

Appendix "C"

Sample Statement of Work

1.0 INTRODUCTION

1.1 Objective

The Department of ----- has requirement(s) for the provision of Informatics Professional Services to implement the PeopleSoft HR System within the Department.

1.2 Background

The Department has decided to replace its existing human resources information system (HRIS) with a commercial product called PeopleSoft HRMS.

PeopleSoft HRMS has been endorsed by Treasury Board as a system that federal government departments may use for the purposes of managing their human resources. A contract has been awarded by Treasury Board to PeopleSoft to permit licensing for federal government departments. Approximately fifteen departments have signed MOUs with Treasury Board stating their commitment to the product. The intention is to develop a common shared core system that will be used by all participating departments while at the same time giving the departments certain flexibilities to customize to their own departments' needs around that core. The first release of this version, Government of Canada Version Release 1 (GC1), is currently undergoing user acceptance testing by participating departments. The issue of support and maintenance of this core system is now being addressed by the Cluster Group - one option is the use of a third party Service Provider.

From the perspective of the Department, an evaluation was conducted in the spring of 1994 to determine the technical architecture best suited for implementing PeopleSoft HRMS and the implications of this architecture. The study recommended a central data base approach with users accessing the database via workstations and LANs across the country. Information on the proposed architecture is contained in Section 1.4.

The department has completed the identification of functional HR requirements. In addition to this, work is underway to determine the "gap" that exists between these requirements and the functionality available with the PeopleSoft GC1 version. This will form the basis, along with other departments' "gap" analyses, for the requirements analysis of the next release of the Government of Canada version. This "gap" will also be used by the Department to determine the extent of departmental customization that will be