

Time and Attendance Management System (TAMS) Project

Project Team Meeting Minutes

Aug 16, 2016
Room 439
10:00 – 11:00 am

Attendees

Present: Courtney Brooks (DEQ), Sheryl Mills (DMV), Victoria Hawley, Erin Morris, Marilyn Sherwood, LeaAnne Brooks

Not present: Chuck Larsen, Ron Winterrowd, Tracy Wroblewski, Jason Barber, Bret West (DAS), Kim Charshaf, Geri Greeno-Sanders (DAS), John Cossu

Kronos Kick-Off Update - Marilyn

- Due to scheduling conflicts with Kronos, the tentative kick off of August 23rd has been postponed. The team is working Kronos to find a suitable date and will forward invites at that time. (*Update: Rescheduled to 8/31/2016 & Eventbrite invites sent out 8/18/16*)

Communications - Marilyn

- The Communication and Transition Plans have been routed to DEQ, AG and DMV for their comments and all comments received back have been added to the master documents. These will be provided to Kronos for their information for the development of their communication and transition plans for the project.
- The TAMS website has recently been updated with the exception of the Project Timeline which will be updated soon.

Project Update - Victoria

- Team reviewed the High Level Project Plan with one recent addition for the Integration Team on I.S. Maintenance planning. This plan will include System Administrator, integration maintenance, and system update tasks (e.g., patches) post Go-Live.
- DEQ and AG should be developing their own task plans for their agencies that follow the boxes on the high level timeline. When referencing tasks and deliverables please cross-reference the task # of the deliverable with a "T" and the process # from the requirement/process maps with a "P" (e.g., T1.3 Training Plan, P5.0 Timesheets).
- The Inventory of TAMS Process Documents was reviewed. This is a master list of documents sent to Kronos in the demonstrations and other documents relevant to the Assessment phase needed for configuration (e.g, current CBAs, pay and leave code lists, report samples, timesheet samples, etc.) DEQ and AG should be reviewing this list to identify similar documents specific to their agency and maintain a similar master list.

Other Updates

- "Core Team" was defined to align with the Kronos definition: Courtney Brooks (DEQ), Sheryl Mills (DMV), Victoria Hawley, Erin Morris, LeaAnne Brooks, Marilyn Sherwood, John Cossu, Jason Barber, Kim Charshaf and Geri Greeno-Sanders and as of this writing will continue to meet weekly on Tuesday. The Extended Team adds Tracy Wroblewski, Chuck Larsen, Ron Winterrowd and Bret West on the 2nd and 4th Tuesdays as schedules permit.
- The team also reviewed the Heart of TAMS graphic for the structure of how the project teams interact with each other (located in the Roles & Responsibilities document).
- Courtney asked what the TAD Peer Review website was and LeaAnne explained that this is an ODOT review process for specific phases of TAD projects.
- Tracy W will present to the Chief Information Officers Council on 8/16/16 with a TAMS update.

Team adjourned at 11:05