CERIDIAN Professional Services

SRS Document

Software Requirements Specification Document

Author:	Madison Farris Madison.farris@ceridian.com
Contributor(s):	N/a
Client Name:	City of Stamford
Project Name:	New GL Output
CRM Case Number:	01821717
NetSuite Number:	PR073252

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Date	Author	Version	Description
06/17/22	Madison Farris	1.0	Original Version

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SCOPE OF WORK

CR DOCUMENT

IN SCOPE

Any configuration listed in the WFM Configuration Requirements section below is considered in scope.

OUT OF SCOPE

Any configuration not explicitly mentioned in the WFM Configuration Requirements section below is considered out of scope.

CONFIGURATION

WFM CONFIGURATION REQUIREMENTS

- Board of Education ORG changes –
- Adding sites (20-25) and on-site departments (50)
  - Ensuring to review and add Clock Codes for New Onsite departments
  - Unique Xref codes
  - Ledger Codes at Onsite Department level
  - Attach FEIN to Location
  - Attach Time Zone to the Onsite Level
  - Attach Zone

- New Departments (as defined in the Job Step Rates)
  - Will require New Positions
  - Will require Client to identify which jobs are affected by the new positions.

- Changing the name and description of:
  - Sites
  - Departments
  - On-site departments
  - Job ledger codes
  - Job Assignment names
  - ORG Ledger codes

- City changes:
- Changing the name and description of:
  - Sites
  - Departments
  - On-site departments
  - Job ledger codes
  - Job Assignment names
  - ORG Ledger codes

- Overall:
- Adding projects as labor metrics type
- End dating old Accounts & adding new accounts
- End dating old Fund Overrides & adding new Fund Overrides
- Job step / Job rate configuration will need to be refined for <u>new</u> departments. When department names are updated, the changes will appear in the Job Rates tables.

TESTING SCENARIOS / USE CASES – CLIENT INPUT

Test Scenario Name or ID	Description of Testing Scenario / Use Case	Pass (P) / Fail (F)
1		
2		

3		

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MILESTONE DATES

Professional Services projects are executed in phases. The dates below are preliminary target delivery dates. Dates can change based on circumstances beyond the control of the Ceridian assigned resource. Delays by client can also have an impact on these target dates.

Phase	Action Item	Target Date	Primary Owner
Discovery	Software Requirements Specification (SRS) is prepared and presented	6/17/22	Ceridian
Approval	SRS is signed	7/12/22	Client
Configuration	Configuration in test begins	8/1/22	Ceridian
	Configuration and unit testing ends	9/16/22	Ceridian
	Client Testing begins	9/16/22	Client
	Client Testing ends - Client approves move to production	10/21/22	Client
	Internal Ceridian approval to move to production is granted	12/19/22	Ceridian
Go Live	Configure production	12/30/22	Ceridian
	Project Delivered (updates completed in prod)	12/30/22	Ceridian
	Project Completed	1/15/23	Ceridian
Ongoing Support	Contact Support or submit via Support Portal with any questions	01/15/23	Client

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ROLES AND RESPONSIBILITIES

In order to facilitate the successful delivery of services, each of Client and Ceridian will ensure the appropriate individuals are assigned and available to fill the following roles with the associated responsibilities.

Ceridian Role / Responsibility		Customer Role / Responsibility	
Project Sponsor / Delivery Oversight	• Provide overall direction and management support for the PS team • Allocate necessary resources • Participate in executive updates and checkpoints as needed • Sponsor is client escalation point, if needed	Project Sponsor	• Provide overall direction and management • support for the project team • Allocate necessary resources • Participate in executive updates and checkpoints as needed • Make business decisions in a timely manner
Project Manager	• Develop, maintain and track progress against the project plan and associated logs (risk log, issues log, etc.) • Manage PS Team resources and deliverables • Report on project status through meetings and reports • Facilitate communication between project teams • Act as a central point of contact for all day-today activities • Lead and manage change control activities	Project Manager	• Participate in development and update of project plan and associated logs • Manage Client project team and third party resources and deliverables • Provide input to project status reports and participate in meetings • Act as a central point of contact for all day-today activities from all locations and/or business areas • Represent Client in change control activities • Facilitate sign-off of key project documents and deliverables • Facilitate communication between Client and third party groups and stakeholders • Plan and manage rollout strategy and logistics • Develop and manage the execution of an organizational readiness plan • Manage the development of a test strategy, test cases and test case execution
PS Consultant(s)	• Lead requirements gathering and documentation through the Discovery stage • Convey best practices to leverage features and functionality specific to the project scope • Lead configuration efforts • Support Client testing questions and facilitates triage	Client Users	• Participate in requirements gathering and review of documented requirements for sign-off • Participate in solution configuration as needed • Data collection and validation per project scope • Development of test cases and testing strategy for UAT

	and resolution during UAT phase		• Lead execution of test cases during UAT • Participate in training at appropriate points in the project lifecycle as needed • Lead rollout of the solution across the organization • Participate in organizational readiness activities • Assume ownership of the configured solution post go-live

CONTACT INFORMATION

Ceridian: Madison Farris

Madison.farris@ceridian.com

Customer: rrobitaille@stamfordct.gov

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EFFORT ESTIMATION

Project Phases	Hours
Launch/Discovery (analysis)	4
Configuration	100
Testing	25
Go Live/Closure (deployment)	5
Administration (meetings, documentation)	10
Delivery Oversight	16
Total Hours	160

Block y Hours Rate $180

Broken Down Chart for WFM Changes: *Total estimate $ 28,800⁰⁰*

Adding Sites and On-sites	40
Changing Name of Current On-sites	10
Changing Names of Current Departments	10
Changing Ledger Codes for current On-Sites	10
Change Job Ledger Codes	20
Change Job Assignment Names	20
Add Projects Labor Metrics Type	2
Add Project Labor Metric Codes	10
Assign Projects Labor Metric to Punch Policies	5
End Date old Account Labor Metrics	10
Add new Account Labor Metrics	10
End Date old Fund Override Labor Metrics	2
Add New Fund Override Labor Metrics	2
Admin and Client Meetings	9

Total Hrs 160.00

These hours are estimations only and client will be invoiced for actual hours worked. Any deviation above 10% from the above hours will be documented and communicated by the consultant as they occur.

Time spent by your Consultant(s) including meetings, research, documentation, configuration, testing and deployment is billable.

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ASSUMPTIONS AND APPROVAL

Client acknowledges and agrees to the following assumptions:

- Client's requirements for the Services being implemented are accurately documented. Client acknowledges that any modifications to the project deliverables after approval may result in a reassessment of estimated fee and expected delivery date.
- Client will provide data requested by Ceridian in a timely manner. Client acknowledges that latency in deliverables may result in a reassessment of estimated fee and expected delivery date.
- Client acknowledges that lack of access to Client resources or changes to any individuals filling the roles identified may result in a reassessment of estimated fee and expected delivery date.
- Client Power User will be appointed during project launch and must be available for the duration of the project. Client acknowledges that the lack of a Power User may result in a reassessment of estimated fee and expected delivery date.
- Client will confirm acceptance and sign-off for all services (including UAT) in a timely fashion and per the project schedule. Client acknowledges that latency in sign off on specified milestones per the project plan may result in a reassessment of estimated fee and expected delivery date.
- Client acknowledges that post UAT sign off, Ceridian will replicate the configuration that was created by Ceridian in the test environment into the production environment. Any updates made by Client in the test environment will be Client responsibility in the production environment.

I approve the details in this document and authorize Ceridian to proceed.

X _____

Client Name: *Caroline Simmons, Mayor*   Date

Approved as to Form
Corporation Counsel
By _____
Date _July 1, 2022_