

Rutland City SD

Project/Tasks - **GROUP 4C-North**

Row ID	Project/Tasks - GROUP 4C-North	Assigned to (SD)	Due Date	Notes	Rutland City
2	Planning Phase				
3	Kickoff Call (1/18/19 @ 1pm-2:30pm and 2nd one on 1/19/19 @ 9am-10:30am)	Client Core Team	1/9/2019	Attend one session	Done
4	Finalize and Approve Project Plan Dates	Client PM	4/1/2019		Done
5	Execution Phase				
6	Installation				
7	Servers Staged and Ready	PowerSchool	11/30/2018		Done
8	Complete Installation	PowerSchool	1/18/2019		Done
9	System turnover to Client	PowerSchool	1/23/2019	Attend Office Hours if access assistance needed	Done
10	MILESTONE: System Accessible by Client Admins	Client PM	4/1/2019		Done
11	ThinPrint Hubs Ordered & Shipped	PowerSchool	3/22/2019		Done
12	ThinPrint Test Print	Client PM/IT	4/12/2019		DONE
13	Financials Implementation	Watch PD+ Trainings		ATTEND OFFICE HOURS - SEE CALENDAR	
14	Review Chart of Accounts Crosswalk	Client FAM Users	1/18/2019	O&A with AOE via Crosswalk Questions Spreadsheet	Done
15	Complete and Submit Chart of Accounts for AOE Review	Client PM/FAM Users	3/25/2019	Submit to AOE no later than this date; Track changes after file created - to update new data in eFP as needed	Done
16	AOE Approves and Uploads Budget Prep Template	AOE	4/5/2019	AOE to Post in Client Restricted Folder and Notify PS team	Done
17	Seminar Kickoff/Navigation (T01+S01)	Client FAM Users	4/12/2019		Done
18	System Administration - Overview & Setup (S02B Cloud)	Client PM/IT	4/12/2019		Done
19	Optio Forms Manager (S03)	Client PM/IT	4/12/2019		Done
20	FAM Data Conversion Review (D01A)	Client FAM Users	4/26/2019	Optional; mark N/A if not watching	Done
21	Fund Accounting Overview & Setup (F01)	Client FAM Users	4/26/2019		
22	Fund Accounting / Budget Prep Data Conversion (F02A)	Client FAM Users	4/26/2019	Optional; mark N/A if not watching	
23	MILESTONE: Budget Prep Data (BP1) Converted into eFinancePlus	PowerSchool	4/26/2019	Must receive from AOE by 4/10 to meet this date	Done
24	Purchasing Overview & Setup (F03)	Client FAM Users	5/10/2019		In Progress
25	Vendor Table Data Conversion and Approval Table Review (F04)	Client FAM Users	5/10/2019	Upload Vendor File to Restricted folder by 5/10; Track changes after file created - to update new data in eFP as needed	In Progress
26	Purchasing Processing (F05)	Client FAM Users	5/10/2019		
27	Accounts Payable Overview, Setup & Processing (F06)	Client FAM Users	5/10/2019		
28	Fund Accounting Processing - Journal Entry & Receipting (F07)	Client FAM Users	5/24/2019		
29	Fund Accounting Displays and Ledgers (F09)	Client FAM Users	5/24/2019		
30	MILESTONE: Vendor Data (FA1) Converted	PowerSchool	5/31/2019	SU/SD must post to Restricted by 5/10 to meet this date	
31	Review and Confirm Optio Form Selections: Order Check Stock	Client PM	6/7/2019	Email PowerSchool PM with Selected Form Names	
32	Fund Accounting Workflow (F10)	Client FAM Users	6/7/2019		
33	MILESTONE: Database Refresh Requested	Client PM	7/12/2019	Client PM to Enter a Support Ticket on 7/12 to request database refresh prior to Local Onsite Session	
34	ONSITE Local Financials Pre-Checks	Core Team	7/19/2019	July 16-19: 4C-S 2 days, 4C-N 1.5 days	
35	MILESTONE: PO Test Print Verified	Client PM	7/19/2019		
36	MILESTONE: AP Check Test Print Verified	Client PM	7/19/2019		
37	MILESTONE: A/P Check Test Print on Final Check Stock	Client PM	7/26/2019		
38	FA Cognos Reporting (C-series)	Client FAM Users	7/31/2019	Optional	

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39	MILESTONE: Financials Setup Complete		Client PM	7/31/2019	
40	Budgeting Overview, Setup & Processing (F08)		Client FAM Users	11/1/2019	See Personnel Budgeting under HR also due 11/1
41	Regulatory Reporting (R-Series)		Client FAM Users	11/22/2019	
42	Finance Go Live Cutover Process (F11)		Client FAM Users	12/6/2019	
43	FAM Implementation Checklist completed and returned to PS.PM		Client PM	12/13/2019	Discuss Go/No Go with LEA Sponsors
44	MILESTONE: Purchase Order Data (FA2) Converted		PowerSchool	1/1/2020	Optional
45	MILESTONE: Vendor YTD (FA1) Data Converted		PowerSchool	1/1/2020	
46	MILESTONE LIVE CUTOVER: Fund Accounting/Purchasing		Client PM	1/1/2020	
47	Human Resources and Payroll Implementation		Watch PD+ Trainings		ATTEND OFFICE HOURS - SEE CALENDAR
48	Seminar Kickoff/Navigation (T01+501)		Client HRM Users	6/7/2019	For HR/PY staff, if different than Finance Staff
49	System Administration - Overview & Setup (S02B Cloud)		Client HRM Users	6/7/2019	For HR/PY staff, if different than Finance Staff
50	Ootio Forms Manager (S03)		Client PM/IT	6/7/2019	
51	Human Resources Overview & Setup (H01)		Client HRM Users	6/14/2019	
52	Human Resources Employee Demographics (H02)		Client HRM Users	6/21/2019	
53	HR Data Conversion Support Review (D02A)		Client HRM Users	6/28/2019	Determine how you will gather your data for conversion files; get organized.
54	Human Resources Employee Deductions & Group Life (H03)		Client HRM Users	7/5/2019	
55	Human Resources Employee Pay Rates Table Setup (H04)		Client HRM Users	7/12/2019	
56	Human Resources Employee Pay Rate Setup (H05)		Client HRM Users	7/12/2019	
57	Position Control (H14)		Client HRM Users	7/19/2019	Determine how you want to use Position Control.
58	Complete Employee Demographics (CF1) Spreadsheet (Encouraged to start working on this in August)		Client PM/HRM Users	8/23/2019	Upload to Restricted folder by 8/23; Track changes after file created - to update new data in eFP as needed
59	Complete Deductions (CF2) Spreadsheet (Encouraged to start working on this in August)		Client PM/HRM Users	8/30/2019	Upload to Restricted folder by 8/30; Track changes after file created - to update new data in eFP as needed
60	Complete Employee Deductions (CF3) Spreadsheet (Encouraged to start working on this in August)		Client PM/HRM Users	9/6/2019	Upload to Restricted folder by 9/6; Track changes after file created - to update new data in eFP as needed
61	Complete Calendar (CF2) and Salary Schedule (CF2) Data		Client HRM Users	9/13/2019	Upload to Restricted folder by 9/13; Track changes after file created - to update new data in eFP as needed
62	Review and Update Job Class Table Data (CF2)		Client HRM Users	9/13/2019	Job classes pre-configured; Verify and update
63	Human Resources and Payroll Reference Tables (CF1-CF2) Templates Completed		Client HRM Users	9/13/2019	Upload to Restricted folder by 9/13; Track changes
64	Complete Employee Payrates Spreadsheet (CF3)		Client PM/HRM Users	9/20/2019	Upload to Restricted folder by 9/20; Track changes
65	MILESTONE: Employee Demographics Data (CF1) Converted		PowerSchool	9/13/2019	SU/SD must post to Restricted by 8/23 to meet this date
66	MILESTONE: Deduction Table Data (CF2) Converted		PowerSchool	9/20/2019	SU/SD must post to Restricted by 8/30 to meet this date
67	MILESTONE: Employee Deductions Data (CF3) Converted		PowerSchool	9/20/2019	SU/SD must post to Restricted by 9/6 to meet this date
68	MILESTONE: Employee Pay Rate Data (CF3) Converted		PowerSchool	9/27/2019	Buffer 9/30-10/4
69	Human Resources Processing (H06)		Client HRM Users	9/27/2019	
70	Pay Run Overview and Setup (H07A)		Client HRM Users	9/27/2019	
71	Pay Run Import Batch Timecards / Key Extra Time (H07B)		Client HRM Users	9/27/2019	
72	Pay Run Edit Time and Precalc (H07C)		Client HRM Users	10/4/2019	
73	Pay Run Pay Calc, Direct Deposit, Checks (H07D)		Client HRM Users	10/4/2019	

74	Pay Run Post Calc Reports (H07E)		Client HRM Users	10/4/2019	
75	Pay Run Fund Accounting Interface (H07F)		Client HRM Users	10/4/2019	
76	Remote System Pre-Check: Prep Database for Payroll Parallel		Core Team	10/11/2019	Week of 9/30: Sign up for a pre-check session between October 7-11
77	<u>Attendance Overview, Setup and Processing (H08)</u>		Client HRM Users	10/11/2019	
78	<u>Personnel Overview, Setup & Processing (H09)</u>		Client HRM Users	10/11/2019	
79	<u>Employee Access Center (H12A)</u>		Client HRM Users	10/11/2019	Recommended, but Optional
80	ONSITE Local Payroll Parallel Assistance		Core Team	10/25/2019	October 14 or 21 week
81	<u>MILESTONE: Database Refresh Requested</u>		Client PM	Friday Prior to Parallel Week	Client PM to Enter a Support Ticket to request database refresh at least 48-hrs prior to Local Onsite Session; Must copy Live to Training after all data converted and set up for payroll parallel processing
82	MILESTONE: Employee Gross to Net Verified		Client PM	End of Parallel Week	
83	MILESTONE: Payroll Check Test Print Verified		Client PM	End of Parallel Week	
84	MILESTONE: Direct Deposit Pre-Note Verified		Client PM	End of Parallel Week	
85	MILESTONE: Payroll Parallel Verified		Client PM	End of Parallel Week	
86	<u>Personnel Budgeting (H19)</u>		Client FAM/HRM Users	11/1/2019	
87	<u>Salary Negotiations (H16)</u>		Client HRM Users	11/8/2019	
88	<u>Human Resources Workflow (H10)</u>		Client HRM Users	11/15/2019	
89	<u>HR Cognos Reporting (C-Series)</u>		Client HRM Users	11/22/2019	Optional
90	MILESTONE: HR/PY Setup Complete		Client PM	11/22/2019	
91	<u>Regulatory Reporting (R-Series)</u>		Client HRM Users	11/29/2019	
92	<u>Human Resources & Payroll Go Live Cutover Process (H11)</u>		Client HRM Users	12/6/2019	
93	Remote Go Live Prep and System Review		Core Team	12/13/2019	Week of 11/25: Sign up for a pre-check session between December 2-13
94	<u>HRM Implementation Checklist completed and returned to PS PM</u>		Client PM	12/13/2019	Discuss Go/No Go with LEA Sponsors
95	<u>Employee Mobile App</u>		Client PM	12/20/2019	No Training; Download App; Review User Guide
96	MILESTONE: Payroll Leave YTD Data (CF7) Converted		Client PM	1/1/2020	
97	MILESTONE LIVE CUTOVER - Payroll/Human Resources		Client PM	1/1/2020	Confirmed by completion of 1st payroll
98	<u>Cognos Onsite Local Training</u>		Core Team	1/17/2020	Holds for Jan 14-15 and 16-17 (weather permitting)
99	Monitor & Controlling Phase		Watch PD+ Trainings		ATTEND OFFICE HOURS - SEE CALENDAR
100	<u>Client testing updates and follow ups, as needed</u>		Client PM	Ongoing	
101	<u>Status Updates/Follow-ups and Scheduled Periodic calls</u>		Client PM	Ongoing	
102	<u>Review Submitted FAM Client Testing Checklist</u>		PowerSchool	12/13/2019	
103	<u>Review Submitted HRM Client Testing Checklist</u>		PowerSchool	12/13/2019	
104	<u>Confirm all critical cases resolved</u>		Client PM	12/27/2019	Discuss Go/No Go with LEA Sponsors
105	Project Review and Close Phase I				
106	<u>Project Close Out Call</u>		Client PM	2/10/2020	
107	<u>Complete Survey</u>		Client PM	2/10/2020	
108	<u>Review Outstanding Items, if applicable</u>		Client PM	2/10/2020	
109	Phase II - Edge Applications				
110	<u>Employee Benefits (H15A)</u>		Client HRM Users	2/10/2020	Implementation in Feb, Seminar due 2/10
111	<u>Benefit Interface (H15B)</u>		Client HRM Users	2/10/2020	Implementation in Feb, Seminar due 2/10

112	MILESTONE: Benefits and Dependents Data Converted (CF8 - optional)		Client PM	2/21/2020	Implementation Feb; Seminar due 2/10 (1:1)	
113	EAC Open Enrollment (Benefits) (H12B)		Client HRM Users	2/21/2020	Implementation in Feb. Seminar due 2/21	
114	Employee Timesheets (H13A)		Client HRM Users	2/14/2020	Implementation Feb-April; Seminar due 2/14	
115	Employee Timesheets (H13B)		Client HRM Users	2/14/2020	Implementation Feb-April; Seminar due 2/14	
116	Fixed Assets (F12A)		Client FAM Users	2/21/2020	Implementation Feb-April; Seminar due 2/21	
117	Fixed Assets (F12B)		Client FAM Users	2/21/2020	Implementation Feb-April; Seminar due 2/21	
118	MILESTONE: Fixed Assets Data Converted (E1 -optional)		Client PM	3/31/2020	Implementation Feb-April; Seminar due 2/21 (1:1)	
119	Professional Development (H17A)		Client HRM Users	5/1/2020	Implementation May-June; Seminar due 5/1	
120	Professional Development (H17B)		Client HRM Users	5/1/2020	Implementation May-June; Seminar due 5/1	
121	Professional Development (H17C)		Client HRM Users	5/1/2020	Implementation May-June; Seminar due 5/1	
122	Miscellaneous Billing (F15A)		Client FAM Users	6/5/2020	Implementation June-July; Seminar due 6/5	
123	Miscellaneous Billing (F15B)		Client FAM Users	6/5/2020	Implementation June-July; Seminar due 6/5	
124	Cash Receipts		Client FAM Users	6/1/20 week	PM will schedule session if seminar not available	
125	PunchOut (F14B)		Client FAM Users	6/12/2020	Implementation June; Seminar due 6/12	
126	SchoolSpring Interface		Client HRM Users	TBD		
127	Warehouse Inventory (F13A)		Client FAM Users	N/A	4C not using	
128	Warehouse Inventory (F13B)		Client FAM Users	N/A	4C not using	
129	MILESTONE: Warehouse Common Code Data Converted (FA4 - optional)		Client PM	N/A	4C not using	
130	MILESTONE: Warehouse Stock Table Data Converted (FA4 - optional)		Client PM	N/A	4C not using	
131	Vendor Bidding (F14)		Client FAM Users	N/A	4C not using	
132	Purchasing Card (F17)		Client FAM Users	N/A	4C not using	