

## Time and Attendance Management System Project

### Project Team Meeting Minutes

May 19, 2015  
Room 439  
10:00-11:00 a.m

#### Attendees

**Members:** April Carpenter, John Cossu, Victoria Hawley, Kathy Johnson, Tracy Posey, Marilyn Sherwood

#### **Absent:**

#### Project Updates

- The RFP sections are being reviewed by the team. Victoria said they are looking at the milestone RFP document and trying to identify who is going to do what and when. A process map was provided for review and discussion for each area of responsibility within the RFP.
- John indicated that the RFP draft proposal needs to be completed by May 31<sup>st</sup> to meet our timeline for Steering Committee review and approval by June 30, 2015
- Kathy reminded the team that it is ok to begin sending completed documents to Lori Nordlien for the prepping of the RFP.

#### Requirement Updates

- The requirements were distributed to the Management Team on Monday May 18 for their review. They will have a two-week period to review these with a completion date of June 1.
- A separate notification was also sent to Stefan highlighting the sections dealing with Standard Labor and Maintenance which the team would like him to review and validate..
- Marilyn is helping John with the glossary of terms for inclusion in the RFP. The team agreed that there will only be one glossary of terms and will be included as an appendix however, April will reach out to Lori Nordlien about the best location for the glossary to be inserted..
- Kathy indicated that to close out the Preliminary Analysis phase the Cost Benefit analysis, (P290) needs to be completed.
- The P261 requirements document will also be included as an attachment to the RFP.
- Kathy is currently working on the P370 Technology Infrastructure document

#### Round Table

- April shared that the IAA states there is one trainer per 400 people.
- April instigated a discussion with the team in regards to the IAA and how the FTE's are calculated and the need to have the Steering Committee confirm that Aviation will not be included as a separate FTE count but be included within the FTE count for ODOT. This

causes ODOT's FTE portion to go down a little whereas the partner agencies go up a little. But for complete transparency and because it affects budget, the SC must vote.

- Victoria said that the team needs to celebrate the finishing of the requirements portion of the project. The team was receptive and a venue for the celebration will be provided at a later date.

*ACTION ITEM-* Tracy & Victoria are meeting Wednesday, May 20 to review the scope of work.

*ACTION ITEM-* A new team member, a senior systems analyst with data capabilities will be added to the TAMS group, when the time is right.

*ACTION ITEM-* Victoria is going to talk to Joe to obtain terminology on how to define the term standard labor.

*ACTION ITEM-* Kathy asked John to set up a meeting with Lori to discuss the RFP.

*ACTION ITEM-* Marilyn is drafting a monthly timeline for June and will forward this to John for his use. John said the timeline report is very helpful.

*ACTION ITEM -* Kathy would like to meet Thursday with Marilyn, John and April regarding the evaluation criteria.

Meeting adjourned 11:15am, minutes submitted 05-19-15 ph