

## Time and Attendance Management System Project

### Steering Committee Meeting Minutes

June 15, 2016  
Room 440  
1:00-2:00 p.m.

#### Attendees

**Members:** Mark Brown, Sven Johnson, Joyce Martinez, Jim Roys, Tracy Wroblewski

**Project Team:** Lea Anne Brooks, John Cossu, Victoria Hawley, Chuck Larsen, Erin Morris

**Guests:** Jared Choc, Amy Pearson

**Absent:** Jason Barber, Stefan Hamlin, Jane Lee, Eileen Maki, Marilyn Sherwood, Connie Sparks, Bret West, Ron Winterrowd,

The members of the Steering Committee thanked Jim Roys for his service on the committee. He will be retiring on June 30 from DEQ. Thank you Jim!

#### Project Status

- Budget –The updated budget figures for the project were presented with expenditures for May 2016 of \$27,108. All of the costs were for project team staffing costs. We anticipate a billing for DOJ services and the quarterly QA report from Public Knowledge. Revisions to this slide to bring more clarity and understanding of the numbers will be introduced in future presentations.
- Current Timeline –The current timeline is based on the high level estimates that we have been working negotiating with Kronos. This timeline will be updated and a more finite once we have signed a contract and can meet with the Kronos project team.
- Quality Assurance – Chuck Larsen will be reporting on the Quality Assurance aspect of the project going forward. The project received the Quarterly Risk Assessment report on May 15 from Public Knowledge. The report was very positive and some of the issues from the prior report have now been closed or status changed to monitor.

#### Contract Negotiation

- Most of the pricing and the deliverables for the Statement of Work are close to agreement.
- Outstanding contract language for the Master Services Agreement and the Work Order Contract to be discussed by DOJ and Kronos June 16 and 17.
- DAS Procurement will be developing a buyer's guide for future agencies to use to aid in their procurement of the Kronos solution
  
- Menu of Services
  - Does not include non-Time and Attendance products at this time
  - Monthly cost – PEPM (Per Employee Per Month) is currently been negotiated from \$7.00+ to \$ 5.26
  - A discount of 5% has also been negotiated to account for seasonal employees
  
- Current prices will be locked in for a 5 year term

A question was asked if each agency would be able to contract for different levels of support from the vendor. The project team will reach out to Kronos for that information.

### Change Management

- At last week's Management Team meeting, Victoria prepared an exercise for the meeting and discussed parts of the change management strategy including transition planning and communication planning. During the exercise, each attendee was asked to write out on sticky notes whom they see as the influencers inside and outside of their organization. They then were asked to determine where the influencers rated in support of the project, either Pro, Con or On the Fence.
- To aid in change management, we will have access to a sandbox version of the Kronos solution during the project.

### Roundtable

Marilyn is developing an introduction package for TAMS that will aid in bringing new people up to speed on the project. This can be used for new team members, Steering Committee members, etc.

Joyce informed the group that the HRIS project is planning on releasing an RFP by the end of this month. She also asked if the TAMS project team would meet with the HRIS team to go over lessons learned from our RFP process.