgrade and doing so no longer keeps the COUNTY on supported releases of any part of the System, the COUNTY acknowledges that CGI's ability to achieve the Minimum Service Level(s) associated with the respective Service Metric(s) may be impaired.
5. If CGI is waiting for the COUNTY to provide additional information as requested during resolution of an Issue, measurement of CGI's non-conformance with the respective Service Metric and associated Service Levels being impacted is suspended until the COUNTY's response with the requisite information is received. Once CGI

makes available a fix or correction to remediate an Issue impacting one or more Service Metrics, measurement of CGI's non-conformance with the respective Service Metric and associated Service Levels being impacted ends. As an example, CGI is not responsible for additional time associated with subsequent COUNTY required approvals or procedures related to the application of the fix or correction. If, upon application of the fix or correction, the Issue is not remediated, CGI will again be subject to measurement of non-conformance against the Service Metric, upon notification by the COUNTY to CGI or acknowledgement by CGI to the COUNTY of the new or continued situation. Unless otherwise agreed to by both parties, if notice is by the end of the following Business Day after CGI delivers an applied fix or correction to the COUNTY for the COUNTY to test, continuation of resolution time will be against the original Issue, otherwise a new Issue is logged. However, none of these situations relieve CGI from responsibility to support resolution or remediation of a situation if any part of the cause or ability to resolve fall within CGI's responsibilities as set forth herein.

7. SERVICE METRICS AND SERVICE LEVELS

Service Metric (1,2)	Minimum Service Level
Critical Issue	Target Response Time: 15 minutes or less from the time the COUNTY notifies CGI Target Workaround or Resolution:48 clock hours
Serious Issue	Target Response Time: 30 minutes or less from the time the COUNTY notifies CGI Target Workaround or Resolution:72 clock hours

(1) Target Customer Status Update Time is as noted or as agreed upon between the parties. Both parties agree that providing status updates is not to take priority over resolving the respective situation if there are competing dependencies. A reasonable workaround would trigger re-evaluation of the respective Severity. Should an Issue arise that cannot reasonably be addressed within the Target timeframe, both parties agree to collaborate on a mutually agreed upon action plan that will then govern its resolution.

(2) The times set forth shall commence upon the earlier of the time at which the COUNTY gives notice to CGI via the contact point or submits via the Advantage portal a fully qualified Issue, meaning all information needed to research the Issue has been provided to CGI from the COUNTY.

8. PAYMENT TERMS

The COUNTY shall pay CGI the Annual Service Fees for the Service as specified below. As part of the Service, certain fees are fixed over the term of this Agreement provided volume fluctuations are within the expected sizing parameters. Paragraph 23 (Advantage Standard Maintenance and Managed Advantage Lite Fees) of Amendment Number Five identifies each of the Maintenance Periods associated with the Term and depicts the Annual Fixed Fee for the Service for each Maintenance Period as well as the MA Lite Upgrade one-time fees.

CGI will invoice the COUNTY for the Annual Fixed Fee not earlier than thirty (30) days prior to the beginning of the corresponding Maintenance Period. Invoices will be paid by the COUNTY prior to commencement of the corresponding Maintenance Period.

APPENDIX A: AMS ADVANTAGE CUSTOMIZATION SCOPE

The table below contains the supported Customizations as of the Amendment Number Five Effective Date.

#	Subsystem	Iteration	Customization ID	LAC eHR Modifications List
1	Personnel Administration	Iteration 2a	PADMIN_030	Add LAC Specific fields to Title & Job Requirements Pages
2	Personnel Administration	Iteration 2a	PADMIN_031	Add Inquiry to view Employee Job Information without Security
3	Compensation	Iteration 2a	COMP_025	Stop bilingual bonus on leave
4	Position Control	Iteration 2b	PC_001	Modify PSMT to include PB-SBFS Fields
5	Position Control	Iteration 2b	PC_003	Track "Ordinanced" Only Positions
6	Position Control	Iteration 2b	PC_004	Provide Breakdown of Title by "Job"
7	Position Control	Iteration 2b	PC_009	Provide ability to freeze appointments that cannot be overwritten
8	Position Control	Iteration 2b	PC_012	Track Special Funding Sources for Positions
9	Position Control	Iteration 2b	PC_019	Assign employees to positions without impact on other employee attributes
10	Compensation	Iteration 3	COMP_003	Automatic step placement
11	Compensation	Iteration 3	COMP_004	Schedule/level rules and automatic step advancement
12	Compensation	Iteration 3	COMP_010	Determining Calculated Salary
13	Compensation	Iteration 3	COMP_012	Automate longevity bonuses
14	Leave	Iteration 3	LEAV_001a	Automatic Year End Leave Processing - LA County Exceptions
15	Leave	Iteration 3	LEAV_005	Accrual of holiday hours
16	Leave	Iteration 3	LEAV_007	Reserved Leave Accrual Processing
17	Leave	Iteration 3	LEAV_008	Leave Balance Display Screen
18	Leave	Iteration 3	LEAV_009	Continuous absence
19	Leave	Iteration 3	LEAV_011a	Personal Sick
20	Payroll	Iteration 3	FL_009	Leave Usage with holiday hours
21	Personnel Administration	Iteration 3	PADMIN_005, 011, 012, 013, 023	Add WFR/Assignment Document to EPM
22	Payroll Accounting	Iteration 3	PAM_001, PAM_001A, PAM_001B, PAM_001C	Accounting Overrides Profile table
23	Payroll Accounting	Iteration 3	PAM_006	Add “Vendor Payable Date” to deduction plans
24	Payroll Accounting	Iteration 3	PAM_007	Allow negative fringe pay events and negative fringe deductions
25	Payroll Accounting	Iteration 3	PAM_009	Increase specified COA fields from 4 to 5 Bytes and modify field and page labels
26	Payroll Accounting	Iteration 3	PAM_010 & PAM_017	Intra-Fund Revenue and Intra-Fund Expense Deductions
27	Payroll Accounting	Iteration 3	PAM_011	Post Funds on Payday
28	Payroll	Iteration 3	PAY_011	SIB Imputed Income

#	Subsystem	Iteration	Customization ID	LAC eHR Modifications List
29	Payroll	Iteration 3	PAY_012	Support LAC Rounding Rules for Salary routine & imputed income
30	Payroll	Iteration 3	PAY_029	Automate Administrative Garnishment
31	Payroll	Iteration 3	PAY_030	PAY_030 Output Employee & Disbursement Information on PRLVP Document for Garnishment, Levy, and Support Warrants/EFTs
32	Payroll	Iteration 3	PAY_033	Recover balances owed on termination
33	Payroll	Iteration 3	PAY_039	Salary definition
34	Payroll	Iteration 3	PAY_046	56 Hour Fire Fighters Built in Pensionable Premium
35	Payroll	Iteration 3	PAY_054	Clone of MISC to Decentralize Payroll Deduction
36	Payroll	Iteration 4.1	PAY_006	Stopping Mutually Exclusive Benefits
37	Payroll	Iteration 4.1	PAY_009	Elective Annual Leave (EAL) Purchase Process
38	Payroll Accounting	Iteration 4.1	PAM_004	Unit tables modified to have a display flag
39	Payroll Accounting	Iteration 4.1	PAM_006A	Create report and internal interface to generate advance payments and payments for balance on 1st and 25th each month
40	Payroll Accounting	Iteration 4.1	PAM_016	PAM process modification to perform actual and standard costing
41	Payroll Accounting	Iteration 4.1	PAM_018	Search Payroll Accounting Details by Employee
42	Payroll Accounting	Iteration 4.1	PAM_019	Bank Account Code Modification
43	Payroll	Iteration 4.1	PAY_014	Correct benefit tied to deduction when reversed
44	Payroll	Iteration 4.2	PAY_001a	Tiers and Waivers
45	Payroll	Iteration 4.2	PAY_002, PAY_047	Defined Contribution Plan Processing
46	Payroll	Iteration 4.2	PAY_003 & PAY_019	Process Withholding of Retirement Deduction as pre or post tax
47	Payroll	Iteration 4.2	PAY_004	Calculation of RCEA's Salary & Deduction
48	Payroll	Iteration 4.2	PAY_005	Advance Cafeteria Plan Salary Reduction and Taxable Cash Processing
49	Payroll	Iteration 4.2	PAY_026	Group Term Life Imputed Income
50	Payroll	Iteration 4.2	PAY_043	Support printing Deduction Type/Plan information on stubs; Check Print
51	Time and Attendance	Iteration 5	TMA_002, PAY 015	Elective Annual Leave (EAL) Year-End Process
52	Payroll Accounting	Iteration 5	PAM_020	Processing of PAM documents in Acctg Period 13
53	Compensation	Iteration 5	COMP_026	Inference of Percentage Pay Rate
54	FLSA	Iteration 5	FL_016, FL_007, FL_015	Modify FLSA processing to allow multiple comp time leave balances
55	FLSA	Iteration 5	FL_014	Allocate Straight and Premium Overtime Costs Against Different Units Within a Department's Chart of Accounts
56	Leave	Iteration 5	LEAV_006a	Leave payout on termination - LA County exceptions
57	Position Control	Iteration 5	PC_007	Critical Position Identification
58	Leave	Iteration 6.1	LEAV_005a	Holiday Accrual
59	Leave	Iteration 6.1	LEAV_012	Convert leave on schedule change
60	Position Control	Iteration 6.1	PC_011	New Section on PSMT to Track Mid-Year Changes
61	Position Control	Iteration 6.1	PC_021a	Sub-Title Crosswalk

#	Subsystem	Iteration	Customization ID	LAC eHR Modifications List
62	Security	Iteration 6.1	SEC_002a	Add Password Reset Document
63	Security	Iteration 6.1	SEC_009	Single Sign-on
64	Time and Attendance	Iteration 6.1	TMA_001	Mid Pay Period Personnel Actions Requiring New Timesheets
65	Time and Attendance	Iteration 6.1	TMA_004	Display Excessive Leave on the Paycheck Stub
66	Time and Attendance	Iteration 6.1	TMA_011	Provide for Daily & Weekly Timesheet Adjustments
67	Time and Attendance	Iteration 6.1	TMA_013	Apply Exception Paid Timesheet Acknowledgement to Custom TIMEI
68	Time and Attendance	Iteration 6.1	TMA_017/TMA_017a/TMA_017b	Populate Timesheets with Bonus/Shift events and Exempt Leave Prepopulation
69	Time and Attendance	Iteration 6.1	TMA_020	Additional totals on TIMEI
70	Position Control	Iteration 6.2	PC_023	Enhanced Position Control and Associated Security updates
71	Time and Attendance	Iteration 6.2	TMA_006	Support Industrial Accident Incident Tracking
72	Time and Attendance	Iteration 6.2	TMA_007	Automate and Track Short Term Disability Dates and Leave Hours Granted
73	Payroll	Iteration 7	UAT075	Deduction Document Validation for Terminated Employees
74	Payroll	Iteration 7	UAT092	Establish a process to move terminated employees from interim status to inactive status
75	Payroll	Iteration 7	UAT095	Expiring Core Benefits
76	Payroll Accounting	Iteration 7	UAT098	Cafeteria Clearing Fund Dynamic Update Capability
77	Payroll	Iteration 7	UAT112 (aka PAY_005b)	Updating the Define Contribution Special Routine for the Horizons Accelerated Termination plan to include % based deductions
78	Payroll	Iteration 7	UAT127	Expire Savings and Horizons Fringe on Termination
79	Payroll	Iteration 7	PAY_033a	Change selection logic on Unrecovered Balances at Termination report
80	FLSA	Iteration 8	FL_021	OT Processing in the same FLSA pay period as pay and leave event usage
81	Time and Attendance	Iteration 8	TMA_011b	Provide for Weekly And Daily Timesheet Adjustments updates
82	Time and Attendance	Iteration 8	TMA_038	Payroll/Timekeeper Access to Update Work Cycles and FLSA Profiles
83	Position Control	Iteration 8	PC_024	QPTL Inquiry
84	Position Control	Iteration 8	PC_011b	Automate Loan Return via Position Control & Employee Maintenance documents
85	Payroll	Iteration 8	PAY_062	Actual Work Day Rate Pending Pay Adjustments
86	Security	Iteration 8	SEC_009a	Single Sign-on
87	Compensation	Iteration 9	COMP_027	Pay Policy Rate Table Mass Update Batch Job
88	Time Collection	Time Collection	DS956	TIMEI Redesign
89	Time Collection	Time Collection	DS960	Print Timesheet
90	Time Collection	Time Collection	DS961	Easy Fill Functional Design
91	Time Collection	Time Collection	DS962	Work Schedule Query
92	Time Collection	Time Collection	DS963	Automate Schedules
93	Time Collection	Time Collection	DS964	My Overrides (QMOV) Query

#	Subsystem	Iteration	Customization ID	LAC eHR Modifications List
94	Time Collection	Time Collection	DS975	Timesheet Approvals
95	Time Collection	Time Collection	Mod 02	Add CWTAPPS Work Pattern to Work cycle (WKCY) page
96	Time Collection	Time Collection	Mod 03	Add MDF field to TIMEI
97	Time Collection	Time Collection	Mod 06	Synchronize COA elements with eCAPS
98	Time Collection	Time Collection	Mod 07	Add Overtime Reason to TIMEI
99	Time Collection	Time Collection	Mod 09	Submit Timesheet On Behalf Of
100	Time Collection	Time Collection	Mod 10	TIMEI Updates – DHS Only
101	Time Collection	Time Collection	Mod 11	Timesheet Print Form Changes
102	Time Collection	Time Collection	TCE 003	TIMEI Validation for Daily Scheduled Hours
103	Time Collection	Time Collection	TCE 007	TIMEI Event Column Freeze
104	Time Collection	Time Collection	TCE 008	Daily Totals for Worked Hours
105	Time Collection	Time Collection	TCE 021	TIMEI Blank Hours Edit
106	Time Collection	Time Collection	TCE-03 FD-01	DCFS TIMEI Modifications
107	Time Collection	Time Collection	TCE 03 – FD – 03	Overtime Reason Required
108	Time Collection	Time Collection	TCE 03 – FD – 04	Timesheet Updates to Daily Approvals
109	Time Collection	Time Collection	TCE-03 FD-05	Copy Previous 099
110	Time Collection	Time Collection	TCE-03 FD-07	DCFS Timesheet Print Form Changes
111	Time Collection	Time Collection	DS1061	General Timesheet Usability modifications
112	Time Collection	Time Collection	CP0141	Time Collection Reference Tables
113	Time Collection	Time Collection	CP0142	Timesheet Updates
114	Time Collection	Time Collection	CP0143	Internal Costing Transaction Updates
115	Time Collection	Time Collection	CP0146	Timesheet Adjustment Updates and Timesheet Roster View
116	Time Collection	Time Collection	CP0148	TIMEI and TADJ Print
117	Time Collection	Time Collection	CP0149	Preprinted Timesheet (Reports Design for DPW Manual Timesheet) (Cognos Report)
118	Time Collection	Time Collection	TCE023	Daily Approval Prompts Refresh
119	Time Collection	Time Collection	TCE026	Add an Event Line Number, Event Code and Overtime Reason Code display to the Time In/Time Out Window
120	Time Collection	Time Collection	TCE028	Popup Validation
121	Time Collection	Time Collection	CNTY_TC_1	Modification to TADJ; Adding Function/Sub Function, Location/Sub Location, and FLSA Status
122	Time Collection	Time Collection	CNTY_TC_2	Modification to Adobe Print Forms; Adding Function/Sub Function, Location/Sub Location, and FLSA Status to TIMEI and TADJ Adobe form

#	Subsystem	Iteration	Customization ID	LAC eHR Modifications List
123	Time Collection	Time Collection	CNTY_TC_3	Additional Timesheet View Creation (4 Views) “Equipment”, “Statistical”, "Project/Function", "Project/Location"
124	Time Collection	Time Collection	TC001	Hard Inference of Project Code
125	Time Collection	Time Collection	TC003	Timesheet Redesign (Countywide Labor View) "Project/Activity"
126	Time Collection	Time Collection	TC004	Validate Project Task Order
127	Time Collection	Time Collection	TC005	Department Cost Usage Pay and Leave Events
128	Time Collection	Time Collection	TC 3.8 Upgrade – QTRS	TC 3.8 Upgrade – QTRS constraints added for performance
129	Time and Attendance	Time and Attendance	TMA_039	Modifications to TIMEI and TADJ Docouments for 2012
130	Personnel Administration	Iteration 10	PADMIN_032	Suppress PC Edits and Pay Paramter Entry Validation on ESMT
131	Position Control	Iteration 10	PC_025	Infer Activity, Function, Location, Project, and Sub-Fund to Position Accounting
132	Compensation	Iteration 10	COMP_028	Storing Calculated Salary history
133	Time and Attendance	Iteration 10	TMA_006/TMA_007a	Modify the Retroactive IA & STD Processes and Timesheet Generator Logic
134	Compensation	Iteration 11	COMP-12A	Automate Longevity Bonus logic using CWTAPPS service history
135	Personnel Administration	Iteration 11	PADMIN-032A (SPAR)	Control Position Control edits suppression
136	Personnel Administration	Iteration 11	PADMIN-032A (ESMT)	Ensure FLSA profiles are updated
137	Payroll	Iteration 11	ISS00070707	Pay Detail should match Extension table
138	Payroll	Iteration 11	ISS00070905	Fringe Expenses should pro-rate
139	Payroll	Iteration 11	ISS00079151	Leave Batch Job Reports to display and page-break by Dept/Unit
140	Payroll	Iteration 11	PAY-062A	FLSA Premium formula to revert back to Pay Class instead of Work Schedule; FLSA Eligible Hours at FLSA Cycle End Date
141	Time and Attendance	Iteration 11	TMA-007b	Mega IA Updates
142	Time and Attendance	Iteration 11	LEAV-011b	Sick Personal Secondary Leave Types Detail and Reversal
143	Payroll	Iteration 11	PAY-009a	EAL Purchase Program Updates
144	Payroll	Iteration 11	FL-016a	Removal of FL_016 software edits on Straight CTO Adjustment Event and CTO Cap Payout Order
145	Payroll	Iteration 11	FL-014a	FLSA Premium to be pro-rated across COA and Job fields
146	Payroll	Iteration 11	PAY_16A	Retroactive Deduction and Benefits Processing Modification
147	Time and Attendance	Iteration 11	FL_023	Automatic Creation of FLSA Triggers for Prior Period Adjustments

Exhibit F – Confidentiality

No changes required to this appendix for eCAPS Phase IV.

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Exhibit G – EEO Certification

No changes required to this appendix for eCAPS Phase IV.

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APPENDIX A

TO EXHIBIT H (LICENSE PROVISIONS)

LICENSED MATERIALS AND ADDITIONAL TERMS

This Appendix A replaces Appendix A to Exhibit H (License Provisions) of the Services and License Agreement dated April 06, 2004 (the "Agreement") between CGI Technologies and Solutions Inc. ("CGI") and the COUNTY of Los Angeles ("COUNTY"). This Appendix A provides an updated list of COUNTY's Licensed Software.

1. **Licensed Software**. CGI is licensing to COUNTY the following computer software components comprising the Software:

AMS Advantage® Financial Management System v. 3.8 or higher (in a platform/database approved by COUNTY in writing), including the following modules:

Financial Management Base System

Project and Grants Management

Treasury Accounting

Inventory Management

Asset Management

Travel and Expense Management

AMS Advantage® Procurement System, including the following modules:
Professional
Vendor

AMS Advantage® Grants Lifecycle Management

AMS Advantage® Performance Budgeting

AMS Advantage® Human Resources Management System v. 3.3 or higher (in a platform/database approved by COUNTY in writing), including the following modules:

Human Resources

Position Control

Recruiting & Staffing

Benefits Administration

Time & Attendance

Payroll Management

Employee Self Service

AMS Advantage® Manager Self Service

AMS Advantage® Employee Self Service

AMS infoAdvantage® Server Bundle FIN

AMS infoAdvantage® Server Bundle HR

CGI will provide new software or software updates to COUNTY only in electronic format.

2. **Licensed Documentation**. The Specifications for the Software are as set forth in the following documentation which is available to Client via the website, and which is collectively referred to in this Agreement as the "Documentation".

Financial

AMS Advantage Financial Getting Started Guide

AMS Advantage Financial User Guide

AMS Advantage Asset Management User Guide

AMS Advantage Procurement User Guide

AMS Advantage Inventory User Guide

AMS Advantage Grant Lifecycle Management User Guide

AMS Advantage Vendor Self-Service User Guide

AMS Advantage Financial System Admin User Guide

AMS Advantage Financial Run Sheets

AMS Advantage Financial Installation Guides

AMS Advantage Financial Developers Guide

AMS Advantage Performance Tuning Guide

Performance Budgeting

AMS Advantage Performance Budgeting User Guide

AMS Advantage Performance Budgeting Extensibility Guide

AMS Advantage Performance Budgeting Installation Guide

HRM

AMS Advantage HRM Getting Started Guide

AMS Advantage HRM Payroll Accounting Management User Guide

AMS Advantage HRM Personnel Management User Guide

AMS Advantage HRM Position Control User Guide

AMS Advantage HRM Time and Leave User Guide

AMS Advantage HRM Employee Self Service User Guide

AMS Advantage HRM Deduction Processing User Guide

AMS Advantage HRM Benefits Processing User Guide

AMS Advantage HRM Annual Processing User Guide

AMS Advantage HRM Recruiting and Staffing User Guide

AMS Advantage HRM Manager Self Service User Guide

AMS Advantage HRM Payroll Engine System Admin Guide

AMS Advantage HRM Payroll Engine Developer Guide

AMS Advantage HRM Installation Guides

AMS Advantage HRM Performance Tuning Guide

AMS Advantage HRM System Administration Guide

AMS Advantage HRM Developer Guide

Documentation is provided via the CGI website. COUNTY may make a reasonable number of copies of the Documentation for COUNTY's own use.

3. **License Type**. The Software is licensed to COUNTY on the following basis:

CGI provides an Enterprise License for Advantage Products. COUNTY is permitted to use the Licensed Software anywhere within Los Angeles County, California for COUNTY departments and offices and the purposes set forth in the Agreement, to which this Appendix A is attached.

Bundled Software license may be provided on a per user license or site license. If needed, additional licenses may be purchased at then current license rates.

4. **Work That May Be Processed**. COUNTY may only use the Software to process COUNTY's own work and may not use the application as a service bureau. COUNTY MAY ONLY USE THE AMS infoADVANTAGE SOFTWARE WITH AMS ADVANTAGE DATABASES.

5. **Third Party Software.** COUNTY acknowledges that certain bundled software products (the Bundled Software") is required to be used in connection with the Software. CGI is providing the following Bundled Software to COUNTY.

Adobe Present Central Pro (Server Licenses); 4 licenses
Adobe Present Output Designer User (per Developer); 11 licenses
Adobe RoboHelp® Office: User (per Developer); 1 license

Pervasive® Data Integrator Pro Engine (Single CPU): 14 licenses
Pervasive® Data Integrator Pro Engine (Dual CPU); 2 licenses
Pervasive® Data Integrator Pro Developer User (per Developer); 25 licenses

1099Convey - Taxport™Desktop: 1 License Workstation, 30,000 1099s & 10 Users; 1 license

Finite Matters, Ltd. PatternStream® (Server Licenses); 2 Runtime/Developer Licenses (For Performance Budgeting use only)

Versata Logic Server (Site License); 1 License
Versata Logic Studio User (per Developer); 14 licenses

IBM WebSphere Application Server (Site License with Versata); Applies to Advantage Financial and Advantage HRM
IBM WebSphere Application Server Network Deployment (2700 PVU); Applies to Advantage Performance Budgeting

Micro Focus Server Express Developer (per Developer); 3 licenses
Micro Focus Application Server Server Express (Site License); 2 licenses

Monsell EDM DeltaXML: Site License; 1 license

Kenexa BrassRing Enterprise (Site License); 1 license
Kenexa BrassRing SmartApproval (Site License); 1 license

6. All rights of COUNTY in and to the Bundled Software Products will be governed by the terms and conditions of the Agreement, unless otherwise specified above. CGI does not itself give or make any warranty of any kind with respect to the Bundled Software Products. Changes in the Software which CGI may make from time to time may make it necessary for COUNTY to acquire, at its own expense, updated versions of the Bundled Software Products or additional Bundled Software Products.

Exhibit I – County Mandated Provisions

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The purpose of this Exhibit I is to restate and update COUNTY Mandatory Provisions.

1. FAIR LABOR STANDARDS:

CGI shall comply with all applicable provisions of the Federal Fair Labor Standards Act, and shall indemnify, defend and hold harmless COUNTY, its officers, employees and agents from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act for work performed by CGI's employees.

2. NONDISCRIMINATION, AFFIRMATIVE ACTION AND COMPLIANCE WITH CIVIL RIGHTS LAWS

2.1 CGI certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

2.2 CGI shall, pursuant to Los Angeles County Code Section 4.32, certify to and comply with the provisions of CGI's EEO Certification (Exhibit G).

2.3 CGI shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

2.4 CGI certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation. except to the extent necessary to comply with applicable Federal and State anti-discrimination law and regulations.

2.5 CGI certifies that it, its affiliates, subsidiaries and holding companies are in compliance with all Federal, State, and local laws, including, but not limited to:

1. Title VII, Civil Rights Act of 1964;
2. Section 504, Rehabilitation Act of 1973;
3. Age Discrimination Act of 1975;
4. Title IX, Education Amendment of 1973, as applicable; and
5. Title 43, Part 17, Code of Federal Regulations, Subparts A & B,

and that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to

discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

2.6 If County finds that any provisions of this Paragraph 2 have been violated, such violation shall, at the election of County, constitute a material breach of this Agreement upon which County may terminate or suspend this Agreement. While County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that CGI has violated Federal or State antidiscrimination laws or regulations shall constitute a finding by County that CGI has violated the anti-discrimination provisions of this Agreement.

2.7 The parties agree that in the event CGI is found to have violated any of the anti-discrimination provisions of this Agreement, and that such discrimination was directly associated with the performance of services provided under this Agreement, County may require, pursuant to Los Angeles County Code Section 4.32.010(E), that CGI pay the sum of Five Hundred Dollars ($500) for each such violation, as liquidated damages, and not as a penalty, in lieu of termination or suspension hereof, as actual damages are extremely difficult to ascertain or calculate precisely. In the alternative, County may elect to terminate this Agreement pursuant to Section 29 (Termination for Default).

2.8 The parties agree that for purposes of the calculation of the sum of liquidated damages in Subparagraph 2.7, an act of CGI affecting multiple employees shall be counted as a single violation.

3. EMPLOYMENT ELIGIBILITY VERIFICATION:

CGI warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. CGI shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal statutes and regulations as they currently exist and as they may be hereafter amended.

CGI shall retain all such documentation for the period prescribed by law. CGI shall indemnify, defend, and hold harmless COUNTY, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, but not limited to, defense costs and legal, accounting and other expert, consulting or professional fees, arising out of or in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work hereunder. Any legal defense pursuant to CGI's indemnification obligations under this Paragraph 3 shall be conducted by CGI and performed by counsel selected by CGI and approved by COUNTY (which approval shall not be unreasonably withheld) in writing. Notwithstanding the preceding sentence, COUNTY shall have the right to participate in any such defense at its sole cost and

expense, except that in the event CGI fails to provide COUNTY with a full and adequate defense, as required by law or this Agreement, COUNTY shall be entitled to reimbursement for all such costs and expenses.

4. CONFLICT OF INTEREST:

4.1 CGI shall not employ in any capacity any employee, contractor or agent (or any spouse or economic dependent of such employee, contractor or agent) whose position with COUNTY enables such person to influence the award of this Agreement or any competing agreement or who has any other direct or indirect financial interest in this Agreement. CGI shall insure that no officer or employee of CGI who may financially benefit from the performance of work hereunder shall in any way participate in COUNTY's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence COUNTY's approval or ongoing evaluation of such work.

4.2 CGI shall comply with all conflict-of-interest laws, ordinances and regulations now in effect or hereafter to be enacted during the term of this Agreement. CGI warrants that it is not now aware of any facts which do or could create a conflict of interest. If CGI hereafter becomes aware of any facts which might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to COUNTY. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances.

5. DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS:

5.1 CGI shall repair, or cause to be repaired, at its own cost, any and all damage to COUNTY Facilities, buildings or grounds caused by CGI or employees or agents of CGI. Such repairs shall be made immediately after CGI has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

5.2 If CGI fails to make timely repairs, COUNTY may make any necessary repairs. All costs incurred by COUNTY, as determined by COUNTY, for such repairs shall be repaid by CGI by cash payment upon demand, or without limitation of all COUNTY's other rights and remedies provided by law or under this Agreement, COUNTY may deduct such costs from any amounts due to CGI from COUNTY under this Agreement.

6. RESTRICTIONS ON LOBBYING:

6.1 Federal Funds Projects

If any Federal funds are to be used to pay for any portion of CGI's work under this Agreement, County shall notify CGI in writing in advance of such payment and CGI shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations, and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

6.2 County Projects
CGI, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by CGI, shall fully comply with the County's Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of CGI or any County Lobbyist or County Lobbying firm retained by CGI to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which County may, in its sole discretion, immediately terminate or suspend this Agreement.

7. NONDISCRIMINATION IN SERVICES:

7.1 CGI shall not discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age, or physical or mental handicap, in violation of any applicable requirements of Federal or State law. For the purpose of this Paragraph 7, discrimination in the provision of services may include, but is not limited to, the following: denying any person any service or benefit or the availability of the facility, providing any service or benefit to any person which is not equivalent or is not provided in an equivalent manner or at an equivalent time to that provided to others; subjecting any person to segregation or separate treatment in any manner related to the receipt of any service; restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; and treating any person differently from others in determining admission, enrollment quota, eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit.

7.2 CGI shall ensure that recipients of services under this Agreement are provided services without regard to race, color, religion, national origin, ancestry, sex, age, or condition of physical or mental handicap.

8. STAFF PERFORMANCE WHILE UNDER THE INFLUENCE:

CGI shall use reasonable efforts to ensure that no employee will perform services hereunder while under the influence of any alcoholic beverage, medication, narcotic or other substance which might impair his physical or mental performance.

9. CONTRACTOR RESPONSIBILITY AND DEBARMENT

9.1 A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible contractors.

9.2 CGI is hereby notified that, in accordance with Chapter 2.202 of County Code, if County acquires information concerning the performance of CGI on this or other contracts which indicates that CGI is not responsible, County may, in addition to other remedies provided in this Agreement, debar CGI from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not to exceed five (5) years but may exceed five (5) years or be

permanent if warranted by the circumstances, and terminate any or all existing contracts CGI may have with County.

9.3 County may debar a contractor if County's Board of Supervisors finds, in its discretion, that CGI has done any of the following: (1) violated any term of a contract with County or a non-profit corporation created by County; (2) committed any act or mission which negatively reflects on CGI's quality, fitness, or capacity to perform a contract with County, any other public entity, or a non-profit corporation created by County, or engaged in a pattern of practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

9.4 If there is evidence that CONTACTOR may be subject to debarment, County's Department of Public Social Services ("DPSS") will notify CGICGI in writing of the evidence which is the basis for the proposed debarment and will advise CGI of the scheduled date for a debarment hearing before the Contractor Hearing Board.

9.5 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. CGI and/or CGI's representative shall be given an opportunity to submit evidence at that hearing. After that hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether CGI should be debarred, and, if so, the appropriate length of time of the debarment. CGI and DPSS shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

9.6 After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.7 If CGI has been debarred for a period of longer than five (5) years, CGI may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that CGI has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interest of County.

9.8 The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) CGI has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reductions of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on

the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.9 These terms shall also apply to subcontractors of County contractors.

10. CONTRACTOR PERFORMANCE DURING CIVIL UNREST AND DISASTER:

CGI recognizes that COUNTY provides services essential to the residents of the communities it serves, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster or similar event. Notwithstanding any other provision of this Agreement, full performance by CGI during any riot, insurrection, civil unrest, natural disaster or similar event is not excused to the extent such performance remains physically possible without related danger to CGI's or any Approved Subcontractors' employees and suppliers. During any such event in which the health or safety of any of CGI's staff members would be endangered by performing their services on-site, CGI shall ensure that such staff members use all reasonable efforts to perform any or all of their services remotely. Failure to comply with this requirement shall be considered a material breach of this Agreement by CGI for which COUNTY may immediately terminate this Agreement.

11. CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

11.1 CGI acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through employment or contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

11.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200), and without limiting CGI's duty under this Agreement to comply with all applicable State and Federal provisions of law, CGI warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

12. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of CGI to maintain compliance with the requirements set forth in Paragraph 11 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) shall constitute a default by CGICGI under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of CGI to cure such default within ninety (90) calendar days of written notice by County's Child Support Services Department shall be grounds upon which the County's Board of Supervisors may terminate this Agreement pursuant to Paragraph 29 (Termination for Default) and pursue debarment of CGI pursuant to Paragraph 9 (Contractor Responsibility and Debarment) of this Exhibit I (County Mandated Provisions)."

13. CONTRACTOR'S ACKNOWLEDGMENT OF COUNTY'S COMMITMENT TO CHILD SUPPORT ENFORCEMENT:

CGI acknowledges that COUNTY places a high priority on the enforcement of child support laws and the apprehension of child support evaders. CGI understands that it is COUNTY's policy to encourage all COUNTY contractors to voluntarily post COUNTY's "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at CGI's place of business. COUNTY's District Attorney will supply CGI with the poster to be used.

14. COUNTY'S QUALITY ASSURANCE PLAN:

COUNTY or its agent will evaluate CGI's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing CGI's compliance with the terms and performance standards of this Agreement. CGI deficiencies which COUNTY determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to COUNTY's Board of Supervisors. The report will include improvement / corrective action measures taken by COUNTY and CGI. If improvement that is consistent with the corrective action measures does not occur, COUNTY may terminate this Agreement or impose other penalties as specified in this Agreement.

15. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT:

CGI shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

16. RIGHT OF FIRST REFUSAL FOR EMPLOYMENT OPENINGS:

16.1 Should CGI require any additional personnel after the Effective Date to perform the services and other work set forth in this Agreement, CGI shall give the right of first refusal to such employment openings to COUNTY employees affected by this Agreement. Such offers of employment shall be in writing and shall be valid for a period of fifteen (15) days. CGI shall not engage the services of any other individuals until all such employees have been offered employment and have accepted, refused, or not

responded within the fifteen (15) day period. Employment offers to COUNTY employees shall be under the same conditions and rate of compensation which apply to other individuals who are employed or may be employed by CGI. CGI shall maintain records of each employment offer made to COUNTY employees and other individuals. Such records shall include a description of the position and duties, rate of pay and fringe benefits, and whether the offer was accepted, rejected, or not responded to.

16.2 COUNTY's employees who are employed by CGI under this provision shall not be discharged during the term of this Agreement except for cause.

16.3 Nothing in this provision shall be construed as creating an interest or right in any person or entity as a third-party beneficiary of this Agreement.

17. NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION / TERMINATION OF AGREEMENT

CGI shall have no claim against COUNTY for payment of any money or reimbursement, of any kind whatsoever, for any service provided by CGI after the expiration or other termination of this Agreement. Should CGI receive any such payment it shall immediately notify COUNTY and shall immediately repay all such funds to COUNTY. Payment by COUNTY for services rendered after expiration/termination of this Agreement shall not constitute a waiver of COUNTY's right to recover such payment from CGI. This provision shall survive the expiration or other termination of this Agreement.

18. COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

18.1 Jury Service Program:
This Agreement is subject to the provisions of the COUNTY's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles COUNTY Code.

18.2 Written Employee Jury Service Policy.
1. Unless CGI has demonstrated to the COUNTY's satisfaction either that CGI is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that CGI qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), CGI shall have and adhere to a written policy that provides that its Employees shall receive from CGI, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with CGI or that CGI deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Subparagraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the COUNTY or a subcontract with a COUNTY Contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more COUNTY contracts or subcontracts. "Employee" means any California resident who is a full-time employee of CGI. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the

lesser number is a recognized industry standard as determined by the COUNTY, or 2) CGI has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If CGI uses any subcontractor to perform services for the COUNTY under this Agreement, the subcontractor shall also be subject to the provisions of this Subparagraph. The provisions of this Subparagraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If CGI is not required to comply with the Jury Service Program when this Agreement commences, CGI shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and CGI shall immediately notify COUNTY if CGI at any time either comes within the Jury Service Program's definition of "Contractor" or if CGI no longer qualifies for an exception to the Jury Service Program. In either event, CGI shall immediately implement a written policy consistent with the Jury Service Program. The COUNTY may also require, at any time during this Agreement and at its sole discretion, that CGI demonstrate to the COUNTY's satisfaction that CGI either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that CGI continues to qualify for an exception to the Program.

4. CGI's violation of this Subparagraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, COUNTY may, in its sole discretion, terminate this Agreement and/or bar CGI from the award of future COUNTY contracts for a period of time consistent with the seriousness of the breach.

19. CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

Should CGI require additional or replacement personnel after the effective date of this Agreement, CGI shall give consideration for any such employment openings to participants in the COUNTY's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet CGI's minimum qualifications for the open position. For this purpose, consideration shall mean that CGI will interview qualified candidates. The COUNTY will refer GAIN/GROW participants by job category to CGI. In the event that both laid-off COUNTY employees and GAIN/GROW participants are available for hiring, COUNTY employees shall be given first priority.

20. NOTICE TO EMPLOYEES REGARDING SAFELY SURRENDERED BABY LAW

CGI shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at www.babysafela.org for printing purposes.

21. RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at County landfills, CGI agrees to use recycled-content paper to the maximum extent possible in this Agreement.

22. CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

CGI acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through this contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers. Unless CGI qualifies for an exemption or exclusion, CGI warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Contract will maintain compliance, with the County's Defaulted Tax Program pursuant to Los Angeles County Code, Chapter 2.206.

23. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Section 22, "CONTRACTOR'S WARRANTY OF COMPLIANCE WITH County's DEFAULTED PROPERTY TAX REDUCTION PROGRAM" shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within 10 days of notice shall be grounds upon which COUNTY may terminate this contract and/or pursue debarment of the Contractor, pursuant to County's Defaulted Property Tax Reduction Program pursuant to Los Angeles County Code, Chapter 2.206.

24. NOTICE TO EMPLOYEES REGARDING COUNTY POLICY OF EQUITY

CGI agrees to comply, and cause its employees and subcontractors to comply, with the COUNTY's Policy of Equity in effect as of the effective date of the Amendment 5. COUNTY will notify CGI of any material changes to the Policy.

COUNTY Contract Number: 74797

EXHIBIT J

SCHEDULE OF CONTRACT AMENDMENTS AND CHANGE NOTICES

Contract Document Reference Number	Date
Agreement # 74797	**04/06/2004**
Change Notice # 1	03/04/2005
Amendment # 1	**04/19/2005**
Chance Notice # 2	07/01/2005
Change Notice # 3	10/12/2005
Change Notice # 4	10/12/2005
Change Notice # 5	01/01/2006
Change Notice # 6	03/08/2006
Change Notice # 7	04/20/2006
Change Notice # 8	06/14/2006
Change Notice # 9	06/14/2006
Change Notice # 10	06/14/2006
Change Notice # 11	07/12/2006
Change Notice # 12	08/09/2006
Change Notice # 13	08/09/2006
Change Notice # 14	08/09/2006
Change Notice # 15	09/20/2006
Change Notice # 16	09/20/2006
Amendment # 2	**12/19/2006**
Change Notice # 17	12/20/2006
Amendment # 3	**05/08/2007**
Change Notice # 18	05/09/2007
Change Notice # 19	08/08/2007
Change Notice # 20	09/12/2007
Change Notice # 21	11/19/2007
Change Notice # 22	12/12/2007
Change Notice # 23	01/09/2008

Contract Document Reference Number	Date
Change Notice # 24	03/12/2008
Change Notice # 25	03/12/2008
Change Notice # 26	07/09/2008
Change Notice # 27	09/10/2008
Change Notice # 28	09/25/2008
Amendment # 4	**11/25/2008**
Change Notice # 29	12/10/2008
Change Notice # 30	12/10/2008
Change Notice # 31	12/10/2008
Change Notice # 32	01/14/2009
Change Notice # 33	02/11/2009
Change Notice # 34	03/11/2009
Change Notice # 35	05/13/2009
Change Notice # 36	10/14/2009
Change Notice # 37	12/09/2009
Change Notice # 38	01/13/2010
Change Notice # 39	02/10/2010
Change Notice # 40	04/14/2010
Change Notice # 41	07/14/2010
Change Notice # 42	08/11/2010
Change Notice # 43	09/08/2010
Change Notice # 44	10/13/2010
Change Notice # 45	12/08/2010
Change Notice # 46	01/12/2011
Change Notice # 47	03/09/2011
Change Notice # 48	06/08/2011
Change Notice # 49	08/10/2011