

MINUTES

City of Stamford
ERP Executive Steering Committee Meeting
April 13, 2022
4:00 PM
Via Zoom

ERP Executive Steering Committee Members in Attendance:

Sandra Dennies, Director of Administration
Isidore Sobkowski, CDO
Douglas Dalena, Director of Legal Affairs
Ted Jankowski, Director of PSH&W
Matt Quinones, Director of Operations
Chuck Williams (ISG)
Mario Castaneda (Oracle)
Clint Burnett (SCI)

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

Approval of Minutes. Approval of the minutes for March 9, 2022 was held until the next meeting.

Progress-to-date. Mr. Williams explained that the project is getting into the later tasks and percentages of completion are higher. The last design meeting just took place. Workbooks will be created next. Test planning is in progress and then validation.

The total budget of the ERP Project, which covers four years of capital expense, is \$11.9 million. Billed to date is \$1.3 million. The expenses for FY221/22 and future years were discussed in detail. The status of the schedule of deliverables was discussed.

Current activities include: design confirmation and requirements traceability based on RFP requirements. Next, test scripts will be developed.

Review Project Decisions-to-date – Business Processes. Key decisions to date include change orders, drawdown encumbrances, BOE expense reimbursement, invoice processing, receivables integration and conversion, and historical data retention. A detailed description of the changes was distributed.

Project Open Issues and Risks. Mr. Williams showed a comparison of the risks from last month versus this month. A new major and likely risk is that the Ceridian interfaces and the change to the Chart of Accounts will affect the ERP Project schedule. Other key risks and issues this month concern conversion, integrations and schedule and timeline.

After discussion the meeting adjourned at 4:30 p.m.

Next meeting is scheduled for
May 11, 2022
Via Webinar