needed prior to implementing in the department (a key objective of the project is to keep this to a minimum).

An implementation plan has also been developed and a departmental team is now in place. Work is now well under way on the Technical Infrastruture and Technical Shakedown Segments. Work has also begun on Conversion Preparation and Design.

To briefly summarize this plan, the first phase of implementation is planned to take place in the summer of 1996 and will probably consist of providing most current HRIS users (approximately 250) with access to PeopleSoft HRMS. Prior to the actual implementation, there is a significant amount of work to be done: the Technical Shakedown is scheduled to take place during June and July 1995 followed by a pilot in the fall; detailed functional analysis and design, customization and testing, conversion activities, training, site preparation and installation all have to be completed prior to implementation.

1.3 Scope

Due to the varied nature of the services required for this project and the flexibility to specify the detailed tasks and deliverables on an as when requested basis, a Task Authorization (copy attached as Appendix "C") will be prepared by the Project Authority when there is a task to be completed. It is not possible, at this time, to specify exact dates and deliverables.

The vendor will provide a team of informatics professionals who will be involved in all, or a subset of the following segments:

-Change Management Segment (Organizational Analysis and Alignment)
-Technical Shakedown Segment
-Conversion Preparation Segment
-Design Segment
-Pilot Segment
-System Testing Segment
-System Configuration and Customization Segment

The set of activities, deliverables, time frames and levels of personnel will be determined on an as and when requested basis and will vary with the stage of implementation.

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