

CERIDIAN Professional Services

SRS Document

Software Requirements Specification Document



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Project Name:	New GL Output
Project Number:	PR073252
CRM Case Number:	01821717
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* Required Fields

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Revision History

Date	Author	Version	Description
2022/04/25	Denise Walsh	1.00	Original Version
2022/06/15	Denise Walsh	1.01	This project will utilize and be billed against the current active Block of Hours for the client.
2022/06/17	Denise Walsh	2.00	Remove WFM items (to be provided by separate SRS)
2022/06/22	Denise Walsh	3.00	Added 80 hours (under export testing) as requested by Chuck Williams

ADDITIONAL COLLATERAL/DOCUMENTATION

CR, and other documents

(attachments here will be shared as a separate zip file to be delivered with the SRS)

Attachment	Comments
 Case #01821717 Change Request.pdf	

SCOPE OF WORK

In Scope

Standard Project Process

- Dayforce updates as outlined in the Effort Estimation section of this document.
- Configuration in both CR/Test and Production Environments. Ceridian Testing in CR/Test environment. The database used in testing is a recent copy of Production.
- User Acceptance Testing in CR/Test environment. *Up to 3 GL test file(s) request/exchanges are anticipated as part of User Acceptance Testing and considered in the SRS estimated hours identified later in the SRS document. Additional requests/exchanges are billable and charged based on time spent. If additional exchanges are necessary due to Professional Services errors, the time spent is non-billable. All testing is expected to occur in the initial configured CR/Test environment. Any requests for a newer test environment will be determined by the Ceridian PS Business Analyst based on feasibility. If feasible, all time spent for a database refresh and project re-configuration is billable beyond initial estimate within the SRS Document.
- Follow-up Professional Services (PS) support for 2 payroll processing in Production.

New GL export - summary and detail file for new AEP - Oracle to be provided by client

New export logic to look at new Projects Labor Metric

Update account numbers to be provided by client

Updating all entries in the chart of accounts to be provided by client

Adding Projects Labor Metrics Type and Codes to be provided by client

Updating all current Labor Metrics Codes / Ledger Codes to be provided by client

Update all ORG Ledger Codes - On-Site Department, Department, Sub District, District, Region, EIN to be provided by client

Update Pay Class Ledger Codes to be provided by client

This project will utilize and be billed against the current active Block of Hours for the client.

SCOPE OF WORK

Out of Scope

Standard Project Process

- On-going support of the GL by Ceridian Professional Services. All support is via Ceridian's Support Team beyond the follow-up period identified in the scope section above.
- Any other GL changes/modifications/considerations not identified within the Effort Estimation section of this document.
- Any additional reports and/or documentation

TESTING SCENARIOS / USE CASES – CLIENT INPUT

Test Scenario Name or ID	Description of Testing Scenario / Use Case	Pass (P) / Fail (F)
Timesheet/Quick Entry	Client is responsible for entering in test data within the CR/Test database via Timesheet and/or Quick Entries associated with currently open Pay Periods (or Committed Payrolls – to be able to access files generated manually via Archived Reports. Review the GL output based on test cases entered to confirm project requirements.	
Ledger Codes/GL Account Number	Confirm accuracy of GL account numbers, both Journal Numbers and Chart of Accounts overrides.	
GL Summary File types	Confirm GL files summarize data per requirements	
GL Detail File types	Confirm GL files contain data per requirements	
Export Format(s)	Confirm format(s) meet requirements.	

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	May-01-2022	Ceridian
	SRS is signed	May-10-2022	Client
Configuration	Configuration in test begins	May-17-2022	Ceridian
	Configuration and unit testing ends	Jun-30-2022	Ceridian
Testing	Client Testing begins	Jul-01-2022	Client
	Client Testing ends - Client approves move to production	Sep-15-2022	Client
	Internal Ceridian approval to move to production is granted	Oct-01-2022	Ceridian
	Configure production	Oct-01-2022	Ceridian
	Start date of first live pay period (Go Live)	Dec-22-2022	Client
Go Live	Commit Date of first live pay period	Jan-03-2023	Client
	Project Delivered (updates completed in prod)	Dec-15-2022	Ceridian
	Project Completed	Jan-15-2023	Ceridian
Ongoing Support	Contact Support or submit via Support Portal with any questions	Jan-15-2023	Client

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
VAS Consultant(s)	<ul style="list-style-type: none"> • 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 and resolution during UAT phase 	Client Users	<ul style="list-style-type: none"> • 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 • Lead execution of test cases during UAT • Up to 3 test file exchanges are considered during the UAT phase. Additional test file exchanges are fee based (time charged against the project) when not due to error by Ceridian Professional Services. • 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

EFFORT ESTIMATION

2 time(s) - Org Ledger Code (New)	
Project Phases	Hours Estimation
Discovery <ul style="list-style-type: none"> • TEST environment creation* • Ticket review* • Existing configuration or coding reviews* • Meeting preparation* • Meetings - kick-off, client vendor requirement gathering • Discovery/Analysis • SRS documentation • SRS requirements review 	2
Configuration <ul style="list-style-type: none"> • Development/coding effort • Internal testing • Documentation internal/client • Client's vendor follow-up • Required meetings in support of coding/internal testing 	4
Testing <ul style="list-style-type: none"> • Client/Vendor testing • Development/coding effort refinement • Client's vendor follow-up • Required meetings in support of client/vendor testing 	3
Approval <ul style="list-style-type: none"> • Configuration or coding moves from TEST to PRODUCTION • Client's vendor follow-up • Project closeout including support of 2 successful iterations of the file feed (as defined prior to go live) 	1
Go Live	1
Ongoing Support	4
Total Hours	15
*Activities may be performed/billed prior to introductory/initial meeting.	
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.	
* Delivery Oversight can be engaged when there are issues with the project timelines, deliverables, resourcing, or project barriers that require further leadership. If Delivery Oversight is not needed, then the client will not be charged for this time.	

EFFORT ESTIMATION

2 time(s) - Labor Metrics Ledger Code (New)

Project Phases	Hours Estimation
Discovery <ul style="list-style-type: none"> • TEST environment creation* • Ticket review* • Existing configuration or coding reviews* • Meeting preparation* • Meetings - kick-off, client vendor requirement gathering • Discovery/Analysis • SRS documentation • SRS requirements review 	4.5
Configuration <ul style="list-style-type: none"> • Development/coding effort • Internal testing • Documentation internal/client • Client's vendor follow-up • Required meetings in support of coding/internal testing 	25
Testing <ul style="list-style-type: none"> • Client/Vendor testing • Development/coding effort refinement • Client's vendor follow-up • Required meetings in support of client/vendor testing 	20
Approval <ul style="list-style-type: none"> • Configuration or coding moves from TEST to PRODUCTION • Client's vendor follow-up • Project closeout including support of 2 successful iterations of the file feed (as defined prior to go live) 	1.5
Go Live	1.5
Ongoing Support	3.5
Total Hours	56
*Activities may be performed/billed prior to introductory/initial meeting.	
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.	
* Delivery Oversight can be engaged when there are issues with the project timelines, deliverables, resourcing, or project barriers that require further leadership. If Delivery Oversight is not needed, then the client will not be charged for this time.	

EFFORT ESTIMATION

2 time(s) - Payroll GL Export Definition(s)	
Project Phases	Hours Estimation
Discovery <ul style="list-style-type: none"> • TEST environment creation* • Ticket review* • Existing configuration or coding reviews* • Meeting preparation* • Meetings - kick-off, client vendor requirement gathering • Discovery/Analysis • SRS documentation • SRS requirements review 	10
Configuration <ul style="list-style-type: none"> • Development/coding effort • Internal testing • Documentation internal/client • Client's vendor follow-up • Required meetings in support of coding/internal testing 	20
Testing <ul style="list-style-type: none"> • Client/Vendor testing • Development/coding effort refinement • Client's vendor follow-up • Required meetings in support of client/vendor testing 	110
Approval <ul style="list-style-type: none"> • Configuration or coding moves from TEST to PRODUCTION • Client's vendor follow-up • Project closeout including support of 2 successful iterations of the file feed (as defined prior to go live) 	4
Go Live	4
Ongoing Support	7
Total Hours	155
*Activities may be performed/billed prior to introductory/initial meeting.	
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.	
* Delivery Oversight can be engaged when there are issues with the project timelines, deliverables, resourcing, or project barriers that require further leadership. If Delivery Oversight is not needed, then the client will not be charged for this time.	

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 participate in testing/data analysis/reconciliation and confirm acceptance and sign-off for all services (including UAT and migration to production) in a timely fashion and per the project schedule.
 - Client to review data, resolve data discrepancies during test process
 - Client must test/enter test cases as required by the vendor
- 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.

Total Hours
226

Block Hours Rate
\$ 180.00

Total Estimate
\$ 40,680

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

X _____
Client Name: *Robert Robitaille* *Caroline Simmons, Mayor*
Date:

Approved as to Form
Corporation Counsel
By *[Signature]*
Date *July 1, 2002*