

FIRST AMENDMENT TO AGREEMENT NO. 22-9855  
BETWEEN THE CITY OF LOS ANGELES AND  
CHERRYROAD TECHNOLOGIES INC.

THIS FIRST AMENDMENT to Agreement No. 22-9855 is made and entered into by and between the CITY OF LOS ANGELES, a municipal corporation ("City"), acting by and through its Board of Harbor Commissioners ("Board"), and CHERRYROAD TECHNOLOGIES INC., a Florida corporation, 6 Upper Pond Road, 2<sup>nd</sup> Floor, Parsippany, New Jersey 07054 ("Consultant") as follows:

1. EXHIBIT A "Scope of Work" is hereby amended as follows and attached hereto:
  - Section 3.1 Project Staff, Brooklyn Kennedy – IT Project Assistant/Coordinator has been replaced with Paul Nielsen/John Murrin; and
  - Page 4, the High-Level Project Timeline image has been replaced with an updated Project Timeline image.
  
2. Section 5 "Compensation and Payment", Subsection B, shall be amended to add Seven Hundred Ninety-Two Thousand Eighty-Six Dollars (\$792,086) and will read as follows:

"B. The maximum payable under this Agreement, including reimbursable expenses (see Exhibit B), shall be Two Million Eight Hundred Four Thousand Nine Hundred Eighty-Six Dollars (\$2,804,986)."

Except as amended herein, all remaining terms and conditions of Agreement No. 22-9855 shall remain in full force and effect.

Subject to the provisions of Charter Section 245, the effective date of this Amendment shall be the date of its execution by Executive Director upon authorization of the Board. Consultant is aware that the City Council, pursuant to Charter Section 245 of the City of Los Angeles, has the right to review this Amendment. Accordingly, in no event shall this Amendment become effective until after the expiration of the fifth Council meeting day after Board action, or the date of City Council's approval of the Amendment.

IN WITNESS THEREOF, the parties hereto have executed this First Amendment to Agreement No. 22-9855 on the date to the left of their signatures.

THE CITY OF LOS ANGELES, by its  
Board of Harbor Commissioners


Dated: \_\_\_\_\_


By: \_\_\_\_\_  
EUGENE D. SEROKA  
Executive Director

Attest \_\_\_\_\_  
AMBER M. KLESGES  
Board Secretary

Dated: 06/14/2023


CHERRYROAD TECHNOLOGIES INC.

By:   
Stephen Lange, President/COO  
(Print/type name and title)

Attest:   
Barbara M. Robinson, Notary  
(Print/type name and title)

APPROVED AS TO FORM AND LEGALITY

6/22, 2023  
HYDEE FELDSTEIN SOTO, City Attorney  
Steven Y. Otera, General Counsel



By   
MINAH PARK, Deputy

**First Amendment to Agreement AG\_22-9855  
CherryRoad Technologies, Inc.  
- Capital/Operating Budget Information**

**Capital Budget**

Account #	<u>54310</u>	W.O. #	<u>2564800</u>
Ctr/Div #	<u>1206</u>	Job Fac. #	
Proj/Prog #	<u>000</u>		
Budget FY:		Amount:	
	FY 22/23		\$0
	FY 23/24		\$754,706
	FY 24/25		\$0
	TOTAL		\$754,706
For Acct Div. Use Only:			
Verified by:		Digitally signed by Joanna Ames Date: 2023.06.13 12:35:27 -0700	
Verified Funds Available:		Digitally signed by Frank Liu Date: 2023.06.13 22:56:12 -0700	
Date Approved:	<u>6/13/23</u>		

**Operating Budget**

Account #	<u>54310</u>	W.O. #	
Ctr/Div #	<u>0640</u>	Job Fac. #	
Proj/Prog #	<u>000</u>		
Budget FY:		Amount:	
	FY 22/23		\$0
	FY 23/24		\$0
	FY 24/25		\$37,380
	TOTAL		\$37,380
For Acct Div. Use Only:			
Verified by:		Digitally signed by Joanna Ames Date: 2023.06.13 12:03:18 -0700	
Verified Funds Available:		Digitally signed by Frank Liu Date: 2023.06.13 22:56:01 -0700	
Date Approved:	<u>6/13/23</u>		

# Exhibit A

## Scope of Work

### 1. Executive Overview

The City of Los Angeles Harbor Department (LAHD) Oracle Cloud ERP project will be upgrading the existing on-premise Oracle E-Business Suite (EBS) ERP system to the Oracle Cloud ERP. During this project, LAHD will require the services of CherryRoad Technologies Inc. (CherryRoad or Consultant), on an as-needed basis, to augment and backfill LAHD IT staff with services relative to the existing Oracle EBS ERP system.

### 2. Scope of Services

CherryRoad services relative to the existing Oracle EBS ERP may include, but are not limited to, understanding business requirements, system processes, data conversion, system support, and coordinating with the System Integrator (NITI Consultants). CherryRoad services may be required on an as-needed basis until the existing Oracle EBS ERP is decommissioned.

### 3. Staffing

The assigned consultants shall possess knowledge and experience which aligns with the LAHD's application development as described in Section 5 - Skills Matrix. All assigned consultants shall report to the Harbor Department's IT Project Manager.

#### 3.1 Project Staff

Consultant shall staff a consistent team of qualified and experienced professionals including, but not limited to the following individuals:

- Paul Nielsen/John Murrin – IT Project Assistant/Coordinator
- Ray Songco - Technical Lead
- Sithy George Onasseril – Oracle Integration Developer

Consultant shall assign an Account Manager to the project who will function as a single point of contact (SPOC) for any issues, communication, staffing requests, etc. Below is the Consultant's SPOC:

- Jessica Krattiger – Sales Executive
  - Phone: (262) 370-2929
  - Email: [JKrattiger@CherryRoad.com](mailto:JKrattiger@CherryRoad.com)

In addition to the three (3) primary IT positions named above, the LAHD may request staffing for the following additional resource(s) during the term of the Agreement.

<b>Optional Role</b>
Project Manager
Organizational Change Management Lead
Oracle ERP Architect

Functional Lead
Security Lead

### 3.2 Staffing Requests and Work Authorization

#### **Staffing Requests**

The LAHD's IT Project Manager may request as-needed staffing assignments from Consultant for the 3 primary resources based on the Skills Matrix set forth in Section 5. For all other as-needed technical resources, skillset requirements shall be provided at the time of request. After conducting its own internal screening and interview, Consultant shall propose individuals for the requested services by submitting to LAHD a professional resume or its equivalent and the proposed hourly rate as set forth in Exhibit B. The LAHD IT Project Manager will review the proposed candidate's resume and conduct an interview, either in person or remotely. After the LAHD IT Project Manager provides written approval of a staffing selection to Consultant, staff will begin work on a mutually agreeable date. Selected staff should begin work no later than two (2) weeks after LAHD approval, unless otherwise directed by LAHD. Any work by approved staff may commence following the work authorization procedure described below.

All staff proposed and selected shall have the experience and expertise as specified in the Skills Matrix set forth in Section 5. Contractor shall not charge the LAHD for any costs incurred associated with new or replacement staffing requests. Contractor shall not charge the LAHD for Contractor or staff time incurred to become acquainted with the project.

#### **Work Authorization**

Staff work shall be authorized through task orders as follows :

When staffing request is needed, the LAHD will provide the request with scope of work to Consultant. Consultant shall respond with a proposed resource(s) for the required work within three (3) business days of receiving the request from the LAHD. Once the work proposal has been reviewed and approved, the LAHD will issue a task order to Consultant to fulfill the staffing needs.

### 3.3 Replacement Staffing

In the event that LAHD requests replacement of a staffing assignment (with or without cause), LAHD's IT Project Manager shall provide written notice to Consultant's Account Manager. Consultant's Account Manager shall provide a qualified replacement following the staffing request procedure set forth in Section 3.2.

In the event LAHD requests a staff person to be removed, LAHD and Consultant shall meet to discuss the specific situation. If a transition is agreed upon, the unbilled transition time shall not exceed one (1) week.

In the event that Consultant needs to replace any staffing assignment, the Consultant's Account Manager shall provide written notice to LAHD's IT Project Manager two (2) weeks in advance of the replacement and follow the staffing request procedure set forth in Section 3.2.

Whenever staff is removed or leaves the project through request of Consultant, Consultant shall absorb one (1) week of staffing transition at no cost to the LAHD.

During the staff replacement process, the Consultant's Account Manager shall present the proposed replacement staff after internal screening and interview. The LAHD IT Project Manager shall review the resumes and interview the presented staff. The staff shall be on boarded upon approval from the LAHD on a mutually agreed date. The lead time to on board the staff after selection should not be longer than two (2) weeks.

The staff replacement must be of equivalent experience and expertise with the staff being replaced. The Contractor will make no charge to the LAHD for any costs incurred associated with the replacement of the staff. The Contractor will not invoice the LAHD for any time spent by the Contractor in ensuring that the replacement staff is fully acquainted with the scope of the project.

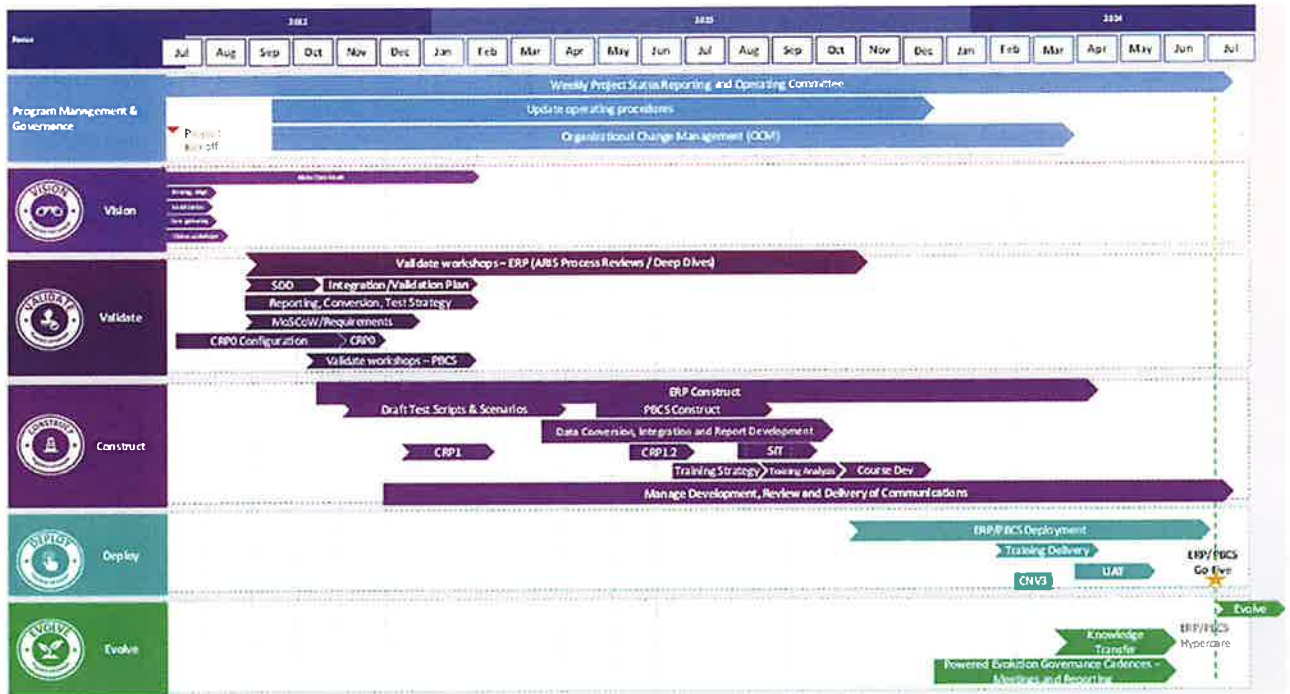
### 3.4 Staff Training

Once LAHD has approved a staffing assignment, Consultant shall work with LAHD to establish specific responsibilities and deliverables for the selected staff person. Consultant shall review all contractual conditions and appropriate LAHD policies with the assigned staff to ensure they are ready to seamlessly integrate into the project and with LAHD internal project staff.

### 3.5 Onsite Availability

The as-needed staff will be utilized throughout the implementation period. The onsite presence for staff will depend on state and local health regulations for the COVID-19 pandemic. Once LAHD staff are allowed to work on site, LAHD and Consultant shall agree upon whether Contractor's staff shall report to work onsite full time. Services provided onsite are subject to all current Los Angeles County Department of Public Health Officer Orders and all City of Los Angeles COVID-19-related Orders and Ordinances applicable at the time. Whenever onsite work is expected, the LAHD will give Consultant two (2) weeks advance written notice.

## High-Level Project Timeline



## 4. Status Reporting and Management of Work

### 4.1 Written Progress Report (IT Project Assistant/Coordinator)

On a **weekly basis**, Consultant's IT Project Assistant/Coordinator shall provide the LAHD IT Project Manager with a summary of open project tasks, resolved tasks, and the status of any tasks being scheduled or performed. A meeting to review the status of project tasks will be scheduled at mutually agreeable times. In addition to these scheduled review sessions, all assigned staff shall be available at any time to discuss with LAHD staff issues, review service enhancements, and/or to discuss any other topic to meet project requirements.

On a **bi-weekly basis**, Consultant's IT Project Assistant/Coordinator shall provide LAHD an overall project status report. The report shall consist of the following information in a format agreed upon by both parties:

- Work completed during the reporting period
- The follow-up tasks
- The summary of the project budget and schedule
- A list of action items

Please refer to Section 6.2 for a sample Status Report

### 4.2 Budget Control Financial Metrics Report (Account Manager)

Consultant's Account Manager shall provide a monthly Budget Control Financial Metrics Report. Reports shall contain at a minimum the following information:

- Project Financial Report: Budget burn-down report
- Project to Date Spend: Total engagement spend and average weekly burn

- Contract Funds Remaining: Total contract value and current balance based on engagement to date spend
- Forecasted Spend: Forecasted engagement budget and forecasted weekly burn
- Invoice Status: Summary of engagement invoices
- Staffing Hours: Weekly, monthly, quarterly; planned and actual; by title/position.

Please refer to Section 6.1 for a sample Monthly Budget Report

## 5. Skills Matrix

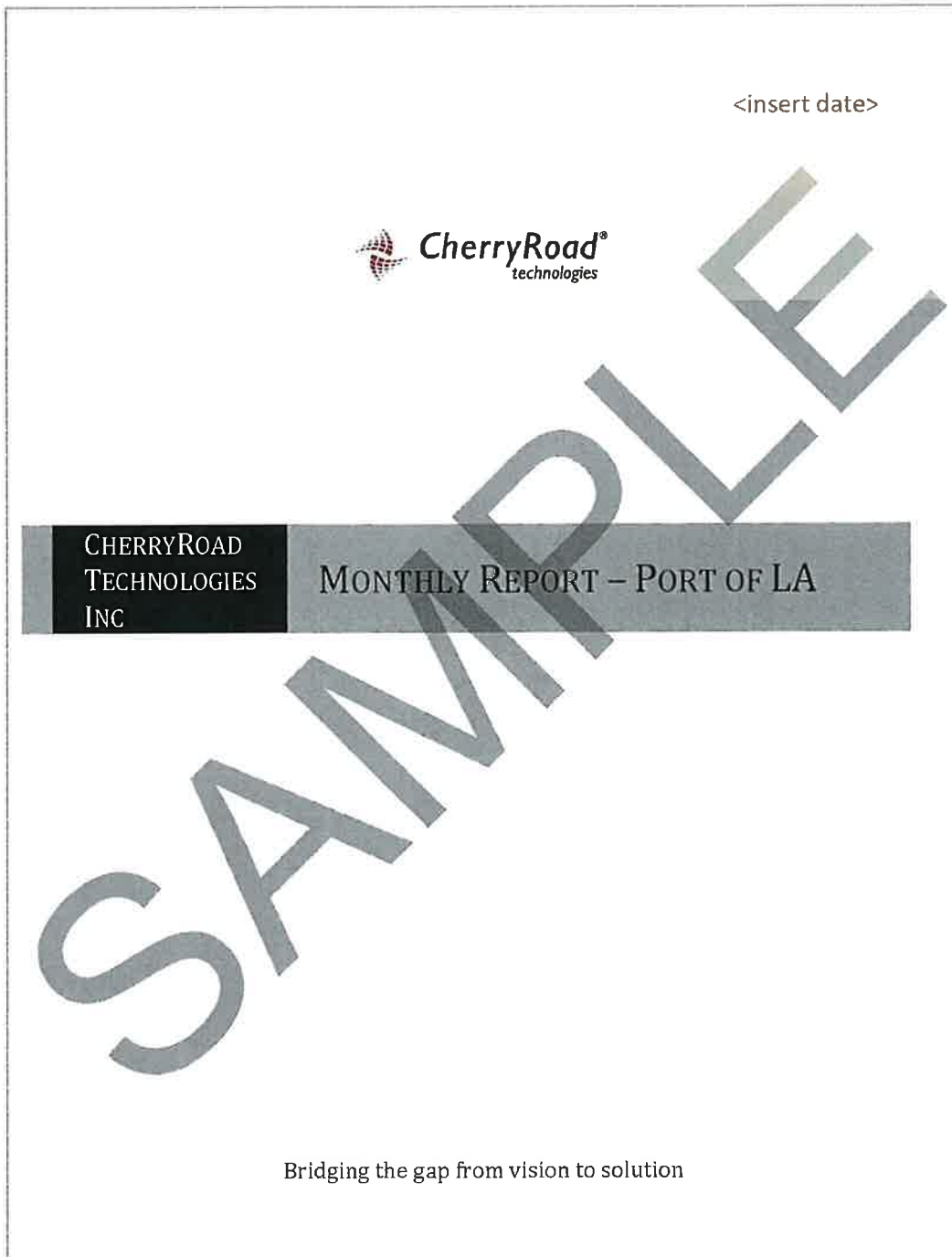
Job Title	Qualifications
IT Project Assistant/Coordinator	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum five years of experience with IT project management;</li> <li><input type="checkbox"/> Proficiency in use of Microsoft Projects, Primavera or any comparable project management tool;</li> <li><input type="checkbox"/> Proficiency in Microsoft Word, Excel, and PowerPoint;</li> <li><input type="checkbox"/> PMP Certified is required;</li> <li><input type="checkbox"/> Excellent communication, leadership, and project management skills;</li> <li><input type="checkbox"/> Assess project risks and issues and provide solution where applicable;</li> <li><input type="checkbox"/> Ability to manage day-to-day aspects of IT operation projects with regard to scope, schedule, resources and budget;</li> <li><input type="checkbox"/> Demonstrated skill in coordinating logistics for project activities;</li> <li><input type="checkbox"/> Prepare and maintain project documentations including project schedules, status reports, presentations, resource plans, meeting schedules and notes;</li> <li><input type="checkbox"/> Good time management and organizational skills</li> </ul>
Technical Lead	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum five years of experience with Oracle EBS ERP applications as a technical lead;</li> <li><input type="checkbox"/> Minimum three to five years of experience working with Oracle Cloud ERP applications as principle consultant or solution architect;</li> <li><input type="checkbox"/> Minimum three years of ERP or Cloud Data Conversion processes inbound and outbound interfaces, integration using Oracle SOA, BI Publisher, PaaS Oracle Integration Cloud (OIC) experience;</li> <li><input type="checkbox"/> Minimum three years of experience integrating Cloud Services (interfaces, conversions and creating applications using FBDI, ADFDI, Oracle ERP Cloud SOAP/REST API and ADF);</li> <li><input type="checkbox"/> Knowledge in Oracle ERP Cloud (Financials, Project Financial Management, Procurement) and experience in reporting (BI, OTBI, FRS, SmartView, Essbase);</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Experience in Oracle Cloud Infrastructure, security, authentication, backup and recovery;</li> <li><input type="checkbox"/> Ability to gather requirements and communicate clearly with non-technical individuals, implementation teams, and other ancillary project members;</li> <li><input type="checkbox"/> Experience leading full life cycle Oracle ERP Cloud technical implementations for large complex client delivery;</li> <li><input type="checkbox"/> Two to five years of experience as a database administrator on Oracle (11g and up) and MS SQL Server (2012 and up), including database maintenance, patching, backup/ restore, data conversion;</li> <li><input type="checkbox"/> Oracle Linux administrator experience;</li> <li><input type="checkbox"/> Experience in Oracle SQL, PL/SQL, Forms, Reports, XML Publisher, SQL Loader, Jdeveloper, Java, Unix scripting;</li> <li><input type="checkbox"/> Oracle Cloud Infrastructure Certified is required;</li> <li><input type="checkbox"/> Oracle Cloud Platform Application Integration Certified is preferred;</li> <li><input type="checkbox"/> Strong written and oral communication skills; Ability to communicate effectively with technical and non-technical staff;</li> <li><input type="checkbox"/> Experience with creating complex technical documentation and providing knowledge transfer to IT staff;</li> <li><input type="checkbox"/> Sharp problem-solving, analytical and innovation skills;</li> <li><input type="checkbox"/> Basic project management skill to coordinate project implementation task timelines &amp; schedules;</li> </ul>
Oracle Integration Developer	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum three years of Oracle EBS application development and support experience;</li> <li><input type="checkbox"/> Minimum three years of experience working with Oracle Cloud ERP application;</li> <li><input type="checkbox"/> Experience of ERP or Cloud Data Conversion processes inbound and outbound interfaces, integration using Oracle SOA, BI Publisher, PaaS Oracle Integration Cloud (OIC) experience;</li> <li><input type="checkbox"/> Experience integrating Cloud Services (interfaces, conversions and creating applications using FBDI, ADFDI, Oracle ERP Cloud SOAP/REST API and ADF);</li> <li><input type="checkbox"/> Oracle Cloud Platform Application Development Certified is preferred;</li> <li><input type="checkbox"/> Knowledge in Oracle Cloud Infrastructure, security, authentication, backup and recovery;</li> <li><input type="checkbox"/> Ability to develop/test scenarios and test scripts, create custom reports, and troubleshoot functional issues within Oracle Cloud, Oracle EBS;</li> <li><input type="checkbox"/> Experience with creating technical documentation and providing knowledge transfer to IT staff;</li> </ul>

	<ul style="list-style-type: none"><li><input type="checkbox"/> Knowledge in Oracle ERP Cloud (Financials, Project Financial Management, Procurement) and experience in reporting (BI, OTBI, FRS, SmartView, Essbase)</li><li><input type="checkbox"/> Experience with Oracle EBS R12.1.3</li><li><input type="checkbox"/> Proficient in Oracle SQL, PL/SQL, Forms, Reports, XML Publisher, SQL Loader, Jdeveloper, Java, Unix scripting;</li><li><input type="checkbox"/> Knowledge of application architecture, data conversion, interface design and relational databases;</li><li><input type="checkbox"/> Linux OS experience;</li><li><input type="checkbox"/> Demonstrated knowledge in one or more of the following: Oracle EBS Financials, Projects, Purchasing, Payables, Receivables, Fixed Assets;</li><li><input type="checkbox"/> Experience with integration to/from Oracle E-Business Suite and external systems;</li><li><input type="checkbox"/> In-depth Knowledge of Application's Architecture and the underlying File System Structure on the Oracle Application Tier, Database Tier including OTBI reporting VO objects;</li><li><input type="checkbox"/> Proficient in authoring, editing and presenting technical documents;</li><li><input type="checkbox"/> Strong verbal, written, interpersonal, troubleshooting, and analytical skills;</li><li><input type="checkbox"/> Ability to translate complex ideas into simple language for non-technical audience;</li></ul>
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## 6. Sample Reports

### 6.1 Sample Monthly Budget Report



**Document Revision History**

Date	Version	Description	Author

**Reviewers**

Name	Role

SAMPLE

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Monthly Invoice Amount ..... 5

Forecasted Hours..... 5

Budget Analysis..... 6

SAMPLE



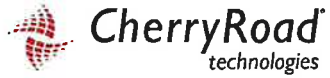
Budget Analysis

LTD Actuals	Forecasted Budget Total	Remaining Budget

SAMPLE

6.2 Sample Status Report

**Project  
Project Status Report**



<b>Project Status Report</b> <insert client> <insert project> Date: Interval:			
Reported by:			
Recipient(s):			
Description:			
	<b>Implementation Stage</b>	<b>Start</b>	<b>End</b>
<b>Project Stages</b>	Stage 1 – Initiation Stage 2 – Planning & Analysis Stage 3 – Design & Development Stage 4 – Testing & Training Stage 5 – Deployment		

<b>Project Tasks and Deliverables. Deliverables in Bold = Completed, Blue = In-Progress, Red = Requires Attention</b>		<b>Status as of &lt;insert date&gt;</b>			
<b>Track 1 Project Management – 10 Deliverables</b>		<u>P00 Governance Plan. Final signoff processed on 2/21/2018.</u>			
1. <b>P00 Project Governance Plan</b>		<u>Deliverable</u>	<u>Duration</u>	<u>Remaining</u>	<u>% Dur Comp</u>
2. <b>P01 Project Initiation</b>		P00	8 days	0 days	100%
3. <b>P02 Project Management Plan</b>		<u>P01 Project Initiation Planning. Final signoff processed on 2/21/2018. The Kickoff meeting was held on 2/27/2018 and officially completes this deliverable.</u>			
4. <b>P03 Project Schedule</b>		<u>Deliverable</u>	<u>Duration</u>	<u>Remaining</u>	<u>% Dur Comp</u>
5. <b>P04 Project Scope Document (06/15/2018)</b>		P01	15 days	day	100%
6. P05 Test Plan (11/30/2018)		<u>P02 Project Management Plan. Final signoff processed on 3/23/2018.</u>			
7. P06 Deployment Plan 1 (05/31/2019)		<u>Deliverable</u>	<u>Duration</u>	<u>Remaining</u>	<u>% Dur Comp</u>
8. P07 Conditional Acceptance (06/28/2019)		P02	18 days	0 days	100%
9. P08 Deployment Plan 2 (11/29/2019)		<u>P03 Project Schedule. Final signoff processed on 3/23/2018.</u>			
10. P09 Final Acceptance (01/31/2020)		<u>Deliverable</u>	<u>Duration</u>	<u>Remaining</u>	<u>% Dur Comp</u>
		P03	18 days	0 days	100%
		<u>P04 Project Scope Document. Final signoff processed on 6/25/2018.</u>			
		<u>Deliverable</u>	<u>Duration</u>	<u>Remaining</u>	<u>% Dur Comp</u>
		P04	8 days	0 days	100%

# Project Project Status Report



Project Tasks and Deliverables. Deliverables in <b>Bold</b> = Completed, <b>Blue</b> = In-Progress, <b>Red</b> = Requires Attention	Status as of <insert date>																																																																							
<b>Track 2 Business Process – 4 Deliverables</b> 1. <b>B01 Business Process Plan</b> 2. <b>B02 Initial "To Be" Business Processes (09/28/2018)</b> 3. B03 "To Be" Business Processes (04/26/2019) 4. B04 Operations & Maintenance Plan (05/31/2019)	<b>B01 Business Process Plan. Final signoff processed on 4/24/2018</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>B01</td> <td>45 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <b>B02 Initial "To Be" Business Processes. Due 9/28/2018</b> Major activities this reporting period include: <ul style="list-style-type: none"> <li>- Met with CCSD to discuss how we might start the process for the CCF-100 requests. This expanded into numerous other sub discussions and identification of open items. Documented notes and sent to appropriate team members.</li> <li>- Updated the Create Position business process.</li> <li>- Completed Teacher Time Certification "As Is" business process package</li> <li>- Continued discussions and revisions of the Taleo related business processes from Requisition to Hire.</li> <li>- Continued drafting the B02 deliverable document</li> <li>- Re-prioritizing BP for the B02 based on input from Project Management</li> <li>- Reviewed OCM deliverables for knowledge transfer purposes</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>B02</td> <td>150 Days</td> <td>48 Days</td> <td>68%</td> <td>70%</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Business Process</th> <th>Priority</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr><td>Create New Position</td><td>1</td><td>62</td></tr> <tr><td>Maintain Position</td><td>2</td><td>62</td></tr> <tr><td>Requisition to Selection Process</td><td>3</td><td>66</td></tr> <tr><td>Selection through Hire Process</td><td>4</td><td>66</td></tr> <tr><td>Employee On Board Process</td><td>5</td><td>8</td></tr> <tr><td>Time and Labor</td><td>6</td><td>17</td></tr> <tr><td>Request Absence and Leaves</td><td>7</td><td>17</td></tr> <tr><td>Return from Absence and Leaves</td><td>8</td><td>8</td></tr> <tr><td>Manage and Assign Benefits</td><td>9</td><td>17</td></tr> <tr><td>Terminate Employee</td><td>10</td><td>8</td></tr> <tr><td>Transfer Employee</td><td>11</td><td>8</td></tr> <tr><td>Request Extra Duty / Extra Pay</td><td>12</td><td>27</td></tr> <tr><td>Payroll Adjustments</td><td>13</td><td></td></tr> <tr><td>Stop Payment</td><td>14</td><td></td></tr> <tr><td>Check Reversal</td><td>15</td><td></td></tr> <tr><td>On Cycle Payroll</td><td>16</td><td></td></tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	B01	45 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	B02	150 Days	48 Days	68%	70%	Business Process	Priority	% Work Comp	Create New Position	1	62	Maintain Position	2	62	Requisition to Selection Process	3	66	Selection through Hire Process	4	66	Employee On Board Process	5	8	Time and Labor	6	17	Request Absence and Leaves	7	17	Return from Absence and Leaves	8	8	Manage and Assign Benefits	9	17	Terminate Employee	10	8	Transfer Employee	11	8	Request Extra Duty / Extra Pay	12	27	Payroll Adjustments	13		Stop Payment	14		Check Reversal	15		On Cycle Payroll	16	
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# Project Project Status Report



Project Tasks and Deliverables. Deliverables in <b>Bold</b> = Completed, <b>Blue</b> = In-Progress, <b>Red</b> = Requires Attention	Status as of <insert date>				
	Off Cycle Payroll		17		
	Process W2c Requests		18		
	Retroactive Pay Process		19		
	Teacher Time Certification		20		
	Create Employee Contracts		21		
	Maintain Application Security		22		
	Maintain ESS Application Security		23		
	Maintain Employee Garnishments		24		
	Budget Development and Approval Process		25		
<b>Track 3 Functional – 9 Deliverables</b>	<b>F01 Requirements Analysis.</b> Final signoff processed on 5/09/2018.				
1. <b>F01 Requirements Analysis</b>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
2. <b>F02 Fit/Gap Analysis</b>	F01	43 Days	0 Days	100%	100%
3. <b>F03 Gap Resolution Doc</b>	<b>F02 Fit/Gap Analysis.</b> Final signoff processed on 6/13/2018.				
4. <b>F05 Final System Design (12/05/2018)</b>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
5. <b>F04 Conference Room Pilot (09/28/2018)</b>	F02	16 Days	0 Days	100%	100%
6. F06 System Test (02/15/2019)	<b>F03 Gap Resolution Doc.</b> Final signoff processed on 6/22/2018.				
7. F07 Integration Test (04/26/2019)	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
8. F08 User Acceptance Test (06/14/2019)	F03	17 Days	0 Days	100%	100%
9. F09 Parallel Payroll (12/27/2019)	<b>F04 Conference Room Pilot.</b> Due 09/28/2018, Interim Due 07/16/2018.				
	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
	F04	74 Days	48 Days	35%	39%
<b>Track 4 Development – 17 Deliverables</b>	<b>Major activities this reporting period include:</b>				
1. <b>D01 Release 1 Development</b>	<b>D01 Release 1 Development.</b> Final signoff processed on 4/20/2018.				
2. <b>D02 Reporting Plan (04/27/2018)</b>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
3. <b>D03 Integration Plan (04/27/2018)</b>	D01	32 Days	0 Days	100%	100%
4. <b>D04 Conversion Plan (04/27/2018)</b>					
5. <b>D05 Enhancement Plan (05/11/2018)</b>					

# Project Project Status Report



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<ul style="list-style-type: none"> <li>6. <b>D05a Form Plan (06/01/2018)</b></li> <li>7. <b>D05b Workflow Plan (06/01/2018)</b></li> <li>8. <b>D06 Application Security Plan (05/11/2018)</b></li> <li>6. <b>D07 Release 2 Development (08/31/2018)</b></li> <li>9. D08 Release 3 Development (10/31/2018)</li> <li>10. D09 Standard Security Configuration (12/7/2018)</li> <li>11. D10 Release 4 Development (03/01/2019)</li> <li>12. D11 Release 5 Development (05/17/2019)</li> <li>13. D12 User Security Configuration (05/17/2019)</li> <li>14. D13 Release 6 Development (08/30/2019)</li> <li>15. D14 HR Go Live Cutover</li> <li>16. D15 Payroll Go Live Cutover</li> </ul>	<p><u>D02 Reporting Plan.</u> Final signoff processed on 5/03/2018.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D02</td> <td>42 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D03 Integration Plan.</u> Final signoff processed on 5/03/2018.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D03</td> <td>42 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D04 Conversion Plan.</u> Final signoff processed on 5/03/2018.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D04</td> <td>42 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D05 Enhancement Plan.</u> Final signoff processed on 5/23/2018.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D05</td> <td>10 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D06 Application Security Plan.</u> Final signoff processed on 6/05/2018.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D06</td> <td>10 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D07 Release 2 Development.</u> Due 8/31/2018. The development items are listed in the project plan and are updated with the percent complete.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D07</td> <td>66 Days</td> <td>33 Days</td> <td>57%</td> <td>44%</td> </tr> <tr> <td>D07</td> <td>66 Days</td> <td>38 Days</td> <td>49%</td> <td>30%</td> </tr> <tr> <td>D07</td> <td>66 Days</td> <td>43 Days</td> <td>42%</td> <td>20%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D02	42 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D03	42 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D04	42 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D05	10 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D06	10 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D07	66 Days	33 Days	57%	44%	D07	66 Days	38 Days	49%	30%	D07	66 Days	43 Days	42%	20%
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<p><b>Track 5 Organizational Change Management (OCM) – 8 Deliverables</b></p> <ul style="list-style-type: none"> <li>1. <b>001 Leadership Alignment Exercise</b></li> <li>2. <b>002 Stakeholder Analysis</b></li> <li>3. <b>003 OCM and Communications Plan (5/31/2018)</b></li> <li>4. <b>005 Readiness Plan (07/17/2018)</b></li> <li>5. <b>006 Dept / School Work Plan (09/28/2018)</b></li> <li>6. <b>007 Knowledge Transfer Plan (10/26/2018)</b></li> <li>7. <b>008 Change Impact Analysis (01/31/2019)</b></li> </ul>	<p><u>001 Leadership Alignment Exercise.</u> Final signoff processed on 4/10/2018.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>19 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>002 Stakeholder Analysis.</u> Final signoff processed on 4/10/2018.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>002</td> <td>19 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>003 OCM and Communication Plan.</u> Final signoff processed on</p>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	001	19 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	002	19 Days	0 Days	100%	100%																																																		
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# Project Project Status Report



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<p><b>Track 6 Training – 8 Deliverables</b></p> <ol style="list-style-type: none"> <li>1. T01 Project Team Training Plan</li> <li>2. T02.1 Project Team Training</li> <li>3. <b>T02.2 Project Team Training (07/19/2018)</b></li> <li>4. T03 End User Training Plan (10/26/2018)</li> <li>5. T04 End User Training Curriculum Design (11/30/2018)</li> <li>6. T05 End User Training Content (04/30/2019)</li> <li>7. T06 End User Training Delivery Plan (04/12/2019)</li> <li>8. T07 Train-the-Trainer Plan and Delivery (04/26/2019)</li> <li>9. T08 End User Training (07/05/2019)</li> </ol>	<p><u>T01 Project Team Training Plan.</u> Final signoff processed on 2/21/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>T01</td> <td>6 days</td> <td>0 days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>T02.1 Project Team Training.</u> Signoff processed on 04/10/2018 for seven courses. T02.1 for PeopleTools accepted on 05/04/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>T02.1</td> <td>39 days</td> <td>0 days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>T02.2 Project Team Training.</u> Due 07/19/2018</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>T02.2</td> <td>45 days</td> <td>0 days</td> <td>100%</td> <td>91%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	T01	6 days	0 days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	T02.1	39 days	0 days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	T02.2	45 days	0 days	100%	91%
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<p><b>Track 7 Infrastructure – 6 Deliverables</b></p> <ol style="list-style-type: none"> <li>1. <b>I01 Project Infrastructure Deployed</b></li> <li>2. <b>I02 Technical Architecture Plan (06/15/2018)</b></li> <li>3. <b>I03 Disaster Recovery Plan (06/15/2018)</b></li> <li>4. I04 Production Infrastructure Deployed (1/25/2019)</li> <li>5. I05 Performance Test (05/31/2019)</li> <li>6. I06 Production Service Level (07/12/2019)</li> </ol>	<p>Major activities this reporting period include: -</p> <p><u>I01 Project Infrastructure Deployed.</u> Final signoff processed on 5/08/2018</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>I01</td> <td>40 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>I02 Technical Architecture Plan.</u> Final signoff processed on 6/27/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>I02</td> <td>40 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	I01	40 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	I02	40 Days	0 Days	100%	100%										
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	<u>I03 Disaster Recovery Plan.</u> Final signoff processed on 7/14/2018.				
	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
	I03	40 Days	0 Days	100%	100%

SAMPLE