

Time and Attendance Management System Project

Combined Steering Committee & Management Team
Status Update
July 2016

Due to the on-going negotiation process, the Steering Committee and Management Team meetings for the month of July were canceled. This allowed the Project Team to continue working on contract documents in preparation for the final signing.

Status

As the negotiations have been occurring during the past month, the Project Team has been planning and creating the Communication Plan, Transition Plan, Training Plan, High Level Project Plan, the Contract Deliverable review and signoff process and the Interagency Agreement (IAA). The team continues to review the current "systems" being used for time capture and the interfaces that will be impacted by the project.

On Wednesday July 13, we held a full day All Agency Project Planning meeting with DEQ and AG to discuss and review many of the documents listed previously, discuss procedures, roles and responsibilities and solidify the team dynamics. The meeting was very successful and beneficial for everyone. Going forward, this team is very talented and dedicated to this project and will be the day to day faces for the respective agencies working with Kronos.

The project also reached another milestone with Stage Gate 3 conditional approval from the State CIO's office. Final approval will occur after the vendor comes on board and the project team updates project documentation based on the updated costs, budget, scope and project plan previously submitted.

Thank you for your support as the negotiations have progressed and patience with the cancellation of meetings during this time.