MINUTES

City of Stamford
ERP Governance Committee Meeting
March 16, 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
David Watkins
Chuck Williams

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:03 p.m. A quorum was present.

The following materials were distributed in advance of the meeting: meeting agenda, PowerPoint presentation and the minutes of the February 16, 2022, meeting.

Approval of Minutes. Mr. Sobkowski moved and Mr. Watkins seconded a motion to approve the minutes for February 16, 2022. **The motion carried unanimously 9-0.**

Project progress-to-date – Organizational Readiness Survey Results. Mr. Williams reviewed the ERP Project timeline. The project is well into the configuration phase. Nineteen three-hour configuration meetings are scheduled with the City and BOE project teams and the Sierra-Cedar consultants. Also discussed was the progress of initial design and configuration preparation and design confirmation and finalization.

Mr. Williams discussed the Monthly Project Status Report. Project engagement is on track with no outstanding issues. The functional teams of City and BOE are engaged and working very hard. The Technical Teams were discussed in the Risk Review item. The Organizational Readiness Team is moving forward. Mr. Williams then analyzed the results of the Organizational Readiness Survey.

Review project decisions-to-date – Inventory Module. The need for an Inventory Module has been identified. There is no existing formal inventory system across the City today other than in Vehicle Maintenance. Scope and schedule for this must be defined. This will be implemented on an alternative schedule other than the current project and there will be additional costs. There is room in the project budget to cover these costs.

Key decisions regarding Process Changes, Receivables, Historical Data Retention, Employee Expense Reimbursement, and Requisition Business Process Improvements were discussed.

Project open issues and risks. Key risks and issues were discussed. The capacity of the internal IT staff is stretched thin. Therefore, ISG is bringing in technical resources to help with conversions and integrations.

Next Steps. Next steps are on schedule and the same as last month. Mr. Sobkowski left the meeting. Mr. Centofanti left the meeting.

After discussion, the meeting adjourned at 5:36 p.m.

Next meeting is scheduled for
April 20, 2022
Via Webinar.