**Estimated Staff Time for Each Agency**

**Executive Committee Meetings**

Executive Sponsor from each agency 9 hours (6 x 1.5 hour meetings)

**Steering Committee Meetings**

Steering Committee Members

(1-3 from each agency, one vote per agency) 18 – 54 hours (12 1.5 hour monthly meetings)

**Project Team**

**Phase 1**: Document Agency Business Processes, Interfaces and Data Conversion Needs

Procurement Subject Matter Expert(s) 20 hours

Finance Subject Matter Expert(s) 20 hours

Information Technology Subject Matter Expert(s) 12 hours

Business Analyst 48 hours

**Phase 2**: Develop Common Requirements

Procurement Subject Matter Expert(s) 24 hours

Finance Subject Matter Expert(s) 24 hours

Information Technology Subject Matter Expert(s) 16 hours

**Phase 3**: Solicitation (RFP prep)

Procurement Subject Matter Expert(s) 16 hours

Finance Subject Matter Expert(s) 16 hours

Information Technology Subject Matter Expert(s) 16 hours

**Phase 4**: Selection

Procurement Subject Matter Expert(s) 22-66 hours

Finance Subject Matter Expert(s) 22-66 hours

Information Technology Subject Matter Expert(s) 22 hours

**Phase 5**: Contract Negotiation

Procurement Subject Matter Expert(s) 0 hours

Finance Subject Matter Expert(s) 0 hours

Information Technology Subject Matter Expert(s) 0 hours

**Note**:  In **Phase 4** above the number of hours from each collaborating agency may vary, and is therefore especially hard to predict.  Because of this, estimated time required of each agency is displayed as a range.