

MINUTES

City of Stamford
ERP Governance Committee Meeting
April 20, 2022
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger
Josie Carpanzano
Sandra L. Dennies
Bridget Fox
Mike Pensiero
Isidore Sobkowski
David Watkins
Chuck Williams

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:06 p.m. A quorum was present. Also in attendance was Nathan Frey, ISG. The following materials were distributed in advance of the meeting: meeting agenda, PowerPoint presentation, and the minutes of the March 16, 2022, meeting.

Approval of Minutes. Mr. Watkins moved, and Mr. Pensiero seconded, a motion to approve the minutes for March 16, 2022. **The motion carried unanimously 7-0.**

Project progress-to-date. Mr. Williams reviewed the completion percentages of the ERP Project timeline. A Vice President from Sierra- Cedar was on site this week conducting quality review. A report will be issued in the coming weeks.

The total budget of the ERP Project, which covers four years of capital expense, is \$11.9 million. Billed to date is \$1.5 million. At approximately one third of the way through the project about a sixth of the budget has been spent. Deliverables status was discussed. Current activities include design confirmation and requirements traceability based on RFP requirements. Next, test scripts will be developed.

Review project decisions-to-date – Business Processes. Key decisions to date include change orders, drawdown encumbrances, BOE expense reimbursement, invoice processing, receivables integration and conversion, and historical data retention. A detailed description of the changes was distributed. Ms. Fox entered the meeting.

Project open issues and risks. Mr. Williams compared the changes in risk from last month to this month. Key risks and issues this month concern conversion, integrations and schedule and timeline. A new major risk is that the Ceridian interfaces will affect the ERP Project schedule. This risk was discussed in detail.

After discussion, the meeting adjourned at 5:45 p.m.

Next meeting is scheduled for
May 18, 2022
Via Webinar.