

## MINUTES

City of Stamford  
ERP Executive Steering Committee Meeting  
March 09, 2022  
4:00 PM  
Via Zoom

ERP Executive Steering Committee Members in Attendance:

Bridget Fox, Chief of Staff  
Sandra Dennies, Director of Administration  
Isadore Sobkowski, CIO  
Douglas Dalena, Director of Legal Affairs  
Ted Jankowski, Director of PSH&W  
Matt Quinones, Director of Operations  
Bill Brink, Executive Director WPCA  
Chuck Williams (ISG)  
Mario Castaneda (Oracle)  
Clint Burnett (SCI)  
Roch Hoedebecke (SCI)  
Josie Carpanzano, IT Project Manager

The ERP (Enterprise Resource Planning) Executive Steering Committee meeting was called to order at 4:05 p.m. Also in attendance were Cheryl Barnard, Oracle, Darren Smith, Sierra-Cedar and Nathan Frey, ISG. A quorum was present.

**Approval of Minutes.** Mr. Williams moved and Mr. Sobkowski seconded a motion to approve the minutes for January 12, 2022 and February 9, 2022. **The motion carried unanimously 11-0.**

**Progress-to-date – Org Readiness Survey Results.** Mr. Williams explained that the project is deep into the configuration phase. Configuration confirmation meetings are scheduled with the City and BOE project teams and the Sierra-Cedar consultants. The calibrate phase is 98% complete.

Mr. Williams reviewed the Monthly Project Status Report and the progress of the PMO Team, the Functional Team, the Technical Team, and the Organizational Readiness Team. All are in the green status. A couple of things are taking longer than expected: the Requirements Traceability Matrix and the Change Management Strategy. But they are not on the critical path.

Mr. Williams analyzed the results of the Org Readiness Survey. The survey is a big step in enlisting the acceptance of the end users. Mr. Quinones entered the meeting.

**Decisions-to-date – Inventory Module.** The need for an Inventory Module has been identified. There is no existing formal inventory system across the City. Scope and schedule for this must be defined. Four out of five key decisions are complete

(Receivables, Historical Data Retention, Employee Expense Reimbursement, and Requisition Business Process Improvements). Process Changes is in progress.

**Issues and Risks.** Key risks and issues this month concern conversion, integrations and schedule and timeline.

**Next Steps.** Next steps are on schedule and the same as last month: Phase II, consisting of configuration, planning, and technical plans, are in progress and will continue through August of 2022.

After discussion the meeting adjourned at 4:29 p.m.

**Next meeting is scheduled for**  
April 13, 2022  
Via Webinar.