

# MINUTES

City of Stamford  
Special ERP Governance Committee Meeting  
February 22, 2024  
3:30 PM  
Via Webinar

## ERP Governance Committee Members in Attendance:

Geoff Alswanger, BOF  
David Watkins, BOR  
Benjamin Barnes, Director of Administration  
Isidore Sobkowski, CDO  
Mike Pensiero, IT Director

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 3:30 p.m. A quorum was present. Also in attendance were: Cynthia Hernandez, IT Project Manager, Mario Casteneda, Cheryl Barnard and Rajan Mankame, Oracle.

**Discuss Stamford ERP Project with Oracle Representatives.** The Oracle Representatives made a presentation covering the following points:

### Option 1 Status:

- Almost all contractual deliverables in Option 1 have been completed.
- Design and configuration documents have been completed and uploaded.
- Production configuration has been verified.
- Capitalization pending in the CIP has been finished and posted in fiscal year 23.
- Projects are almost ready to close, with the remaining task being the implementation of best security practice roles.
- Account hierarchies have been corrected and are now up and running in production.

### Option 2 Status:

- Option 2 work is planned for the next few months.
- The focus will be on the budget for FY 24.
- There was a question about using a future segment for holding project information, but it is likely to be postponed due to the complexity and impact on PPM processing.
- The team will prioritize the top tasks and continue to share knowledge to empower users to eventually handle these tasks themselves.
- Additional work will include additional PO reporting and additional security work.

### EPM Start:

- The EPM (Enterprise Performance Management) program is being restarted.
- The initial design is being reviewed to ensure it includes all necessary components.
- The restart is expected to take about 4 months to complete.
- There may be additional scope and cost involved, but it is expected to be minimal.

### Additional Projects and Services:

- The customer success team at Oracle is being considered to take over mission-critical work after the implementation.
- Discussions are ongoing regarding potential projects, such as the Cloud HCM Payroll implementation.

- The timeline for starting these projects will depend on various factors, such as budget cycles and readiness.
- The goal is to gradually transition users to be self-sufficient in using the system, with occasional support from Oracle.

Oracle Timeline and Roadmap:

- The system is approaching the end of Option 1, with the completion of contractual deliverables and the production of trial balances.
- The team is working on closing fiscal year 23 and addressing any remaining issues.
- The focus is on cultural change and user adoption, with significant improvements observed in user engagement and understanding of the system.
- The PPM module, which covers capital projects and grants, is an area of ongoing concern and improvement.
- The team is planning for Option 2, which will include addressing challenges in the PPM module and other areas identified for improvement.
- The overall goal is to have the system fully operational and meet its potential, with users becoming proficient in utilizing the system's features.

A Q&A session focused on the progress and challenges of the ERP implementation project.

- Concerns about the previous state of the project and the need for improvements were expressed.
- The discussion also touched on the hierarchy problems in the chart of accounts and how they have been resolved.
- The Board of Education's decision to not use the PPM module for their grants was explained, as it was not necessary for their specific needs.
- The progress made by the project team and the transition from external consultants to primary stakeholders, such as Oracle and the City, was highlighted.
- The importance of clear communication and progress reporting was emphasized.
- The need for additional support and training during the transition period was mentioned, as well as the potential inclusion of professional services funding in the budget.
- The discussion concluded with plans for future updates and reporting on the project's progress.

The meeting was adjourned at 4:30 p.m.

**Next meeting is scheduled for**  
March 20, 2024  
Via Webinar.

*This document was prepared with the assistance of Adobe Acrobat AI by Sue Rosenfeld.*