Milestones & Timeline

HRMS: Discovery and Consultation Phase

- The first major milestone was the engagement kick-off, which took place on January 9, 2019. [1]

- The "Initiate and Define" phase was completed in January through early May. It included stakeholder workshops and surveys to define the requirements matrix and developing a detailed project plan. [1]

- The "Analyze" phase - May to July - is now complete. This phase comprised developing the RFP scorecard, RFP package for evaluation, and the vendor overall scorecard. [1]

- With the issuance of the RFP on July 29, the second major milestone was achieved. [1]

- The "Vendor Assessment" phase will take place from September to late-October. [1]

- The third major milestone will be the vendor demos, which will take place in late-November. [1]
The "Recommend" phase will take place in December. It will include developing the final vendor scorecard and the summary report. Tentative timing to notify selected vendor(s) is mid-December. [1]

The "Implementation Planning" phase will take place in January and February. It will include the development of the implementation success criteria and a detailed project plan. [1]

The fourth major milestone will be the finalizing of the vendor contract, which will take place in January and February. [1]

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Links
[1] https://www.uoguelph.ca/hr/sites/default/files/8-29_Timeline%20and%20Milestones_large.png