

## MINUTES

City of Stamford  
ERP Governance Committee Meeting  
January 19, 2022  
5:00 PM  
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger  
Josie Carpanzano  
Joe Centofanti  
Sandra L. Dennies  
Andy George  
Mike Pensiero  
Isidore Sobkowski  
Chuck Williams

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:07 p.m. A quorum was present. Also in attendance was Nathan Frey from ISG.

The following materials were distributed in advance of the meeting: meeting agenda, PowerPoint presentation and the minutes of the December 15, 2021 meeting.

**Approval of Minutes.** Mr. Pensiero moved and Ms. Carpanzano seconded a motion to approve the minutes for December 15, 2021. **The motion carried unanimously 7-0.** Mr. Centofanti entered the meeting.

**Project progress-to-date.** Mr. Williams reviewed the five phases of the project: calibration, configuration, validation, transition, and realization and the date ranges for each. Twenty-seven out of forty-four workshops are complete. The last workshop is scheduled for February 3, 2022. Then, Sierra-Cedar will develop configuration workbooks which the City and School Team Leads will review.

Mr. Williams discussed the Monthly Project Status Report and the progress of the PMO Team, the Functional Team, the Technical Team, and the Organizational Readiness Team. He briefly discussed JIRA software, an issue management system that is being used to track action items, risks, and decisions that need to be made. The project timeline is on schedule.

**Project decision-to-date.** The following decisions are in progress this month: chart of accounts structure, process changes involving the cloud, billing and receivables integration with the cloud, use of the inventory module in the cloud such as Fleet Commander and Fuel Master and other minor inventories such as Health Department supplies. Key configuration decisions that have been closed are: Purchasing categories (Stamford will implement the NIGP commodity code structure), budget transfers will be completed using EPM, and how receipt of goods transactions will be made.

**Project open issues and risks.** Key risks and issues this month concern data conversion as well as the standard issues and risks found in any project.

After questions and discussion, the meeting adjourned at 5:52 p.m.

**Next meeting is scheduled for**  
February 16, 2022  
Via Webinar.