

# Project Change Order Document

<b>Date:</b> August 14, 2013	<b>Project Name:</b> City of Pittsburgh JDE Payroll	
<b>Contract No.</b>	<b>Submitted by:</b> Tanda Nelson	<b>Change Order Number:</b> 2013-006
<p><b>Reason for Change Order:</b> City Payroll extended to first payroll of 2014 year (January 10, 2014), as first live payroll in JD Edwards</p> <p><b>Other notable dates:</b> Employee Maintenance will cut-over and go live the week of September 23, 2013 Employee Benefits will cut-over and go live December 16<sup>th</sup>, 2013 or sooner (as soon as ready but no later than). Timekeepers Entry will cut-over and go live the weekend of December 13<sup>th</sup>, 2013 in preparation of entry starting 12/15/13.</p> <p><b>Considerations:</b> Several factors were included in the decision to push the first payroll run in JD Edwards to the 1/10/14 payroll. Timekeeper entry for the two payrolls required to validate the system was grossly under-estimated to complete by 7/12. While the plan was for the business payroll team to support the timekeepers during entry of the two payrolls, in actuality, the IT implementation team became the sole support due to the business payroll team unavailability, despite repeated attempts to engage them. As a result, little effort was placed on the IT implementation team's tasks.</p> <p>Concentrated effort of finalizing OT rules and Accruals presented more of a challenge that anticipated. At this point the OT rules are completed and Accruals are being tested. We expect there to be decisions the Tuesday Governance team will need to make regarding gaps between JD Edwards functionality (OT/Accruals) and City of Pittsburgh unique requirements (mostly union related).</p> <p>In addition, we added the following to the timeline:</p> <ul style="list-style-type: none"> <li>• Documentation – rather than wait until after go-live</li> <li>• Connect and develop UPK training – to train and keep users fresh</li> <li>• Non-competing time for training – to avoid over-committing resources</li> <li>• Advanced class for Timekeepers (i.e. Excel import) – to assist timekeepers in time entry</li> <li>• Integration Test for both IT and Business - to minimize errors and/or risks to ensure go-live success</li> </ul> <p><b>Resource &amp; Cost Change beginning September 2104 through February 2014:</b></p> <ol style="list-style-type: none"> <li>1) Tanda - 352 hours, \$1400 in bi-weekly expenses, planning 3 day trips every other week</li> <li>2) Steve - 1,040 hours, \$232 in weekly mileage and parking expenses</li> <li>3) Don - 160 hours, \$4800 total expenses for three trips</li> <li>4) Allows for 1.5 months of support by Steve after paycheck is delivered to employees on January 10<sup>th</sup>.</li> <li>5) Contingency of 10% has been added to this Change Order. The Denovo PM will manage the project to minimize use of contingency.</li> </ol>		
<b>Impact if Not Approved:</b> Refer to other notable dates above		
<b>Impact if Accepted:</b> Cost impact		
<b>Activities Required:</b> Several. Tasks are identified and calendared. Cut-Over and Training/Testing plans have been completed and agreed to by the project team.		<b>Cost:</b> <b>\$80,246.00</b>
<b>Roles Required:</b> All		<b>Responsibilities:</b> Per project plan.

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<b>Schedule Change:</b> Revised City Payroll Go-live August 9th, 2013 to first payroll in January 2014 (1/10/14 payroll)		
<b>Original Budget (after O# 2013-05)</b>	<b>Change Order Amount</b>	<b>Revised Budget Total</b>
\$865,141	\$296,484.00	\$1,161,625
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.		
<b><u>Customer Authorized Representative</u></b>  <i>Chuck Half</i>  <b>Title:</b> Project Manager City of Pittsburgh  <b>Date:</b> 08/14/13	<b><u>Denovo Authorized Representative</u></b>  <i>Janda Nelson</i>  <b>Title</b> Project Manager Denovo  <b>Date:</b> 08/14/13	

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