

1.4.6 Standards

All systems development must adhere to project standards which can be referenced upon request.

2.0 Requirements

The Department has requirement(s) to establish one or two contract(s) per category with vendor(s) to supply resource(s) under the following specific categories on an as and when requested basis. A Task Authorization will be prepared when a task is required. The vendor(s) would supply a team to provide professional informatics and management consulting services for the implementation of the PeopleSoft HR system within the department. The resource(s) must be available within 3 weeks of the request from the Project Authority or authorized replacement.

The Project team requires support in the following areas:

***A PeopleSoft HRMS Functional Analyst** will work with the implementation team to ensure that the business aspects of the PeopleSoft applications are in place (e.g. providing specifications for modifications and/or development based on requirements defined by the project team's HR analyst(s).

The Functional Analyst will be responsible for ensuring that the capabilities of the PeopleSoft application are understood by the project team. They will also ensure that the business requirements to be met by the application are correctly analyzed and documented (e.g. design specifications) with respect to the application software capability. They will review and assist in setting up package configuration information for the pilot and for the final system implementation.

NOTE: Depending on the skills of resources available, the PS Technical and Functional Analysts may be the same person.

***A PeopleSoft HRMS Technical Analyst** will provide PeopleSoft specific technical expertise during the implementation of the product. This will include the provision of technical advice and hands-on assistance during technical testing, conversion preparation, design, system configuration and package customization. There may also be a requirement for some assistance during the actual conversion and roll-out of the system.

NOTE: Depending on the skills of the resources available, the PS Technical and Functional Analysts may be the same person.

***An Organizational Impact Specialist** will provide advice on the most efficient way to make use of the PeopleSoft functionality in the department and the least disruptive way to align the