MINUTES

City of Stamford
ERP Governance Committee Meeting
January 18, 2023
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger
Andy George
Mike Pensiero
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. Also in attendance were Nathan Frey from ISG. Josie Carpanzano, Deputy Director of Operations, and Jeff Rich from Oracle.

The following materials were distributed in advance of the meeting: meeting agenda, the presentation for the January meeting, and the minutes of the December 21, 2022 meeting.

Approval of Minutes. Mr. George moved, and Mr. Pensiero seconded, a motion to approve the minutes for December 21, 2022. **The motion carried unanimously 5-0-0.**

Oracle Permitting and Licensing (OPAL) Status. Ms. Carpanzano reviewed the Oracle Permitting and Licensing (OPAL) Project. The OPAL team consists of City Operations and Public Safety department employees. This module is part of the ERP Project and is concerned with the implementation of Cloud Licensing & Permitting/Code Enforcement applications. It is expected to Go-Live in 18 months. The Committee discussed how process and customer service improvements in these areas will benefit Stamford residents.

Review Oracle Extension Change Order. The ERP project has extended the Go-Live date from January 1, 2023, to March 1, 2023. Due to the delay, an amendment to the ERP budget will go to the Board of Finance on 1/19/23 and then to the Board of Representatives Fiscal Committee on 1/30/23 and the full board on 2/6/23.

The amendment includes the removal of certain implementation services from the ERP project scope and an increase in implementation cost (ISG conversion and Interface support: $60,000, Oracle/Sierra-Cedar implementation $725,000, Oracle/Sierra-Cedar additional post Go-live support $425,000, CanAm: $5,100) resulting in a net increase in the amount of $1,215,100. The projected Budget balance after Boards approval is $3,065,315.

Project Progress-To-Date/Training Status. The last day for any financial transactions to be entered in the HTE financial system is 2/3/23. HTE will be changed to read only on 2/13/23 followed by conversion. Checks will be issued to vendors in mid-February with the next check run about a month later. Go-Live date for the Oracle system is 3/1/23 for the Office of Administration and 3/6/23 for City departments and Stamford Public Schools. Train the

Trainer starts next week. End User training starts February first for primary users and early March for secondary users.

Open Issues and Risks. The Major Risk continues to be the changes necessary to integrate Dayforce with Oracle Cloud. Another Major Risk concerns the conversion schedule and timeline. These two risks are related – conversion delays have caused the delay of the Go-Live date. Moderate Risk continues to be PPM – task reassignment is indicated for mitigation of this risk.

After discussion of the risks, the project budget, and the impact of the ERP conversion on routine municipal business, the meeting adjourned at 6:06 p.m.

Next meeting is scheduled for
February 15, 2023
Via Webinar.