Milestones & Timeline

HRMS: Discovery and Consultation Phase

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

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.

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.

With the issuance of the RFP on July 29, the second major milestone was achieved.

Underway
The "Vendor Assessment" phase is currently underway in September to late-October.

- The third major milestone will be the vendor demos, which will take place in late-November.

**Planned**

- 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.

- 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.

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

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[1] [https://www.uoguelph.ca/hr/sites/default/files/HRMS-Timeline-Milestones-10-2019.png](https://www.uoguelph.ca/hr/sites/default/files/HRMS-Timeline-Milestones-10-2019.png)
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