

Project Change Order Document

Date: March 21, 2013	Project Name: City of Pittsburgh JDE Payroll	
Contract No.	Submitted by: Phil Hoffer	Change Order Number: 2013-001
Reason for Change Order:		
Expanded or changed Scope:		
<ol style="list-style-type: none">1. Included payroll processing for three additional entities – Police, Fireman's, and Municipal Pensions. This required separate setup, testing, training, and support.2. Addition of exception based time entry for the City. Schedules entered into JDE and draft timecards being generated based on assigned schedule3. Automated calculation (software) to produce the FLSA calculations. Originally, this was thought to be produced in a spreadsheet.4. Reconciliation to Ceridian pay register as a baseline is labor intensive due to the format of Ceridian files (PDF) and numerous adjustments and customized calculations within the Ceridian system.5. Extended/expanded pay periods reconciliation requested by City – see Parallel 4 - Online from Chuck Half 11/21/2012.		
Additional Roles/responsibilities		
<ol style="list-style-type: none">1. Increased involvement of Denovo project manager from 25% to 50%.2. Increased Denovo JDE developer role. Original proposal assumed 10 medium complexity reports. Denovo developer was engaged in the highly complex check and advice notifications development.3. Additional Techno-Functional analyst to complete several interface and check specifications.4. Onboarding/orienting new payroll manager and payroll SME. Originally assigned City resources retired.5. Timekeeper training, preparation of training material, and delivery of training courses. End-user training was out of scope as originally defined in the project scope.6. Additional resources (2) to address FLSA solution and complete Accruals setup and testing.7. On-going support of live JDE functionality - Inventory, Fixed Assets, and financials.		
Other Factors		
<ol style="list-style-type: none">1. February 1, 2013 meeting to outline Personnel's approach to complete project/acceptance. Project team dependent on end user training to be completed by Personnel Office staff.2. Assumed that the County payroll processes and JDE setup could be used as a basis for the City JDE setup and processes. This assumption has been disproven requiring significantly more detailed analysis and design.3. Pension office selected a different check stock late in the process and elected to push the go-live date until new check stock paper could be ordered/delivered.		
Impact if Not Approved:		
<ol style="list-style-type: none">A. JDE Payroll project will not meet the City or Pensions requirements.B. Schedule is interdependent with City staff completing training, approved FLSA calculations, and agreed OT time entry process.		

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Impact if Accepted: A. More completely meet the City and Pensions requirements B. Increase confidence in the accuracy of the JDE Payroll calculations/processing C. Increased level of staff confidence through training and hands-on experience.		
Activities Required: - Complete tasks agreed during Feb 1 meeting. See updated Project Plan. - Planned go-live is June 28 th Pay date. - Increased post go-live support to 1 month from 2 weeks.	Cost: Technical Specification (Nov 29, 12) \$15,000 Parallel 4 –testing (Dec 21, 12) \$196,000 Feb 1 project revision (New) \$270,000	
Roles Required: See Project Plan / Resource Assignments	Responsibilities: See Project Plan / Resource Assignments	
Schedule Change: Original Go-Live January 1, 2013. Revised City Payroll Go-live June 28, 2013		
Original Budget	Change Order Amount	Revised Budget Total
\$263,940	\$481,000	\$744,940
By accepting this change order, customer agrees to pay for the above outlined additional services and to provide qualified customer employees as outlined in the <i>Software License, Service, and Maintenance Agreement, and Engagement Letter</i> . By not signing and accepting change, customer agrees to accept specified impact.		
<u>Customer Authorized Representative</u> _____ Title		<u>Denovo Authorized Representative</u> _____ Title