Milestones & Timeline

HRMS: Discovery and Consultation Phase

Completed:

- The RFP Selection Process was completed in June 2020 and comprised the following phases:
  - Engagement kick-off took place on January 9, 2019.
  - The "Initiate and Define" phase was completed in January through early May 2019, including stakeholder workshops and surveys to define the requirements.
  - The "Analyze" phase - May to July 2019 - comprised developing the RFP scorecard, RFP package for evaluation, and the vendor overall scorecard.

- With the issuance of the RFP on July 29, 2019 the second major milestone was achieved and "Vendor Assessment" followed in September to late-October 2019.

- The third major milestone - vendor demos - took place in late-November 2019 followed by the "Recommend" phase through February 2020, including final vendor scorecard and the summary report.

- The fourth major milestone - finalizing of the vendor contract – wrapped up in June 2020 – with ITGC approval for the project.

HRMS: Implementation

In Progress

The overall HRMS project will be completed as two major project phases from August 2020 to August 2022. The first project phase, occurring between August 2020 and February 2022, enhances the following HR functionality in our legacy systems: Core Human Resources, Payroll, Time Management, Benefits/Pension/Compensation Management with new Recruitment, Onboarding and Case Management features. The second project phase, occurring between March 2022 and August 2022, provides new system functionality to support: Learning Management, Performance & Goals Management and Succession Planning.

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<tr>
<th>Phase One</th>
<th>Phase Two</th>
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<tr>
<td>Planning</td>
<td>Aug 2020 - Jan 2021</td>
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## Milestones & Timeline

**Phase One**

**Design**  
Sept 2020 - Feb 2021  
Gather detailed requirement and process information in consultation with key stakeholders.

**Build**  
Jan - July 2021  
Configure solution in a series of iterations.

**Test**  
July - Nov 2021  
Test solution with stakeholders.

**Parallel Testing**  
Aug - Dec 2021  
Testing/comparing results to operational data.

**End-user Training**  
Jan 2022  
Train end users.

**Deploy/Go Live**  
Feb 2022  
Go Live: stakeholders begin using the new solution for HR-related activities.

**Support**  
Feb - Mar 2022  
Provide support to end users.

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**Phase Two**

**Design**  
Mar - Apr 2022  
Configure solution in a series of iterations.

**Build**  
Apr - June 2022  
Configure solution in a series of iterations.

**Test**  
July 2022  
Test solution with stakeholders.

**Parallel Testing**  
N/A  
Testing/comparing results to operational data.

**End-user Training**  
July 2022  
Train end users.

**Deploy/Go Live**  
Aug 2022  
Go Live: stakeholders begin using the new solution for HR-related activities.

**Support**  
Aug 2022  
Provide support to end users.
Phase 2: Learning Management, Performance & Goals Management and Succession & Development

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