

MUNIS HUMAN RESOURCES AND PAYROLL IMPLEMENTATION PROJECT

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1.0. Introduction

The primary objective of the project will be to replace the legacy payroll system (Smart Stream) with an integrated Enterprise Resource Planning (ERP) system that promotes the joint vision of the City of Hartford and the Hartford Public Schools District to deliver 'world class' service to its constituent and student population. The city has selected the MUNIS Payroll and Human Resources software product suite as its ERP system.

Replacing the current human resources and payroll system is one of several ERP projects that are designed to utilize technology to improve and enhance citywide business practices that have not been able to keep up with the progressive demands of the City of Hartford and the Hartford public schools.

2.0. Project Objectives

Replacing the legacy system will promote and aid in the reengineering and standardization of human resources and payroll processes and practices.

The following list of objectives will be achieved upon completion of this project:

- 2008 employee compensation will be processed using the MUNIS Payroll and Human Resources software
- The creation of a collaborative environment where access to data and information is shared and readily available across the City of Hartford and the Hartford Public Schools District
- User compliance of payroll business rules and controls
- Business Process Improvements that address internal audit issues are a priority
- Visibility and accountability across for all key processes
- Fully documented procedures including help manuals, user manuals, support, etc.
- Out the Box Functionality
- Significant reduction of manual processes, data entry redundancy and reconciliations
- Alignment of the Human Resources and Payroll departments with other data management and data warehousing strategies employed by the city and school district

3.0. Guiding Principals

To foster continuous improvement of Human Resources and Payroll business operations through examination of current practices and identification of opportunities for improvement, the pursuit of which will result in the timely and accurate processing of employee compensation.

To leverage human capital resources, institutional knowledge, and technology in an effort to continuously improve service and productivity throughout the organization.

To design an environment that eliminates redundant and obsolete manual practices and encourages innovative solutions through the use of technology.

4.0. MUNIS Human Resources and Payroll Scope

The following section defines the scope of the project. A clear scope is important to any project because it defines those areas that will be addressed by the project and those areas that will not be included in the project. Scope management will be a major task during this project in order to ensure an on schedule and on budget implementation. Any changes to the defined scope of this project could potentially cause an increase in cost and extension of the project timeline.

In accordance with the Service Level Agreement (SLA) between City of Hartford and MUNIS, the Human Resources Payroll Project will use the MUNIS Payroll and Human Resources system in its vanilla or native form with notable exceptions related to regulatory compliance, collective bargaining, or organizational structure. During the Project Planning Phase, gap analysis workshops will be conducted to determine any requirements not met by the software. Any gaps identified may be addressed by any or all of the following resolutions:

- Policy or Process Change – An existing policy or process change that is made in order to adapt to the business process supported by the software
- Third Party Solution – A third party software product that can be “plugged in” to fill the gap
- Module Addition – Incorporation of additional modules supplied by the software vendor
- Modification – A modification to the baseline software (NOTE: One of the Project’s Guiding Principle is to use MUNIS software in its native form and not seek to have the system modified. If modifications are required, such actions must receive formal approval by the Executive Sponsor)
- Parking Lot – Business process improvements that are identified during gap analysis workshops that will be addressed outside of the project implementation
- Other – Resolutions that require an interpretation of a requirement or process

4.1 In Scope

The following deliverables are in scope for the MUNIS Human Resources and Payroll Implementation Project:

- The system-wide implementation of the MUNIS Human Resources and Payroll system with a January 1, 2008 Payroll processing go-live date.
- The ERP software and database will not be customized beyond notable exceptions
- Data conversion may occur concurrently with the fit/gap sessions
- Business Process Improvements that do not adversely affect the Payroll Go-Live Date of January 1, 2008
- Deliverables will be based upon the input and desired outcome as outlined in the Project Schedule.
- Project implementation methodology will follow the MUNIS model
- Third party interfaces listed in the Project Requirements document
- User Training
- Only historical data that is required for 2007 annual reporting will be converted
- Time and Attendance

4.2 Out of Scope

Items or areas that are not within the scope of the project include:

- System modifications and module additions not identified in the scope, including Third Party Solutions
- Customization of deliverables for unique department configurations
- Historical Data will be migrated post implementation.
- Applicant Tracking is not part of this project
- Benefit Module. Benefits deductions will be captured with the January 1, 2008 payroll conversion, but the full functionality of the module will occur post January 1, 2008.
- Parking Lot items

4.3 Critical Success Factors

The project will be considered a success when the following competencies are demonstrated:

- Go – Live Date of January 1, 2008
- Improved Human Resources and payroll processes that contribute to the overall effectiveness and efficiency of employee compensation and maintenance
- Improved Data Integrity
- Improved Information Reporting and Access

Table 1 summarizes high-level schedule information, separated by project phases including expected completion dates.

Table 1.—Schedule Summary

Project Phase	Schedule
Phase I – Functional Leader Sign-off	August 1, 2007
Phase II	
Conversions	August 1 – December 31, 2007
Setup Auxiliary Tables	June 18 – August 17, 2007
Proof Auxiliary Tables	August 6 – August 17, 2007
Parallels/Testing	September 17 – November 30, 2007
User training	November 1 – December 15, 2007
Phase III – Go Live Preparation	December 1 – December 30, 2007
Go Live	January 1, 2008