

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	T	F	S
1			PHASE 1 - BUSINESS PROCESS IMPROVEMENT	165 days	Fri 9/17/21	Fri 5/20/22					
2			TASK 1 - PROJECT MANAGEMENT AND PLANNING	165 days	Fri 9/17/21	Fri 5/20/22					
3			Internal Kick-Off	1 day	Fri 9/17/21	Fri 9/17/21		RCC,GFOA			
4			Task 1.1 - Governance Support	24 days	Mon 10/11/21	Thu 11/11/21					
5			Project Charter Development	16 days	Thu 10/21/21	Thu 11/11/21					
6			Develop Draft Charter	5 days	Thu 10/21/21	Wed 10/27/21	20	GFOA			
7			Review Draft Charter	10 days	Thu 10/28/21	Wed 11/10/21	6	RCC			
8			Finalize Project Charter	1 day	Thu 11/11/21	Thu 11/11/21	7	GFOA			
9			Deliverable 1a - Project Charter	0 days	Thu 11/11/21	Thu 11/11/21	8	GFOA			
10			Stakeholder Kick-Off	11 days	Mon 10/11/21	Mon 10/25/21					
11			Presentation	11 days	Mon 10/11/21	Mon 10/25/21					
12			Prepare Draft Presentation	2 days	Mon 10/11/21	Tue 10/12/21		GFOA			
13			Review Draft Presentation	2 days	Wed 10/13/21	Thu 10/14/21	12	RCC			
14			Finalize Presentation	1 day	Fri 10/15/21	Fri 10/15/21	13	GFOA			
15			Facilitate Kick-Off	1 day	Mon 10/25/21	Mon 10/25/21	14FS+5 days	GFOA			
16			Document Project Goals	1 day	Mon 10/25/21	Mon 10/25/21	15SS	GFOA			
17			Deliverable 1b - Project Goals	0 days	Mon 10/25/21	Mon 10/25/21	16				
18			Task 1.2 - Project Team Set-Up	148 days	Tue 10/12/21	Fri 5/20/22					
19			Project Roles	3 days	Mon 10/18/21	Wed 10/20/21					
20			Define Project Roles	3 days	Mon 10/18/21	Wed 10/20/21		GFOA,RCC			
21			Functional Process Scoping	3 days	Tue 10/12/21	Thu 10/14/21					
22			Review Functional Processes	2 days	Tue 10/12/21	Wed 10/13/21	36	GFOA,RCC			
23			Validate Processes	1 day	Thu 10/14/21	Thu 10/14/21	22	RCC			

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24	✓	➔	Define Process Investigation Teams	4 days	Tue 10/12/21	Fri 10/15/21					
25	✓	➔	Define Functional Owners	2 days	Tue 10/12/21	Wed 10/13/21	22SS	RCC			
26	✓	➔	Define Subject Matter Experts	2 days	Thu 10/14/21	Fri 10/15/21	23SS	RCC			
27		➔	Project Gate Reviews	1 day	Mon 10/25/21	Mon 10/25/21					
28		➔	Define Expectations	1 day	Mon 10/25/21	Mon 10/25/21		RCC,GFOA			
29		➔	Validate Expectations	1 day	Mon 10/25/21	Mon 10/25/21	28SS	RCC			
30		➔	Staffing Readiness Activities	0 days	Fri 5/20/22	Fri 5/20/22					
31		➔	Process Analysis Readiness Complete	0 days	Fri 5/20/22	Fri 5/20/22	52,90,100,119				
32		➔	Deliverable 1d - Staffing Readiness	0 days	Fri 5/20/22	Fri 5/20/22	31	GFOA			
33		➔	Task 1.3 - Project Plan	27 days	Fri 9/17/21	Mon 10/25/21					
34	✓	➔	Develop Project Plan	18 days	Fri 9/17/21	Tue 10/12/21					
35	✓	➔	Develop Draft Plan	4 days	Fri 9/17/21	Wed 9/22/21		GFOA			
36	✓	➔	Review Draft Plan	13 days	Thu 9/23/21	Mon 10/11/21	35	RCC			
37	✓	➔	Finalize Project Plan	1 day	Tue 10/12/21	Tue 10/12/21	36	GFOA			
38	✓	➔	Deliverable 1c - Project Plan	0 days	Tue 10/12/21	Tue 10/12/21	37	GFOA			
39		➔	Task 1.4 - Project Documentation	7 days	Fri 9/17/21	Mon 9/27/21					
40	✓	➔	Set Up Templates	1 day	Thu 9/23/21	Thu 9/23/21	35	GFOA			
41	✓	➔	Upload Templates to Collaboration Site	1 day	Fri 9/17/21	Fri 9/17/21	35SS	GFOA			
42	✓	➔	Define Standard (Microsoft Teams)	1 day	Mon 9/20/21	Mon 9/20/21	3	RCC			
43	✓	➔	Set Up Microsoft Teams	5 days	Tue 9/21/21	Mon 9/27/21	42	GFOA			
44		➔	Deliverable 1e - Collaboration Website	0 days	Mon 9/27/21	Mon 9/27/21	43	GFOA			
45		➔	Task 1.5 - Project Management	26 days	Mon 9/20/21	Mon 10/25/21					
46	✓	➔	Set Up PM Meeting Cadence	5 days	Mon 9/20/21	Fri 9/24/21	3	GFOA,RCC			

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47		Define Report Status	1 day	Mon 10/25/2	Mon 10/25/2	43	GFOA,RCC			
48		Deliverable 1f - Status Report Template	0 days	Mon 10/25/2	Mon 10/25/2	47	GFOA			
49		Deliverable 1g - Ongoing Readiness	0 days	Mon 10/25/2	Mon 10/25/2	48	GFOA			
50		TASK 2 - PROCESS ANALYSIS	56 days	Mon 10/18/2	Fri 1/14/22					
51		Preparation	10 days	Mon 10/18/2	Fri 10/29/21					
52		Review Process with PIT Leads	1 day	Mon 10/18/2	Mon 10/18/2	24	GFOA,RCC			
53		Gather Process Documentation	10 days	Mon 10/18/2	Fri 10/29/21	24	GFOA,RCC			
54		Task 2.1 As-Is Process Mapping	40 days	Tue 10/26/21	Thu 12/23/21					
55		Conduct As-Is Process Discussions	30 days	Tue 10/26/21	Thu 12/9/21					
56		Accounting	30 days	Tue 10/26/21	Thu 12/9/21	15	RCC,GFOA			
57		Budget	30 days	Tue 10/26/21	Thu 12/9/21	15	RCC,GFOA			
58		Procure to Pay	30 days	Tue 10/26/21	Thu 12/9/21	15	RCC,GFOA			
59		Asset Management	30 days	Tue 10/26/21	Thu 12/9/21	15	RCC,GFOA			
60		Human Resources	30 days	Tue 10/26/21	Thu 12/9/21	15	RCC,GFOA			
61		Personnel Actions	30 days	Tue 10/26/21	Thu 12/9/21	15	RCC,GFOA			
62		Asset Management	30 days	Tue 10/26/21	Thu 12/9/21	15	RCC,GFOA			
63		Time Entry to Payroll	30 days	Tue 10/26/21	Thu 12/9/21	15	RCC,GFOA			
64		Student Systems	30 days	Tue 10/26/21	Thu 12/9/21	15	RCC,GFOA			
65		Validate As-Is Process Discussions	40 days	Tue 10/26/21	Thu 12/23/21					
66		Accounting	40 days	Tue 10/26/21	Thu 12/23/21	56SS	RCC			
67		Budget	40 days	Tue 10/26/21	Thu 12/23/21	57SS	RCC			
68		Procure to Pay	40 days	Tue 10/26/21	Thu 12/23/21	58SS	RCC			
69		Asset Management	40 days	Tue 10/26/21	Thu 12/23/21	59SS	RCC			

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70			Human Resources	40 days	Tue 10/26/21	Thu 12/23/21	60SS	RCC			
71			Personnel Actions	40 days	Tue 10/26/21	Thu 12/23/21	61SS	RCC			
72			Asset Management	40 days	Tue 10/26/21	Thu 12/23/21	62SS	RCC			
73			Time Entry to Payroll	40 days	Tue 10/26/21	Thu 12/23/21	63SS	RCC			
74			Student Systems	40 days	Tue 10/26/21	Thu 12/23/21	64SS	RCC			
75			Deliverable 2a - Process Maps/Base Needs Assessment	0 days	Thu 12/23/21	Thu 12/23/21	55,65	GFOA			
76			Task 2.2 Future Process Definition	10 days	Mon 1/3/22	Fri 1/14/22					
77			Assess and Define Future Processes/Requirements	10 days	Mon 1/3/22	Fri 1/14/22					
78			Accounting	10 days	Mon 1/3/22	Fri 1/14/22	66	GFOA,RCC			
79			Budget	10 days	Mon 1/3/22	Fri 1/14/22	67	GFOA,RCC			
80			Procure to Pay	10 days	Mon 1/3/22	Fri 1/14/22	68	GFOA,RCC			
81			Asset Management	10 days	Mon 1/3/22	Fri 1/14/22	69	GFOA,RCC			
82			Human Resources	10 days	Mon 1/3/22	Fri 1/14/22	70	GFOA,RCC			
83			Personnel Actions	10 days	Mon 1/3/22	Fri 1/14/22	71	GFOA,RCC			
84			Asset Management	10 days	Mon 1/3/22	Fri 1/14/22	72	GFOA,RCC			
85			Time Entry to Payroll	10 days	Mon 1/3/22	Fri 1/14/22	73	GFOA,RCC			
86			Student Systems	10 days	Mon 1/3/22	Fri 1/14/22	74	GFOA,RCC			
87			Deliverable 2b - Process Workshops/Recommendations	0 days	Fri 1/14/22	Fri 1/14/22	77	GFOA			
88			TASK 3 - DEVELOP A PLAN OF ACTION	42 days	Mon 1/3/22	Thu 3/3/22					
89			Task 3.1 - Plan of Action Development	20 days	Mon 1/3/22	Mon 1/31/22					
90			Review Process with PIT Leads	1 day	Mon 1/3/22	Mon 1/3/22	66	GFOA,RCC			

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91		Define Action Proposals	10 days	Tue 1/18/22	Mon 1/31/22	87	GFOA,RCC			
92		Define Action Steps	10 days	Tue 1/18/22	Mon 1/31/22	91SS	GFOA,RCC			
93		Task 3.2 - Plan of Action	32 days	Tue 1/18/22	Thu 3/3/22					
94		Prepare Draft Action Plan	15 days	Tue 1/18/22	Mon 2/7/22	91SS	GFOA			
95		Review Draft Action Plan	10 days	Tue 2/8/22	Tue 2/22/22	94	RCC			
96		Finalize Action Plan	2 days	Wed 2/23/22	Thu 2/24/22	95	GFOA			
97		Deliverable 3a - Plan of Action/Market Ana	0 days	Thu 2/24/22	Thu 2/24/22	96	GFOA			
98		Adopt Action Plan	5 days	Fri 2/25/22	Thu 3/3/22	97	RCC			
99		PHASE 2 - RFP DEVELOPMENT AND SELECTION ASSISTANCE	174 days	Fri 1/14/22	Fri 9/30/22					
100		Review Process with PIT Leads	1 day	Fri 2/25/22	Fri 2/25/22	97	GFOA,RCC			
101		TASK 4 - DEVELOP A REQUEST FOR PROPOSAL	50 days	Fri 1/14/22	Tue 3/29/22					
102		RFP Development	23 days	Fri 2/25/22	Tue 3/29/22					
103		Prepare Draft RFP	10 days	Fri 2/25/22	Thu 3/10/22	96	GFOA			
104		Review Draft RFP	10 days	Fri 3/11/22	Thu 3/24/22	103	RCC			
105		Finalize Draft RFP	3 days	Fri 3/25/22	Tue 3/29/22	104	GFOA			
106		Deliverable 4a - RFP Document	0 days	Tue 3/29/22	Tue 3/29/22	105	GFOA			
107		Deliverable 4b - Functional Requirements	0 days	Fri 1/14/22	Fri 1/14/22	87	GFOA			
108		Release RFP	1 day	Wed 3/30/22	Wed 3/30/22	106	RCC			
109		Pre-Bid Conference	1 day	Tue 4/12/22	Tue 4/12/22	108FS+8 days	GFOA,RCC			
110		TASK 5 - EVALUATION AND SELECTION OF VENDOR	117 days	Fri 2/25/22	Thu 8/18/22					
111		Evaluation Team Preparation	25 days	Fri 2/25/22	Thu 3/31/22					
112		Define Evaluation Team	5 days	Fri 3/4/22	Thu 3/10/22	98	RCC			

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113			Train Evaluation Team	1 day	Thu 3/31/22	Thu 3/31/22	112,108	GFOA			
114			Define Evaluation Criteria	5 days	Fri 2/25/22	Thu 3/3/22	103SS	RCC,GFOA			
115			Deliverable 5a - Evaluation Criteria/Training of Evaluation Team	0 days	Thu 3/31/22	Thu 3/31/22	112,113,114	GFOA			
116			Task 5.1 - Proposal Assessment	7 days	Thu 5/12/22	Fri 5/20/22					
117			Proposals Submitted and Vetted	1 day	Thu 5/12/22	Thu 5/12/22	108FS+30 days	RCC,GFOA			
118			High-Level Proposal Assessment	5 days	Fri 5/13/22	Thu 5/19/22	117	GFOA			
119			Review with Evaluation Team	1 day	Fri 5/20/22	Fri 5/20/22	118	GFOA,RCC			
120			Deliverable 5b - Initial Assessment	0 days	Fri 5/20/22	Fri 5/20/22	119	GFOA			
121			Task 5.2 - Base Presentation	48 days	Thu 3/31/22	Tue 6/14/22					
122			Prepare Base Interview Scripts	3 days	Thu 3/31/22	Mon 4/4/22	108	GFOA,RCC			
123			Release Interview Scripts	1 day	Fri 5/13/22	Fri 5/13/22	117	RCC			
124			Conduct Base Interviews	3 days	Fri 5/27/22	Wed 6/1/22	117FS+10 days	GFOA,RCC			
125			Deliverable 5c - Base Presentation	0 days	Wed 6/1/22	Wed 6/1/22	124				
126			Review Written Proposals	15 days	Fri 5/13/22	Fri 6/3/22	117	RCC,GFOA			
127			Evaluate Proposals	2 days	Mon 6/13/22	Tue 6/14/22	126	RCC,GFOA			
128			Select Three Proposals for Interviews	2 days	Mon 6/13/22	Tue 6/14/22	127SS	RCC			
129			Deliverable 5d - Complete Proposal Assessment	0 days	Tue 6/14/22	Tue 6/14/22	128	RCC			
130			Task 5.3 - Software Demos	75 days	Thu 3/31/22	Mon 7/25/22					
131			Demo Script Preparation	15 days	Thu 3/31/22	Wed 4/20/22					
132			Prepare Draft Demonstration Scripts	10 days	Thu 3/31/22	Wed 4/13/22	108	GFOA			
133			Review Draft Demonstration Scripts	5 days	Thu 4/14/22	Wed 4/20/22	132	RCC			
134			Finalize Demonstration Scripts	2 days	Thu 4/21/22	Fri 4/22/22	133	GFOA			
135			Distribute Demonstration Scripts	10 days	Wed 6/15/22	Wed 6/29/22					

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136		➔	Vendor 1	1 day	Wed 6/15/22	Wed 6/15/22	128,134	RCC			
137		➔	Vendor 2	1 day	Wed 6/22/22	Wed 6/22/22	136FS+3 days	RCC			
138		➔	Vendor 3	1 day	Wed 6/29/22	Wed 6/29/22	137FS+4 days	RCC			
139		➔	Software Demonstrations	12 days	Tue 7/5/22	Wed 7/20/22					
140		➔	Vendor 1	3 days	Tue 7/5/22	Thu 7/7/22	136FS+11 days	GFOA,RCC			
141		➔	Vendor 2	3 days	Mon 7/11/22	Wed 7/13/22	137FS+11 days	GFOA,RCC			
142		➔	Vendor 3	3 days	Mon 7/18/22	Wed 7/20/22	138FS+11 days	GFOA,RCC			
143		➔	Deliverable 5e - Demonstration Scripts and Facilitation	0 days	Wed 7/20/22	Wed 7/20/22	140,141,142	GFOA			
144		➔	Select Vendors for Discovery	3 days	Thu 7/21/22	Mon 7/25/22	140,141,142	RCC			
145		➔	Task 5.4 - Discovery	18 days	Tue 7/26/22	Thu 8/18/22					
146		➔	Request for Clarification Letters	5 days	Tue 7/26/22	Mon 8/1/22	144	GFOA,RCC			
147		➔	Discovery Meetings/BAFO	10 days	Tue 8/2/22	Mon 8/15/22	146	GFOA,RCC			
148		➔	Deliverable 5f - Request for Clarification Letters	0 days	Mon 8/1/22	Mon 8/1/22	146	GFOA			
149		➔	Select Finalist Vendor	3 days	Tue 8/16/22	Thu 8/18/22	147	RCC			
150		➔	TASK 6 - CONTRACT NEGOTIATIONS	30 days	Fri 8/19/22	Fri 9/30/22					
151	👤	➔	Software License Negotiations	25 days	Fri 8/19/22	Fri 9/23/22	149	GFOA,RCC			
152	👤	➔	Services Contract Negotiations	25 days	Fri 8/19/22	Fri 9/23/22	149	GFOA,RCC			
153	👤	➔	Statement of Work Negotiations	25 days	Fri 8/19/22	Fri 9/23/22	149	GFOA,RCC			
154	👤	➔	Finalize Contract	25 days	Fri 8/19/22	Fri 9/23/22	149	GFOA,RCC			
155		➔	Deliverable 6a - Contract Negotiations Complete	0 days	Fri 9/23/22	Fri 9/23/22	154	GFOA			
156		➔	Approve Contract	5 days	Mon 9/26/22	Fri 9/30/22	154	RCC			

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