

MINUTES

City of Stamford
ERP Governance Committee Meeting
November 17, 2021
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger
Sandra L. Dennies
Andy George
Sally Jackson
Mike Pensiero
Isidore Sobkowski
David Watkins
Chuck Williams

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:03 p.m. A quorum was present. Also in attendance was Nathan Frey from ISG.

The following materials were distributed in advance of the meeting: meeting agenda, PowerPoint presentation and the minutes of the October 20, 2021 meeting.

Approval of Minutes. Mr. Pensiero moved and Mr. Alswanger seconded a motion to approve the minutes for October 20, 2021. **The motion carried unanimously 8-0.**

Project Governance Structure & Status Reporting. The selection process has closed and all contracting is completed. All Phase 2 contracts have been signed.

The new project organizational chart is similar to the old one. The citizens of Stamford are at the top with the City's CIO Izzy Sobkowski as the Project Sponsor.

The Governance Committee will take on a more operational role than it has had up to now including briefings on project progress and decisions for which the project team may not have considered all impacts.

There is a new Executive Steering Committee. Bi-weekly meetings will take place on Tuesday afternoons with a monthly status report at the first meeting each month.

Chuck Williams of ISG continues as project manager in collaboration with Clint Burnett of Sierra-Cedar. PMO meetings will take place weekly on Monday afternoons.

The Stamford ERP Project Team is led by Organizational Team Lead Josie Carpenzano for the City and Ryan Fealy, Director of Finance for the Board of Education. The project management recurring meeting schedule has been finalized. Team meetings will be conducted on Friday mornings.

Project Activities to-date. The project kickoff meeting was held on 11/1/21 with over 120 attendees from across the City and the BOE. Feedback received was very positive. Activities related to the design of a new chart of accounts and project organization are progressing.

Upcoming Project Activities. Sierra-Cedar's organizational readiness consultant is working with Josie Carpanzano to start the process of identifying stakeholders and activities to be implemented around organizational readiness. Design workshops which include cloud mapping of data and conversion of various types of data will be conducted now through February.

The meeting adjourned at 6:15 p.m.

Next meeting is scheduled for
December 15, 2021
Via Webinar.