

MINUTES

City of Stamford
ERP Governance Committee Meeting
February 16, 2022
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger
Joe Centofanti
Sandra L. Dennies
Bridget Fox
Andy George
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.

The following materials were distributed in advance of the meeting: meeting agenda, PowerPoint presentation and the minutes of the January 19, 2022 meeting.

Approval of Minutes. Mr. George moved and Mr. Alswanger seconded a motion to approve the minutes for January 19, 2022. **The motion carried unanimously 9-0.**

Project progress-to-date. Mr. Williams explained that the project is at the point where the first two phases overlap. The project is winding down on the calibration phase and ramping up on the configuration phase. Sierra-Cedar will develop configuration workbooks which document the underlying structure.

Mr. Williams discussed the Monthly Project Status Report and the progress of the PMO Team, the Functional Team, the Technical Team, and the Organizational Readiness Team. The Change Management Champions process launches February 17, 2022.

Project decisions-to-date. The following decisions are in progress this month: chart of accounts structure, process changes involving the cloud, receivables processes, decisions regarding the inventory module.

Also, decision has been made regarding access to HTE data after the go-live date because closed transactions will not be converted from HTE to Oracle. Central Square, the vendor for HTE, will allow read-only access, at no cost with no maintenance, to enable the ability to go back and look at data in HTE.

Project open issues and risks. Key risks and issues this month concern data conversion and integration.

Next Steps. The second phase, configuration, is in progress and will continue through August of 2022.

After discussion, the meeting adjourned at 5:50 p.m.

Next meeting is scheduled for
March 16, 2022
Via Webinar.